# GENERAL ACADEMIC REGULATIONS

# ACADEMIC YEAR 2020 - 2021

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| **Document Title:** | General Academic Regulations 2020/21 |
| **Summary:** | This document defines the Academic Regulations for all taught programmes, validated by Newman University, including undergraduate, postgraduate and PGCE programmes, for the 2020/21 academic year |
| **Author/Department Responsible:** | Deputy Registrar/Quality Office |
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**Summary of Main Changes to General Academic Regulations for the 2020/21 Academic Year**

Unless stated otherwise, the changes detailed below apply to all students (new and continuing) with effect from the start of the 2020/21 academic year.

| Section(s): | Change: |
|---|---|
| C4 – Module Registration | Inclusion of the following Regulation relating to module registration:<br><br>C4.11: During their registration, students can only take modules that, when successfully completed, total the number of credits required by the programme to achieve the intended award. Additional modules cannot be taken, for any reason, including (but not restricted to) additional learning or to abandon assessment or re-assessment on a different module. |
| E4 – Proof Reading for Students | Inclusion of the following Regulation relating to the proof reading of work:<br><br>E.4.2: Staff can provide further clarity in what they are able to consider as part of formative assessment. However such advice and guidance given to students on their work will not be about grades or even discussion of 'worthy of a pass' but to support the students development. |

Please note that this summary does not include reference to minor changes to wording or terminology.

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# PART A: INTRODUCTION

## Section 1: Scope of the Regulations

A1.1 The General Academic Regulations (referred to as the Regulations), apply to all taught provision of Newman University.

A1.2 These Regulations are approved annually by the Senate of Newman University, and comply with the guidelines of the Competition and Marketing Authority (CMA) and the Quality Assurance Agency for Higher Education (QAA) and the requirements of registration for the Office for Students (OfS).

A1.3 The Regulations in force at any time shall be those for that academic year unless specified otherwise. When a student registers at the start of the academic year for a year of study, or partway through the academic year, the student shall sign up for the Regulations of that academic year.

A1.4 When a student returns to study after a period of suspension, that student will be required to abide by the Regulations in force at the time of their return, and will resume on the programme of study in operation at the point of return.

A1.5 All students are expected to abide by all University Regulations and Guidelines, which include all relevant policies, regulations and guidelines, such as:

- Admissions Policy
- Safeguarding Children, Young People and Vulnerable Adults Policy
- Student Academic Misconduct Procedure
- Student Disciplinary Procedures
- IT General Conditions of Use
- Debt Management Policy
- Academic Appeals Procedure
- Student Complaints Procedure
- RPCL/RPEL Policy

A1.6 Students are expected to confirm that they have understood and will abide by such Regulations. Further details are provided within the University's Terms and Conditions as provided on the University website.

A1.7 The University is committed to operating admissions processes that are fair, transparent, consistent and compliant with all the relevant legislation and regulations. Regulations regarding admission are administered by the Admissions Team.

A1.8 All students are required to comply with the guidelines and codes of practice as required by their individual course of study, and in particular the following:

- Code of Professional Conduct and Fitness to Practise
- Fitness to Practice Policy
- Fitness to Study Policy and Procedures
- Dignity at Study Policy and Procedures
- Criminal Records Checks (Disclosure and Barring Service - DBS) Policy

A1.9 The Criminal Records Checks Policy is in addition to the Disqualification by Association and the

required Prohibition Checks for Staff and Students that includes the requirement, by UCAS and the University, to declare a 'relevant offence' which includes convictions, cautions, admonitions, reprimands and final warnings to enable the University to assess under the relevant admissions policy.

A1.10 Additional programme specific regulations may also apply to some professional programmes.

**Section 2: Amendments to the Regulations**

A2.1 These Regulations are subject to revision as specified by Newman University Senate, Governmental, Professional, Statutory and Regulatory Body (PSRB) requirements.

A2.2 In the exceptional case of any changes made during an academic year, these changes will be communicated to all students and will be highlighted until the end of that academic year. As much notice as possible will be provided for students already enrolled on programmes.

A2.3 For clarification of any element of these Regulations, students are requested to contact the Deputy Registrar (l.de-la-haye@newman.ac.uk).

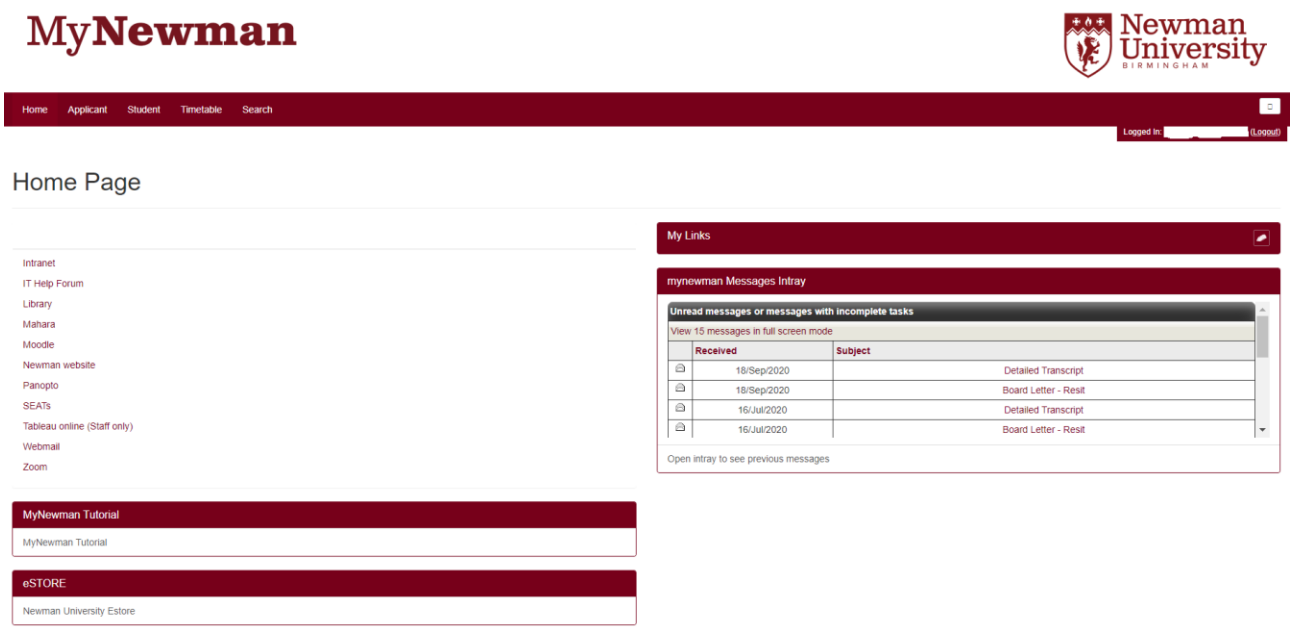
# PART B: STUDENT RESPONSIBILITIES

## Section 1: Introduction to MyNewman

B1.1 Newman's web portal to all on-line systems and services is called MyNewman. It is a student's responsibility to regularly check MyNewman updates and changes to individual records will be accessible here. Students should also check their Moodle pages and Newman email account regularly.

B1.2 MyNewman can be accessed from all computers on campus and also off campus via the MyNewman tab on the Newman website.

B1.3 MyNewman allows easy access to other Newman systems as shown below:




**Home Tab:**

***MyNewman Messages Intray*** – Messages will appear here. Students should also check their Moodle pages and Newman email account regularly.

**Student Tab:**

***My Personal Details*** – Students are expected to edit/update their address, telephone numbers and e-mail addresses.

***My Course*** – Displays information about the course on which a student has enrolled and the name of their Programme Leader and Subject Leader(s).

***My Academic and Professional Tutor*** *(for teacher training students only)* – Displays a student's Academic & Professional Tutor (APT) and their contact details.

***My Academic Support Advisor*** *(for Single or Joint students only)* – an overview of support offered by the ASAs (Academic Support Advisors) and relevant contact details

are available on the Academic Support Advisors Intranet page.

***My Modules*** – The modules to which a student has been assigned.

***Change of Circumstances Forms*** – Forms that need to be printed and require signatures.

***Letter Request*** – Students use this area to request letters confirming they are enrolled as a student.

**Timetable Tab:**

A student's personalised timetable can be viewed here, listing when and where their lectures are due to take place, links to semester dates and the University calendar.

**System Links section:**

***Webmail –*** Newman University's email system.

***Moodle –*** Newman University's Virtual Learning Environment (VLE), where module learning resources and activities can be found.

***Mahara –*** an electronic portfolio used on many modules for students to collect and present evidence and to reflect on their learning.

***Library –*** Useful information about the Library and its online services are accessed here.

***IT Help Forum*** – Moodle forum for questions relating to the use of Moodle and Mahara, or other computer related systems.

***Newman Website*** – Newman University's external website.

***Panopto*** – Online video platform used by the University.

***Intranet -*** Useful documents and information is available on the University's Intranet (private network available to University staff and students).

**My Links tab**:

Students can personalise their home page by adding their own links to websites or documents.

## Section 2: Student Details

B2.1 It is the responsibility of the student to ensure that all his/her details are accurate and that Newman University is kept informed of any changes to address, emergency contact details and other information. This information is updated by using MyNewman. Students studying at partner institutions as franchise students can also update their details on MyNewman, but must also inform the administration office at the partner institution.

**Change of Name**

B2.2 Should a student require a different name on their award certificate, the University will require an appropriate form of evidence such as a certified copy of a birth entry or;

- Copy of public announcement
- Statutory declaration
- Marriage certificate or civil partnership certificate
- Divorce decree absolute or final order
- Change of name deed.

B2.3 If the student wishes to use a pseudonym due to personal safety issues, a police report will be required for verification.

B2.4 In the case of transsexual/transgender students, a letter from the consultant or counsellor concerned will be required or a gender recognition certificate.

**Section 3: Newman Email**

B3.1 All email communication with the University should be made using the University's email. Students should check their Newman email account regularly and respond to emails in a timely fashion.

**Section 4: Data Collection**

B4.1 Newman University collects information about students in the normal course of its operations. This information is only used for business relevant to the University.

B4.2 Full information about the data that is held and how it can be accessed by staff or students provided within the University's Data Protection Policy and a statement about data protection is displayed on the University's Welcome webpages.

**Section 5: Recording of Lectures**

B5.1 As part of the University's commitment to accessibility, the University encourages the recording of sessions. Therefore, some sessions will be recorded via lecture capture (i.e. Panopto) and made available to all students within their cohort. During the current pandemic, arrangements have been made for online teaching.

B5.2 Where a recording is to be made, all those present must be notified of the fact at the outset. For further details refer to the University's Audio Recording Policy.

B5.3 Where students register for a performance module (e.g. Drama production) or where the assessment involves recording (either by the student or the University) resultant media files may be used by the University on its subject pages or website. Students will be informed on the module details that:

'Your performance will be recorded for assessment and may also be used for promotional purposes by Newman University. In taking this module you are agreeing to your image being used in these ways.'

B5.4 If the recording includes the audience, as well as the performing students, the audience must be informed before recording starts. If they do not wish to be recorded, they will be invited to

sit where the recording will not cover them.

**Section 6: Personal and Professional Behaviour**

B6.1 Students are expected to behave, at all times, in a manner appropriate to their position as students at Newman University, and in line with the University's Code of Expected Conduct.

B6.2 Students are expected to act in a responsible and sensible manner to ensure their own safety and that of other persons who may be affected by their actions. Full information about Health and Safety at Newman University are available on the University's Intranet.

B6.3 Students will develop effective working relationships with staff, their peers, students, children and anyone they encounter within their professional areas, in university and work related settings/work placements, behaving with professional courtesy and respect in line with Newman University policies. This includes all forms of communication and in particular electronic communication; all communication made using electronic means (including social media) should be both professional and appropriate.

**Section 7: University Expected Conduct**

B7.1 All students are expected to conduct themselves with due regard for their legal responsibility as adults and for the good name and reputation of Newman University, as detailed in the University's Expected Conduct document

B7.2 Students are expected to attend all directed sessions and to be both punctual and prepared for their classes.

B7.3 Students are expected to engage in the group activities set; complete the directed timed activities and participate in their academic support tutorials.

**Changes to Disclosure and Barring (DBS) Certificate**

B7.4 Students must make the University aware of any circumstances that may affect their DBS or Disqualification by Association clearance and should be aware that any change may affect their programme of study.

**Dress Code**

B7.5 Appropriate professional dress will be expected to be worn on school placements / work placements.

B7.6 On University campus there may be occasions when the covering of the face may not be deemed suitable; this may include one to one discussions with academic and professional support staff.

**Identification Cards**

B7.7 Staff and students are issued with identification cards on appointment or enrolment and are required to carry them at all times when on campus. Failure to produce a Newman University identification card, when asked to do so by an authorised member of University staff, may result in the refusal of access to facilities and the inability to record your attendance.

B7.8 Where appropriate, the University can require a student to provide ancillary visual proof of

identity and, in the case of students wearing full head apparel they will be required to show their face to a member of staff of the same sex for confirmation of their identity.

B7.9 A student may not pass his/her card to any other person. Use of a card by a person other than that indicated on the front could lead to disciplinary action.

**CCTV Systems**

B7.10 The University operates a CCTV system to protect staff, students and members of the public on the campus and in University buildings. In addition to being used for the prevention and detection of crime, CCTV footage may also be used in the course of disciplinary proceedings.

**Telephone Calls**

B7.11 Students may not use the University telephone service or fax facilities for incoming or outgoing calls, other than when expressly permitted by an authorised member of staff in connection with a project or placement, except in cases of extreme emergency.

**Safety Regulations**

B7.12 The University owes a duty of care to its students and staff and, as far as is reasonably practical, seeks to ensure that the University is a safe place to work and study.

B7.13 Students are required to comply with reasonable instructions from any member of staff of the University and to observe the safety regulations of the University; these include the wearing of eye protection and overalls for certain types of work.

B7.14 Students are strongly urged to report all personal accidents to their tutor.

**University Property**

B7.15 Students will be held liable for damage to University property and may be held responsible collectively for damage not traceable to an individual.

**Illegal Drugs**

B7.16 The University takes all reasonable measures within its powers to discourage the use of illegal drugs amongst its students.

B7.17 Students are reminded that possession of illegal drugs is a criminal offence and that possession with the intent to supply is a more serious offence. It is also an offence to permit illegal drugs to be used on one's premises; thus the University would break the law if it permitted proscribed drugs to be used on the premises under its control.

B7.18 The University will inform the police of any student found to be using or in possession of any illegal drug (including cannabis) in any University owned or managed premises.

**Alcohol**

B7.19 Students must report for studies, and remain throughout the working day, in a fit and safe condition to undertake their duties and not be under the adverse influence of alcohol.

B7.20 Students must not consume alcohol, drugs or other intoxicating substances during timetabled

studies if doing so is likely to adversely affect the performance of their studies. Exceptions apply to drugs prescribed for the individual or over-the-counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist or manufacturer) and where the safety of the individual or others with whom they come into contact is not compromised.

B7.21 Students whose timetabled studies involve driving, the use of machinery, live electrical work or hazardous chemicals, or who are required to work at heights or in confined spaces, should not partake of alcohol at all during the timetabled day.

**Noise Disturbance and Games**

B7.22 The creation of disturbances or an obstruction is forbidden. Disturbances include the ringing of mobile telephones in lectures/tutorials, laboratories, open access rooms and the Library. The Library is a place for scholarly activity and study.

B7.23 The playing of ball games within the Site must be confined to the appropriate sports facilities.

**Display of Posters**

B7.24 No notices or posters may be displayed or distributed on University premises without due authority.

**Pointers**

B7.25 Students are strictly forbidden to use laser pointer pens on University premises, unless these are used for legitimate pedagogical reasons.

## Section 8: Discipline

B8.1 Any student studying or registered at the University will be subject to disciplinary measures if he or she is found to be guilty of Academic Misconduct or General Misconduct, as detailed in the Student Academic Misconduct Procedures.

B8.2 The University will take action in cases of General Misconduct where this interferes with the functioning or activities of the University or of those who work or study in the University; or constitutes action which otherwise improperly damages the University or its reputation in a professional or public arena.

B8.3 In particular, the following may constitute general misconduct, whether occurring on University premises or elsewhere:

- Conduct which constitutes a criminal offence
- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University or the University's partners
- Obstruction of, or improper interference with, the functions, duties or activities of any student or member of staff of the University or University's partners, or any visitor to the University
- Violent, indecent, disorderly, threatening, intimidating, offensive, disruptive or abusive behaviour/language to other students or members of staff of the University or University's partners, or any visitor to the University
- Accessing, disseminating or promoting extremist or terrorists material/information or activities

- Sexual, racial or other serious harassment of any student, member of staff of the University or University's partners or any visitor to the University
- Popularisation of extremist ideologists, in line with the Prevent Duty
- Fraud, deceit, or deception
- Theft, misappropriation or misuse of University property, or the property of the University's staff, students, visitors or partners, including computer misuse
- The dealing in or use of illegal or banned substances on University premises
- Misuse or unauthorised use of University or University's partners' premises
- Misuse of fire alarms or other health or safety equipment
- Damage to property of the University or University's partners, or the property of the University's staff, students or visitors, caused intentionally or recklessly
- Action likely to cause injury or impair safety on University or University's partners' premises
- Failure to respect the rights of others to freedom of belief and freedom of speech (as determined by the University's equality and diversity policies)
- Breach of the provisions of any University code, rule or regulation
- Obtaining a place to study at the University through deception
- Failure to disclose personal details to a member of staff of the University in circumstances in which it is reasonable to require that such information be given
- Failure to comply with a reasonable instruction relating to discipline, issued with the Vice-Chancellor's authority
- Action in contempt of the University's Student Disciplinary Procedures.

B8.4 The above list is not intended to be exhaustive. In the case of minor offences (such as minor breaches of the University's regulations, codes of conducts, minor cheating offences), the Faculties may use its discretion in invoking a local disciplinary procedure.

B8.5 Where offences are committed on the Licensed premises within the University, the regulations of the License will apply.

**Section 9: Students Under the Age of 18 on Entry**

B9.1 As additional safeguards apply, the University has a separate Policy for Students under the Age of 18 Years on Entry.

# PART C: REGISTRATION

## Section 1: Enrolment

C1.1 All students are required to enrol with Newman University.

C1.2 For students undertaking programmes of study where they will be taught both at Newman University and at a partner institution, enrolment and induction may also be required at the partner institution.

C1.3 All full time and part time students entering Newman University at the start of the academic year will normally be required to register for one academic year's programme on initial registration and thereafter to register annually at the beginning of each new academic year.

C1.4 All students commencing their programme of study at times other than the start of the academic year are required to register as soon as possible with Newman University, and not later than the final date notified by Newman University.

C1.5 Overseas students must comply with the special monitoring arrangements required of the University by the rules of UKVI (UK Visas and Immigration formerly the Border Agency) and will be required to re-register at other times during the academic year.

C1.6 If a student withdraws from their programme they will be liable to pay a percentage of their course fees dependent upon withdrawal date. 25% is payable at enrolment, a further 25% at start of January and remaining 50% at start of April, (for those enrolling at the start of an academic year).

C1.7 All students will be requested to sign a payment fee acknowledgement letter to this effect. Should a sponsor or employer fail to undertake payment of fees, liability remains with the student.

### Research Programme Enrolment

C1.8 As well as enrolling with Newman University, all Research Degree students will be required to register with their Research Degree Awarding Body.

C1.9 Students are required to undertake research training during their research degree and to follow both the General Academic Regulations and the relevant Research Degree regulations as advised at registration.

C1.10 A dedicated Handbook is normally supplied for research students and contains all regulations and all processes and procedures for research students.

### Concurrent and Consecutive Enrolment

C1.11 A student may only be permitted to register for more than one programme at Newman University to run concurrently under the following conditions;

- both programmes are part time and subject to the agreement of the Programme Leaders

or

- one of the programmes is part time and the other is full time and the declared opinion of

the programme leader for each programme is that concurrent enrolment will not detract from the student's performance. All such enrolments must have the formal written approval by the Programme Leader(s) concerned.

or

- the second programme is considered a necessary element for students wishing to follow specific professions (such as the CCRS for students wishing to become teachers in Catholic schools).

C1.12 Where one programme provides the accepted entry qualification for a further programme, no enrolment will be allowed on the further programme until the first is successfully completed.

**Section 2: Duration of Registration**

| Programme | Expected duration of Registration | Maximum duration of Registration |
|---|---|---|
| Full-Time Masters | 1 year | 3 years |
| Part-Time Masters (2 Years) | 2 years | 5 years |
| Part-Time Masters (3 Years) | 3 years | 6 years |
| Part-Time Masters & Advanced Practitioner Diploma | 4 years | 10 years |
| Full-Time Undergraduate Degree | 3 years | 6 years |
| Full-Time ITE Degree (4 Years) | 4 years | 7 years |
| Part-Time Undergraduate Degree | 5 years | 8 years |
| Full-Time Foundation Degree | 2 years | 5 years |
| Part-Time Foundation Degree | 3 years | 6 years |
| Short courses | One year (12 months) or less | 3 years |

C2.1 For students who registered on programmes of study prior to the start of the 2019/20 academic year, suspension, either by the University or at the student's request, will automatically 'stop the clock' of the registration period.

C2.2 For students who registered on programmes of study from the start of the 2019/20 academic year onwards, the maximum duration of registration shall be double the expected duration of registration plus one year.

C2.3 Transfer to a new programme of study, where no credits are transferred to the new programmes, registration is set to zero and a new duration of registration commences. Where credits are transferred, the duration of registration continues.

C2.4 Where the duration of registration is longer than the expected duration of registration, there may be financial implications.

**Section 3: Mode of Study (Full-time/ Part-time)**

C3.1 Students may be full-time or part-time, but may transfer between modes at different stages of their study, subject to the agreement of Newman University. A student's mode of study may also include blended/distance learning.

C3.2 The University will define, where required, the mode of study for an individual student.

C3.3 All taught students are subject to the same regulations regardless of mode of attendance.

**Section 4: Module Registration**

C4.1 Students register themselves on modules through MyNewman. Students are responsible for registering for the required number of credits each year and must ensure that they make clear any optional choice credits they are to undertake.

C4.2 For full-time students this is normally 120 credits and for part-time students this is normally 80 credits. Individual requirements for part time and postgraduate programmes including the PGCE will be advised to students by the relevant Programme Leader.

C4.3 ITE students are responsible for ensuring that they are registered for 120 credits in each of the four years of the programme and that the full award title **is only awarded** when 480 credits have been successfully passed including 240 credits at level 6.

C4.4 ITE students and students on other Professional Body accredited programmes of study must ensure that they do not miss any timetabled sessions of their modules.

C4.5 For undergraduate programmes, the minimum cohort size required for an optional module to run each academic year is ten students.

C4.6 Students should be aware that not all optional modules will be offered every year, due to staffing, timetabling and/or insufficient student numbers. Where an optional module does not run or there are insufficient numbers for the module to run, the University will endeavour to inform students promptly.

C4.7 There may also be caps in place on some modules allowing for only an agreed number of students. Further information on option modules will normally be available on the relevant subject/programme pages.

C4.8 Normally no student may start a module later than the advertised date of commencement. Exceptionally however, a student may start a module partway through the module (maximum of three weeks into the module for undergraduate students and maximum of two sessions into the module for Master's students), subject to advice and guidance from the module and subject leader.

C4.9 A full-time student completing retakes may register for no more than 160 credits for a year and only with the specific agreement of the Assessment Board. Normally it is a maximum of 140 credits.

C4.10 A part-time student taking retakes may register for no more than 100 credits a year in total,

and only with the specific agreement of the Assessment Board. Normally it is a maximum of 80 credits.

C4.11 During their registration, students can only take modules that, when successfully completed, total the number of credits required by the programme to achieve the intended award. Additional modules cannot be taken, for any reason, including (but not restricted to) additional learning or to abandon assessment or re-assessment on a different module.

**Section 5: Recognition of Prior Learning/Recognition of Experiential Learning (RPcL/RPEL)**

C5.1 Applicants may be admitted with advanced standing to a programme of study provided it is clear they have fulfilled some of the progressions and assessment requirements of the programmes of study concerned by earlier learning and experience, and that they will be able, by completing the remaining requirements, to fulfill the outcomes of the programmes and attain the standards required for particular awards. Due rigour is exercised in complying with the requirements relating to the standards of particular awards. For further details refer to the University's RPcL/RPeL Policy.

C5.2 RPcL/RPEL can normally be given for up to 240 credits on an undergraduate (360 credit) degree; RPcL/RPEL will not be given for the final year of a programme.

C5.3 For Masters Programmes, the normal maximum credit that can be given will be 90 level 7 credits. Only level 7 modules will be considered for RPcL for Postgraduate programmes.

C5.4 For those applicants wishing to join the final year of an Honours Degree, with a suitable Foundation Degree award or HND or equivalent, the necessary 240 credits may be granted, subject to any conditions required by the subject and successful completion of the bridging protocol prescribed.

C5.5 Applicants wishing to join Level 5 of a Foundation Degree programme may also apply for as much as the whole of Level 4 (50% of the programme) to be accredited.

C5.6 RPcL claims cannot put forward experience gained from earlier study for consideration under RPEL (accreditation of prior experimental learning), as this should relate to non-award bearing courses and work experience. Learning cannot be double counted.

C5.7 The earlier learning being claimed for RPcL must be current. Normally qualifications taken / credits awarded earlier than five years before the claim is made are not eligible for consideration.

**Section 6: Internal Transfer Process**

C6.1 Newman University recognises that occasionally students may begin their study on a programme in good faith but come to realise that this is not the route for them. In such cases, where students have appropriate qualifications and where suitable alternative programmes of study can be identified; there is the possibility of internal transfer, within the following limits.

C6.2 Student may normally be allowed to apply for an immediate transfer during the first three weeks of any semester, which will be considered subject to there being places available in the new subject/programme and the student meeting the relevant entry requirements of the course or programme they wish to transfer to.

C6.3 All transfer requests within Initial Teacher Training (ITE) Programmes are subject to the availability of places from the Department for Education (DfE).

C6.4 Agreement to transfer requires the completion of a Newman University transfer form provided on MyNewman, with completed forms submitted to the Registry Support Team. The transfer request forms are individualised for each student, blank forms are not available. The following information will be required:

(i) the programme and level of current study
(ii) the programme and level of proposed study
(iii) reason for requested transfer
(iv) confirmation of entry requirement attainment (from Admissions)
(v) confirmation of currently passed modules
(vi) details of work or modules to be undertaken before transfer may take place and before enrolment on new programme
(vii) signature of agreement from subject leaders concerned
(viii) signature of agreement from Programme Leaders concerned.

C6.5 Subject to the agreement of the Programme Assessment Board and relevant Programme Leader, a student may change modes, if available, without adverse effect on the grade or credit value of any successfully completed assessments.

C6.6 Students may be required to complete and pass modules from their original programme as a condition of transfer.

C6.7 Newman University reserves the right to refuse any transfer request. The University also reserves the right to require a student to transfer as a condition of remaining at Newman University.

C6.8 Transfers from four year ITE undergraduate programmes to three ITE undergraduate programmes are undertaken solely as advised by the Programme Leader and agreed by the Programme Assessment Board.

**European Exchange Programmes**

C6.9 The University, in relation to both European credit mechanisms and to assist with student exchange programmes, recognises and operates the European Credit Transfer Scheme (ECTS) and provides ECTS equivalence for all its modules.

C6.10 The agreed ECTS credit value for the UK is half the credit rating value to UK modules. (NB this should not be taken to reflect the amount of student effort required). A 20 credit UK module will therefore be deemed to be worth 10 ECTS credits.

**American Exchange Programmes**

C6.11 For exchange programmes with the United States, and in line with other UK Universities, the following credit rating is used:

20 UK credits = 5 US credits
15/16 UK Credits = 4 US credits

C6.12 The credits taken on exchange programmes can be considered under RPcL/RPL (formerly known as APL) as detailed in the options below:

1: RPcL for the total number of US/European credits undertaken against the equivalent number of credits here - this would be able to provide a general number of credits (general RPcL credit)

2: RPcL for the total number of credits/courses directly against the modules the student would have taken here (specific RPcL credit)

3: The recognition of the courses/modules being taken in Europe/the US in place of relevant modules here - this would only be used if there is a wish to use the mark achieved in Europe/the US for inclusion in award calculations here.

C6.13 Students studying abroad may also, subject to University agreement, complete all their University modules and receive additional recognition for their exchange activities (outside standard academic activities) using section 6.1 of the Higher Education Achievement Record (HEAR). Information about studying abroad is available on the Intranet.

**Section 7: Attendance Requirements**

C7.1 For some programmes, professional attendance requirements may apply and students must ensure they meet all necessary attendance and regulatory requirements. Failure to meet these attendance requirements may require a student to retake a module, or a semester or year of study, which will incur additional tuition fees.

C7.2 UK Visas and Immigration requires all overseas students to engage with their programme continually through regular attendance.

C7.3 The University monitors attendance and engagement on all programmes of study through a variety of processes including registers (i.e. SEAtS attendance and engagement monitoring) Moodle activity, tutorials and seminars, as well as submission of assessments.

C7.4 If the University, through its monitoring processes, judges that a student is demonstrating insufficient engagement with their studies, the University may institute early withdrawal of the student (i.e. prior to an examination board). Refer to the University Intranet for the full early withdrawal process to be operated.

C7.5 All students are expected to arrive in good time for all sessions. If the student is unavoidably late, tutors will try to admit students to the session late. However there will be cases involving confidential information or health and safety issues which may mean that students will not be admitted late. In this situation a form is completed by the tutor to confirm the rationale for refusing entry. It is the student's responsibility to ensure that they retrieve any work missed as a result.

**Section 8: Change of Circumstances**

C8.1 It is the responsibility of the student to formally advise Registry of any withdrawal or suspension. Notification to their Head of Subject or Programme Leader/Co-ordinator is not accepted. Failure to formally advise Registry in writing may have.

C8.2 Students who wish to suspend or withdraw from their programme of study must complete the relevant form, which can be found in the Student tab on MyNewman.

## Section 9: Suspension of Study

C9.1 Newman University may give permission for students to suspend their studies for up to one academic year, and exceptionally, for up to two years, subject to approval by the Programme Assessment Board. The University does not guarantee that the same programme will be available for the student to return to after suspension of studies.

C9.2 Under DfE requirements, students on Schools Direct or SCITT cannot, under any circumstances, suspend their studies and may only withdraw.

C9.3 In order to apply for a suspension, students must fill in the form provided on MyNewman and confirm the support of their Programme Leader for this course of action. A hardcopy of the completed form must be provided to Registry.

C9.4 The date of suspension will be recorded as the date that Registry receives the completed form. This applies to all full-time students including home, EU and self-funding students.

C9.5 Students should be aware that they will not have access to the University's internal IT systems during the period of their suspension. This includes access to Moodle and MyNewman.

C9.6 Students will normally be expected to resume studies at the start of an academic year, although a return at the start of semester two may also be considered, where the programme allows. Students may be required to complete outstanding assessment by resit of any assessment component/s or by retake of modules, as determined by the Programme Assessment Board.

C9.7 A student who is returning from suspension and is on a programme which has professional requirements, must complete any professional requirements before re-enrolment.

C9.8 Students who do not respond to a request regarding their return from suspension will be assumed to have withdrawn and their records closed.

C9.9 If a student does not return after two years of suspension they will be automatically withdrawn.

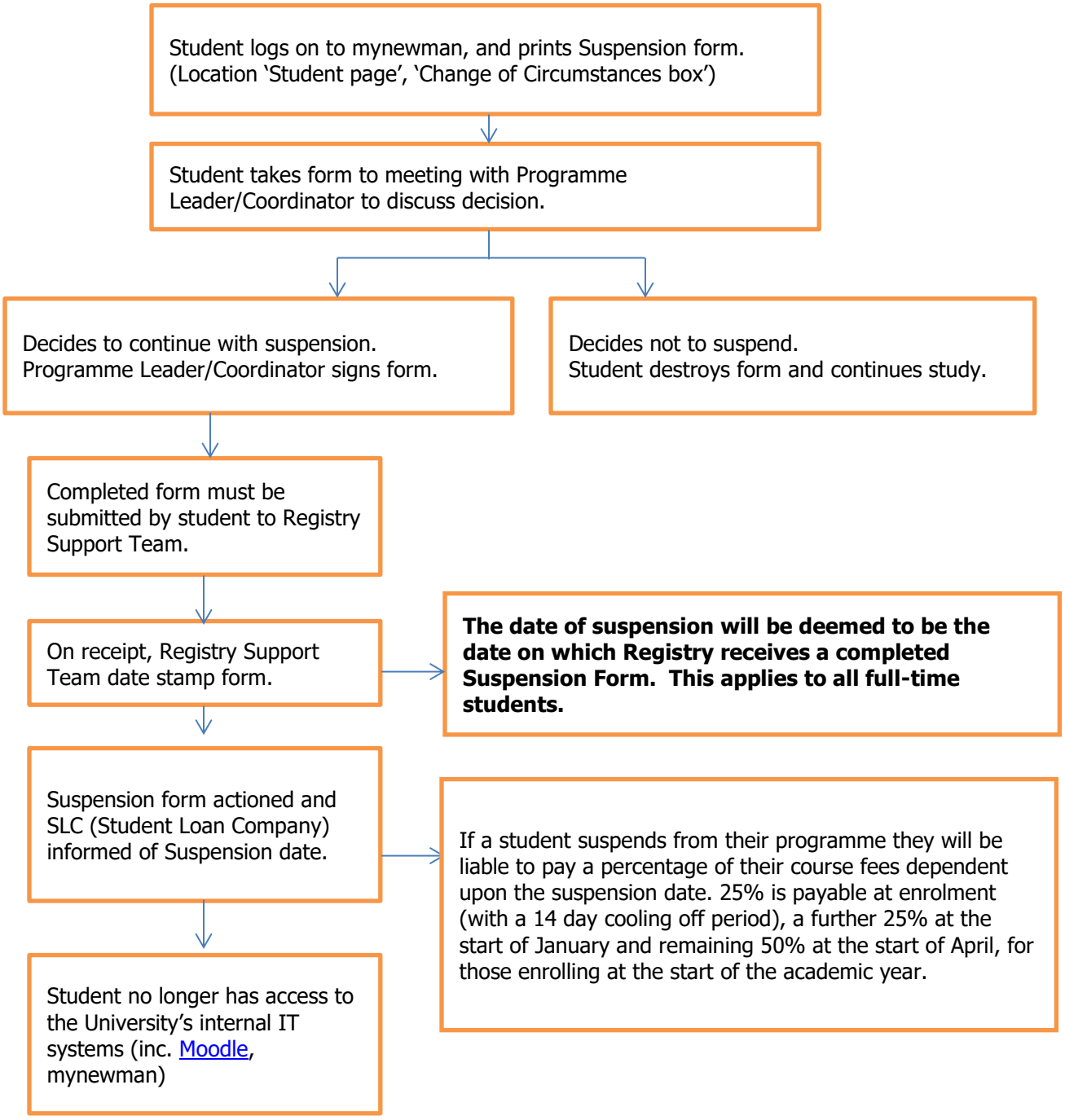
C9.10 If a student suspends from their programme they will be liable to pay a percentage of their course fees dependent upon suspension date. 25% is payable at enrolment (with a 14 day cooling off period), a further 25% at start of January and remaining 50% at start of April, for those enrolling at the start of the academic year.

C9.11 Should a student withdraw within the first two weeks of semester one, no payment will be incurred.

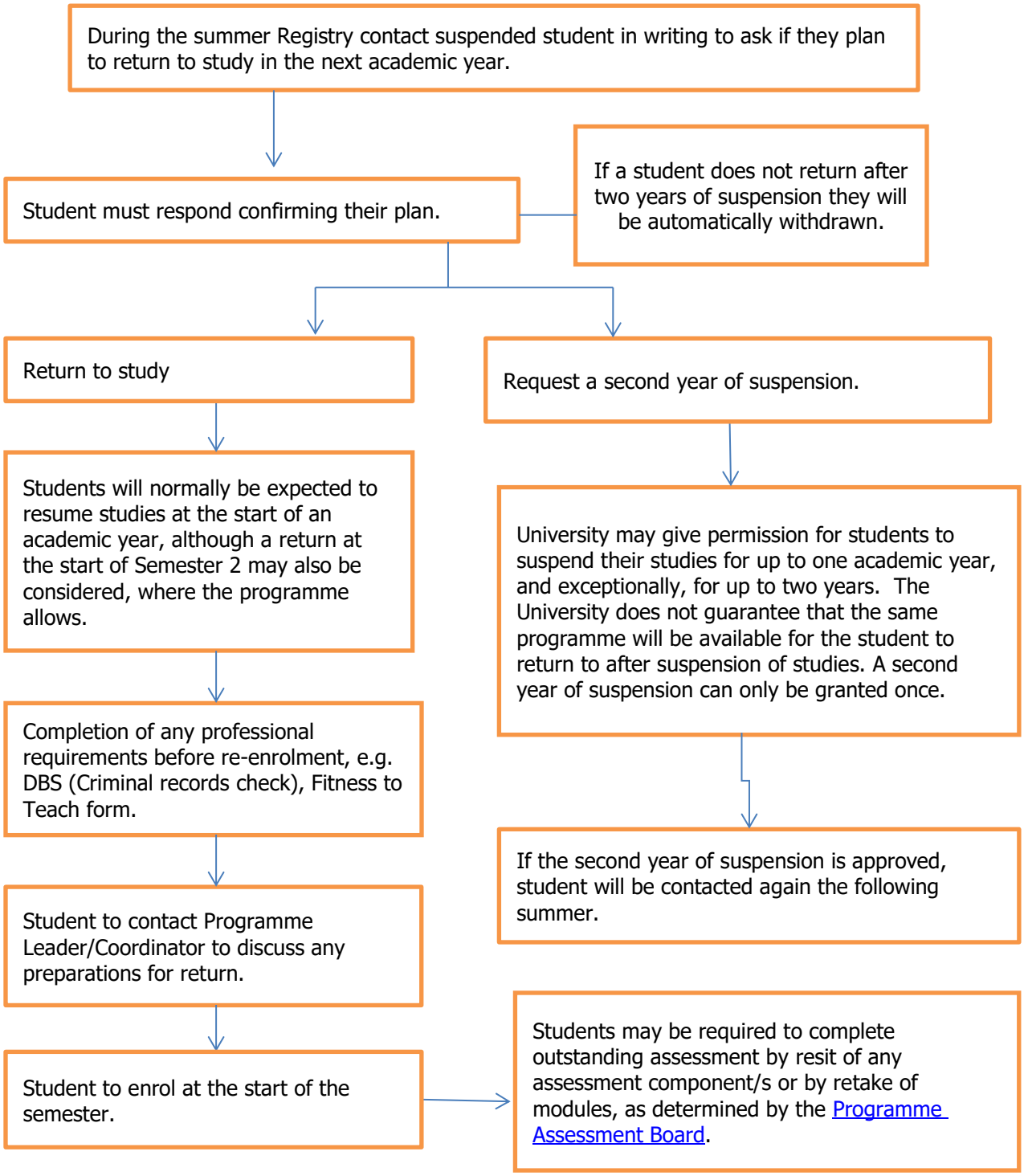
C9.12 Where a student has successfully passed modules and/or levels of their programme they will have their results considered by the appropriate Programme Assessment Board and any exit award confirmed.

**Suspension Process Flowcharts**

Suspension Process



Returning to Study after Period of Suspension



## Section 10: Withdrawal from Study

C10.1 If a student withdraws from their programme they will be liable to pay a percentage of their course fees dependent upon withdrawal date. 25% is payable at enrolment (with a 14 day cooling off period), a further 25% at start of January and remaining 50% at start of April, for those enrolling at the start of the academic year.

C10.2 Withdrawal forms are available on MyNewman. Once the form has been submitted to the University, there is an allowance of three working weeks for the student to rescind their withdrawal, should they change their mind, providing no return recording their withdrawal has been made to the funding bodies.

C10.3 The date of withdrawal will be deemed to be the date on which Registry receives a completed Withdrawal Form. This applies to all full-time students.

C10.4 Where a student has successfully passed modules and/or levels of their programme they will have their results considered by the appropriate Programme Assessment Board and any exit award confirmed.

C10.5 Students that formally withdraw by 31st July and are eligible for an exit award will be invited to Graduation the same year (usually October). Any withdrawal after this point will not be included until the next Graduation period.

C10.6 The University monitors attendance and engagement on all programmes of study through a variety of processes including, registers, Moodle activity, tutorials and seminars, as well as submission of assessments. If the University, through its monitoring processes, judges that a student is demonstrating insufficient engagement with their studies, the University may institute early withdrawal of the student (i.e. prior to an examination board).

C10.7 Should a student wish to return to the University they must reapply to the University, using the appropriate admissions processes.

C10.8 Students withdrawn for disciplinary reasons are not eligible to reapply to the University.

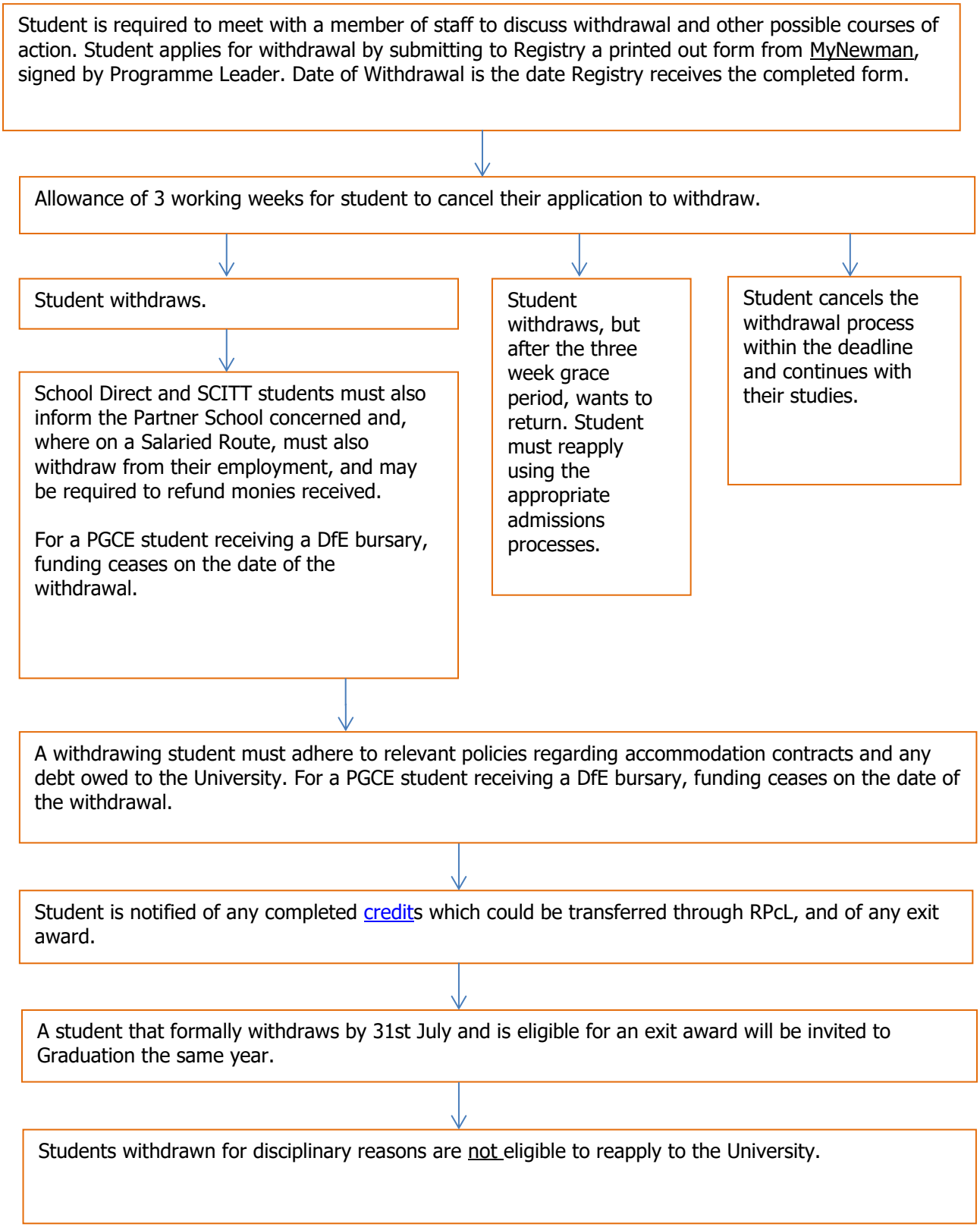
C10.9 A student who receives an interim or exit award of a Postgraduate Diploma is entitled to return to the University within three academic years of having received the PGDip award to complete the Masters stage of their programme.

C10.10 Former students, with the exception of those made fail and withdraw for disciplinary issues, may apply but may be interviewed by an appropriate member of academic staff prior to being made an offer of a place.

C10.11 Any prior credits achieved by the student, either at the University or elsewhere may be taken into consideration for RPcL (formerly known as APL) purposes, if appropriate, for the new programme being applied for.

C10.12 Students that have been formally withdrawn from their programme of study by the University as the result of academic misconduct, who are eligible for an exit award, will not be invited to attend Graduation, unless sanctioned by the Vice-Chancellor.

**Withdrawal Process Flowchart**



**Withdrawal regarding School Direct and SCITT**

C10.13 Students must inform both the University and the Partner School concerned and where formally employed by the school (Salaried Route) must also withdraw from their employment, and may be required to refund monies received.

**Withdrawal regarding PGCE Students**

C10.14 If a student is receiving a Department for Education bursary, they must inform the University of their withdrawal and funding will immediately cease from the date of the withdrawal.

**Suspension or Withdrawal regarding Residential Accommodation**

C10.15 Student accommodation contracts and the Accommodation Handbook detail the University's policy in relation to early departure for University accommodation. For further details refer to the Accommodation webpage.

## Section 11: Debt Guidelines

C11.1 Any student found to be in debt to Newman University (through Tuition fees, Library fines, Hall fees or other debt to Newman University) will be subject to the Finance Office's Debt Management Policy. In applying the policy, the University will at all times seek to be sympathetic to, and understanding of, individual students' financial circumstances. However, for the University to do so, students must engage in dialogue with the University if they are experiencing difficulties.

C11.2 Action to enforce settlement of debt for outstanding fees and charges will be taken against all current and former students who have failed to engage with the University to find a solution to any outstanding debt, or who have failed to honour agreements to pay.

C11.3 The University further reserves the right to not invite graduands in debt for tuition fees to the University to its Graduation Ceremonies.

C11.4 Details of the Library's policy in relation to fines and library debts are available on the Library and Learning Services Webpages.

## Section 12: Electoral Registration

C12.1 As part of registration with the University, students are asked to register on the Birmingham Electoral Register. This ensures a student can vote and have their say in referendums, national and local elections. Students who are British, or Commonwealth or Republic of Ireland citizens are entitled to register to vote in all elections in Britain. Citizens of European Union states are entitled to register to vote in local and European elections.

# PART D: PROGRAMME REQUIREMENTS

## Section 1: Programme Information

D1.1 All students are given details of their programme/subject relevant to the year they commence with the University, which provides relevant information including any specific requirements.

D1.2 Information on individual modules is also supplied to students on Moodle, which is accessed through MyNewman. Moodle module's pages provide information on assessment, content and deadlines for submission of assignments, as well as resources for the module. This information can also be supplied in Word format for ease of printing or conversion to other formats (such as audio-read or Braille).

## Section 2: Programme Structure (Honours Degrees)

D2.1 All full-time programmes, with the exception of the ITE programmes, are designed to ensure that, normally students should study 60 credits per semester. However, if an individual student presents a compelling case for an 80:40 split and such a programme of study is possible within timetabling constraints, this may be agreed on an exceptional individual basis.

D2.2 With the exception of unnamed BA General awards (see table of awards), all programmes leading to the award of an Honours degree will normally be named and will be designed on a framework of 120 credits per level.

D2.3 Each module will be assigned a single designated level. Levels are defined within the QAA Framework for Higher Education Qualifications as:

- Certificate Level (Level 4) corresponds broadly to year 1 of a three year full time honours degree programme or to a Certificate of Higher Education (CertHE)
- Intermediate Level (Level 5) corresponds broadly to year 2 of a three year full time honours degree programme, a Foundation Degree or Diploma of Higher Education (DipHE).
- Honours Level (Level 6) corresponds broadly to year 3 of a three year full time degree programmes with and without Honours, a Professional Graduate Certificate in Education, a Graduate Diploma or a Graduate Certificate.
- Postgraduate/Master's Level (Level 7) corresponds broadly to a Postgraduate Certificate (PGCert), a Postgraduate Diploma (PGDip), a Postgraduate Certificate in Education (PGCE) or a Master's Degree (MA, MBA, MPhil, MRes, MSc).
- Doctorate Level (Level 8) corresponds broadly to a Doctoral Degree (PhD, Ed).

D2.4 These levels are recognised nationally and as having equivalency with the European system of credits (The Bologna Agreement) and the Scottish Qualification Framework (see Appendix).

### Programme Structure (ITE Undergraduate Degrees)

D2.5 All modules within the three and four year full-time programmes are core modules and must be undertaken and passed to achieve the undergraduate Initial Teacher Education programme, as well as the required professional elements (School Experience).

D2.6 The Top Up programme (BA (Honours) with recommendation for Qualified Teacher Status (QTS) is available to those students successfully completing a Foundation Degree in a relevant recognised area (such as Teaching and Learning Support), subject to all professional School experience requirements being met.

D2.7 Students on undergraduate ITE programmes who seek to complete their programme without school experience modules in their final year may undertake a negotiated module but will not be eligible for recommendation for QTS and the title of their award will be 'BA General' rather than the original title.

D2.8 The requirements for both undergraduate ITE and PGCE programmes are also subject to the current requirements of the Department for Education and any necessary changes therein.

**Section 3: Pass Requirements**

D3.1 To be eligible for consideration for an award, a student must have satisfied the following minimum credits as set out in the table below.

| **Academic Award** | **Minimum number of credits to be passed**<br><br>Certificate, Intermediate & Honours Levels (Levels 4, 5, 6) | **Minimum number of credits to be passed**<br><br>Intermediate & Honours Levels (Levels 5, 6) | **Minimum number of credits to be passed**<br><br>Honours Level (Level 6) |
|---|---|---|---|
| Four Year ITE Degree with Honours | 480 credits | 360 credits | 360 credits |
| Degree with Honours (inc. Three Year ITE) | 360 credits | 240 credits | 120 credits |
| BA General (ITE use only)<br><br>(See Note 1) | 360 credits | 240 credits | 120 credits |
| Pass Degree<br><br>(See Note 2) | 300 credits | 180 credits | 60 credits |

| **Academic Award** | **Minimum number of credits to be passed**<br><br>Certificate, Intermediate & Honours Levels (Levels 4, 5, 6) | **Minimum number of credits to be passed**<br><br>Intermediate & Honours Levels (Levels 5, 6) |
|---|---|---|
| Foundation Degree<br><br>(See Note 3) | 240 credits | 120 credits |
| 'Named' Diploma of Higher Education<br><br>(See Note 4) | 240 credits | 120 credits |
| Diploma of Higher Education | 180 credits | 60 credits |

| **Academic Awards** | **Minimum number of credits to be passed**<br><br>Certificate, Intermediate & Honours Levels (Levels 4, 5, 6) |
|---|---|
| 'Named' Certificate of Higher Education<br><br>(See Note 5) | 120 credits at Certificate Level or above |
| Certificate of Higher Education | 80 credits at Certificate Level or above |

**NOTES**

*Note 1: Where a student has completed their ITE programme, but without meeting the QTS requirements a BA General may be awarded.*

*Note 2: Neither Merit nor Distinction is available on a Pass Degree. This award may also be offered to Top Up students who achieve at least 60 credits at level 6 with the University.*

*Note 3: To gain a Distinction on a Foundation Degree a student must obtain an average of at least 65% in 100 credits at Intermediate Level; to gain a Merit a student must obtain an average of at least 60% in the above calculation, subject to any specific programme course requirements.*

*Note 4: To gain a Distinction on a Diploma of Higher Education (Dip HE) a student must obtain an average of at least 70% in 100 credits at Intermediate Level or above; to gain a Merit a student must obtain an average of at least 60% in the above calculation, subject to any specific programme requirements.*

*Note 5: To gain a Distinction on a Certificate of Higher Education (CertHE) a student must obtain an average of at least 70% in 100 credits; to gain a Merit a student must obtain an average of at least 60% in the above calculation.*

D3.2 For undergraduate programmes, students may, at the discretion of the University's Programme Assessment Boards, take a module at a higher level and use it to 'count down' for completion of a lower level (e.g. taking a level 5 module (in addition to the required 120 credits) and counting it down to level 4 (for completion of level 4 120 credit requirements).

D3.3 For Single Honours programmes, a minimum of 360 credits is required (levels 4, 5 and 6) in order to achieve an Honours classified degree.

D3.4 For Initial Teacher Education (ITE) Degrees, School experience does not carry a mark towards the final classification, but is marked on a pass/fail basis. The only exception to this is the four year ITE undergraduate programme where one specified school experience block carries a mark (project).

D3.5 For ITE Undergraduate Four Year Programmes (with Masters level optional modules), students are expected to take 60 credits of Masters level modules together with 60 credits at level 6 in the 4th year of the undergraduate ITE programme.

**Section 4: Undergraduate Degree Classifications**

D4.1 For all students there is a 60% weighting to the level 6 results and a 40% weighting for the results at level 5.

D4.2 The following degree classification mark bands apply to all first degrees awarded by the University:

| **Degree classification** | **Mark band** |
|---|---|
| First Class Honours | 70% and above |
| Upper Second Class Honours | 60% - 69% |
| Lower Second Class Honours | 50% - 59% |
| Third Class Honours | 40% - 49% |
| Pass Degree | (300 credits) |

D4.3 Where the recognition of prior learning (RPcL/RPeL) contributes to the award, the average used will be calculated with respect to only those modules taken and passed with Newman University, up to the normal total of 240 credits at levels 5 and 6.

D4.4 For those students completing Top Up awards, **all** level 6 marks will be included to calculate the degree classification.

D4.5 For other Honours programmes (including the three year ITE programmes), at levels 5 and 6 (Intermediate and Honours), the lowest marks for a total of 20 credits are not used (1 x 20 credits or 2 x 10 credits), and the rest of the module marks are averaged at levels 5 and 6.

D4.6 For the four year ITE programmes, the lowest two marks for a 20 credit module are not used at levels 5 and 6 (Intermediate and Honours), (excluding the School Experience modules in years two and four), including Level 7 modules, where they have been taken and passed.

**Section 5: Consideration Rule**

**Honours Degrees**

D5.1 For all students who registered on Honours Degree programmes prior to the start of the 2019/20 academic year, the following consideration rulings will be applied:

(i) Should students final overall mark fall into the consideration bands for classification of 45% - 49%, 55% - 59% and 65% - 69%, the following rules will be used to determine which classification is awarded.

(ii) For students achieving a final overall mark of at least 65% at levels 5 and 6 overall, and with half of all the credits at these two levels at 70% or above a first class award (1) will be awarded.

(iii) For students achieving a final overall mark of at least 55% at levels 5 and 6 overall, and with half of all credits at these two levels at 60% or above an upper second class award (2:1) will be awarded.

(iv) For students achieving a final overall mark of at least 45% at levels 5 and 6 overall, and with half of all credits at these two levels at 50% or above a lower second class award (2:2) will be awarded.

D5.2 For all students who registered on Honours Degree programmes from the start of the 2019/20 academic year onwards, the following consideration rulings will be applied:

(i) Should students final overall mark fall into the consideration bands for classification of 48% - 49%, 58% - 59% and 68% - 69%, the following rules will be used to determine which classification is awarded.

(ii) For students achieving a final overall mark of at least 68% at levels 5 and 6 overall, and with half of all the credits at these two levels (including the 'capstone' module) at 70% or above a first class award (1) will be awarded.

(iii) For students achieving a final overall mark of at least 58% at levels 5 and 6 overall, and with half of all credits at these two levels (including the 'capstone' module) at 60% or above an upper second class award (2:1) will be awarded.

(iv) For students achieving a final overall mark of at least 49% at levels 5 and 6 overall, and with half of all credits at these two levels (including the 'capstone' module) at 50% or above a lower second class award (2:2) will be awarded.

**Top Up Degree Students and Students Who Directly Enter into the Final Year of an Honours Degree Programme**

D5.3 For all students who enrolled on Top Up Degree programmes, or who directly entered the final year of an Honours Degree programme, prior to the start of the 2019/20 academic year, the following consideration ruling will be applied:

(i) All modules at level 6 are included and if 80 credits are in the next classification band, the higher classification will be awarded.

D5.4 For all students who enrolled on Top Up Degree programmes, or who directly entered the final year of an Honours Degree programme, from the start of the 2019/20 academic year onwards, the following consideration ruling will be applied:

(i) All modules at level 6 are included and if 80 credits, including the 'capstone' module, are in the next classification band, the higher classification will be awarded.

**Postgraduate Certificate of Education (Level 7 Award) Requirements**

D5.5 Students must have been awarded the relevant module passes on their relevant PGCE programme, including school experience and including any module credits for prior learning. The pass mark for modules at level 7 is 50%.

D5.6 Students must also have satisfied any Department for Education requirements as specified.

**Professional Graduate Certificate of Education (Level 6 Award) Requirements**

D5.7 Students must have been awarded the relevant module passes on their relevant PGCE programme, including school experience and including any module credits for prior learning. The pass mark for modules at level 6 is 40%.

D5.8 Students must also have satisfied any Department for Education requirements as specified.

**Section 6: MA/MSc (Master's) Programmes Classifications**

| **Academic Award** | **Minimum number of credits/modules to be passed** | **Notes** |
|---|---|---|
| Masters | 180 (including dissertation/major project) | Note 1 |
| Postgraduate Diploma (PGDip) | 120 | Note 2 |
| Postgraduate Certificate (PGCert) | 60 | Note 3 |

**NOTES**

*Note 1: A student, who achieves an average of at least 70% in 120 credits of the Master's programme, including a grade of at least 70% in any final dissertation or project module, will be eligible for the award of Master's degree with Distinction. A student, who achieves an average of at least 60%, including a grade of at least 60% in any final dissertation or project module, will be eligible for the award of Master's Degree with Merit.*

*Note 2: A student taking the Postgraduate Diploma, who achieves an average of at least 70% in 80 M level credits, will be eligible for the Postgraduate Diploma with Distinction; a student achieving an average of 60% in 80 M level credits will be eligible for the Postgraduate Diploma with Merit.*

*Note 3: A student taking the Postgraduate Certificate, who achieved an average of at least 70% in 40 M level credits, will be eligible for the Postgraduate Certificate with Distinction; a student achieving an average of 60% in 40 M level credits will be eligible for the Postgraduate Certificate with Merit.*

D6.1 As all taught Master's modules are at level 7 (M level), there are no level progression requirements.

D6.2 Where the recognition of prior learning (RPCL/RPEL, formerly known as APL/APEL) contributes to a Masters award, the average will be calculated with respect to the modules taken and passed with Newman University up to the usual requirements of a total of 90 credits at M level.

D6.3 A student who receives an interim or exit award of a Postgraduate Diploma (PGDip) is entitled to return to the University within three academic years of having received the PGDip award to complete the Masters stage of their programme.

**Section 7: Professional Certificate**

D7.1 The University may define its own Professional Certificate as being at least 20 credits at level 4, 5 or 6.

# PART E: ASSESSMENTS

## Section 1: Assessment Details

E1.1 Confirmation of the method of assessment for each module is given in the Module Data Set, along with other key information relating to the module. This is available for students to view via the Module Information tab on the top of each Moodle course page.

E1.2 Specific details of assessment tasks will be described on the relevant Moodle module course page in the Assignment Brief(s), including details of submission, date and format, word limit and feedback return date.

## Section 2: Presentation of Work

E2.1 Work is expected to be produced on a computer, with the exception of mathematical work, and students each have a personal account on Newman University computer system to allow them to use University computers.

E2.2 Where exceptionally hard (paper) copies of work are required, students are requested to submit the work in a clear plastic wallet to hold all the pages together, with the exception of items of coursework such as portfolios.

E2.3 Specific details regarding the presentation of the capstone/dissertation element of a programme, as well as other assignments, such as posters and teaching resources, are included in the relevant Assignment Brief provided on the Moodle course page.

E2.4 Individual arrangements exist for students with specific requirements and will be provided for in exception to these regulations if required. Full details of any disability assessment arrangements must be agreed with an appropriate member of the student support team. Where necessary, this will form part of a Learning Support Plan issued to a student.

E2.5 Students with dyslexia and other learning difficulties, as recommended by the Inclusion Coordinator, may use the Student Support System of flagging for feedback purposes as agreed by Newman University. This flagging system is available for use with both hardcopy and electronic submissions.

## Section 3: Word and Time Limits for Written Assessments and Presentations

E3.1 Word limits and time limits are to be adhered to as part of good practice and to provide equity. The University has the discretion to not mark the over-limit sections of any work.

E3.2 In-text references are included in the word limit. Word limits do not include reference lists, bibliographies, cover sheets or appendices (other than those explicitly specified).

E3.3 The total length of any appendices cannot exceed more than 10% of the length of the assignment, with any exceptions to be highlighted in the Assignment Brief.

E3.4. For certain mathematical assessments, the number of pages, rather than word limits, will be used due to the inclusion of mathematical expressions, equations and diagrams and charts. This will be clearly stated in the Assignment Briefs for the assessments concerned, along with requirements relating to the presentation of the assignment (i.e. font size and margins).

## Section 4: Proof Reading for Students

E4.1 Newman University policy is that academic staff should not proof-read or give advice which amounts to 'approving' students' work prior to marking, unless, exceptionally, this is part of a formative assessment exercise.

E.4.2 Staff can provide further clarity in what they are able to consider as part of formative assessment. However such advice and guidance given to students on their work will not be about grades or even discussion of 'worthy of a pass' but to support the students development.

## Section 5: Plagiarism and Collusion

E5.1 Students' work is submitted to the Turnitin plagiarism detection service to safeguard against plagiarism and encourage proper use and citation of sources. Once submitted, the work forms a part of the Turnitin database.

E5.2 To enable a student to experience submitting an assignment electronically, the front page of Moodle provides an opportunity to submit a 'practice assignment'. This one piece of work will not be stored in the Turnitin database.

E5.3 All official Moodle assignment links created from the Assignment Briefs connect to the Turnitin service and present the student with a Similarity Report. Students can then resubmit if they have time before the deadline. Similarity Reports take approximately 30 minutes to be produced. Tutors will also be able to see the Similarity Report when they mark.

E5.4 Students need to keep copies of all their work, as they may be required to resubmit their work, for any number of modules, at any time, in order for it to be run through Turnitin.

E5.5 Newman University defines plagiarism as the use of another person's work or ideas within an assignment without following the conventions for acknowledging sources. This includes the unauthorised use/copying of another student's work. The offence does not require any deliberate intent by the student to be proved but the extent of deliberation involved may affect the nature of the penalty.

E5.6 Plagiarism may also be defined as the reuse of work, where the author reuses identical or nearly identical portions of their own work without acknowledging what they are doing by citing the original content; as a result the author does not let the reader know that this material has appeared elsewhere. This is referred to as self-plagiarism.

E5.7 Plagiarism is a form of academic misconduct.

E5.8 Students are advised to refer to the University's Turnitin Policy, as well as the University's Academic Misconduct Procedures.

## Section 6: Ethical Considerations of Capstone Modules, Dissertations, Work Placements and Projects

E6.1 All staff and student research undergoes an ethical self-assessment and, where further scrutiny is required, an ethical review by the University's Research Ethics Committee.

E6.2 Where necessary, the Research Ethics Committee may require the student or the supervisor to provide further evidence relating to the project before approval can be granted. Information

about ethical approval is available on the Intranet.

E6.3 Where a submission is judged to be significantly different from the parameters given ethical approval, the work will not be marked and will be considered a fail, and may be dealt with as Academic Misconduct.

E6.4 As with all other submissions at Newman University, a Capstone Module submission, dissertation, placement or project must be an original work, including but not limited to scripts, designs, computer code/formulae, digital artefacts and presentations.

**Section 7: Referencing**

E7.1 Newman University uses, with the exception noted below, the Harvard system of referencing, and details of the system and its use, together with examples are available on the Library pages of Newman University website.

E7.2 The exception to the use of Harvard is Psychology. The subject area will provide guidance to the APA Referencing style and details are also held by the Library.

E7.3 Students are expected to ensure that they use the correct referencing scheme for their subject and where a subject specialism dictates the use of an alternative scheme of referencing this will be published in the relevant Moodle pages.

E7.4 Poor referencing practice can give an impression of intellectual dishonesty because it is unclear to readers which information has been borrowed from another source, which can result in plagiarism, whether accidental or intentional.

E7.5 Students will be penalised for plagiarism of either kind at Newman University. Further information is available on the University's website.

**Section 8: Copyright**

E8.1 All items of items of assessment, that have been submitted, are subject to the requirements of copyright.

E8.2 Where a student wishes to use an item which has involved other students (such as a DVD, filmed performance or joint artefact), written permission must be sought from all other students involved.

**Projects, Dissertations and Copyright**

E8.3 All theses, dissertations and projects may be deposited, once the marks have been confirmed as passed by the Programme Assessment Board or Graduate Studies Board (PhD theses), in the library for consultation.

E8.4 All consultation or copying of any part of such work is subject to Newman University regulations on academic misconduct and any restrictions imposed under the provisions of the Copyright, Designs and Patents Act 2, 1988, and all subsequent regulations and legislation.

E8.5 Where the author of any such work has not lodged with the Director of Library and Learning Services a written objection to the copying of the work, the Director of Library and Learning Services may give permission for single copies of that work, in whole or in part, to be made available for the purposes of research or private study, or for deposit in the British Library.

E8.6 Persons consulting or borrowing such work, or receiving copies of the whole or part of the work, must observe the author's rights.

**Section 9: Submission**

E9.1 All students, when submitting in any format, are required to confirm that the work submitted is work that they have written/produced themselves. This includes, but is not limited to, written work, scripts, designs, computer code/formulae, digital artefacts and presentations.

E9.2 It is the responsibility of the students to demonstrate that the work they submit is their own. They must keep electronic copies of their work as well as all drafts and notes.

E9.3 All completed work, drafts and notes should be kept until full formal completion of studies (i.e. Graduation) and the University may request a student's marked work from any year of their programme at any time during their studies. Students are advised to keep any work completed but not handed in.

E9.4 A student may be set a new resit task, even if mitigating circumstances are accepted.

E9.5 Coursework requires the relevant student number on it, but not the student's name. Where possible all submitted work at Levels 5 and above is marked anonymously.

E9.6 **Students must not submit the same work (or elements thereof) for more than one assessment item, which is not acknowledged through citation. This is deemed to be self-plagiarism. Any such submissions will be marked as zero and entail an automatic fail of the assessment concerned.**

**Submission Dates**

E9.7 All pieces of coursework are set with a date and time by which they must be submitted by electronic submission as advised in the Assignment Brief.

E9.8 It is the student's responsibility to make sure that the deadlines are met in a timely fashion, allowing time for practicalities such as, but not limited to, submission timing and generating a Turnitin Similarity Report.

E9.10 **The deadline for handing in assignments is 12 noon (time is taken from the Newman computer system) on the date advised for the module, this applies to all submissions and work submitted through the Severe Weather Module Moodle page. Students are advised to submit at least 15 minutes before the deadline.**

E9.11 No submission dates are normally set in the period noted as Christmas holiday on the University's semester dates calendar.

E9.12 Staff may set assessment dates on the Monday, Tuesday or Wednesday of the first assessment week (noted as exams) in January. The same rule will apply to the Easter holiday as noted on the University's semester dates calendar.

E9.13 No initial submission date (i.e. not including extensions) is normally set that falls beyond the end of the second semester for any full-time student, unless exceptionally approved by the Chair of Programme Assessment Boards.

E9.14 Work submitted up to seven calendar days late of the submission date will, if deemed a pass,

receive a maximum mark of 40% for undergraduate programmes, or a maximum mark of 50% for taught Master's and PGCE programmes.

E9.15 No work will be accepted for submission, without an authorised extension, if it is more than a week late and therefore will be recorded as a 'non-submission'.

E9.16 **There is no late submission allowance for extensions, resits, mitigating circumstances or modules where a pass/fail mark is recorded (e.g. PGCE)**.

E9.17 Any submissions attempted after the notified date will be recorded as non-submissions and will automatically receive a fail for that component.

E9.18 Students with agreed Individual Learning Plans (ILPs) or Reasonable Adjustment Plans (RAPs) cannot submit late, that is beyond the dates agreed in their plans.

E9.19 Where a student submits an assignment or sits an examination and fails the module, no resit fees are normally payable; **with the exception of School Experience resits where a fee will apply.**

E9.20 Students who believe they have valid reasons for non-submission are advised to use the Mitigating Circumstances Process

**Section 10: Electronic Submission**

E10.1 Electronic submission refers to online submission of student work via the Moodle Assignment activity, Mahara or other designated service. Most modules require students to submit work electronically and the processes for doing this are detailed on the front page of Moodle under "Guidance Materials". Details of formats for submission and file titles are provided on the Assignment Brief.

E10.2 Electronically submitting a file implies acceptance of the following statement:

*'I understand and accept that, in accordance with the University Academic Regulations, my work may be submitted to the Turnitin® web-based plagiarism detection service and form part of the Turnitin® electronic database.*

*I declare that this assignment, submitted in line with University Assessment Requirements, is my work, except where stated otherwise in accordance with recognised practice. I also confirm that this work (in whole or in part) has not been presented for marking on any previous occasion.'*

E10.3 When the submission deadline is reached the assignment remains open for seven days after the deadline for late submissions (for a maximum pass mark of 40% for undergraduate modules and for a maximum pass mark of 50% for postgraduate modules.

E10.4 Proof of submission will be recorded in the Moodle assignment; an email receipt of submission is issued to a student.

E10.5 No second or subsequent submission after the deadline will be allowed.

E10.6 Students are advised that, in exceptional circumstances, if agreed by the Module Leader, instead of submitting electronically, they may submit a hard copy through the Registry Office in the Hub.

## Section 11: Exceptional Hardcopy (non-electronic) Submission

E11.1 All hardcopy (non-electronic) coursework should usually be submitted to the Registry Support Team at the Registry Office in the Hub. The Registry Operations Office is normally open from 9am to 6.00pm, Monday to Friday.

E11.2 **The deadline for handing in assignments is 12 noon (time is taken from the Newman computer system) on the date advised for the module.** Students are advised to submit at least 15 minutes before the deadline.

E11.3 All coursework must include a completed A4 green cover form and a signed A5 green declaration form. Green forms are available from the carousel in the Hub.

E11.4 For those students studying at partner institutions, Programme Leaders will provide students with specific details of where to hand in non-electronic coursework.

E11.5 The University also provides a secure drop off box, which is located outside the Hub. The coursework drop off box can only be used outside of the Registry Office opening hours and during temporary closures.

E11.6 The drop off box will be emptied every morning when the Registry Office opens. Coursework in it will be date stamped for that day. After that, the drop off box will not be checked and date stamped again until the next working day.

E11.7 After any temporary office closures the drop off box will be immediately checked and work collected. Students must ensure that their student number and module code is on the work, which is to be in a plastic wallet. Loose pages of paper will not be marked.

### Posting Hardcopy Submissions

E11.8 Work may be submitted by post (with the exception of work being submitted by international students). Students must ensure proof of posting (available from any Post Office). Any proof of posting must include a date and time stamp. Students are advised to use Royal Mail Signed For / Special Delivery.

E11.9 The same deadline time of 12 noon applies to work submitted by post and therefore in order for work to be accepted, the **date stamp provided must be dated <u>at least the day before t</u>he required submission date**.

E11.10 The correct student number, module code and title must be on the coursework submitted by post.

## Section 12: Submitting during Severe Weather

E12.1 In the case of the University being closed due to severe weather, students may either submit by post or electronically by using the Severe Weather Moodle page for submissions normally made in hardcopy. The link to this page will be displayed on Moodle's front page, and following the link will provide details of how to submit.

E12.2 The Severe Weather Moodle page will only be accessible should the University be closed due to adverse weather conditions.

## Section 13: Examinations

### Examination Schedule

E13.1 A schedule of formal, timed examinations, which shows the date and time of each examination and the place where it is to be held, is published at least 10 working days before the date of any examination shown in the schedule.

E13.2 Examinations may be held in any room considered suitable by the University.

### Expected Conduct for Examinations (on Campus)

E13.3 Students are required to observe all instructions given to them by the invigilators or staff of Newman University responsible for the conduct of the examinations. No talking or other non-verbal communication will be permitted in the examination room at any time.

E13.4 Students must report to the examination room 15 minutes before the start of the examination and wait until told to enter. On entering, students must leave any bags, holdalls, files, books, etc. in the place provided. The University cannot, in any circumstances, accept responsibility for the loss of private property left or lost on University premises.

E13.5 The invigilation team will supervise the entry of students into the examination room. In normal circumstances students may not enter the examination room until five minutes before the examinations. However, in exceptional circumstances (to be defined by the Assessments Team) students may enter the examination room ten minutes before the examination.

E13.6 In exceptional circumstances, students may be admitted up to half an hour late.

E13.7 Students are required to produce their student ID card for checking after entry to the examination room and must leave this face up on their desks at all times.

E13.8 For confirmation of identity, in the case of dress which covers the student's face or head, a room will be provided where the covering will be removed by the student, in the presence of a same-gender invigilator.

E13.9 If a student is wearing bulky clothing and /or head apparel, he / she may be visually inspected to ensure that no unauthorised materials are concealed on his / her person (e.g. headphones). If necessary, a student may be required to accompany an appropriate invigilator to a private area to allow any such inspections to be undertaken. Students who are found to have with them any unauthorised materials will be deemed to be cheating and will fail that examination.

E13.10 Students must ensure that the name and number correspond to the label on the desk occupied. Students may not change their seats without permission.

E13.11 The invigilation team will distribute blank exam books and attendance slips before the students enter the examination room. At the end of the examination, and before students are allowed to leave the room, these will be collected.

E13.12 The question papers will be given out face-downwards and may not be turned over until students are advised to do so by the Invigilator. Students are reminded to check that they have the right paper. The student number must be copied accurately onto each booklet used.

E13.13 Students are reminded that details on the exam books should also be completed as instructed

by the Invigilator. The Invigilator will remind students that all rough work will be handed in with the exam books at the end of the examination.

E13.14 Each answer must begin in a separate exam book unless otherwise indicated on the front of the examination paper. Spare examination question papers must not be removed from the examination hall.

E13.15 An attendance sheet will be marked by the Invigilator and will remain in the examination room until the end of the examination. Any absentees, illness and incidents are to be recorded in the incident book provided to the Invigilator.

E13.16 Students are not allowed to leave the examination room permanently during the first half hour of the examination. After the first half hour, students may leave as soon as they have finished the paper. They may not leave the examination room during the last half an hour of the examination.

E13.17 Where a student leaves the examination room early, for any reason, the student's student number and time of his/her leaving should be entered in the incident book together with the reason for leaving.

E13.18 After the first half hour, students may leave the examination room temporarily at any time but only with the permission of the Invigilator. Students leaving the hall temporarily will be accompanied by an Invigilator.

E13.19 Students must be quiet when entering or leaving the examination room during the examination and must not speak to anyone other than an invigilator, between entering the room and the end of the examination. Any student creating a disturbance may be expelled from the examination hall.

E13.20 No unauthorised person may enter the examination hall.

E13.21 In the case of a student showing signs of distress or illness, one of the invigilators should leave the examination room and seek medical assistance. Should a student become unconscious, an ambulance will be called in all cases.

E13.22 If there is a fire alarm or other emergency during an examination, students will leave the room calmly and quietly. Nothing will be taken with them and no talking or other non-verbal communication will be permitted between students. If there is any talking or non-verbal communication between students the exam may be declared void and another assessment will then be carried out at a later date.

**Presentation in Examinations**

E13.23 Standard English, including spelling and grammar, is expected (even where English is not a student's first language) and use of abbreviation and note forms is not accepted.

E13.24 In examinations, although students have to write by hand, they are required to ensure that the work is legible and completed in either blue or black ink.

**Individual Arrangements for Examinations for Disabled Students**

E13.25 Individual arrangements for the examinations may be made for a student with a disability or condition that will warrant such arrangements. Such arrangements must be designed to

measure the same learning outcomes as the standard assessment.

E13.26 In order that suitable arrangements can be made, any student with either a permanent or temporary disability must apply for consideration by a published date within the first half of the relevant semester.

E13.27 Further information about individual arrangements which can be provided by the University are found in the Exam Protocols document, available from the Inclusion Coordinator.

E13.28 The Inclusion Coordinator informs the Assessments Team annually of such requirements.

E13.29 In the case of other potential requests relating to, for example nursing mothers or other specific circumstances, additional time, or supervised exit and return to an examination, may be agreed.

**Invigilation Arrangements (on campus)**

E13.30 All formal, timed examination held in an examination room will be subject to invigilation. There will always be at least two invigilators appointed to each main examination room. There will be due attention paid to ensure gender ratios, with at least one male and one female invigilator present. Where the number of examination students in any examination room exceeds 100, there will be appointed at least one invigilator for every 50 students or part thereof.

E13.31 Invigilators will be appointed by Newman University. Formal training and induction for invigilators is provided by the Assessments Team.

E13.32 There will be a Lead Invigilator appointed to each main examination room that will be responsible for the overall conduct of the examinations in that room and will ensure that proper provision has been made for the conduct of the examinations before their commencement.

**Examinations Equipment**

E13.33 Students must use blue or black ink pens. In specific subjects the use of a pencil may be allowed. Students are responsible for providing enough writing implements for the duration of the examination.

E13.34 Water may be allowed in clear plastic bottles, with all labelling removed.

E13.35 Students may not have on or near their desk any books, papers or instruments other than those which have been specifically permitted. This includes any form of device, (including, but not restricted to; music and video players, mobile phones, smart watches, portable computers, tablets or headphones), which allow access to the internet, mobile signal, Bluetooth, wireless or can store data.

E13.36 Occasionally some items, as explicitly stated, may be brought in. These may include pencils, calculators, mathematical tables, unmarked texts and notes. It is the student's responsibility to provide these items for their exam.

E213.37 The use of Memory Aids are agreed with Student Services. Details of which are available on the Intranet and later in these Regulations.

E13.38 Only analogue watches are permitted to be brought to an exam by students. Clocks can be supplied in the examination room. Smart watches are not allowed in an examination room.

E13.39 Devices capable of communicating directly with other similar devices, with or without the use of cables, are not permitted in any University examination.

**Use of Calculators in Examinations**

E13.40 When the use of a calculator is permitted in an examination, it will be stated on the Assignment Brief, with explicit specification of particular types permitted or prohibited. It is the Module Leader's responsibility to inform the Assessments Team of any revised requirement.

E13.41 If a calculator is permitted, students are responsible for the provision of their own calculator. They may choose to bring a second one in case the first one breaks during the examination. Students are responsible for providing batteries for their calculators.

E13.42 All calculators used must be:

(i) incapable of storing text, nor of displaying text other than as built in error messages;
(ii) battery operated;
(iii) silent;
(iv) not annotated in any way on the calculator or case.

E13.43 Calculators, or other devices capable of acting as a calculator, which have a full range of alphabetic keys are not allowed in any examination; devices with keys in the range A-F for use with hexadecimal numbers are not covered by this ban.

E13.44 Any student found using an unauthorised calculator or devise will be deemed to be cheating. They will automatically fail that examination and will be referred for consideration through the University's Academic Misconduct process. The device will be confiscated immediately, without the University being under any obligation to issue the student with a replacement device.

**Use of Dictionaries by International/Exchange Students**

E13.45 International/Exchange Students for whom English is not their first language may apply to use a hard-copy of a translational dictionary during any time-constrained assessment. Electronic dictionaries are not allowed. Each will be considered individually on its merits.

E13.46 It is the responsibility of the student to make an application in writing to the Assessments Team (for consideration by the Subject/Module or Programme Leader as appropriate).

E13.47 If the application is approved, the student is responsible for the provision of the dictionary concerned.

E13.48 The dictionary will be subject to inspection by the Invigilators at any time during the course of the assessment concerned. Normally, such inspections take place before the start of the assessment. The dictionaries will be checked for annotations and concealed notes.

## Section 14: Group Assessment

E14.1 If students are undertaking presentations in groups, the Module Leader is expected to give them sufficient class time to prepare, since students may not all be in a position to see each other outside classes.

E14.2 If the assessment is a group one, there should also be provision for students to be given individual grades.

## Section 15: Marking

E15.1 Marking (assessment) criteria for individual modules are provided in detail in the Assignment Brief(s).

E15.2 The pass mark for a module at levels 4, 5, and 6 is 40% (including level 6 Professional Graduate Certificate in Education modules). The pass mark for modules at Level 7 (Master's and Postgraduate Certificate in Education M level modules) is 50%.

E15.3 A student who has not formally withdrawn from a module but who does not attend the examination or submit the required coursework by the given deadline will be recorded as 'Non submission' for any examination and 'Non-submission' for any coursework. This will count as a failed attempt.

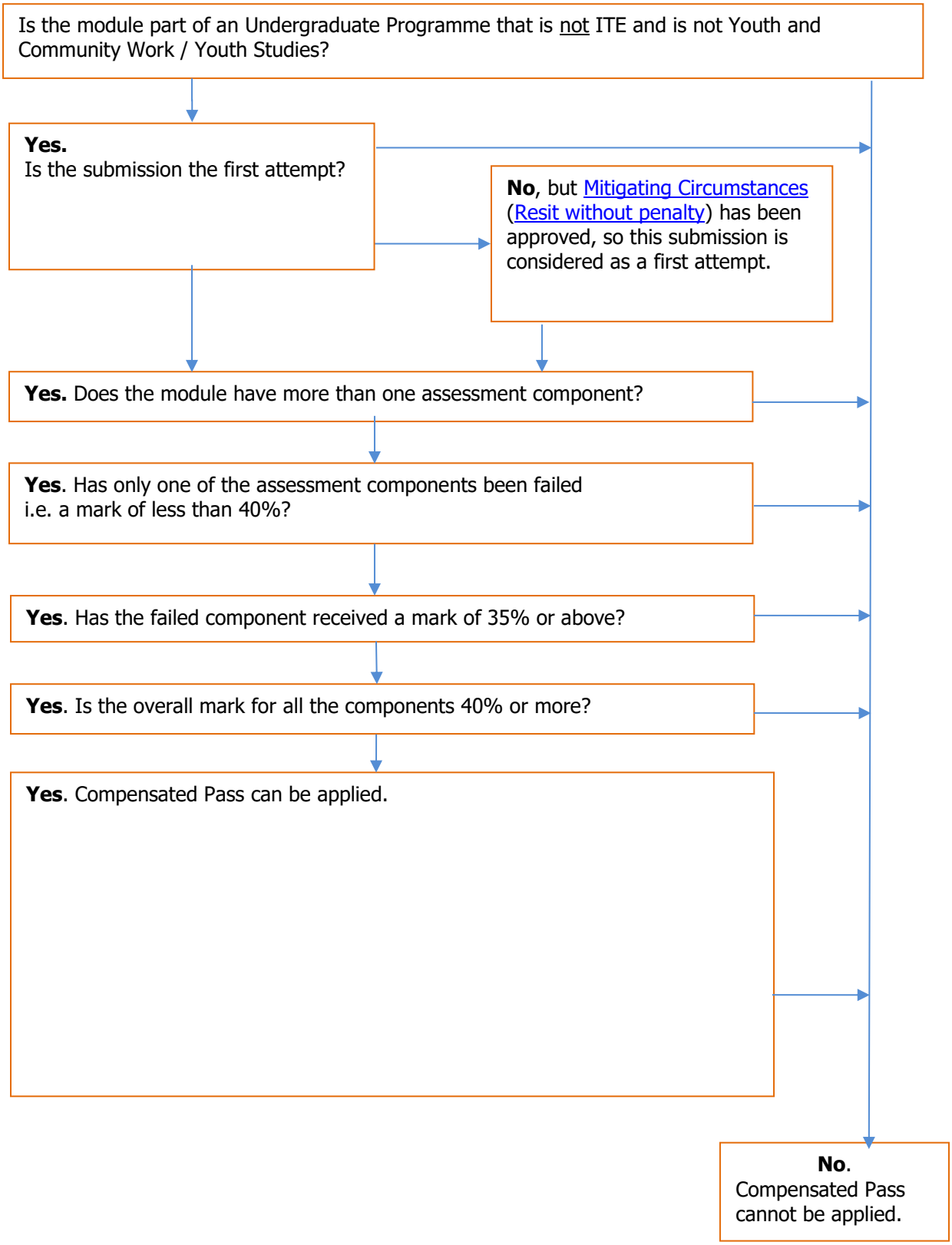
E15.4 Students are expected to ensure that they are available to submit any resit tasks or resit examinations during the prescribed reassessment period, as required by the relevant Programme Assessment Board. Failure to do so will result in a recording of non-submission failure at the next Programme Assessment Board.

### Rules of Compensated Pass

E15.5 Except for ITE specific pedagogic modules and Youth and Community Work / Youth Studies modules, at levels 4, 5 and 6, if the overall mark for a module is 40% or more, and any one other component of that module is less than 40%, but at least 35% or more it will be recorded as a Compensated Pass and no resit will be allowed.

E15.6 This rule applies solely to undergraduate programmes of study and not to Masters or PGCE programmes. It does not apply to resits.

**Compensated Pass Flowchart**



### Anonymous Marking

E15.7 For written assignments and examinations at levels 5, 6 and 7, the student participant number is the only identifier used, allowing Newman University to operate an anonymous marking process (with the exception of dissertations). However, tutors may need to signal to individual students the need for additional support and may request student identity at that point in order to contact the student.

E15.8 The anonymous marking process does not operate in those level 4 programmes where the assessment does not contribute to the degree classification.

E15.9 It is recognised that there are certain types of assessment and reassessment for which it is impractical to operate anonymous marking. This applies to individual and group presentations, practical assessments, work and school placements, dissertations and electronic resits (resits of assignments where the original submission was online).

### Second Marking and Double Marking

E15.10 Second marking is the process by which a piece of work is marked by a first marker and a second marker considers the work after the first marker and adds their comments. If there is a disagreement about the mark, the two markers meet to agree the final mark.

E15.11 Double marking is the process by which a piece of work is marked by two markers, where neither marker is aware of the other's assessment decision in formulating their own mark. After which they together agree a final mark (or marks) for the purpose of classification.

E15.12 For major assessment tasks (such as dissertations, special projects and placement assessment items) and performative items (such as performances, presentations and seminar presentations), all work will be marked by either second marking or double marking.

E15.13 "Live" assessments may be attended by a second lecturer in the room throughout the presentations who is also assessing the work or may be videoed and marked by a second lecturer afterwards.

E15.14 The University uses both double and second marking.

## Section 16: Moderation

E16.1 The purpose of moderation is to confirm that the range of grades awarded by the marker is appropriate. It is distinct from independent marking by two members of staff (double marking), a practice used for the marking of projects and dissertations (unless required by a professional body).

E16.2 Internal moderation is required at all levels, including work which has been second marked or double-marked.

E16.3 External moderation (through the use of External Examiners) is required at those levels which contribute to the award classification (e.g. levels 5 and 6 for all Degree programmes and levels 4 and 5 for all Foundation Degree programmes). Samples of coursework and examination scripts are made available to External Examiners for each module.

E16.4 Internal and external moderation also takes place for those modules that contribute to a Foundation Year programme.

E16.5 If coursework is sent to for external moderation, students may still be given their provisional mark. Students should note that all marks are provisional until confirmed by the relevant Programme Assessment Board and agreed by the External Examiner for the programme/subject.

**External Examiners**

E16.6 For subjects where there are more than 100 students registered, it is considered appropriate to appoint a second External Examiner.

E16.7 Full details of the requirements for, and roles and responsibilities of external examiners are detailed in the External Examiners' Handbook which is available via the University's website

**Section 17: Viva Voce Examination**

E17.1 External Examiners have the right to examine any student viva voce in addition to the assessments specified.

E17.2 Internal examiners may also request a viva voce examination, which may be used:

(i) To determine difficult or borderline cases, such additional assessment being used only to confirm or raise and not to lower a student's mark(s)
(ii) As an alternative or additional assessment where valid reasons for poor performance have been established
(iii) Where a potential issue of academic misconduct has been identified (for example, plagiarism and collusion, including the use of essay mills), and a viva voce agreed by the Chair of the Programme Assessment Boards.

**Section 18: Return of Work**

E18.1 The University operates a target of a three week turnaround time, (similar targets are also operated for Newman University students studying at partner institutions), and therefore the majority of work submitted should be ready for return to students three weeks after the deadline for submission set. This target does not apply to work submitted late or work submitted with an extension.

E18.2 Details of work ready for collection can be accessed on the Coursework Submission Intranet page, which is regularly updated. In the case of electronic submission this information will be provided on the module Moodle pages.

E18.3 In some cases where there are a large number of scripts, tutors may agree a longer turnaround time with the students concerned.

E18.4 Newman University actively monitors the time taken to return work to students and sets targets for staff. Reports on the targets by subject and programme are presented each semester to the University's Learning, Teaching and Academic Quality Committee (LTAQC) and results compared to previous years.

E18.5 If collecting their work in person, students need to produce ID. Work can be collected by someone else on behalf of a student if two criteria are fulfilled: the person collecting the work must show their own ID, and the Registry Support Team must have received written permission by email from the student whose work is being collected, using their Newman email account.

E18.6 For students at level 4 only, assessed work may be returned through a form of personal contact, usually during module sessions.

**Section 19: Accessing Provisional Examination Marks**

E19.1 Provisional examination marks are currently made available in a variety of forms.

**Section 20: Academic Misconduct**

E20.1 It will be regarded as academic misconduct for any student to commit an act whereby he or she seeks to obtain for himself/herself or for another student, an unfair advantage, as detailed in the University's Academic Misconduct Procedure.

E20.2 Academic misconduct will be taken to include:

(i) impersonation of another candidate or knowingly allowing another candidate to impersonate him/her;
(ii) copying or communicating with another candidate in a formal, timed examination;
(iii) introducing into an examination room any unauthorised aid or sources of information;
(iv) fabrication of the results of work which he or she claims to have undertaken (for example experiments, interviews, observations or other forms of research and investigations) which he or she has not carried out or results which he or she has not obtained;
(v) undertaking research without ethical approval, not adhering to the parameters given ethical approval, not securing informed consent in the manner set out in the student's ethical approval application;
(vi) colluding with others to present work which is not his/her own (including the commissioning of work, for example, through the use of essay mills);
(vii) plagiarism or otherwise misrepresentation of his or her participation in and responsibly for any material submitted for assessment.

E20.3 Collusion is defined as unauthorised co-operation to gain an advantage. This may occur where students have collaborated on a piece of work which is then submitted as an individual effort or where one student has allowed another to use their work. In the latter case, both students may be found guilty of academic misconduct.

E20.4 Commissioning is defined as the requesting and/or purchase of a piece of work from a third party and the submission of this work (in whole or in part) for assessment as the work of the student. The University views this as an extremely serious offence which will attract a severe penalty.

E20.5 An essay mill is a business where customers pay for a custom essay writing service. It is an academic offence to submit any essay received this way, whether the content is a piece of original writing or plagiarised from elsewhere.

E20.6 Newman University defines plagiarism as the use of another person's work or ideas within an assignment without following the conventions for acknowledging sources. This includes the unauthorised use/copying of another student's work. This also includes internet sources and any other form of paper of electronic medium. The offence does not require any deliberate intent by the student to be proved but the extent of deliberation involved may affect the nature of the penalty.

E20.7 Plagiarism may also be defined as the further use by a student of identical or nearly identical portions of their own work for a further/new assessment, without acknowledging what they

are doing by citing the original content. This is referred to as self-plagiarism.

E20.8 Students' work is submitting to the Turnitin plagiarism and collusion detection service and forms a part of the Turnitin database.

E20.9 It is the responsibility of the students to demonstrate that the work they submit is their own. They must keep electronic copies of their work and are advised to keep all drafts and notes.

E20.10 In addition to breaching any of the above regulations, all students are reminded that further disciplinary regulations exist relating to behaviour within the confines of Newman University (Student Disciplinary Procedures).

E20.11 Reasonable behaviour is also expected in classes, all direct contact sessions and in the VLE (such as discussion boards, blogs and wikis). Such reasonable behaviour is expected to include silence when others are speaking; mobile phones, recording devices and other electronic devices to be turned off during all sessions and seeking permission before consuming food or drink within sessions.

E20.12 Misconduct also includes conduct on placement, school experience, field trips, visits and any other circumstances where it may be considered that the student is representing Newman University.

E20.13 Specific conduct requirements are also included in school experience settings and further details including the 'cause for concern' process are included in the relevant subject handbooks.

E20.14 Conduct requirements for work placements are advised in the relevant module details and, where appropriate handbook and by the Programme Leader.

E20.15 Newman University's regulations will normally apply in respect of alleged misconduct or conduct likely to bring Newman University or its reputation into disrepute.

E20.16 Newman University reserves the right to take disciplinary action against a student in respect of any misconduct wherever it may have taken place when it is considered necessary to protect the interests and reputation of Newman University, its staff or students.

E20.17 As with all other issues of discipline, cases of plagiarism and cheating will go for judgment of guilt or innocence and imposition of a penalty to the Disciplinary Committee. However, some special considerations apply.

E20.18 Any apparent irregularity occurring in a unit of assessment should be reported to the Assessments Team as soon as possible, with a duly completed plagiarism notification form submitted. Cases may be considered by the Deputy Vice-Chancellor.

E20.19 If plagiarism, copying or collusion is suspected by a tutor, a plagiarism notification form is duly completed by the tutor including necessary supporting documentation (such as the original sources plagiarised). Only in exceptional circumstances will a Turnitin report **alone** be accepted in support of a notification.

# SECTION F: EXTENSIONS AND MITIGATING CIRCUMSTANCES (INC. ILPS AND RAPS)

**Section 1: Extensions**

F1.1 Students unable to hand work in on time may request an extension. Extensions can normally only be granted if the request is made before the due date for the assignment. However, extensions may be agreed up to one week after the due date, in exceptional circumstances and where relevant evidence is provided.

F1.2 Extension requests must be authorised by one of the relevant Academic Support Advisors (for non-ITE undergraduate students), Academic Professional Tutors (for ITE undergraduate students) or Programme Leader, or in the case of Foundation Degrees, Foundation Year and Masters programmes, the relevant Programme/Course Co-ordinator.

F1.3 The University's Mental Health Advisor and Inclusion Co-ordinator are also permitted to grant extensions in those cases where the extension relates to a mental or physical health condition, subject to agreement by the Mitigating Circumstances Board (if for multiple extensions i.e. an ILP or RAP). They may also consider amendments to an agreed date within a Reasonable Adjustment Plan (RAP) already granted (subject to the provision of additional evidence).

F1.4 For students at partner institutions, applications for extensions should be made to the relevant administration office.

F1.5 Extensions will not normally be granted for the following:

(i) Computer failure
(ii) Pressure of work
(iii) Number of deadlines close together
(iv) Unaware of the submission date
(v) Unaware of closing times for Registry
(vi) Unaware of the Drop Off Box facility
(vii) Holidays
(viii) Weddings.

F1.6 Extension requests should be supported by relevant evidence of the circumstances which have affected the student's studies. This may be provided at the time of the application, or at a later date which has been agreed with the officer considering the request; to be no later than the extended deadline.

F1.7 Students are trusted to act honestly when self-certifying an illness, but should a student make repeated extension requests based on self-certificate, medical evidence may be required before the request can be authorised. For health conditions which are long term in nature, students are expected to provide up to date medical evidence to support extension requests, but may be permitted to self-certify for the first episode of such a health issue.

F1.8 Where the student wishes to apply for a longer extension due to ill health, a letter should be provided from a medical professional or print out of patient record. This should provide a diagnosis of an illness/medical condition or if such a diagnosis is not yet available, details of the further investigations and/or any initial treatment proposed.

F1.9 Where providing supporting evidence is challenging, the Academic Support Advisor/Academic

and Professional Tutor are required to confirm that they have discussed the circumstances with the student and that the information given in support of their claim is verified.

F1.10 The total maximum extension that may be granted for any piece of work is three weeks from the original submission deadline, but extensions will only be granted for the minimum time necessary for the work to be completed by the circumstances. If a student requires longer than this, a mitigating circumstances application should be considered instead.

F1.11 Submissions with extensions should be submitted in the format stated in the Assignment Brief.

F1.12 Any extension agreed after the published submission deadline is also subject to the following requirements:

(i) No more than two items may be given an extension (no more than one item if the student holds a RAP)
(ii) No more than three weeks extension may be granted, except for ILPs and RAPs
(iii) Students will be required to confirm their progress on the items concerned
(iv) Students must demonstrate why the extension is needed and why not requested prior to the submission deadline.

F1.13 Extensions may not normally provide a submission date beyond the end of the second semester. For submission deadlines after the end of specified semester dates, extensions may not be offered, and if given, no guarantee can be offered of consideration of the relevant results at the end of semester Programme Assessment Boards.

**Requesting an Extension**

F1.14 For Initial Teacher Education (ITE) students and Masters students, an online extension request form should be completed and submitted, together with documents supporting the claim (sick notes, certificates etc.) to be considered by the relevant Programme Leader.

F1.15 For all other students, an application should be made on Moodle or by meeting with an Academic Support Advisor.

F1.16 Where the Academic Support Advisors are not available, extension requests will be considered by the Programme Leader/Co-ordinator, unless the student has indicated on their application that they do not agree to this.

F1.17 Any extension requests that cannot be directed to the Programme Leader/Co-ordinator will be considered by the Academic Support Advisor Manager on a weekly basis.

F1.18 Foundation Year students may make their extension request to one of their tutors during the first semester. During semester two, requests should be made via Moodle or by meeting with an Academic Support Advisor.

F1.19 If the application is agreed and the submission is via Moodle, then the Moodle submission link will automatically be updated to the extended deadline so that students may submit via the link any time before the new deadline. The marking tutor will also see the revised deadlines on Moodle.

F1.20 If the submission is to the Registry Support Team, the student will need to submit to Registry a copy of the extension authorisation (signed extension form or email confirming new submission dates) with their work, before the new submission deadline.

F1.21 For 'live' assessments/presentation which do not have any submission, a copy of the authorised extension form or confirmation email can be shown to the Module Leader. For all 'live' assessment/presentations, the student should rearrange the assessment with the Module Leader before the extended date.

F1.22 For students studying at partner institutions notification will need to be given to the relevant administration office and a copy provided for Assessments.

F1.21 If an extension is granted, the late submission rule does not apply. Any work given an extension date, but submitted after that date will be considered a fail.

F1.22 Resit dates are not eligible for extensions. Students who are unable to meet a resit deadline should consider whether they request a deferral or apply for mitigating circumstances.

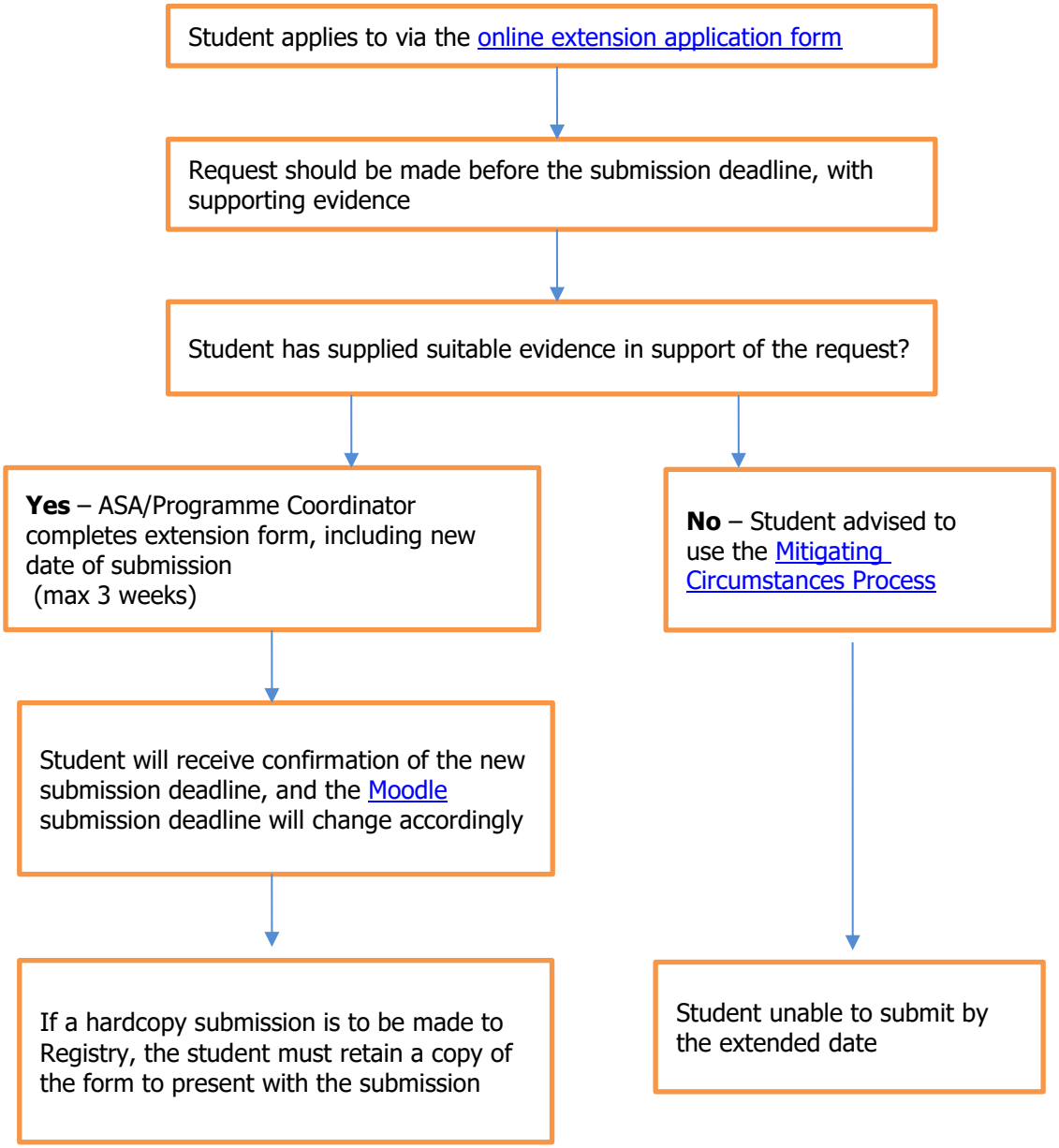
F1.23 For students with a Reasonable Adjustment Plan (RAP) an extension may be requested if it is not related to the agreement made originally for the RAP. If the circumstances for requesting the extensions are new and entirely unrelated, an extension be given.

F1.24 To request any changes to the submission deadlines related to the circumstances for which the RAP has been put in place, students must contact the Inclusion Co-ordinator or Mental Health Advisor to request that the RAP is amended.

F1.25 Module tutors will endeavour to mark assignments before the end of the current semester where possible. Students with ILPs, RAPs and extensions after the semester assessment period should be aware that the three week turnaround period for the return of coursework may not apply.

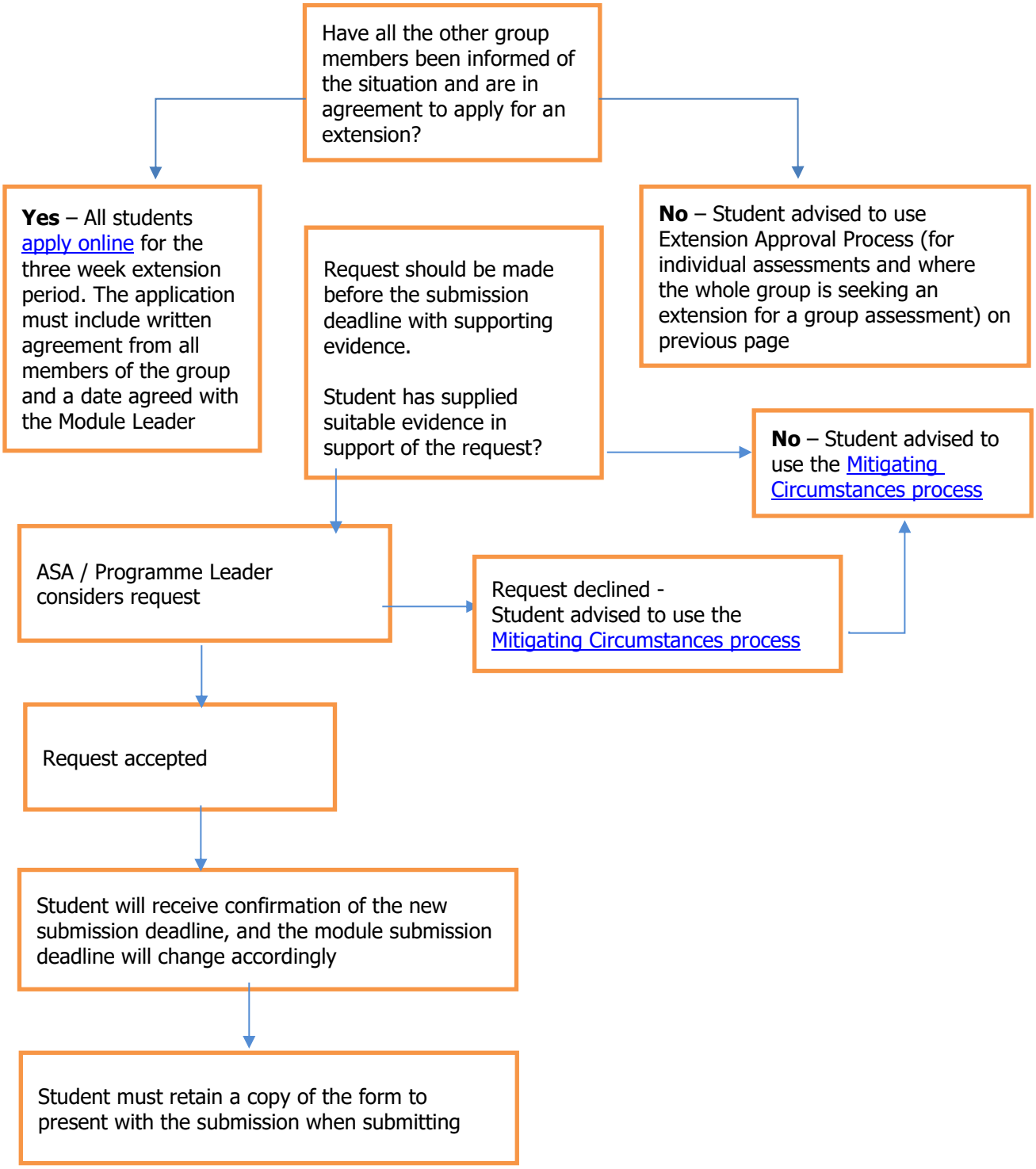
**Extension Approval Processes Flowcharts**

Extension Approval Process (for individual assessments and where the whole group is seeking an extension for a group assessment)



Extension Approval Process (for an individual's request regarding a Group assessment)

If all members of the group concerned have applied for the extension, the processes as detailed above should be used.



## Section 2: Mitigating Circumstances

F2.1 Mitigating circumstances which may have affected a student's overall performance or performance against particular components may be taken into consideration by the Programme Assessment Board (on the recommendation of the Mitigating Circumstances Board).

F2.2 Students who wish to have circumstances taken into account must submit a Mitigating Circumstances application form together with supporting evidence to the Assessments Team.

F2.3 If mitigating circumstances is granted the student is allowed to submit the assessment during the next resit period. It is called a 'Resit without Penalty', which means the assessment is not capped at 40% for undergraduate programmes or 50% for postgraduate programmes.

F2.4 **Resits with, or without, penalty are not eligible for extensions. Resits with, or without, penalty are not eligible for the late submission allowance.**

F2.5 If a student wishes the Programme Assessment Board to know of any circumstance which they think may affect their examination performance or coursework, they must do so using the formal Mitigating Circumstances application form, and no later than 28 days after the date due for the assessment concerned, including relevant supporting evidence.

F2.6 The University normally expects that students, who submit work to be assessed, attend presentations and examination or any other form of assessment, be deemed to have considered themselves fit to be assessed. Consequently, it is normally expected that any mitigating circumstances application is made either before or as soon as possible after the assessment affected is due.

F2.7 If mitigation is sought after the outcome of assessment is reported to students, it is normally expected that they may only apply for mitigation if they can demonstrate why they could not have reasonably made their submission before.

F2.8 In those exceptional circumstances where mitigating circumstances are granted for an assessment already submitted due to 'fit to submit' issues, the original submission will be marked as zero and the student will be allowed the opportunity to submit for an uncapped mark at the first resit opportunity. The work for the original submission cannot be resubmitted.

F2.9 A student will not normally be permitted to be mitigated more than once for the same assignment.

F2.10 If the circumstances are exceptional, the Mitigating Circumstances Board may agree further mitigation or may approve an Individual Learning Plan (ILP) or a Reasonable Adjustment Plan (RAP) where the student's problems are pervasive and of some likely duration. Suspension of studies may also be recommended in these cases.

F2.11 Where an ILP or RAP is suggested, the form should be submitted alongside a mitigating circumstances form, so that the information collected is consistent for all students.

F2.12 A student who already has a RAP, or RAP by proxy, may only use the mitigating circumstances process for circumstances other than those already used to grant the RAP.

F2.13 Mitigating circumstances are considered by the Mitigating Circumstances Board and are undertaken in such a way as to ensure confidentiality.

F2.14 At the Programme Assessment Board, if mitigating circumstances have been approved, an 'M' will be shown against the relevant module on the transcript.

F2.15 In considering mitigating circumstances relating to school experience or other professional placement, the Mitigating Circumstances Board may inform the student that it will be necessary to inform the Programme Leader, particularly if the mitigation is related to a health issue. Fitness to Practise may also need to be confirmed before returning to a placement. The Fitness to Practise Policy is available on the University's website.

F2.16 Submission of mitigating circumstances forms and evidence does not guarantee their acceptance.

F2.17 All students are required to complete all assessments and therefore mitigating circumstances can provide students with a fresh opportunity to complete their assessment at a later date (a 'resit without penalty').

F2.18 Submissions of assessment components with ILPs, RAPs and other Mitigating Circumstances should be submitted in the format stated in the Assignment Brief.

F2.19 Students with short-term difficulties are advised to seek advice from the appropriate sources, or, through the extension processes, apply for an extension of up to three weeks. Information about extensions can be found on earlier in this document.

F2.20 Without an agreed extension, work submitted up to seven calendar days late of the original submission date will, if deemed a pass, receive a maximum mark of 40% for undergraduate programmes, or 50% for taught Master's programmes.

F2.21 If work is more than one week late, it will not be accepted, without an online extension application and therefore will be recorded as a 'non-submission'.

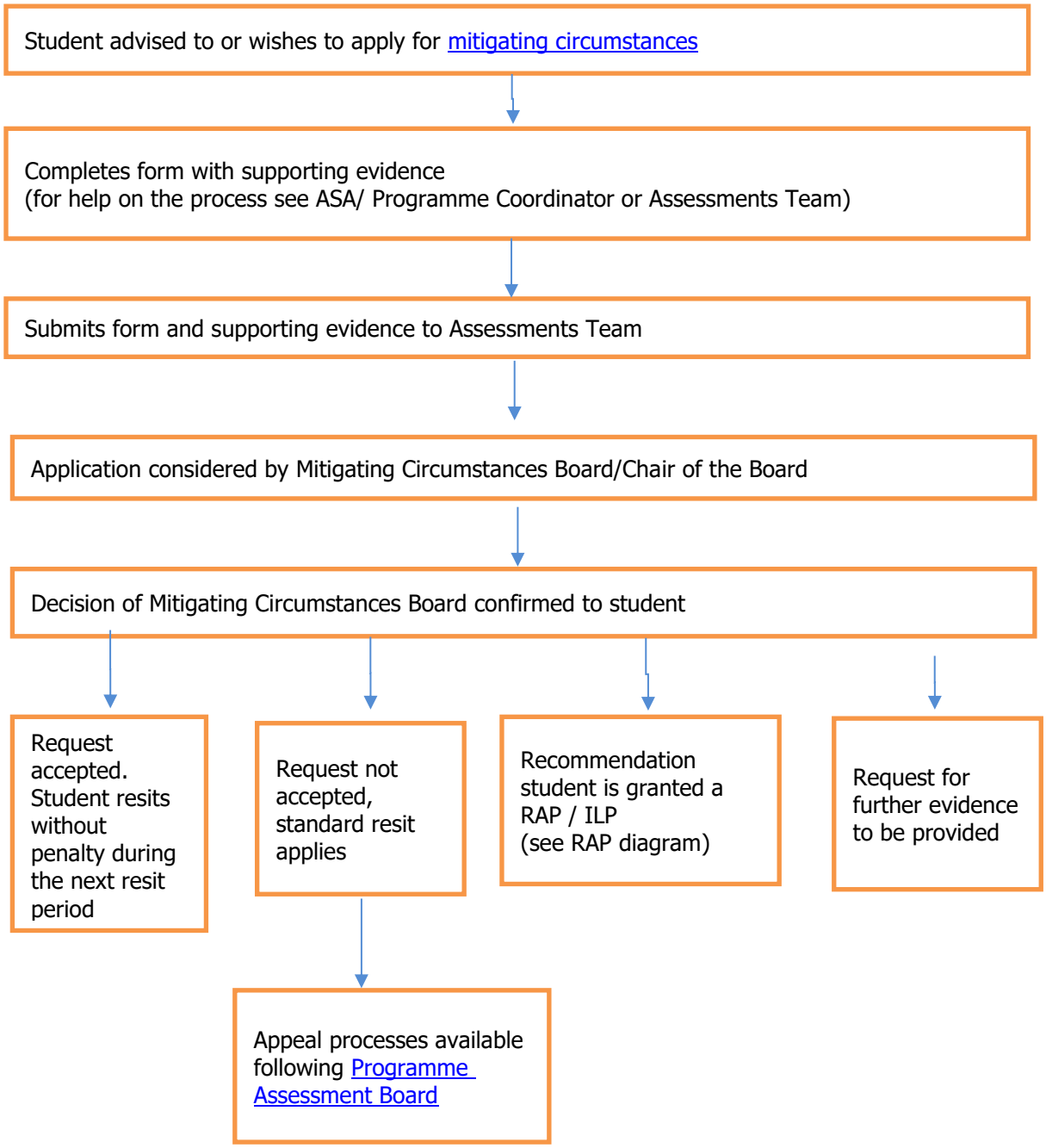
F2.22 If a student is not able to submit work within an extension, or they miss a deadline or examination, the student should submit a Mitigating Circumstances form complete with the necessary supporting documentation.

F2.23 Decisions of the Mitigating Circumstances Board are recommended to the Programme Assessment Board. The student has a right of appeal against the decision of the Programme Assessment Board (including their interpretation of the outcomes of the Mitigating Circumstances Board), except where they have already accepted any award which has been offered.

F2.24 If a student presents significant Mitigating Circumstances a recommendation may be made and approved by the Mitigating Circumstances Board of an Individual Learning Plan (ILP) or Reasonable Adjustment Plan (RAP) to be agreed by the Programme Leader and student concerned. Such agreements must be made using the relevant form from the Assessment pages of the Intranet and should include deadlines for submission of work. The signed agreement is then formally approved and noted by the Mitigating Circumstances Board.

F2.25 Requests to retake a module or year of study can also be requested through the Mitigating Circumstances process.

**Mitigating Circumstances Process Flowchart**



## Section 3: Individual Learning Plan (ILP)

F3.1 Alongside a mitigating circumstances application, a student may also submit an ILP. The ILP is an opportunity for the student and Programme Leader to consider an appropriate timeframe where the student has multiple assessment deadlines for the next resit period or where the student needs support with their time management.

F3.2 An Individual Learning Plan (ILP) is a formal, negotiated agreement that provides the means by which deadlines for coursework and other non-examination items of assessment can be submitted at a different time from that published or required for the student cohort as a whole. Such deadlines are agreed by the Programme Leader, with the student. An ILP can be applied to an examination, however the date of the examination cannot be moved, instead the student is permitted to take the examination during next resit period instead of on the original date.

F3.3 Examples of situations which may be considered appropriate for an ILP include long term treatment for illness or infirmity with a definable end date, where it is appropriate for the student to continue their studies, or unavoidable circumstances which may impede meeting certain deadlines, but which have a definable end date.

F3.4 ILPs will not normally be granted in cases of divorce/partnership breakdown, financial difficulties or short term illness, for which students should use the Mitigating Circumstances process.

F3.5 ILPs will also not normally be granted in cases where a student's difficulties are felt to be ongoing, for which the standard Mitigating Circumstances process should be used.

F3.6 Disabled students would normally use the Reasonable Adjustment Plan process.

F3.7 A student wishing to discuss applying for an ILP, should contact their Academic and Professional Tutor for ITE programmes, or Academic Personal Tutor / Academic Support Advisor non-ITE programmes. An ILP can be drafted and appended to a mitigating circumstances application for consideration, or be a recommendation following successful application to the Mitigating Circumstances Board.

F3.8 Once an ILP has been formally agreed by the student and Programme Leader, and approved by the Mitigating Circumstances Board, no further extensions to the deadlines detailed on the ILP can be made.

F3.9 If an ILP is due to a student transferring between programmes and/or subjects, such requirements must be included in the completed and authorised transfer form. The form is submitted to the Mitigating Circumstances Board for approval of the amended deadlines.

F3.10 Statements from tutors in support of the mitigating circumstances may be considered but cannot be the sole evidence in consideration for an ILP.

F3.11 The Mitigating Circumstances Board will consider the most appropriate course of action for the student and that this will not always be the agreement to an ILP.

F3.12 The Programme Assessment Board may also, due to the number of failures, recommend that the student must suspend their studies or is failed without the opportunity to resit with mitigation. The Mitigating Circumstances Board may recommend that a student to suspend their studies, and will only consider the use of an ILP where suspension can be shown to be

detrimental to the student's studies.

**Section 4: Reasonable Adjustment Plan (RAPs)**

F4.1 Where a student falls under the definition of disability according to the Equality Act 2010, the University will consider any reasonable adjustments which may be required to enable them to access learning and services on an equal basis with other students. It may be necessary to make some adjustments to assessment deadlines or exam arrangements.

F4.2 A Reasonable Adjustment Plan (RAP) is a formal, negotiated agreement designed to support a student with an unstable / degenerative, chronic physical or mental health condition. Reasonable Adjustments Plans are a planned way of supporting and assisting students with ongoing health issues and empowering them to complete their studies as far as possible.

F4.3 Reasonable Adjustment Plans are not retrospective and do not allow for work already submitted and assessed to be reconsidered.

F4.4 Reasonable Adjustment Plans are defined for one academic year from September to August.

F4.5 Where a student has more complex needs, a Learning Support Plan may be drawn up with the student, more fully outlining the arrangements in place. In some cases this will include a Personal Emergency Evacuation Plan (PEEP).

F4.6 Where a student is the main carer for an individual with disabilities which require high levels of personal support/care, or where a student is caring/supporting an individual with a chronic/life limiting illness, a student may apply for a Reasonable Adjustment by Proxy.

F4.7 All applications must be made to the Mitigating Circumstances Board and supported by relevant documentary evidence.

F4.8 If a student needs any reasonable adjustments or special arrangements to be made to enable them to complete assessments or examinations, these should be discussed with the Inclusion Coordinator or Welfare Officer.

F4.9 Subject to completion of a disclosure agreement, information about suitable arrangements will be shared with academic departments and other services. The level of disclosure to be made to any individual involved will be determined, where possible, by agreement with the student concerned in discussion with the Inclusion Coordinator or Welfare Officer.

F4.10 Students with a RAP may apply for extensions under grounds not related to their RAP. Students with a RAP cannot normally apply for extensions using the grounds under which their RAPs were granted. Where a student holds a RAP, but seeks an extension to an agreed date, where they are able to provide additional evidence, the Inclusion Coordinator or Welfare Advisor may, approve the requested extension.

F4.11 There are two ways for a student to receive a RAP. The student may approach Student Support to discuss a RAP. Alternatively the Mitigating Circumstances Board can recommend that the student meets with Student Support.

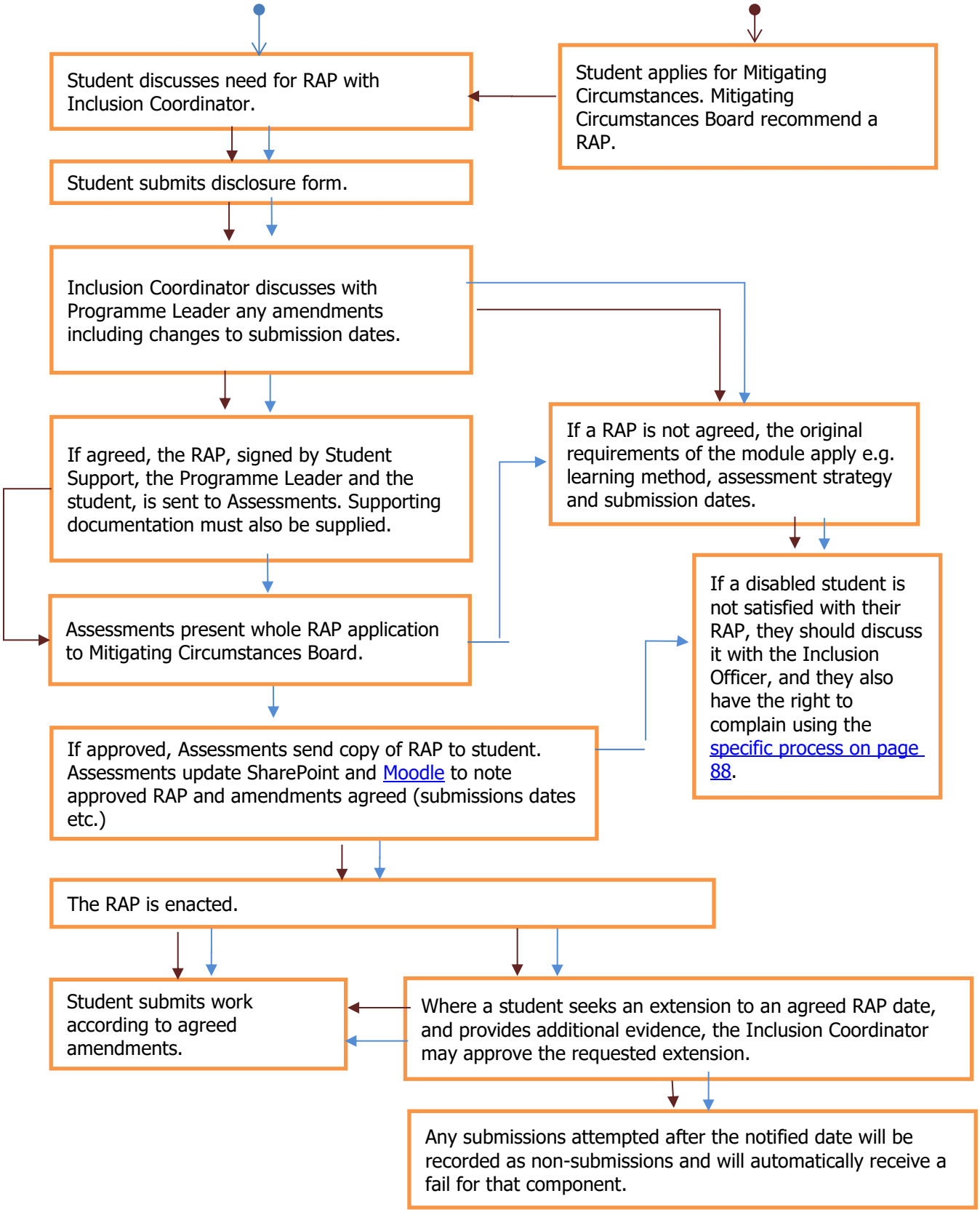
F4.12 The student will be asked to complete a disclosure form, to enable relevant information to be shared with those who will be responsible for implementing any adjustments or special arrangements, such as Module Leaders, the Assessments Team, or those involved with placements (including professional experience modules) including the work based mentor.

F4.13 Students should note that if they choose not to disclose a condition, the University/placement may not be able to make appropriate adjustments.

F4.14 The Inclusion Coordinator will liaise with the relevant Programme Leader to seek their formal agreement and advice on necessary changes to dates and the agreed changes will then be submitted to the Mitigating Circumstances Board for information. The Assessments Team are notified by the Inclusion Coordinator via the Intranet.

F4.15 In the case where a student has a degenerative or unstable condition, changes may need to be agreed to the support given at short notice. Such changes should be notified to the Mitigating Circumstances Board, under an amendment to the student's Reasonable Adjustment Plan.

**Reasonable Adjustment Process Flowchart**



## Section 5: Electronic Submissions with an ILP or RAP

F5.1 Once the Assessments Team have received the documentation, the deadline on the Moodle Assignment is edited by Assessments. The student will see the new deadline on their Moodle Dashboard and in the Moodle Assignment. The marking tutor will also see the revised deadline when they open the assignment to mark the regular submissions.

## Section 6: Confidentiality

F6.1 Though exact details of actual meetings are generally never shared, students should be aware that the records kept may be discussed at the Mitigating Circumstances Board, and go on to inform and contextualise decisions about a student's progression.

F6.2 A student must inform the Academic and Professional Tutor/Academic Personal Tutor/Academic Support Advisors, Programme Leader/Course Coordinator if they do not wish their details to be used in this way.

## Section 7: General Assessment, inclusive of Assessment for Disabled Students

F7.1 The Equality Act (2010) requires that reasonable adjustments (also known as accommodations) are made by academic institutions to ensure that disabled people have equal opportunities to fully participate in and benefit from the learning and services available. It places a duty on public bodies (which includes Higher Education institutions) to actively promote equality of disabled students and to review policies, procedures and practices to ensure that they do not discriminate.

F7.2 The aim of disability legislation is not to create lower standards or privileges, but to enable students to participate on an equal basis and to demonstrate their ability and potential.

F7.3 The UK Quality Code, Part B: Assuring and enhancing academic quality, ch B3 Learning and Teaching, states:

'Equality of opportunity involves enabling access for people who have differing individual requirements as well as eliminating arbitrary and unnecessary barriers to learning. In addition disabled and non-disabled students are offered learning opportunities that are equally accessible to them, by means of inclusive design, wherever possible, and by means of individual adjustments wherever necessary.

Subjects and Programmes are required to ensure wherever possible that their learning, teaching and assessment practices are inclusive and accessible to all students and where this is not possible, to consider or propose a suitable alternative assessment item and to provide such an alternative to any student either deemed through recognised disability or demonstrative circumstances to warrant it, or may include such elements as Dictaphones, a scribe, additional time, memory aides, a computer or reader. Such alternatives must be designed to measure the same learning outcomes as the standard assessment method.'

F7.4 The use of a limited number of quotes or other memory aids in exams, by students diagnosed with dyslexia or other specific learning difficulties, is in place in the institution.

## Section 8: Memory Aids

### Principles on the Use of Memory Aids

F8.1 In accordance with good practice within the sector, the use of memory aids will only be allowed where they are deemed not to compromise learning outcomes.

F8.2 Memory aids are only allowable for students where recommended in a formal diagnostic or Needs Assessment report.

F8.3 Memory deficits, processing abilities, patterns of strengths and weaknesses within elements of memory differ for each individual and therefore memory aids will also differ according to individual need.

F8.4 In the case of students with dyslexia or other specific learning difficulties, it is expected that they will be working with a specialist tutor to develop strategies for accommodating memory difficulties and/or deficits, however, dyslexia will affect each student to varying degrees and in different ways, and therefore, it should not be automatically expected that exam adjustments will be 'phased out.'

F8.5 The use of a memory aid by a disabled student is not intended to give them an advantage over other students. The nature and content of a proposed prompt/aid will be scrutinized to ensure that there is no unfair advantage.

F8.6 Consideration should be given to the use of alternative means of supporting assessment of disabled students.

### Types of Allowable Memory Aids

F8.7 The needs of individual students will vary and therefore it is not appropriate to be too prescriptive. However, the following is provided as a guide, which can be applied to the majority of students for whom a memory aid is recommended.

F8.8 Memory aids are defined as 'mind maps' or partial quotations. 'Mind maps' should be no longer than one side of A4 paper. They should not normally include actual subject content, but may include words, colours or icons which trigger memory of learning. Quotes will not be relevant to all subject areas. Only partial quotes of no more than 8 words will be allowed. A limit may be applied to the number of quotes being allowed per exam.

### Agreement of Memory Aids

F8.9 It is recognised that the needs of individual students will vary and that what has been agreed for one student will not necessarily be the same in another case.

F8.10 Disabled students using memory aids are required to produce their memory prompt in a reasonable time prior to any test (normally 10 working days).

F8.11 The memory aid will normally be signed off by the Mitigating Circumstances Board or Chair, whose role it is to ensure that these arrangements are not unfair to other students and do not compromise competence standards.

F8.12 Where a memory aid has been recommended as part of a diagnostic assessment, a decision to reject this adjustment without a dialogue or a dyslexia specialist to substantiate the

University's position leaves the University vulnerable. The Inclusion Co-ordinator, or other appropriate member of the student support team, will therefore be invited to the committee for the purpose of the discussion.

F8.13 The approved memory aid is to be submitted to the Assessment Team so that it can be made available to the disabled student at the time of the assessment.

F8.14 If an electronic version of the submitted memory aid is requested, it must be delivered in a medium appropriate to the disabled student's needs.

F8.15 Alternatives that have been used to support the assessment of disabled students, include:

(i) A glossary/key word list for all students to reduce the need for a memory aid.

(ii) In seen question exams, a memory support option (e.g. a sheet of A4 with an essay plan, skeleton structure or mind map).

(iii) An oral examination (or viva voce) of the same materials covered by written examination.

**Linear diagram of the key components of the Memory Aid Process:**

Disabled student develops memory aid with support of their assigned dyslexia tutor.
Disabled student contacts the module leader to negotiate their memory aid (normally 15 working days before the assessment).

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During the negotiation the module leader would be responsible for:

- Checking its accuracy and relevance.
- Approving the memory prompt.
- Ensuring academic standards are not compromised and, if they are unsure, seeking clarification.
- Signing off the memory aid.

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The approved memory prompt is submitted to the Mitigating Circumstances Board or Chair for final approval, and passed to Assessments Team so that it can be made available to the disabled student at the time of the assessment.

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The approved memory aid, in the appropriate format, is made available to the disabled student at the time of the assessment.

(These guidelines are adapted from those produced by Dr Dave Skingsley, Curriculum Development Advisor – Disability, Academic Development Institute)

# SECTION G: PROGRESSION

## Section 1: Subject Assessment Boards (SABs)

G1.1 Newman University requires that each subject and school experience/professional placement/work placement conduct a Subject Assessment Board (SAB) at the times agreed with the Quality Office.

G1.2 All relevant external examiners are required to attend their Subject Assessment Board and to provide feedback on their findings for the year.

G1.3 The marks considered at the Subject Assessment Board are taken forward for consideration by the Programme Assessment Board.

G1.4 For those Subject Assessment Boards where external examiners are unable to be present, confirmation is required of the external examiner's agreement to the marks viewed and responsibility is formally delegated to the Chair for any decisions and reported to the next full meeting of the relevant Programme Assessment Board.

## Section 2: Programme Assessment Boards (PABs)

G2.1 At the Programme Assessment Board, marks are confirmed and ratified by the board and relevant external examiners, including the relevant Chief Departmental external examiners, and decisions made on individual students.

G2.2 Programme Assessment Boards are made up of:

- Chair (senior member of the academic staff, for example an Executive Dean/Assistant Dean of Faculty).
- Subject Leaders/Heads of Subjects where their subject contributes to the particular programme concerned
- The relevant subject external examiners
- Any relevant Chief Departmental external examiners
- Relevant Programme Leaders
- Representatives from the Assessments and Graduation Team
- Deputy Registrar or Quality Office staff member as Secretary to the Board.

G2.3 The Programme Assessment Board receives the marks by overall profile including all modules, for each student, at each level of the programme concerned.

G2.4 The members view a transcript of results which indicates the overall mark for each modules (but not the individual assessment component marks), together with a relevant recommendation code for the module. The most common codes used are detailed below:

| | |
|---|---|
| P | Pass |
| R | Fail/Resit/Retake required |
| M | Mitigating Circumstances agreed |
| AO | Academic Offence found against student |
| UI | Academic Offence under investigation |
| NS | Non submission of work |
| S | Suspended |
| W | Withdrawn |
| AM | Awaiting mark |

OG Ongoing module

G2.5 The Programme Assessment Board is able to view the students' full profile and therefore, using the General Academic Regulations, make decisions regarding each student.

G2.6 The range of decisions taken by the Programme Assessment Board includes:

- Award Degree, including classification
- Pass and proceed to next year of study
- Resit failed components
- Retake failed modules (that is to attend all timetabled sessions, and submit all relevant assessment items, even if previously passed)
- Retake year
- Resit failed components or retake the year
- Withdraw or retake the year
- Withdraw

G2.7 All decisions are made on the basis of evidence provided to the Board from the results agreed at the relevant Subject Assessment Boards and any recommendation of the Mitigating Circumstances Board.

**Extraordinary Programme Assessment Boards**

G2.8 If the Chair of Senate deems that exceptional circumstances exist, an Extraordinary Programme Assessment Board may replace a Programme Assessment Board to ensure that the results for students and particularly for awards are not delayed.

G2.9 Extraordinary Programme Assessment Boards are made up of:

- Chair (Deputy-Vice-Chancellor or nominee, who is normally Executive Dean of Faculty or other senior colleague), ex officio
- The external examiner(s) for the programme(s) under consideration
- Representatives of subjects involved in the programmes of study under consideration where available
- Members of staff concerned with teaching, tutoring and providing services to the programme within the remit of the Assessment Board but not constituted members of the Board may attend meetings and have the right to speak.
- Representatives from the Assessments and Graduation Team
- Deputy Registrar or Quality Office staff member as Secretary to the Board.

G2.10 The duties of the Extraordinary Programme Assessment Board are to:

(i) confirm the profile of marks for each student, from the approval of marks given by the relevant Subject External Examiners at the relevant Subject Assessment Boards;

(ii) using the recommendations made by the Pre-Programme Assessment Board:

a) confirm progression for continuing students with satisfactory profiles;

b) confirm degree and other exit results (including degree classifications where appropriate) for completing students who have satisfied the requirements;

c) make decisions about students with weak profiles. This should include decisions about

whether failure can be redeemed through resits or whether the profile is so weak that a student needs to repeat the year or redeem failure by retaking certain modules as a part-time student;

d) make decisions about students with mitigating circumstances using the recommendations of the Mitigating Circumstances Board;

e) agree the form of resit tasks for each student recommended by the Subject Assessment Board where this includes viva voce examination or any model which varies from the normal assessment method for the module, or recommend a variance of form where mitigating circumstances suggest this is appropriate;

f) receive an oral report from the Chief Departmental External Examiner which is minuted and which flags any issues to be raised in the formal written report.

**Section 3: Communication of Results**

G3.1 It is a student's responsibility to ensure that they access their results following the Programme Assessment Boards in February, June/July and August / September. This will normally be done through the MyNewman portal. The communication will include details of the right to appeal, and transcript, together with details of resits required.

G3.2 For students undertaking programmes of study delivered by a partner institution, confirmation of the ratification of results/awards by the University will be provided by the partner institution.

**Section 4: Transcripts**

G4.1 A formal Record of Achievement will be produced for each student for each year of their programme after the Programme Assessment Boards have met in the summer. The transcript will provide the information required under the Bologna Diploma Supplement Agreement and will indicate the modules taken and give details of any failures.

G4.2 Under the Bologna Diploma Supplement Agreement all transcripts include the title, mode of study and length of programme, the student's name, date of birth and unique student identifier. The transcript must also indicate the principal language of study.

G4.3 Further information in the form of explanatory notes must also either accompany the transcript as a separate page, or be printed on the reverse side of the transcript. These explanatory notes explain the credits and levels of the Higher Education system in England and Wales, together with classifications, exemptions, validation details and contacts for further information.

G4.4 Students completing their awards are also provided with a Higher Education Achievement Report (HEAR) which provides details of all marks, assessments types, award, professional body status and any additional verifiable activities.

**Correction of Marks**

G4.5 On receipt of their transcript, students are expected to check their marks for any possible anomalies. Should a student believe that a mark indicated for a coursework component is inaccurate, they are required to write to the Assessments and Graduation Team with full details and to enclose a copy of the feedback sheet concerned.

G4.6 If the mark is incorrect a new amended transcript and letter will be sent to the student. Where such a change is required, it will be formally reported at the next available Programme Assessment Board.

**Section 5: Progression within Newman University**

G5.1 Overall, a student's progression must be subject to satisfying all conditions and requirements of the particular programme of study being followed leading to a named award and subject to the maximum duration of registration or the award concerned.

G5.2 No student may normally progress to level 6 of their award, carrying outstanding modules failures or requirements from level 4.

G5.3 Students undertaking professional programmes, particularly ITE programmes, are expected to pass the relevant professional elements and may be delayed in progressing between years if professional elements are not passed.

G5.4 Students with 50% or more failed modules at the end of semester one will be warned on their progress and are normally required to meet with a designated member of academic staff.

G5.5 Students may not be offered resits following the semester two boards where more than 50% of their modules have been failed, instead a retake of the failed modules may be required.

G5.6 Students are considered under the following categories by the Programme Assessment Board in terms of their progression of learning. The Board's decision may be that the student:

(i) proceed to enrol on the next level of their programme,
(ii) proceed with their studies to the next level of their programme but must retrieve any outstanding failed elements or module at the next opportunity (resits with or without penalty),
(iii) be required to withdraw,
(iv) students with failed school experience elements/modules may not proceed with their studies until the relevant element/module has been passed,
(v) may not enter Level 6 of their studies with any level 4 credits outstanding,
(vi) be required to suspend and/or register as a part-time student (if currently registered as a full-time student).

G5.7 After the results of module assessments have been confirmed by the relevant Programme Assessment Board, an individual student will automatically be entitled to the award achieved on the criteria listed in the Regulations, subject to satisfying any specific requirements of the programme of study on which the student is registered.

G5.8 The specific decisions currently recommended through Programme Assessment Boards are detailed below:

(i) Pass and Proceed: All items of assessment have been submitted and have achieved the relevant pass mark (or compensated pass for elements within the module and the module has achieved an overall mark of least 40%), with the student clear to proceed to the next stage of their programme of study. The pass mark for undergraduate programmes is 40%, and 50 for Postgraduate/Masters programmes.

(ii) Resit: Student is allowed to proceed to the next stage of their programme of study but is also required to resit outstanding components (the relevant results codes will indicate if

this is with penalty (for a maximum of 40% for undergraduate programmes and 50% for postgraduate/Masters programmes) or without penalty as mitigating circumstances has been approved.

A date for submission of the resit/examination will be agreed and the number of resits already taken (if applicable) in the module noted.

(iii) Retake Year (By Student's Request): If a student has only a small number of failures from their year of study, a request from the student (as opposed to the Programme Assessment Board) will normally be refused, unless the student can demonstrate through the mitigating circumstances process that their entire academic year was affected by mitigating circumstances (including provision of supporting documentation).

A student retaking a year does not retake modules which have already been passed. A student is permitted only one retake year during their programme of study. Full fees will normally be payable by the student for any retake year. Students are not permitted to retake a module, or a year of study, in order to improve their academic classification.

(iv) Retake Year (University's Decision): The student is required to retake the year of study.

(v) Final Year Fail, Resit or Retake: As above or retake failed modules or accept lesser award as detailed on the transcript.

(vi) Resit or Retake: Student allowed to resit (as above) but with a recommendation from the Board that the student returns as a part time student to retake the modules failed. To retake the module requires that the student attends all timetabled sessions, undertakes all directed hours and submits all assessment components, even if a component (but not the module) has been passed previously.

(vii) Withdraw: Where the Board considers it not to be in the interest of the student or the public purse, a requirement of withdraw may be made.

(viii) Defer to Next Board: Defer to the next meeting of the Board. This should normally be used for those students who have suspended their studies or who are taking a module assessment at a later agreed date (for example those students with ILPs).

(ix) Defer for Confirmation via Chair's Action: Where a query is raised in relation to a student's marks or position, the Board may agree to defer a decision, pending the receipt of the necessary information and for the Chair to agree the appropriate action outside the meeting.

**Section 6: Reassessment**

G6.1 A student will be deemed to have passed a module on undergraduate programmes on obtaining a mark of 40% or more in each component (or subject to the rule of Compensated Pass), subject to any criteria specified by the Subject Assessment Board concerned as to how the mark is to be calculated (e.g. by specifying the relative weighting of coursework, examination or other components) and any other conditions (e.g. the minimum marks to be required in each component); marks between 39.5% and 40% inclusive will be regarded as 40% for these purposes.

G6.2 For levels 4 and 5, where a student has submitted an item of coursework and failed, the student will be required to resubmit the same task, using feedback received to improve the

submission.

G6.3 Where the original submission was made in hard copy, students are required to submit a marked hard copy of their previous assignment. If the resubmission does not include the original failed item, it will normally be considered as a further fail.

G6.4 Where the original submission was made electronically, the marked submission will already be stored on Moodle and accessible to staff, and therefore does not need to be submitted alongside the resubmission.

G6.5 Students who fail a coursework assessment through non-submission or who have successfully applied for mitigating circumstances will be required to resit.

G6.6 There is no requirement for students to resubmit their original piece of work alongside any resit item at level 6.

G6.7 At level 4 and level 5, for those students who attended but failed an examination, reassessment will also be by resitting the original examination paper during the next resit period advised. Students' papers may be made available through the subject area, and feedback and marks are made available either through Moodle or the Registry Office.

G6.8 Those who fail to attend an examination, including those with mitigating circumstances, will be required to resit the examination.

G6.9 A student will have the right to be reassessed in any failed module(s) subject to the limitations below.

G6.10 Students may redeem failure through the following reassessment opportunities:

(i) resitting the failed component(s) without re-registration on that module
(ii) where required or advised by the Programme Assessment Board, retaking the complete module and all its assessments.

G6.11 Reassessment (whether by resit or retake) of a module or component must normally be completed within the two academic years following the original failure in that module.

G6.12 Students are normally expected to resit at the first opportunity. Non-submission will count as a fail, unless a student has had approval, through application to the Assessments Team, to defer their reassessment.

G6.13 If a student wishes to exceptionally defer a resit offered to the next resit date, they must inform the Assessments Team in writing no later than the date specified on the resit letter. Such an action may prevent the student from progressing to the next year of their studies and in the case of final year students, will mean that they will **not** be eligible to attend graduation.

G6.14 Where a resit is required for a School Experience or other item of work placement, it may be necessary for the resit to be taken out of sequence, which in turn could delay the expected completion date for the student's programme by a term / semester. Students may only defer their resits once.

G6.15 Students will normally be offered a second resit opportunity, except for professional programmes where there are specific exceptions. For Foundation Year students (commencing their studies from the start of the 2019/20 academic year onwards), a second resit opportunity

may mean that they carry resits into the first year of their three-year degree (at the end of their Foundation Year). These resits must be successfully passed by the end of semester one of the three year programme. Any Foundation Year student that still has outstanding resits at this stage will not be permitted to continue their studies.

G6.16 The second resit opportunity is at the discretion of the Programme Assessment Board which may decide not to offer it in some circumstances e.g.:

(i) The student has not complied with previous instructions of the Programme Assessment Board, such as meeting with the Programme Leader, Coordinator, Academic and Professional Tutor, Head of Subject or Academic Support Advisor or attending central support sessions
(ii) The student has failed to take advantage of resit support arranged within the subject or programme, such as tutorials or workshops
(iii) The student is already carrying a burden of failure in excess of the percentage deemed by the Programme Assessment Board to be retrievable within an appropriate timescale
(iv) The student is not deemed 'in good standing' by virtue of poor attendance, academic misconduct or other reason.

G6.17 Some programmes of study may include attendance requirements. Failure to meet these attendance requirements may require a student to retake a module, or a semester or year of study.

G6.18 Where failure in a placement module – either school placement or other work placement – is on the grounds of a serious breach of professional values, resit or retake will not normally be permitted. The decision will be taken by the relevant Programme Assessment Board, including the appropriate Programme Leader and advised by the relevant placement co-ordinator. The usual right of appeals will apply. Further information about appeals are found below and are available the Intranet.

G6.19 Students undertaking a work or school placement are also subject to the relevant professional requirements specified by their programme, and are required to abide by the Fitness to Practise Policy.

G6.20 Where circumstances warrant, the Executive Dean of the relevant Faculty may suspend a student from placement and invoke the Fitness to Practise Policy. A Fitness to Practise panel may be called which will consider if a student is fit to practise. Any student found unfit will be withdrawn from their placement with immediate effect and this will normally be deemed a failure with no right of resit.

G6.21 Where students are failing their school experience module, the student is offered the opportunity to discuss their failure with the relevant external examiner.

G6.22 It is the student's responsibility to ensure that they take the appropriate action to redeem any failures.

**Resitting**

G6.23 If a module is failed (where the mark is less than 40% overall, or where an assessment component mark within a module at level 4 or 5 is less than 35% or less than 40% at level 6, for undergraduate modules or less than 50% for Master's Level (level 7) modules), all components with a mark below 40% (50% for taught Master's programmes) must be reassessed.

G6.24 Those students who have received a recommendation from the Programme Assessment Board for 'Resit without Penalty' will be eligible to resit.

G6.25 **Resits with or without penalty are not eligible for extensions. Resits with or without penalty are not eligible for the late submission allowance.**

G6.26 For the purpose of reassessment a student may resit the assessment without re-registering on the module(s) concerned.

G6.27 Newman University retains the right to assess the student on the prevailing syllabus without the right to further tuition.

G6.28 For some modules (e.g. those involving laboratory, studio or group work) attendance at all or part of the module may be an essential requirement; in such cases the module may be expressly specified by the subject team (or equivalent) as excluding the possibility of resits for students who have failed and who cannot meet the requirements without further attendance. In such circumstances recovery from failure will normally require attendance at all or part of a future offering of the module. Such exclusion will be contained in the module information and will apply equally to all students.

G6.29 No resits can be taken unless authorised in advance by the Programme Assessment Board.

G6.30 For a resit component the relevant result code will indicate if this is with penalty (for a maximum of 40% for undergraduate programmes and 50% for postgraduate programmes), or without penalty if mitigating circumstances has been approved.

G6.31 When any module is discontinued, there will normally be two opportunities for resit assessments at times specified by Newman University; there will be no opportunity for an assessment by retake with re-enrolment on the discontinued modules.

G6.32 Unless there are strong reasons to the contrary the resit will normally be carried out by the same combination of written examination, coursework etc. as in the first attempt, unless specified otherwise in the relevant Assignment Brief, though the particular components to be resat by each student may be determined by the Programme Assessment Board concerned.

G6.33 Normally a maximum number of attempts at any module will be three, the initial attempt and two resits.

G6.34 Failure to submit work or to attend an examination or other form of assessed work will be deemed as a failure and counted as an attempt.

G6.35 With School experience and other professional placements there is only one opportunity for resit allowed for the entire programme, with the exception of where mitigating circumstances has been granted.

G6.36 All students will have the right to resit an examination or resubmit an assessment component of coursework which is deemed a failure as long as they are deemed to be in 'good standing' with Newman University.

G6.37 Any student against whom disciplinary action has been taken, or who has been found guilty of academic misconduct, will not be deemed to be in good standing with Newman University.

G6.38 Students who have persistently ignored requests to attend discussions on their progress, or

ignored the requirements of previous boards, may also be deemed not in good standing and may not be offered the opportunity to resit.

**Electronic Resits**

G6.39 On Moodle a resit assignment is created for each student entitled to a resit. Students will see Moodle resit assignments on their Moodle Dashboard and on their Moodle pages, with the resit link available three weeks prior to the resit submission date.

G6.40 Tutors will also see on their Moodle pages if a student on that module has a resit, and will receive an email when a student submits to a resit assignment.

G6.41 Resits will not be anonymised since tutors will need to view the original submission and the feedback given.

**Retaking of Module(s)**

G6.42 For the purpose of reassessment a student may be required to retake the complete module(s), provided that the module has **not** been passed, by re-registering on the module at the next available opportunity. This may require the student to repeat a year of study before proceeding to the following year of his/her programme.

G6.43 The right to retake a module by re-enrolment is subject to the module or a direct equivalent still being offered by the University. Where a module is no longer available, a direct equivalent of a larger size may be offered as part of a negotiated diet of modules to be agreed with the student where possible.

G6.44 Complete reassessment in all components will normally be required when a module is retaken (including any component previously passed), with the original marks being erased from the student's record.

G6.45 Students are not permitted to retake a module, or a year of study, in order to improve their academic classification.

G6.46 In those instances where a student has retaken a single module twice and exhausted all available resit opportunities, the student will be required to undertake an equivalent or negotiated module in place of the original module, should the Programme Assessment Board be in support of the student's continuation on their programme of study.

## Section 7: Student Movement on School Experience

G7.1 If a student has to move from their School Experience school as detailed below, the Programme Assessment Board will be requested to agree a deferred assessment to allow the student to complete the necessary number of weeks required by the placement, following their change of schools:

(i) If a trainee (student) is in a school that fails an OfSTED/inspection they have, subject to official confirmation of the inspection outcome by the school, the right to be moved to another school to complete the module. The student is not allowed to continue in a failing school. This move would be without penalty.

(ii) If a school finds that, due to unforeseen circumstance, they are no longer able to support the trainee due to staffing issues, etc., the trainee would then be moved to another school

to complete the module. This would be without penalty.

G7.2 These are normally, with the exception of agreed mitigating circumstances, the only circumstances under which a change of school would be considered by the Programme Assessment Board to be without penalty.

**Section 8: Academic Appeals (Representation against an academic decision)**

G8.1 A student who is not satisfied with a mark ratified by a Programme Assessment Board may submit an academic appeal following the Boards or may consider the University's Student Complaints Procedure. Re-marks are not available.

G8.2 Appeals against decisions made by the Programme Assessment Board include those decisions made by the Board on the recommendation of the Mitigating Circumstances Board. As the Mitigating Circumstances Board is a sub-board of the Programme Assessment Board, no appeals should be made directly to the Mitigating Circumstances Board.

G8.3 The University's Academic Appeals Procedure applies to all students who are enrolled on all courses offered by Newman University.

G8.4 Appeals against academic misconduct decisions and discipline panels do not come under these guidelines and students should refer to the Student Disciplinary Procedures.

G8.5 In those cases where examination or assessment performance has been genuinely affected by adverse personal circumstance, students should always advise the Assessments Team as soon as possible. The University has a process for enabling its Programme Assessment Boards to take mitigating circumstances into account.

# SECTION H: AWARDS

**Section 1: Procedures**

H1.1 All stages leading to the conferment of an academic award will be subject to well-defined procedures and Regulations.

H1.2 Proper security of records will be maintained at all times.

H1.3 Great care will be exercised in making certain that each student's personal details and academic record are accurate.

H1.4 The holding of a conferral ceremony requires the approval of the Vice Chancellor of Newman University.

**Section 2: Registration of Students**

H2.1 An academic award, other than an honorary award, will only be conferred on a person who participated in the course to which it relates as a student of Newman University.

H2.2 Any student upon whom an academic award is to be conferred will, therefore, have been properly registered in accordance with the procedures determined by Newman University.

**Section 3: Conditions of Award**

H3.1 Each award will be made in accordance with the requirements of the particular course and programme of study to which it relates, as specified in Newman University Regulations and in any additional Programme Regulations.

H3.2 Where a student becomes eligible for an award by completing part of a longer course the interim qualification is normally neither awarded nor conferred unless the student subsequently fails or withdraws from the next stage of the course. This includes the following:

(i) Certificate of Higher Education (CertHE) and Diploma of Higher Education (DipHE) within a degree course
(ii) a Degree stage when the student is continuing to study for Honours in the subsequent year;
(iii) a Postgraduate Certificate or Postgraduate Diploma within Master's courses.

H3.3 For a number of Master's programmes, including the MA in Education, an exception is made where a student may be awarded the interim qualification which they have completed whilst continuing to study for the next stage of the award (for example award of the relevant Postgraduate Certificate whilst continuing to study for the Postgraduate Diploma, or the award of the Postgraduate Diploma whilst the student continues to study for the MA award).

H3.4 The provisions above do not preclude a student from leaving Newman University with an award and applying to return at a later date to upgrade to a higher award, where such procedures exist within the structure of the course concerned; if a student returns in this way within 12 months of completing the course for the lower award the procedures above will normally apply.

H3.5 Only modules from the students current or most recent (if applicable) period of study will be used in calculating any interim or final award unless recognition of prior learning (including

internal transfers) has been approved through the RPcL/RPEL and Transfer process.

H3.6 The Awards Ceremony (Graduation) is the process whereby awards recommended by Assessment Boards and examiners for research degrees are conferred. Awards cannot be conferred other than at a duly constituted Awards Ceremony, and certificates therefore cannot be issued before the award has been thus conferred.

H3.7 Acceptance of an award conferred at a duly constituted Awards Ceremony, whether in person or not, implies agreement to the award and any classification or other endorsements attached to it.

H3.8 Invitation to an Awards Ceremony is at the discretion of Newman University and those students classified as debtors to Newman University by its Finance Office, may not attend the ceremonies, nor students classified as not in good standing with the University.

H3.9 All other students who have completed by the Assessment Boards in June/July will normally be eligible to attend. Students who have successfully completed their programme of study by the September Resit Boards may also be deemed eligible to attend gradation in the same year.

H3.10 Students that have been formally withdrawn from their programme of study by the University as the result of academic misconduct, who are eligible for an exit award, will not be invited to attend the Awards Ceremony, unless sanctioned by the Vice-Chancellor.

H3.11 Where designated, students attending the Awards Ceremony for the confirmation of an award are required to wear the appropriate academic dress as advised in their invitation.

**Section 4: Honours Classification**

H4.1 To calculate an Honours classification a student must have completed all the necessary module requirements, in both content and number of credits at each level of study.

H4.2 In the case of a student attempting fewer credits than the number required to determine a classification percentage, (for example if a student has withdrawn from a module), a zero mark will be assumed for each module not attempted, unless credit has been given for prior learning in which case the paragraph below will apply.

H4.3 In the case of a student who entered Newman University with advanced standing, or who has been credited with modules for prior learning, the number of module (credit) results used to calculate a classification percentage as specified above, will be reduced and the denominator will be such that the maximum classification percentage attainable would be 100.

H4.4 Any entitlement to a classification, merit or distinction, may be set aside at the discretion of the Programme Assessment Board in the light of findings of an Academic Misconduct Panel following a case of academic irregularity; the Programme Assessment Board may also award a Pass Degree to a candidate for Honours in such circumstances, and may fail a student who has otherwise passed the programme concerned.

**Section 5: Valid Reasons for Poor Performance and Aegrotat Awards**

H5.1 If it is established to the satisfaction of a Programme Assessment Board that a candidate's absence, failure to submit work or poor performance in all or part of an assessment for an award was due to illness or other cause found to be valid on production of acceptable evidence, the Board concerned may act as follows on the recommendation of the Mitigating

Circumstances Board:

(i) The candidate will be given the right to be reassessed as resit without penalty in any or all of the assessment components, as specified by the Programme Assessment Board.

H5.2 When a Programme Assessment Board is satisfied that there is enough evidence of the candidate's achievement, or such evidence is subsequently obtained, the candidate may be recommended for the award, with or without Honours classification or Distinction as appropriate; in order to reach a decision, the Board concerned may assess the candidate by whatever means it considers to be appropriate.

H5.3 An Aegrotat award may be offered when a Programme Assessment Board does not have enough evidence of a candidate's performance to be able to recommend the award of the University being sought or a lower award specified in the course Regulations, but is satisfied that but for illness or other valid cause the candidate would have reached the standard required for that award.

H5.4 Normally at least half of the study for the academic year must have been completed in order for an Aegrotat award to be made on the basis of that work; in the absence of this amount of work the student should normally be considered for the next lowest award for which they have completed sufficient work.

H5.5 Aegrotat awards do not carry any classification or distinction, though where a student has been considered for an Honours degree the award may be offered either as an Aegrotat Degree or as an Aegrotat Degree with Honours in the judgement of the Programme Assessment Board above; in the case of an Aegrotat degree with Honours no honours classification is awarded.

H5.6 Aegrotat awards do not carry any recommendation for professional qualifications such as QTS.

H5.7 In the circumstances described above, the candidate must have signified in writing a willingness to accept the award and understand that this normally implies waiving the right to be reassessed under mitigating circumstances.

H5.8 A candidate who, having been offered an Aegrotat award, elects instead to resit without penalty and fails or does not attend without good reason, may not claim the Aegrotat but may be re-examined for an award.

H5.9 The Programme Assessment Board will decide on the particular form any reassessment should take. Options will include viva voce examination, additional assessment tasks designed to show whether the candidate has satisfied the course objectives, review of previous work, or normal assessment at the next available opportunity. The student, however, must not be put in a position of unfair advantage over other candidates; the aim must be to enable the student concerned to be assessed on equal terms.

H5.10 There is no provision for an Aegrotat pass on individual modules.

**Section 6: Posthumous Awards**

H6.1 Awards may be made posthumously on the basis of work completed by a student. Any evidence submitted in support of a case must be such as to make it clear that the candidate had been or would have been likely to have been successful in the full set of assessments for the award. All work completed by students who have died must be marked, moderated and

considered in the normal way.

H6.2 In making a recommendation for a posthumous award the Programme Assessment Board must comply with the Regulations and recommend as appropriate:

(i) an award without Honours classification or Distinction as appropriate
(ii) an award with Honours classification or Distinction as appropriate
(iii) an Aegrotat award without Honours
(iv) an Aegrotat award with unclassified Honours.

H6.3 If a posthumous Aegrotat is being considered the Programme Assessment Board will expect the same amount of work to be available for a posthumous award as for a non-posthumous Aegrotat.

H6.4 If a Programme Assessment Board does not feel able to recommend any of the awards above, it must then consider the student for the posthumous award or posthumous Aegrotat award of any qualification for which the student was eligible on the basis of successfully completed earlier stages on the course (CertHE, DipHE etc.), and recommend accordingly.

H6.5 Any recommendations from a Programme Assessment Board for a posthumous Aegrotat award under the above must be accompanied by a statement of the marks gained and the justification for the award; the report must be made to the Deputy Registrar and is subject to the approval of the Vice Chancellor as Chair of Senate.

H6.6 An award conferred posthumously will normally be indicated as such, where possible, in the lists of students presented to an Awards Ceremony, but will not be indicated on the student's certificate.

H6.7 There is no provision for a posthumous award to be turned down by any persons acting on behalf of the deceased student; the provisions specifying willingness to accept an Aegrotat award, do not apply in the case of posthumous Aegrotat awards.

**Section 7: Reference Provision**

H7.1 All ITE students should provide the University as their referee for their first appointment.

H7.2 The first appointment reference will confirm the students' completion of their programme of study at Newman University and will be dated accordingly. The reference will also clarify that the University has no knowledge of the student's suitability for a teaching post beyond the date of course completion and that the reference is based solely on the knowledge we have. As such, the University accepts no liability for appointments made based on the reference provided.

H7.3 For all other students, please refer to the University's Student References Guidelines.

**Section 8: Transcript**

H8.1 A transcript will be provided to all students who have successfully completed any element(s) of a programme of study leading to an academic award of the University.

H8.2 The transcript will carry the following information, together will all other requirements of the Bologna Supplement:

(i) full name of the student
(ii) list of module results
(iii) a note of unusual circumstances (e.g. withdrew from course on [date])
(iv) title and classification of any final award, with dates.

**Section 9: Higher Education Achievement Report (HEAR)**

H9.1 All students successfully completing their award will also receive a Higher Education Achievement Report (HEAR), which is designed to provide greater detail on the programme studied, details of all modules (including the type of assessment and individual component marks) taken.

H9.2 It is a national requirement that the HEAR includes any fail marks, the number of attempts taken to pass a module and any academic offences.

H9.3 Section 6 of the HEAR also records (if applicable) any additional roles, (such as Guardian Angel or Course Representative), that students have undertaken in addition to their studies.

**Section 10: Certificate of Award**

H10.1 The certificate of each award granted to a student will carry the following information in a format determined by Newman University.

(i) the name of Newman University and its Coat of Arms
(ii) the full name of the student
(iii) the name of the academic award
(iv) the title of the programme of study followed by the student
(v) the date of the conferment of the award
(vi) the classification of the award.

H10.2 Replacement certificates may be requested from the awarding institution and will incur a standard fee.

H10.3 In those instances where a graduate requests a certificate to be reissued to reflect a change of name, due to an OIA ruling, personal security reasons or identifying as transgender or following gender reassignment, the standard fee will not be charged. Evidence of the legal name change will be required by the University.

**Section 11: List of Awards**

H11.1 Newman University may confer the following awards:

**Undergraduate Certificates, Diplomas and Foundation Degrees**

Certificate of Higher Education (CertHE)
Certificate of Higher Education with Merit
Certificate of Higher Education with Distinction

Diploma of Higher Education (DipHE)
Diploma of Higher Education with Merit
Diploma of Higher Education with Distinction

Foundation Degree

Foundation Degree with Merit
Foundation Degree with Distinction
(Honours classifications are not available on the Foundation Degrees)
Newman Certificate (as defined by the individual short programme)

**First Degrees**

Bachelor's Degrees

Bachelor of Arts (BA)
Bachelor of Science (BSc)

Bachelor's Degrees with Honours (including Top Up Awards)

Bachelor's Degree (BA, BSc) with Honours, First Class
Bachelor's Degree (BA, BSc) with Honours, Upper Second Class (2.1)
Bachelor's Degree (BA, BSc) with Honours, Lower Second Class (2.2)
Bachelor's Degree (BA, BSc) with Honours, Third Class

Bachelor’s Honours Degree with recommendation for QTS
Bachelor’s Degree (BA, BSc) with Honours, General
Bachelor’s Degree (BA, BSc) General
Bachelor's Pass Degree

In order to be awarded a BSc students are expected to have taken more than 50% of their modules as designated science modules from both levels 5 and 6.

**Postgraduate Certificates and Diplomas**

Professional Graduate Certificate in Education (PGCE)
Postgraduate Certificate in Education (PGCE M)
QTS Recommendation (Assessment only Route)
Professional Certificate
Professional Graduate Certificate
Postgraduate Certificate
Professional Diploma
Professional Graduate Diploma
Postgraduate Diploma
Postgraduate Degrees

**Taught Master’s Degrees**

Master of Arts (MA)
Master of Education (MEd)
Master of Business Administration (MBA)
Master of Science (MSc)
Taught Master’s Degrees may also be awarded with Merit or Distinction

**Research Degrees**

Master of Research (MRes)
Master of Philosophy (MPhil)

Doctor of Philosophy (PhD)

**Higher Doctorates**

Doctor of Education (EdD)

**Honorary Awards**

Honorary Master's Degrees

Master of Arts (Hon MA)
Master of Education (Hon MEd)
Master of Laws (Hon LLM)
Master of Letters (Hon MLitt)
Master of Science (Hon MSc)
Master of Technology (Hon MTech)

Honorary Doctorates

Doctor of Business Administration (Hon DBA)
Doctor of Education (Hon DEd)
Doctor of Laws (Hon LLD)
Doctor of Letters (Hon DLitt)
Doctor of Science (Hon DSc)
Doctor of Technology (Hon DTech)

H11.2 All awards may be awarded as an Aegrotat. All awards may be made posthumously. Aegrotat awards, whether awarded posthumously or not, do not carry Distinctions or Honours Classification, even if awarded with Honours.

H11.3 New awards must be submitted for approval by the University Senate. Courses being presented for approval which propose new award designations must have the prior approval of the University Senate.

H11.4 The Senate may approve particular variant titles and abbreviations for restricted use on specific courses without this requiring that they become generally available; such variants will not normally require separate definition, provided the criteria are defined in the relevant course documents. Specific approval by the Senate is required for every new use of such variants.

## Section 12: Revocation of Awards

H12.1 Awards by Newman University are made in good faith.

H12.2 Where it is suspected or there is evidence that a student has been admitted to the University having provided fraudulent information and/or documentation, an internal investigation will be conducted, which will be led by a senior member of staff, who is at least at Assistant Dean level or equivalent.

H12.3 The investigation may include the findings of an enquiry conducted by another legitimate organisation such as a professional and regulatory statutory body, a government department, etc.

H12.4 The results of the investigation must be submitted to the Registrar who will make a decision based upon the collated information and advise the Chair of the Learning, Teaching and Academic Quality Committee (LTAQC) on whether the student should have their enrolment nullified.

H12.5 Should a student have their enrolment nullified, all academic achievements earned as a result of their fraudulent admission will be null and void, and any credits or award revoked.

H12.6 The student will have no right of appeal against the outcome of an investigation leading to the nullification of their enrolment and the subsequent revocation of any credits of award.

H12.7 The revocation of an award is permitted where a student is found subsequently to have plagiarised. However, provision will be made for the award-holder to present any mitigating circumstances and to be represented.

H12.8 On rare occasions, an award may be conferred on a student in error. In these cases the University is permitted to correct the error and revoke the award. This may, or may not, also involve nullification of enrolment. Where it does not, the credits earned by the student shall stand as will any award to which they are entitled under the Academic Regulations.

H12.9 Individuals who have their awards revoked will be required to return their certification, including any transcript, supplements etc. to Assessments and Graduation.

H12.10 Any statement by an individual falsely purporting they have been conferred with academic credit and/or an award/classification from Newman University when it has been revoked, never achieved or the person has not been a student at Newman University, will be regarded as deliberate fraud and leave them open to legal action and may lead to their original qualification being revoked.

H12.11 The revocation of any award which also carries professional registration / recognition will be reported to the appropriate professional body. A narrative will be added to the student record to indicate action taken. The final results notification letter will be annulled.

H12.12 However, a complete record of the students' achievement will be retained for future reference and to permit reinstatement of the record should the decision have been reached in error (for example, wrong identity).

H12.13 Where enrolment is nullified, a 'registry block' will be placed on the student record to indicate future enquirers that they need to refer to the narrative.

H12.14 Any verification requests or references will be referred to the Registrar.

**Revocation of Award of Honorary Degree**

H12.15 The following procedure is for where staff, students or Council members of the University are concerned that there may be cause to revoke an Honorary Degree.

H12.16 Honorary Degrees represent a public association between the University and the recipient. The University, therefore, reserves the right to withdraw an Honorary Degree in the event that an Honorary Graduate, through behaviour or actions, which become known to the University subsequent to his or her award, brings the University into disrepute. This includes behaviour that contradicts the University's Mission and Values.

H12.17 Proposals should be made to the Honorary Degrees Committee with supporting documentary evidence. The Honorary Degrees Committee will determine whether the risk to the reputation of the University is greater in maintaining the award than revoking it.

H12.18 The Honorary Degrees Committee will make a recommendation to the Council for approval following a report to the Senate. Responsibility ultimately lies with Council as it has responsibility for risk management and a threat to the reputation of the University could pose a significant risk.

H12.19 If an Honorary Degree is revoked, the Vice Chancellor will write to the recipient informing them of the decision.

# SECTION I: COMPLAINTS PROCEDURE

## Section 1: Introduction

I1.1 The University regards a complaint as any expression of about our action or lack of action, or about the standard of service provided by or on our behalf. The Student Complaints Procedure is operated in accordance with the equality and diversity policies of the University

## Section 2: Complaints Procedure for Applicants and the General Public

I2.1 Applicants or members of the general public who wish to make a complaint should raise the matter in accordance with the Complaints Procedure for Applicants and the General Public which is available from the Newman University website or in hard-copy from the Quality Office.

I2.2 Where the complaint by an applicant related solely to an admissions decision, a senior academic member of the University will be asked to review the case to ensure that the decision has been taken in line with the University's Admissions Policy. Unless there has been a clear breach of the policy, an academic decision taken about an application will be considered to be final.

I2.3 For complaints solely related to the University assessment for support for disabilities, a separate process applies. Details of this process are found later in this section.

## Section 3: Complaints Procedure for Students (General Information)

I3.1 Students who wish to make a complaint should raise the matter in accordance with the Complaints Procedure for Applicants and the General Public which is available from the Newman University website or in hard-copy from the Quality Office.

I3.2 This Procedure applies to applicants to, and students who are enrolled on, all courses offered by Newman University. It is also available to students for three months after they have left the University. This includes students enrolled in a Franchise of Newman University.

I3.3 Students studying at external centres under collaborative arrangements are required to follow the centre's complaints procedures in the first instance. If issues remain unresolved through these local complaints procedures, then the University's complaints procedure may be invoked.

I3.4 Research students studying for a research degree validated by the University of Leicester or Liverpool Hope University may additionally make a complaint to that organisation.

I3.5 Complainants are advised to always seek information resolution of the complaint before invoking the formal Complaint Procedure. Where a complaint is found to have been brought with frivolous, vexatious or malicious intent, this may itself prove grounds for disciplinary action against the complainant.

I3.6 Where complaints are raised on behalf of students by solicitors or trade union representatives, the University reserves the right to correspond directly with any student who is currently enrolled at the University.

I3.7 Complaints cannot be raised by staff about the behaviour of students. This will be dealt with under the University's Student Disciplinary Procedures. Equally, students cannot raise complaints about the behaviour of other students.

I3.8 If students feel that they have been subject to harassment or other unacceptable behaviour from fellow students, details can be sent to the Registrar/ University Secretary who will consider whether the regulations stated within the Student Disciplinary Procedures have been breached and action may be taken accordingly.

**Section 4: Complaints Procedure (Arrangements/Reasonable Adjustments to Disabled Applicants/Students)**

I4.1 This process is separate from the main complaints process, as it intends to provide a fast track process for applicants/students with a concern regarding University support for their disabilities.

I4.2 A copy of the complaint form should be downloaded and the form completed with it clearly highlighted that the complaint relates to the above.

I4.3 In considering the complaint a formal panel will be convened, which will normally include an external expert (such as an experienced member of a student support team from another University). All documentation, including the initial external assessors report will be provided to both the Panel and the student for full consideration of the complaint.

I4.4 The panel will meet with the student and it is expected that the outcome will be reported to the student, informally on the day of the Panel. A deadline of 28 working days for the process within the University will normally be applied.

I4.5 If applicants/students are dissatisfied with the initial outcome of this process, they may apply to the DSA Exceptional Case Process.

I4.6 If applicants/students are dissatisfied having been through the DSA Exceptional Case process, they may then make a complaint to the Office of the Independent Adjudicator. This is a free service to students and details are available on the OIA website.

# APPENDICES

# APPENDIX ONE: DEFINITIONS

**Academic Appeal:**

A request for the review of a decision of a Programme Assessment Board. A Programme Assessment Board is an academic body which makes decisions relating to student progression, assessment and awards. An Academic Appeal can only be made by a student of the University or a student of an institution in partnership with the University where the student is studying on a programme validated by the University.

**Academic and Professional Tutors (APTs):**

Academic and Professional Tutors assist students on Initial Teacher Education (ITE) programmes with pastoral or personal concerns that are affecting their studies.

**Academic Policies:**

The principles and standards that prescribe the course(s) of action for an aspect of the academic regulations. Staff and students must adhere to these.

**Academic Support Advisors (ASA):**

Academic Support Advisors is a dedicated service to assist students on Single and Joint Honours Degree programmes with pastoral or personal concerns that are affecting their studies.

**Assignment Briefs:**

Assignment Briefs provide students with detailed information of their assessment, including marking criteria and submission deadlines. All Moodle module's pages require this information. Assignment Briefs are required for all modules, whatever method of submission is being used, and are completed together with instructions for all modules. The information from Module Leaders for each module is requested annually.

**Capstone Module:**

This will most commonly be a 40 credit written dissertation, but may also be a studio-based exhibitions or a Work-based project (and which may be 20 credits rather than 40). It is also possible for some Joint programmes in the portfolio to require students to undertake two "capstone" pieces of work such as an exhibition and a dissertation. The mark from this module will not be used as part of the consideration rule for classification.

**Complaint:**

The University regards a complaint as any expression of about our action or lack of action, or about the standard of service provided by or on our behalf. A Complaint relates to the specific treatment of an individual and is different from crucial feedback about a programme which is welcomed by the University as part of its quality assurance process. A Complaint can be made by a student, an applicant or a member of the general public.

**Coursework:**

Coursework may comprise the submission by due date of written work which is the student's own composition; written work which is the outcome of group collaboration; presentations and written

work from presentations or other performative assessment; log or lab books, diaries, portfolios or other collections of materials, dissertations, reports and projects. Any item of assessment not taking the form of an examination may be defined as coursework.

**Credit:**

The notional number assigned to each module to indicate the student effort required. 1 credit is considered equivalent to 10 hours of student effort.

**Electronic Submission:**

Electronic submission refers to online submission of student work via the Moodle Assignment activity, Mahara or other designated service.

**Examinations:**

All time-limited exercises that are supervised and taken under exam conditions (e.g. such as formal timed examination sessions organised centrally and class tests).

**External Examiners:**

Each subject/programme has an appointed External Examiner, who acts as impartial and independent advisor. External Examiners play a crucial role in the quality assurance processes of the University, through ensuring that the academic standards of those awards validated by the University are appropriate, achievable and comparable with those of other Higher Education Institutions.
External Examiners attend Subject and Programme Assessment Boards and provide Annual External Examiner's Reports, which are received by students through Staff-Student Consultative Committees.

**Good standing:**

Any student against whom disciplinary action has been taken, or who has been found guilty of academic misconduct, will not be deemed to be in good standing with Newman University. Students who have persistently ignored requests to attend discussions on their progress, or ignored the requirements of previous boards, may also be deemed not in good standing and may not be offered the opportunity to resit.

**Levels of Study:**

The academic standard of each module, including the standard of its assessment, is designated as being at a certain level, as specified in the QAA Framework for Higher Education Qualifications.

**Mitigating Circumstances:**

Circumstances which happen beyond the control of a student, that either have an impact on their performance during an assessment or prevent them from undertaking the assessment at the scheduled time. If these events are unforeseeable and exceptional, they may be classed as mitigating circumstances by the Mitigating Circumstances Board.

**Moderation:**

The purpose of moderation is to confirm that the range of grades awarded by the marker is appropriate. It is distinct from independent marking by two members of staff (double marking), a practice used for the marking of projects and dissertations (unless required by a professional body).

Moderation is required internally at all levels and externally (through the use of external examiners) at those levels which contribute to the award classification.

**Module:**

A unit of study which has defined learning aims, an assessment requirement and a specified number of credits awarded upon successful completion.

**Module Data Set (MDS):**

Module Data Sets replace the requirements for each module to have a Module Handbook (Module Leaders may of course produce additional information), and includes all validated module information in a standard format. This includes University level information such as regulations, how to appeal, the library catalogue, etc. (provided via the 'University Information' tab on all Moodle course pages).

**Negotiated Module:**

i. Undergraduate Programmes

In some circumstances, a Programme Assessment Board may recommend that a student replace a module with an agreed negotiated module. Such modules must satisfy the aims of a module which is specified as part of the programme and be considered as an appropriate activity as part of the programme. Such arrangements will require the specific approval of the Subject Leader, Programme Leader and the Programme Assessment Board who must be satisfied that the student's total programme meets the aims.

ii Master's Programmes

A student may, subject to the approval of the Programme Leader and the Master's Programme Assessment Board, take up to two negotiated modules.

**Non-Written Assessment:**

Items such as school experience, placement, performance, seminar contributions, displays and presentations.

**Panopto**:

The lecture capture system used at Newman University. Further guidance on Panopto is available on the University Intranet.

**Personal Tutor System:**

Some subject areas designate Personal Tutors to assist students with pastoral or personal concerns that are affecting their studies.

**Programmes of Study:**

The complete set of modules undertaken by a student leading to a specified award.

Certificate level represents the standard designated as equivalent to that of study at level 4 of an honours degree programme.

Intermediate level represents the standard designated as equivalent to those of study at level 5 of an honours degree programme. Grades achieved on modules at this level will be used towards degree classification. Level 5 also represents the standard designated as the final level of study for Foundation Degrees. Grades achieved on modules at this level will be used to calculate merit and Distinction awards for Foundation Degrees.

Honours level represents the standards designated as equivalent to those of study at level 6 of an honours degree programme. Grades achieved on modules at this level will be used towards honours classification.

PGCE level 6 modules are used specifically for Qualified Teacher Status (QTS) recommended Professional Graduate Certificate of Education programmes.

Top Up programmes usually provide a specific diet of modules, which students must take, and may normally differ from the full award (those modules completed at levels 4, 5 and 6).

Level 7 represent the standards appropriate to taught postgraduate Master's and Postgraduate Certificate of Education programmes.

Level 8 represents the standards appropriate to Doctoral level programmes.

Most programmes of study have a common structure, which includes both year long and semester long modules.

**Resit:**

The opportunity to resit the assessment for any failed component(s) or a module. The result code will indicate if this is with penalty (for a maximum of 40% for undergraduate programmes and 50% for postgraduate programmes), with fees (if a non-submission) or with mitigating circumstances approved ('resit without penalty').

Normally a maximum number of attempts at any module will be three, the initial attempt and two resits.

**Resit without Penalty:**

'Resit without Penalty' means a resit without the payment of the relevant fee, and for the full mark achieved (i.e. not capped at 40%). Resits with or without penalty are not eligible for extensions. Resits with or without penalty are not eligible for the late submission allowance.

**Retake:**

Retaking a module requires that the student attends all timetabled sessions, undertakes all directed hours and submits all assessment components, even if an component (but not the module) has been passed previously.

Should a student be retaking a year of study, only modules that have not already been passed can be retaken. Normally a student is only permitted one retake year during their programme of study and a student is not permitted to retake a module, or a year of study, in order to improve their academic classification.

**SEAtS Attendance and Engagement Monitoring:**

SEAtS is a cloud-based software system used to gather attendance and engagement data, and present this information back to students and staff. The University gathers attendance data in two ways:

1. via a blue tooth app that students download to their phone

2. via an electronic register completed by staff

As a conscientious student-centred University, the University believes it should respond when aware of any difficulties that a student might be facing with attending classes or engaging with their studies. If a student is having such difficulties, the University's aim is to identify that early on and help the student get back on track with their course.

SEAtS enables the University to check student's attendance, and see the times when Moodle was accessed or books borrowed from the library. From this data, the University can recognise if a student *might* be in need of extra support, allowing the University to work pro-actively to assist students in their studies.

Further guidance on SEAtS is available on the University Intranet, including guidance on how to download the SEAtS mobile App.

**Specific and General Credit:**

For Recognition of Prior Learning (RPcL/RPEL formerly known as APL/APEL) purposes, credit is described as specific or general. General credit is given for the number and level of credits only. Specific credit is related to a specific module or modules.

**Study Abroad:**

The University offers a range of opportunities to undertake study and/or a placement abroad and has partners across Europe and further afield. In order to assist students wishing to spend a semester abroad an alternative Research Methods module (in place of the standard year long module) has been agreed with a number of programmes. Students must meet the programme and exchange criteria in order to take up a study abroad semester.

**Subject:**

A group of modules relating to one area of study forming either a whole or part of a programme.

**Virtual Learning Environment (VLE):**

Web-based platform to support learning and teaching within an educational setting. Newman University's Virtual Learning Environment (VLE) is called Moodle. This is where module learning resources and activities can be found.

**Viva Voce Examination:**

A viva voce examination is an oral, rather than written, examination.

# APPENDIX TWO: STUDENT LIFE

## Health and Wellbeing

During the period of study, students are required to keep Newman University informed of any on-going circumstances which affect their programme of study, such as continuing illness, or external responsibilities.

If a student has a long-term health condition they are encouraged to register with a local GP practice. The closest one is in Jiggins Lane (see web link to Jiggins Lane GP practice).

If a student is unable to attend due to illness they are required to telephone their school office each day before 10.30am. If a student's illness lasts longer than five working days (seven days, including weekends, in total), they are required to see a doctor and obtain a copy sick note for University records. Students on school or work placement must also contact their school / work placement as soon as possible on the day of illness.

Where students become ill and it is likely to last for longer than three weeks, students are required to contact Newman University and inform the University of their situation.

Students undertaking Initial Teacher Education programmes of study must, due to regulatory requirements, inform Newman University if they become ill with any of the conditions detailed in the relevant NCTL guidelines on 'Fitness to Teach'. In such cases Newman University may require a medical report to be presented by an agreed member of a suitable occupational health team and may require a student to complete such a medical under Fitness to Teach requirements.

If returning to study/professional placement, students may also be required to provide evidence of their fitness to return to practice.

A**ll** students are also subject to the University's Fitness to Study Policy and Procedures, and where appropriate, dependent on programme requirements, the University's Fitness to Practise Policy. These are available on the Intranet.

The University also follows nationally agreed guidelines in relation to student maternity, on issues related to study, health and safety and finance, further details are held by Student Support Services.

Students are responsible for their own health and well-being and not looking after themselves can have an adverse impact on others. If a student feels that his/her personal circumstances are seriously affecting his/her ability to prepare for, or take part in an assessment, they should seek a deferral using the Mitigating Circumstance Process.

Students are encouraged to familiarise themselves with Student Support Services by reading the Student Support Services information on the Intranet or visiting them in person.

## University Support Services

Sometimes students find that things do go wrong for them. The important thing is to contact a member of staff. In particular students should make use of the Academic Support Advisors / Academic and Professional Tutors (APT), Programme Leaders/Coordinators, Executive Deans of Faculty, the Student Support Centre, Students' Union and The University Chaplain.

Academic Support Advisors can assist with extensions, mitigating circumstances, as well as providing support and guidance. For the Faculty of Education, extensions should be completed via the Faculty

Office, and APTs can advise on mitigating circumstances, together with providing support and guidance.

A student's Programme Leader/Coordinator can also provide assistance on all of the above.

**Electoral Registration**

Birmingham's Election's Office needs students to register:

Students who have not registered to vote in Birmingham, or have moved house recently and need to re-register, should do so as soon as possible. As part of a student's registration with the University, they are asked to register on the Birmingham Electoral Register. This ensures a student can vote and have their say in referendums, national and local elections. Students who are British, or Commonwealth or Republic of Ireland citizens are entitled to register to vote in all elections in Britain. Citizens of European Union states are entitled to register to vote in local and European elections.

The way to register changed in June 2014. The new system means:

- People can now register online
- People are responsible for registering themselves
- People need to provide details such as their date of birth and National Insurance Number in order to register.

Click on the following link to register: link to Government Register to Vote website.

A student can register at both their term time and homes addresses. Someone who does not register will not have a chance to vote and have a say on who represents them. Someone can only vote once at a Parliamentary Election. Not appearing on the register may affect a person's financial credit rating as credit reference agencies use the register as part of their checks. After submitting the application, those who are eligible will receive confirmation from Birmingham's Election Office to say they are registered.

**Smoking Policy**

As part of its continuous review of health and safety matters, the University has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke. The University seeks to maintain a healthy and comfortable study and working environment for staff, students and visitors by the revision of its smoking policy.

The University operates a total ban on smoking throughout the University campus, front entrance, site and in University vehicles with the exception of externally place smoke shelters. It should also be noted that in University owned student accommodation, smoking is also not permitted in any rooms or communal areas within the Halls of Residence.

This Policy applies to all staff, students, visitors and contractors and is part of the University's commitment to the health, safety and wellbeing of its staff and students. The University's Smoking Policy also applies to external companies/organizations occupying space within the University and this should be reflected in all lease agreements with such companies.

## Lost Property and Theft

The University cannot, in any circumstances, accept responsibility for the loss of private property left or lost on University premises. Any lost property is kept for a reasonable length of time at the Security Lodge for students to collect.

## Pregnancy, Breastfeeding and Nappy Changing Facilities

The University has a Student Pregnancy and Parenthood Policy to ensure the support of any student who becomes pregnant during their programme of study (please contact Student Support for full details of the policy).

The University has a legal responsibility, under the Equality Act (2010): "to ensure that they do not penalise students who miss examinations or coursework deadlines because of pregnancy and maternity, including pregnancy related illness or appointments". The definition of maternity includes all stages of pregnancy and up to 26 weeks after the birth of a child.

If a student wishes to change mode, suspend or withdraw due to pregnancy they should refer to the Change of Circumstances section.

There is a room designated to enable students to breast feed in private, to access this facility, please request the key to the Welfare Room (located next to the McAuley Building) from the Security Office, extension 2358. The key must be return to the security office after use.

Nappy changing facilities are available within the toilets in the Dwyer Building.

## Children Accompanying Students to Timetabled Sessions

Newman University operates a formal policy on children accompanying students to timetabled sessions. Further information is available on the Intranet.

## Fire Alarm Testing

At Midday Every Thursday there is a regular test of the fire alarm throughout the University. It the alarm lasts for longer than a few seconds, or sounds at any other time, please vacate the premises and go to the nearest evacuation point.

# APPENDIX THREE: SCREEN READER-FRIENDLY FLOWCHART DESCRIPTIONS

**Suspension Process**

1. Student logs on to mynewman, and prints Suspension form. (Location 'Student page', 'Change of Circumstances box')
2. Student takes form to meeting with Programme Leader/Coordinator to discuss decision.
3. EITHER:
    a. Decides to continue with suspension. Programme Leader/Coordinator signs form. GO TO STEP 4.
    OR
    b. Decides not to suspend. Student destroys form and continues study.
4. Completed form must be submitted by student to Registry Support Team.
5. On receipt, Registry Support Team date stamp form.
6. EITHER:
    **a. The date of suspension will be deemed to be the date on which Registry receives a completed Suspension Form. This applies to all full-time students.**
    OR
    b. Suspension form actioned and SLC (Student Loan Company) informed of Suspension date. GO TO STEP 7.
7. If a student suspends from their programme they will be liable to pay a percentage of their course fees dependent upon the suspension date. 25% is payable at enrolment (with a 14 day cooling off period), a further 25% at the start of January and remaining 50% at the start of April, for those enrolling at the start of the academic year.
8. Student no longer has access to the University's internal IT systems (inc. Moodle, mynewman)

**Returning to Study after Period of Suspension**

1. During the summer Registry contact suspended student in writing to ask if they plan to return to study in the next academic year.
2. Student must respond confirming their plan.
3. If a student does not return after two years of suspension they will be automatically withdrawn.
4. EITHER:
    a. Return to study. GO TO STEP 5.
    OR
    b. Request a second year of suspension. GO TO STEP 10.
5. Students will normally be expected to resume studies at the start of an academic year, although a return at the start of Semester 2 may also be considered, where the programme allows.
6. Completion of any professional requirements before re-enrolment, e.g. DBS (Criminal records check), Fitness to Teach form.
7. Student to contact Programme Leader/Coordinator to discuss any preparations for return.

8. Student to enrol at the start of the semester.
9. Students may be required to complete outstanding assessment by resit of any assessment component/s or by retake of modules, as determined by the Programme Assessment Board.
10. If Requested a second year of suspension, University may give permission for students to suspend their studies for up to one academic year, and exceptionally, for up to two years. The University does not guarantee that the same programme will be available for the student to return to after suspension of studies. A second year of suspension can only be granted once.
11. If the second year of suspension is approved, student will be contacted again the following summer.

**Withdrawal Process**

1. Student is required to meet with a member of staff to discuss withdrawal and other possible courses of action. Student applies for withdrawal by submitting to Registry a printed out form from MyNewman, signed by Programme Leader. Date of Withdrawal is the date Registry receives the completed form.
2. Allowance of 3 working weeks for student to cancel their application to withdraw.
3. THEN ONE OF THREE OPTIONS:
    a. Student withdraws. GO TO STEP 4.
    b. Student withdraws, but after the three week grace period, wants to return. Student must reapply using the appropriate admissions processes.
    c. Student cancels the withdrawal process within the deadline and continues with their studies.
4. School Direct and SCITT students must also inform the Partner School concerned and, where on a Salaried Route, must also withdraw from their employment, and may be required to refund monies received.
   For a PGCE student receiving a DfE bursary, funding ceases on the date of the withdrawal.
5. A withdrawing student must adhere to relevant policies regarding accommodation contracts and any debt owed to the University. For a PGCE student receiving a DfE bursary, funding ceases on the date of the withdrawal.
6. Student is notified of any completed credits which could be transferred through RPcL, and of any exit award.
7. A student that formally withdraws by 31st July and is eligible for an exit award will be invited to Graduation the same year.
8. A withdrawn student is not permitted, except under exceptional mitigating or proven financial circumstances, to apply for any course at Newman for three years after withdrawal date.

**Compensated Pass Flowchart**

1. Is the module part of an Undergraduate Programme that is not ITE and is not Youth and Community Work / Youth Studies?
    a. **Yes.** GO TO STEP 2.
    b. **No.** GO TO STEP 8
2. Is the submission the first attempt?
    a. **Yes**. GO TO STEP 3

   b. **No**, but Mitigating Circumstances (Resit without penalty) has been approved, so this submission is considered as a first attempt. GO TO STEP 3
   c. **No.** GO TO STEP 8
3. Does the module have more than one assessment component?
   a. **Yes**. GO TO STEP 4
   b. **No.** GO TO STEP 8
4. Has only one of the assessment components been failed i.e. a mark of less than 40%?
   a. **Yes**. GO TO STEP 5
   b. **No**. GO TO STEP 8
5. Has the failed component received a mark of 35% or above?
   a. **Yes**. GO TO STEP 6
   b. **No**. GO TO STEP 8
6. Is the overall mark for all the components 40% or more?
   a. **Yes**. GO TO STEP 7
   b. **No**. GO TO STEP 8
7. Compensated Pass can be applied.
8. Compensated Pass cannot be applied.

**Extension Approval Process (for individual assessments and where the whole group is seeking an extension for a group assessment)**

1. Student applies to via the online extension application form.
2. Request should be made before the submission deadline, with supporting evidence.
3. Student has supplied suitable evidence in support of the request?
   a. **Yes**. GO TO STAGE 4.
   b. **No**. GO TO STAGE 7.
4. ASA/Programme Coordinator completes extension form, including new date of submission (max 3 weeks)
5. Student will receive confirmation of the new submission deadline, and the Moodle submission deadline will change accordingly
6. If a hardcopy submission is to be made to Registry, the student must retain a copy of the form to present with the submission (END OF PROCESS)
7. If student has not supplied suitable evidence in support of the request, student advised to use the Mitigating Circumstances Process
8. Student unable to submit by the extended date

**Extension Approval Process (for an individual's request regarding a Group assessment)**

1. Have all the other group members been informed of the situation and are in agreement to apply for an extension?
   a. No. GO TO STEP 2
   b. Yes. GO TO STEP 3
2. Student advised to use Extension Approval Process (for individual assessments and where the whole group is seeking an extension for a group assessment) on previous page (END OF PROCESS).

3. All students apply online for the three week extension period. The application must include written agreement from all members of the group and a date agreed with the Module Leader.
4. Request should be made before the submission deadline with supporting evidence. Student has supplied suitable evidence in support of the request?
    a. No. GO TO STEP 5
    b. Yes. Go to STEP 6
5. Student advised to use the Mitigating Circumstances process (END OF PROCESS).
6. ASA / Programme Leader considers request.
    a. If Request declined Student advised to use the Mitigating Circumstances process
    b. If request accepted, student will receive confirmation of the new submission deadline, and the module submission deadline will change accordingly
7. Student must retain a copy of the form to present with the submission when submitting

**Mitigating Circumstances Process**

1. Student advised to or wishes to apply for mitigating circumstances
2. Completes form with supporting evidence (for help on the process see ASA/ Programme Coordinator or Assessments Team)
3. Submits form and supporting evidence to Assessments Team
4. Application considered by Mitigating Circumstances Board/Chair of the Board
5. Decision of Mitigating Circumstances Board confirmed to student. This will be one of four decisions:
    a. Request accepted. Student resits without penalty during the next resit period
    b. Request not accepted, standard resit applies. Appeal processes available following Programme Assessment Board
    c. Recommendation student is granted a RAP / ILP (see RAP diagram)
    d. Request for further evidence to be provided

**Reasonable Adjustment Process**

**With application for Mitigating Circumstances**

1. Student applies for Mitigating Circumstances. Mitigating Circumstances Board recommend a RAP.
2. Student discusses need for RAP with Inclusion Coordinator.
3. Student submits disclosure form.
4. Inclusion Coordinator discusses with Programme Leader any amendments including changes to submission dates.
    a. If agreed, the RAP, signed by Student Support, the Programme Leader and the student, is sent to Assessments. Supporting documentation must also be supplied. GO TO STEP 5.
    b. If a RAP is not agreed, the original requirements of the module apply e.g. learning method, assessment strategy and submission dates. If a disabled student is not satisfied with their RAP, GO TO STEP 6.

5. If approved, Assessments send copy of RAP to student. Assessments update SharePoint and Moodle to note approved RAP and amendments agreed (submissions dates etc.). GO TO STEP 7.
6. If a disabled student is not satisfied with their RAP, they should discuss it with the Inclusion Officer, and they also have the right to complain using the specific process on page 93. (END OF PROCESS)
7. The RAP is enacted. Then EITHER:
    a. Student submits work according to agreed amendments.
       OR
    b. Where a student seeks an extension to an agreed RAP date, and provides additional evidence, the Inclusion Coordinator may approve the requested extension. Then EITHER:
        i. Student submits work according to agreed amendments.
           OR
        ii. Any submissions attempted after the notified date will be recorded as non-submissions and will automatically receive a fail for that component.

**Without application for Mitigating Circumstances**

1. Student discusses need for RAP with Inclusion Coordinator.
2. Student submits disclosure form.
3. Inclusion Coordinator discusses with Programme Leader any amendments including changes to submission dates.
    a. If agreed, the RAP, signed by Student Support, the Programme Leader and the student, is sent to Assessments. Supporting documentation must also be supplied. GO TO STEP 4.
    b. If a RAP is not agreed, the original requirements of the module apply e.g. learning method, assessment strategy and submission dates. If a disabled student is not satisfied with their RAP, GO TO STEP 5.
4. Assessments present whole RAP application to Mitigating Circumstances Board.
    a. If approved, Assessments send copy of RAP to student. Assessments update SharePoint and Moodle to note approved RAP and amendments agreed (submissions dates etc.).
        i. If a disabled student is not satisfied with the RAP, GO TO STEP 5.
        ii. Otherwise GO TO STEP 6.
    b. If a RAP is not agreed, the original requirements of the module apply e.g. learning method, assessment strategy and submission dates. If a disabled student is not satisfied with their RAP, GO TO STEP 5.
5. If a disabled student is not satisfied with their RAP, they should discuss it with the Inclusion Officer, and they also have the right to complain using the specific process on page 93. (END OF PROCESS)
6. The RAP is enacted. Then EITHER:
    a. Student submits work according to agreed amendments.
       OR

b. Where a student seeks an extension to an agreed RAP date, and provides additional evidence, the Inclusion Coordinator may approve the requested extension. Then EITHER:
    i. Student submits work according to agreed amendments.
    OR
    ii. Any submissions attempted after the notified date will be recorded as non-submissions and will automatically receive a fail for that component.

**Linear diagram of the key components of the Memory Aid Process**

1. Disabled student develops memory aid with support of their assigned dyslexia tutor. Disabled student contacts the module leader to negotiate their memory aid (normally 15 working days before the assessment).
2. During the negotiation the module leader would be responsible for:
    a. Checking its accuracy and relevance.
    b. Approving the memory prompt.
    c. Ensuring academic standards are not compromised and, if they are unsure, seeking clarification.
    d. Signing off the memory aid.
3. The approved memory prompt is submitted to the Mitigating Circumstances Board or Chair for final approval, and passed to Assessments Team so that it can be made available to the disabled student at the time of the assessment.
4. The approved memory aid, in the appropriate format, is made available to the disabled student at the time of the assessment.