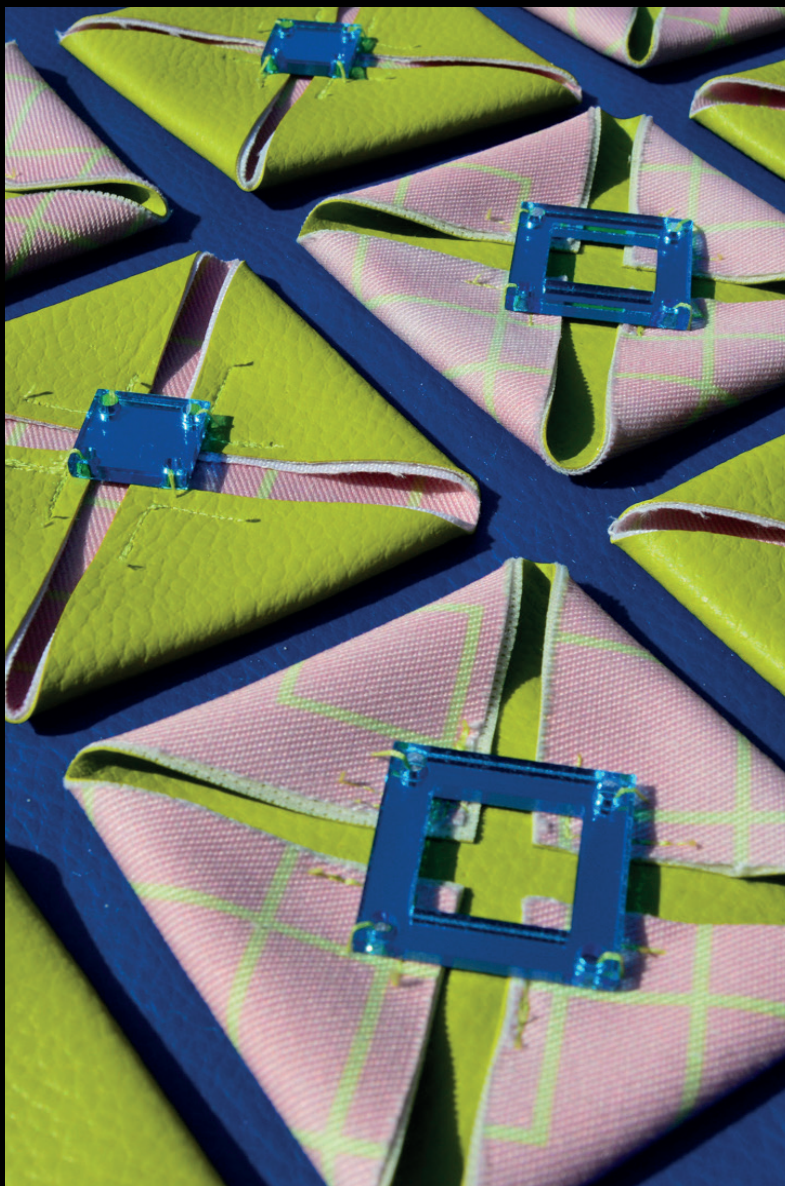


# Undergraduate Courses



ARTS UNIVERSITY BOURNEMOUTH

## HE Student Regulations 2020/21

Your quick reference guide to the undergraduate assessment regulations

This handbook should be used for students who are in  
Level 5 or Level 6 during 2020/21

## Contents

<b>Why should I read this guide? .....</b>	<b>3</b>
<b>Equalities statement .....</b>	<b>4</b>
<b>University Regulations .....</b>	<b>5</b>
<b>Regulatory Framework .....</b>	<b>6</b>
<b>Level Descriptors .....</b>	<b>7</b>
<b>Academic Regulations .....</b>	<b>11</b>
Introduction .....	11
Attendance .....	11
Assessment Procedure .....	13
Assessment at Level 6 .....	15
Unit marks and credits.....	16
Recognition of Prior Learning (RPL).....	17
Submission of work .....	18
Making sure your work is marked fairly .....	19
Failure of an assessment component.....	21
Referral .....	21
Retake.....	22
Repeat full year of study.....	24
Progression .....	25
Work Placement Units.....	26
Compensation .....	27

Awards and Classification .....	28
Calculation of a BA (Hons) Degree .....	30
Transfer to a different course .....	32
Withdrawal from your course.....	33
Intermission .....	33
Failure of an Award .....	36
Mitigating Circumstances .....	37
Aegrotat.....	39
Academic Misconduct .....	39
Publishing results .....	40
Transcripts .....	40
Outstanding debt to the University .....	41
Appeals against Assessment Outcomes.....	42
Student Complaints Procedure .....	44
<b>Frequently asked questions.....</b>	<b>45</b>

## **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/about-us/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 undergraduate awards.

The aims of the Regulatory Framework are:

- To enable all students to meet the intentions of the QAA<sup>1</sup> 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>

---

<sup>1</sup> 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 Descriptors

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 providers.

The outcomes described in the FHEQ for the successful completion of Levels 4, 5 and 6 are as follows:

### **Level 4 (Award of CertHE)**

Specifically, you will have demonstrated the following outcomes:

1. *“knowledge of the underlying concepts and principles associated with the course of study and an ability to evaluate and interpret these within the context of that subject” and*
2. *“an ability to present, evaluate and interpret qualitative and quantitative data to develop lines of argument and make sound judgements in accordance with basic theories and concept of the subject.”*



### **Level 5 (Award of DipHE)**

Specifically, you will have demonstrated the following outcomes:

1. *“knowledge and critical understanding of the well-established principles of the subject and the way in which these principles have developed;*
2. *ability to apply underlying concepts and principles outside the context in which they were first studied including where appropriate the application of those principles in a vocational context;*
3. *knowledge of the main methods of approach to the subject and an ability to evaluate critically the appropriateness of different approaches to problem solving in the vocational area;*
4. *an understanding of limits of your subject knowledge of how this influences analysis and interpretations of the subject.”*

### **Level 6 (Award of BA (Hons))**

Specifically, you will have demonstrated the following outcomes:

1. *“a systematic understanding of the key areas of the subject with a good range of contemporary knowledge and practice;*
2. *a range of techniques and behaviours including analysis and enquiry within the discipline;*

3. *conceptual understanding that allows them to argue, solve problems, use ideas and techniques appropriate to the subject and describe and comment on particular aspects of research in the discipline;*
4. *an appreciation of the uncertainty and ambiguity and limits of knowledge of the subject;*
5. *an ability to manage your own learning as an autonomous practitioner and learner including an ability to reference and research practical and theoretical issues associated with the subject."*

### **Generic course outcomes: Honours degrees**

The University has agreed that all Honours degree courses should:

- encourage the development of practical, theoretical and intellectual abilities appropriate to study at Honours degree level;
- introduce a broad cultural and professional framework and develop students' understanding of historical, social and economic factors;
- encourage intellectual debate and questioning of the role of art, design, media and performance;
- develop creative investigative approaches to design and production, and processes of research, analysis, interpretation, problem-solving, realisation and appraisal;

- develop the students' ability to formulate arguments and to communicate information in oral, visual and written forms;
- provide students with knowledge and experience of industry and professional practice and develop students' professionalism, such that they are able to locate their practice within a commercial context;
- develop powers of enquiry and analysis, independent judgement, critical self-awareness and the transferable skills which are necessary for career development.

## **Academic Regulations**

### **Introduction**

These regulations apply to all undergraduate students. It is important that you understand how they apply to your studies. If you need further guidance, or if you have difficulty 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

Your Course Handbook and the online Unit Information includes information on assessment and explain:

- 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. "Creative project 75%, Written report 25%".
- 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.

### **Assessment at Level 6**

#### **When will I get my marks for my final units at Level 6?**

- Marks for units handed in after week 20 will not be released until they have been confirmed by the Examination Board.
- Feedback will be in the form of a summative comment.
- You will not be provided with developmental feedback unless you have not passed the unit.



## **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 40% is a pass and gains full credit.
- A mark of less than 40% 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.

- During 2019/20, some units at Level 4 will be assessed on a Pass / Fail basis only, with written feedback but no numerical grade. Your Course Leader will tell you if this applies to your course.
- In some circumstances, if you have a mark of 35-39% the Examination Board may agree to compensate this mark (see *Compensation*).
- If you are following the 4-year study option (Extended Year), units are awarded on a pass/fail basis. Grades do not contribute towards the final classification. Progression to Level 4 is automatic on successful completion of the Extended Year. If you fail a unit you will have the opportunity to achieve a pass mark through either Referral or Retake, unless this option has been refused due to academic misconduct (see *What do I do if I fail a unit?*).

## **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 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.

### **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.
- Level 4 units are not normally double 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 40%.
- 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.
- 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.
- Referral work may be subject to the terms of *Compensation*.
- 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
- You may be offered the opportunity to *Repeat the full year of study*.

### **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 40%.
- If your Retake mark does not improve on previous marks, your original mark will stand.

#### **Timing of retakes**

- If you have failed units which total no more than 40 credits, the Progression and Awards Board will consider whether you have shown sufficient knowledge and understanding to pass the failed unit(s) before the start of the next academic year. If it believes this to be the case, it will normally issue the work to be completed during the undergraduate summer vacation. This will allow you to progress directly to the next year of the course if you pass the outstanding unit(s).
- 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 to the next level of study, your studies will be terminated.
- You may be offered a chance to repeat the year.
- Retake work may be subject to the terms of *Compensation*.

### Repeat full year of study

- Your academic studies will be terminated if you:
  - have passed fewer than 60 credits, following any referral submissions; or
  - have failed a Retake; or
  - have failed to submit **any** work for assessment in the same unit on two occasions.
- If your studies have been terminated, you may be offered the opportunity to repeat the whole year. This decision is made by the Progression and Awards Board.
- This option is **not** available at Level 6.
- If you are offered the chance to retake the year, you will be offered a maximum of three opportunities to pass the unit (take, referral and retake) but a maximum mark of 40% is available for each unit.

- If you are repeating the year, you will not be permitted to submit the same work for an assessment that had been passed in the previous year.
- You can only repeat a year **once** throughout your undergraduate studies.

## **Progression**

### **Can I progress to the next year of study?**

#### To Progress to Level 5:

- You **must** achieve 120 credits at Level 4. A maximum of 20 credits can be *compensated* credit, where course regulations allow.

#### To Progress to Level 6:

- You **must** achieve 120 credits at Level 5. A maximum of 20 credits can be *compensated* credit, where course regulations allow.

### **What can I do if I don't have enough credits to progress to the next level?**

- If at the end of the level you have achieved 80 credits or more, but have not completed the full 120 credits, you will normally be given the opportunity to complete this work over the summer and resubmit at the end of August for the September Resit Examination Board.

- If your outstanding work amounts to more than 40 credits, you will not normally be allowed to progress and will be required to take an extra year in which to complete this outstanding work (this is called academic intermission).

### **Work Placement Units**

Some courses offer a scheduled and assessed Work Placement unit. These units offer an opportunity to experience work within industry, further develop your professional skills and establish useful industry contacts.

Your Course Leader will assist you in your selection of and preparation for a work placement.

During your placement, a member of your course team will maintain regular contact to provide tutorial and wellbeing support.

### **Can I do a placement for an assessed unit during the summer vacation?**

- As some students may have to undertake their work placement (for an assessed unit) over the summer vacation period, the University has agreed that the period of assessment should be extended to allow for this.
- If an extension is given, the unit results will be considered at the next Examination Board and progression or award confirmed by the Progression and Awards Board. No student can progress to the next level of study until formal confirmation has been given by the Board.

## **Compensation**

- If you fail a unit with a mark of 35-39% (borderline fail) you may be eligible for compensation.
- When compensation is applied, your mark does not change but compensation credits are awarded.
- Compensation will normally be applied after any Retake has been taken. This is to allow you to have the best chance of demonstrating the learning outcomes of the unit to prepare for the next level of study.

## **Am I eligible for compensation?**

- You must achieve a mark of 35-39%.
- Compensation can be applied to a maximum of 20 credits within any level of the course.
- Your overall level average must be 40% or more.
- Compensation is only applied where this will represent the completion of the level of study.
- The unit must not be excluded from compensation by course regulations.
- The application of compensation must not have been excluded as the outcome of an investigation into academic misconduct.

- Compensation is not applicable on BA (Hons) Architecture.

### **Awards and Classification**

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

#### **Certificate of Higher Education (CertHE)**

You must have achieved:

- a minimum 120 credits at Level 4;
- any specific requirements of the particular course as outlined in the Course Handbook;
- an average Level 4 mark of at least 40%.

#### **Diploma of Higher Education (DipHE)**

You must have achieved:

- a minimum 240 credits of which a minimum of 120 must be at Level 5;
- any specific requirements of the particular course as outlined in the Course Handbook;
- an average Level 5 mark of at least 40%.

#### **BA Degree (BA)**

You must have achieved:

- a minimum 300 credits of which a minimum 180 must be at Level 5 or above and a minimum of 60 credits must be at Level 6;

- any specific requirements for the named course as outlined in the Course Handbook.

### **BA Honours Degree (BA (Hons))**

You must have achieved:

- a minimum 360 credits of which a minimum 240 must be at Level 5 or above of which a minimum of 120 credits must be at Level 6;
- any specific requirements of the course as outlined in the Course Handbook;
- an average mark across all levels of the award of at least 40%.

## Calculation of a BA (Hons) Degree

### Calculation of a level average:

Each level of study comprises 120 credits, which is the equivalent of 6 standard 20-credit units.

To calculate the average mark for a level of study each unit grade is multiplied by the size of the unit; e.g. a double unit mark is multiplied by 2. These numbers are then added together and divided by six.

An example would be:

Unit 1 (Double unit worth 40 credits)	65 x 2	130
Unit 2 (Single unit worth 20 credits)	55 x 1	55
Unit 3 (Double unit worth 40 credits)	58 x 2	116
Unit 4 (Single unit worth 20 credits)	62 x 1	62
Total		<b>363</b>
Divided by 6 to achieve level average		<b>60.5</b>

### Final Degree average:

The degree average is based on 25% of the Level 5 average mark plus 75% of the Level 6 average mark.

An example would be:

Level 5 average	60.38 x 25%	15.10
Level 6 average	63.14 x 75%	47.36
Overall degree average		<b>62.46</b>

The average mark at each level is calculated to two decimal places. A final mark will be rounded up if it is within 0.5% (inclusive) of the higher classification band.

Students who enter directly into Level 6, including students articulating from foundation degrees, have their final degree average determined on the basis of Level 6 credit only.

### **Classification**

Honours degrees are classified in accordance with the following criteria:

#### **Method A (arithmetic):**

##### **First Class Honours**

- Overall average of 70-100%, with a minimum of 40 Level 6 credits at 70% or above.

##### **Second Class Honours Upper Division (2:1)**

- Overall average of 60-69%, with a minimum of 40 Level 6 credits at 60% or above.

##### **Second Class Honours Lower Division (2:2)**

- Overall average of 50-59%, with a minimum of 40 Level 6 credits at 50% or above.

##### **Third Class Honours**

- Overall average of 40-49%.



**Method B (balance of credit):**

**First Class Honours**

- Overall average of 65-100%, with a minimum of 80 Level 6 credits at 70% or above.

**Second Class Honours Upper Division (2:1)**

- Overall average of 55+%, with a minimum of 80 Level 6 credits at 60% or above.

**Second Class Honours Lower Division (2:2)**

- Overall average of 45+%, with a minimum of 80 Level 6 credits at 50% or above.

**Third Class Honours**

- Overall average of 40+%.

**Where these methods produce different outcomes, you will be awarded the higher class of degree.**

**Transfer to a different course**

**I want to change course, what should I do?**

1. Talk to your current Course Leader and the Course Leader of the course you wish to transfer to.
2. If both Course Leaders to agree to your transfer, complete an Internal Transfer Form. This needs

to be signed by the Dean of the School you are joining.

3. Send a copy of the form to Registry.

More information about course transfer is available from Student Services.

### **Withdrawal from your course**

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

1. Talk to your Course Leader, who will be able to offer advice.
2. Give the matter serious consideration.  
Withdrawal from your course can affect funding for future Higher Education studies.

More information about withdrawal is available from Student Services.

If you have achieved credits at previous levels of the course you may be due an award (See *Awards and Classifications*). On withdrawal from your course, you will 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:
  - You have outstanding work amounting to more than 40 credits at the end of an academic year.
  - If you have **any** outstanding work that you are unlikely to retrieve before the start of the new academic year (even if this comprises 40 credits or less). The decision is made by the Progression and Awards Board.

### **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?**

More information about intermission is available from Student Services.

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.
- If an extension to this period is required, you must discuss this with your Course Leader at the end of the first year of intermission, and further supporting evidence must be provided.
- 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 and Classification*).

### **I have been awarded a BA Degree (Unclassified), what does this mean?**

- If you have not passed 120 credits at Level 6 but have achieved at least 60 Level 6 credits, the Examination Board will automatically award a BA Degree (Unclassified).
- You may be able to submit for an honours degree but this will not apply if all referral and retake opportunities have been taken, or if the unclassified award has been awarded as a result of plagiarism or other forms of academic misconduct.

### **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 on the recommendation of the Examination 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>

## **Publishing results**

### **When and how will I get my results?**

- The results are published following confirmation by the Progression and Awards Board.
- The publication date will be given to you in advance.
- You will be provided with a transcript of your results and will be able to access your results online.
- The University will write to you separately if you have failed any units and need to undertake additional work.
- No results are given out over the telephone.

## **Transcripts**

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

Although you will normally be given an indicative mark by the course team, unit marks are not confirmed until they have been approved by the Examination Board.

No indicative marks will be given for any unit which concludes after week 20 of your final year of study.

### **Key points: Transcripts**

- Upon successful completion of an award, you will receive a Certificate and a Higher Education Achievement Report (HEAR).
- Certificates will be sent within two months of the Progression and Awards Board decision.
- If you withdraw before meeting the requirements of an award, you will receive a transcript of credits achieved.
- The purpose of the HEAR, or transcript, is to:
  - serve as a formal record of achievement;
  - supplement the Certificate, giving details of the credit obtained;
  - in the case of the HEAR, to provide further details of the broader educational experience.

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 fees, library fines) or if I don't return University books and equipment?**

- If you are graduating, your Degree certificate will be withheld.
- If you are continuing to the next year/ 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 a mark I'm not happy with?**

- You can appeal against an assessment outcome in relation to:
  - individual unit(s); and/or
  - progression from one level 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. 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 a unit assessment?

See: **Failure of an assessment requirement**

Can I take a break from my studies?

See: **Intermission**

Can I change to a different course?

See: **Transfer to a different course**

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

See: **Withdrawal from your course**

How do individual unit marks contribute to my degree classification?

See: **Calculation of a BA (Hons) Degree**

How will I receive my results?

See: **Publishing results**

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**

