

Taught Postgraduate Courses



ARTS UNIVERSITY BOURNEMOUTH

HE Student Regulations 2020/21

Your quick reference guide to the taught postgraduate assessment regulations

This handbook should be used for students who started a PGT course before September 2019

Contents

Why should I read this guide?	3
Equalities statement	4
University Regulations	5
Regulatory Framework	6
Level Descriptor	7
Academic Regulations	10
Introduction	10
Attendance	10
Assessment Procedure	12
Unit marks and credits.....	14
Recognition of Prior Learning (RPL).....	15
Submission of work	16
Making sure your work is marked fairly	17
Failure of an assessment component.....	19
Referral	19
Retake	20
Awards	22
Withdrawal from your course.....	23
Intermission	24
Failure of an Award	26
Mitigating Circumstances	27
Aegrotat.....	28

Academic Misconduct	29
Recording Student Achievement.....	29
Outstanding debt to the University	30
Appeals against Assessment Outcomes.....	31
Student Complaints Procedure	33
Frequently asked questions	34

Why should I read this guide?

This Guide is a quick reference to:

- How your work is assessed;
- What to do if something goes wrong during your studies;
- The University regulations.

Need more information?

Speak to your course team or visit:

<https://aub.ac.uk/regulations>

Equalities statement

All members of the University's community including staff, students, visitors and contractors have a responsibility to treat others fairly and respectfully regardless of the characteristics which may define their identity, such as Age, Disability, Gender reassignment, Marriage and Civil partnership, Pregnancy and maternity, Race, Religion or belief (including lack of belief), Sex and Sexual orientation.

Discrimination of any kind is treated with the utmost seriousness.

The University's Equality and Diversity Plan describes how the Arts University Bournemouth fulfils its moral, social and legal obligations to put equality at the heart of every area of activity. The Equality and Diversity Plan is available electronically on the AUB website.

University Regulations

In becoming a student of the Arts University Bournemouth, you accept the conditions of enrolment. This includes that you accept the University's rules and regulations and undertake to pay all fees due, by the dates specified by the University. It is important that you read and understand these conditions.

The Regulations, and Key Policies are available on the AUB website under:

<https://aub.ac.uk/regulations>

Regulatory Framework

The purpose of the University's Regulatory Framework is to support the type of education it has decided is most appropriate for itself and its student body.

The University's Regulatory Framework is made up of a set of principles that govern all higher education awards.

The aims of the Regulatory Framework are:

- To enable all students to meet the intentions of the QAA¹ Quality code;
- To ensure equivalence of academic experience for all students on courses leading to qualifications at the same level;
- To support the delivery of the University's Creative Learning Plan;
- To provide a structure that enhances the student experience through the facilitation of collaboration and complementarity between courses.

The University's Regulatory Framework is available at: <https://aub.ac.uk/regulations>

¹ Quality Assurance Agency for Higher Education (QAA) – this is the independent body entrusted with monitoring, and advising on, standards and quality in UK higher education.

Level Descriptor

The Framework for Higher Education Qualifications (FHEQ) sets out national standards which all students must meet. These standards are set by the QAA, which is the regulator for higher education. All universities must ensure that their courses meet these requirements.

The purpose of the FHEQ is to make it easier to understand higher education qualifications and to ensure that degrees are comparable to those awarded at other UK Higher Education institutions.

The FHEQ common outcomes expected for the successful completion of Level 7 are as follows:

Level 7 (Award of Masters' Degree)

Master's degrees are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice.
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship.
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry

are used to create and interpret knowledge in the discipline.

- conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences.
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

And holders will have:

- the qualities and transferable skills necessary for employment requiring:

- the exercise of initiative and personal responsibility.
- decision-making in complex and unpredictable situations.
- the independent learning ability required for continuing professional development.

Academic Regulations

Introduction

These regulations apply to all postgraduate students. It is important that you understand how they apply to your studies. If you need further guidance, or if you have difficulty in understanding them, speak to your Course Leader or another member of your course team.

Attendance

Note – unsatisfactory attendance may result in the termination of your studies. The University has a responsibility to ensure your wellbeing, and poor attendance will always be investigated.

When do I have to attend University?

- Attendance is required for **all** scheduled teaching sessions, whether they are group lectures, demonstrations, or seminars and tutorials.

Why do I need to attend all scheduled teaching sessions?

- Absence from scheduled teaching sessions will affect your overall attainment on the course.
- Most units introduce new material which requires your involvement and engagement.

- You are expected to develop effective team working skills, which are an important element of many units and are essential to getting the most out of your course.
- You are often dependent on the input from your fellow team members to achieve the expected outcomes, and they are equally dependent on you.

What happens if I am late?

- If you arrive within 10 minutes of the class starting, this will be recorded as a late attendance.
- If you arrive after 10 minutes of the class starting, you will be recorded as absent and may be asked to leave the class.
- Lateness causes an unacceptable disruption to a class, and regular lateness is considered a form of absence.

Need more information?

The Attendance Policy forms part of the contract between you and the University and is available at:

<https://aub.ac.uk/regulations>

Assessment Procedure

The Course Handbook and the online Unit Information includes information on assessment and explains:

- The unit content, i.e. what you will learn during the unit;
- The unit Learning Outcomes, i.e. the skills you will be able to evidence at the end of the unit;
- The unit Assessment Components, i.e. the work you have to complete to pass the unit.

What is an Assessment Component?

- An assessment component is the work that **must** be completed to pass the unit.
- Assessment components may be an artefact, a written report, a performance etc.
- A unit may need more than one assessment component.
- If there is more than one assessment component, each component will be given a percentage weighting, e.g. "Body of Work 70%, Professional Development Portfolio 30%".
- Where there is more than one assessment component for a unit, each component **must** be passed. If one component is failed, the whole unit will be considered a fail.

How is my work assessed?

- A range of assessment methods will be used throughout the course.
- Each unit is assessed separately.
- The timetable for assessment will be published in the online Unit Information.
- Units are usually assessed by the tutors but sometimes by fellow students; this is known as peer assessment.
- Each unit is assessed on completion and you will be given a percentage mark.
- The percentage mark is an indication of achievement of the learning outcomes, assessed against the descriptions of performance given on the Assessment Feedback Form.

When will I receive feedback?

- Feedback on your work is provided throughout the academic year.
- Formal feedback is provided on the Assessment Feedback Form. Plenty of other forms of feedback are also provided, for instance, feedback given at tutorials, critiques, informal discussions with tutors and/or peers.

When will I receive my assessment result?

- The University aims to complete marking, and return work to students, within four weeks of submission.
- This period may be extended, for example where there are a large number of pieces of work which require double-marking. You will be notified in cases where an extension to the marking period may occur.
- The marks you receive are only provisional until they have been confirmed by the Examination Board, which meets at the end of the academic year.

Unit marks and credits

How does the marking scheme work?

- The University uses a “notched marking scheme”, and the only marks available within a ten-point band are *2, *5 and *8 (e.g. 62, 65, 68).
- These marks indicate a low, mid or high level of achievement within a grade band.

Key points: Unit Marks and Credits

- The standard unit size is 20 credits and is equivalent to approximately 200 student learning hours. This time includes both taught sessions and independent study.

- Student learning hours will increase proportionately for larger units (40 and 60 credits).
- A mark of 50% is a pass and gains full credit.
- A mark of less than 50% is a fail and gains no credit.
- All learning outcomes must be passed to successfully complete the unit.
- Partial credit cannot be awarded.
- Passed units cannot be retaken in order to improve a (pass) mark or gain extra credit.
- No compensation is available for failed units on taught postgraduate awards.

Recognition of Prior Learning (RPL)

What is RPL?

- This is a process through which you can claim recognition and accreditation for skills, knowledge and achievements which you have gained before starting the course. These may have been gained through previous education, or in other ways such as in paid employment or through voluntary work.
- If you can already demonstrate all the learning outcomes of a unit or a level, you can apply to

have this learning recognised, and you may not need to undertake the unit or level at the University.

- The maximum credit awarded to students recommended for RPL towards the fulfilment of a Master's degree will not normally be more than 60 credits.
- Candidates arriving with RPL may not be awarded intermediate awards.

I think I am eligible for RPL, what should I do?

- Speak to a member of your course team.

The full RPL policy can be found at:

<https://aub.ac.uk/regulations>

Submission of work

What is a Submission deadline?

- The submission deadline is the date when you need to hand in **all** work for an assessment component.
- All submission deadlines are clearly stated in the online Unit Information.

What happens if I miss a deadline?

- If you fail to submit any of the assessment components by the deadline **you will fail the**

unit; unless mitigating circumstances apply (see *Mitigating Circumstances*).

- A mark of 0% will automatically be entered on your record.
- You may be offered a chance to complete the unit at Referral stage (See *Referral*).

Can I hand in the same piece of work more than once?

- Occasionally a piece of work may be submitted more than once if the assessment components allow for this. For example, material used in a presentation may also be used in an essay.
- You **must** make sure that your Course Leader agrees to the submission of the same piece of work more than once. Failure to do this may result in the unit being classed as non-submission.

Making sure your work is marked fairly

How is the mark for my work confirmed?

- **Double marking** is used for unit assessments to ensure that the marks you are given are fair and consistent with those given on other courses within the University.
- Double marking could include a sample of work or all the work being reviewed by a second marker; or all work being team marked.

- **External Examiners** are employed by the University to:
 - Review a sample of marked work to check that the marking is fair, and in line with the criteria set out in the Course Handbook.
 - Compare the marking, and the quality of student work, with that at other institutions, so that we can be confident that the grades awarded by the University are consistent with grading across all higher education courses in the UK.
 - Confirm that the regulations have been applied fairly and consistently.
- The **Examination Board** confirms the marks of all assessments, once the external examiners have conducted their review and makes recommendations on progression and awards to the Progression and Awards Board.
- Any marks you are given are not confirmed until they have been approved by the Examination Board, at the end of the level of study.
- The **Progression and Awards Board** considers the recommendations from the Examination Boards, confirms that the regulations have been applied consistently across all courses and confirms progression to the next level of study or agrees final awards.

The regulations governing the formal remit and operation of the University's External Examiner system are included in the Quality Assurance Handbook, which is available on the AUB website.

Failure of an assessment component

What do I do if I fail a unit?

In most circumstances, you will have the opportunity to achieve this credit through either Referral or Retake.

Referral

What is referral?

- Referral provides an opportunity to complete additional work or repeat work to pass the unit. The Referral must relate to the content of the failed unit; referral tasks cannot be given for units not taken by a student.
- Referral is available on all failed units, unless this option has been refused due to academic misconduct.
- A deadline of no less than four weeks will be given to resubmit work.
- If the resubmitted work is successful, you will be awarded a pass mark of 50%.

- The terms of Referral are confirmed by the Examination Board taking into consideration the recommendation of the relevant Unit Leader.

What happens if I fail at the Referral stage?

- Referral is only given once for each failed unit.
- Where the referral mark is lower than the original grade, the original mark will stand.
- For units of up to 40 credits, you may be permitted one final attempt by the Progression and Awards Board, unless other factors exclude this under the regulations; this is called a Retake.
- If you fail to submit any work for both the original submission deadline and the Referral deadline, a Retake will not be offered. The unit will be deemed to have been failed irretrievably, and your studies will be terminated.

Retake

What is a Retake?

- A Retake is a third opportunity to demonstrate the required learning outcomes of a unit.
- Before permitting a Retake, the Examination Board will take into account your overall profile of marks, patterns of attendance and submission of work.

- Deadlines for all Retakes are set by the University and will apply to all students. A student will never be given a deadline to submit the work which permits less than four weeks for the work to be retrieved.
- Successful completion of a Retake will gain a maximum mark of 50%.
- If your Retake mark does not improve on previous marks, your original mark will stand.

Timing of retakes

- You will only be offered a Retake if the Examination Board considers that you have shown sufficient knowledge and understanding to pass the failed unit alongside ongoing study or before the next units comments.
- If, in the view of the Board, you have not shown sufficient knowledge or understanding to pass, or if too much work is outstanding – including where 60 credits are outstanding - you will normally be required to intermit to complete the outstanding units (see *Intermission*).
- The Examination Board must confirm that your Retake work is satisfactory before credit can be awarded.

What happens if I fail a Retake?

- If you fail a Retake and have insufficient credits to progress, your studies will be terminated.

Awards

The credit requirements for the University's taught postgraduate awards are listed below.

Postgraduate Certificate (PGCert)

You must have achieved:

- a minimum 60 Credits at Level 7;
- any specific requirements of the course as outlined in the Course Handbook.

Postgraduate Diploma (PGDip)

You must have achieved:

- a minimum 120 Credits at Level 7;
- any specific requirements of the course as outlined in the Course Handbook.

Master's Degree (MA)

You must have achieved:

- 180 Credits, of which a minimum of 120 must be at Level 7;
- any specific requirements of the course as outlined in the Course Handbook.

Master of Architecture (MArch)

You must have achieved:

- 240 Credits, of which a minimum of 180 must be at Level 7;
- any specific requirements of the course as outlined in the Course Handbook.

Distinction

A Master's Degree with Distinction or Master of Architecture with Distinction may be awarded. Only units at Level 7 contribute towards a Distinction and units are weighted according to their size. There are two criteria, both of which must be met. These are:

- An overall average mark of 65% or above; this is calculated on the basis of all Level 7 unit marks undertaken as part of the award with units weighted according to their size.
- A mark of 70% or above in a majority of credits undertaken at Level 7, with units weighted according to their size.

Withdrawal from your course

I want to leave my course, what should I do?

Student Services publish a booklet which gives more information about withdrawal, and you should read this first.

- Talk to your Course Leader, who will be able to offer advice.
- Give the matter serious consideration.

If you have already achieved credits at previous levels of the course, you may be due an award (See *Awards*). On withdrawal from your course, you will also receive a full transcript of grades.

Intermission

Intermission allows you to take a break from your studies for academic or personal reasons.

Academic Intermission

What is Academic Intermission?

- Academic intermission is an opportunity to take a break from your studies in order to pass failed units, or complete assessment that has been deferred.
- You may be required to intermit if the Examination Board considers that it is in your interest to concentrate on this outstanding learning before continuing to the next units of the course.

What happens if I am intermitting?

- You will be given a deadline to submit the outstanding work before the Examination Board in the following academic year.

- Normally you will not be expected to enrol or repeat the teaching sessions for failed units.
- If significant work has been missed, it may be recommended that you do attend unit delivery sessions. If this is the case, you will need to enrol and pay tuition fees.

Personal reasons

I want to take a break due to personal circumstances, what should I do?

Student Services publish a booklet which gives more information about intermission, and you should read this first.

Then talk to and get approval from your Course Leader. Your intermission must also be supported by the Dean.

The Dean will not normally support an application for intermission within two weeks of an assessment submission date. In such cases, a student may be required to make a submission before an intermission is approved.

Some facts about intermission:

- Your break from your studies must not be longer than one academic year at a time.
- Full-time postgraduate students may intermit on no more than one occasion.

- Although you will get the credits for the units you have already passed, you will normally be expected to repeat the whole of any unit(s) you have started but not completed when you leave the course.
- The University reserves the right to change courses and cannot guarantee that the same units will be available when you return to the course. If this occurs, you will need to talk to your Course Leader about what work is required to complete the year.
- You may be encouraged to intermit if it is clear that health problems are affecting your ability to take full advantage of your course of study. You should take such advice very seriously, as you will not normally be allowed to appeal later against failure if you have previously decided to continue with your studies.
- If the University has evidence that your health is affecting the wellbeing of your fellow students or others in the community, you may be required to intermit.
- If you do intermit due to health reasons, the University may impose conditions to your return, such as a doctor's note stating fitness to study.

Failure of an Award

If you fail to meet the requirement for progression or award, your course of studies may be terminated by the Progression and Awards Board.

Your course of study may also be terminated for non-academic reasons, such as breaching specific University, course or general regulations covering student conduct. The non-payment of fees or other University debt may also result in the termination of studies.

What happens if my studies are terminated?

- Credit for all passed units is retained.
- If you have achieved the credit requirements for an award lower than your target qualification, the Examination Board will normally recommend this award (See *Awards*).

Mitigating Circumstances

If you are unable to complete an assessment by the deadline because of illness, or for some other reason which could not have been predicted, you can apply for mitigation. You must do this before the submission deadline.

Key Points: Mitigation

- Only in exceptional circumstances will applications for Mitigation be allowed after a submission deadline.
- Circumstances that are on-going or existed before you enrolled on the course will not be accepted as mitigating circumstances. You are expected to manage your life circumstances and you should not enrol if you are unable to commit

enough time to your studies. If your circumstances change dramatically, you should talk to your Course Leader and consider the option of taking a break from the course (see *Intermission*).

- The University provides specific guidance for student pregnancy in relation to your studies.
- It is important that you take responsibility for your learning and your assessment. Computer failure will not normally be considered mitigating circumstances and students are expected to back up any computer work, either by saving it to a memory stick or emailing it to an online mail provider.

Further information is available on:

<https://aub.ac.uk/regulations>

Aegrotat

An Aegrotat award may be offered to a student who has not met the requirements for their target award because of serious illness or death. An Aegrotat award will only be offered where the circumstances are deemed to have prevented you from making submissions for the purpose of assessment, and where there is sufficient evidence that in the absence of these circumstances, you would have completed the level satisfactorily.

The decision is made by the Progression and Awards Board. An Aegrotat award is not classified.

Academic Misconduct

What is Academic Misconduct?

- **Collusion-** allowing others to copy your work, copying other people's work or working with others on an individual project.
- **Plagiarism-** pretending that someone else's work is your own or using someone else's work without stating the source of the material.

The University takes cases of academic dishonesty (cheating) very seriously. The most serious cases of academic misconduct / cheating may result in your studies being terminated.

The Academic Dishonesty (Cheating) Policy is available at:

<https://aub.ac.uk/regulations>

Recording Student Achievement

When and how will I get my results?

On completion of each unit you will receive notification of unit assessment marks from your Supervisor. You are responsible for ensuring that you obtain your assessment marks.

All marks following the completion of a unit are not finalised until they have been approved by the Examination Board.

No results are given out over the telephone.

Key points: Transcripts

- The Student Transcript will be issued to students who have concluded their studies at the University, either having completed their award or having withdrawn from their studies.
- The purpose of the Student Transcript is to:
 - serve as a formal record of achievement;
 - supplement the Certificate, giving details of the credit obtained.
- The Student Transcript will conform to the principles of the European Diploma Supplement.

Outstanding debt to the University

What happens if I don't pay my University debts, (such as rent, course dues, library fines) or if I don't return University books and equipment?

- If you are graduating, your certificate will be withheld.
- If you are continuing to the next level of study, you may be barred from enrolment and starting the level. This will depend on the nature and size of the debt.

- If you have submitted units, your work will not be marked. Even if you have a debt, you **must** hand in work on time and to the submission deadline.
- These restrictions will apply until your debts are paid.

For further information please refer to the Fees and Charges Payment Policy available on:

<https://aub.ac.uk/regulations>

Appeals against Assessment Outcomes

Can I challenge an assessment outcome I'm not happy with?

- You can appeal against an assessment outcome in relation to:
 - individual unit(s); and/or
 - progression from one phase of the course to the next; and/or
 - a recommendation for a final award.
- You are permitted to appeal if:
 - your performance in assessment has been affected by mitigating circumstances that, for good reason, you were unable or unwilling to bring to the University's attention before your work was assessed. Please note that it is your responsibility to keep the University

informed about any circumstances which are impacting on your studies; if you choose not to raise these issues at the time, or raise them but choose not to act on them, it is unlikely that you can subsequently use them at appeal. An appeal of this type **must** be supported by appropriate evidence;

Or

- there has been a procedural irregularity such as an administrative error or that the assessment was not conducted in accordance with the course regulations.
- There is no right of appeal against decisions which are matters of academic judgement.

I want to make an appeal, what should I do?

1. Talk to your Course Leader. They will be able to talk you through your grounds of appeal and offer practical advice. This is entirely confidential and if you decide not to proceed with an appeal the matter will go no further.
2. Submit your appeal within **15 working days** from the date your assessment marks are published. You are not allowed extra time to submit an appeal if you are absent, without approval, from the University or if you have failed to provide a correct correspondence address.

For further information on the appeals procedure, please visit:

<https://aub.ac.uk/regulations>

Student Complaints Procedure

While the University hopes that any complaint you may have regarding a course of study or related service will be dealt with suitably through informal discussion with a member of staff, the Student Complaints Procedure is the formal process you may use if you remain dissatisfied.

For further information on the Student Complaints Procedure, please contact the Head of Academic and Student Services, Students' Union or visit:

<https://aub.ac.uk/regulations>

Frequently asked questions

What if I'm unable to hand in assessment by the deadline?

See: **Mitigating Circumstances**

What happens if I miss my assessment deadline?

See: **Submission of work**

What happens if I fail an assessment?

See: **Failure of an assessment component**

Can I take a break from my studies?

See: **Intermission**

What do I do if I think my course isn't working out?

See: **Withdrawal from your course**

Can I challenge a mark that I am unhappy with?

See: **Appeals against Assessment Outcomes**

What happens if I'm late for a timetabled session?

See: **Attendance**

