

Regulations for Certificates in Continuing Education

SCHOOL OF EDUCATION AND LIFELONG LEARNING

- 1 In order to qualify for a Certificate in Continuing Education a candidate must:
 - (1) submit evidence of adequate experience and ability to undertake the programme of study;
 - (2) be approved by the Head of the School as a candidate for the Certificate in Continuing Education;
 - (3) study as a part-time candidate in accordance with these Regulations, over a period of not normally more than five years, unless otherwise specified by the Board of the School.
- 2 On the basis of Accreditation of Prior Learning (APL), a candidate may:
 - (1) gain exemption for a maximum of 40 credits at Level 1 to count towards the Certificate in Continuing Education, if transferring from a similar course of study from either the University of Cambridge, the University of Essex or the Open University; or
 - (2) gain exemption in accordance with the University's APL Policy.
- 3 Candidates shall attend such seminars, lectures, excursions or field trips and tutorials as may be required by the Head of the School.
- 4 The Certificate shall be awarded on the recommendation of a Board of Examiners comprising one external and at least one internal examiner.
- 5 Candidates achieving the award of the Certificate will have successfully completed a programme of study of 60 ucm (University Credit Modules) at Level 1 or above.

Regulations for the Certificate of Higher Education in Common Law

SCHOOL OF LAW

- 1 A candidate for the Certificate in Higher Education in Common Law must be registered in the University as a Visiting Student under the ERASMUS programme.
- 2 The programme of study shall begin at the start of the Autumn Semester and shall be of no less than two semesters' duration.
- 3 Each candidate shall undertake modules specified by the School of Law in the Programme Specification and totalling 120 credits. Consideration of the modules shall be governed by the University's Regulations for Undergraduate Awards (Common Course Structure).
- 4 The Certificate shall be awarded on the recommendation of a Board of Examiners comprising at least one external and at least one internal examiner.

Regulations for the Foundation Degree in Social Pedagogy and Integrated Childrens Services

SCHOOL OF EDUCATION AND LIFELONG LEARNING

- 1 A candidate must:
 - (1) submit evidence of adequate experience and ability to undertake the programme of study;
 - (2) be approved by the Head of School as a candidate for the Foundation Degree in Social Pedagogy and Integrated Childrens Services;
 - (3) study as a part-time student normally over a period of three years in accordance with these regulations;
- 2 Candidates shall attend such seminars, lectures, tutorials and other teaching sessions as prescribed by the School;
- 3 Each candidate shall undertake modules specified by the School of Education and Lifelong Learning in the relevant Programme Specification. Normally candidates would take 80 credits per year of study totalling 240 credits over three years. Consideration of the modules shall be governed by the University's Regulations for Undergraduate Awards (Common Course Structure);
- 4 The Foundation Degree shall be awarded on the recommendation of a Board of Examiners comprising at least one external and at least one internal examiner.

Regulations for Bachelors and Integrated Masters Awards 2014

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the assessment, progression and awards for Bachelors and Integrated Masters degree students.
- 1.2 These regulations govern students who commence their courses at Stage 0, Stage 1 and Stage 2 (FHEQ level 3, FHEQ level 4 and FHEQ level 5). from the academic year –2013-4, onwards
- 1.3 These Regulations govern the awards of:

Bachelor degrees: Bachelor of Arts, Bachelor of Engineering, Bachelor of Science, Bachelor of Laws and Bachelor of Medicine/Bachelor of Surgery;

Integrated Masters degrees: Master of Chemistry, Master of Computing Science, Master of Engineering, Master of Mathematics, Master of Natural Sciences, Master of Pharmacy and Master of Sciences.
- 1.4 These Regulations apply to full-time and part-time undergraduate students. Where appropriate, these regulations also apply to Visiting or Exchange students studying at undergraduate level.
- 1.5 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of Senate, or by named persons with delegated powers to operate on behalf of the Committee.

2 GENERAL PRECONDITIONS TO AN AWARD

In order to qualify for an award of the University the student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course; and
- (b) satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out in the relevant programme specification.

3 COURSE REQUIREMENTS

- 3.1 The University shall:
 - (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and progression;

(b) publish Course Profiles specifying the modules to be taken, and electives available, for each course;

(c) publish Module Outlines specifying the content and assessment for each module.

3.2 Courses may consist entirely of compulsory modules or may be a mix of compulsory and elective modules chosen from a list of defined modules. Each module will normally be worth at least 20 credits.

3.3 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the University's policy

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/apl_apel-policy](http://www.uea.ac.uk/calendar/section3/regs(gen)/apl_apel-policy)

3.4 Table of Awards

QUALIFICATION	LEVEL	OVERALL CREDITS TO BE STUDIED	RANGE OF CREDITS REQUIRED	NORMAL LENGTH OF PROGRAMME (Full-time unless stated)
MB BS	6	720	<ul style="list-style-type: none"> Stage 1: 150 credits at level 4 Stage 2: 150 credits at level 6 Stage 3: 150 credits at level 6 Stage 4: 150 credits at level 6 Stage 5: 120 credits at level 6 	5 years
MB BS with a Foundation Year	6	840	<ul style="list-style-type: none"> Stage 0: 120 credits at level 3 Stage 1: 150 credits at level 4 Stage 2: 150 credits at level 6 Stage 3: 150 credits at level 6 Stage 4: 150 credits at level 6 Stage 5: 120 credits at level 6 	6 years
Integrated Masters degree	7 (M)	480	<ul style="list-style-type: none"> Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4. Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4 or level 7 Stage 4: 120 credits at level 7 (M level) 	4 years
4-year Bachelors degree	6	480	<ul style="list-style-type: none"> Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4 Stage Y: 120 credits at level 5 Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4 	4 years
Bachelors degree with a Foundation Year	6	480	<ul style="list-style-type: none"> Stage 0: 120 credits at level 3 Stage 1: 120 credits at level 4 Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4 Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4 	4 years (Part-time 8 years)

3-year Bachelors degree	6	360	<ul style="list-style-type: none"> • Stage 1: 120 credits at level 4 • Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4 • Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4 	3 years (Part-time 6 years)
BA Professional Studies	6	120	120 credits at level 6	1 year (Part-time 2 years)
Nursing Sciences post-registration programmes	6	120	120 credits at level 6	All part-time; length depends on course and can vary from 1 year to 5 years.
BSc Midwifery (shortened programme)	6	120	120 credits at level 6	84 weeks
Social Work Specialist Practice	6	120	120 credits at level 6	Part-time, 5 years

4 DURATION OF COURSE

4.1 Students must enrol for and complete the course within the timescales published in the Programme Specification and summarised in the table in Regulation 3.4.

4.2 Extension to a period of study

4.2.1 The Learning and Teaching Committee of Senate may vary or amend the requirements of these Regulations in respect of a particular student. This may include the extension, by intercalation or repetition, of a student's period of study to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.

4.2.2 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

4.2.3 MB BS students may not undertake any assessment or reassessment which would result in the period of registration exceeding two years beyond the specified length of the course.

4.2.4 MB BS students may intercalate after Stage 3 or 4 to complete an additional degree; these students are permitted to intercalate for a period of time equivalent to the length of the additional degree, in addition to the two years beyond the specified length of the course.

5 MODULE ENROLMENT

5.1 Students shall be required to enrol for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the Learning and Teaching Service.

- 5.2 Visiting and Exchange students will normally take 120 credits and part-time students no more than 80 credits in each academic year of study.
- 5.3 No student shall register for more than the credit requirement of their year of study, as specified in their Programme Specification.
- 5.4 No student shall register for modules that have clashing teaching events.
- 5.5 Course Profiles and the availability of modules are subject to change.
- 5.6 A student seeking a late module enrolment, or change to enrolment, after Week 2 of the semester in which it is taught must obtain the prior approval of the Learning and Teaching Committee of Senate, on the recommendation of the Head of their School and may be subject to a late fee.
- 5.7 A student may be suspended from a module including a practice element placement where a Professional Code of Conduct applies, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is *prima facie* evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

6 ASSESSMENT

- 6.1 Each course shall have an assessment strategy, defined in its Programme Specification, linking specific modules and their assessment to the learning outcomes of the course.
- 6.2 The method and timings of each assessment shall be published in Module Outlines, on the students' Portal and in examination timetables as appropriate. Assessment timings will be in accordance with the following:
 - (a) Formal University examinations will be held at the end of the Spring Semester for those modules that are examined, except for those courses where the format or timing of the course requires assessment at other times.
 - (b) Other assessments are normally assessed within or immediately following the semester in which the module is delivered.
 - (c) Modules may be assessed at additional or alternative times, as specified in the relevant Course Handbook and/or module outline.
- 6.3 Coursework-only variants of examined modules may be made available to Visiting and Exchange students studying at the University.

- 6.4 The assessment of each module shall generate a single mark between 0% and 100%, calculated from contributing individual component marks, weighted appropriately.
- 6.5 The pass mark for undergraduate modules (levels 3 to 6) shall be 40% except where Professional, Statutory or Regulatory Body requirements stipulate a higher pass mark.
- 6.6 The pass mark for masters' modules (level 7 (M)) shall be 50%.
- 6.7 All marks will be recorded and displayed to two decimal places. For the purposes of progression and classification, module, stage average and classification marks will be treated as if rounded to the nearest integer:
- (a) Module marks within 0.5% of a pass mark will be awarded a pass;
 - (b) Stage average marks within 0.5% of a progression boundary will be considered to have achieved the threshold;
 - (c) Classification marks within 0.5% of a higher classification will be awarded the higher classification.
- 6.8 The pass mark must be achieved at the module level. These modules are identified with a 'pass on aggregate' marks scheme.
- 6.9 Where there is a Professional, Statutory or Regulatory Body requirement to do so, each individual component of the module may be required to be passed in order to pass the module; such modules are identified with a 'pass all components' marks scheme.
- 6.10 Where appropriate, individual modules or components may be assessed on a Pass/Fail or Distinction/Pass/Fail basis.

7 THE BOARD OF EXAMINERS

7.1 Membership of Boards of Examiners

- 7.1.1 The Board of Examiners shall comprise a Chair (who shall not be the Head of the School), external examiner(s) and at least two additional internal examiners, who are academic staff having a major responsibility for teaching and/or assessment of the modules or the course under consideration. The membership of Boards of Examiners and their sub-groups must be approved by the Learning and Teaching Committee of Senate.
- 7.1.2 With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a sub-group of examiners which shall include the Chair (or Deputy Chair) of the Board and at least two other internal examiners.
- 7.1.3 There shall be an Extenuating Circumstances Panel which acts an advisory group to the Board of Examiners to consider students' extenuating circumstances and the related evidence.
- 7.1.4 All members of a Board of Examiners (or one of its sub-groups) are required to attend unless the Learning and Teaching Committee of

Senate has approved their absence in advance. In the case of reassessment for the final degree classification, the Learning and Teaching Committee of Senate may approve the absence of the external examiners, if there is evidence that they have been appropriately consulted.

- 7.1.5 In order to inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. Such an invitation will not confer rights of membership.

7.2 The Chair

The Chair of the Board of Examiners, with appropriate support and regulatory advice from the Secretary to the Board, shall have responsibility for:

- (a) seeking approval of the membership of the Board and its sub-groups;
- (b) the production of examination papers;
- (c) marking and moderation processes and other quality assurance scrutiny, in liaison with the School Director of Teaching and Learning where necessary;
- (d) the chairing of the meetings of the Board;
- (e) ensuring that any decisions on progression, classification or the award of academic qualifications are not influenced beyond the recorded marks by a student having plagiarised and/or colluded or otherwise been disciplined;
- (f) making and recording all arrangements with external examiners, including the size and nature of the sample for moderation in accordance with University guidelines, arrangements for consultation at Reassessment Boards where required and ensuring that the views of external examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote;
- (g) considering any recommendations of the Extenuating Circumstances Panel in accordance with Regulation 10;
- (h) the recording of decisions made by the Board of Examiners and ensuring that all members of the Board of Examiners or appointed sub-group thereof have signed the appropriate results and pass lists;
- (i) ensuring that the Board of Examiners awards prizes in accordance with the rules approved by the Learning and Teaching Committee and available at: <http://www.uea.ac.uk/prizesandscholarships> and reports the awards to the School Board;
- (j) ensuring compliance with the relevant Regulations;

- (k) undertaking such other tasks as the Senate shall require.

7.3 The External Examiner

7.3.1 The role of the external examiner is to ensure that:

- (a) internal marking is consistent, fairly applied and of an appropriate standard;
- (b) assessment has enabled learning outcomes to be achieved and demonstrated;
- (c) academic standards are appropriate for the level of the award;
- (d) recommendations for awards and for classification of awards are consistent, fair, fairly applied and of an appropriate standard.

7.3.2 The external examiner shall undertake duties as described in the Senate's Code of Practice for the External Examiner System for Awards (Taught Programmes):

<http://www.uea.ac.uk/learningandteaching/documents/assessment/Code+of+Practice+for+External+Examiners>

including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation.

7.3.3 The external examiner shall attend the Final Assessment Board(s) and, where appropriate, participate in the Final Reassessment Board(s) where recommendations for awards are made and sign the appropriate pass lists;

7.3.4 The external examiner shall monitor module marks and confirm whether marking standards are acceptable. The external examiner should review the marks awarded and report to the Board of Examiners as follows:

- (a) where the marking standards are judged to be acceptable, that no further action is required;
- (b) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking standards are acceptable but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board;
- (c) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that the classification of students is

not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

7.4 Voting

The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority. The Chair shall have the casting vote.

7.5 Meetings of the Boards of Examiners

The individual meetings of the Boards of Examiners shall be scheduled at the beginning of the academic year by the Learning and Teaching Service in consultation with the Chairs of the Board of Examiners. The standard dates are as indicated below:

Meeting	Standard Dates
Student Progress Board	January, February and March
Module Assessment Board	May and June
Stage and Final Assessment Boards	May, June and July
Reassessment Board	September

The Norwich Medical School and the School of Health Sciences may hold meetings at dates set out by the School.

The Nursing and Midwifery degree courses in the School of Health Sciences are exempt from holding Progress Boards.

7.6 Provision of Assessment Information

7.6.1 Boards of Examiners shall receive the following:

- (i) Module marks and any contributing component marks achieved by each student taking the module;
- (ii) Stage aggregate mark for each student, expressed as a percentage and taking weightings into account, for the Stage in question;
- (iii) Where relevant, the confirmed marks for the preceding Stage(s).

7.6.2 Results will be presented as follows:

- (i) Marks shall be displayed to two decimal places for all marks, including module and component marks, stage aggregate and final award marks;
- (ii) Where appropriate, modules and individual components assessed without the award of a mark shall be presented as Pass/Fail or Distinction/Pass/Fail.

8 STUDENT PROGRESS BOARD

- 8.1 The Board of Examiners, or appropriate sub-group, shall receive the provisional marks for all students taking degree courses which fall under its jurisdiction and for any Visiting or Exchange student.
- 8.2 The Board of Examiners shall receive attendance information for those students whose attendance has fallen below the requirements set by the School.
- 8.3 The Board of Examiners shall review each student's attendance record and marks achieved to date and take action as follows:
 - (a) for any student who warrants special attention in respect of their academic performance and/or attendance record, such as the non-submission of one or more pieces of work and/or failure in two or more assessment components: refer to the Head of School, Adviser, or other delegated member of academic staff for appropriate action such as consideration under General Regulation 13, *Attendance, Engagement and Progress*
 - (b) in the case of students registered for the MB BS course whose assessed work covers the period of the Autumn Semester: refer to the Head of the Norwich Medical School any student who has failed two or more components of a module's assessment for appropriate academic advice and guidance;
- 8.4 The Board of Examiners shall confirm marks and discharge the duties of a Module Assessment Board and Stage Assessment Board for Autumn Semester Visiting and Exchange students. Under these circumstances, the marks thus confirmed cannot be subsequently adjusted. Where the Visiting or Exchange student has failed to achieve the pass mark in (a) module(s) studied at the University, and his/her home institution requires pass marks in all modules undertaken, the Board shall offer the opportunity of reassessment.

9 MODULE ASSESSMENT BOARD

- 9.1 All marks are provisional until these have been confirmed by the Board of Examiners or appropriate sub-group at a Module Assessment Board.
- 9.2 The Board of Examiners or appropriate sub-group shall receive the marks presented for each module, and contributing components, which is being assessed and for which it is responsible.

- 9.3 It is the role of the Board of Examiners or appropriate sub-group to confirm that internal and external moderation has been completed and that the marking standards for the module are appropriate.

9.4 Adjustment of Marks

- 9.4.1 In exceptional circumstances, the Board of Examiners may determine that marks obtained in a component of the module should be amended by scaling. Scaling may only be undertaken with the approval of the Learning and Teaching Committee of Senate, which must be given for each assessment item for which the Board of Examiners believes that scaling is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and should seek to address factors not previously addressed by internal and external moderation. Only upward scaling will be approved and the method for scaling shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.
- 9.4.2 In some circumstances it may be appropriate for the assessment item to be remarked.
- 9.4.3 Marks may not be adjusted for individual students. Special factors relating to an individual student's examination and coursework marks may only be taken into account at the relevant Stage or Final Assessment Board meeting.
- 9.4.4 Where a Student Progress Board acting as a Module Assessment Board has previously confirmed the marks of Autumn Semester Visiting or Exchange students, marks may not normally be subsequently amended. In the event that adjustments to module marks would have resulted in a different outcome for the Autumn Semester Visiting or Exchange students concerned, the Board of Examiners must inform the student and the home institution.
- 9.5 After completing the above process, the Board shall confirm all marks.
- 9.6 Where modules are assessed without the award of a mark the Board of Examiners shall resolve whether the student has achieved a Pass or, where applicable for certain specified assessments, a Distinction.
- 9.7 Marks thus confirmed by the Board of Examiners shall not normally be subject to further amendment except in the following instances:
- (a) to correct an error in recording or transcription;
 - (b) following a decision to change a mark as a result of an Academic Appeal by a student. In such cases and after completion of the Academic Appeal process the final mark shall be determined by the Board of Examiners, if necessary at a later date

10 EXTENUATING CIRCUMSTANCES

- 10.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported

to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations {

<http://www.uea.ac.uk/learningandteaching/documents/assessment>

- 10.2 The Board of Examiners shall formally approve the compensation or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.
- 10.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

11 DELAYED ASSESSMENT

- 11.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the University's Extenuating Circumstances Regulations

<http://www.uea.ac.uk/learningandteaching/documents/assessment>

- 11.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

12 STAGE ASSESSMENT BOARD

- 12.1 There will be a Stage Assessment Board once students have attempted the assessment for all modules with a credit total that equates to a Stage as defined in the Programme Specification. At this meeting, the Board of Examiners will consider if students have successfully completed the relevant Stage of Study by reviewing all module results for the Stage.

- 12.2 The Stage Assessment Board shall:

- (a) receive and consider confirmed module marks and grades completed during the relevant Stage and an aggregate mark for the Stage for each student expressed as a percentage and taking into account weightings of modules for the Stage in question;
- (b) receive from the Extenuating Circumstances Panel its recommendations regarding extenuating circumstances.

- 12.3 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:

- (a) at least the pass mark for all numerically-marked modules including individual components of modules and/or individual

sections within examinations where required and stipulated in the Programme Specification;

- (b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- (c) any additional progression requirement/s for the Stage as specified in the appropriate Programme Specification.

12.4 Stage Assessment for Integrated Masters Courses

12.4.1 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has passed all modules and achieved the following Stage aggregate mark in the Stage in question:

Integrated Masters Course	Stage 1	Stage 2	Stage 3
Master of Computing Science Master of Mathematics Master of Natural Sciences Master of Sciences	60%	60%	60%
Master of Chemistry	50%	50%	50%
Master of Engineering	40%	60%	60%
Master of Pharmacy	40%	40%	40%

12.4.2 Where a student has not completed the Stage satisfactorily as specified above, the Board shall:

- (a) firstly consider the recommendations of the Extenuating Circumstances Panel in deciding whether a student may remain on the Integrated Masters course, having passed all the modules but having not met the specific threshold for progression as detailed in 12.4.1;
- (b) where there are no factors to be taken into consideration, determine whether the student can be offered the opportunity to transfer to a Bachelors degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director;
- (c) where a student has failed a module, offer the student the option of reassessment in any failed module in accordance with Regulation 12.8.

12.4.3 The Board of Examiners may not offer the option of reassessment where a student has passed a module but has not met the higher progression threshold to continue on an Integrated Masters programme.

12.5 Stage Assessment for Stages 1 and 2 for Bachelors Courses with a Year Abroad or Year in Industry

12.5.1 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has passed all modules and achieved the following Stage aggregate mark, or requirement of the placement provider, for the Stage in question:

Bachelors Course	Stage 1	Stage 2
UG Year Abroad	55%	55%
UG Year in Industry (except Actuarial Sciences with a Year in Industry)	40%	40% <i>PLUS</i> meet the requirements of the placement provider (normally an interview)
Actuarial Sciences with a Year in Industry	55%	55%

12.5.2 Where a student has not completed the Stage satisfactorily as specified above, the Board shall:

- (a) firstly consider the recommendations of the Extenuating Circumstances Panel in deciding whether a student may remain on the Course;
- (b) where there are no factors to be taken into consideration determine whether the student can be offered the opportunity to transfer to an alternative Bachelors degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director;
- (c) where a student has failed a module, offer the student the option of reassessment in any failed module in accordance with Regulation 12.8.

12.5.3 The Board of Examiners may not offer the option of reassessment where a student has passed a module but has not met the higher progression threshold to continue on a Bachelors degree programme with a Year Abroad or in Industry.

12.5.4 This regulation, requiring a higher threshold for progression, does not apply to four year language and translation studies courses with an

integral year abroad, as specified in the programme specifications for those courses.

12.6 Stage Assessment for Stage Y (Year Out) for Bachelors Courses with a Year Abroad or Year in Industry

Where a student has not completed the stage studied abroad or in industry satisfactorily the Board shall offer the student a reassessment opportunity where this is possible. If it is not possible, the Board shall offer the student the opportunity to transfer to another Bachelors degree course if one is available or, alternatively, require the student to be withdrawn from the University.

12.7 Failure to complete the Stage satisfactorily for MB BS Courses

Where a MB BS student has not completed the Stage satisfactorily, as specified in the Programme Specification, the Board shall consider the overall performance of the student, taking into account factors including the number of failed module components, the student's attendance and progress to date, the level of study, any recommendations of the Extenuating Circumstances Panel and any Professional, Statutory or Regulatory Body requirements, and may take one of the following actions:

- (a) offer the student a reassessment opportunity in the affected module(s);
- (b) on the recommendation of the Extenuating Circumstances Panel, permit the student to repeat the year of study, either with or without a period of intercalation;
- (c) recommend to the Head of School that the student should not be offered a reassessment attempt. Any such student would not be permitted to be reassessed in any failed module, and would be withdrawn from the University and receive an exit award where appropriate (in accordance with Regulation 18).

12.8 Failure to complete the Stage satisfactorily for all other students

12.8.1 There is no automatic right to reassessment for students who achieve a module mark of below 20%.

12.8.2 For a student who has failed to complete the Stage satisfactorily, the Board of Examiners shall either:

- (a) refer the student to reassessment, where the student has achieved **at least 20%** in the module;

or

- (b) in the case of a student who has obtained a mark of **below 20%** in a module:

- i. For a student at Stage 0 or Stage 1, offer a reassessment opportunity in the affected module(s).
- ii. For a student whose marks of below 20% are as a result of an application of a penalty for late submission or plagiarism and collusion, offer a reassessment opportunity in the affected module(s).
- iii. For any other student, the Board of Examiners shall consider the overall performance of the student, taking into account factors including the number of failed modules, the student's attendance and progress to date, the level of study, any recommendations of the Extenuating Circumstances Panel, and any Professional, Statutory or Regulatory Body requirements, and may take one of the following actions:
 - 1. Offer a reassessment opportunity in the affected module(s);
 - 2. On the recommendation of the Extenuating Circumstances Panel, permit the student to repeat the year of study, either with or without a period of intercalation;
 - 3. Recommend to the Head of School that the student should not be offered a reassessment attempt. Any such student would not be permitted to be reassessed in any failed module, and would be withdrawn from the University and receive an exit award where appropriate (in accordance with Regulation 18).
- iv. (c) A student may not be referred to reassessment in a module until they have completed any delayed assessments in that module.

12.9 In all cases, the Board may refer to the Head of the student's School of Studies any student who has failed 40 credits or more within the Stage, for appropriate advice and guidance, including consideration under General Regulation 13, *Attendance, Engagement and Progress*.

12.10 Reassessment for Professional Registration

- (a) Students registered on courses that lead to professional registration may be referred to reassessment in:
 - (i) any module where the aggregate mark obtained is below the pass mark acceptable to the professional body;

- (ii) any component of a module where the mark in that component is below the pass mark acceptable to the professional body.
- (b) In addition, where the failed module or component is a clinical/practical placement, the Board may:
 - (i) modify the form and duration of the reassessment on an individual basis, to take account of any special circumstances, the needs of the student and the needs of the placement provider;
 - (ii) opt not to offer a reassessment opportunity to a student who has demonstrated a failure that, in the view of the Board, indicates that the student is unlikely to achieve a pass mark or reach the appropriate standards for professional practice within the reassessment period (i.e. where there is evidence of continued and persistent failure to demonstrate professional competence within the placement with no significant trajectory towards competence). In the event that reassessment is not offered, the student shall be required to withdraw from the course of study.

In all cases described above, the Board shall take into account the comments of external examiners and where applicable, the guidelines issued by the relevant Professional, Statutory or Regulatory body.

- (c) For students on the MB BS course whose delayed assessment arrangement requires assessment in the following academic year, students will be required to repeat the year with full attendance before attempting the delayed assessment.

12.11 Reassessment for Exemption from Professional Examinations

For students who have achieved the pass mark and progression requirements of the University, but who have failed to meet the requirements of a Professional, Statutory or Regulatory Body to be exempted from its professional examinations, the Board of Examiners may offer one opportunity of optional reassessment in:

- (i) any such module or modules where the aggregate mark obtained is below the pass mark acceptable to the professional body;
- (ii) any component of such a module where the mark in that component is below the pass mark acceptable to the professional body;

In such cases the marks obtained at reassessment shall be recorded for accreditation purposes but the original marks shall be used for assessment and degree classification as set out in Regulation 16.

12.12 Part-time students

- 12.12.1 The Board of Examiners shall review the marks achieved by part-time students at the end of each academic year, and shall confirm that the student has achieved the following for each module taken:
- (a) at least the pass mark for all numerically-marked modules including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
 - (b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification.
- 12.12.2 Where a part-time student has failed one or more modules, the Board of Examiners shall consider the student in accordance with regulation 12.8.
- 12.12.3 Part-time students eligible for reassessment should complete reassessment in the next available reassessment period (in accordance with Regulation 13) irrespective of whether the whole Stage has been completed.

12.13 Visiting and Exchange students

The Board of Examiners shall review the marks achieved by Visiting and Exchange students and confirm whether they have achieved the standards of satisfactory completion in accordance with Regulation 12.3 and report this to the home institution. In the event that a Visiting or Exchange student has not achieved the pass mark in all modules undertaken at the University, the Board of Examiners shall offer the opportunity of reassessment to the student in all failed modules.

13 REASSESSMENT

- 13.1 Students eligible for reassessment will be offered a reassessment opportunity in all failed components of the failed module normally in the form of the original assessment. Any exceptions to this may be made only with the approval of the Learning and Teaching Committee of Senate.
- 13.2 Students are required to pay the appropriate reassessment fee by the deadline published by the University:
- [http://www.uea.ac.uk/calendar/section3/regs\(gen\)/fees-and-charges](http://www.uea.ac.uk/calendar/section3/regs(gen)/fees-and-charges)
- 13.3 Reassessment will normally be offered on one occasion only.
- 13.4 Reassessment for each module shall be completed in accordance with the timetable specified by the University.

13.5 Module marks following reassessment are calculated as follows:

- (i) All marks achieved at reassessment are stored on the Student Record System;
- (ii) For 'Pass on Aggregate' mark schemes, the highest mark achieved for each component, whether achieved at first attempt or reassessment, is used, weighted appropriately, to calculate the overall module mark. Where the overall module mark is at or above the pass mark, following reassessment, the mark will be capped back to the pass mark. This capped mark will be the mark used for progression and classification purposes.
- (iii) For 'Pass all Components' mark scheme modules, component marks at or above the pass mark achieved at reassessment will be capped at the pass mark.

14 MODULE REASSESSMENT BOARD

A Module Reassessment meeting shall be carried out immediately prior to the Stage Reassessment meeting, in accordance with Regulation 9 governing the conduct of Module Assessment Boards.

15 STAGE REASSESSMENT BOARD

There shall be a Stage Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall consider the confirmed module marks achieved for each student following their reassessment. It may act as a Stage Assessment Board or Final Assessment Board for students who have sat delayed assessments.

15.1 Confirmed marks will be presented as follows:

- (a) the original mark achieved in each module or component that was reassessed;
- (b) the actual mark achieved at Reassessment;
- (c) the overall module mark calculated following Reassessment; the capped mark will be recorded against the module (for 'Pass on Aggregate' modules) or component (for 'Pass all components' modules) for use in progression and degree classification purposes.

15.2 The Board of Examiners shall receive recommendations from the Extenuating Circumstances Panel in accordance with Regulation 10 and information from the Module Assessment Board and Stage Assessment Board as appropriate.

15.3 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:

- (a) at least the pass mark for all numerically-marked modules, including individual components of modules and/or individual

sections within examinations where required and stipulated in the Programme Specification;

- (b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail;
- (c) any additional progression requirement/s for the Stage as specified in the appropriate Programme Specification.

15.4 Consideration of extenuating circumstances at the Reassessment Board

15.4.1 Where a student has been granted a delayed assessment, in accordance with the Extenuating Circumstances Regulations

<http://www.uea.ac.uk/learningandteaching/documents/assessment>

, the Board of Examiners shall:

- (a) for a student who has met the required conditions, confirm provisional progression, pending passing the outstanding delayed assessment or reassessment by the October deadline published by the Learning and Teaching Service;
- (b) for any other student, require the student to intercalate and return to undergo the delayed assessment at the next available opportunity.

15.4.2 For all other students with extenuating circumstances the Board of Examiners shall formally approve the recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

15.5 Failure to complete the Stage satisfactorily

Where a student has not completed the Stage satisfactorily as specified above, and there are no recommendations from the Extenuating Circumstances Panel, the Board of Examiners shall:

- (a) in the case of an Integrated Masters student, permit the student to transfer to a Bachelors degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director;
- (b) in the case of a Bachelors degree student, permit the student to transfer to an alternative Bachelors degree course for which the requirements have been met, (for example, for a student registered on a course with a year abroad or in industry, permit transfer to a course of otherwise similar content for which a year abroad or in industry is not required; for a student registered on Actuarial Sciences with a Year in Industry, permit transfer to the

3-year Actuarial Sciences course) subject to the agreement of the appropriate Course Director;

- (c) in all other cases, require the student to withdraw from the University and recommend an award where appropriate.

16 FINAL ASSESSMENT BOARD

There shall be a Final Assessment Board at which the Board of Examiners, including the External Examiner(s), shall consider the results of all students after their final stage of study.

16.1 Final Stage Assessment Board

The Board of Examiners shall confirm that a student has satisfactorily completed the Final Stage where the student has achieved the following:

- (a) at least the pass mark for numerically-marked modules including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- (b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail;
- (c) any additional requirement/s for the Stage as specified in the appropriate Programme Specification.

16.2 Consideration of the Award

The Board shall consider the classification of Final Stage Bachelors and Integrated Masters degree students and the award of degrees to Final Stage MB BS students who have successfully completed the Final Stage, according to regulations 16.3 and 16.4 respectively.

16.3 Degree Classification

16.3.1 The Board shall receive for each student:

- (a) the final Module Marks contributing to the degree, together with the component marks achieved at the original attempt and any reassessment attempt.
- (b) a Stage aggregate mark for each year contributing to the final award mark, expressed as a percentage and taking credit weightings into account;
- (c) a final award mark calculated from the Stage aggregate mark for each contributing year according to the following percentage weighting:

Degree	Stage 2	Stage Y (if applicable)	Stage 3	Stage 4
Bachelors 3-year degrees	40		60	
Bachelors 3-year Nursing degrees	50		50	
Bachelors 4-year degrees	40	0	60	
Integrated Masters degrees	20		30	50
120- credit Level 6 degrees, including top-up degrees and courses in the Schools of Nursing Sciences and Social Work			100	

(d) The recommendations of the Extenuating Circumstances Panel .

16.3.2 Having received and considered the information as set out above, the Board of Examiners shall assign a provisional classification to all students on the basis of their final award marks as follows:

Classification	Abbreviation	Final Award mark
First Class Honours	I	70% - 100%
Upper Second Class Honours	II (1)	60% - 69%
Lower Second Class Honours	II (2)	50% - 59%
Third Class Honours	III	40% - 49%

16.3.3 Consideration of students within 2 per cent of a higher class

(a) For three- and four-year Bachelors Degrees, the Board of Examiners shall recommend the higher classification for a student whose final award mark falls within 2% of the boundary for the higher classification where the following conditions are met:

Final award mark within the 2% borderline of the higher class	PLUS	Credits across the TWO counting years	OR stage aggregate mark for the final year of:	Outcome
---------------------------------------------------------------	------	---------------------------------------	------------------------------------------------	---------

68% - 69%		At least 120 credits graded 70% or above	70% or above	First Class Honours
58% - 59%		At least 120 credits graded 60% or above	60% or above	Upper Second Class Honours
48% - 49%		At least 120 credits graded 50% or above	50% or above	Lower Second Class Honours

- (b) For one-year Degrees consisting of 120 credits at Level 6, the Board of Examiners shall recommend the higher classification for a student whose final award mark falls within 2% of the boundary for the higher classification where the following conditions are met:

Final award mark within the 2% borderline of the higher class	PLUS	Credits across the ONE counting year:	Outcome
68% - 69%		At least 60 credits graded 70% or above	First Class Honours
58% - 59%		At least 60 credits graded 60% or above	Upper Second Class Honours
48% - 49%		At least 60 credits graded 50% or above	Lower Second Class Honours

- (c) For Integrated Masters Degrees, the Board of Examiners shall recommend the higher classification for a student whose final award mark falls within 2% of the boundary for the higher classification where the following conditions are met:

Final award mark within the 2% borderline of the higher class	PLUS	Credits across the THREE counting years:	OR stage aggregate mark for the final year of:	Outcome
68% - 69%		At least 180 credits graded 70% or above including at least 60 credits at level 7 (M level)	70% or above	First Class Honours

58% - 59%		At least 180 credits graded 60% or above including at least 60 credits at level 7 (M level)	60% or above	Upper Second Class Honours
48% - 49%		At least 180 credits graded 50% or above including at least 60 credits at level 7 (M level)	50% or above	Lower Second Class Honours

16.3.4 With respect to Final Classification, the Board of Examiners shall consider the recommendations of the Extenuating Circumstances Panel.

16.3.5 For **Starred Firsts**, the Board of Examiners shall consider the performance of all Honours degree students recommended for a first class honours degree. At its discretion, the Board may indicate with a **star** those Bachelors degree and Integrated Masters degree students whose performance displays exceptional merit, in line with the Board's published criteria.

16.3.6 Students who have not met the criteria to be awarded a degree may be eligible to be awarded an exit award in accordance with Regulation 18.

16.4 MB BS Degree

For final year students registered on the MB BS degree who have satisfied the examiners in all stages of their course, the Board shall recommend that such students have passed, passed with Merit or passed with Distinction, based on their ranking in the national Educational Performance Measure (a measure of performance in Years 1 to 4) and their final assessment, as follows:

Educational Performance Measure ranking		Final Assessment ranking	Outcome
Top 15%	PLUS	Top 15%	MB BS with Distinction
Top 15%		Top 16 – 25%	MB BS with Merit
Top 16 – 25%		Top 25%	MB BS with Merit
Not in top 25%			MB BS

17 FINAL REASSESSMENT BOARD

The Board of Examiners shall consider for a degree (as set out under Regulation 16) those Final Stage students who were referred to reassessment, once the students' module marks have been confirmed and after the Stage Reassessment Board has confirmed that they have

successfully passed the final Stage. At least one External Examiner shall be part of the consideration of awards.

18 EXIT AWARDS

18.1 Students who are ineligible for reassessment after failing a Stage or who fail the reassessment for a Stage and are therefore not eligible to be awarded a degree shall be considered by the Board of Examiners, including the External Examiner(s), for the appropriate exit awards.

18.2 In addition to the consideration of any named exit award available to students as set out in the Programme Specification, the Board of Examiners shall consider the following exit awards:

(i) Certificate of Higher Education

The Board of Examiners shall recommend the award of Certificate of Higher Education to students who have successfully completed 120 credits at level 4 or above. At least 60 credits must have been completed at UEA.

(ii) Diploma of Higher Education

The Board of Examiners shall recommend the award of Diploma of Higher Education to students who have successfully completed 240 credits, at least 100 of which are at level 5 or above, and at least 120 of which have been completed at UEA.

18.3 Where an Integrated Masters student withdraws, or is withdrawn, from the Final Stage of an Integrated Masters award, or is not recommended for an Integrated Masters award following Final Assessment or Reassessment, the Board of Examiners shall consider the student's eligibility to receive the following exit award(s)

(i) For any student who has achieved the requirements of a Bachelors degree (360 credits at level 4 or above, including at least 90 at level 6 and 100 at level 5 as stipulated in the Programme Specification for the course).

(ii) In addition, for any student who has achieved at least 60 credits at level 7, the award of Postgraduate Certificate of Higher Education.

18.4 Students awarded an exit award from a professional course are not eligible to apply for professional registration.

19 DISCLOSURE OF RESULTS

19.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see 19.4 below);

19.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in

accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;

- 19.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 19.4 As part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint, without recourse to the Data Protection Act.

Regulations for Undergraduate Awards

Common Course Structure

THESE REGULATIONS ONLY APPLY TO STUDENTS WHO HAVE REGISTERED IN THE ACADEMIC YEAR 2012/13 AND ARE CONTINUING ON THEIR UNDERGRADUATE COURSE IN THE ACADEMIC YEAR 2014/15.

STUDENTS REGISTERING IN YEAR 0, YEAR 1 OR YEAR 2 OF AN UNDERGRADUATE OR INTEGRATED MASTERS DEGREE IN THE ACADEMIC YEAR 2014/15 WILL BE TREATED UNDER THE 'REGULATIONS FOR BACHELORS AND INTEGRATED MASTERS AWARDS 2014-15'

[https://intranet.uea.ac.uk/calendar/section3/regs\(awards\)/Regulations+for+Bachelors+and+Integrated+Masters+Awards+2014](https://intranet.uea.ac.uk/calendar/section3/regs(awards)/Regulations+for+Bachelors+and+Integrated+Masters+Awards+2014)

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the assessment, progression and awards of degrees of Bachelor of Arts, Bachelor of Engineering, Bachelor of Science (including those offered by the School of Health Care Sciences (Nursing and Midwifery degree courses) as listed in appendix B7), Bachelor of Laws and Bachelor of Medicine/Bachelor of Surgery. These Regulations also govern the awards of the Certificate and Diploma of Higher Education as listed in appendix B7.
- 1.2 These Regulations apply to full-time and part-time undergraduate students. Where appropriate, these regulations also apply to Visiting or Exchange students at the undergraduate level.
- 1.3 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of the Senate or by named persons with delegated powers to operate on behalf of the Committee.
- 1.4 All references to Instruction in these Regulations shall refer to the *Common Course Structure: Instructions to Examiners*.

2 DEFINITIONS

Within these Regulations, the following terminology shall apply:

Course	a grouping of modules leading to an award.
Programme Specification	an outline of a course which specifies its content and requirements.
Course Director	an academic member of staff in the School in which a student is registered who is responsible for managing the course.

Stage	the equivalent of one year's full time study on a course, normally 120 credits apart from the MB BS programme.
Module	a discrete block of study for which a student enrolls. Each module is classified by its level and its credit value.
Level	modules shall be classified at one of the following levels: <ul style="list-style-type: none"> (a) Access level (level 0); (b) Introductory degree level, not normally counting towards the final degree classification, except for a student following a degree course in subjects which are not cognate (level 1); (c) Honours Degree level, counting towards the final degree classification (level 2/ 3). Level 2 modules would normally precede level 3 modules as these may form pre-requisites or provide a broader context to the subject matter, compared to level 3 modules.
Credit	an indicator of the volume of study associated with a module .
Compulsory Module	a module designated as one which students must take in their chosen course.
Core Module	a module designated as one which students must take in their chosen course. Students must attain the pass mark in all modules designated core for their chosen course.
Optional Module	a module included within a range of options from which a student must select, subject to the approval of the Board of the School of Studies.
Free Choice Module	a module that may be selected by a student subject to the approval of the Board of their School of Studies.
Mark	Marks are expressed as a percentage except for modules in the MB BS course and for some specified modules or components of modules in other courses, where marks may be expressed as Fail/Pass or Fail/Pass/Distinction.
Delayed Assessment/ Reassessments (DA/RDA)	A deferred assessment or reassessment opportunity, normally in an assessment event (examinations, course test, presentation, Objective Course Specific Examination (OSCE), Objective Structured Pharmacy Examination (OSPE)), granted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) where a student has presented evidence that factors outside the student's own control affected the student's attendance or performance at an assessment event.

Finalist a student undertaking the final Stage of his/her registered course.

3 GENERAL PRECONDITIONS TO AN AWARD

In order to qualify for an award of the University a student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course;
- (b) satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out in the relevant programme specification.

4 COURSE REQUIREMENTS

4.1 The University shall:

- (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and progression;
- (b) publish Course Profiles specifying the modules to be taken, and electives available, for each course;
- (c) publish Modules Outlines specifying the content and assessment for each module.

4.2 Courses may consist entirely of compulsory modules or may be a mix of compulsory and option modules chosen from a list of defined modules. Each module will normally be worth at least 20 credits.

4.3 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the University's policy:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/apl_apel-policy](http://www.uea.ac.uk/calendar/section3/regs(gen)/apl_apel-policy)

4.4 Courses shall consist of:

- (a) 720 credits for the MB BS course;
- (b) 840 credits for the MB BS course with a Foundation year;
- (c) 480 credits for a four year Bachelors degree;
- (d) 480 credits for a Bachelors degree with a Foundation degree;
- (e) 360 credits for a three year Bachelors degree;

- (f) at least 280 credits for Ordinary Degree courses;
- (g) at least 120 credits at level 3 for the BA Social Work Specialist Practice;
- (h) at least 120 credits at level 3 for the BA Professional Studies;
- (i) no more than 40 credits of Free Choice modules (level 0 modules are not allowed to be chosen as Free Choice modules) within the final 240 credits specified in the programme specification for Honours Degrees (or the final 360 credits in the case of degree courses comprising 480 credits);
- (j) credits as specified in appendix B7 for all awards offered by the School of Health Sciences (Nursing and Midwifery degree courses).

5 DURATION OF COURSE

5.1 Students must enrol for and complete the course in accordance with the Programme Specification published by the University, within:

- (a) three or four years in the case of full-time Honours Degree students;
- (b) five/six years in the case of MB BS students/MB BS students registered on the MB BS programme with a Foundation year;
- (c) the timescales set out for all awards offered by the School of Health Sciences (Nursing and Midwifery degree courses) as listed in Appendix B7;
- (d) a period of eight years from the date of initial registration for all part-time students except those included in appendices B4 and B7.

5.2 On the recommendation of the Head of a student's School of Studies, the Learning and Teaching Committee of the Senate may vary or amend the requirements of these Regulations in respect of a particular student. This variation may include the extension, by intercalation or repetition, of a student's period of study for a degree to a maximum of two years beyond the specified length of the course (with the exception of MB BS students who intercalate after Stage 4 to complete a PhD). In such instances, it may also impose alternative conditions and requirements.

5.3 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

6 MODULE ENROLMENT

- 6.1 Students are required to enrol formally for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the Learning and Teaching Service.
- 6.2 Visiting and Exchange students will normally take 120 credits and part-time students no more than 80 credits in each academic year of study.
- 6.3 No student shall register for more than the credit requirement of their year of study, as specified in the Programme Specification.
- 6.4 No student shall register for modules that have clashing teaching events.
- 6.5 Course Profiles and the availability of modules are subject to change.
- 6.6 A student seeking a late module enrolment, or a change to enrolment, after week 2 of the semester in which it is taught must obtain the prior approval of the Learning and Teaching Committee of Senate, on the recommendation of the Head of their School and may be subject to a late fee.
- 6.7 Within the modules taken in the final 240 credits of study (excluding the Year Abroad), Honours Degree students shall not take modules totalling more than 120 credits which are wholly assessed by coursework as defined by the Learning and Teaching Committee of the Senate. Programme Specifications for some courses may further restrict the selection of modules wholly assessed by CW.
- 6.8 On recommendation of the appropriate Course Director, the Head of a student's School of Studies may vary a student's course by permitting that student to take modules which are not included in the specified range of units as follows:
 - (a) a variation in modules totalling no more than 40 credits out of the total number of credits required for an Honours Degree;
 - (b) a variation in modules totalling no more than 20 credits out of the total number of credits required for an Ordinary degree.Such variation shall not apply to core or compulsory modules nor to the substitution of an Honours level module (level 2 or level 3 module) by a module of a lower level (level 1 module), either of which, would require a concession from the Learning and Teaching Committee of Senate.
- 6.9 A student may be suspended from a module including a practice placement where a Professional Code of Conduct applies, pending formal investigation of the circumstances in accordance with published

procedures, where the Head of School decides that there is *prima facie* evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant Professional Code of Conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

7 STUDY ABROAD AND IN INDUSTRY

- 7.1 As a requirement of the degree, a student may spend up to two consecutive semesters at an approved institution in another country or within an industrial setting in the UK (or, if outside the UK, provided that the proposal has been approved by the relevant Faculty Associate Dean (LTQ)) provided that no such semester forms part of the student's final Stage of study and that appropriate assessments of the institution or industrial setting have been conducted. The marks obtained from the period of study abroad or in industry may count towards the degree classification, in accordance with the requirements specified in the programme specification.
- 7.2 The School may stipulate additional criteria to govern progression to a period of study abroad or period of industrial placement and shall publish any such criteria in advance within the programme specification of the course. The additional criteria (as set out in Appendix B1 of these regulations) shall take precedence over the progression regulations otherwise in force.
- 7.3 The Head of School may require a student to transfer from a degree course which includes a required period of study abroad or period of industrial placement to a course of otherwise similar content spent wholly in the UK or for which an industrial placement is not required under the following circumstances:
- (a) if the student has failed to meet the criteria stipulated by the School as noted in regulation 7.2;
 - or**
 - (b) on the recommendation of a Board of Examiners following a required period of study abroad or placement in industry.
- 7.4 Where a student has registered on a degree course that does not include a required period of study abroad, but his/her School of Study offers module(s) under an approved ERASMUS scheme, the student may seek approval from the Head of the School to spend up to two consecutive semesters abroad. This period abroad:
- (a) must constitute a designated ERASMUS exchange administered by the University;
 - (b) shall not form part of the student's final Stage of study;

- (c) must include the study of appropriate modules that will fulfil the normal course requirements;
- (d) shall count in all respects towards the student's degree in accordance with the description in the relevant programme specification.

8 STUDENT PROGRESS MEETING

There shall be a Student Progress Meeting after each Autumn Semester spent at UEA (and for courses offered by the School of Health Sciences (Occupational Therapy, Physiotherapy and Speech and Language Therapy degree courses), at such other additional times as shall be approved by the Learning and Teaching Committee of the Senate). The appropriate Board of Examiners or sub-group of Examiners shall review each student's academic progress to date, in accordance with Instruction 4, and:

- (a) refer students whose performance is unsatisfactory to the Head of their School for appropriate academic guidance and advice;
- (b) confirm the marks for any Autumn Semester Visiting or Exchange students. Under these circumstances, the marks thus confirmed cannot be adjusted subsequently by the Module Assessment Board in accordance with Instruction 5.2. Where the Visiting or Exchange student has failed to achieve the pass mark in (a) module(s) studied at UEA, and his/her home institution requires pass marks in all modules undertaken, the Board shall offer the opportunity of reassessment to the student.

As the School of Health Sciences (Nursing and Midwifery degree courses) has frequent meetings of Boards of Examiners, where marks may be confirmed in accordance with Instruction 5, the School shall be exempt from holding student progress meetings in terms of checking students' academic progress.

9 MODULE ASSESSMENT

9.1 Subject to any alternative provisions in the Instructions to Examiners (Appendix B), each module shall be assessed by one of the following methods:

- (a) wholly by coursework (CW modules);
- (b) wholly by examination (EX modules);
- (c) as a project (PR modules);
- (d) wholly by assessment of practice (AP modules);
- (e) by a combination of two or more of the following: course work, examination, project, assessment of practice (WW for modules which include an examination; CP for modules which include a

project and coursework; CA for modules which include coursework and assessment of practice).

- 9.2 For CP, CA and WW modules at Honours level, the proportion of marks derived from the coursework component shall not be greater than 50.00% with the exception of modules offered by the School of Health Sciences (Nursing and Midwifery degree courses).
- 9.3 The pass mark of modules shall be 40.00% unless otherwise stated.
- 9.4 Individual modules/components of modules may be assessed on a Pass or Fail basis only with the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of the School concerned.
- 9.5 Modules in the MB BS course shall be assessed on a Fail/Pass or Fail/Pass/Distinction basis in accordance with the instructions in Appendix B.
- 9.6 Each module shall be assessed in accordance with the following timetable:
- (a) CW, PR, CP, CA and AP modules: by the end of the semester in which they are studied;
 - (b) EX modules: shall be examined at the end of the Spring Semester;
 - (c) WW modules: the examined element of all WW modules shall be examined at the end of the Spring Semester, the non-examined element by the end of the semester in which the module is studied;
 - (d) modules for the MB BS course: assessment may take place at such other additional times as shall be approved by the Learning and Teaching Committee of the Senate;
 - (e) modules offered by the School of Health Sciences (Nursing and Midwifery degree courses): assessment may take place at such times as shall be approved by the Learning and Teaching Committee of the Senate.
- 9.7 In circumstances where a student has been permitted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) to take a delayed assessment of an examination or course test, the assessment shall be carried out at the earliest appropriate opportunity. This shall normally be the next scheduled sitting of the examination(s) in that module.
- 9.8 There shall be a Module Assessment Board(s) at which the Board of Examiners shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5. For courses offered by the Faculty of Medicine and Health Sciences, the Board may also confirm the marks in components of modules for which it is responsible;
- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, in accordance with Instruction 5.

Prior to confirmation by the Module Assessment Board, all marks shall be regarded as provisional and may be subject to amendment by the Board of Examiners. Where a module is taken over two semesters, the performance of students shall normally be reviewed at the end of the first semester (at the Student Progress Meeting as set out in Regulation 8) and marks confirmed by the Module Assessment Board at the end of the second semester.

10 EXTENUATING CIRCUMSTANCES

- 10.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:

<http://www.uea.ac.uk/learningandteaching/documents/assessment>.

- 10.2 The Board of Examiners shall formally approve the compensation/remedy/adjustment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.
- 10.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

11 DELAYED ASSESSMENT

- 11.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the University's Extenuating Circumstances Regulation:

<http://www.uea.ac.uk/learningandteaching/documents/assessment>.

- 11.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

12 STAGE ASSESSMENT

12.1 When students have attempted the assessment for modules with a credit total that equates to a Stage as defined in Regulation 2 above and in the Programme Specification, the Stage Assessment Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall review the module marks and overall performance to date in accordance with Instruction 6. For:

- (a) full-time students this will normally fall at the end of the academic year;
- (b) part-time students this will occur when they have attempted sufficient modules with a credit total that equates to a Stage;
- (c) the School of Health Sciences (Nursing and Midwifery degree courses), its Stage Assessment Boards (or sub-groups thereof) may also review marks of modules/components of modules and refer students to reassessment in accordance with Instruction 6.6 after Module Assessment Boards held at other additional times during the year.

12.2 The Stage Assessment Board shall:

- (a) receive and consider the confirmed marks awarded by Module Assessment Boards, for students (other than finalists in the School of Health Sciences (Nursing and Midwifery degree courses)*) registered in its School, and confirm whether students should be referred to reassessment or progress to the next Stage as appropriate;
- (b) receive from the Extenuating Circumstances Panel its recommendations regarding extenuating circumstances

*The Stage Assessment Board in the School of Health Sciences (Nursing and Midwifery degree courses) shall consider the confirmed marks for its finalists and consider whether students should proceed to Final Assessment Board or be referred to reassessment.

12.3 The Board of Examiners shall, in accordance with Instruction 6, confirm that a student has satisfactorily completed the Stage where the student has achieved the following:

- (a) for all courses except those offered by the Faculty of Medicine and Health Sciences, level 0 studies as part of a Foundation Year programme and the Study Abroad/Year in Industry Assessment:
 - (i) an overall aggregate for the whole of the Stage of at least the pass mark (40.00%) **and**;

- (ii) at least the pass mark (40.00%) in at least 80 credits for Honours Degree students or in at least 60 credits for Ordinary Degree students **and**;
 - (iii) at least the pass mark (40.00%) in all modules designated “core” for the course.
- (b) for MB BS students, a Pass or Distinction in all modules undertaken in the Stage in question;
 - (c) for courses offered by the School of Health Sciences (Nursing, Midwifery, Occupational Therapy, Physiotherapy and Speech and Language Therapy degree courses), a mark of 40.00% or Pass in all modules undertaken in the Stage in question;
 - (d) for the Study Abroad/Year in Industry Assessment, the criteria set out by the Faculty/School (Appendix B of the Instructions to Examiners) or a pass where the Study Abroad/Year in Industry is assessed on a Pass/Fail basis.

In respect of Visiting/Exchange students, the Board of Examiners does not consider whether they progress (as this is regulated by the students’ home institutions). However, the Board of Examiners shall review the marks achieved by Visiting/Exchange students and confirm whether they have achieved the same standards of satisfactory completion in accordance with 10.3(a) above and report this to the home institution. In the event that the Visiting/Exchange student has not achieved the pass mark in (a) module(s) undertaken at the University and the home institution requires the pass mark to be achieved in all modules, the Board of Examiners shall offer the opportunity of reassessment to the student in all failed modules.

- 12.4 In the event that a student has not completed the Stage satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 6.6(b)) offer the option of reassessment in all failed modules. In such circumstances, the student may:
- (a) either undertake reassessment;
 - (b) or withdraw from the course and receive an award where appropriate (in accordance with Instructions 6.10 and 6.11).

13 REASSESSMENT

- 13.1 Each module shall be reassessed by a method that is compatible with the overall learning outcomes of the module.

Where passing a module depends on passing specific elements within that module, reassessment shall include all such failed elements.

Where students are registered on courses that lead to professional registration (in the Schools of Healthcare Sciences; Social Work and the Norwich Medical School), reassessment may be offered in any component

of a module where the mark in that element is below the pass mark acceptable to the professional/statutory/regulatory body, in accordance with Instruction 6.7 and the requirements from the relevant professional/statutory/regulatory body.

For CA modules, the method of reassessment will depend on the element failed by the student.

13.2 A student may be reassessed in a module or an element within a module on one occasion only.

13.3 Reassessment for each module shall be completed:

- (a) either by the end of the ensuing Summer Vacation in accordance with a timetable specified by the University;
- (b) or in respect of AP and CA modules, by timescales prescribed by the Board of Examiners;
- (c) or, in respect of modules offered by the School of Health Sciences (Nursing and Midwifery degree courses), by timescales published by the School;
- (d) or, where a student has been granted a delayed assessment in an examination, at the next scheduled sitting of examinations in that module in accordance with Regulation 9.6.

13.4 **Module Reassessment**

In respect of reassessed students, there shall be a Module Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5;
- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, as set out in Instruction 5.

13.5 **Stage Reassessment**

There shall be a Stage Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall consider the confirmed marks achieved at reassessment and:

- (a) consider whether students (except finalists in the School of Health Sciences (Nursing and Midwifery degree courses)/MB BS Stage 4 students**) should progress to the next Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 10.3 and Instruction 6) or alternatively, take one of the courses of action set out in Instruction 8.4;

- (b) receive any recommendations made by the Extenuating Circumstances Panel in respect of students in this Stage of their study;
- (c) perform all the duties of a Stage Assessment Board in respect of students who have undertaken a delayed assessment.

****The Stage Reassessment Board in the School of Health Sciences (Nursing and Midwifery degree courses) shall also consider the confirmed reassessment marks achieved by its finalists and consider whether they should proceed to Final Assessment Board or be required to withdraw from the course. Alternatively, it may take one of the courses of action set out in Instruction 9.8. The Stage Reassessment Board in the Norwich School of Medicine shall also act as the Stage Assessment Board in the consideration of MB BS students' progression to Stage 5 in view of the timing of the Elective module.**

14 FINAL ASSESSMENT

There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all students after their final Stage of study. The Final Assessment shall be carried out by the appropriate Board of Examiners with the external examiner(s) in attendance and in accordance with the Instructions to Examiners. The examiners shall receive the results of all Assessments and Reassessments of modules which count towards the award and shall:

- (a) with the exception of courses offered by the School of Health Sciences (Nursing and Midwifery degree courses), perform the duties of a Stage Assessment Board for final Stage students in accordance with Instruction 6 including the referral of students to Reassessment where appropriate;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) recommend to Senate the conferment of awards to all students who have met the requirements of their course as specified in the Programme Specification and the standards laid out in the Instructions to Examiners;
- (d) in respect of Honours Degree students who have met the requirements of their course as well as any other requirements specified in the programme specification, rank such students in three classes, the second class being in two divisions, in accordance with the Instruction 9;
- (e) in respect of MB BS students who have satisfied the examiners in all Stages of their course as well as any other requirements stipulated by the Norwich Medical School, recommend that such students have passed or passed with Distinction or Merit, in accordance with Appendix B in the Instructions to Examiners;

- (f) in respect of students registered at the School of Health Sciences (Nursing and Midwifery degree courses) who have satisfied the examiners in all Stages of their course as well as any other requirements stipulated by the School of Health Sciences (Nursing and Midwifery degree courses), recommend that such students have passed or, in respect of those who have completed Honours Degrees, be ranked as set out in Regulation 12(d) above.

15 FINAL REASSESSMENT

There shall be a Final Reassessment Board (except for the School of Health Sciences (Nursing and Midwifery degree courses)) at which the appropriate Board of Examiners shall review the marks achieved at reassessment and:

- (a) determine whether the Final Stage students have satisfactorily completed the last Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 10.3 and Instruction 6) and accordingly, perform all the duties of a Final Assessment Board in respect of Final Stage students, in accordance with Instruction 9;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) perform all the duties of a Stage Assessment Board in respect of Final Stage students who have undertaken a delayed assessment;
- (d) where applicable, recommend the award of Diploma of Higher Education in accordance with Instruction 6.11.

16 DISCLOSURE OF RESULTS

- 16.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see regulation 16.4 below);
- 16.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with the Instructions to Examiners, and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;
- 16.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 16.4 As part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussion of the

Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.

Archived Document

Regulations for Graduate Diplomas

These regulations govern the following programmes of study and alterations may be made without notice:

School of Biological Sciences

Graduate Diploma in Ecology
Graduate Diploma in Conservation and Project Administration

School of Chemistry

Graduate Diploma in Chemical Sciences

School of Computing Sciences

Graduate Diploma in Computing Science

School of Economics

Graduate Diploma in Economics

School of Environmental Sciences

Graduate Diploma in Environmental Sciences

School of History

Graduate Diploma in History

School of Mathematics

Graduate Diploma in Mathematics

School of Art, Media and American Studies

Graduate Diploma in World Art Studies

All references to Instruction in these Regulations shall refer to the *Graduate Diploma: Instructions to Examiners*.

1 The Graduate Diploma consists mainly of Honours-level modules as defined by the relevant programme specification and course profile in the relevant School of Study and, in respect of Graduate Diplomas incorporating English Language study, it will include modules offered by INTO University of East Anglia.

2 A candidate for a Graduate Diploma must:

- (1) be a graduate of this University or another approved University or possess some other qualification approved by this University;
- (2) submit evidence of adequate training and ability to undertake

- the programme of study. In some disciplines, this may include fluency in written and spoken English;
- (3) be approved by the Board of the relevant School of Study as a candidate for the diploma;
 - (4) meet any other admissions criteria that may be prescribed and published by the relevant School of Study with regard to the academic year of entry;
 - (5) study in accordance with these Regulations.

3 The programme of study shall begin at the start of the Autumn Semester and shall be of two semesters' full-time, or be no more than four semesters part-time.

4 A candidate may be required to attend and satisfactorily complete an introductory course prior to the commencement of the Graduate Diploma, as prescribed by the relevant School of Study.

5 Each candidate shall follow a programme of study approved by the School Director of Learning, Teaching and Quality of the relevant School which shall normally be course modules equivalent to 120 credits from lists to be published each year by the relevant School of Study together with any practical/fieldwork as prescribed by the relevant School. The required modules and numbers of modules at particular levels shall be specified in the relevant programme specification.

6 The Graduate Diploma shall be awarded on the results of a Final Assessment which shall comprise:

- (1) a candidate's performance in any coursework module(s) during the prescribed programme of study;
- (2) the result(s) of any written examination(s);
- (3) the result(s) of a dissertation/research project or any other substantive assignment as prescribed by the relevant School of Study.

7 The pass mark and consideration of each module shall follow the Common Course Structure Degree Regulations for Undergraduate Awards.

8 The examiners may require a candidate to take an oral examination.

9 If a candidate who has completed the programme of study for the Graduate Diploma has been prevented from taking prescribed examination(s) or some part thereof and has presented sufficient evidence of ill health or other urgent and reasonable cause, the examiners shall arrange for the candidate to sit the examination on a different date and for this to count as a first sit. The further examination may be written or oral or both, as prescribed by the relevant School.

10 If a candidate who has completed the programme of study for the Graduate Diploma has been prevented from submitting the

dissertation/research project within the prescribed time, and has presented sufficient evidence of ill health or other urgent and reasonable cause, the examiners shall arrange a new date for the submission of the dissertation/research project.

Final Assessment

- 11 (1) If the candidate's performance in the Final Assessment has reached the standard required for the Graduate Diploma in all aspects, the Board of Examiners shall recommend that the candidate be awarded the Graduate Diploma.
- (2) If the candidate has completed all the required elements in the Final Assessment, but has failed to reach the standard required for the Graduate Diploma in any component/element/module of the Final Assessment, the Board of Examiners shall refer the candidate to reassessment at a time and in such part(s) of the Final Assessment as the examiners shall prescribe. A candidate shall not be allowed to submit for reassessment on more than one occasion.

12 The Board of Examiners shall consider candidates who have undertaken reassessment in one of the following ways:

- (1) if the candidate's performance in the Reassessment has reached the standard required for the Graduate Diploma in all aspects, the Board of Examiners shall recommend that the candidate be awarded the Graduate Diploma;
- (2) if the candidate's performance in the Reassessment has not reached the standard required for the Graduate Diploma, it shall recommend that the Graduate Diploma be not awarded.

13 A list of all the candidates who have satisfied the examiners in accordance with Regulations 11(1) and 12(1) shall be published by the Registrar and Secretary (or nominee) by reference to the registration number of each candidate. The list of the candidates shall be arranged in numerical order.

Part-time candidates: Graduate Diploma in World Art Studies (School of Art History and World Art Studies)

14 Candidates for these Graduate Diplomas who reside in East Anglia and who are unable to proceed as full-time candidates may be permitted to proceed by part-time study in accordance with Regulations 1 to 13 above, subject to the following modifications:

- (1) the period of study shall be four semesters;
- (2) the supervision of the candidate shall be personal and not by correspondence only. The candidate shall undertake such work in the University as is required by the supervisor(s) and by the Board of the School of World Art Studies and Museology.

Regulations for the Graduate Diploma in Legal Studies

- 1 The Graduate Diploma in Legal Studies is based on modules offered for first degree courses in the School of Law. The award of the Graduate Diploma carries with it recognition by the Solicitors Regulation Authority and the Bar Standards Board. These Regulations should be read in conjunction with the appropriate Instructions to Examiners. All references to Instructions in these Regulations shall refer to the Instructions to Examiners: Graduate Diploma in Legal Studies.
- 2 A candidate for the Graduate Diploma in Legal Studies must:
 - (1) Study in accordance with these Regulations and Instructions to Examiners.
 - (2) Attend and satisfactorily complete an introductory course relating to the English legal system, legal method and legal research.
 - (3) If undertaking the academic stage for the purpose of qualification as a solicitor, candidates must demonstrate one of the following and be approved by the Board of the School of Law as a candidate for the Graduate Diploma in Legal Studies:
 - (i) They hold a non-QLD law degree from a UK university/a university in the Republic of Ireland.
 - (ii) They hold a degree in a subject other than law from a UK university/a university in the Republic of Ireland.
 - (iii) They are overseas graduates who have studied any subject for a minimum of three years full time.
 - (iv) They hold other academic or vocational qualifications that the SRA considers equivalent to a degree (assessed learning and supervised work-based learning 'equivalent means' detailed in the SRA/BSB Academic Stage Handbook).
 - (4) If undertaking the academic stage for the purpose of qualification as a barrister, demonstrate one of the following and be approved by the Board of the School of Law as a candidate for the Graduate Diploma in Legal Studies:
 - (i) They hold a UK/Republic of Ireland degree, awarded at or above the minimum standard (II(2))

- (ii) They have been granted a Certificate of Academic Standing by the BSB on the basis of an overseas degree or a non-standard UK/Republic of Ireland degree.
 - (iii) They have been approved by the BSB's Qualifications Committee as suitable for admission as a mature student.
- 3 The programme of study shall begin in September and shall be of no less than 36 weeks' duration.
- 4 Each candidate shall be required to complete:
 - (i) taught modules specified by the School of Law and
 - (ii) a research project in the School of Law of between 4,000 and 5,000 words including footnotes (please see UEA word limit policy), on a topic approved by the Module Organiser, to be submitted by a date prescribed by the Module Organiser.
- 5 The total credit value of the taught modules plus the research project shall be 160 credits at Level 2.
- 6 For each candidate the Board of the School shall appoint a supervisor or joint supervisors for the research project, at least one of whom shall be a member of the academic staff of the School.
- 7 Each candidate shall be examined by two or more examiners, of whom at least one shall be an external examiner.
- 8 At the Final Assessment the Board of Examiners shall consider the following:
 - (i) marks awarded for the seven taught modules;
 - (ii) marks awarded for the research project.
- 9 If a candidate has been prevented from completing any coursework assessments and/or from taking the prescribed examination or some part thereof and has presented sufficient evidence of ill health or other urgent and reasonable cause, the examiners shall arrange for the candidate to complete/undertake a new coursework assessment(s) (where the candidate has not completed the coursework assessment) or take an examination at a different date (where the candidate has missed the examination) and for this to count as a first attempt.
- 10 At the Final Assessment the Board of Examiners shall proceed as follows:
 - (i) if a candidate has passed all components of modules in the Final Assessment, it shall recommend the award of the Graduate Diploma;
 - (ii) if the candidate has failed one component of a module in the

Final Assessment with a mark of not less than 35%, and has demonstrated sufficient academic achievement in all remaining components of modules as described in Instruction to Examiners 3.8, the Board shall consider whether or not to refer the candidate to reassessment in the failed component of a module in accordance with Instruction to Examiners 3.7;

- (iii) if the candidate has failed one component of a module in the Final Assessment with a mark of not less than 35%, but has not demonstrated sufficient academic achievement in all remaining components of modules as described in Instruction to Examiners 3.8, the Board shall refer the candidate to reassessment in the failed component of a module in accordance with Instruction to Examiners 3.7;
- (iv) where a candidate has failed any component(s) of module(s) with a mark of less than 35%, it shall refer the candidate to reassessment in that (those) component(s);
- (v) where the candidate is reassessed in the research project, a new topic or the same topic may be chosen and the Examiners shall determine the resubmission deadline which shall normally be not more than three months after the initial meeting of the Board of Examiners.

11 At Reassessment the Board of Examiners shall proceed as follows:

- (i) if a candidate has passed all components of modules in the Final Assessment, the Board shall recommend the award of the Graduate Diploma;
- (ii) if at the first referral to reassessment a candidate has failed one component of a module in the Final Assessment with a mark of not less than 35%, and has demonstrated, in the Board's view, sufficient academic achievement in all remaining components of modules, the Board shall consider whether or not to refer the candidate to a second reassessment in the failed component of a module in accordance with the Instructions to Examiners 4.3;
- (iii) if at the first referral to reassessment a candidate has failed one component of a module in the Final Assessment with a mark of not less than 35%, but has not demonstrated, in the Board's view, sufficient academic achievement in all remaining components of modules, the Board shall refer the candidate to reassessment in the failed component of a module in accordance with Instruction to Examiners 4.2(ii);
- (iv) where a candidate has failed any component(s) of module(s) with a mark of less than 35%, it shall refer the candidate to reassessment in that (those) component(s);
- (v) if at their second referral to reassessment a candidate has failed any component(s) of module(s), the Board shall not award the

Graduate Diploma and shall not refer the candidate to further reassessment.

- (vi) no candidate shall be reassessed on more than two separate occasions
-
- 12 Candidates who have satisfied the Examiners in accordance with Regulations 10 (i) above shall be ranked with Distinction, Commendation or Pass. A list of all the candidates who have satisfied the Examiners shall be published by the Registrar and Secretary by reference to the registration number of each candidate within each class or division. Within each division the list of the candidates shall be arranged in numerical order.
 - 13 An Aegrotat Award is not permitted as this is not an award recognised by the Solicitors Regulation Authority and the Bar Standards Board.

**Regulations for the Degrees of
Master of Chemistry, Master of Computing Science,
Master of Mathematics, Master of Natural Sciences,
Master of Pharmacy and Master of Sciences
(MChem, MComp, MMath, MNatSci, MPharm, MSci)**

THESE REGULATIONS ONLY APPLY TO STUDENTS WHO HAVE REGISTERED IN THE ACADEMIC YEAR 2012/13 AND ARE CONTINUING ON THEIR INTEGRATED MASTERS COURSES IN THE ACADEMIC YEAR 2014/15.

STUDENTS REGISTERING IN YEAR 0 OR YEAR 1 OF AN INTEGRATED MASTERS DEGREE IN THE ACADEMIC YEARS 2013/14 AND 2014/15 WILL BE TREATED UNDER THE 'REGULATIONS FOR BACHELORS AND INTEGRATED MASTERS AWARDS 2014'

[https://intranet.uea.ac.uk/calendar/section3/regs\(awards\)/Regulations+for+2014+Bachelors+and+Integrated+Masters+Awards+2014](https://intranet.uea.ac.uk/calendar/section3/regs(awards)/Regulations+for+2014+Bachelors+and+Integrated+Masters+Awards+2014)

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the award of degrees of Master of Chemistry (MChem), Master of Computing Science (MComp), Master of Mathematics (MMath), Master of Natural Sciences (MNatSci), Master of Pharmacy (MPharm) and Master of Sciences (MSci). For the purposes of these regulations, the degrees of Master of Sciences, Master of Pharmacy, Master of Natural Sciences, Master of Mathematics, Master of Computing Science and Master of Chemistry shall be referred to as Integrated Masters awards.
- 1.2 An Integrated Masters award is a four-year programme of study integrating study to Honours level with the equivalent of one academic year's study (120 credits) undertaken at Masters level. Modules at Honours level will be assessed in accordance with the principles approved within the University Common Course Structure. Modules at Masters level will be assessed in accordance with the principles approved within the University common regulatory framework for Masters level study.
- 1.3 These Regulations apply to full-time students. Where appropriate, these regulations also apply to Visiting or Exchange students at the undergraduate level.
- 1.4 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of the Senate or by named persons with delegated powers to operate on behalf of the Committee.
- 1.5 All references to Instructions in these Regulations shall refer to the *Instructions to Examiners for Integrated Masters Awards*.

2 DEFINITIONS

Within these Regulations, the following terminology shall apply:

Course	a grouping of modules leading to an award.
Programme Specification	an outline of a course which specifies its content and requirements.
Course Director	An academic member of staff in the School in which a student is registered who is responsible for managing the course.

Stage	The equivalent of one year's full time study on a course.
Module	a discrete block of study for which a student enrolls. Each module is classified by its level and its credit value.
Level	modules shall be classified at one of the following levels:

- (a) Introductory degree level, not normally counting towards the final degree classification, except for a student following a degree course in subjects which are not cognate (level 1);
- (b) Honours Degree level, counting towards the final degree classification (level 2/ 3). Level 2 modules would normally precede level 3 modules as these may form the pre-requisites or provide a broader context to the subject matter, compared to level 3 modules.
- (c) Masters Degree level, available only in the final two years of study. Achievement in a Masters level module may be counted towards the achievement of an Integrated Masters award and its final degree classification in the manner set out in the regulations. (level M).

In these Regulations, modules assessed at levels 1-3 shall be referred to collectively as **undergraduate modules**.

Credit	an indicator of the volume of study associated with a module .
Core Module	a module designated as one that forms an essential component of the degree course. Students must attain the pass mark in all modules designated core for their chosen course.
Compulsory Module	a module designated as one which students must take in their chosen course.
Optional Module	a module included within a range of options from which a student must select, subject to the approval of the Board of their School of Studies.

Free Choice Module a module that may be selected by a student subject to the approval of the Board of their School of Studies.

Mark marks are expressed as a percentage except for some specified modules or components of modules, where marks may be expressed as Fail/Pass.

Delayed Assessment/ Reassessment A delayed assessment or reassessment opportunity, normally in an assessment event (examination, course test, presentation, Objective Course Specific Examination (OSCE), Objective Structured Pharmacy Examination (OSPE)), granted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) where a student has presented evidence that factors outside the student's control affected the student's attendance or performance at an assessment event.

3 GENERAL PRE-CONDITIONS TO THE AWARD OF A DEGREE

In order to qualify for the award of an Integrated Masters degree of the University a student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the degree course.
- (b) satisfactorily complete a programme of study in accordance with these Regulations and any specific criteria set out in the relevant programme specification.

4 COURSE REQUIREMENTS

4.1 The University shall:

- (a) publish the Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and progression;
- (b) publish Course Profiles specifying the modules to be taken, and electives available, for each course;
- (c) publish Module Outlines specifying the content and assessment for each module;

4.2 Courses may consist entirely of compulsory modules or may be a mix of compulsory and option modules chosen from a list of defined modules. Each module will normally be worth at least 20 credits.

4.3 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the University's policy:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/apl_apel-policy](http://www.uea.ac.uk/calendar/section3/regs(gen)/apl_apel-policy)

- 4.4 An Integrated Masters degree course shall consist of:
- (a) 480 credits as specified in the relevant Programme Specification, divided into four Stages of 120 credits;
 - (b) 360 credits of undergraduate modules, 240 credits of which must be taken in Stages 1 and 2, with the remaining 120 taken either in Stage 3 alone, or divided across Stages 3 and 4;
 - (c) 120 credits of Masters level modules, which may be taken across Stages 3 and 4 or in Stage 4 alone;
 - (d) no more than 40 credits of Free Choice modules (level 0 modules are not allowed to be chosen as Free Choice modules) within Stage 2 and/or 3, where permitted in the relevant programme specification.

5 DURATION OF COURSE

- 5.1 Students must enrol for and complete the course within four years in accordance with the Programme Specification published by the University.
- 5.2 On the recommendation of the Head of a student's School of Studies, the Learning and Teaching Committee of the Senate may vary or amend the requirements of these Regulations in respect of a particular student. This variation may include the extension, by intercalation or repetition, of a student's period of study for a degree to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.
- 5.3 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

6 MODULE ENROLMENT

- 6.1 Students are required to enrol formally for and complete module according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the Learning and Teaching Service.
- 6.2 Visiting and Exchange students will normally take 120 credits in each academic year of study.
- 6.3 No student shall register for more than the credit requirement of their year of study, as specified in the Programme Specification.
- 6.4 No student shall register for modules that have clashing teaching events.
- 6.5 Course Profiles and the availability of modules are subject to change.

- 6.6 A student seeking a late module enrolment, or a change to enrolment, after week 2 of the semester in which it is taught must obtain the approval of the Learning and Teaching Committee of Senate, on the recommendation of the Head of their School and may be subject to a late fee.
- 6.7 Within the modules taken in Stages 2 and 3, students shall not take modules totalling more than 120 credits which are wholly assessed by coursework as defined by the Learning and Teaching Committee of Senate. There are no limits on the volume of Masters level modules which are wholly assessed by coursework. Programme specifications for some courses may further restrict the selection of modules wholly assessed by coursework.
- 6.8 On the recommendation of the appropriate Course Director, the Head of a student's School of Studies may vary a student's course by permitting that student to take modules which are not included in the specified range of modules. This variation will total no more than 40 credits out of the total number of credits required for the degree. Such variation shall not apply to core or compulsory modules nor to the substitution of a Masters level module or an Honours level module by a module of a lower level, either of which, would require a concession from the Learning and Teaching Committee of Senate.
- 6.9 A student may be suspended from a module including a practice placement or from the practice placement element of a module, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is prima facie evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

7 STUDY ABROAD AND IN INDUSTRY

- 7.1 As a requirement of the degree, a student may spend up to two consecutive semesters at an approved institution in another country or within an industrial setting in the UK provided that no such semester forms part of the student's final Stage of study. The marks obtained from the period of study abroad or in industry may count towards degree classification, in accordance with the requirements specified in the Programme Specification.
- 7.2 The School may stipulate additional criteria to govern progression to a period of study abroad or period of industrial placement and shall publish any such criteria in advance with the Programme Specification of the course.

7.3 The Head of School may require a student to transfer from a degree course which includes a required period of study abroad or an industrial placement to a course of otherwise similar content spent wholly in the UK or for which an industrial placement is not required under the following circumstances:

(a) if the student has failed to meet the criteria stipulated by the School as noted in regulation 7.2;

or

(b) on the recommendation of a Board of Examiners following a required period of study abroad or placement in industry.

7.4 Where a student has registered on a degree course that does not include a required period of study abroad, but his/her School of Studies offers module(s) under an approved ERASMUS scheme, the student may seek approval from the Head of the School to spend up to two consecutive semesters abroad. This period abroad:

(a) must constitute a designated ERASMUS exchange administered by the University;

(b) shall not form part of the student's final Stage of study;

(c) must include the study of appropriate modules that will fulfil the normal course requirements;

(d) shall count in all respects towards student's degree in accordance with the description in the relevant programme specification.

8 STUDENT PROGRESS MEETING

There shall be a Student Progress Meeting after each Autumn Semester spent at UEA. The appropriate Board of Examiners or sub-group of Examiners shall review each student's academic progress to date, in accordance with Instruction 4, and:

(a) refer students whose performance is unsatisfactory to the Head of their School for appropriate academic guidance and advice;

(b) confirm the marks for any Autumn Semester Visiting or Exchange students. Under these circumstances, the marks thus confirmed cannot be adjusted subsequently by the Module Assessment Board in accordance with Instruction 5.2. Where the Visiting or Exchange student has failed to achieve the pass mark in (a) module(s) studied at UEA, and his/her home institution requires pass marks in all modules undertaken, the Board shall offer the opportunity of reassessment to the student.

9 MODULE ASSESSMENT

9.1 Each module shall be assessed by one of the following methods:

(a) wholly by coursework (CW modules);

- (b) wholly by examination (EX modules);
 - (c) as a project (PR modules);
 - (d) wholly by assessment of practice (AP modules);
 - (e) by a combination of two or more of the following: course work, examination, project, assessment of practice (WW for modules which include an examination; CP for modules which include a project and coursework; CA for modules which include coursework and assessment of practice.)
- 9.2 For CP, CA and WW modules at Honours level, the proportion of marks derived from the coursework component shall not be greater than 50%.
- 9.3 The pass mark for undergraduate modules shall be 40.00% unless otherwise stated.
- 9.4 The pass mark for Masters level modules shall be 50.00% unless otherwise stated.
- 9.5 In some modules, candidates may additionally be required:
- (a) to achieve a mark at a minimum specified level in one or more elements within the module in order to obtain a pass in the module as a whole (with the prior approval of the Learning and Teaching Committee of Senate);
 - (b) to attend a minimum specified number of sessions.
- Any such requirements for each module will be set out in the relevant course or module handbook.
- 9.6 Individual modules or components of modules may be assessed on a Pass or Fail basis with the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of the School concerned.
- 9.7 Each module shall be assessed in accordance with the following timetable:
- (a) CW, CP, PR, CA and AP modules: by the end of the semester in which they are studied;
 - (b) EX modules: shall be examined at the end of the Spring Semester;
 - (c) WW modules: the examined element of all WW modules shall be examined at the end of the Spring Semester; the non-examined element by the end of the semester in which the module is studied.
- 9.8 In circumstances where a student has been permitted by the Board of Examiners on the recommendation of the Extenuating Circumstances

Panel (ECP) to take a delayed assessment of an examination or course test, the assessment shall be carried out at the earliest appropriate opportunity. This shall normally be the next scheduled sitting of the examination(s) or course test(s) in that module.

9.9 There shall be a Module Assessment Board at which the Board of Examiners shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5;
- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, in accordance with Instruction 5.

Prior to confirmation by the Module Assessment Board, all marks shall be regarded as provisional and may be subject to amendment by the Board of Examiners. Where a module is taken over two semesters, the performance of students shall normally be reviewed at the end of the first semester (at the Student Progress Meeting as set out in Regulation 8) and marks confirmed by the Module Assessment Board at the end of the second semester.

10 EXTENUATING CIRCUMSTANCES

10.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:

<http://www.uea.ac.uk/learningandteaching/documents/assessment>.

10.2 The Board of Examiners shall formally approve the compensation/remedy/adjustment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

10.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

11 DELAYED ASSESSMENT

11.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the University's Extenuating Circumstances Regulation:

<http://www.uea.ac.uk/learningandteaching/documents/assessment>.

- 11.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

12 STAGE ASSESSMENT

- 12.1 When students have attempted the assessment for modules with a credit total that equates to a Stage as defined in Regulation 2 above and in the Programme Specification, the Stage Assessment Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall review the module marks and overall performance to date in accordance with Instruction 6. This will normally fall at the end of the academic year.

- 12.2 The Stage Assessment Board shall consider:

- (a) receive and consider the confirmed marks awarded by Module Assessment Boards for students registered in its School, and confirm whether students should be referred to reassessment or progress to the next Stage or Final Assessment as appropriate;
- (b) receive from the Extenuating Circumstances Panel its recommendations regarding extenuating circumstances;

- 12.3 The Board of Examiners shall, in accordance with Instruction 6, confirm that a student has satisfactorily completed the Stage where the student has achieved the following results at the appropriate Stage of their registered course:

- (a) For **Stages One, Two and Three** of the Master of Pharmacy
 - (i) an overall aggregate for the whole of the Stage of at least 40.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass in all modules designated core for the course.
- (b) For **Stages One, Two and Three** of the Master of Computing Sciences, Master of Mathematics, Master of Natural Sciences and the Master of Sciences in the School of Environmental Sciences
 - (i) an overall aggregate for the whole of the Stage of at least 60.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (c) For **Stages One and Two** of the Master of Sciences in the School of Biological Sciences
 - (i) an overall aggregate for the whole of the Stage of at least 60.00%; **and**

- (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (d) For **Stages One and Two** of the Master of Chemistry (except for courses with a required period of study abroad or year long industrial placement)
- (i) an overall aggregate for the whole of the Stage of at least 50.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (e) For **Stages One and Two** of the Master of Chemistry with a required period of study abroad or year-long industrial placement
- (i) an overall aggregate for the whole of the Stage of at least 55.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (f) For **Stage Three** of the Master of Sciences in the School of Biological Sciences and the Master of Chemistry
- (i) an overall aggregate for the whole of the Stage of at least 50.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (g) for the **Year Abroad** or **Year in Industry** Assessment, the criteria set out above, or a pass where the year is assessed on a pass / fail basis.
- (h) for all courses at the final Stage (**Stage Four**):
- (i) an overall aggregate of at least 50.00% in Masters level modules undertaken;
 - (ii) at least the pass mark in all modules designated core for the course;
 - (iii) at least the pass mark in any undergraduate module attempted at the final Stage;
 - (iv) at least the pass mark in at least 80 credits of Masters level modules (which may be attempted across Stage Three and final Stage combined);

- (v) a module mark of at least 45.00% in a further 40 credits at Masters level (which may be attempted across Stage 3 and Final Stage combined).

In considering students under this Instruction, the Board of Examiners may exercise a limited amount of discretion to permit progression where the student's failure to complete a Stage satisfactorily is within bounds stipulated by the Instruction 6.3.3(a).

Visiting/Exchange students

The Board of Examiners does not consider whether students may progress (as this is regulated by the students' home institutions), but shall review the marks achieved by Visiting / Exchange students and confirm whether they have achieved the same standard of satisfactory completion in accordance with 10.3 above and report this to the students' home institutions.

In the event that a Visiting/Exchange student has not achieved the pass mark in (a) module(s) for which they have enrolled and the home institution requires the pass mark to be achieved in all modules, the Board of Examiners shall offer the opportunity of reassessment in all failed modules.

- 12.4 In the event that a student has not completed a Stage satisfactorily, the Board of Examiners shall recommend a transfer to an Honours degree course or Ordinary degree course for which the requirements have been met or shall offer the option of reassessment in any failed modules. The Board of Examiners may not offer the option of reassessment where a student has passed a module, but has not met the higher progression threshold for an Integrated Masters programme. Where the option of reassessment is offered, the student may:
- (a) either undertake reassessment; or
 - (b) request a transfer to an Honours degree course or Ordinary degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director; or
 - (c) withdraw from the course and receive an award where appropriate (in accordance with Regulation 14).

13 REASSESSMENT

- 13.1 Each module shall be reassessed by a method published by the School and which is compatible with the overall learning outcomes of the module.

Where passing a module depends on passing specific elements within that module, reassessment shall include all such failed elements.

- 13.2 A student may be reassessed in a module or an element within a module on one occasion only.

- 13.3 Reassessment for each module shall normally be completed:

- (a) either by the end of the ensuing Summer Vacation in accordance with a timetable specified by the University;
- (b) or, in respect of AP and CA modules, by timescales prescribed by the Board of Examiners;
- (c) or, where a student has been granted a delayed assessment in an examination or course test at the next scheduled sitting of the examination(s) or course test(s) in that module in accordance with Regulation 9.8.

13.4 Module Reassessment

In respect of reassessed students, there shall be a Module Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5;
- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, as set out in Instruction 5.

13.5 Stage Reassessment

There shall be a Stage Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall consider the confirmed marks achieved at reassessment and:

- (a) consider whether students should progress to the next Stage or Final Assessment (with reference to the academic requirements for completing the Stage, as set out in Regulation 12.3 and Instruction 6) or alternatively, take one of the courses of action set out in Instruction 8.4;
- (b) receive any recommendations made by the Extenuating Circumstances Panel in respect of students in this Stage of their study;
- (c) perform all the duties of a Stage Assessment Board in respect of students who have undertaken a delayed assessment.

14 FINAL ASSESSMENT

There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all students after their final Stage of study. The Final Assessment shall be carried out by the appropriate Board of Examiners with the external examiner(s) in attendance and in accordance with the Instructions to Examiners. The examiners shall receive the results of all Assessments and Reassessments of modules which count towards the degree and shall:

- (a) perform the duties of a Stage Assessment Board for Final Stage

students in accordance with Regulation 12 and Instruction 9.2, including the referral of students to reassessment where appropriate;

- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) recommend to Senate the conferment of awards to all students who have met the requirements of their course as specified in the Programme Specification and the standards laid out in the Instructions to Examiners;
- (d) in respect of students who have met the requirements of their course as well as any other requirements specified in the programme specification, rank such students in three classes, the second class being in two divisions, in accordance with Instruction 9.

15 FINAL REASSESSMENT

15.1 There shall be a Final Reassessment Board at which the appropriate Board of Examiners shall review the marks achieved at reassessment and:

- (a) determine whether the Final Stage students have satisfactorily completed the last Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 12 and Instruction 9.2) and accordingly, perform all the duties of a Final Assessment Board in respect of Final Stage students, in accordance with Instruction 10;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) perform all the duties of a Stage Assessment Board in respect of Final Stage students who have undertaken a delayed assessment;
- (d) where applicable, consider the eligibility of the student for another award under Regulation 14.

16 CONSIDERATION FOR OTHER AWARDS

16.1 Where a student withdraws, or is withdrawn, from any Stage of an Integrated Masters award, or is not recommended for an Integrated Masters award following Final Assessment or Reassessment, the Board of Examiners shall consider the student's eligibility to receive:

- (a) any Honours Bachelor's Degree or an Ordinary Degree for which they have fulfilled the requirements (including students who fulfil the requirement for an Integrated Masters award but who wish to be considered instead for an Honours Bachelor's or Ordinary Degree);
- (b) a discretionary recommendation for any Honours Bachelor's Degree or Ordinary Degree for which the student does not fulfil

the normal published requirements, but for which the Board resolves that an Integrated Masters award student should be eligible for recommendation;

- (c) either the Certificate of Higher Education or the Diploma of Higher Education as set out under Instructions 6.4 and 6.5.

- 16.2 In all circumstances, a student shall not be permitted to count any credit achieved while studying for an Integrated Masters award towards more than one qualification.

17 DISCLOSURE OF RESULTS

- 17.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see regulation 17 (4) below);
- 17.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;
- 17.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 17.4 As part of an informal or formal Academic Appeal or Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.

Common Masters Framework Regulations

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the awards of degrees of Master of Arts (MA), Master of Business Administration (MBA), Master of Clinical Education (MClinEd), Master of Laws (LLM), Master of Research (MRes), Master of Science (MSc), Master of Surgery (MS), Master in Teaching and Learning (MTL), the Postgraduate Diploma (PgDip), Postgraduate Diploma in Clinical Education (PgDipClinEd), the Postgraduate Certificate (PgCert) (including the Postgraduate Certificate in Education) and the Postgraduate Certificate in Clinical Education (PgCertClinEd).
- 1.2 These Regulations apply to full-time and part-time postgraduate students. Where appropriate these regulations also apply to Visiting and Credit-Only students at postgraduate level.
- 1.3 Once published, alterations to these Regulations may be made only with the approval of the Learning and Teaching Committee of the Senate.
- 1.4 All reference to Instructions in these Regulations shall refer to the Common Masters Framework Instructions to Examiners.

2 DEFINITIONS

Within these Regulations the following terminology shall apply:

Course	a grouping of modules leading to an award
Programme Specification	an outline of a course which specifies its content and requirements
Taught Component	the modules delivered through formal teaching and assessed by examination, coursework or project
Dissertation Component	the module(s) representing independent research or investigation and assessed by a dissertation, research project or their equivalent.
Module	a discrete block of study for which a student enrolls. Each module is classified by its level and credit value. All Masters level modules will be multiples of 10 credits.
Level	all taught and dissertation modules shall be classified at Masters level, with the exception of specified practice-based modules in the School of Nursing Sciences

Within the MSc in Physiotherapy and the MSc in Occupational Therapy placements shall be classified at one of the following levels:

(a) Introductory level (level 1)

(b) Honours degree level (levels 2 and 3)

Within the MA in Social Work, Postgraduate Certificate in Education and MA in Education with Qualified Teacher Status placements shall be classified at Honours degree level (level 3).

Credit	an indicator of the volume of study associate with a module
Core Module	a module designated as one which students must take in their chosen course. Students must attain the pass mark in all modules designated core for their chosen course.
Compulsory Module	a module designated as one which students must take in their chosen course
Optional Module	a module included within a range of options from which a student must select, subject to the approval of the Board of the School of Studies. (All modules within a course profile must be defined as core, compulsory or optional.)
Mark	marks are expressed as a percentage, except for some specified modules or components of modules, where marks may be expressed as Fail/Pass with the approval of the Learning and Teaching Committee of the Senate
Delayed Assessment/ Reassessments (DA/RDA)	A deferred assessment or reassessment opportunity normally in an assessment event (examinations, course test, presentation, Objective Course Specific Examination (OSCE), Objective Structured Pharmacy Examination (OSPE)), granted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) where a student has presented evidence that factors outside the student's own control affected the student's attendance or performance at an assessment event.

3 GENERAL PRECONDITIONS TO AN AWARD

In order to qualify for an award of the University a student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course;
- (b) satisfactorily complete a programme of study in accordance with these regulations and any specific criteria set out in the relevant programme specification.

4 COURSE REQUIREMENTS

4.1 The University shall:

- (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and completion;
- (b) publish Course Profiles specifying the modules to be taken, and electives available, for each course;
- (c) publish Module Outlines specifying the content and assessment for each module.

4.2 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the University's policy:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/apl_apel-policy](http://www.uea.ac.uk/calendar/section3/regs(gen)/apl_apel-policy)

4.3 Courses shall consist of:

- (a) 60 Masters level credits for a Postgraduate Certificate
- (b) 120 Masters level credits for a Postgraduate Diploma
- (c) 180 Masters level credits for a Masters Degree

4.4 Dissertation

A dissertation or its equivalent submitted for a Masters degree (where required within the programme of study) may not incorporate, whether in the same or different form, work which has been submitted to this or any other university for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree if any obtained should be indicated.

5 DURATION OF STUDY

5.1 Students must enrol for and complete the course in accordance with the Programme Specification published by the University, within:

- (a) one year in the case of full-time students;
- (b) up to two years full-time in the case of specified courses leading to professional registration and incorporating a substantial practice placement element;
- (c) a period of no more than five years from the date of initial registration for part-time students.

5.2 On the recommendation of the Head of a student's School of Studies, the Learning and Teaching Committee of the Senate may vary or amend the requirements of these Regulations in respect of a particular student. This variation may include the extension (for example by intercalation, repetition or, extension to the time allowed) of a student's

period of study for a degree to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.

- 5.3 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

6 MODULE ENROLMENT

- 6.1 Students are required to enrol formally for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the Learning and Teaching Service.
- 6.2 Where the course profile permits students to select modules from an options range, a student seeking a late module enrolment, or a change to enrolment, after week 2 of the semester in which it is taught must obtain the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of their School and may be subject to late fee.
- 6.3 No student may enrol on modules totalling more than 180 credits (60 credits for a Postgraduate Certificate or 120 credits for a Postgraduate Diploma, where this is the award for which the student initially registered) except via a concession from the Learning and Teaching Committee of Senate.
- 6.4 No student shall register for modules that have clashing teaching events.
- 6.5 Course Profiles and the availability of modules are subject to change.
- 6.6 Within the modules taken in a Masters Degree, Postgraduate Diploma or Postgraduate Certificate course students are not permitted to take undergraduate level modules.
- 6.7 On the recommendation of the appropriate Course Director, the Head of a student's School of Studies may vary a student's course by permitting that student to take optional modules which are not included in the specified range of modules for a Masters Degree or Postgraduate Diploma. There may be no substitution of modules for a Postgraduate Certificate.

Such variation shall not apply to core or compulsory modules nor to the substitution of a Masters level module by a module of a lower level, either of which would require a concession from the Learning and Teaching Committee of Senate.

- 6.8 Only in exceptional circumstances will a student be permitted to repeat a module (i.e. re-enrol for a module in which the student has attempted

and failed assessment and reassessment). Such permission may be granted by concession of the Learning and Teaching Committee, on the recommendation of the Board of their School of Studies.

- 6.9 Only in exceptional circumstances will a student be permitted to substitute a spring semester module for an autumn semester or year-long module after week 2 of the autumn semester. Such permission may be granted by concession of the Learning and Teaching Committee, on the recommendation of the Board of their School of Studies.

- 6.10 A student may be suspended from a module including a practice placement or from the practice placement element of a module, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is *prima facie* evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

7 **STUDY AWAY FROM THE UNIVERSITY**

A student may seek approval from the Head of School to spend not more than three months of the dissertation element of the period of study at some other approved place of study or research.

8 **STUDENT PROGRESS MEETING**

Schools may opt to hold a Student Progress Meeting after the Autumn Semester or block of teaching. The appropriate Board of Examiners or sub-group of Examiners shall review each student's academic progress to date, in accordance with Instruction 4, and refer students whose performance is unsatisfactory to the Head of their School for appropriate academic guidance and advice.

9 **PLACEMENT PROGRESS MEETING**

- 9.1 For specified courses including a placement component, there shall be a Placement Progress Meeting at which the appropriate Board of Examiners or sub-group of Examiners shall review each student's progress to date in the placement component, in accordance with Instruction 5.

- 9.2 The Placement Progress Meeting shall consider:

- (a) the provisional marks and reports for students in respect of placements, and confirm whether students should be referred to reassessment, progress to the next placement or be required to withdraw as appropriate;
- (b) receive any recommendations made by the Extenuating Circumstances Panel.

9.3 For the MSc in Physiotherapy and the MSc in Occupational Therapy

It shall be an associated condition of modules including a practical placement that, in order to successfully complete the module, students must pass:

- (a) one level 1 placement component, **and**
- (b) one level 2 placement component, **and**
- (c) two level 3 placement components (at least one of which must be at the first attempt).

9.4 In the event that a student has not completed a placement satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 5) offer the option of reassessment in the failed placement(s). In such circumstances the student may:

- (a) either undertake reassessment; or
- (b) withdraw from the course and receive an award where appropriate (in accordance with Instruction 7).

10 MODULE ASSESSMENT

10.1 Each module shall be assessed by one of the following methods:

- (a) wholly by coursework (CW modules);
- (b) wholly by examination (EX modules);
- (c) as a project (PR modules);
- (d) wholly by assessment of practice (AP modules);
- (e) as a dissertation (DS modules);
- (f) by a combination of two or more of the following: coursework, examination, project, assessment of practice, dissertation (WW for modules combining an examination and coursework; CP for modules combining a project and coursework, CA for modules which include coursework and assessment of practice. All modules containing a dissertation will be DS).

10.2 The pass mark of a numerically marked Masters level module shall be 50.00%.

The pass mark of a numerically marked Honours level module shall be 40.00%.

10.3 Individual modules or elements within modules may be assessed on a Pass or Fail basis with the prior approval of the Learning and Teaching

Committee of the Senate, on the recommendation of the Head of the School concerned.

- 10.4 With the prior approval of the Learning and Teaching Committee of Senate candidates may additionally be required to achieve a mark at a minimum specified level in all elements within a module in order to obtain a pass in the module as a whole.
- 10.5 In circumstances where a student has been permitted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) to take a delayed assessment of an examination or course test, the assessment shall be carried out at the earliest appropriate opportunity. This shall normally be the next scheduled sitting of the examination(s) in that module.
- 10.6 There shall be a Module Assessment Board at which the Board of Examiners shall confirm the marks for modules offered by its School in accordance with Instruction 6.

Prior to confirmation by the Module Assessment Board, all marks shall be regarded as provisional and may be subject to amendment by the Board of Examiners.

Where a module is taken over two semesters, the performance of students may be reviewed at the end of the first semester (at the Student Progress Meeting where applicable in accordance with Regulation 8) and marks confirmed by the Module Assessment Board at the end of the second semester.

11 INTERMEDIATE ASSESSMENT

- 11.1 The Intermediate Assessment Board of Examiners, or a sub-group of that Board, shall consider the confirmed module marks and overall performance to date of students (in accordance with Instruction 7):

- (a) when full-time students have attempted all taught modules as defined in the programme specification;
- (b) when full-time students on the Master of Business Administration have completed a specified set of modules;
- (c) when full-time students on courses that extend over more than one academic year (or its equivalent) and part-time or credit-only students have attempted all prescribed taught modules in an academic year (or its equivalent).

- 11.2 The Intermediate Assessment Board shall:

- (a) consider the confirmed marks awarded by Module Assessment Boards, for **full-time students** registered in its School and confirm whether full-time students have satisfactorily completed the taught components of the

course or should be referred to reassessment in failed modules;

- (b) consider the confirmed marks awarded by the Module Assessment Boards, **for part-time students or full-time students who have completed the first part of a course extending over more than one academic year** registered in its School and confirm whether students have satisfactorily completed the taught modules attempted that year or should be referred to reassessment in failed modules;
- (c) consider the confirmed marks awarded by the Module Assessment Boards, **for full-time students** registered in its School **who have completed the first part of the course, where an Intermediate Board is permitted part way through the taught component**, and consider whether students should be referred to reassessment in failed modules;
- (d) consider the confirmed marks awarded by the Module Assessment Boards **for credit-only students** registered in its School and consider whether they should be referred to reassessment in failed modules;
- (e) receive any recommendations made by the Extenuating Circumstances Panel.

11.3 Where a student has attempted all the modules within the taught component of a course, the Board of Examiners shall, in accordance with Instruction 7, confirm that a student has satisfactorily completed the taught component of the course where the student has achieved the following:

For courses assessed with numerical marks

- (a) An overall aggregate for the taught component of the course of at least 50.00%; **and**
- (b) At least the pass mark in each taught module, except for modules totalling no more than 40 credits (Masters or Postgraduate Diploma) or 20 credits (Postgraduate Certificate). In these remaining modules the student must have achieved a mark of at least 45.00%; **and**
- (c) The minimum specified mark in such elements within a module which is required in order to obtain a pass in the modules as a whole; **and**

- (d) At least the pass mark in all modules designated core for the course.

For courses assessed on a pass / fail basis

- (e) A pass in all taught modules; and where applicable
- (f) A pass in any component assessment of placement learning.

In considering students under this Instruction, the Board of Examiners may exercise discretion to condone failure to satisfactorily complete the taught element of the course as stipulated in Instruction 7.3.3.

- 11.4 In the event that a student has not completed the taught components of the course satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 5.1.2(h)) offer the option of reassessment in all failed modules. In such circumstances, the student may:

- (a) either undertake reassessment; ~~or~~
- (b) withdraw from the course and receive an award where appropriate.

12 REASSESSMENT

- 12.1 Each module shall be reassessed by a method that is compatible with the overall learning outcomes of the module.

Where passing a module depends on passing specific elements within that module, reassessment shall include all such failed elements.

Where students are registered on courses that lead to professional registration reassessment may be offered in any component of a module where the mark in that element is below the pass mark acceptable to the professional/statutory/regulatory body, in accordance with Instruction 6.7 and the requirements from the relevant professional/statutory/regulatory body.

- 12.2 A student may be reassessed in a module or element of a module on one occasion only.

- 12.3 Reassessment for each module shall be completed:

- (a) if by examination, during the designated reassessment periods as specified by the University;
- (b) where a student has been granted a delayed assessment in an examination or course test, at the next scheduled sitting of examinations or course test in that module;

- (c) if by coursework or project, the deadline for submission of the reassessment shall be agreed by the Board of Examiners and shall be no later than three months from the date of the relevant Assessment Board;
- (d) if by assessment of practice, in accordance with arrangements agreed by the Board of Examiners (which may require the Board of Examiners to seek a concession from the Learning and Teaching Committee to extend the period of registration or to intercalate the student);
- (e) where the dissertation is referred to reassessment, the deadline for resubmission shall be no later than three months from the date of the relevant Assessment Board.

12.4 Placement Reassessment

In respect of students enrolled on modules including a placement component there shall be a Placement Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall:

- (a) consider the provisional marks and reports for students, and confirm whether students should progress to the next placement or be required to withdraw;
- (b) receive any recommendations made by the Extenuating Circumstances Panel.

12.5 Module Reassessment

In respect of reassessed students there shall be a Module Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall confirm the marks for modules offered by its School in accordance with Instruction 6.

12.6 Intermediate Reassessment

There shall be an Intermediate Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall consider the confirmed marks achieved at reassessment of modules forming part of the taught component and:

- (a) consider whether students who have attempted all taught modules as defined in the programme specification have now satisfactorily completed the taught component of the course as set out in Regulation 11.3 and Instruction 7, or alternatively, take action as set out in Instruction 7.3.3;
- (b) consider whether students who have not yet attempted all taught modules as defined in the programme specification, or credit-only students, have now passed the modules attempted to date, or alternatively take action as set out in Instruction 10.6;

- (c) receive any recommendations made by the Extenuating Circumstances Panel;
- (d) perform all the duties of an Intermediate Assessment Board in respect of student who has undertaken a delayed assessment and/or who had an approved extension for the submission of work and/or a delayed placement assessment.

For Specified Courses in the Faculty of Medicine and Health Sciences:
There shall be an Intermediate Reassessment Board for students on courses including core modules at which the appropriate Board of Examiners or a sub-group of that Board shall review the marks achieved at reassessment and:

- (a) consider whether a student has satisfactorily completed reassessment and should continue to the next component of the course, or be required to withdraw;
- (b) receive any recommendations made by the Extenuating Circumstances Panel.

13 **FINAL ASSESSMENT**

13.1 There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all students at the end of their period of study. The Final Assessment shall be carried out by the appropriate Board of Examiners with the external examiner(s) in attendance and in accordance with the Common Masters Framework Instructions to Examiners.

The examiners shall receive the results of all Assessments, and any Reassessment of the taught component modules, which count towards the award and shall:

- (a) consider the confirmed marks awarded by the Module Assessment Board for the dissertation module (where applicable) and determine whether students have satisfactorily completed the dissertation module as set out below;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) recommend to Senate the conferment of awards to all students who have met the requirements of their course as specified in the programme specification and the standards laid out in the Instructions to Examiners;
- (d) in respect of Masters Degree students who have met the requirements of their course as well as any other

requirements specified in the programme specification, recommend that students have:

- (i) **passed**; or
- (ii) **passed with Distinction**, in accordance with Instruction 11.6.3; or
- (iii) **passed with Merit**, in accordance with Instruction 11.6.4.

13.2 The Board of Examiners shall, in accordance with Instruction 11.1.1, confirm that a student has satisfactorily completed the dissertation module (where applicable) where the student has achieved at least the pass mark (50.00%) in the module as a whole.

13.3 In the event that a student has not completed the dissertation module satisfactorily, but has achieved a mark of at least 40.00% in the dissertation module, the Board of Examiners shall offer the option of reassessment in the dissertation module. In such circumstances, the student may:

- (a) Either undertake reassessment; or
- (b) Withdraw from the course and receive an award where appropriate.

13.4 In the event that a student has not completed the dissertation module satisfactorily and has not achieved a mark of at least 40.00%, the Board of Examiners may exercise discretion to offer the option of reassessment in the dissertation module in accordance with Instruction 11.1.2(b) or shall require the student to withdraw from the course and receive an award where appropriate. Where a student is offered the option of reassessment, the student may:

- (a) either undertake reassessment; or
- (b) withdraw from the course and receive an award where appropriate.

14 **FINAL REASSESSMENT**

There shall be a Final Reassessment Board at which the appropriate Board of Examiners shall review the marks achieved at reassessment of the dissertation and (where appropriate) reassessment of the taught component and:

- (a) determine whether students have satisfactorily completed the course as a whole following the reassessment (with reference to the academic and any placement requirements for the course as set out in the Instructions);
- (b) recommend to Senate the conferment of awards to students who have met the requirements of their course as

specified in the programme specification and the standards laid out in the Instructions to Examiners;

- (c) receive any recommendations made by the Extenuating Circumstances Panel;
- (d) perform all the duties of a Final Assessment Board in respect of students who have undertaken a delayed assessment;
- (e) where applicable, recommend the award of Postgraduate Certificate or Postgraduate Diploma in accordance with Instruction 11.

15 EXTENUATING CIRCUMSTANCES

- 15.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:

<http://www.uea.ac.uk/learningandteaching/documents/assessment>.

- 15.2 The Board of Examiners shall formally approve the compensation/remedy/adjustment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.
- 15.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

16 DELAYED ASSESSMENT

- 16.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the University's Extenuating Circumstances Regulation:

<http://www.uea.ac.uk/learningandteaching/documents/assessment>

- 16.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

17 DISCLOSURE OF RESULTS

- 17.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see Regulation 17.4 below);
- 17.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those

decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number of patterns or marks does not lead necessarily to a given result;

- 17.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 17.4 As part of an informal or formal Academic Appeal or Complaint the Head of School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.

Regulations for the Degrees of Masters by Research

1 SCOPE OF THESE REGULATIONS

1.1 These regulations govern the awards of degrees of Master of Arts by Research, Master of Laws by Research, Master of Music by Research and Master of Science by Research.

1.2 A candidate may register for a Masters by Research degree in one of the following Schools of Studies:

Master of Arts by Research

- (1) Art, Media and American Studies
- (2) Education and Lifelong Learning (including the Centre for Applied Research in Education);
- (3) Politics, Philosophy, Language and Communication Studies
- (4) Language and Communication Studies
- (5) Literature, Drama and Creative Writing
- (7) Social Work
- (8) Psychology

Master of Science by Research

- (1) Health Sciences
- (2) Biological Sciences
- (3) Chemistry
- (4) Pharmacy
- (4) Computing Sciences
- (5) Environmental Sciences
- (6) Mathematics
- (6) Norwich Medical School

Master of Laws by Research

- (1) Law

1.3 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of NBI Graduate Studies Committee for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Institute of Food Research, The Sainsbury Laboratory or The Genome Analysis Centre.

2 GENERAL PRECONDITIONS TO AN AWARD

- 2.1 A candidate for a Masters by Research degree must:
- (1) Be a graduate of this University or another approved university or possess some other qualifications approved by this University.
 - (2) Submit evidence of adequate training and ability to undertake the proposed course of advanced study and research.
 - (3) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree.
 - (4) Study in accordance with these Regulations.
 - (5) Must, after consultation with a teacher in the University, submit to the appropriate Head of School (or nominee) details of the proposed field of advanced study and research.
- 2.2 Before being admitted to the Masters by Research degree a candidate must:
- (1) Undertake research in a field of study approved by the Head of School (or nominee) concerned.
 - (2) Engage in advanced study under the direction of teachers in the University appointed by the appropriate Head of School (or nominee) as the candidate's supervisory team.
 - (3) Satisfactorily present the results of such research and study in a thesis and pass such oral and other examinations as may be prescribed by these Regulations.

3 DURATION OF COURSE

- 3.1 The programme of advanced study and research for full-time candidates shall subject to the following exceptions be twelve months:
- (1) A candidate may with permission of the Head of School (or nominee) concerned spend no more than three months of the period of study at some other approved place of study or research. When the nature of the research requires that the work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.
 - (2) Permission to extend the normal period of study by up to three months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study.
 - (3) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may

not exceed six months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

- 3.2 The period of study for part-time candidates shall normally be two years but this period may be reduced by not more than six months if the Head of School (or nominee) concerned is satisfied that an equivalent period has been spent under approved supervision on research relevant to the candidate's subject. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study. The exceptions listed in 3.1 also apply.

4 PROGRESS AND PROBATION

- 4.1 There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and/or registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School or nominee. For students registering from 1 October 2015 onwards, during their first year of registration, the status of Masters by Research students as Master's candidates is probationary and their annual review includes the confirmation review of their status.
- 4.2 Confirmation review requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of confirmation review, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.3 If the candidate is not making satisfactory progress at a confirmation review, they will be warned promptly in a formal letter from the Head of School or nominee that they may be asked to withdraw from the University. The candidate will be set a clear list of measurable goals to be achieved and the timescale for achieving these. They will also be required to attend a Continuation Review Meeting at which the Internal Assessor should agree a further joint recommendation with the supervisory team on the candidate's probationary status. A student not making satisfactory progress at a Continuation Review Meeting will normally be required to withdraw from the programme.
- 4.4 The supervisory team shall also report to the Head of School or nominee at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

5 SUBMISSION OF THE PORTFOLIO OR THESIS

- 5.1 In the portfolio or thesis and examination the candidate is required to show evidence of ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to obtain appropriate conclusions from the research. The thesis should be presented in a clear and systematic manner and should not exceed 40,000 words in length.
- 5.2 A candidate who wishes to submit a portfolio or thesis must apply to the Head of Postgraduate Research Service (or nominee). A portfolio or thesis may be presented for examination no earlier than three months before the end of the candidate's prescribed period of study provided that:
- (1) Not more than two years (three years for part-time candidates) shall have elapsed from the date of approval as a candidate for the degree;
 - (2) For candidates registered in the Schools of Chemistry and of Pharmacy not more than two years for full-time candidates (two years for industry-based candidates and three years for other part-time candidates) shall have elapsed from the date of approval as a candidate for the degree;
- 5.3 The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the portfolio or thesis must be presented on the recommendation of the Head of School concerned.
- 5.4 A candidate for the degree must, not later than three months before the submission of the thesis and in any case no later than three months before the end of the candidate's period of advanced study and research, submit for approval to the Head of School (or nominee) concerned the precise title of the portfolio or thesis to be examined.

6 APPOINTMENT OF EXAMINERS

- 6.1 The Head of School (or nominee) concerned shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the portfolio or thesis.

7 EXAMINATION

- 7.1 A candidate shall be examined orally on the portfolio or thesis and on subjects relevant to it. The examination shall normally be held within

three months of the date of submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes. In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.

7.2 The examiners having examined the candidate shall send their reports and recommendations to the Head of School concerned or their nominee. If the examiners do not agree upon their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.

7.3 The Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

(1) If the portfolio or thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Masters by Research;

(2) If the portfolio or thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Masters by Research, subject to completion of minor corrections within three months;

(3) If the portfolio or thesis and performance in the oral examination are not of sufficient merit for the degree of Masters by Research they shall recommend:

either (a) that the candidate be permitted to submit a revised portfolio or thesis. Such a candidate shall submit a revised thesis within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised portfolio or thesis on more than one occasion;

or (b) that no degree shall be awarded.

7.4 In all cases the recommendations of the Head of School (or nominee) concerned shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

8 FINAL SUBMISSION OF THESIS

- 8.1 A candidate shall submit two copies of the thesis in accordance with rules approved by the Senate.
- 8.2 If a candidate is approved for the award of the degree the Head of the Postgraduate Research Service (or nominee) shall deposit one copy of the portfolio or thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the appropriate School. The Head of School (or nominee) concerned, at the request of the candidate, may determine that a particular portfolio or thesis shall, for a period of up to three years specified by Head of School (or nominee), be available only to those who have written permission to consult it.

9 INDUSTRY-BASED CANDIDATES IN THE SCHOOLS OF CHEMISTRY AND PHARMACY

- 9.1 With the approval of the Head of School (or nominee) concerned, persons employed in industrial establishments may be permitted to proceed to the degree of Master of Science by Research by part-time study and research in accordance with Regulations 1 to 12 above, subject to the following modifications:
- (1) The period of study shall be eighteen months;
 - (2) Candidates shall spend the first three months and the last three months in full-time study at the University;
 - (3) Candidates shall spend the remainder of the period of study at the industrial location. During this period the candidate shall undertake part-time research under the supervision of a qualified scientist at the industrial location and shall consult his or her University supervisory team in Norwich every three months;
 - (4) For each candidate the facilities for study and research at the industrial location shall be approved by the Head of School (or nominee).

10 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES

- 10.1 Candidates for the degree of Masters by Research will be designated as Category 'A' (including faculty of Schools and such other candidates as Senate shall determine) or Category 'B'. Candidates in Category 'B' shall proceed to the degree of Masters by Research in accordance with Regulations 1 to 8 above. Category 'A' candidates shall be permitted to proceed to the degree of Masters by Research in accordance with Regulations 1 to 8 subject to the following modifications.
- 10.2 In the case of Category 'A' candidates, references to the Head of School (or nominee) in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as

references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category 'A' candidate for the degree of Masters by Research shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.

- 10.3 In the case of Category 'A' candidates, references to the Head of School in Regulation 4 (Progress and Probation) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 10.4 In the case of Category 'A' candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Approval of Examiners) shall be interpreted as references to Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest.
- 10.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category 'A' candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

Regulations for the Degree of Master of Philosophy

1 SCOPE OF THESE REGULATIONS

- 1.1 These regulations govern the awards of degrees of Master of Philosophy.
- 1.2 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of the NBI Graduate Studies Committee for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Institute of Food Research, the Sainsbury Laboratory or The Genome Analysis Centre.

2 GENERAL PRECONDITIONS TO AN AWARD

- 2.1 A candidate for the degree must be a graduate of this University or another approved university or possess some other qualifications approved by the University.
- 2.2 A candidate must, after consultation with a teacher in the University, submit to the appropriate Head of School (or nominee):
 - (1) the proposed field of advanced study and research;
 - (2) evidence of adequate training and ability to undertake the advanced study and research;
 - (3) the name of the teacher in the University who has been consulted.
- 2.3 Before being admitted to the degree of Master of Philosophy of the University a candidate must:
 - (1) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree;
 - (2) Engage in advanced study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
 - (3) Undertake research in a field of study approved by the Head of School (or nominee);
 - (4) Satisfactorily present the results of the research and study in a thesis and pass such oral and other examinations as may be prescribed by these Regulations.

3 DURATION OF COURSE

3.1 The period of advanced study and research shall, subject to the following exceptions, be two years:

- (1) The candidate may, with the permission of the appropriate Head of School (or nominee), spend not more than six months of the period of study at some other approved place of study or research. When the nature of the research requires that the work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.
- (2) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of study may be reduced by not more than six months. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study.
- (3) Permission to extend the normal period of study by up to six months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendation of the Head of School (or nominee) concerned.
- (4) the Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

3.2 The period of study for part-time candidates shall normally be four years but this period may be reduced by not more than twelve months if the Head of School (or nominee) concerned is satisfied that an equivalent period has been spent under approved supervision on research relevant to the candidate's subject. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study. The exceptions listed in 3.1 also apply.

4 PROGRESS AND PROBATION

- 4.1 There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and/or registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School or nominee. For students registering from 1 October 2015 onwards, during their first year of registration, the status of MPhil students as Master's candidates is probationary and their annual review includes the confirmation review of their status.
- 4.2 Confirmation review requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of confirmation review, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.3 If the candidate is not making satisfactory progress at a confirmation review, they will be warned promptly in a formal letter from the Head of School or nominee that they may be asked to withdraw from the University. The candidate will be set a clear list of measurable goals to be achieved and the timescale for achieving these. They will also be required to attend a Continuation Review Meeting at which the Internal Assessor should agree a further joint recommendation with the supervisory team on the candidate's probationary status. A student not making satisfactory progress at a Continuation Review Meeting will normally be required to withdraw from the programme.
- 4.4 The supervisory team shall also report to the Head of School or nominee at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.
- 4.5 A candidate who initially registered for the MPhil degree before 1 October 2015 may, with the approval of the Head of School (or nominee), be permitted to withdraw as a candidate for the degree and be approved as a candidate for the degree of Doctor of Philosophy no later than six months prior to the end of the period of study for the degree of Master of Philosophy. Sufficient evidence of progress must be provided. The period of study already completed shall count towards the period of study for the degree of Doctor of Philosophy.

5 SUBMISSION OF THE THESIS

- 5.1 In the thesis and examination, the candidate is required to show evidence of distinct ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate

industry and application. The candidate is expected to take due account of previously published work on the subject, to show distinct ability in conducting original investigations and in testing ideas whether the candidate's own or those of others. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to knowledge. It shall not exceed 65,000 words in length. In making their judgement on the award of the degree, Examiners shall take into account that the substance and significance of the thesis should be of a kind which might be reasonably expected of a capable and diligent student after two years of full-time (or equivalent) study.

- 5.2 In the case of the Creative and Critical Writing programme in the School of Literature, Drama and Creative Writing, a substantial part of the candidate's thesis shall be an original literary text of high standard written specifically for the degree. In the remaining part of the thesis, which shall normally be between 15,000 and 30,000 words in length, and in the examination, the candidate is required to show a critical understanding of the creative process and of the relationship between the original literary text submitted and contemporary or traditional achievements in the genre.
- 5.3 In the case of the Translation Studies programme in the School of Literature, Drama and Creative Writing, part of a candidate's thesis may be a translation of high standard by the candidate, written specifically for the degree. In this case the remaining part of the thesis shall be a substantial commentary. In the commentary and in the examination the candidate is required to show a critical understanding of translation theory and its link to practice, and of its written relationship with the submitted translation. The proportion between the parts will normally be 60% for the translation and 40% for the commentary.
- 5.4 A candidate who wishes to submit a thesis must apply to the Head of the Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last four months of the candidate's prescribed period of study provided that not more than three years for full-time candidates and five years for part-time candidates shall have elapsed from the date of approval as a candidate for the degree. The Faculty Associate Dean of Postgraduate Research may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of the School (or nominee) concerned.
- 5.5 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

6 APPOINTMENT OF EXAMINERS

- 6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research, the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

7 EXAMINATION

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.
- 7.4 The examiners having examined the candidate shall send their joint final report and recommendations to the Head of School concerned (or nominee). If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes, the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.5 The Head of School (or nominee) having considered the final report and recommendation of all the examiners shall then proceed in one of the following ways:
- (1) If the thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Master of Philosophy;
 - (2) If the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Master of Philosophy, subject to completion of minor corrections within three months;

(3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Master of Philosophy they shall recommend:

either (a) that the candidate be permitted to submit a revised thesis. Such a candidate shall submit a revised thesis within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

or (b) that no degree be awarded.

7.6 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

8 FINAL SUBMISSION OF THESIS

8.1 A candidate shall submit two copies of the thesis in accordance with rules approved by the Senate.

8.2 If a candidate is approved for the award of the degree the Head of Postgraduate Research Service (or nominee) shall deposit one copy of the thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the School of Studies concerned. The Head of School (or nominee) at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have the candidate's written permission to consult it.

9 MODIFICATIONS FOR AFFILIATED INSTITUTES

9.1 Persons working within one of the following Institutes may be permitted to register as full-time candidates or part-time candidates for the degree of Master of Philosophy:

British Trust for Ornithology
Broom's Barn Research Station
Centre for Environment, Fisheries and Aquaculture Science
The Arable Group, Morley Business Centre
National Institute of Agricultural Botany
Norfolk and Norwich University Hospitals Department of Family Medicine
Norfolk and Norwich University Hospitals Department of Medical Physics and Bioengineering

Norfolk and Norwich University Hospitals Institute for Medical
Education
Public Health Laboratory, Norwich
The Sainsbury Institute for the Study of Japanese Arts and
Cultures

- 9.2 Candidates registering under this regulation shall proceed to the degree in accordance with Regulations 1 to 8 subject to the modification that each candidate shall have a supervisory team consisting of at least one member of the academic staff who shall be the primary supervisor and one senior member of the staff of the Institute concerned.

10 REGULATIONS FOR CANDIDATES FROM APPROVED HIGHER EDUCATION INSTITUTIONS

- 10.1 With the approval of the Head of School (or nominee) concerned candidates from institutions offering substantial higher education provision and approved by the Academic Director of Research Degree Programmes may be permitted to register as full-time or part-time candidates for the degree of Master of Philosophy in accordance with Regulations 1 to 8 subject to the following modifications:

- (1) The subject of their study must be in areas where the institution has special expertise and where the University is able to call on appropriate expertise in the subject area;
- (2) The arrangements for the advanced study and research, the facilities available for the support of the advanced study and research, the training to be provided in research methodology and the detailed arrangements for supervision shall be subject to the approval of the Head of School (or nominee) concerned;
- (3) The Head of School (or nominee) shall appoint a supervisory team consisting of at least one member from amongst the academic staff in the School concerned who shall be the primary supervisor and one member from the institution.

11 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES

- 11.1 Candidates for the degree of Master of Philosophy will be designated as Category 'A' (including faculty of Schools and such other candidates as Senate shall determine) or Category 'B'. Candidates in Category 'B' shall proceed to the degree of Master of Philosophy in accordance with Regulations 1 to 8 above. Category 'A' candidates shall be permitted to proceed to the degree of Master of Philosophy in accordance with Regulations 1 to 8 subject to the following modifications.

- 11.2 In the case of Category 'A' candidates references to the Head of School (or nominee) in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category 'A' candidate for the degree of Master of Philosophy shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 11.3 In the case of Category 'A' candidates, references to the Head of School in Regulation 4 (Progress and Probation) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 11.4 In the case of Category 'A' candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Approval of Examiners) shall be interpreted as references to Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest.
- 11.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category 'A' candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

Regulations for the Degree of Doctor of Philosophy

1 SCOPE OF THESE REGULATIONS

- 1.1 These regulations govern the awards of degrees of Doctor of Philosophy
- 1.2 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of the NBI Graduate Studies Committee for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Institute of Food Research, the Sainsbury Laboratory or The Genome Analysis Centre.

2 GENERAL PRECONDITIONS TO AN AWARD

- 2.1 A candidate for the degree must be a graduate of this University or another approved university or possess some other qualifications approved by the University.
- 2.2 A candidate must, after consultation with a teacher in the University, submit to the appropriate Head of School (or nominee):
 - (1) the proposed field of advanced study and research;
 - (2) evidence of adequate training and ability to undertake the advanced study and research;
 - (3) the name of the teacher in the University who has been consulted.
- 2.3 Before being admitted to the degree of Doctor of Philosophy of the University a candidate must:
 - (1) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree;
 - (2) Engage in advanced study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
 - (3) Undertake research in a field of study approved by the Head of School (or nominee)
 - (4) Satisfactorily present the results of the research and study in a thesis and pass such oral and other examinations as may be prescribed by these Regulations.

3 DURATION OF COURSE

3.1 The period of advanced study and research for full-time candidates shall, subject to the following exceptions, be three years:

(1) The candidate may, with the permission of the appropriate Head of School (or nominee), spend not more than twelve months of the period of study at some other approved place of study or research. When the nature of the research requires that work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.

(2) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of study may be reduced by not more than twelve months. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study.

(3) Permission to extend the normal period of study by up to six months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendation of the Head of School (or nominee) concerned.

(4) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

3.2 The period of study for part-time candidates shall normally be six years but this period may be reduced by not more than twenty-four months if the Head of School (or nominee) concerned is satisfied that an equivalent period has been spent under approved supervision on research relevant to the candidate's subject. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study. The exceptions listed in 3.1 also apply.

4 PROGRESS AND PROBATION

4.1. There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and/or registration undertaken by the candidate and supervisory team and monitored by or

on behalf of the Head of School or nominee. For students registering from 1 October 2015 onwards, during their first year of registration, the status of PhD students as doctoral candidates is probationary and their annual review includes the confirmation review of their status.

- 4.2 Confirmation review requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of confirmation review, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.3 If the candidate is not making satisfactory progress at a confirmation review, they will be warned promptly in a formal letter from the Head of School or nominee that they may be asked to withdraw from the University. The candidate will be set a clear list of measurable goals to be achieved and the timescale for achieving these. They will also be required to attend a Continuation Review Meeting at which the Internal Assessor should agree a further joint recommendation with the supervisory team on the candidate's probationary status. A student not making satisfactory progress at a Continuation Review Meeting will normally be required to withdraw from the programme.
- 4.4 The supervisory team shall also report to the Head of School or nominee at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.
- 4.5 A candidate may, with the approval of the Head of School (or nominee), be permitted to withdraw as a candidate for the degree and be approved as a candidate for the degree of Master of Philosophy no later than twelve months prior to the end of the period of study for the Degree of Doctor of Philosophy. The period of study already completed shall count towards the period of study required for the degree of Master of Philosophy.

5 SUBMISSION OF THE THESIS

- 5.1 In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is expected to take due account of previously published work on the subject, to show distinct ability in conducting original investigations and in testing ideas whether the candidate's own or those of others. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The

thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the revision of older views. The thesis shall not exceed 100,000 words in length. In making their judgement on the award of the degree, Examiners shall take into account that the substance and significance of the thesis should be of a kind which might be reasonably expected of a capable and diligent student after three years of full-time (or equivalent) study.

- 5.2 In the case of the Creative and Critical Writing programme in the School of Literature, Drama and Creative Writing a substantial part of the candidate's thesis shall be an original literary text of high standard written specifically for the degree. In the remaining part of the thesis, which shall normally be between 20,000 and 50,000 words in length, and in the examination, the candidate is required to show a critical understanding of the creative process, and of the relationship between the original literary text submitted and contemporary or traditional achievements in the genre.
- 5.3 In the case of the Professional Practice programme in the School of Art, Media and American Studies, a substantial part of the thesis may be archival / curatorial, educational or creative in content. This will be represented in the thesis submission by a substantial dossier of practical work presented in an appropriate, accessible and enduring format. This will be analysed in and complemented by a written commentary, normally of between 40,000 and 50,000 words. The purpose of the commentary is to show a critical understanding of professional practice, to set the material in the dossier in a broader historical and theoretical framework, and to draw attention to its originality and utility.
- 5.4 In the case of the Musical Composition programme in the School of Music the candidate's thesis shall be in the form of a substantial portfolio of original compositions written specifically for the degree, together with an appropriate written commentary of 15,000-65,000 words in length. The compositions shall show coherence and originality in invention as well as in the treatment of musical techniques. The written commentary shall discuss the structure of each of the compositions and provide an exposition of the creative process. In the written commentary, and in the examination, the candidate is required to show a critical understanding of the relationship of the submitted compositions to contemporary musical thought.
- 5.5 In the case of the Translation Studies programme in the School of Literature, Drama and Creative Writing, part of a candidate's thesis may be a translation of high standard by the candidate, written specifically for the degree. In this case the remaining part of the thesis shall be a substantial commentary. In the commentary and in the examination the candidate is required to show a critical understanding of translation theory and its link to practice, and of its written relationship with the

submitted translation. The proportion between the parts will normally be 60% for the translation and 40% for the commentary.

- 5.6 A candidate who wishes to submit a thesis shall apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than four years for full-time candidates and seven years for part-time candidates shall have elapsed from the date of approval as a candidate for the degree. The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.
- 5.7 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

6 APPOINTMENT OF EXAMINERS

- 6.1 The Head of the School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research, the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

7 EXAMINATION

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.

- 7.4 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School concerned (or nominee). If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.5 The Head of School (or nominee) having considered the final report and recommendation of the examiners shall then proceed in one of the following ways:
- (1) If the thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Doctor of Philosophy;
 - (2) If the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Doctor of Philosophy, subject to completion of minor corrections within six months;
 - (3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Philosophy but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend either that the candidate be asked to submit a revised thesis or that the candidate be given the option either of submitting a revised thesis or of being approved for the award of the degree of Master of Philosophy. A candidate who is given this option shall be allowed a period of not more than fourteen days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept;
A candidate who submits a revised thesis shall do so within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;
 - (4) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Philosophy and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, they shall, if the thesis and performance in the oral examination are of sufficient merit for the degree of Master of Philosophy, recommend that the candidate be approved for the award of the degree of Master of Philosophy (with or without corrections).
 - (5) If the thesis and performance in the oral examination are not of sufficient merit to entitle the candidate to the degree of Master of

Philosophy it shall recommend that no degree be awarded.

- 7.6 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

8 FINAL SUBMISSION OF THESIS

- 8.1 A candidate shall submit two copies of the thesis in accordance with rules approved by the Senate.
- 8.2 If a candidate is approved for the award of the degree the Head of the Postgraduate Research Service (or nominee) shall deposit one copy of the thesis in the University Library where it shall be available for consultation. The second copy shall be deposited with the School of Studies concerned. The Head of the School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have the candidate's written permission to consult it.

9 MODIFICATIONS FOR AFFILIATED INSTITUTES

- 9.1 Persons working within one of the following Institutes may be permitted to register as full-time candidates or part-time candidates for the degree of Doctor of Philosophy:
- British Trust for Ornithology
 - Broom's Barn Research Station
 - Centre for Environment, Fisheries and Aquaculture Science
 - The Arable Group, Morley Business Centre
 - National Institute of Agricultural Botany
 - Norfolk and Norwich University Hospitals Department of Family Medicine
 - Norfolk and Norwich University Hospitals Department of Medical Physics and Bioengineering
 - Norfolk and Norwich University Hospitals Institute for Medical Education
 - Public Health Laboratory, Norwich
 - The Sainsbury Institute for the Study of Japanese Arts and Cultures
- 9.2 Candidates registering under this regulation shall proceed to the degree in accordance with Regulations 1 to 8, subject to the modification that each candidate shall have a supervisory team consisting of at least one member of the academic staff who shall be the primary supervisor and one senior member of staff of the Institute concerned.

10 MODIFICATIONS FOR THE FOUR YEAR PHD PROGRAMME WITH A ROTATION YEAR

10.1 Candidates located at the John Innes Centre, The Genome Analysis Centre and the Sainsbury Laboratory may be permitted to register as full-time candidates for the degree of Doctor of Philosophy and to proceed in accordance with Regulations 1 to 8, subject to the following modifications:

- (1) The period of study, research and registration shall be four year;
- (2) Permission to extend the normal period of study, research and registration may be granted by the Academic Director of Research Degree Programmes;
- (3) Supervision shall be conducted by a supervisory committee.
- (4) The first year of the period of study and research shall be undertaken under the direction of nominated members of the supervisory committee. It shall take the form of a rotation between different laboratories, normally three, approved by that committee;
- (5) The thesis shall be submitted before the end of the fourth year of study, research and registration;
- (6) Any candidate permitted by concession to enter a registration-only period after the conclusion of four years of study and research shall become liable immediately (without waiver) to payment of the relevant fees under Fees Regulation 11.

11 MODIFICATIONS FOR CANDIDATES FROM APPROVED HIGHER EDUCATION INSTITUTIONS

11.1 With the approval of the Head of the School concerned candidates from institutions offering substantial higher education provision and approved by the Postgraduate Research Executive may be permitted to register as full-time or part-time candidates for the degree of Doctor of Philosophy in accordance with Regulations 1 to 8 subject to the following modifications:

- (1) The subject of their study shall be in areas where the institution has special expertise and where the University is able to call on appropriate expertise in the subject area;
- (2) The arrangements for the advanced study and research, the facilities available for the support of the advanced study and research, the training to be provided in research methodology and the detailed arrangements for supervision shall be subject to the approval of the Head of School concerned or their nominee;
- (3) The Head of School (or nominee) shall appoint a supervisory team consisting of at least one member from amongst the academic staff in the School concerned who shall be the primary supervisor and one member from the institution.

12 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES

- 12.1 Candidates for the degree of Doctor of Philosophy will be designated as Category 'A' (including faculty of Schools and such other candidates as Senate shall determine) or Category 'B'. Candidates in Category 'B' shall proceed to the degree of Doctor of Philosophy in accordance with Regulations 1 to 8 above. Category 'A' candidates shall be permitted to proceed to the degree of Doctor of Philosophy in accordance with Regulations 1 to 8, subject to the following modifications.
- 12.2 In the case of Category 'A' candidates references to the Head of School (or nominee) in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category 'A' candidate for the degree of Doctor of Philosophy shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 12.3 In the case of Category 'A' candidates, references to the Head of School in Regulation 4 (Progress and Probation) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 12.4 In the case of Category 'A' candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Approval of Examiners) shall be interpreted as references to Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest.
- 12.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category 'A' candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

Regulations for the Degree of Doctor of Philosophy (Integrated Studies)

1 SCOPE OF THESE REGULATIONS

- 1.1 These regulations govern the awards of degrees of Doctor of Philosophy (Integrated Studies).
- 1.2 A candidate may register for the Degree of Doctor of Philosophy (Integrated Studies) in one of the following Schools:
 - (1) School of Politics, Philosophy, Language and Communication Studies
- 1.3 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of the NBI Graduate Studies Committee for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Institute of Food Research, the Sainsbury Laboratory or The Genome Analysis Centre.
- 1.4 Alterations to the programmes of courses and seminars published in these Regulations may be made without notice.

2 GENERAL PRECONDITIONS TO AN AWARD

- 2.1 A candidate for the degree must be a graduate of this University or another approved university or possess some other qualifications approved by the University.
- 2.2 A candidate must, after consultation with a teacher in the University, submit to the appropriate Head of School (or nominee):
 - (1) the proposed field of advanced study and research;
 - (2) evidence of adequate training and ability to undertake the advanced study and research;
 - (3) the name of the teacher in the University who has been consulted.
- 2.3 Before being admitted to the degree of Doctor of Philosophy of the University a candidate must:
 - (1) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree;

- (2) Engage in advanced study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
- (3) Undertake and successfully complete an approved programme of taught study as prescribed by these Regulations, which will normally be 180 taught Master's Level credits, with no more than 120 credits being undertaken in the first year. Candidates may be granted up to 90 credits Accredited Prior Certificated Learning (APCL) to count towards the taught element of study; In all other respects the University's published policy on APL will apply to the award of APCL or any taught Master's level award made on withdrawal from or completion of the programme. Accreditation of Prior Experiential Learning (APEL) is not permitted towards the award of the degree of Doctor of Philosophy (Integrated Studies);
- (4) Undertake research in a field of study approved by the Board of the School, satisfactorily present the results of that research in a thesis and pass such oral and other examinations associated with that research as may be prescribed by these Regulations.

3 DURATION OF COURSE

3.1 The period of advanced study and research shall, subject to the following exceptions, be four years full-time commencing on 1 October:

- (1) The candidate may, with the permission of the appropriate Head of School (or nominee), spend not more than twelve months of the period of study at some other approved place of study or research. When the nature of the research requires that work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor;
- (2) In cases where the Head of School deems it appropriate, a candidate's period of study may be reduced by not more than twelve months. In such a case, the Board may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study;
- (3) Permission to extend the normal period of study by up to six months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisors. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendation of the Head of School (or nominee) concerned.

- (4) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption, which may not exceed twelve months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

4 PROGRESS AND PROBATION

- 4.1 The first year of the programme will combine taught modules and research study. By the end of the first twelve months of study, but not earlier than before the end of the first six months of study, there will be an assessment of a proposal for further research and of the general progress of the student. The assessment will be undertaken by a panel of at least two members of academic staff, appointed by the Head of School (or nominee), whose combined knowledge of the subject-matter of the proposal and experience of supervising research is appropriate to undertake the assessment. No more than one member of the supervisory team may belong to the panel. The Head of School (or nominee) will consider the reports and recommendations of the panel and proceed in one of the following ways:
 - (1) Allow the student to proceed to further study for the degree of Doctor of Philosophy (Integrated Studies); or
 - (2) Determine that the student be transferred to an approved Master's level qualification, to be completed within 18 months of the date of initial registration.
- 4.2 There shall be an annual review of the progress of each candidate in each year of the candidate's period of taught study and research, and total period of registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School or nominee.
- 4.3 The supervisory team shall also report to the Head of School or nominee at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.
- 4.4 A candidate may, with the approval of the Head of School (or nominee), be permitted to withdraw as a candidate for the degree and be approved as a candidate for the degree of Master of Philosophy no later than twelve months prior to the end of the period of study for the degree of Doctor of Philosophy (Integrated Studies). The period of study already completed may count towards the period of study required for the degree of Master of Philosophy.

5 TAUGHT ELEMENT OF THE PROGRAMME

- 5.1 For all programmes the Board of the School concerned shall publish annually a list of available taught modules, together with their duration, credit rating and any associated conditions.
- 5.2 Each candidate shall undertake a programme approved by the Board of their School including taught modules totalling 180 credits, which will be assessed under Common Masters Framework Regulations. The Board of Examiners responsible for each module will determine the outcome of assessment.
- 5.3 A candidate for the degree of Doctor of Philosophy (Integrated Studies) is eligible for the award of any Master's level qualification available within the Common Masters Framework Awards offered by their School of study, provided:
- (1) They have accumulated sufficient Master's level credit in accordance with the requirements of the qualification in question; and
 - (2) either:
 - They are currently registered for the degree of Doctor of Philosophy (Integrated Studies), in which case they should apply in writing to the Registrar and Secretary (or nominee) for the award of a Master's level qualification;
 - or:
 - They have been examined or re-examined in the thesis element of the degree of Doctor of Philosophy (Integrated Studies) and have been recommended for the degree of Master of Philosophy or recommended to receive no award, in which case the Board of Examiners will consider the eligibility of the candidate for a Master's level qualification.
- 5.4 The University's published policy on APCL for taught Master's level awards will apply to any taught Master's level qualification approved on the basis of credit achieved on the Doctor of Philosophy (Integrated Studies) programme. Credit which has been counted towards a qualification at Master's level may not normally also be counted towards the degree of Doctor of Philosophy (Integrated Studies) or towards another Master's level qualification.

6 SUBMISSION OF THE THESIS

- 6.1 In the thesis and the examination of the thesis element of the programme, the candidate is required to show distinct ability to conduct original investigations, to test ideas whether the candidate's own or those of others, and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application and the candidate is expected to take due account of previously published work on the

subject. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the revision of older views. The thesis shall not exceed 100,000 words in length. In making their judgement on the award of the degree, the Examiners shall take into account that the substance and significance of the thesis should be of a kind which might be reasonably expected of a capable and diligent student after three years of full-time (or equivalent) study.

- 6.2 A candidate who wishes to submit a thesis shall apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than five years shall have elapsed from the date of approval as a candidate for the degree. The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.
- 6.3 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

7 APPOINTMENT OF EXAMINERS

- 7.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners for the thesis element, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

8 EXAMINATION

- 8.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 8.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.

- 8.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School, excuse the candidate from the oral examination or agree to its replacement by a written examination.
- 8.4 The examiners having examined the candidate in the thesis element of the programme shall send their joint final report and recommendation to the Head of School concerned (or nominee). If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 8.5 Before proceeding to make recommendations for the award of the degree of Doctor of Philosophy (Integrated Studies), the Head of School (or nominee) shall ensure that the candidate has been awarded 180 credits for the successful completion of taught modules under the Common Masters Framework Regulations confirmed by the relevant Board of Examiners for the taught elements of the programme. Up to 90 credits Accreditation of Prior Certificated Learning may count towards the taught element of the award. The Head of School (or nominee) will then consider the reports and recommendations of all the examiners of the thesis element of the programme and proceed in one of the following ways:
- (1) If the thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Doctor of Philosophy (Integrated Studies);
 - (2) If the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required to the thesis, they shall recommend that the candidate be approved for the award of the degree of Doctor of Philosophy (Integrated Studies), subject to completion of minor corrections within six months;
 - (3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Philosophy (Integrated Studies) but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend either that the candidate be asked to submit a revised thesis or that the candidate be given the option either of submitting a revised thesis or of being approved for the award of the degree of Master of Philosophy. A candidate who is given this option shall be allowed a period of not more than fourteen days from receipt of formal notification of the outcome of the examination

to decide which of these alternatives to accept;

A candidate who submits a revised thesis shall do so within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

- (4) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Philosophy (Integrated Studies) and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, they shall, if the thesis and performance in the oral examination are of sufficient merit for the degree of Master of Philosophy, recommend that the candidate be approved for the award of the degree of Master of Philosophy (with or without corrections).
- (5) If the thesis and performance in the oral examination are not of sufficient merit to entitle the candidate to the degree of Master of Philosophy it shall recommend that no such degree be awarded. The Head of School may recommend to the appropriate Board that the relevant Taught Master's Level Award be made provided the candidate has been awarded 180 credits for the successful completion of taught modules under the Common Masters Framework Regulations as set out in Regulation 17 above.

- 8.6 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

9 FINAL SUBMISSION OF THESIS

- 9.1 A candidate shall submit two copies of the thesis in accordance with rules approved by the Senate.
- 9.2 If a candidate is approved for the award of the degree the Head of the Postgraduate Research Service (or nominee) shall deposit one copy of the thesis in the University Library where it shall be available for consultation. The second copy shall be deposited with the School of Studies concerned. The Head of School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years as specified by the Head of School (or nominee), be available only to those who have the candidate's written permission to consult it.

PhD by Publication

In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of NBI Graduate Studies Committee for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Institute of Food Research, The Sainsbury Laboratory or The Genome Analysis Centre.

1 A candidate for the degree of Doctor of Philosophy by Publication must be approved by the Academic Director of Research Degree Programmes on the recommendation of the Head of one of the University's Schools of Studies or their nominee on the basis of:

- (1) Possession of a degree from this or another approved university or of some other equivalent qualification approved by the Head of School (or nominee);
- (2) The submission of evidence to the satisfaction of the Head of School (or nominee) of published work of a type and nature which is consistent with the award of a degree at this level (in terms of the candidate's distinct ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to understand the relationship(s) of the theme(s) of the investigations to a wider field of knowledge. The candidate is expected to have taken due account of previously published work on the subject. The work must show evidence of adequate industry and application of an extent characteristic of more than seven years' active research effort in the candidate's field. The work should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the revision of older views.);
- (3) A nomination and statement of support for the candidate from a member of that School who shall be obliged to confirm the existence of a common research interest with the nominee; and
- (4) The availability of suitable expertise in the School to advise and (if appropriate) examine the candidate.

2 Before being admitted to the degree of Doctor of Philosophy by Publication, the candidate must:

- (1) Study as a part-time student, under the guidance of teachers in the School appointed by the Head of School (or nominee) as the candidate's supervisory team, in accordance with these regulations;
- (2) Satisfy the examiners in such assessment as may be required by these regulations.

3 Candidates for the degree of Doctor of Philosophy by Publication will be designated as Category 'A' (including faculty of Schools and such other candidates as Senate shall determine) or Category B. For Category 'A' candidates references in these regulations to the Head of School shall be interpreted as references to the Academic Director of Research Degree Programmes.

4 The period of study shall normally be six months, extendable at the discretion of the Board to a maximum of twelve months, beginning on 1 October, 1 January, 1 April or 1 July.

5 During the period of study a candidate shall prepare, with the guidance of the supervisory team, the following material:

- (1) A list of the publications on which the assessment for the degree is to be based;
- (2) In cases where multi-authored works are included in the submission, evidence (preferably in the form of written confirmation by at least one co-author per published work) of the candidate's own original contribution to the work in respect of:
 - (a) design of the investigation
 - (b) conduct of the research
 - (c) analysis of the outcome
 - (d) preparation of the work for publication;
- (3) A critical analysis of the work submitted (between 10,000 and 20,000 words in length covering the development of the candidate's submitted work and its contribution to the field in general).

6 The material listed in Regulation 5 must be submitted, along with the published work to be assessed, by the end of the period of study.

7 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two examiners, one of whom shall be an external examiner. Any Category 'A' candidate for this degree shall be examined exclusively by external examiners.

8 A candidate shall be examined orally (normally within three months of the date of submission) on the candidate's submitted material and on subjects relevant to it. In order to recommend the award of the degree, the examiners must be satisfied that the submitted material:

- (1) Illustrates a coherent programme of research undertaken by the candidate;
- and (2) Represents a significant contribution to understanding.

9 The examiners having examined the candidate shall send their reports and recommendations to the Head of School (or nominee) concerned. If the

examiners do not agree upon their recommendation or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Senate the appointment of an additional external examiner who shall conduct a further examination of the candidate. For the duration of this process, the School Director of Postgraduate Research shall act in place of the Head of the School as Chair of the Board of the School.

10 The Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

- (1) If the published work, critical analysis and performance in the oral examination are of the standard required for the degree in all respects, it shall recommend that the candidate be approved for the award of the degree;
- (2) If the examiners have considered that
Either (a) the critical analysis is deficient
and/or (b) the criteria for the award as set out in Regulation 8 above are not yet met but there is a reasonable expectation that they may be fulfilled if further publication(s) are achieved within twenty-four months, the Board shall recommend that the candidate be permitted an opportunity to make a revised submission within a period proposed by the examiners (not to exceed twenty-four months from the date of assessment). A candidate who is permitted and wishes to make a revised submission under this regulation:
 - (a) shall be required to pay a reassessment fee
 - (b) may be required to undergo a further oral examination at the discretion of the examiners
 - (c) shall not be allowed to make a revised submission on more than one occasion;
- (3) If the examiners have considered that the criteria for the award are not met and that there is no reasonable expectation of their fulfilment within 24 months from the date of assessment, they shall recommend that no degree be awarded and that no reassessment be offered;

In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of the Postgraduate Research Service or their nominee, who shall ensure that appropriate action is taken on behalf of the Senate.

11 In cases where a candidate is reassessed, the Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

- (1) If a candidate's performance in the reassessment has reached the standard required for the degree in all respects, it shall recommend that the candidate be approved for the award of the degree;

- (2) If a candidate's performance in the reassessment has not reached the standard required for the degree, it shall recommend that the degree be not awarded.

12 The candidate shall submit two copies of all material required to be assessed under these regulations. If the candidate is approved for the award of the degree, the Head of Postgraduate Research Service (or nominee) shall deposit one copy of the submitted material in the University library where it can be available for consultation. The second copy of the submission shall be deposited with the School of Studies concerned.

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Regulations for the Degree of Doctorate in Clinical Psychology (Clin Psy D)

1 SCOPE OF THESE REGULATIONS

- 1.1 These regulations govern the award of the degree of Doctorate in Clinical Psychology.
- 1.2 A candidate will register for the Doctorate in Clinical Psychology in the Norwich Medical School.
- 1.3 In these Regulations, the Head of School's nominee shall normally be the School Director of Postgraduate Research.
- 1.4 The award of the degree of Doctorate in Clinical Psychology confers eligibility to apply for registration as a clinical psychologist with the Health and Care Professions Council and eligibility for chartered status as a clinical psychologist.

2 GENERAL PRECONDITIONS TO AN AWARD

- 2.1 A candidate for the degree of Doctorate in Clinical Psychology must:
 - (1) Be eligible for the graduate basis for chartered membership as defined by the British Psychological Society, having normally at least a second class undergraduate honours degree from a recognised higher education institution with psychology as the main field of study;
 - (2) Submit evidence of adequate training and ability to undertake the proposed course of advanced study;
 - (3) Be approved by the Head of School (or nominee) as a candidate for the degree;
 - (4) Study on a full-time basis in accordance with these regulations.
- 2.2 Before being admitted to the degree of Doctorate in Clinical Psychology a candidate must:
 - (1) Undertake research in fields of study approved by the Head of School (or nominee);
 - (2) Engage in advanced study under the direction of a teacher in the University appointed by the Head of School (or nominee). For the thesis, candidates will study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
 - (3) Engage in advanced practical training under the direction of a Chartered Clinical Psychologist appointed by the Head of School (or nominee) as the programme's Senior Clinical Tutor;
 - (4) Satisfactorily present the results of research, study and training in a research thesis and pass such academic and clinical assessments as may be required by the Head of School (or nominee).

- 2.3 A candidate who is a full-time employee of the National Health Service or other agencies shall not undertake additional paid duties in the University without the express permission of their employer.

3 DURATION OF COURSE

The period of study and registration shall, subject to the following exceptions, be three years:

(1) Permission to extend the normal period of study and registration by up to twelve months may be granted by the Head of School (or nominee) on the recommendation of the candidate's adviser.

(2) The Head of School (or nominee) may permit the interruption of the period of study and registration if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months.

4 ATTENDANCE AND PROGRESS

- 4.1 A candidate shall attend lectures, seminars, tutorials or supervisions as prescribed by the School and is required to attend clinical placements, some of which take place during University breaks and vacations, as an integral part of the programme of study.

- 4.2 There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). The candidate's adviser and supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

5 APPOINTMENT OF EXAMINERS

Each candidate shall be examined by two or more examiners, at least one of whom shall be an external examiner. A candidate shall be subject to assessment in respect of each year of study. This assessment shall be based upon the candidate's performance during the year in research, course work and clinical placements as prescribed by the Head of School (or nominee). It will require evidence of substantial industry and application.

6 YEAR ASSESSMENT

- 6.1 At the end of each year of study, the examiners shall review the candidate's overall performance during that year and shall:
- (1) If all the assessment criteria for that year have been satisfied, allow a candidate to proceed to the next year of the course (if at the end of Years 1 or 2) or (if at the end of Year 3) to be considered for the award of the degree in accordance with regulation 10 below;

(2) If all the assessment criteria for that year have not been satisfied, act in accordance with Regulations 6.2 – 6.4 10 below.

6.2 In all years an opportunity for re-assessment of any failed component(s) may be permitted by the examiners on one occasion only, provided always that:

(1) Two failed clinical placements at either first assessment or reassessment shall represent an outright failure of the course. This may happen in one of two ways:

a) Placement A is failed at first attempt and is then failed at second attempt (Re-assessment)

b) Placement A is failed at first attempt and passed at second attempt (Re-assessment) but then placement X is failed at first attempt.

Where repetition is allowed the Board of Examiners will specify particular goals that need to be attained.

(2) If considering the Year 3 thesis and/or its oral presentation to be unsatisfactory, the examiners may make recommendations to the Board of the School for consideration in accordance with Regulation 8 below.

6.3 Failure in the first assessment of half or more of the assessment components as specified by the Head of School (or nominee) in any one year of study shall represent outright failure of the course.

6.4 In circumstances where a re-assessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, in Years 1 and 2, the examiners may permit a candidate to proceed to the next year of the course, and in Year 3 to complete outstanding requirements of the programme on condition that

(1) The re-assessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and

(2) The examiners shall consider the outcome of the re-assessment at the earliest feasible opportunity.

6.5 A candidate who fails to satisfy the examiners in any re-assessment of work completed in any year and conducted in accordance with Regulations 6.2 -6.4 above shall normally be required to withdraw from the University.

7 SUBMISSION OF THE THESIS

7.1 The final assessment shall include a research thesis of up to 40,000 words, which shall be a report of original investigations and should represent a significant contribution to the development of understanding and an oral examination on the thesis.

For candidates matriculating after September 2014:

7.2 The research thesis will consist of a portfolio of written material, comprising a systematic review, bridging chapter, additional methodology and results chapter, empirical data study and reflective chapter.

8 EXAMINATION OF THE THESIS

- 8.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 8.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 8.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.
- 8.4 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School (or nominee). If the examiners do not agree upon their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional examiner who shall conduct a further examination of the candidate.
- 8.5 The Head of School (or nominee) having considered the final report and recommendation of the examiners appointed in respect of the examination of the thesis shall then proceed in one of the following ways:
 - (1) If the thesis and performance in the oral examination are of sufficient merit, they shall recommend that the candidate be considered for the award of the degree at the Final Assessment Board, subject to successful completion of all assessment components;
 - (2) If the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, they shall recommend that the candidate be required to complete minor corrections within six months and be considered for the award of the degree at the subsequent Final Assessment Board, subject to successful completion of all assessment components. ;
 - (3) If the candidate's thesis has not reached the standard required for the Doctorate in Clinical Psychology but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, they shall recommend that the candidate be asked to submit a revised thesis. A candidate who submits a revised thesis shall do so within one calendar year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;
 - (5) If the candidate's performance in the assessment has not reached the standard required for the degree, they shall recommend that no degree award be considered. . Failure in the thesis element of the programme represents an outright failure of the course and the candidate shall normally be required to withdraw from the University.

9 FINAL SUBMISSION OF THE THESIS

- (1) A candidate shall submit two copies of the research thesis in accordance with rules approved by Senate;
- (2) If a candidate is approved for the award of the degree the Head of Postgraduate Research Service (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the Norwich Medical School. The Head of School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee) , be available only to those who have written permission to consult it.

10 FINAL ASSESSMENT FOR THE AWARD

- 10.1 There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all candidates at the end of their period of study. The Final Assessment shall be carried out by the Board of Examiners with the external examiners in attendance and in accordance with the Instructions to Examiners for the Doctorate in Clinical Psychology.
- 10.2 The examiners shall receive the results of all assessments, including the thesis and any reassessment of the assessment components , which count towards the award and any recommendations made by the Extenuating Circumstances Panel.
- 10.3 The Board of Examiners shall recommend to Senate that the degree be awarded, provided that they are satisfied in all respects as to:
 - (1) Performance in the Year 3 assessment or permitted reassessment (see Regulations 6 and 8 above);
 - (2) Confirmation from the relevant examiners of satisfactory performance in any permitted re-assessment relating to an earlier year of study but deferred in accordance with Regulation 6 above.

11 EXTENUATING CIRCUMSTANCES

- 11.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)](http://www.uea.ac.uk/calendar/section3/regs(gen))

- 11.2 The Board of Examiners shall formally approve the compensation/remedy/assessment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the candidate's best interest.

- 11.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, candidates may ask that the disclosure of the information be limited.

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Regulations for the Degree of Doctor of Education and Master of Education

1 SCOPE OF THESE REGULATIONS

- 1.1 These regulations govern the awards of degrees of Doctor of Education and Master of Education in the School of Education and Lifelong Learning and apply for candidates registering on or after 1 October 2010. Regulations for candidates registering before 1 October 2010 may be consulted in previous sessions' Calendars, obtainable from the Postgraduate Research Service.
- 1.2 Alterations to the programmes of courses and seminars published in these Regulations may be made without notice.
- 1.3 Candidates shall initially register for the degree of Master of Education. The process for students who wish to transfer from the Master of Education to the Doctor of Education is outlined in Section 4.7.

2 GENERAL PRECONDITIONS TO AN AWARD

- 2.1 Candidates registered for the degree of Master of Education must normally be a graduate of this University or another approved university or possess some other qualifications approved by this University.
- 2.2 Candidates wishing to transfer to the Degree of Doctor of Education must normally possess a relevant Master's degree from this University or another approved university or a similar qualification approved by this University.
- 2.3 Candidates must submit evidence of adequate training and ability to undertake the proposed course of advanced study to the satisfaction of the Head of School (or nominee), be approved by the Head of School (or nominee) as a candidate for the degree and study in accordance with these Regulations.
- 2.4 Before being admitted to the degree of Master of Education or Doctor of Education candidates must:
 - (1) undertake research in fields of study approved by the Head of School (or nominee);
 - (2) engage in advanced study under the direction of a teacher in the University appointed by the Head of School (or nominee). For the thesis, candidates will study under the direction of teachers in the University appointed by the School as the candidate's supervisory team;

- (3) satisfactorily present the results of the research, study and training in research projects, essays and a research thesis and pass such academic assessments as may be required by these Regulations.

3 DURATION OF COURSE

- 3.1 The programme shall in the case of Doctor of Education, be of forty-eight months' duration of part-time study, and in the case of Master of Education, be of twenty four months' duration of part-time study.
- 3.2 The Head of School (or nominee) may grant permission to extend the normal period of study by a specified period not in excess of six months on the recommendation of the academic supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study;
- 3.3 The Head of School (or nominee) may grant permission to interrupt the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case they may also extend the period within which the thesis is to be submitted by not more than the length of the interruption. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendations of the Head of School (or nominee).

4 ATTENDANCE, ASSESSMENT AND PROGRESS

- 4.1 A candidate shall attend lectures, seminars, tutorials and supervisions as prescribed by the School.
- 4.2 A candidate shall be subject to assessment as follows:
- (a) Doctor of Education
 - (1) Year One
 - Critical Analysis 3,500 words
 - Methodology (comparative) 6,500 words
 - (2) Year Two (1st half)
 - a research proposal including a consideration of the ethical protocols to be followed totalling not more than 5,000 words
 - (3) Year Two (2nd half) – Year Three (2nd half)
 - Formative assignments as follows:
 - i) Literature Review – 6,000 words
 - ii) Methodology (focused) – 6,000 words
 - iii) Issues emerging from data – 6,000 words

(4) Year Four

- a thesis of up to 60,000 words (incorporating the three formative assignments)
- an oral examination.

(b) Master of Education

(1) Year One

- Critical Analysis 3,500 words
- Methodology (comparative) 6,500 words

(2) Year Two

- a thesis of up to 30,000 words
- an oral examination

- 4.3 There shall be an annual review of work leading to the thesis, undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). The supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree;
- 4.4 In order to proceed to the thesis element of either programme a candidate must satisfy the examiners that there is a reasonable expectation that he/she will successfully complete the programme for the degree for which he/she is registered, in accordance with Regulations 4.5 and 4.7.
- 4.5 At the end of the first year the examiners shall review the candidate's progress to date. Each candidate shall be examined by two or more examiners, at least one of whom shall be an external examiner. The examiners will make recommendations to the Head of School (or nominee), supervisory team or other delegated member of academic staff regarding any student who warrants special attention in respect of their attendance or progress. A candidate who does not satisfy the examiners in this way may be permitted by the examiners, on one occasion only, to be reassessed.
- 4.6 A candidate who is aiming to transfer to the Degree of Doctor of Education and who fails to satisfy the examiners on the assessment or reassessment at the end of Year 1 by a narrow margin may be permitted, at the discretion of the examiners, to continue as a candidate for the degree of Master of Education.
- 4.7 During the period of study a candidate for the degree of Master of Education may, with the approval of the Head of School (or nominee), be permitted to withdraw as a candidate for the degree and be approved as a candidate for the Doctor of Education no later than six months prior to the end of the period of study for the degree of Master of Education. The period of study already completed shall count towards the period of study for the degree of Doctor of Education.

Sufficient evidence of progress must be provided including:

- a) passing all assignments
- b) submitting an appropriate research proposal of 5,000 words

The assessment will be undertaken by a panel of at least two members of academic staff, appointed by the Head of School (or nominee); no more than one member of the supervisory team may belong to the panel. The research proposal will also be subject to approval by the School's Ethics Committee.

- 4.8 In circumstances where a reassessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, the examiners may permit a candidate to proceed to the next year of the course on condition that:
- (1) the reassessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and
 - (2) the examiners shall consider the outcome of the reassessment at the earliest feasible opportunity.
- 4.9 A candidate who fails to satisfy the examiners in any reassessment of work completed in the first year and conducted in accordance with the regulations in this section shall normally be required to withdraw from the University.

5 SUBMISSION OF THE THESIS

- 5.1 The degree shall be awarded on the recommendation of the examiners at the assessment or reassessment undertaken:
- (1) In the case of candidates registered for the degree of Doctor of Education, in respect of the fourth year of study, provided that they are satisfied in all respects as to performance in the Year 4 assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the revision of older views. The thesis shall not exceed 60,000 words in length.

- (2) In the case of candidates registered for the degree of Master of Education, in respect of the second year of study, provided that they are satisfied in all respects as to performance in the Year 2 assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to obtain appropriate conclusions from the research. The thesis should be presented in a clear and systematic manner and not exceed 30,000 words in length.
- 5.2 A candidate who wishes to submit a thesis must apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than four years in the case of candidates for the degree of Doctor of Education candidates matriculating before 30 September 2014 and two years in the case of candidates for the degree of Master of Education shall have elapsed from the date of registration as a candidate for the degree.
- 5.3 For Doctor of Education candidates matriculating from 1 October 2014 onwards, a thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than five years shall have elapsed from the date of the registration as a candidate for the degree.
- 5.4 The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.
- 5.5 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

6 APPOINTMENT OF EXAMINERS

- 6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners for the thesis, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

7 EXAMINATION

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes. In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.
- 7.2 The examiners having examined the candidate shall send their reports and recommendations to the Head of School (or nominee) concerned. If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) of the School needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.3 The Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

Candidates for the degree of Doctor of Education

- (1) if the thesis and performance in the oral examination are of sufficient merit it shall recommend that the candidate be approved for the award of the degree of Doctor of Education.
- (2) if the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, it shall recommend that the candidate be approved for the award of the degree of Doctor of Education, subject to completion of minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, within six weeks.
- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend either that the candidate be asked to submit a revised thesis or that the candidate be given the option either of submitting a revised thesis or of being approved for the award of Master of Education. A candidate who is given this option shall be allowed a period of not more than fourteen days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept. A candidate who submits a revised thesis shall do so within one year and may be required to

undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion.

- (4) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, it shall, if the thesis and performance in the oral examination are of sufficient merit for the degree of Master of Education recommend that the candidate be approved for the award of the degree of Master of Education. In the event of the need for substantive amendments the Board may recommend that the candidate be permitted to resubmit the thesis for the degree of Master of Education in not more than six months.
- (5) if the thesis and performance in the oral examination are not of sufficient merit to entitle the candidate to the degree of Master of Education it shall recommend that no degree be awarded.

Candidates for the degree of Master of Education

- (1) if the thesis and performance in the oral examination are of sufficient merit it shall recommend that the candidate be approved for the award of the degree of Master of Education.
- (2) if the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, it shall recommend that the candidate be approved for the award of the degree of Master of Education, subject to completion of minor corrections within (a) six weeks or (b) if the required corrections are of a presentational nature, within one week.
- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Master of Education it shall recommend:
either:
 - (a) that the candidate be permitted to submit a revised thesis. Such a candidate shall submit a revised thesis within twelve months and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;
 - or*
 - (b) that no degree shall be awarded.

7.4 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

7.5 A candidate who submits a satisfactory thesis but who fails to satisfy the examiners in the oral examination may be permitted by the

Academic Director of Research Degree Programmes on the recommendation of the examiners and of the Head of School (or nominee), to take a second oral examination or a written examination within six months.

8 FINAL SUBMISSION OF THESIS

- 8.1 A candidate shall submit two copies of the research thesis in accordance with rules approved by the Senate.
- 8.2 If a candidate is approved for the award of the degree, the Head of Postgraduate Research (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the School of Education and Lifelong Learning. The Head of the School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have written permission to consult it.

9 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES

- 9.1 Candidates for the degree of Doctor of Education or Master of Education will be designated as Category 'A' (including faculty of Schools and such other candidates as the Senate shall determine) or Category 'B'. Candidates in Category 'B' shall study the degree of Doctor of Education or Master of Education in accordance with Regulations 1 to 8 above. Category 'A' candidates shall be permitted to proceed to the degree of Doctor of Education or Master of Education in accordance with Regulations 1 to 8, subject to the following modifications.
- 9.2 In the case of Category 'A' candidates, references to the Head of School in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Postgraduate Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category 'A' candidate for the degree of Doctor of Education or Master of Education shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 9.3 In the case of Category 'A' candidates, references to the Head of School in Regulation 4 (Attendance, Assessment and Progress) shall be interpreted as references to the Faculty Associate Dean of

Postgraduate Research, or to their nominee if they have a conflict of interest.

- 9.4 In the case of Category 'A' candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to the Academic Director of Research Degree Programmes or to their nominee if they have a conflict of interest.
- 9.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category 'A' candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

Regulations for the Degree of Doctor of Medicine

1 SCOPE OF THESE REGULATIONS

- 1.1 These regulations govern the awards of degrees of Doctor of Medicine.
- 1.2 A candidate may register for the degree of Doctor of Medicine in the Norwich Medical School at the University of East Anglia (Norwich Medical School).

2 GENERAL PRECONDITIONS TO AN AWARD

- 2.1 The degree of Doctor of Medicine (MD) may be awarded by the Senate on the recommendation of the Head of the Norwich Medical School (or nominee) at the University of East Anglia to a candidate who:
 - (1) Has held, for at least three years at the time of submission of thesis, a qualification which is recognised for registration by the General Medical Council for the United Kingdom.
 - (2) Is either a Bachelor of Medicine/Bachelor of Surgery (MBBS) graduate of this University or a graduate of another approved university holding an appointment or an honorary appointment within a health or social care facility that has established research or teaching links with the Norwich Medical School at the University of East Anglia.
 - (3) Has been employed for at least two years in appropriate clinical or scientific work, and has completed all the work for the degree during that employment.
 - (4) Has fulfilled any other University requirements.
- 2.2 The proposed area of study must be approved by the Head of School (or nominee) at the time of registration.

3 DURATION OF COURSE

- 3.1 For candidates submitting a thesis, the period of advanced study and registration shall be twenty-four months prior to submission, subject to the following exceptions:
 - (1) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of advanced study and registration may be reduced by not more than six months;
 - (2) Permission to extend the normal period of advanced study and registration by up to six months may be granted by the Head of

School (or nominee) and the Academic Director of Research Degree Programmes may give special permission for further extensions to the period of advanced study and registration on the recommendation of the Head of School (or nominee);

- (3) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

3.2 For candidates submitting a body of published work the period of advanced study and registration shall be twelve months prior to submission subject to the following exceptions:

- (1) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of advanced study and registration may be reduced by not more than three months;
- (2) Permission to extend the normal period of advanced study and registration by up to three months may be granted by the Head of the School (or nominee) and the Academic Director of Research Degree Programmes may give special permission for further extensions to the period of advanced study and registration on the recommendation of the Head of School (or nominee);
- (3) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed six months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

4 ATTENDANCE, ASSESSMENT AND PROGRESS

4.1 For each candidate, the Head of School (or nominee) shall appoint a supervisory team, which shall consist of at least two members of academic staff of the School. Where approved by the Head of School (or nominee), a member of academic staff of the School and an honorary appointed teacher of the School can constitute the supervisory team. In the latter case, the primary supervisor shall be the member of academic staff, unless otherwise approved by the Academic Director of Research Degree Programmes.

- 4.2 There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and/or registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). For students registering from 1 October 2015 onwards, during their first year of registration, the status of Doctor of Medicine students as doctoral candidates is probationary and their annual review includes the confirmation review of their status.
- 4.3 Confirmation review requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of confirmation review, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.4 If the candidate is not making satisfactory progress at a confirmation review, they will be warned promptly in a formal letter from the Head of School (or nominee) that they may be asked to withdraw from the University. The candidate will be set a clear list of measurable goals to be achieved and the timescale for achieving these. They will also be required to attend a Continuation Review Meeting at which the Internal Assessor should agree a further joint recommendation with the supervisory team on the candidate's probationary status. A student not making satisfactory progress at a Continuation Review Meeting will normally be required to withdraw from the programme.
- 4.5 The supervisory team shall also report to the Head of School or nominee at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

5 SUBMISSION OF THE THESIS

- 5.1 A candidate is normally required to submit a thesis of not more than 65,000 words to the satisfaction of the examiners.
- 5.2 Alternatively, subject to the approval of the Head of School (or nominee), a candidate may submit a substantial body of published work or works with a common theme embodying the result of his/her personal observation or research in some subject of Medicine. Such a submission should also include:
- (1) A list of the publications on which the assessment for the degree is to be based;
 - (2) In cases where multi-authored works are included in the submission, evidence (preferably in the form of written confirmation by at least one co-author per published work) of the candidate's own original contribution to the work in respect of:
 - (a) design of the investigation
 - (b) conduct of the research

- (c) analysis of the outcome
- (d) preparation of the work for publication;
- (3) A critical analysis of the work submitted (normally 15,000-20,000 words).

5.3 The thesis or published work(s) must be deemed to make an original contribution to the field in some subject of Medicine to the satisfaction of the examiners.

5.4 A candidate who is about to make a submission shall give to the Head of Postgraduate Research Service (or nominee) at least three months' prior notice in writing which shall include the full title of the thesis or body of work.

5.5 A candidate may submit for examination no earlier than three months before the end of the period of advanced study and registration, providing that, not more than two years have elapsed since their registration as a candidate for the degree, notwithstanding Regulation 3.

6 APPOINTMENT OF EXAMINERS

6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of submission.

7 EXAMINATION

7.1 A candidate shall be examined orally on the submission and on subjects relevant to it. The examination shall normally be held within three months of the date of submission. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes. In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.

7.2 The examiners having examined the candidate shall send their reports and recommendations to the Head of School (or nominee). If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.

- 7.3 The Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

Thesis and oral examination

- (1) If the thesis and performance in the oral examination are of sufficient merit the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree of Doctor of Medicine;
- (2) If the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree of Doctor of Medicine, subject to completion of minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, within one week;
- (3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Medicine but there is a reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend that the candidate be asked to submit a revised thesis. A candidate who submits a revised thesis shall do so within one year, may be required to undergo further oral examination, and shall be required to pay a reassessment fee. A candidate shall not be allowed to submit a revised thesis on more than one occasion;
- (4) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Medicine and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, it shall recommend that no degree be awarded;
- (5) If the candidate submits a satisfactory thesis but fails to satisfy the examiners in the oral examination, the Head of School (or nominee), on the recommendation of the examiners, may permit the candidate to take a second oral examination within six months.

Substantial body of published work and oral examination

- (1) If the published work and performance in the oral examination are of the standard required for the degree in all respects, the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree;
- (2) If the examiners have considered that the criteria for the award as set out in Regulation 6 above are not yet met but there is a reasonable expectation that they may be fulfilled if further

publication(s) are achieved within twenty-four months, the Head of School (or nominee) shall recommend that the candidate be permitted an opportunity to make a revised submission within a period proposed by the examiners (not to exceed twenty-four months from the date of assessment). A candidate who is permitted and wishes to make a revised submission under this regulation:

- (a) shall be required to pay a reassessment fee
 - (b) may be required to undergo a further oral examination at the discretion of the examiners
 - (c) shall not be allowed to make a revised submission on more than one occasion;
- (3) If the examiners have considered that the criteria for the award are not met and that there is no reasonable expectation of their fulfilment within twenty-four months from the date of assessment, they shall recommend that no degree be awarded and that no reassessment be offered;
- (4) If the examiners have considered that the submission of published work is of sufficient merit but that performance in the oral examination has been unsatisfactory, the candidate may be permitted by the Head of School (or nominee), on the recommendation of the examiners, to take a second oral examination within six months, in which case the candidate:
 - (a) shall be required to pay a reassessment fee
 - (b) shall not be allowed to re-take the oral examination on more than one occasion.

In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

7.4 In cases where a candidate is reassessed, the Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

- (1) if a candidate's performance in the reassessment has reached the standard required for the degree in all respects, the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree;
- (2) if a candidate's performance in the reassessment has not reached the standard required for the degree, the Head of School (or nominee) shall recommend that the degree be not awarded.

Regulations for the Degrees of Doctor of Laws, Doctor of Letters and Doctor of Science

1 SCOPE OF THESE REGULATIONS

1.1 A candidate for the degree of Doctor of Laws, Doctor of Letters or Doctor of Science must be approved by the Academic Director of Research Degree Programmes on the recommendation of the Head of School (or nominee) of one of the University's Schools of Studies on the basis of:

- (1) Possession of the degree of Bachelor of Arts, Bachelor of Laws, Bachelor of Medicine/Bachelor of Surgery, or Bachelor of Science of this University at least nine years previously.
- (2) Possession of the Integrated Master's degree of Master of Chemistry, Master of Computing, Master of Mathematics, Master of Natural Sciences or Master of Pharmacy of this University at least eight years previously.
- (3) Possession of the degree of Master of Arts, Master of Business Administration, Master of Clinical Education, Master of Education, Master of Laws, Master of Music, Master of Research, Master of Science, or Master of Social Work of this University at least eight years previously.
- (4) The degree of Master of Philosophy of this University at least seven years previously.
- (5) The degree of Doctor of Philosophy, Doctor of Philosophy (Integrated Studies), Doctorate in Clinical Psychology, Doctor of Education, Doctor of Medicine or Doctor of Social Work of this University at least six years previously.
- (6) A first degree of another approved university at least nine years previously and
either (a) be a member of the academic staff of this University, or an equivalent member of staff of an Affiliated Institute or of any partner institution of the University of at least four years' standing.
or (b) be an honorary or visiting member of the academic staff of this University of at least seven years' standing.
- (7) a nomination and statement of support for the candidate from a member of that School who shall be obliged to confirm the existence of a common research interest with the nominee; and
- (8) the availability of suitable expertise in the School to advise and (if appropriate) examine the candidate.

2 After candidature for the degree has been approved on the basis set out in Regulation 1 above, an application may then be made at any time to the Registrar and Secretary (or nominee) and should contain:

- (1) Three copies of a critical analysis of the work submitted (a

minimum of 30,000 words in length) covering the development of the candidate's submitted work and its sustained, original and distinguished contribution to knowledge.

- (2) Three copies of a list of the works on which the candidate bases the submission. The list shall clearly indicate:
 - (a) what part, if any, of the work has already been submitted for a degree of this or any other University.
 - (b) what part, if any, of the work has been produced jointly with others and to what extent the candidate was responsible for the initiation, direction or conduct of the work.
- (3) Three copies of all works on which the candidate bases the application for the degree.

3 GENERAL PRECONDITIONS TO AN AWARD

- 3.1 An application for the degree of Doctor of Laws, Doctor of Letters or Doctor of Science must be based either wholly or to a substantial extent on a sustained original and distinguished contribution to knowledge. Unless stipulated by the Senate, the work presented for consideration shall have been published.
- 3.2 If the application is approved by the Academic Director of Research Degree Programmes on the recommendation of the Head of School (or nominee), the Academic Director of Research Degree Programmes shall, after consultation with the Head of School (or nominee) concerned, recommend to the Faculty Associate Dean of Postgraduate Research, the appointment of at least two examiners, one of whom shall be an external examiner. Any member of the academic staff of the University who is a candidate for the degree shall be examined exclusively by external examiners.

4 SUBMISSION OF THE THESIS

- 4.1 One copy of the work or works approved for the award of the degree of Doctor of Laws, Doctor of Letters or Doctor of Science shall be deposited in the University Library.

5 APPOINTMENT OF EXAMINERS AND EXAMINATION

- 5.1 Each examiner shall send to the Head of Postgraduate Research Service (or nominee) a report upon the candidate's claim and upon the work submitted and a recommendation whether or not the degree should be awarded. The reports shall be submitted to the Academic Director of Research Degree Programmes. If the examiners recommend that the degree be awarded the Academic Director of Research Degree Programmes shall so recommend to the Senate.

Rules for the Submission of Work for Higher Degrees

1 Theses submitted for Research Degrees

A candidate must submit:

- (1) two copies of the work submitted, but doctoral candidates should see below. Any thesis must be written in English and presented in the required form.
- (2) three copies of an abstract of the thesis, not exceeding 300 words, in a form suitable for publication. If the candidate is awarded the degree, the University may publish this abstract in any manner approved by the Senate or by the Head of the School concerned.
- (3) a statement showing what part, if any, of the material offered has previously been submitted by the candidate for a degree in this or any other University and, if joint work is submitted, what part of it is the candidate's independent contribution.
- (4) a statement of the length of the thesis (which should include footnotes and the bibliography but not other, appendicised material) or of the length of the critical analysis where such an analysis is required.
- (5) a certificate from the primary supervisor that any required taught courses have been satisfactorily completed.
- (6) for the degrees of PhD by Publication, and of Doctor of Medicine where the candidate is submitting a body of published work, the bound copies of the work submitted must include a list of the publications on which the assessment for the degree is to be based, a critical analysis of the work submitted and, where multiauthored works are included in the list, written evidence of the candidate's own original contribution to the work in respect of:
 - (a) design of the investigation;
 - (b) conduct of the research;
 - (c) analysis of the outcome;
 - (d) preparation of the work for publication.

Copies of all the published work to be assessed must also be included, either bound together with the above or separately contained.

- (7) One copy of the thesis/submission shall be deposited in the University Library and the other in the School concerned.

Candidates should submit the Library copy of the thesis as an electronic copy in portable document format (pdf) on a CD, DVD or USB flash drive. The electronic copy must be submitted at the same time as the final version of the printed copy and should be identical to the printed version.

The Library may also, in exceptional circumstances, accept a hard copy of the thesis where the form of the submission makes it difficult to accept in purely digital format, for example, where there are multiple objects that cannot be digitised. The Library will provide advice on this and exceptions will be agreed with the Head of Library Academic Services.

2 Rules for the Submission of Work for Higher Degrees (Taught Masters' Degrees)

- (1) A candidate must submit two hard copies of the dissertation (or research project completed in place of a dissertation).
- (2) Both copies of the dissertation are for the purposes of assessment only. Where the School of registration wishes, students may subsequently be asked to deposit one copy of the dissertation with the School for the purpose of future consultation by students or staff.
- (3) The dissertation must be written in English, unless the subject of the dissertation dictates that it is partly written in another language (for example, where the subject of the dissertation is translation or a language).
- (4) The text of a dissertation shall, as far as possible, be typewritten on ISO A4 size paper of good quality.
- (5) The dissertation must be submitted for assessment in a secure soft binding sufficiently durable for the assessment process.
- (6) The volumes when submitted for assessment shall bear the registration number of the candidate, the title of the dissertation, the name of the degree for which the dissertation is submitted and the date of submission.
- (7) A volume deposited with the School shall bear the name of the candidate, the title of the dissertation, the name of the degree for which the dissertation is submitted and the date of submission. The title page should include the following words: "This copy of the dissertation has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with the author and that use of any information derived there-from must be in accordance with current UK Copyright Law. In addition, any quotation or extract must include full attribution."
- (8) Where a dissertation is deposited with a School following the assessment process and for the purpose of future consultation, it may be hard-bound or in portable document format (pdf) on a CD.
- (9) Diagrams, maps and similar documents may be submitted in a portfolio of any size or in the form of a CD-ROM and must bear equally the particulars mentioned in rule 6 (and rule 7) above.

- (10) When submitting the dissertation for assessment, a candidate must also submit a statement showing what part, if any, of the material contained in the dissertation has previously been submitted by the candidate for a degree in this or any other University.
- (11) When submitting the dissertation for assessment, a candidate must confirm that the work contained within the dissertation is their own (in accordance with the University's regulations relating to Plagiarism and Collusion) or, where joint work is submitted, what part of it is the candidate's independent contribution.
- (12) A statement of the length of the dissertation, which includes footnotes, but excludes appendices, bibliography and reference lists.

Rules for the Form of Theses (Research Degrees)

(1) A candidate shall submit the thesis in a condition suitable for preservation in the University Library. A candidate should consult the Head of Library Academic Services as to the proper form of binding for the thesis or to the format of the electronic thesis submission.

(2) Two copies are required of the candidate. If a candidate is successful one copy of the thesis shall be deposited in the University Library and shall be allowed to leave it only on conditions approved by the Senate. The second copy shall be deposited with the School most concerned with the thesis. Candidates should submit the Library copy of the final version of their thesis, as approved by their Examiners, in electronic format in portable document format (pdf) on a CD, DVD or USB flash drive. The electronic copy must be submitted at the same time as the printed copy and should be identical to the printed version, which is deposited with the School.

For hard copies of the thesis

(3) The texts of theses shall, as far as possible, be typewritten on ISO A4 size paper of good quality and bound in a fixed binding of boards with black cloth back or other suitable binding. The volume shall bear the name of the candidate, the title of the thesis, the name of the degree for which the thesis is submitted and the date of submission. The title page should include the following words: "This copy of the thesis has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with the author and that use of any information derived there-from must be in accordance with current UK Copyright Law. In addition, any quotation or extract must include full attribution."

(4) Diagrams, maps and similar documents may be submitted in a portfolio of any size and must bear equally the particulars mentioned in rule (3) above.

(5) A candidate may with the permission of the Learning and Teaching Committee submit recorded material, such as audiotape, videotape and film, of not more than one hour's running length as supporting evidence. This must be in addition to a written thesis and not a substitute for any part of it. The examiners may require candidates to deposit copies of the recorded material with the thesis in the Library and in the appropriate School. Work submitted in non-book material form should be in a durable form suited to preservation over long periods. The item should be provided with an appropriate container approved by the Head of Library Academic Services and bearing on its exterior the particulars listed above (3).

In the case of the Musical Composition programme in the School of Music

(6) Recorded material may be submitted when the musical work is able to exist (as in the case of types of electro-acoustic composition) only in recorded form.

In the case of the Professional Practice programme in the School of Art, Media and American Studies

(7) A substantial part of the thesis may be curatorial, archival, educational or creative in content. This will be represented in the thesis submission by a substantial dossier of practical work presented in an appropriate, accessible and enduring format.

For all candidates

(8) A candidate shall initially submit a thesis in electronic format and in a secure soft binding sufficiently durable for the assessment process. No Pass List will be issued after successful assessment until the thesis has been resubmitted in the form outlined in rules (1) to (6) above and the candidate has confirmed that no changes, other than any required by the examiners, have been made to any part of the thesis from that previously assessed. The Pass List will not be issued until both the print version and electronic version of the thesis have been deposited with the University.

(9) Whether soft-bound, hard-bound or in electronic format, all submitted research degree theses must be prepared in accordance with the instructions set out in the 'Research Degrees: Submission, Presentation, Consultation and Borrowing of Theses'.

Consultation and Borrowing of Theses

If a candidate for a Research Degree is approved for the award of the degree, one electronic copy of the thesis is deposited in the University Library where it shall be available for consultation and/or copying in the manner described in the following paragraph. The second (hard) copy is deposited with the School of Studies or Institute concerned.

Theses deposited in the University Library cannot be removed from the Library. However, copies may be taken, normally in one of the following ways:

- (1) by the British Library Document Supply Centre which may make a digital copy of UEA PhD theses available for download via EThOS, the British Library's E-theses initiative;
- (2) by the University Library which will make theses submitted in hard copy available for reference for use in the Library.

All copies made in accordance with the above provisions will include the title page of the thesis which should include a statement protecting the author's copyright (See Rules for the Form of Theses (Research Degrees) Regulation (3)).

In particular cases where the original hard copy (if deposited in that form) is sought, the University Library passes on inter-library loan requests to the School of Studies or Institute concerned. Hard-bound copies of theses deposited in the University Library are never lent to other libraries.

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