

Amendments to the Regulations

Please find details of changes to the University Regulations ahead of your study in 2023/2024.

Track changes have been used to identify changes below. Deletions shown by ~~striketrough~~, insertions shown underlined

Please note: This is a working document and may be updated throughout the Academic year.

Regulations amended:

B1, B8, D3, C2, A1, C5, C2, D1, C7, D2, D5, B5, A1

REGULATION B1 (Senate approved 21 June 2023)

Replace all of current regulation B1 with the revised regulation text below
(from academic year 23/24)

REGULATION B1 : STUDENT DISCIPLINE

1. Introduction

1.1 As a member of the University, you are expected to conduct yourself in a manner that is responsible and respectful to others, whether they are other students, members of staff, visitors to the University or members of the local community. The University is committed to the fair and equal treatment of all individuals regardless of gender, age, disability, colour, race, ethnic or national origin, socio-economic group, sexual orientation, marital status, family responsibilities, religious or political beliefs. By accepting an offer of a place at the University, you agree to abide by all relevant policies and regulations of the University which have been designed to support the University's key values.

1.2 All members of the University community have a responsibility to support each other in maintaining good order and creating a safe environment which is conducive to study, living and working. Wherever possible, the University will address concerns and minor cases through early intervention and aim to develop students' understanding of what constitutes acceptable behaviour before taking disciplinary action. When the University receives an allegation of misconduct, the University will decide on the most appropriate course of action which may include referral for informal or mutual resolution or closing the case without further investigation.

2. Scope

2.1 This regulation applies to all registered students of the University as well as those who have accepted the offer of a place to study at Keele. It applies to behaviour wherever and whenever it may have taken place when it is considered by the University to be detrimental to another member of the University, University property, or the interests and reputation of the University. It includes, but is not limited to, behaviour arising at any time when the student may be regarded as representing the University as an individual or as part of a team or group. It also applies when the student is living or studying on campus or at a location away from the University either as part of their studies or following an arrangement made through the University or the Students' Unions.

2.2 The Students' Union has its own internal procedures and byelaws for resolving breaches of its constitution which include the possibility of referring serious cases to the University. Details are available from the Students' Union. Where an alleged breach of discipline is deemed serious, the University reserves the right to also consider the breach under its own regulations.

2.3 Where the University or the person making the complaint does not consider it necessary or desirable for the case to be taken through the formal discipline route, the University may decide instead to refer the case for informal or mutual resolution or send a formal warning letter urging the student to cease their alleged inappropriate behaviour. In cases where, despite such efforts to resolve the matter, a student does not cease and desist from their inappropriate behaviour, the University will commence disciplinary action.

2.4 University members of staff are entitled to take immediate action to deal with disruptive or dangerous student behaviour. Such action may be in response to breaches against local codes of behaviour or conduct, and sanctions will usually consist of removal of the student for the duration of a specific activity. Such reasonable and proportionate immediate action

may also be taken by officers of the University in order to protect the safety of the campus community and prevent harm, restore order, safeguard the reputation of the University or gather evidence to support further disciplinary investigation under this regulation.

3. Partner Institutions

3.1 Students studying for a Keele University award delivered at or by a partner institution and who are registered students of that partner institution come under the jurisdiction of the regulations for student conduct of the partner institution concerned, unless specified differently in the legal agreement. This regulation does not therefore apply to students studying at a partner institution except for partner institutions that operate in collaboration with the University and share the University's campus facilities.

4. Disciplinary Offences

4.1 The University will consider as an offence any behaviour which:

- negatively impacts its staff, students and visitors, and/or;
- adversely affects the functioning or activities of the University or its reputation.

The following list is divided into minor and major offences. Minor offences are typically dealt with directly by an authorised officer whereas major offences will normally be investigated by an investigating officer and then referred to the University Discipline Committee.

Note: Offences initially classed as minor may be pursued as major offences if this is deemed more appropriate by the University following an initial enquiry.

4.2 Minor Offences: The indicative list of minor offences includes, but is not limited to, the following:

(a) a first or second minor breach of University regulations, policies, accommodation licence agreements, terms and conditions, mutual resolution agreements or codes of conduct e.g., smoking in non-designated areas, ignoring fire alarms, using University IT equipment or their University IT account for downloading material from the internet which breaches copyright, or breaching the attendance monitoring policy by repeatedly falsely claiming attendance via the KeeleApp or other methods of attendance recording;

(b) failure to respond to reasonable requests or directions (verbal and written) by University staff;

(c) failure to disclose name and other relevant information to University staff, or not respond truthfully, when reasonably asked to provide this;

(d) noise disturbances, for example in halls of residence, teaching venues, or the library;

(e) possession or use of drugs that are prohibited by the University and/or possession of drug paraphernalia for personal use. This also applies where a student knowingly allows another person to bring such or use such drugs within their allocated University accommodation;

(f) conduct which, by whatever means, disrupts the work of students or staff of the University such as disruptive behaviour in class, in the library or hindering the work of security staff;

(g) antisocial, disorderly or reckless conduct which results in minor damage to University property, or the property of staff, students and visitors that is caused intentionally or recklessly;

(h) antisocial, disorderly or reckless conduct (including via social media) which is unconducive to study, work and/or rest, or which affects the good health and safety of students, staff or visitors;

(i) inappropriate behaviour against members of the University or its visitors, including via social media;

(j) failure to self-isolate when required to do so;

(k) unauthorised uploading of documents created by other members of the University to external websites

4.3 Major Offences: The indicative list of major offences includes, but is not limited to, the following:

(a) a serious or persistent breach of University regulations, policies, accommodation licence agreements, terms and conditions, mutual resolution agreements or codes of conduct;

- (b) persistent minor offences, or multiple concurrent minor offences;
- (c) complaints against the University or its members which are vexatious or frivolous in nature, for example motivated by malice or designed specifically to cause disruption or annoyance;
- (d) abusive, offensive, indecent, or threatening behaviour against members of the University or its visitors, including via social media;
- (e) causing or attempting to cause physical harm, injury, or mental distress, including where this was caused by controlling, coercive or threatening behaviour;
- (f) failure to comply with a temporary exclusion or restriction or with a penalty imposed under this regulation;
- (g) significant breach of health and safety requirements, endangering the wellbeing of students, staff and visitors (including but not exclusive to tampering with fire alarms / smoke detectors or other safety equipment in a University building);
- (h) possession of firearms, other weapons and explosives, either real or imitation, on University premises;
- (i) falsification or serious misuse of University documents, including certificates, transcripts, permits and letters, or falsified evidence brought forward for consideration under any University process;
- (j) impersonation of others or allowing another to impersonate you, within or outside the University, in connection with academic attainments, attendance monitoring, or visa checking points;
- (k) theft, fraud, misapplication of or gross negligence in connection with funds or property of any kind;
- (l) criminal convictions where these either involve other students, raise concerns regarding the safety or well-being of members of the University community, or directly affect the interests or reputation of the University;
- (m) failure to declare a relevant criminal conviction or ongoing criminal legal proceedings at enrolment or re-enrolment;
- (n) supply of drugs, or possession with intent to supply drugs, that are prohibited by the University as listed in the Discipline Procedure. This also applies to the cultivation or preparation with the intent to supply such drugs within their accommodation. This also applies where a student within their allocated University accommodation knowingly allows another person to do so;
- (o) offences which are covered by the University's policies on bullying and harassment, sexual misconduct, or are otherwise in breach of the University's core values on dignity and respect;
- (p) conduct which is likely to bring the University into disrepute.

5. Immediate Measures

5.1 Where an allegation of serious misconduct has been made against you, Student Services or the Academic Registry can decide to carry out a risk assessment. This can result in immediate measures being imposed on you as an emergency, leading to an invitation to meet with the Risk Assessment Panel before a decision is taken as to whether any ongoing temporary exclusions or restrictions are necessary. The purpose of any such immediate measures, and any resulting ongoing temporary restrictions, is to safeguard you or others whilst a full and proper investigation can be carried out by the University or the police, or both, as appropriate.

5.2 If the University believes that you may present a threat of harm to yourself or to others, or to University property, the University can temporarily exclude you from campus and/or studies, or impose restrictions on you which can include limiting your access to parts of the campus and/or University facilities and activities. Such measures are precautionary and are intended to manage risk. They are not a penalty and they do not indicate that the University believes that you have committed a breach of this regulation.

5.3 Immediate measures can be authorised by the Deputy Vice-Chancellor or nominee, or the Director of Student Support and Success or nominee, or the Head of Academic Quality

and Student Conduct or nominee. Ongoing temporary restrictions are decided by the Risk Assessment Panel.

5.4 If your behaviour in the library disrupts other students' ability to study uninterrupted or the running of the library service the librarian, or nominee, is authorised to take immediate measures under this regulation. The librarian or nominee can temporarily exclude you for up to 48 hours or may limit your access to the library to certain times for up to 72 hours. The Risk Assessment Panel will then review the case and will either dismiss the case or impose, where necessary, ongoing temporary restrictions.

5.5 Any ongoing temporary exclusions or restrictions will normally remain in place while an investigation is carried out or until the outcome of criminal proceedings and/or the disciplinary process is known.

5.6 If you are enrolled on a programme that requires you to undertake practical training in a professional role involving patients, pupils, clients, or service users, or where the end qualification provides a direct licence to practise or is a requirement for a licence to practise, you can also be temporarily suspended from your studies by a School Health and Conduct Committee or the University Fitness to Practise Committee under Regulation B5: Fitness to Practise.

5.7 If your mental or physical wellbeing adversely affects your behaviour on campus to an extent that gives the University grave cause for concern, risk-related measures to safeguard you and members of the University may be imposed under this regulation and/or your case can be referred for consideration under Regulation B4: Fitness to Study.

5.8 As soon as ongoing temporary restrictions or exclusions have been imposed by the Risk Assessment Panel, you will be informed of this in writing, of the timescale and manner by which the restrictions and exclusions will be reviewed, and of your right to appeal. Efforts will be made to limit, where possible, the impact of such temporary restrictions or exclusions on your studies.

5.9 Minor offences will not in themselves result in a temporary exclusion from studies unless there are additional safeguarding concerns.

6. Meetings with The Risk Assessment Panel

6.1 Where immediate measures have been imposed, you will be provided, normally within no more than 21 calendar days, with an opportunity to meet with a Risk Assessment Panel. The Panel will consist of representatives from Student Services and the Academic Registry and, where appropriate, with others such as a representative from your school. You will be given at least 72 hours' written notice of the meeting. You are allowed to be accompanied as set out in Section 12. The Panel will consider any evidence available to them at that point and provide you with an opportunity to provide any additional information and to describe the impact of the immediate measures already imposed on you. The Panel will then determine the appropriate course of action and inform you of this in writing.

6.2 Where the Panel decides that you need to be temporarily excluded from campus and/or suspended from your studies, this needs to be approved by the Deputy Vice-Chancellor or nominee.

6.3 The University will normally review temporary restrictions and/or exclusions every six weeks unless you have agreed that there is no need for regular reviews until your circumstances change. You can contact the investigating officer if you wish to contribute to these reviews or when your circumstances change. You will then normally be invited to submit a letter outlining your change of circumstance to the Panel, or exceptionally the Panel may invite you to meet with them.

6.4 If you have had immediate measures, temporary restrictions, or exclusions imposed upon you and you are also an employee of the University or the Students' Union/Keele Postgraduate Association, the Director of Human Resources and/or the Students' Union/Keele Postgraduate Association will be notified for consideration as to whether any further action is required under their procedures.

7. Overlap with Criminal Proceedings or other University Regulations

7.1 Where a police investigation or criminal proceedings have been, or are likely to be, initiated in relation to the alleged act of misconduct, the University will usually suspend its disciplinary process under this regulation until such investigation or proceedings have been concluded. Temporary restrictions and/or exclusions can still be applied during this time; they are precautionary and will be based on risk assessment considerations. The disciplinary process can be resumed fully, or in part, at any stage should the University deem this necessary in the circumstances.

7.2 When criminal proceedings have ended, whatever the outcome, the University will normally resume its disciplinary investigation to conclude its procedures.

7.3 Any criminal conviction may constitute a major misconduct offence under this regulation. Therefore, the University reserves the right to undertake its own investigation to consider the case to ascertain whether the case should proceed to the Discipline Committee. This will normally include gathering relevant information from the court, including the sentence passed by the court. The Head of Student Conduct or nominee will then determine whether to dismiss the case or refer it to a formal meeting of the Discipline Committee. Exceptionally it may be referred for consideration by chair's action on behalf of the Discipline Committee. Where criminal proceedings have resulted in a custodial sentence of 12 months or more, the Head of Student Conduct can recommend to the Deputy Vice-Chancellor that the student is permanently excluded from the University.

7.4 If your programme of study is covered by Regulation B5 (Fitness to Practise) and you are subject to action for an alleged or proven disciplinary offence, this information will be disclosed to your school, so that any implications regarding fitness to practise and any student professional registration issues can be considered.

8. Appeals against Temporary Exclusions

8.1 If the Risk Assessment Panel has imposed ongoing temporary restrictions and/or exclusions on you, you have the right to appeal against this to the Director of Student Support and Success (please note, you may not appeal against immediate measures). Such an appeal should normally be lodged in writing with the Director of Student Support and Success within 14 calendar days from the date of the letter informing you of the temporary restrictions/exclusions.

8.2 The Director of Student Support and Success may accept the appeal and lift the temporary restrictions and/or exclusions, or modify the terms of the temporary restrictions and/or exclusions, or reject your appeal so that the temporary restrictions and/or exclusions remain in force. You will be informed of the decision of the Director of Student Support and Success in writing.

8.3 In the event of a conflict of interest, the Director of Student Support and Success will nominate an appropriate member of staff to deal with your appeal on their behalf. If this is the case, you will be notified of the name of the nominated person in writing.

9. Discipline Investigations

9.1 The University will normally investigate all allegations of disciplinary offences but reserves the right not to take a case forward if there is no likelihood that an offence can be proven. Equally, the University reserves the right not to take a case forward to investigation where the alleged behaviour, even if proven, would not amount to misconduct as defined by this regulation.

9.2 A list of authorised and investigating officers who are permitted by the University to investigate alleged misconduct offences and impose penalties for minor offences is maintained by Student Conduct.

9.3 Investigation of minor offences: in cases of alleged minor offences, an authorised officer will conduct a timely, fair and reasonable enquiry into the alleged offence. Any enquiry will ensure that you are made aware of the details of any complaint or allegation against you and have the opportunity to respond before a decision is reached by the authorised officer. Authorised officers are empowered to impose any of the penalties set out for minor offences in the Senate-approved list. If at any point the authorised officer believes that the offence

merits a greater penalty, or that the offence can no longer be classed as minor in accordance with this regulation, then the case will be referred for a full discipline investigation by an investigating officer, and the major offences procedure as set out in paragraph 9.6 will be initiated. Subject to any successful appeal, decisions of the authorised officer are final, and the authorised officer will inform you of the outcome in writing.

9.4 Investigation of major offences: where your conduct suggests that a major offence under this regulation may have been committed and disciplinary action may need to be taken, the Student Conduct Team will determine whether your conduct may constitute a sufficiently serious breach of this regulation to necessitate a formal investigation.

9.5 The University will appoint an investigating officer to carry out an investigation. The scope of the investigation will be determined by what is timely, fair and reasonable.

9.6 The investigating officer will normally conduct interviews with you and may also contact witnesses and other persons who may be able to provide information. The information provided will allow the investigating officer to prepare a written report. The investigating officer may also gather other forms of evidence and documentation that are relevant to the case, such as photographs, CCTV footage, or social media communication.

9.7 Once the investigation is complete, the investigating officer will submit a written report to the Head of Student Conduct or nominee who will determine whether to dismiss the case, send it back to the investigating officer as a minor offence, refer it to a formal meeting of the Discipline Committee, or refer it for consideration by chair's action on behalf of the Discipline Committee. If you are studying on a professional programme which is covered by Regulation B5: Fitness to Practise, the Discipline Committee may consider the case but refer it to the University Fitness to Practise Committee for a final decision.

9.8 Where a discipline investigation cannot be concluded before you graduate or withdraw from your studies, the University may continue its procedures via the completion of an investigation report and/or recording your case as open, to enable a swift outcome should you later reapply to the University. The University may also decide to ban you from its private property to minimise risk to the University community.

10. The Discipline Committee

10.1 Members and chairs of the Discipline Committee are carefully selected and trained to deal with disciplinary matters. A meeting of the Discipline Committee is quorate if it consists of:

(a) a chair;

(b) at least one other committee member (staff);

(c) an elected officer from either Keele University Students' Union or Keele Postgraduate Association.

Optional other member(s) of staff may be co-opted onto the Committee where appropriate.

10.2 You will be invited to a meeting of the Discipline Committee. Beforehand you will be provided, normally at least seven calendar days in advance of the meeting, with a letter which sets out the nature of the allegation(s), a copy of the documentation that will be considered by the Committee and a list of any witnesses who will be called to give evidence.

10.3 You and the investigating officer may call witnesses to speak at the meeting. Witnesses will only be allowed to attend the meeting by agreement of the chair of the Discipline Committee and their attendance is restricted to the part of the meeting set aside to hear witness evidence. Witnesses will be instructed that their testimony has to be truthful and that, if it is found to be otherwise, it may constitute a disciplinary offence.

10.4 You will normally be invited to submit a statement in response to the allegation, a copy of any documentation you wish to be considered and a list of any witnesses you wish to call at least 48 hours before the meeting. If you bring forward circumstances as mitigation for your actions, this must be supported by appropriate evidence. The Committee can disregard any evidence which was not provided in advance of the meeting (normally at least 48 hours).

10.5 The Discipline Committee will consider the allegation(s) and decide if a disciplinary offence has been committed or if the allegation(s) has not been proven on the balance of

probabilities. Where the Discipline Committee decides that an offence has been committed, the Committee can impose penalties including any of the penalties set out for minor/major offences in the Senate-approved list. The Discipline Committee can also impose other permanent measures for safeguarding purposes.

10.6 If you fail to attend the meeting, the Discipline Committee can consider your case in your absence.

10.7 Where you have admitted to an offence and a standard penalty can be applied, your case will normally be dealt with by chair's action on behalf of the Committee without the need for the case to be considered by a full meeting of the Discipline Committee.

10.8 The decisions of the Discipline Committee are final, and you will be informed of the outcome in writing. In cases where the Discipline Committee recommends that a student be permanently or temporarily excluded from the University, the decision will require final approval from the Deputy Vice-Chancellor.

11. Standard and Burden of Proof

11.1 Authorised officers and the Discipline Committee considering an allegation have to decide whether there is sufficient evidence to establish, on the balance of probabilities (that it is more likely than not), that an offence has been committed. The burden of proof that a breach of this regulation has occurred rests with the University. This means that it is necessary to prove that it is more likely than not that a breach occurred before any penalty can be imposed. Decisions must be supported by evidence; it is not enough to simply believe that something is likely to have happened. This requirement means that there may be some cases in which the University decides that it is not appropriate to take or continue action under this regulation.

11.2 In exceptional circumstances, where a major discipline offence cannot be proven on the balance of probabilities, the Committee can consider whether the evidence is sufficient, on the balance of probabilities, to find a different or lesser offence proven.

12. Available Support and Representation

12.1 You have the right to be accompanied to any discipline-related meetings, including interviews, Risk Assessment Panel or Discipline Committee meetings. This would normally be a member of the ASK (Advice and Support at Keele) Team, a current student, an elected officer of the Keele University Students' Union or Keele Postgraduate Association, or a member of staff.

12.2 The University has the discretion to accept other supporters including legal representatives, where this is deemed necessary. If you wish to be accompanied by an external representative you must make a formal request for consideration via the Student Conduct Team. If your request is approved, your representative may attend the parts of the meeting that you are invited to attend, even if you choose not to attend in person.

12.3 You must tell the University who from within the University will accompany you at least 48 hours in advance of the meeting. That person can attend the parts of the meeting that you are invited to attend and may do so even if you choose not to attend.

13. Confidentiality and Record Keeping

13.1 Cases will be handled with an appropriate level of confidentiality and due consideration for data protection. Personal information is shared with or released normally only to those who are part of the University's disciplinary and fitness to practise procedures, and other relevant staff of the University as appropriate.

13.2 If it is determined that an offence has been committed, the outcome of the disciplinary process will be placed on your student record and will also be sent to the student concerned, the relevant head(s) of school and other relevant officers of the University.

13.3 Where the discipline case was the result of a complaint from a student, the University can determine whether it is appropriate to inform the reporting student of the outcome of the case and any penalty applied. The University will balance this in each case with its obligations under data protection legislations.

14. Penalties

14.1 A list of recommended penalties for minor and major disciplinary offences is published on the website. Penalties can only be imposed by the Discipline Committee, or, in the case of minor offences, by an authorised officer.

14.2 Where a student fails to comply with a penalty, this may lead to further disciplinary action. Failure to comply with a discipline penalty may lead to a student not being able to attend their graduation ceremony.

15. Appeals

15.1 A student has the right to appeal against the final decision of an authorised officer in relation to minor offences, the final decision of the Discipline Committee, and the penalties that are imposed. Appeals forms must be submitted within 14 calendar days of the official notification of the disciplinary decision. Appeals may only be made on one or both of the following grounds:

(a) procedural irregularity in the conduct of the case.

(b) there is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the authorised officer/Discipline Committee and there is a valid reason for not making it known at the time.

15.2 Each appeal will be reviewed in the first instance by a Chair of the University Discipline Committee not previously involved with the case. The Chair will decide whether there are valid grounds for appeal or if there is some other compelling reason why the appeal should be considered.

15.3 If the appeal is against an outcome imposed by an authorised officer, the Chair can either accept the appeal and amend the previous outcome, or the appeal can be rejected. If the appeal is against the decision of the Discipline Committee and if the Chair agrees that there is a case to be heard, the case will be considered by the Discipline Appeals Committee. The members of the Discipline Appeals Committee considering the appeal will be different to the original Discipline Committee.

15.4 In the event of a conflict of interest, the Chair will nominate an appropriate member of staff to deal with your appeal on their behalf. If this is the case, you will be notified of the name of the nominated person in writing.

16. Grievance to Council

16.1 In very exceptional circumstances, following exhaustion of the appeals procedure, it may be permissible for a student to lodge a grievance if it fulfils one or both of the following criteria:

(a) procedural irregularity in the conduct of the appeal.

(b) there is new evidence that can be substantiated, including exceptional circumstances, which was not known at the time, and may have affected the outcome had it been known to the relevant Committee at the time and there is a valid reason for not making it known at the time.

16.2 Grievances will be considered under the provisions of Ordinance XXVIII: Appeals and Grievances Considered by Council and must be submitted in writing within 14 calendar days of the letter informing the student of the outcome of their appeal.

16.3 Grievances to Council represent the completion of the University's internal procedures. When the process is exhausted and the student has been issued with a Completion of Procedures letter, students who remain dissatisfied may contact the Office of the Independent Adjudicator (OIA) for Higher Education, which provides an independent review of student complaints.

REGULATION B8 (Senate approved 21 June 2023)

B8: replace current section B.8.3 with a revised version of section 3 below in the existing regulation B8 (from academic year 23/24)

REGULATION B8: TERMINATION OF STUDIES BY THE UNIVERSITY

3. FAILURE TO ENROL OR RE-REGISTER OR SELECT A SUFFICIENT NUMBER OF MODULES

3.1 Your studies will be terminated if you do not enrol or re-register annually, or at the end of an approved period of Leave of Absence, as a student with the University within the prescribed time-scales provided to you in advance.

3.2 Your studies will also be terminated if you do not, in the case of being offered a repeat year of study, confirm your wish to repeat by the specified deadline.

3.3 Your studies will also be terminated if you do not select and enrol on, within the prescribed time-scales provided to you in advance, a sufficient number of modules to study on your programme for the current academic year.

3.4 You have the right to submit an appeal against the decision of the University to terminate your studies for these reasons by submitting an appeal in writing to the Head of Student Records and Examinations. In the event of a conflict of interest, the Head of Records and Examinations will refer the case to the Academic Appeals Panel instead where it will be dealt with in line with the process set out in Regulation B6 Academic Appeals. If this is the case, you will be notified of this by the Head of Records and Examinations in writing.

REGULATION D3 (Senate approved 21 June 2023)

D3: replace all of the current regulation D3 with the completely new regulation text below (from academic year 23/24)

REGULATION D3: EXAMINATION BOARDS

1. Registry oversees the establishment of such local and central module, progression and award boards of examiners as may be required. All local and central award boards will formally report to the Senate for the confirmation of awards at Levels 6, 7 and 8.

2. LOCAL MODULE EXAMINATION BOARDS

2.1 There will be local module examination boards. Schools will determine the number and composition of local module examination boards at undergraduate and postgraduate level in such a

way to ensure that they cover the modules for programmes offered by the School. The School has responsibility for arranging a sufficient number of module examination boards to ensure that due consideration can be given to the delivery and assessments of each module and the marks achieved by students on these modules. The scheduling of module examination boards has to take account, where applicable, of the mark deadlines prescribed in the Academic Assessments Calendar.

2.2 Constitution: The examination board will have as its membership the following

- The Chair - who will be an academic member of staff the School but not the programme director – who should have detailed knowledge of the relevant University and programme regulations
- The Academic Assessment Officer or equivalent
- Programme Directors (or equivalent) for all the programmes or subjects under consideration
- Academic members of staff involved with the delivery and assessment of the modules under consideration, at the discretion of the School and subject to the quoracy rules below
- The relevant external examiner(s)

2.3 Quoracy: For the transaction of business, there must be at least the Chair and two internal members of staff present, as well as a secretary to record the minutes of the board meeting. The attendance of the external examiner at the relevant local module examination board is a requirement at least once per academic year, normally at the end of the academic year. Only in exceptional circumstances and by prior arrangement may the external examiner discharge their responsibilities without participation at the board.

2.4 The functions of the local Module Examination Boards are:

- i. to receive assurances regarding the delivery and assessment of the modules for which marks are being considered;
- ii. to consider the component marks and to approve the overall mark to be awarded to each student for each module;
- iii. To note valid ECs and other approved requests for extensions or further assessment attempts;
- iv. to consider the range of performances across modules and to make recommendations regarding the reassessment modes and timings for those students entitled to further assessment attempts;
- v. where appropriate, to review the mark profile of candidates on the borderline between degree classifications and agree whether to recommend an upgrade to the higher classification in line with the Senate approved criteria;
- vi. to make recommendations to Senate for the award of University prizes.

2.5 Heads of School are responsible for deciding the procedure to be followed in the review and approval of summative assessment tasks, where these account for more than 20% of the module mark, ensuring appropriate involvement of external examiners in the process.

3 CENTRAL PROGRESSION AND AWARD BOARDS

3.1 There will be a Central Board of Examiners for each undergraduate level of study to consider the progression and award outcomes for all candidates who are not considered by a Local or Bespoke Progression or Award Board.

3.2 Constitution: These Central Boards of Examiners will have as its membership the following:

- a Pro Vice-Chancellor nominated by the Vice-Chancellor in the Chair
- a representative for each subject
- the Chief External Examiner
- each Central Board of Examiners will normally have the Head of Records and Examinations and the Head of Academic Quality in attendance in an advisory capacity

3.3 Quoracy: For the transaction of business, there must be at least the Chair and ten internal members of staff present, as well as a secretary to record the minutes of the board meeting. The attendance of the Chief External Examiner at each central progression and award board is a requirement at least twice per academic year.

3.4 The functions of Central Boards of Examiners shall be:

- to agree the progression outcome and, where relevant, provisions for retrieval of failure in respect of each student;
- to make recommendations to Senate on awards and classifications to be made to individual students;
- to determine a degree classification for each student identified by the relevant algorithm as being on the borderline between two classifications;
- to confirm prizes for students nominated for these by their Schools.

4. LOCAL PROGRESSION AND AWARD BOARDS

4.1 There will be local Progression and Award Boards to consider the progression and award outcomes for candidates on programmes which do not fit the structure or academic calendar to allow them to be considered by a Central Progression or Award Board. This includes typically undergraduate programmes in the Faculty of Medicine and Health Sciences and all postgraduate programmes.

4.2 Constitution: These Local Progression and/or Award Boards of Examiners will have as its membership the following:

- The Chair - who will be an academic member of staff in the School but not the programme director – who should have detailed knowledge of the relevant University- and programme regulations
- The Academic Assessment Officer or equivalent
- Programme Directors (or equivalent) for all the programmes or subjects under consideration
- Academic members of staff involved with the delivery and assessment of the modules under consideration, at the discretion of the School and subject to the quoracy rules below
- The relevant external examiner(s)

4.3 Quoracy: For the transaction of business, there must be at least the Chair and two internal members of staff present, as well as a secretary to record the minutes of the board meeting. The attendance of an external examiner is a requirement for award boards where final degree outcomes and classifications are agreed.

4.4 The functions of local Progression and Award Boards of Examiners shall be:

- to agree the progression outcome and, where relevant, provisions for retrieval of failure in respect of each student;
- to make recommendations to Senate on awards and classifications to be made to individual students;
- to determine a degree classification for each student identified by the relevant algorithm as being on the borderline between two classifications;

viii. to confirm prizes for students nominated for these by their School.

5. OTHER EXAMINATION BOARDS

5.1 For any programme offered by the University and not covered in sections 3 and 4 above, the Academic Registrar will approve appropriate examination board arrangements.

5.2 For Foundation Year programmes, there shall be Foundation Year local module examination boards set up in line with the principles set out above.

5.3 Foundation Year awards and progression to undergraduate degree programmes at the University will be considered at a Foundation Year Progression and Award Board, which shall be constituted as follows:

- a Dean or nominee in the Chair
- a representative from each Faculty offering progression to Foundation Year students
- the Head of Foundation Year Centre
- the Head of Student Records and Examinations or nominee
- the Head of Academic Quality and Student Conduct or nominee

5.4 For programmes offered in collaboration with a partner, the University will consider at the outset the most appropriate examination board arrangements, to be agreed by Academic Registry. To ensure the necessary oversight, Registry may from time to time require the inclusion of additional internal or external members for the board.

REGULATION C2 (Senate approved 11 October 2023)

Replace Regulation C2, Section 7 as below:

REGULATION C2: FOUNDATION YEAR PROGRAMMES

7. MODULE CONDONEMENT ~~AND COMPENSATION~~

The Foundation Year ~~does not~~ awards credit through condonement ~~and/or compensation~~ of modules. Condonement can be applied and credit awarded for a single module with a mark between 35 and 39 up to a maximum of 15 credits. Condonement on Foundation Year programmes can be applied to Semester 1 module only. This is a deviation from University **Regulation D5**.

REGULATION A1 (Senate approved 13 December 2023)

Minor update to role titles:

3.2 You must submit your appeal to the **Head of** Immigration Compliance and Advice ~~Manager~~ within 5 calendar days of being informed that you will not be sponsored.

3.3 The **Head of** Immigration Compliance and Advice ~~Manager~~ will decide the result of your appeal and inform you of this decision within 15 working days. This communication will be sent to the email address you provided with your appeal.

5.2 You must submit your appeal to the **Deputy Academic Registrar** ~~Head of Academic Quality and Student Conduct~~ within 5 calendar days of being told your studies are being terminated.

5.3 The **Deputy Academic Registrar or nominee** ~~Head of Academic Quality and Student Conduct~~ will decide the result of your appeal and inform you of this decision within 5 working days. This communication will be sent to the email address you provided with your appeal.

REGULATION C5: MEDICAL BACHELORS DEGREES

(Formerly Regulation 1G: Modular Medical Bachelors Degrees, Including Certificates and Diplomas of Higher Education and MBChB but Excluding Intercalated Degrees)

1. SCOPE

Regulation C5 is the primary regulation for all medical bachelor students on a programme leading to the award of MBChB. The regulation encompasses the General Medical Council's requirement for all medical students to complete the national Medical Licensing Assessment (MLA) commencing 2023/24. In addition to this University regulation, it is the student's responsibility to adhere to current [General Medical Council guidance](#).

2. ADMISSION

2.1. By accepting a place at the University, you confirm that you will abide by the University's rules, regulations and policies set out in the [Keele Academic Regulations and Policies](#).

2.2. Admission and eligibility to become and/or remain a medical student to the programme is governed by the School of Medicine [Undergraduate Medicine \(MBChB\) Admissions policy Process](#), which is available [online at ~~XX~~on request via the policy zone School of Medicine Undergraduate \(MBChB\) Admissions Process.](#) ~~(link to be added when available)~~

2.3. You will not be able to register/be offered a place for the MBChB programme if you have been excluded from other Schools of Medicine, Dentistry or Pharmacy on grounds of being unfit to practise.

2.4. This programme is subject to the Fitness to Practise process set out in [Regulation B5](#)

3. STUDENT HEALTH AND WELL BEING

3.1. You must be in an adequate state of physical and mental health to engage with your studies ([Regulation B4](#))

3.2. You are required to notify the School of any circumstances, of which you are aware, that may affect your ability to study. Where such circumstances may affect performance in

assessments, these must be notified to the School before, or within five working days of, the relevant assessment.

3.3. If you have, or develop, a health condition that in the opinion of the Keele Occupational Health service may impact on patient safety, or prevent you from discharging the professional duties of a doctor, you will be referred to the School of Medicine Health and Conduct Committee to assess your ability to continue on the programme.

4. PROFESSIONAL BEHAVIOUR AND FITNESS TO PRACTISE

4.1. The School of Medicine has an obligation to monitor and assess the professional, as well as academic, development of students in accordance with GMC guidance. For this reason, you are required to sign an annual declaration of awareness of your professional responsibilities.

4.2. During placements you are expected to conform to the policies and procedures laid down by the organisation that provides the practice placement, as well as to School policies. If you demonstrate unprofessional/dangerous/unsafe behaviour in the clinical environment you will be withdrawn from placement immediately and your conduct will be subject to an investigation by the School, the outcomes of which will be considered by the School of Medicine Health and Conduct Committee. Behaviour that is in breach of this regulation may result in your studies on the programme being terminated.

Where the School becomes aware that a student has displayed unprofessional behaviour, a decision will be taken whether this will be referred to the School of Medicine Health and Conduct Committee (part of the Fitness to Practise pathway), which may ultimately result in your studies on the programme being terminated.

4.3. Any referral to the School of Medicine Health and Conduct Committee and a possible subsequent consideration by the University Fitness to Practise Committee will be done under the process set out in [Regulation B5 Fitness to Practise](#)

4.4. It is your responsibility to disclose a criminal conviction or caution, failure to do so will result in you being referred to the School of Medicine Health and Conduct Committee to consider the appropriate course of action on the grounds of a professional misdemeanour.

4.5. If you are excluded from the MBChB programme on grounds that your fitness to practise is impaired, your details will be added to the National Excluded Student Database, and you may be barred from registering for any other Medicine, Dentistry or Pharmacy programme within the UK.

5. PROGRAMMES OF STUDY

5.1. The 5 year MBChB programme is a modular programme and comprises:

Year 1: Level 4 (120 credits)

Year 2: Level 5 (120 credits)

Year 3: Level 6 (120 credits)

Year 4: Level 6 (120 credits)

Year 5: Level 6 (120 credits)

5.2 You must enrol or re-register for your programme of study before each coming academic year by the deadline, which will be notified to you by the University.

You cannot normally include in your Keele programme of study modules from another higher education institution in the UK or abroad and the University's Recognition of Prior Learning does not apply to this programme.

5.3 Only modules defined as part of the MBChB are recognised as contributing to the degree award.

6. INTERCALATION

6.1 You may apply to suspend your medical degree for a maximum period of 12 months to intercalate to study either a Bachelor's degree, normally after year 2, or a Master's degree after year 4.

6.2 To undertake such an intercalated degree, you must be given permission by the School of Medicine, as well as being offered a place on your chosen programme following an application. The SOM Intercalation application and appeal process ~~is available on request.~~ can be found here:

<https://www.keele.ac.uk/medicine/intercalateddegrees/howandwhendoiapply/>

6.3 You may appeal the School's decision regarding your intercalation application.

7. MAXIMUM PERIOD OF REGISTRATION

7.1 The maximum period of registration to complete your programme of study is stated in [Regulation C1](#).

8. MODULE ASSESSMENT AND REASSESSMENT

8.1 The general rules describing the assessment and reassessment of modules for the University are provided in [Regulation D1](#).

8.1.1 Regulation D1 applies to the MBChB with the following exceptions:

8.1.1.1 Clause D1: 9.3: all years of study shall be assessed in accordance with specific MBChB assessment criteria

8.1.1.2 Clause D1: 9.3: the minimum mark for a pass shall be determined for each assessment according to the processes set out in the Assessments Practice Document (~~available on request~~ which is available to students enrolled on the programme via the KLE) which is approved from time to time by the MBChB Programme Board and School Education Committee.

8.1.1.3 Clause D1.13.1: If you are late submitting assessed work at the first attempt (or for reassessment at the first attempt), but the work is received within 24 hours of the submission deadline without valid exceptional circumstances, the maximum you will be awarded will be the assessment pass mark.

8.1.1.4 Clause D1.13.2: If you are late submitting assessed work after 24 hours of the submission deadline without valid exceptional circumstances, your mark will be capped at 0.

8.2 -The School will calculate a ranking score regarding your performance in relation to your cohort. Your ranking score will be based on the marks achieved in the first attempt of relevant assessments.

9. PROGRESSION TO NEXT LEVEL OF STUDY

9.1 Where you have passed every assessment for the year and met attendance and engagement requirements, you will have passed the year and be awarded the appropriate credits at the specified level.

9.2 Where you have failed to meet the requirements in 9.1, in certain circumstances, and subject to the approval of the Examination Progression and Award Board (following the exceptional circumstances process), you may be allowed to repeat a year with full time attendance as detailed in the programme specification 9.2.1 below providing you have not previously taken a repeat year of study. In this case the repeat level of study will be counted as a first attempt, with no penalty for repeating the year. You may also have another repeat year opportunity in either year four or five of the programme (but not both) if you fail the reassessments linked to the MLA in these years (following the exceptional circumstances process).

9.2.1 In making decisions, the Progression and Award Board will offer repeat options based on the prospect of the student progressing or completing the failed assessments. Students with approved exceptional circumstances will be granted repeat options, subject to the caveat noted in 9.2.2 below. For students without approved exceptional circumstances, Progression and Award Boards will take the following into account when making decisions: students must have achieved an assessment mark on failed assessments within 10% of the assessment pass mark and demonstrated engagement with their studies through an attendance record of at least 80% (not including reported absences) to be eligible for a repeat year option. If it is identified that additional support is required, students will be guided towards the Support to Study process.

9.2.2 Where a repeat option requires a clinical placement, this option may be deferred depending on placement capacity and students may be required by the Progression and Award Board to take a leave of absence until such time that the placements can be undertaken.

9.3 Full attendance is required on the MBChB programme and this is a progression and professionalism requirement. If you do not maintain full attendance you may be referred into the University Support to Study process and may receive warnings under the University Attendance and Engagement policy. This may ultimately lead to a referral to the School of Medicine Health and Conduct Committee. If your attendance does not improve you may ultimately be withdrawn from your studies by the University. See 11.2.1

10. AWARD CLASSIFICATION RULES

10.1 To qualify for the award of MBChB Honours, you must have satisfactorily completed a full-time programme of study and have passed all five years including all components of the MLA.

10.2 Award of MBChB with Distinction:

10.2.1 You will be awarded an MBChB with Distinction on graduation from the C2007 MBChB programme if you have accrued a minimum of 4 distinction points, one of which must be obtained in the examinations in either Year 4 or Year 5. Distinction points are awarded at the discretion of the School Examination Board. The final number of distinction points is confirmed by the Examination Board in Year 5.

10.2.2 You will be awarded an MBChB with Distinction on graduation from the C2018 MBChB programme if you are ranked in the top 9.9% of students based on an overall ranking mark calculated from the marks gained in the three Phases of the course using the following weighting: Phase 1 (Years 1 & 2): 25%, Phase 2 (years 3 & 4): 50%, Phase 3 (Year 5): 25%.

10.3 The award of the MBChB or MBChB with Distinction, and successful completion of such other assessments as defined by the General Medical Council, confers the right for you to apply for registration by the GMC.

10.4 The following Intermediate awards are available at appropriate exit points. These intermediate awards imply no eligibility for professional recognition or registration, or fitness to practise. Unless otherwise agreed by Senate, no student may receive more than one award for study on this programme:

10.5 BSc Honours Degree in Applied Medical Sciences:

The University Honours Degree BSc in Applied Medical Sciences is an intermediate award awarded to students who have completed at least 120 credits at Level 4, at least 120 credits at Level 5 and at least 120 credits at Level 6 or higher. This exit degree will be classified using the Bachelor's Degrees algorithm as described in [Regulation D2 1.3.3](#).

10.6 Diploma of Higher Education in Applied Medical Sciences:

The Diploma of Higher Education in Applied Medical Sciences is an intermediate award awarded to students who have completed at least 120 credits at Level 4 and at least 120 credits at Level 5 or higher. Diplomas of Higher Education are not classified.

10.7 Certificate of Higher Education in Applied Medical Sciences:

The Certificate of Higher Education in Applied Medical Sciences is an intermediate award awarded to students who have completed at least 120 credits at Level 4 or higher as set out in the relevant programme specification. Certificates of Higher Education are not classified.

11. TERMINATION OF STUDIES

11.1 [Regulation B8](#) describes the circumstances where your studies at the University could be terminated.

11.2 [Regulation B8](#) applies to the MBChB with the following exceptions:

11.2.1 Clause B1.2 Academic Failure. In the case of academic failure you will be referred into the Support to Study process. ~~This which~~ is a supportive process. ~~but However,~~ following this supportive process, if you are unable to meet the minimum threshold for success this may ultimately result in your studies on the programme being terminated.

11.2.2 Clause B8.7 Disciplinary Reasons. In the case of disciplinary offences the School will follow [Regulation B1: Student Discipline. This may then lead to referral to Health and Conduct or Fitness to Practise Committee.](#) ~~School of Medicine Procedure for Students deemed by the University Disciplinary Committee to have contravened University Regulations process. Referral to Fitness to Practise~~ This may result in your studies on the programme being terminated ([Regulation B5](#)).

11.2.3 Clause B8.5 Fitness to Study. In the case of any Fitness to Study concerns you will be referred to the School of Medicine Health and Conduct Committee. This may result in your studies on the programme being terminated.

Senate approved 19th June 2024

Regulation C2: Foundation Year Programmes (Extract)

6. Module assessment and reassessment

6.1 Assessment

The main University rules describing the assessment and reassessment of modules are provided in [Regulation D1](#).

6.2 Reassessment

The following deviations from [Regulation D1](#) apply to Foundation Year programmes:

If you fail a module at the first attempt you will be permitted a further assessment attempt which will be capped at the pass mark for the [module assessment](#). The actual achieved mark of that reassessment will be noted by the examination board for progression purposes only. Your transcript will show the capped mark only.

If you pass a module at the first attempt but require a higher pass mark for progression purposes at Keele you will be allowed one reassessment opportunity in the module. The mark of this second attempt will not be capped at the pass mark. The higher of the two marks achieved will be used for progression purposes but it will be the mark from your first attempt that will be shown on the transcript.

Once you have met the progression requirements of Keele University for your chosen degree you will no longer be required, or eligible, to undertake further reassessment.

Regulation D1: Assessment (Extract)

12. Reassessment

12.1 Eligibility for Reassessment

12.1.1 If a student fails an assessment component within a module and this leads to the module being failed overall, then they will normally be allowed one further and final assessment attempt by the examination board. Certain professional programmes may allow an initial exemption attempt on pass / fail competency assessments. Where this is the case, it will be set out in the relevant programme specification.

12.1.2 If a student fails an assessment component within a module but passes the module overall, the student will not be allowed a further assessment attempt unless they have valid exceptional circumstances.

12.1.3 Students who have passed a module and been awarded credit for it by the examination board are not allowed to undertake further assessment in that module in order to improve their mark unless they are subsequently repeating study on that module as part of a repeat year. See also [Regulation D2](#) Progression and Classification.

12.1.4 Students are normally required to undertake both assessment attempts before any of their failed modules can be condoned in line with the relevant condonement rules as set out in [Regulation D5](#) Condonement and Compensation.

12.1.5 There is no limit to the number of modules a student may be reassessed in although a student may forfeit the right to reassessment if they are deemed not to have engaged appropriately with assessment. For more information see [Regulation B8](#) Termination of Studies.

12.2 Consequences of Reassessment

12.2.1 Students who pass a module they have previously failed will ~~receive a mark that is capped at the pass mark for that module~~ have the mark for any reassessed components capped at the pass mark, irrespective of the actual mark achieved.

12.2.2 Students who are allowed a further assessment opportunity as a first attempt, usually as a result of valid exceptional circumstances, will not have their mark capped.

12.3 Structure and Content of Reassessment

12.3.1 Reassessment will normally, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but will not include those assessment components that the student has already passed.

12.3.2 Where a student is permitted to be reassessed in one or more failed modules without attendance on the module(s), the following arrangements apply:

(i) the reassessment should be, unless the relevant Board of Examiners decides that this is not practical, of the same structure and be based upon the same material as the assessment at the time of the initial failure;

(ii) for reassessment beyond one year from the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the reassessment is to be based upon a different syllabus, the Head of School is responsible for ensuring arrangements are made:

(a) informed of changes in the structure of the assessment and the material content; and

(b) offered, for an appropriate fee, the opportunity of attending relevant classes.

12.4 Timing of Reassessment

12.4.1 Students are normally expected to undertake reassessment of failed Semester 1 modules in the assessment or reassessment period at the end of Semester 2 unless they have valid exceptional circumstances that prevent them from undertaking reassessment at that time.

12.4.1 Failed Semester 2 modules are reassessed in the reassessment period prior to the start of the next academic year.

Revised Regulation C7 (Taught Postgraduate Degrees)

1. SCOPE

This regulation covers all postgraduate taught degrees at Level 7 and sets out the fundamental structure of a postgraduate taught programme and the requirements to obtain an award. Where there are programme specific deviations or exemptions from the University's Regulations, these will be set out in the relevant [Programme Specification](#).

2. Admission

By accepting a place at the University, you confirm that you will abide by the University's rules, regulations and policies set out in the [Keele Policies and Regulations](#).

3. Programmes Of Study

3.1 You must enrol or re-register for your programme of study prior to each coming academic year by the deadline, which will be notified to you by the University.

3.2 You can change your programme of study until three weeks from the start of a semester subject to the approval of the receiving Head(s) of School or nominee and depending on having met the pre-requisite academic requirements for your new programme.

3.3 You will not normally be permitted to change your modules later than three weeks after the start of the semester.

3.4 You may include in your Keele programme of study a limited number of modules from another higher education institution in the UK or abroad, if this constitutes part of a formal exchange scheme or credit transfer agreement, subject to the University's [Recognition of Prior Learning \(RPL\) Policy](#). Where you are admitted with recognition of prior learning or with advanced standing, the value and level of credits recognised by the University in relation to meeting the requirements above will be determined in line with the policy.

3.5 You cannot study additional modules outside of your programme of study, other than language modules offered by the Language Centre.

4. Maximum Period Of Registration

4.1 The maximum period of registration to complete your programme of study is stated in [Regulation C1](#).

5. Modules and Awards

5.1 Modules

(a) All programmes of study covered in this regulation are modular. The credit value for any module is a multiple of 5, and no module has a value of less than 10. 1 credit equals 10 learning hours.

(b) Modules are compulsory or optional depending on your programme of study.

(c) Where a module is available for more than one programme, its status as a compulsory or optional module may vary between programmes.

(d) Any module may have prerequisites, co-requisites and barred combinations and this is set out in the module descriptor.

(e) Any module may be offered in semester one, semester two, over both semesters or outside the approved semester dates.

(f) Each module will be allocated to a specific level of study and can normally only be taken at that level, with the exception of language modules, which can be taken at more than one level of study. On taught postgraduate programmes at Level 7, exceptionally a small amount of modules allocated to Level 6 may be included in the approved programme structure as set

out in the programme specification. The volume of Level 6 credit is limited by the credit requirements set out in Regulation E1.

5.2 For modules at Level 7, the pass mark for assessed work will be 50%. Where Level 6 modules are included in a programme leading to an award at Level 7, the pass mark for assessed work remains at 40%.

5.3 Any fieldwork requirements shall form part or all of one or more specified modules subject to any timetabling or other constraints. Any fieldwork may be scheduled either within the approved semester dates, or at other times.

5.4 Masters Degrees

For a Masters Award, you must be awarded at least 180 credits, including at least 150 credits at Level 7. This will include a module / modules to the equivalence of at least 30 credits of independent study, such as a dissertation, placement or independent project.

5.5 Postgraduate Diploma

For a Postgraduate Diploma, you must be awarded 120 credits, including at least 90 credits at Level 7.

5.6 Postgraduate Certificate

For a Postgraduate Certificate, you must be awarded 60 credits, including at least 45 credits at Level 7.

6. MODULE ASSESSMENT AND REASSESSMENT

The rules describing the assessment and reassessment of modules are provided in [Regulation D1](#).

The rules for repeating modules are provided in [Regulation D2](#)

7. MODULE COMPENSATION

Where your programme of study allows the awarding of credit through compensation of modules, this is detailed in [Regulation D5](#).

8. AWARD CLASSIFICATION RULES

The rules for classifying Masters Degrees are described in [Regulation D2](#)

Postgraduate Diplomas and Postgraduate Certificates are not classified.

Current Regulation C7 (Taught Postgraduate Degrees) (to be replaced)

1. DEFINITIONS

The following definitions shall apply in respect of these regulations:

Advanced Standing: Admission beyond the normal point of commencement of the course.

Assessment Criteria: The guidelines for marking approved from time to time by Senate which are to be interpreted by examiners in the context of the subject.

Award: Any formal qualification awarded by the University to an individual student, which may be either an End Qualification or Intermediate Award.

Compulsory Module: A module which is compulsory for students registered on a specified course. Compulsory modules count towards a course's subject credit requirements.

Course: A collection of modules grouped under a specific title, the details of which have been approved by Senate as leading to appropriate end qualifications and intermediate awards.

Co-requisites: Modules which must be studied concurrently by students registered on a specified course.

Course Regulations: The regulations governing one or more specified courses.

Credit: The unit of academic value by which successful completion of a module contributes to a student's programme of study.

Dissertation: A piece of analytical work deriving from an approved project, individual or group research activity, literature search, professional practice or similar.

Elective Module: A module a student can study as part of their course, but which does not count towards their course's subject credit requirements.

End Qualification: The qualification aim for which the student is registered.

Examination: A written assessment with fixed time-limit conducted under examination conditions in an examination hall designated by the Head of Student Records and Examinations for the purpose. Examinations which are not unseen may be either seen, where the student is advised of the content of the paper prior to the examination although the paper is written under normal examination conditions, or open-book for which students may bring into the examination specified material which can be highlighted or underlined but not annotated.

Examination Period: A period which is set aside for the conduct of examinations.

In-Course Assessment: Any assessment which is not an examination and which shall not exceed such maximum requirements as may be determined by Senate from time to time.

Intermediate Award: The highest level of award which a student achieves who has not successfully completed the end qualification.

Level 7: Modules, the standard of whose learning outcomes is appropriate to a postgraduate award which is below doctorate level.

All designations refer to the Framework for Higher Education Qualifications (FHEQ) as set out in the conversion table

Module: A separate identifiable self-contained unit of study which is at a specified level, is assessed and is given a credit value.

Module Assessment: The processes by which it is ascertained whether, and at what standard of performance, a module has been completed and the learning outcomes thereof achieved.

Module Catalogue: Documentation which describes the modules available to students.

Optional Module: A module selected from a group of available modules. Optional modules count towards a course's subject credit requirements.

Precursor: A module, the study hours of which a student shall be required to have completed in order to proceed to a subsequent specified module or modules, but for which credit may not necessarily have been awarded.

Prerequisite: A module in which a student shall be required to have received credit in order to proceed to a subsequent specified module or modules.

Programme of Study: The specific modules pursued by individual students within the context of an approved course.

Semester: A specified period of teaching, study and assessment as defined by Senate.

Session: One academic year.

Stage: Courses may incorporate different stages leading to different End Qualifications or Intermediate Awards, as listed in the Programme Specification and/or Course Regulations. Any or all of the following stages may be specified within named courses:

- Postgraduate Award (if Course Regulations make this award available)
- Postgraduate Certificate
- Postgraduate Diploma
- Masters Degree

Any reference in these regulations to **Senate** shall be deemed to include a reference to any committee of Senate designated by Senate for the purpose.

Any reference in these regulations to the Academic Registrar, Head of Department/School, or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose.

2. ADMISSION

2.1 Any student offered admission to a postgraduate course under these regulations shall be required to, as a minimum:

(a) either

i. be a graduate of Keele, or any other University approved for this, with First or Second Class Honours;

ii. have met the requirements for an undergraduate programme of study, as set out in the relevant course regulations, which is designed to lead directly to a programme of postgraduate study with a postgraduate end qualification;

iii. be any other person whose qualifications and/or experience are deemed by the Senate to be acceptable. Persons applying under this sub-clause may be required to take a qualifying examination and

(b) meet any particular entry requirements for the course applied for, as specified in the relevant course regulations; and

(c) provide approved identification at enrolment; and

(d) provide original copies of academic transcripts or certificates used for admission if requested; and

(e) enrol in each session with the University by a date to be determined by the University Executive Committee; and

(f) provide a valid UK contact address at all times whilst enrolled as a student; and

(g) Students who do not abide by points a-f will be withdrawn from the University

2.2 The Deputy Director of Global Student Recruitment and Admissions, in consultation with the relevant Head(s) of Department/School, is authorised to offer applicants admission with advanced standing who already hold up to 120 credits at Level 7, provided always that no exemption shall be accorded for the Masters dissertation.

2.3 The University reserves the right to withdraw a student's registration if they are found at a later stage to have submitted a fraudulent application to the University.

2.4 Applicants requiring student visa route sponsorship to study in the UK must not only meet the entrance criteria for the course but also the requirements, rules and responsibilities of the UK Home Office for sponsorship. Therefore, an offer of a place does not guarantee automatic student visa route sponsorship and is at the discretion of the University.

3. COURSE REGULATIONS

3.1 Where appropriate there shall be course regulations in a form approved by Senate.

3.2 All such course regulations shall require the approval of Senate.

4. MODULES

4.1 The credit value for any module shall be determined by reference to a common currency whereby one unit of credit represents the typical outcome of 10 hours of study. All modules shall have a credit value which is a multiple of 5, and no module shall have a value of less than 10. In exceptional circumstances, such as the fulfilment of continuing professional development requirements, the relevant Faculty Education Committee may permit 5-credit Level 7 modules with an appropriate number of hours of study.

4.2 Where a module is available for more than one course, its status as a compulsory, optional or elective may vary between courses.

4.3 Precursors, prerequisites and/or co-requisites may be defined for any module.

4.4 Any fieldwork requirements shall form part or all of one or more specified modules subject to any timetabling or other constraints. Any fieldwork may be scheduled either within the approved semester dates, or at other times.

4.5 Unless otherwise permitted by the course regulations, all dissertations shall be either in typescript or word-processed format.

5. STRUCTURE OF UNIVERSITY AWARDS

5.1 A course leading to the award of a Postgraduate Award shall consist of one or more modules at least to the value of 30 credits, all of which must be at Level 7.

5.2 A course leading to the award of a Postgraduate Certificate shall consist of modules at least to the value of 60 credits, of which at least 40 must be at Level 7.

5.3 A course leading to the award of a Postgraduate Diploma shall consist of modules at least to the value of 120 credits, of which at least 90 must be at Level 7.

5.4 A course leading to the award of a Masters Degree shall consist of modules at least to the value of 180 credits, of which 150 must be at Level 7, which shall include a dissertation of at least 60 credits at Level 7 and for which there shall have been a period of research training.

5.5 The status of a Postgraduate Award, Postgraduate Certificate or Postgraduate Diploma as an end qualification or intermediate award shall be determined with reference to the definition of 'stage' given in section 1 above.

6. COURSES AND PROGRAMMES OF STUDY

6.1 All students shall be required to register for their programmes of study for the coming academic session by such a date as shall be determined by the Head of Student Records and Examinations.

6.2 No student shall be permitted to change their course later than:

(a) four weeks from the start of their first year of study; or

(b) one week from the start of any subsequent stage of study, subject to the approval of the Head of Student Records and Examinations.

6.3 No student shall be permitted to change their course without the prior formal approval of the Head of Department/School responsible for the new course into which the student wishes to transfer.

6.4 No student may undertake additional modules outside of their approved programme of study without the prior approval of the Head of Student Records and Examinations.

6.5 All students shall be allocated to a supervisor who is responsible to the appropriate Head of Department/School for the oversight of the students programme.

7. TIME-LIMIT

7.1 The time-limit for a Student to complete their programme of study shall be as stated in Regulation C1.

8. ASSESSMENT

8.1 All modules shall be assessed in accordance with the University's agreed assessment criteria, either by:

(a) in-course assessment conducted during the semester(s) in which the module(s) is/are completed; or

(b) examination during an examination period; or

(c) a combination of both 8.1.a and 8.1.b above; and

(d) for a Masters degree, a dissertation in the range 15,000 to 20,000 words, or the equivalent.

8.2 The method of assessment for each module, including the weighting for each element of the assessment, shall be notified to students.

8.3 The minimum mark for a pass in each module and for the Masters dissertation/project shall be 50%. Where a student satisfies the examiners in a module, they shall be awarded the appropriate credits.

8.4 A student who passes a module in which they have previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved, unless the Board of Examiners has deemed the reassessment to be a first attempt following an appeal.

8.5 The assessment of all modules shall be University assessments.

8.6 Where a programme of study includes one or more periods of industrial/professional training or periods of study/work experience in UK or abroad, the student's performance may also be assessed in these periods and such assessments may contribute to the final assessment.

8.7 A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving their mark, save under the provisions of paragraph 12.1.b below.

9. APPROPRIATE ENGAGEMENT WITH STUDIES AND ASSESSMENTS

9.1 Any Student failing to engage appropriately with their studies within two weeks of a final academic warning being issued may be withdrawn from the University by the Academic Registrar or nominee at any stage in the programme. Failure to engage appropriately with studies shall include non-attendance at compulsory learning and teaching events and/or failure to submit assessments without prior consent.

9.2 Any Student failing to engage appropriately with assessments, without prior consent, may be withdrawn from the University by the Academic Registrar or nominee within two weeks of the formal communication of each semester's module results to Students. A Student will be deemed to have failed to engage with their assessments if they obtain a mark of 10 or below in 50% or more of the modules they have studied in the most recent semester.

9.3 Any student who is withdrawn as a result of 9.1 or 9.2 above will forfeit their entitlement to undertake any remaining assessment opportunities upon their failed modules, including assessment opportunities granted as a result of exceptional circumstances.

10. STUDENT HEALTH AND WELLBEING

10.1 Students must be in an adequate state of physical and mental health to enable them to continue with their studies. Information on Leave of Absence, which may be an option for those needing a break from their studies to support their health and wellbeing, is included in Regulation B4 (Fitness to Study).

11. DETERMINATION OF RESULTS

11.1 There shall be a Board of Examiners for each course approved by Senate which shall determine and make recommendations to Senate on:

- (a) the student's mark for each module; and that
- (b) the student be permitted to proceed to the next academic stage of the course; or
- (c) the student not be permitted to proceed to the next academic stage of the course; or
- (d) the student be required to withdraw from the University; or
- (e) the student be awarded the end qualification and with what classification, if any; or
- (f) the student not be awarded the end qualification; or
- (g) the student be not awarded the end qualification and be required to withdraw from the University.

11.2 Normally no student shall be permitted to proceed from the Postgraduate Certificate to Postgraduate Diploma stage of a course unless they have achieved at least 60 credits or such number of credits as may be required by the course regulations as set out in the approved and published programme specification.

11.3 Normally no student shall be permitted to proceed from the Postgraduate Diploma to Masters degree stage of a course unless they have achieved at least 120 credits or such number of credits as may be required by the course regulations as set out in the approved and published programme specification.

11.4 Where after reassessment a student fails a module or modules with a mark in the range 45-49%, the student shall be awarded the credit for such module(s) provided that: the failed module(s) comprise(s) no greater than 20 of the total credits for the stage; and the student has attained a mark of at least 55% in one or more modules in the stage at least equivalent to the credit value of the failed module(s).

This provision shall not apply to the Masters degree stage or students on the Master's in Medical Education: Assessment and Accreditation.

11.5 Course regulations may specify modules to which the provisions of paragraph 11.4 above shall not apply.

11.6 No student shall be permitted to continue to pursue a programme of study where it would be impossible for them to complete the course and do so within the approved time-limit.

11.7 A student who has failed one or more modules on two occasions shall be required to withdraw from the course.

12. ACTION TO BE TAKEN IN RESPECT OF ACADEMIC FAILURE BY STUDENTS

Postgraduate Certificate/Diploma Stage

12.1 Where the student has not been required to withdraw from the University, the relevant Board of Examiners shall determine whether:

(a) the student shall be permitted to be re-assessed once only in the failed module(s) either:

i. at the next examination period; or

ii. by the resubmission of in-course assessment at a time to be determined by the Board; or

iii. with or without attendance on the module(s) during the following session or calendar year; and/or

(b) in the case of failure in an option module or modules, the student shall be permitted to pursue an alternative option(s) with attendance during the following session or calendar year but not subject to the limitation imposed by paragraph 8.4 above.

12.2 A student who is permitted to be re-assessed in any form of in-course assessment other than the Master's degree dissertation shall not be permitted to re-submit modified versions of their original work, but shall be required to submit new work on a different topic from that which originally failed to satisfy the examiners. Exceptionally, where the submitted assessment was directly based upon work or experiential material that cannot feasibly be repeated in a different form for the purpose of re-assessment (e.g. a work-based placement, a period of fieldwork, 1 or more case studies based on a period of professional work) students may be permitted, as the discretion of the discipline examination board, to submit a modified version of the original work (in such instances, the examination board will be responsible for notifying the student(s) concerned to this effect).

13. ACTION TO BE TAKEN IN RESPECT OF ACADEMIC FAILURE BY STUDENTS

Masters Degree Stage.

13.1 A student whose Masters dissertation fails to satisfy the examiners is permitted to re-present it once only, not more than 10 months from the date of official communication of the result to the student. Attendance at Keele is not required for this period.

13.2 A student who fails to submit a dissertation within the deadline specified in the relevant course regulations shall be regarded as having failed by non-submission and shall be permitted to submit a dissertation on one occasion only, not more than 10 months from the original deadline stipulated.

13.3 A student who proceeds with resubmitting their dissertation will be transferred to a dissertation resubmission mode of attendance and will be liable to pay a resubmission fee.

14. AWARD

14.1 Provided that Course Regulations so specify, a student shall be eligible for the award of a Postgraduate Award who has been awarded 30 credits at Level 7.

14.2 A student shall be eligible for the award of a Postgraduate Certificate who has been awarded at least 60 credits, of which at least 40 are at Level 7, or such higher number of credits as may be required by the course regulations.

14.3 A student shall be eligible for the award of a Postgraduate Diploma who has been awarded at least 120 credits, at least 90 of which are at Level 7, or such higher number of credits as may be required by the course regulations.

14.4 A student shall be eligible for the award of a Masters degree who has been awarded at least 180 credits, at least 90 of which are Level 7, or such higher number of credits as may be required by the course regulations, which shall include a dissertation of at least 60 credits at Level 7 and for which there shall have been a period of research training.

14.5 Unless otherwise agreed by Senate in respect of specific courses, no student may receive more than one award for study on a postgraduate course.

14.6 Posthumous

(a) Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. A posthumous award may be accepted on the student's behalf by a parent, spouse or other appropriate individual. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the Vice-Chancellor in their capacity as Chair of Senate. All posthumous awards are unclassified.

(b) If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified. An award made in such circumstances may still be accepted on the student's behalf by a parent, spouse, or other appropriate individual.

14.7 Aegrotat

(a) An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable. All Aegrotat awards are unclassified. All taught awards are available as Aegrotat awards, with the exception of degrees which are subject to fitness to practice requirements which shall not be awarded Aegrotat awards. The Pro Vice-Chancellor in their capacity as Chair of University Exam Board may exercise their discretion to recommend conferment of an Aegrotat award where the appropriate criteria have been met. As an Aegrotat award is a final exit award. It must be considered to be the conclusion of a student's study on a particular course and the implications of this must be agreed with the student prior to consideration of the award by the Pro Vice-Chancellor. Before a recommendation for an Aegrotat award is submitted, the student must have indicated that they are willing to accept the award and they understand that this involves waiving the right to be reassessed.

15. CLASSIFICATION

Please see [Regulation D2](#)

16. STRUCTURE AND CONTENT OF RE-ASSESSMENTS

16.1 Where a student is required to be re-assessed for one or more modules prior to the start of the following academic year, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but need not include those elements of assessment in which the student has already satisfied the examiners.

16.2 Where a student is permitted to be re-assessed in one or more failed modules without attendance on the module(s), the following arrangements shall apply:

(a) for re-assessment within one year of the initial failure, the re-assessment shall, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure;

(b) for re-assessment beyond one year of the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the re-assessment is to be based upon a different syllabus, the Head of Department/School concerned shall make arrangements for the student to be:

- i.** informed of changes in the structure of the assessment and the syllabus content; and
 - ii.** offered, at an appropriate charge, the opportunity of attending relevant classes or receiving other appropriate assistance in accordance with the mode of delivery of the course.
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Regulation D2: Progression and classification rules (Extract)

2. Integrated Master's Degrees

2.1 Progression from Level 4 to Level 5 study

The rules for progression from Level 4 to Level 5 are stated in 1.1 above.

2.2 Progression from Level 5 to Level 6 study

The rules for progression from Level 5 to Level 6 are stated in 1.2 above. In addition, to progress from Level 5 to Level 6 of an Integrated Master's Degree Programme, you must also achieve a minimum average module mark at Level 5 of 50%.

2.3 Progression from Level 6 to Level 7 study

2.3.1 To progress from Level 6 to Level 7 you must at least satisfy the requirements under Regulation **C3** for the award of an Honours Degree in the Lower Second Class Honours category.

2.3.2 If you do not meet ~~this requirement~~the progression rule above but are offered, but could meet this after being awarded credit from any available summer reassessment, ~~you must take that reassessment and~~ your progression outcome will be confirmed once the reassessment outcome is known.

~~**2.3.3** If you cannot meet this requirement by being awarded credit from any available summer reassessment, or you have already taken summer reassessment but still not met this requirement, then you shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation C3 and which will be classified as stated in section 1.3 above. The honours degree award title shall be such as is specified in the relevant programme specification.~~

2.3.3 If do not meet the progression rule above and you have already taken summer reassessment, you will be given one of the following outcomes:

(a) Provided you have not failed a compulsory or optional Level 4 module after the maximum allowed two attempts and have not already repeated either Level 4 or Level 5, you will be offered the following repeat year options:

i. Repeat Level 6 in full. You will attend a full 120 credits of Level 6 modules in the next academic year and the results from these modules will replace the results of all Level 6 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 6 modules you have failed.

If you still have assessment attempts remaining upon **all** your failed modules you will, in addition to options i and ii, be given the following option:

iii. Repeat only the assessment of failed Level 6 modules. You will keep the marks from the Level 6 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 6 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 5 or Level 6, then you shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation C3 and which will be classified as stated in section 1.3 above.

The honours degree award title shall be such as is specified in the relevant programme specification.

2.4 Failure at Level 7

2.4.1 Until you have obtained 120 credits at levels 4, 5, 6 and 7, you will not be able to obtain a degree award. If you fail to obtain 120 credits at level 7 and have a reassessment opportunity remaining on all failed credits, you will be offered summer reassessment to obtain the required volume of credit for your award. Your Level 7 outcome will be confirmed once the reassessment outcome is known. If you fail to obtain 120 credits at Level 7 and do not have a reassessment opportunity remaining on all failed credits, please see 2.4.3 and 2.4.4, as appropriate.

2.4.2 After summer reassessment, if you still cannot meet the requirements for your Level 7 award, you will be issued with one of the following outcomes.

2.4.3 If you have previously repeated any year of study, your studies will be terminated and you will be issued with the highest interim exit award you are eligible for.

2.4.4 If you have not previously repeated any year of study and have passed 120 credits at Level 4, 120 credits at Level 5, and 120 credits at Level 6, you will be offered the following repeat options, unless otherwise specified in the regulations for your programme of study:

i. Repeat Level 7 in full. You will attend a full 120 credits of Level 7 modules in the next academic year and the results from these modules will replace the results of all Level 7 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit, and will attend the required number of modules in the next academic year to replace the Level 7 modules you have failed.

iii. (only if you still have assessment attempts remaining upon all your failed modules) Repeat only the assessment of failed Level 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 7 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

2.4.5 Degree classification

2.4.5.1 Your degree will be classified based upon the marks you obtain from your Level 5, Level 6 and Level 7 modules, using a weighted average module mark, which is calculated in five steps as described in sections 2.5.2 below. In the calculation, the following rules apply:

(a) Your average module mark will be calculated based upon the credit value of each module; so for example, a 30-credit module will carry twice the weight of a 15-credit module.

(b) In cases where, either at Level 5, Level 6 or Level 7, more than 120 credits of modules are required, the 120 credits with the highest module marks will be used in the calculation process.

(c) If you repeat a year of study at Level 5, Level 6 or Level 7, the marks you obtain from the modules taken in the repeat year will be used in the calculation process.

(d) If your degree programme includes two years of study at either Level 6 or Level 7, the average of the marks from the 240 credits of modules studied will be used in the calculation process.

(e) The marks you obtain from any Level 5 modules whilst undertaking a semester study abroad will be used in your degree classification.

(f) The mark/s you obtain from any modules studied during an International Year, Placement Year or Entrepreneurship Year will not be used in your degree classification.

2.45.2 Your weighted average module mark and degree classification are determined as follows:

Step 1: A Level 5 average module mark will be calculated, based upon the marks you obtain from your Level 5 modules.

Step 2: A Level 6 average module mark will be calculated, based upon the marks you obtain from your Level 6 modules.

Step 3: A Level 7 average module mark will be calculated, based upon the marks you obtain from your Level 7 modules.

Step 4: A weighted average module mark will be calculated, based upon the sum of 20% of the average module mark obtained at Level 5, 30% of the average module mark obtained at Level 6 and 50% of the average module mark obtained at Level 7.

Step 5: This weighted average module mark will be rounded to the nearest integer (with marks of 0.5 or above rounded up) and used to determine your degree classification, as follows:

FIRST CLASS HONOURS

- A weighted average module mark of at least 70%
- OR a weighted average module mark of at least 68% AND at least 60 Level 7 credits with a mark of 70 or higher

SECOND CLASS HONOURS (Division I)

- A weighted average module mark of at least 60%
- OR a weighted average module mark of at least 58% AND at least 60 Level 7 credits with a mark of 60 or higher

SECOND CLASS HONOURS (Division II)

- A weighted average module mark of at least 50%
- OR a weighted average module mark of at least 48% AND at least 60 Level 7 credits with a mark of 50 or higher

2.45.3 If you are studying an Integrated Master's Degree programme which uses 120-credit modules, then your award will be classified as follows:

FIRST CLASS HONOURS

- A weighted average module mark of at least 70%
- OR a weighted average module mark of at least 68% AND a mark of at least 70 in the Level 7 module

SECOND CLASS HONOURS (Division I)

- A weighted average module mark of at least 60%
- OR a weighted average module mark of at least 58% AND a mark of at least 60 in the Level 7 module

SECOND CLASS HONOURS (Division II)

- A weighted average module mark of at least 50%
- OR a weighted average module mark of at least 48% AND a mark of at least 50 in the Level 7 module

3. Foundation Degrees

3.1 Progression from Level 4 to Level 5 study

The rules for progression from Level 4 to Level 5 are stated in 1.1 above

3.2 Degree classification

Foundation Degrees are not classified.

4. Postgraduate Master's Degrees

4.1 Progression

There is no formal progression point to the dissertation stage of a postgraduate Master's programme unless otherwise detailed in the Programme Specification.

4.1.1 If you fail to obtain the required credits for your award and do not have a reassessment opportunity remaining, you may be offered the following repeat options, subject to the regulations for your programme of study:

i. Repeat only failed modules. You will keep the marks from the modules where you have been awarded credit, and will attend the required number of modules in the next academic year to replace the modules you have failed up to a maximum of 30 credits. In the case of failure in an optional module, the student shall be permitted to pursue an alternative optional module.

ii. (only if you still have assessment attempts remaining upon all your failed modules) Repeat only the assessment of failed modules. You will keep the marks from the modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

4.2 Degree classification

4.2.1 An average module mark will be calculated based upon all Level 7 modules you study on your Masters Degree programme.

(a) Your average module mark will be weighted, based upon the credit value of each module. For example, a 30-credit module will carry twice the weight of a 15-credit module.

(b) Where you have been granted **Recognition of Prior Learning (RPL)** based upon Level 7 modules you have already studied at Keele prior to commencing your degree programme, these modules will also be included in the calculation.

4.2.2 This average module mark will be rounded to the nearest integer (with a mark of 0.5 or above rounded up) and used to determine your degree classification. Your degree will be classified with either Distinction or Merit if you meet the average mark thresholds noted below, provided you have not been granted compensation on any failed modules:

DISTINCTION - an average module mark of at least 68% calculated in accordance with any weightings specified in the relevant Programme Specification AND a mark of at least 70 in at least 60 credits used to calculate your award.

MERIT - an average module mark of at least 58% calculated in accordance with any weightings specified in the relevant Programme Specification AND a mark of at least 60 in at least 60 credits used to calculate your award.

5. Postgraduate Diplomas and Postgraduate Certificates

5.1 Progression

There is no formal progression point on either a Postgraduate Diploma or Postgraduate Certificate Programme.

5.2 Award classification

Postgraduate Diplomas and Postgraduate Certificates are not classified.

6. Posthumous And Aegrotat Awards

6.1 Posthumous Award

6.1.1 Any taught award of the University may be conferred posthumously where the death of a student occurs prior to their completion of the requirements for their award. The award conferred in such circumstances will normally be as a minimum the next exit award for which the student would have been eligible, based on the stage of the programme of study they had commenced at the discretion of the Vice-Chancellor in their capacity as Chair of Senate. All posthumous awards are unclassified.

6.1.2 If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified.

6.2 Aegrotat Award

6.2.1 An Aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once the exceptional circumstances processes have been fully considered and followed as applicable. All taught awards are available as Aegrotat awards, with the exception of degrees which are subject to fitness to practice requirements. The Pro Vice-Chancellor in their capacity as Chair of University Exam Board may exercise their discretion to recommend conferment of an Aegrotat award. Acceptance of an Aegrotat award completes your study on a programme.

Regulation D5: Module condonement and compensation

1. Module condonement on taught undergraduate programmes

1.1 Condonement means you are awarded credits despite failure in a module, subject to the conditions below. The module mark is retained on your transcript.

1.2 Condonement can only be applied to a module under the following conditions:

- The mark you have been awarded for the module must be between 35 and 39 (or between 45 and 49 for modules at Level 7)
- You must have taken the maximum allowed number of attempts to pass the module (with the exception of final year modules where condonement will be applied by the relevant Award Board after just one attempt).
- The module result must not be a qualified fail, signified by a grade of 'Q', which is where one or more assessment components within the module have not been completed to a specified standard.

1.3 The rules for awarding condonement on undergraduate programmes are detailed below.

1.3.1 All Bachelor's Degree Programmes apart from those where this is specified in their programme specification (available here: [Undergraduate](#)):

Condonement can be applied to a maximum of 60 credits of modules, subject to the following rules:

- A maximum of 30 credits across Level 4 and Level 5, provided that no other modules have been failed at those levels of study
- A maximum of 30 credits of Level 6, provided that no other modules have been failed at that level of study

1.3.2 Integrated Master's Degree Programmes in:

- Faculty of Natural Sciences
- Faculty of Humanities and Social Sciences.

Condonement can be applied to a maximum of 80 credits of modules, subject to the following rules:

- A maximum of 45 credits across Level 4, Level 5 and Level 6 modules (with no more than 30 credits at any one of those levels of study), provided that no other modules have been failed at those levels of study
- A maximum of 35 credits at Level 7, provided that no other modules have been failed at that level of study

2. Module condonement on taught postgraduate programmes

Condonement is not awarded on taught postgraduate programmes.

3. Module compensation on taught undergraduate programmes

Compensation is not awarded on taught undergraduate programmes.

4. Module compensation on taught postgraduate programmes

4.1 Compensation means you are awarded credits despite failure in a module, where the failure is balanced by good performance in a related module or modules. The module mark is retained on your transcript.

4.2 All Postgraduate Master's Degree and Postgraduate Diploma Programmes allow compensation as set out below, unless the programme specification states that compensation is not allowed.

4.3 Compensation can only be applied to a module under the following conditions:

- Compensation is applied to modules which, after all assessment attempts have been taken, have a mark between 45 and 49 inclusive.
 - It is applied on up to a maximum of 30 credits of taught modules in total, provided you have attained a mark of at least 55 in one or more modules at least equivalent to the credit value of the failed module/s being compensated.
 - The module result must not be a qualified fail, signified by a grade of 'Q', which is where one or more assessment components within the module have not been completed to a specified standard.
 - Dissertation modules or equivalent final project modules cannot be compensated.
-

Regulation B5: Fitness to Practise

1. PURPOSE AND SCOPE

1.1 This Regulation **applies** to you if any of the following apply:

- i. You are registered on an undergraduate programme that involves practical education in relation to patients, pupils, clients or service-users, (hereafter referred to as clients) which is regulated by a Professional, Statutory or Regulatory Body (PSRB).
- ii. You are registered on a professional postgraduate programme that involves practical education in relation to clients. This includes post-registration qualifications where you are already registered with the relevant PSRB.
- iii. Your qualification results in a direct license to practise or is a requirement for a license to practise.

1.2 The regulation **does not** apply to you if you are already registered with a PSRB but are undertaking an unrelated programme of study that does not lead to any professional accreditation or license to practise.

1.3 This regulation **does apply** to you if you are studying an intercalated degree.

1.4 ~~If your programme of study is subject to this Regulation, this will be stated in your programme's Programme Regulations. If you are subject to this regulation it is~~ your responsibility to be familiar with the requirements of the relevant PSRB to your programme both in terms of health and conduct.

1.5 If you are the subject of alleged or proven academic misconduct (Regulation D4) or a disciplinary offence (Regulation B1), your Head of School will be informed and may decide to refer you to the School Health and Conduct Committee or directly to the University Fitness to Practise Committee.

1.6 If someone has concerns about your health, behaviour or ability to practise these may also be referred to your Head of School who may decide that a fitness to practise investigation is required. This decision will be based on the professional requirements of your programme.

2. SCHOOL HEALTH AND CONDUCT COMMITTEES

2.1 If your School offers programmes of study that fall under this regulation it will have a Health and Conduct Committee, to monitor and if necessary investigate the health and professional behaviour of its students.

~~2.2 The constitution and operation of your School Health and Conduct Committees may differ due to PSRB requirements, and therefore will be defined in your Programme Regulations.~~

2.32 Normally, all suspected breaches of professional behaviour will be considered first by your School Health and Conduct Committee. The standard of proof required for the University to prove the case against you will be the balance of probabilities. This means that the evidence must indicate that it is more likely than not that the case is proven.

2.34 Possible outcomes of the School Health and Conduct committee ~~will be defined in your programme regulations~~ are defined in the Fitness to Practise Code of Practice.

2.45 Where suspected breaches of professional behaviour are deemed to be particularly serious, your Head of School may refer you directly to the University Fitness to Practise Committee.

2.56 Your School Health and Conduct Committee may report any suspected breach of professional behaviour to your employer or PSRB for investigation and action. If this is the case, the Chair of the University Fitness to Practise Committee and the Head of Student Appeals Complaints and Conduct ~~Academic Quality and Student Conduct~~ will be informed.

3. TEMPORARY SUSPENSION OF STUDY

3.1 In some cases the nature of the concern about your fitness to practise may require the University to temporarily suspend your studies via the School Health and Conduct Committee, to enable a thorough investigation to be carried out and/or to safeguard you or others in the intervening time. This may include a partial suspension for example, suspension of a placement but permission to continue to attend learning and teaching events.

3.2 Examples of incidents requiring this type of action include where:

- i. You have been directly implicated in an incident with a client that has either led or may have led to significant harm to that person;
- ii. You have been convicted of a crime or are being investigated in relation to a crime that brings your fitness to practise into question;
- iii. You have been directly implicated in an incident that leads to serious concerns about your professional behaviour;
- iv. Your health and/or behaviour is a cause for concern in terms of its impact on you, the care of clients or your relationships with colleagues, members of staff, or clients.

3.3 In cases where the matters causing your Fitness to Practise to be questioned relate to a disciplinary matter under Regulation B1 (Student Discipline), your case will be considered under the Discipline Regulation first. If this is the case, your School will be represented on the ~~Temporary Exclusion~~ Risk Assessment Panel.

4. UNIVERSITY FITNESS TO PRACTISE COMMITTEE

4.1 The University Fitness to Practise Committee will consider students referred to it by the School if it offers academic programmes which are subject to this Regulation.

4.2 Where concerns regarding your fitness to practise arise, your case will be referred to the University Fitness to Practise Committee by the School's Health and Conduct Committee, or Head of School.

4.3 The University Fitness to Practise Committee will consider:

- i. Any conduct which may mean that you are unfit to be admitted to, or to practise in the profession your programme relates to, or which breaches a requirement for a licence to practise from the relevant PSRB; or
- ii. Any health problem which may mean that you are not fit to be admitted to, or to practise the profession your programme relates to, or which breaches a requirement for a licence to practise from the relevant PSRB.

5. POWERS OF THE UNIVERSITY FITNESS TO PRACTISE COMMITTEE

5.1 Following consideration of the case in the light of the relevant professional requirements and code of behaviour the Committee can:

- i. Dismiss the case;
 - a) By way of no case to answer, whereby no declaration will be made to professional bodies (where this is allowable by the professional body);
 - b) By way of the case being proven but no sanctions are deemed to be appropriate or necessary.
- ii. Allow you to continue with the programme with appropriate advice, guidance or undertakings;
- iii. Allow you to continue with the programme under close supervision;
- iv. Suspend your studies for a specified time;
- v. Require you to be reassessed in a specified part or parts of the programme;
- vi. Require any other appropriate action to support your continuation on the programme;
- vii. Require that your studies on a programme leading to a professional qualification be terminated but permit registration for an alternative academic qualification if such a programme of study is available;
- viii. Require that your studies are terminated;
- ix. Permit a combination of the above.

5.2 If you are deemed not fit to practise on health grounds, your registration on the programme will be suspended whilst reasonable efforts are made to offer an appropriate alternative programme of study. However, if this is not possible, your studies will be terminated.

5.3 If your studies are terminated, you will normally be awarded any credits you have already obtained while completing the programme.

5.4 Where you are allowed to continue with the programme, or if your studies have been temporarily suspended, you may be required to meet with the University Fitness to Practise Committee on further occasions in order that your progress can be monitored.

5.5 The standard of proof required for the University to prove the case against you for fitness to practise matters is the balance of probabilities. This means that the evidence must indicate that it is more likely than not that the case is proven.

6. APPEALS AGAINST DECISIONS OF THE UNIVERSITY FITNESS TO PRACTISE COMMITTEE

6.1 You can appeal against the outcome regarding your fitness to practise and/or any sanctions applied by the University Fitness to Practise Committee.

6.2 Appeals can be made only on one or both of the following grounds:

- i. Procedural irregularity in the conduct of the case;
- ii. Evidence which could not have been presented at the time of the original hearing.

6.3 If you submit an appeal, the first stage of the process is for your submission to be considered by the Chair of the University Fitness to Practise Appeals Committee and the Head of Student Appeals, Complaints and Conduct ~~Manager~~. Together, they will assess whether your case has met the above appeal criteria based on the information provided in your appeal submission and by reviewing all the paperwork from the University Fitness to Practise Committee, including the ~~minutes and outcome~~ letter.

6.4 If you have not met the criteria for appeal, you will be informed in writing.

6.5 If you have met the appeal criteria, the Chair of the University Fitness to Practise Appeals Committee and the Head of Student Appeals, Complaints and Conduct ~~Manager~~ will determine what action can be taken to remedy the situation. This may include referring your case back to the University Fitness to Practise Committee for reconsideration or constituting a University Fitness to Practise Appeals Committee.

7. POWERS OF THE UNIVERSITY FITNESS TO PRACTISE APPEALS COMMITTEE

7.1 The Powers of the Fitness to Practise Appeals Committee are:

- i. To consider and investigate Fitness to Practise Appeals;
- ii. To act on behalf of the Vice-Chancellor to make final decisions on the outcomes of Fitness to Practise Appeals.

7.2 Where your appeal derives from a proven procedural irregularity in the conduct of the University Fitness to Practise proceedings, the University Fitness to Practise Appeals Committee can grant whatever remedy it considers necessary in the circumstances, which may include referring the case back to the University Fitness to Practise Committee.

8. AVAILABLE SUPPORT AND REPRESENTATION

8.1 You have the right to be accompanied to any formal University Fitness to Practise Committee meetings. This would normally be a member of staff, a current student, a member of the ASK (Advice and Support at Keele) Team, or an elected officer of the Keele University Students' Union or Keele Postgraduate Association. The University has the discretion to accept other supporters, including legal representatives, where this is deemed necessary. If you wish to be accompanied by an external representative you must make a

formal request for consideration. If your request is approved, your representative may attend the parts of the meeting that you are invited to attend, even if you choose not to attend in person.

8.2 External representatives are not permitted to attend any Health and Conduct related meetings, including full Committee meetings. Students have the right to be accompanied at these meetings by a representative from within the University as listed in paragraph 8.1.

9. CONFIDENTIALITY AND RECORD KEEPING

9.1 Cases will be handled with an appropriate level of confidentiality, personal information is shared with or released to only those who are part of the University's Health and Conduct or Fitness to Practise procedures and other relevant officers of the University as appropriate.

9.2 The outcome of the University Fitness to Practise Committee will be placed on your student record and will also be sent to you, the relevant Head(s) of School and other relevant officers of the University.

9.3 If the case is not proven, or you are allowed to return to the programme with conditions, any later Health and Conduct or Fitness to Practise referral will reference that you have been subject to a previous Health and Conduct of Fitness to Practise process.

10. GRIEVANCE

10.1 Following exhaustion of the Fitness to Practise procedures, you may submit a grievance to the University Council under the terms provided by Ordinance D3.

Regulation A1: Visa and Immigration

(formerly Regulation 6: Visas and Immigration)

1. Abbreviations and definitions

- Academic Engagement: UKVI consider you to be academically engaging if you are actively and consistently following your course of study. Academic engagement is indicated by activities such as:
 - i. Attending required lectures, seminars or tutorials
 - ii. Undertaking required laboratory work
 - iii. Undertaking research or fieldwork
 - iv. Submitting essays, assignments and attending examinations.

This is not an exhaustive list and not all courses will contain all these elements

- CAS: Confirmation of Acceptance of Study, an electronic document sent from the University to the Home Office containing information about you and your chosen course, required for a Student Visa Application.
- [ICA: Immigration, Compliance and Advice](#)
- [KDA: Keele Doctoral Academy](#)
- [Procedural Irregularity: Where university procedures have not been followed correctly.](#)

- Programme of Study: This is the course or degree you are studying.
- UKVI: United Kingdom Visas and Immigration

2. Visa Compliance and Sponsorship

2.1 Keele University as Student Visa Sponsor

Our designated UKVI ‘Authorising Officer’ is responsible for students sponsored by the University. They must ensure that students and staff comply with United Kingdom Immigration Law, and meet the requirements set out in the [UKVI Sponsor Guidance](#).

2.2 Applicants’ Suitability to study

2.2.1 In order for Keele University to provide Student Visa sponsorship, you, as an applicant must provide evidence that you are suitable for sponsorship and are able to fund your studies. If you are a new applicant, you will have to pay a tuition fee deposit, if you are extending your current programme might have to pay a proportion of your tuition fee for the next or current academic year (as appropriate); before sponsorship is confirmed.

2.2.2 The University will not sponsor a student who is or has been an overstayer in the UK or may fall under the ‘general grounds’ for refusal in part 9 of the UK Immigration Rules. It is your responsibility to provide independently verifiable evidence that you are eligible for sponsorship.

2.3 Right to study checks

All students must evidence their right to study in the UK by providing one or more (as required) of the following documents:

- i. a passport;
- ii. valid visa ;
- iii. Academic Technology Approval Scheme (ATAS) Certificate or
- iv. any other documentation at enrolment, or at any other time as requested by the University.

2.4 Student Engagement

2.4.1 Keele University, as a Student Visa Sponsor, has an obligation to UKVI to monitor and record Student Visa holders’ academic engagement with their course and will do so in line with the University’s [Student Attendance and Engagement Policy](#). and the requirements set out by UKVI that student should have their studies terminated if they have not attended for a period of 60 calendar days.

2.4.2 You should live within a reasonable travelling distance of the University. Travelling distance is not an acceptable reason for failing to engage with your studies. The maximum travel time from the University should be no more than ninety minutes by public transport.

2.4.3 You must respond to communication from the University promptly and within the time frame specified. Communications regarding immigration status and visas will be sent to your Keele University email account in the first instance.

2.5 Length of Student Visa sponsorship

2.5.1 Keele University Student Visa sponsorship will last for your expected period of study, as defined when admitted, plus the period granted by UKVI, as defined in the [Immigration Rules Appendix: Student](#), paragraph ST25.3

2.5.2 Your eligibility for a Student Visa extension will be considered if you:

- change your programme of study and need a longer visa to complete the new programme. The ICA team will advise you whether the application can be submitted inside the UK or not.
- need to repeat modules and/or assessments with attendance. Following an Exam Board, Student Records will inform ICA of any Undergraduate or Postgraduate Taught students who have the opportunity to repeat modules or assessments so that their eligibility for a Student Visa Extension (in line with UK Immigration Rules Appendix: Student) can be determined.
- are a Postgraduate Research (PhD) student who needs longer to complete your studies. The length of your visa extension will be determined by the KDA within UKVI rules.
- add a permitted work placement or study abroad period to your course which will mean you need longer to complete your course.
- are elected as a Students' Union Sabbatical Officer.

No other extensions will be considered.

2.5.3 The request for an extension does not automatically guarantee student visa route sponsorship. Requests are subject to UKVI requirements and are granted at the discretion of the University.

2.5.4 If you need to return to the University to complete your studies outside of your student visa route sponsorship period, you will be supported to apply for a Standard Visitor Visa (subject to UKVI requirements).

2.6 Visa Refusals

If your student visa application is refused by UKVI, there will be a £50 charge for a new CAS, if you would like to re-apply. Alternatively, if you are an applicant, you can request a refund of your deposit, unless the visa was refused because of fraudulent documents. You will need to provide the UKVI decision letter to ICA.

3. UKVI requirements and cancellation of visas

3.1 Withdrawal of Sponsorship

3.1.1 If your Student Visa is sponsored by Keele University, you will have your sponsorship withdrawn, resulting in a cancellation of your visa, if you:

- withdraw yourself from the University.
- take a Leave of Absence ([Regulation B4](#)); when returning from a Leave of Absence you must get a new visa before returning to the University.
- Have your studies terminated by the University.
- complete your studies more than four months earlier than the expected end date stated on your CAS. This will be reported to UKVI as early completion.
- change your Immigration status and/or programme of study and are consequently no longer eligible for university sponsorship under a student visa route.
- do not have a valid and in date Academic Technology Approval Scheme (ATAS) Certificate.

3.2 Breach of Student Visa conditions

3.2.1 Students with a student visa sponsored by Keele University are required to adhere to the [UK Immigration Rules](#) at all times and must academically engage with their course. The University has a duty to notify UKVI if a student fails to academically engage with their programme of study. Keele University can terminate the studies of any student whose attendance remains below the level required in the Student Attendance and Engagement Policy, as set out in [Regulation B8](#), for 60 calendar days, the period defined as unacceptable by UKVI. In this instance a student can be removed from their course and their Student Visa sponsorship will be withdrawn.

3.2.2 If the University finds, or the University is informed by UKVI, that a student has breached their immigration conditions, their studies can be terminated. For example, working more than the number of permitted hours per week.

3.2.3 If UKVI informs the University that a student does not have permission to study, Keele University will terminate their studies.

3.3 Tuition fee/accommodation fee debt

Students with debt to the University, having failed to pay for tuition fees or University Accommodation costs within the required period, in accordance with [Charging and Payment of Student Fees Policy](#), can be terminated from their studies.

4. The Graduate Route

4.1 Upon successful completion of the course, ICA will check whether you meet the eligibility criteria for the Graduate Route and if satisfied, will report your successful completion to UKVI.

4.2 ICA will notify you via your university email address once this report has been made.

4.3 It is then your responsibility to apply for the Graduate Route if you want to switch to that immigration category.

4.4 ICA cannot advise on the Graduate Route but can provide information.

4.5 Keele University reserves the right to refuse to report your successful completion to UKVI if you have outstanding debt (tuition fees, accommodation, other) to the University.

5. Appeals

5.1 Appeals against denial of sponsorship

5.1.1 Applicants and students can appeal the decision to deny their sponsorship if there is evidence of procedural irregularity during the decision-making process. See above paragraphs 2 and 3 and [section C of Keele University Regulations](#).

5.1.2 Appeals must be submitted to the Head of ICA within 5 calendar days of being informed that sponsorship has been denied.

5.1.3 The Head of ICA will decide the result of any appeal within 15 working days. This communication will be sent to the email address provided with the appeal.

5.2. Appeals concerning potential cancellation of visas

5.2.1 Students can appeal against the University's decision to terminate their studies if there is evidence of procedural irregularity in the decision-making process.

5.2.2 Appeals must be submitted to the Deputy Academic Registrar within 5 calendar days of being informed of the termination of studies.

5.2.3 The Deputy Academic Registrar or nominee will decide the result of any appeal within 5 working days. This communication will be sent to the email address provided with the appeal.

5.3. Grievances against appeal decisions

5.3.1 Once the appeals procedure is complete, it is possible to submit a grievance to the University Council. A grievance can be submitted if there is evidence of procedural irregularity in the conduct of the appeal process.

5.3.2 A grievance must be submitted in writing to the Secretary to Council within 14 calendar days of receiving the outcome of the appeal.

5.3.3 Students must comply with the requirements of the UK Home Office and will not be sponsored during the grievance proceedings.