

# University of Kent Academic Regulations

## Regulations for Taught Programmes of Study

### 1 Definition of Terms

- 1.1 Wherever in these regulations the word 'Faculty' appears, it shall be read as referring also to other institutions offering programmes of study which lead to an award of the University.
- 1.2 Wherever in these regulations the word 'assessment' appears, it shall be taken to refer to any work which students are required to undertake and which contributes to the final mark awarded for any module.

### 2 Scope

- 2.1 These regulations apply to all taught programmes of study which lead to the award by the University of Kent of a certificate, diploma or degree.
- 2.2 Programmes of Study which are delivered by or on behalf of the University are, in addition to these Regulations, subject to the requirements of the University Credit Framework for Taught Programmes.

### 3 Admission

- 3.1 The minimum age to study a degree programme at the university is normally at least 17 years old by 20 September in the year the course begins. There is no upper age limit.
- 3.2 Candidates must satisfy the requirements for admission to the programme of study in question or, provided that the University is satisfied that the candidate is capable of successfully completing the proposed programme of study, be dispensed from such requirements.
- 3.3 Candidates for admission to programmes of study leading to the award of an undergraduate degree must satisfy the University general entry requirements as set out in the University Undergraduate Prospectus for admission in the year in question or, provided that the University is satisfied that the candidate is capable of successfully completing the proposed programme of study, be dispensed from the general entry requirements.
- 3.4 Candidates for admission to programmes of study leading to the award of a Graduate Certificate or of a Graduate Diploma will normally be expected to have a degree awarded by a British university. Holders of other qualifications will be considered individually.
- 3.5 Candidates for admission to postgraduate programmes of study will normally be expected to have an Honours degree in an appropriate subject awarded by a British university and, for registration for the degree of Master, will normally be expected to have been awarded such a degree with First Class or good Second Class honours. Holders of other qualifications will be considered individually.

### 4 Period and Level of Study

- 4.1 Every programme of study shall be such as to require a minimum period of full-time study as shown below or an equivalent period of part-time study. In order to be eligible for an award of the University, a student must complete the programme of study within

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the maximum period shown below, to include any periods in which the student is permitted to interrupt study unless, for a particular programme of study, a different maximum period for completion has been approved by Senate.

Award	Minimum period of full-time study	Maximum period for completion of programme of study
Certificate/Certificate of Higher Education	One academic year	6 years
Graduate Certificate	6 months	4 years
Postgraduate Certificate	6 months	4 years
Diploma	1 academic year	6 years
Diploma of Higher Education	2 academic years	6 years
Graduate Diploma	1 academic year	4 years
Postgraduate Diploma	1 academic year	6 years
Foundation Degree	2 academic years	6 years
Non-Honours Bachelors Degree	3 academic years	8 years
Bachelors Degree with Honours	3 academic years	8 years
Extended Masters Degree	4 academic years	8 years
Masters Degree (graduate entry)	1 year	6 years

- 4.2 The Board of the Faculty concerned may, in appropriate circumstances and subject to any criteria which may be laid down by the Senate, grant exemption from part of a programme of study provided that the requirements of the University's Credit Framework for Taught Programmes with regard to limits on credit transfer, or equivalent requirements in the case of a programme which is not subject to the Credit Framework, are complied with.
- 4.3 The Board of the Faculty concerned may, in cases of illness or other reasonable cause, permit a student to interrupt registration as a student, normally for a period of not more than one year at a time.
- 4.3.1 No intermissions should be granted after the deadline for student examination registration. This deadline applies equally to students not taking formal examinations.
- 4.3.2 Only Deans of Faculty are empowered to authorise intermissions after this point. This power may not be delegated to other members of the Faculty.

### 5. Programme of Study and Module Changes

- 5.1 Stage 1 students are permitted to change their module choice(s) during the first three weeks of the Autumn Term and during the first two weeks of the Spring Term (where the student commenced studying the module in the Spring Term).

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- 5.2 For all other Stages, students are permitted to change their module choice(s) only during the first two weeks of either term (where the student commenced studying the module in that term).
- 5.3 In all cases, module changes will be permitted subject to available classroom space for the chosen module and subject to the requirements of the student's programme of study.
- 5.4 Where students have also selected extracurricular modules they are required to explicitly indicate which modules are intended to count towards the volume of credit for the stage and which modules are extracurricular. Such module choice will be within the same timeframe as that set out in 5.1 and 5.2 above. Once the chosen modules have been designated as counting towards a stage or as extracurricular students will not be permitted to vary it.

### 6. Programme of Study and Coursework Submission Requirements

- 6.1 Except where specifically stated otherwise, all Schools will require the mandatory submission of written coursework in electronic format only. Schools may require a second copy to be submitted in paper format, but failure to do so will not result in failure of the coursework element. Where it is necessary for a School to require the mandatory submission of written coursework in hard copy (e.g. in the case of mathematical calculations) students must be explicitly advised in advance.
- 6.2 Students are required to state the total word count of written coursework submissions. The word count will include everything in the body of the text, such as quotations, citations, footnotes and subheadings. It does not include the coursework title, bibliography, references, appendices or other supplementary material, which does not form an essential part of the text (see **Note 1**). Unless stated otherwise, there is an allowance of 10% deviation over the stated maximum word count.

***Note 1:** 'Footnotes' encompasses additional explanatory text included at the bottom of a page to amplify specific sections of text in the main body of the work. 'References' indicates the systematic referencing of the sources used by the text author, according to the Harvard (or other) system employed by the School.*

### 7. Programme of Study and Progression

- 7.1 All students shall be provided with details in writing of the programme of study for which they are registered and the methods of assessment which will be used in deciding whether or not the student is worthy of an award of the University.
- 7.2 If, in the view of the Board of the Faculty, a student persistently fails to perform satisfactorily the work prescribed, then the Board of the Faculty may require the student to withdraw from the programme of study and terminate the student's registration.
- 7.3 A student must not reproduce in any work submitted for assessment (for example, examination answers, essays, project reports, dissertations or theses) any material derived from work authored by another without clearly acknowledging the source.
- 7.4 A student must not reproduce in any work submitted for assessment any substantial amount of material used by that student in other work for assessment, either at this University or elsewhere, without acknowledging that such work has been so submitted.

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- 7.5 Where it has been determined, in the manner prescribed in conventions which shall be made under this Regulation and approved by the Learning and Teaching Board, that a breach of Regulation 7.3 or 7.4 has taken place, an appropriate penalty may be applied as below:
- 7.5.1 Where a first offence of plagiarism is suspected in a piece of work submitted by a stage 1 undergraduate student, discretion is afforded the Chair to treat the case as warranting only a **formal warning**.
  - 7.5.2 Where a first offence of plagiarism is suspected in a piece of work submitted by a student other than a Stage 1 undergraduate student, the Chair has discretion to treat the case as warranting a **formal warning and a minor penalty**.
  - 7.5.3 In the case of a Stage 1 undergraduate student, the Chair, in consultation with the module convenor, will determine if a mark may be returned for the piece of work based on the portion which is not plagiarised or whether the student should be permitted to re-submit the piece of work without penalty by an agreed deadline. Where, subsequent to the discounting of the plagiarised portion, the mark awarded is lower than the pass mark, the student may be given the opportunity to resubmit the work where it is considered appropriate to do so, by an agreed deadline.
  - 7.5.4 In the case of a student other than a Stage 1 undergraduate student, the Chair, in consultation with the module convenor, will determine if a mark may be returned for the piece of work based on the portion that is not plagiarised. If the mark which is given is below the pass mark, then the student may be permitted to re-submit the work where it is considered appropriate to do so, by an agreed deadline **for a maximum of a pass mark**.
  - 7.5.5 Whether for a first or subsequent offence, where the Chair considers the evidence is substantive he/she will determine if the breach should be regarded as constituting a minor or a more serious offence.
  - 7.5.6 Where the Chair determines on the basis of the available evidence that the case should be treated as per a minor offence the Chair will propose a penalty for the offence and the student will be so informed.
  - 7.5.7 Where the Chair determines on the basis of the available evidence that the case should be treated as per a serious offence the School Disciplinary Committee will be convened to hear the case and the student will be so informed.
- 7.6 Procedures governing the application of the penalties set out in 7.5.1 – 7.5.7 are detailed in Annex 10 of the Credit Framework.
- 7.7 Conventions which define more precisely, for purposes of particular disciplines, programmes or types of assessment, the offences prescribed in Regulations 7.3 and 7.4, may be applied under this Regulation, provided they have been approved by the appropriate Faculty Board and a copy lodged with the Secretary to the Learning and Teaching Board.
- 7.8 Where a programme of study at postgraduate level requires the preparation and submission of a dissertation, three copies of the dissertation, prepared in accordance with instructions which shall be issued to students, must be submitted by a date which shall be notified to students and not earlier than two months before the end of the student's period of registration for the programme of study. A student will be expected in the dissertation to show appropriate ability in the organisation and presentation of material and an adequate command of the chosen topic.

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The extent of any collaborative work must be clearly indicated in the dissertation.

- 7.9 The academic progress of each student will be considered by a Board of Examiners appointed for the purpose by the Senate, either at the end of each academic year or at such other stages of the programme of study as may be determined by the Faculty.
- 7.10 The Board of Examiners shall recommend to the Board of the Faculty either:
- 7.10.1 that a qualification be awarded; or
  - 7.10.2 in the case of a postgraduate programme of study which requires submission of a dissertation, that a qualification be awarded subject to minor corrections to the dissertation being carried out to the satisfaction of the internal examiner within three months; or
  - 7.10.3 that the student be permitted to proceed to the next stage of the programme of study for which the student is registered; or
  - 7.10.4 that the student be permitted to repeat part or all of the programme of study and assessment as specified by the Board of Examiners and subject to Regulation 7.11 below; or
  - 7.10.5 that the student be permitted to undertake further assessment as specified by the Board of Examiners and subject to Regulation 7.11, or
  - 7.10.6 that the student be permitted to proceed to an appropriate stage of a different programme of study as specified by the Board of Examiners; or
  - 7.10.7 that the student be required to withdraw from the programme of study and from the University.
- 7.11 A student may be examined on a module on at most three occasions. Thus a student who has failed a module on three occasions will not be permitted to undertake further assessment on the module in question.
- 7.12 Where there are modules at different levels which have the same or similar curriculum (see Credit Framework section 3.3), students are not permitted to take more than one version of the module as part of their programme of study.

### **8. Award of Qualifications**

- 8.1 The award of a qualification must be approved by the Board of the Faculty and by the Senate or by persons authorised by the Board of the Faculty and the Senate to act on their behalf.
- 8.2 The award of a qualification may be withheld where a student owes money to the University. Such students will not normally be informed of the recommendation of the Board of Examiners concerning them.

### **9. Medical Evidence and Related Matters**

- 9.1 If a student submits a Concessions Application Form and provides evidence of illness or of other misfortune which prevented the submission of written work by the due date or of impaired performance in the coursework, the Concessionary Committee will consider the application and may make a recommendation to the relevant Board of Examiners.

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- 9.2 Where absence from or impaired performance in an examination is the result of illness or other misfortune, the Concessionary Committee will consider the application and may make a recommendation to the relevant Board of Examiners.
- 9.3 Where a student's concessionary submission indicates that the student will be unable to attend an examination, the Concessionary Committee may grant permission in advance for the absence and report this to the meeting of the Board of Examiners.
- 9.4 Where a student's concessionary submission indicates that the student will be unable to submit an item or items of coursework by the published deadline, the Concessionary Committee may set a new deadline or deadlines for the submission of the coursework concerned.
- 9.5 The maximum extension period permissible for a postgraduate dissertation is three months, except in exceptional circumstances.

### **10. Appeals**

#### **10.1 Timing**

- 10.1.1 Appeals against the recommendations of Boards of Examiners will not be considered if they are received more than 21 days from the date of the publication of assessment results.
- 10.1.2 For the purposes of these procedures, the date of publication of assessment results means the date upon which the full transcript of the results under appeal are first made available to students on the University website, even if the results are subject to confirmation.
- 10.1.3 The submission of an appeal is no guarantee of its successful outcome. Where students have been advised to undertake further assessment in failed modules by Boards of Examiners and appeal against this decision, they must proceed to take the further assessment until the outcome of the appeal is known.

#### **10.2 Grounds for Appeal**

- 10.2.1 Students may not appeal against the academic judgement of the examiners.
- 10.2.2 Appeals from students taking taught programmes of study against recommendations of Boards of Examiners will be considered in the following circumstances only:
  - 9.3.2.1 where there is reasonable ground supported by objective evidence to believe that there has been administrative, procedural or clerical error of such a nature as to have affected the recommendation of the Board of Examiners; or
  - 9.2.2.2 where there is evidence of illness or other misfortune such as to cause exceptional interference with academic performance and which the student was, for good reason, unable to submit by the published deadline; or
  - 9.2.2.3 where evidence relating to illness or other misfortune submitted under concessions procedures within the prescribed time limit was not properly considered by the Board of Examiners.
- 10.2.3 Appeals that are based on concessionary circumstances which, without good reason, were not brought to the attention of the Board of Examiners through concessions procedures at the appropriate time will not be considered.

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## 10.3 Procedures

10.3.1 Appeals will be considered only if submitted:

- ◆ by means of the Appeal Form;
- ◆ accompanied by a letter explaining in full the grounds for the appeal and the remedial action sought from the Board of Examiners;
- ◆ providing all necessary documentary evidence substantiating the grounds of the appeal.
- ◆ within the applicable deadline.

10.3.2 On receipt of an appeal:

10.3.2.1 The Faculties Support Officer shall determine whether it meets the technical conditions outlined in section 10.3.1 above. If it does not, the student shall be so informed. If it does, the appeal shall be submitted for consideration by the Dean.

10.4 Procedures governing appeals against the recommendations of Boards of Examiners are detailed in Annex 9 of the Credit Framework.

## 11. Delegation of Powers

11.1 The Senate may delegate any of the powers conferred on it by these regulations to the Board of the Faculty concerned or to other committees or to appropriate persons as it sees fit.

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## 12. Dispensation from Regulations

12.1 The Senate may, if it considers it appropriate, dispense a student from any of the requirements of these regulations.