# Postgraduate Taught Regulations

These regulations apply to all students registered, or seeking registration on postgraduate taught programmes and for some postgraduate research programmes.

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## Admission to the College

1. In order to be admitted as a student of the College, an applicant must:

(a) be at least 16 years of age on the published start date of the programme;

(b) satisfy or be exempted from the General Entrance Requirements set out in the College prospectus;

(c) be demonstrably proficient in spoken and written English to the satisfaction of the College before commencing the programme of study;

(d) satisfy or be exempted from additional entrance requirements where prescribed for individual programmes.

Qualifications presented for consideration must be in approved subjects, and there may be restrictions against the combination of certain overlapping subjects. An applicant who has already obtained an Honours Degree or an Integrated Masters Degree will only be admitted to a programme which the College has judged to be sufficiently different from that already completed.

2. In assessing an applicant who does not possess the normal qualifications for entry, the College will seek evidence that s/he:

(a) can study at the required level;

(b) has achieved the specific learning outcomes, including professional competencies and proficiency in spoken and written English, required for admission to the programme;

(c) has a broad general education.

The College may set qualifying examinations where it is not satisfied that prior learning has been verified through reliable and valid assessment.

3. Applicants with qualifications or credit at tertiary level, or other relevant qualifications or experience, may be considered for admission with advanced standing in the form of credits or exemptions under the provisions of paragraphs 87-88.

4. Applicants will be asked to give details of any disability or specific learning difficulty so that the College can advise them provisionally on the level of support available. Information provided for this purpose will play no part in assessing an application for admission to the College.

5. The College operates procedures for considering applications from people with criminal convictions or legal charges still pending. Further conditions for admission in respect of these matters may be specified in the programme specification for programmes leading to the award of a professional qualification or membership of a professional body.

6. A contract is formed between the College and the applicant as soon as the offer of admission to the College has been accepted. Acceptance of an offer is expressly subject to the terms of this contract, which include the requirement that students will comply with the conditions of enrolment with the College.

7. Any person, including students of other universities, may seek admission to the College as a Visiting Student to follow an agreed diet of courses which does not lead to an academic award. The rights of Visiting Students to attend classes, submit work for assessment and use College facilities will be stated either in an exchange agreement between the College and the student's home institution or in the student's formal offer of admission.

## Registration and Enrolment

### Registration

8. To be eligible for registration as a student of the College, a candidate must have applied for and been formally offered admission, and have satisfied the academic and other conditions of admission.

9. Registration with the College is subject to the following general restrictions:

> (a) no student may normally register concurrently for more than one programme for which the requirements of the final award have not been completed, unless special provision has been made in the programme specification(s);
>
> (b) no student may normally register concurrently as a student of another institution, unless s/he has been admitted as a Visiting Student;
>
> (c) Visiting Students may not register for programmes which lead to an academic award.

10. Students who register with the College retain their registration status until they graduate, withdraw permanently from their programme or have their registration terminated. Students are required to give notice in writing to the Academic Registrar before withdrawing.

11. A student's registration with the College may be terminated at any time on academic grounds under the provisions of paragraphs 59-67.

12. Communications sent from the College or the University to an individual student must be regarded as applying to that student only.

**Enrolment**

13. Save for the provisions of paragraph 24, students must enrol for each year of their studies by paying, or making arrangements acceptable to the College to pay, the appropriate tuition fees and any outstanding debts with the College, and by completing and signing an enrolment form.

14. It is a condition of enrolment that students agree to abide by and submit to the College Statutes, Regulations and Rules, as amended from time to time by the Academic Board and Council. Without prejudice to the generality of that statement, these include the academic regulations, the fee regulations, the library and computing regulations, arrangements for hearing appeals and grievances, codes of discipline, fitness to practice regulations, safety rules and arrangements in respect of the Data Protection Act. Failure to comply may result in the termination of the student's registration.

15. Enrolment gives students the right to attend classes, receive tuition or supervision and have access to relevant College facilities, subject to any particular arrangements for Visiting Students.

16. Students who enrol later than the advertised dates without prior approval and in the absence of medical or other good cause may be liable for a late enrolment charge.

17. The amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

# Programmes and Awards

**Nomenclature of awards**

18. The College awards the following degrees of the University of London:

*Taught Masters Degrees*
Master of Arts (MA)
Master of Business Administration (MBA)
Master of Music (MMus)
Master of Science (MSc)
Master of Research (MRes)

19. The College awards Postgraduate Certificates (PgCert) and Postgraduate Diplomas (PgDip) of Royal Holloway and Bedford New College.

**Structure of programmes**

20. The structure of programmes and any requirements in respect of course choices, assessment and progression, will be specified in the programme specification, subject to the following minimum requirements:

(a) programmes leading to the award of MA, MBA, MMus, MRes and MSc will comprise courses leading to the assessment of at least 1,800 notional learning hours at FHEQ Level 7, including the preparation of a significant piece of individual work of up to 20,000 words;

(b) programmes leading to the award of PgDip will comprise courses leading to the assessment of at least 1,200 notional learning hours at FHEQ Level 7;

(c) programmes leading to the award of PgCert will comprise one or more courses leading to the assessment of at least 600 notional learning hours at FHEQ Level 7.

21. The College reserves the right to vary the content and delivery of programmes of study, to discontinue, merge, or combine programmes, and to introduce new programmes if such action is reasonably considered to be necessary by the College. Such change may occur either before or after admission. Students will be informed, as soon as is practicable, of any substantial changes which might affect their programme.

22. The College aims to offer flexibility within programmes of study. However, while every student will be able to take courses appropriate to the programme for which s/he is registered, no timetable can guarantee that all options will be available to all students qualified to take them.

**Period of study**

23. Programmes may be offered as a period of full time study and/or a period of part time study as specified in the programme specification. Part-time programmes must normally be completed within five years.

24. The period of study shall normally be continuous. The Academic Registrar may permit a student to interrupt his/her studies for up to 24 months on financial, medical or personal grounds on the recommendation of the student's Head(s) of Department or School. A student may only interrupt his/her studies for more than 24 months, whether consecutively or otherwise, with the permission of the College Board of Examiners Executive Committee. Students who have interrupted their studies remain registered students of the College and subject to College Regulations, but do not have the right to attend classes, use College facilities, or receive tuition or supervision other than occasional access to tutors by arrangement.

**Transfer of programme**

25. Where programmes are designed to allow students to gain either a Taught Masters Degree, a Postgraduate Diploma or a Postgraduate Certificate by following different proportions of a common curriculum, a student may apply to transfer from one programme to another within the common curriculum where provision is made for this in the programme specification. The criteria on which any such application will be considered, which must be met before the point of transfer, will be set out in the programme specification, and will specify:

(a) the point(s) at which transfer may take place;

(b) the minimum levels of achievement required to be eligible to transfer from one programme to another;

(c) the requirement that the student must satisfy the normal conditions for admission to the new programme.

26. A student may transfer between programmes leading to a Taught Masters Degree and a Research Degree subject to the following conditions being met before the point of transfer:

(a) the student must satisfy the normal conditions for admission to the new programme;

(b) the student must satisfy the requirements of the new programme, including any in respect of skills development, up to the proposed point of entry;

(c) the transfer must be approved by the department(s) or school(s) responsible for the programmes in question;

(d) the transfer must take place before the student has been entered for the final examination in the current programme.

Registration on the new programme may date from initial registration on the programme from which transfer has been made.

# Courses

**Registration for courses**

27. It is a requirement of enrolment with the College that a student registers for courses as specified in the programme specification and in accordance with procedures and deadlines published by the Academic Registrar. Students enrolled for a repeat year must register for courses specified by their Head(s) of Department or School.

28. The programme specification may provide for a student to register, subject to the agreement of his/her Head(s) of Department or School, for one or more courses taught outside the College. In such cases, the student will be subject to the regulations of the other institution as well as those of Royal Holloway. Otherwise students must follow the entire programme at the College under the direction of teachers of the University.

29. A student may not register for a course s/he has previously taken and passed or which is deemed to overlap with any other course s/he has previously taken and passed.

30. By registering for a course, a student is also deemed to have entered him/herself for assessment in that course.

**Attendance and submission of work**

31. It is a requirement of enrolment with the College that a student attends as far as reasonably possible all parts of the course(s) for which s/he is registered and presents all set work for assessment within specified deadlines.

32. Where in the absence of a satisfactory and adequately documented reason a student has failed to satisfy the requirements for attendance or submission of work specified for one or more courses, the Head of Department or School responsible for the programme may terminate that student's registration for the programme under the provisions of paragraphs 59-67. In addition, for students holding a General Student Visa, the College has obligations placed on it to report non-attendance to the UK Border Agency and may terminate a student's registration without following the formal warning process in paragraphs 63-67.

33. A student who is not registered for a course may not attend classes, submit work or have access to facilities for that course.

**Methods and conduct of course assessment**

34. Methods of assessment will be determined in order to measure the specific learning outcomes of each course and will be communicated to students in the course specifications.

35. Special arrangements may be made in order for students with disabilities and/or specific injuries or conditions to undertake assessment in accordance with the Regulations on Exam Access Arrangements.

36. Sub-boards of Examiners have discretion to use alternative methods of assessment to those stated in the course specifications for individual candidates when making special assessment arrangements for students with registered disabilities, subject to the following requirements:

(a) the alternative assessment must involve some additional assessment activity which constitutes a justifiable and efficient assessment of the intended learning outcomes;

(b) the alternative assessment must be scheduled so that a final outcome can be agreed by the Sub-board which considers whether the student may progress, or in the case of candidates under consideration for award classification, before or during the normal Sub-board meeting held to determine award classifications;

(c) where alternative assessment arrangements are needed for students with registered or temporary disabilities, these must be submitted to the College Board of Examiners Executive Committee for consideration;

(d) a full statement of the alternative method of assessment and the reasons for which it was used will be recorded in the minutes of the Sub-board meeting.

37. Save for the provisions of paragraph 35, candidates may consult or use during an examination only those materials listed in the rubric for the examination. Candidates may be required to use materials or instruments provided by the College.

38. Assessment offences will be investigated in accordance with the Regulations on Assessment Offences.

39. All assessed work must be written in English unless instructions are given to the contrary. Dictionaries may not be used in formal examinations or in-class assessments for the purpose of enabling candidates to overcome any deficiencies in their command of English language.

40. All work submitted for assessment, and any materials confiscated during an examination, will remain the property of the College.

**Entry for Assessment and Re-Assessment**

41. The Sub-board of Examiners will normally permit a student who gains an overall outcome of Fail in a course on the first attempt to:

> (a) repeat the course and assessment, subject to availability, by registering a second (final) time in the next academic year. Such students will be required to satisfy afresh the course requirements in respect of attendance and submission of work;
>
> (b) resit or resubmit any part of the course assessment not passed on the first attempt at the next available opportunity, which will normally be within three months of the confirmation of outcomes by the College Board of Examiners, except in the case of formal examinations for which the opportunity to resit may be either within this period or during the following academic year subject to availability and any resource constraints. In order to resit or resubmit the course assessment not passed, a student must enter him/herself for assessment in that course a second (final) time without registering to take the course again.

42. The Sub-board of Examiners will normally permit a student who gains an overall outcome of Attendance Fail in a course on the first attempt to repeat the course and assessment, subject to availability by registering a second (final) time in the next academic year. Such students will be required to satisfy afresh the course requirements in respect of attendance and submission of work.

43. Save for the provisions of paragraphs 50-51, a student who gains an overall outcome of Fail or Attendance Fail in a course on the second attempt will not be permitted any further opportunity to resit or resubmit parts of the course assessment or to register to repeat the course for a third time.

**Outcomes of course assessment**

44. In determining each course outcome for a candidate, the Sub-board of Examiners will take into consideration:

> (a) whether the candidate has satisfied the attendance requirements stated in the course specification;
>
> (b) whether the candidate has satisfied the assessment requirements stated in the course specification.

45. The Sub-board of Examiners will determine an outcome for each candidate who qualifies for final consideration, as follows:

(a) an outcome of Pass (P), and a percentage mark recorded as an integer between 0% and 100% inclusive, will be returned where the candidate has achieved a mark of at least 50% overall and in all assessments which carry an individual pass requirement;

(b) an outcome of Fail (F), and a percentage mark recorded as an integer between 0% and 100% inclusive, will be returned where the candidate has achieved a mark of less than 50% overall, or in any assessment which carries an individual pass requirement;

(c) an outcome of Attendance Fail (AF) without a percentage mark will be returned where the candidate has not met the attendance requirements stated in the course specification. For the purposes of calculating the final average, an AF will be treated as a zero unless a subsequent percentage mark is achieved through repeating the course in attendance.

46. Students entered to resit an assessment under the provisions of paragraph 41(b) shall not receive an overall percentage mark greater than 50% for that course.

47. Subject to the provisions of paragraphs 68-75, the outcomes of course assessment shall be final and binding on all candidates.

48. Marks and grades communicated to students during the academic year are subject to change and will have no formal status until they have been considered and decided upon by the appropriate Board(s) of Examiners.

49. Final marks and grades will be issued to candidates by the Academic Registrar after they have been determined by the appropriate Board(s) of Examiners. Formal notification or confirmation of results will not be given to students deemed to be in debt to the College or the University.

**Extenuating Circumstances**

50. Where a student is unable to complete any part of the assessment by the deadline due to adequately documented extenuating circumstances, the student may apply to the Sub-board of Examiners or Programme Director, as appropriate, for permission to:

(a) extend the deadline: in such cases, the Sub-board of Examiners or Programme Director may agree an extension to the deadline which allows for the result to be considered by an Autumn College Board and an outcome to be returned in line with paragraphs 45-46;

(b) defer any part of the assessment to the next academic year where the result could not be considered by one of the Autumn term College Boards: in such cases, the Sub-board of Examiners will return an outcome of 'deferral' (DA). Such a student will not be regarded as having made an attempt at the course assessment on that occasion. A student may be granted deferrals for one year, on up to two occasions.

51. Where a student's performance in any part of the assessment was compromised by adequately documented extenuating circumstances, the Sub-board of Examiners may

return alternative course outcomes as set out below:

(a) return an outcome of 'resit without a cap' (UR) with a percentage mark, where the first attempt was compromised, to enable a resit or resubmission in the affected assessment with the marks achieved in the unaffected assessment and the resit/resubmission used to return an outcome for the whole course, in line with paragraph 45;

(b)return an outcome of 'exceptional third attempt (capped)' (ET) or exceptional third attempt (uncapped)' (UT) with a percentage mark, where the first and/or second attempt was compromised, to enable the resit or resubmission in the affected assessment with the marks achieved in the unaffected assessment and the resit/resubmission used to return an outcome for the whole course, or exceptionally, to repeat in attendance, in line with paragraphs 45 and 46.

## Award of Taught Masters Degrees, Certificates and Diplomas

**Consideration and classification of candidates for the award**

52. To be eligible for the award of a Taught Masters Degree, Postgraduate Diploma or Postgraduate Certificate a candidate must satisfy the examiners in the assessment prescribed in the programme specification within two years of satisfactory completion of the prescribed period of study.

53. The examiners will determine an award classification for each student using the scheme specified in the programme specification, which will:

(a) include a schedule of courses which count towards the final assessment and their relative weightings or credits;

(b) satisfy or exceed the minimum criteria stated in paragraphs 54-55.

54. The following minimum criteria shall apply for the award of Taught Masters Degrees, Postgraduate Diplomas and Postgraduate Certificates:

(a) for the award of Pass, an outcome of Pass in all courses which count towards the final assessment, save for the provisions of paragraph 55;

(b) for the award of Merit, an outcome of Pass in all courses which count towards the final assessment, and a weighted average of 60.00% or above, calculated to two decimal places, in the final assessment;

(c) for the award of Distinction, an outcome of Pass in all courses which count towards the final assessment, and a weighted average of 70.00% or above, calculated to two decimal places, in the final assessment.

A candidate who has taken more than one attempt at any course counting towards the final assessment will not normally be considered for the award of Distinction.

55. The examiners may, at their discretion and with the agreement of the Visiting Examiner(s), condone a mark of Fail in courses constituting up to one quarter of the final assessment, or a maximum of 40 credits, except that the percentage score in any such

course may not normally be below 40%. Courses in which a mark of Fail may not be condoned will be specified in the programme specification. A mark of Fail may be condoned at the first attempt only where it would enable an award to be made. The examiners will not normally condone failure in credits leading to the award of a Postgraduate Certificate.

56. Save for the provisions of paragraphs 41, 42, 43 and 55, a candidate who has been given an outcome of Fail in one or more courses will be given an outcome of Fail in the programme overall.

57. Candidates registered for a postgraduate programme who do not satisfy the requirements for the award may be considered for a Graduate Certificate or Diploma where provision is made for this in the programme specification. The award of GradCert and GradDip will be classified on a Pass/Fail basis only, unless provision is made in the programme specification for the award of Merit or Distinction.

58. Where programmes are designed to allow students to gain either a Taught Masters Degree, a Postgraduate Diploma or a Postgraduate Certificate by following different proportions of a common curriculum, candidates will normally receive only the highest award for which they have qualified.

## Termination of Registration for Programmes on Academic Grounds

### Academic Grounds

59. Academic grounds on which a student's registration with the College may be terminated may include one or more of the following:

(a) Failure to satisfy the requirements for progression to the next stage of his/her programme;
(b) Failure to gain the award of the programme;
(c) Failure to produce set work of a satisfactory standard in coursework or departmental examinations;
(d) Failure to attend satisfactorily;
(e) Failure to produce set work.

60. The College Board of Examiners may terminate a student's registration with the College on the grounds set out in paragraph 59 (a) and (b) without following the formal warning procedure.

61. A Head of Department or School may make a recommendation to the Vice-Principal (Education) to terminate a student's registration for a programme on any of the grounds set out in paragraph 59 (c) – (e), in the absence of a satisfactory and adequately documented reason for the failure(s). In such cases the Head of Department or School will follow the formal warning procedure set out in paragraphs 63-67.

62. The Academic Registrar or a nominee shall write to each student whose registration has been terminated through the formal warning process informing him/her of the decision and the reasons for it, of the right to appeal against the decision and the appeal procedure (see paragraphs 76-83), and of the date by which any appeal must be submitted.

**Formal warning procedure**

63. Any formal warning issued relates to the student's programme registration.

64. A Head of Department or School may issue a first formal warning to a student on academic grounds set out in paragraph 59(c) – (e). The first formal warning letter must:

(a) State the reason(s) for the warning;
(b) State the nature of any requirement made of the student in order to demonstrate improvement;
(c) State the period of time within which improvements are to be demonstrated, which should normally be at least four weeks, or three weeks in the case of courses taught over only one term, to give adequate time for the student to demonstrate a satisfactory level of improvement;
(d) State that failure to improve may lead to the issuing of a second (final) formal warning, which will result in the student's registration being terminated;
Invite the student to submit a written response including relevant documentary evidence of any mitigating factors which s/he feels should be taken into account and/or meet with the Head of Department or School to discuss the grounds for the warning. The student may be accompanied at the meeting by another student or member of staff of the College.

If the Head of Department or School is the student's Personal Adviser, it may be appropriate for a different member of staff to issue a formal warning and monitor the student's progress. In the case of a student on a joint programme, both Heads of Department(s) or School(s) should endorse the issuing of the first formal warning.

65. A Head of Department or School may issue a second (final) formal warning to a student on academic grounds set out in paragraph 59 (c) – (e) where there has been insufficient improvement. The second formal warning letter must:

(a) State the reason(s) for the warning;
(b) State the nature of any requirement made of the student in order to demonstrate improvement;
(c) State the period of time within which improvements are to be demonstrated, which must be at least four weeks or three weeks in the case of courses taught over only one term, to give adequate time for the student to demonstrate a satisfactory level of improvement;
(d) State that it is the final warning and that failure to improve may lead to the student's registration being terminated;
(e) Invite the student to submit a written response including relevant evidence of extenuating circumstances and/or meet with the Head of Department or School to discuss the grounds for the warning.

If the Head of Department or School is the student's Personal Adviser, it may be appropriate for a different member of staff to issue a formal warning and monitor the student's progress. In the case of a student on a joint programme, both Heads of Department(s) or School(s) should endorse the issuing of the second formal warning.

66. The Head(s) of Department or School may set the warning aside following provision of a satisfactory and adequately documented explanation for the student's performance on which the formal warning was issued. The Head of Department(s) or School will confirm

this decision by letter. Formal warnings which have not been set aside will remain active for the duration of the student's programme of study and kept on the student's file.

67. After the second letter of formal warning if there is insufficient improvement, the Head(s) of Department or School may decide to recommend to the Vice-Principal that the student's registration should be terminated.

# Appeals

**Appeals against the outcomes of Boards of Examiners**

68. A student may appeal against the outcome of an assessment only on one or more of the following grounds:

> (a) that the student's performance in the assessment was substantially affected by circumstances of which the examiners had not been made aware and which the student could not with reasonable diligence have disclosed before the outcome had been determined;
>
> (b) that there were procedural irregularities in the conduct of the assessment, or administrative errors, which might cause reasonable doubt as to whether the outcome would have been the same if the irregularities or errors had not occurred;
>
> (c) that there is evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners such that the outcome should not be allowed to stand.

69. Appeals must be submitted in writing by the student to the Academic Registrar within one month of the date on which the student was formally notified of the outcome of the Board of Examiners. The student's submission must include:

> (a) a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for appeal in paragraph 68 and lead the student to believe that the outcome of the assessment was unfair;
>
> (b) a statement of the student's desired outcome from the appeal;
>
> (c) copies of all documentary evidence on which the student wishes to rely in the appeal, and where relevant an explanation for why the student was previously unable to submit any of the evidence or information for consideration by the examiners;
>
> (d) in the case of appeals made in reference to paragraph 68(c), a signed record by the student of all comments or remarks made by the examiners which, in the student's view, indicate prejudice, bias or inadequate assessment.

70. The Academic Registrar or his/her nominee may dismiss any appeal which in his/her opinion does not fall within the remit or these regulations, fails to present reasonable grounds or fails to provide sufficient evidence in support of the student's claims. Where there are inadequate grounds for an appeal or insufficient evidence, the Academic Registrar or his/her nominee may give the student one opportunity to address the

deficiencies before deciding to dismiss the appeal. Where the appeal does not fall within the remit of these regulations the Academic Registrar or his/her nominee may recommend an alternative route for consideration of the student's concerns. If an appeal is considered by the Academic Registrar or his/her nominee to be frivolous or malicious, the student may be liable for disciplinary action under the Student Disciplinary Regulations.

71. Appeals which are not dismissed under the provisions of paragraph 70 will be investigated by a senior member of the Academic Development team. Normally the investigation will be conducted through written correspondence and may include requests to any individual or party for representations, additional information or an expert opinion. The senior member of the Academic Development team may also decide to meet with one or more individuals as part of the investigation, in which case a written record will be kept of any matters arising during the meeting which are relevant to the investigation and would be likely to influence the outcome. Where the senior member of the Academic Development team decides to meet with the student, the student may be accompanied by another student or member of staff of the College, otherwise all such meetings shall be held in private.

72. A student who wishes to abandon or withdraw an appeal at any stage must inform the Academic Registrar immediately in writing. The senior member of the Academic Development team will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

73. Following his/her investigation, the senior member of the Academic Development team will decide on one of the following outcomes.

(a) Reject the appeal, in which case the original outcome of the Boards of Examiners shall stand.

(b) Ask the original examiners to reconsider their decision, the outcome of which shall be final.

(c) Set the original assessment aside and arrange for another assessment to be conducted, the outcome of which shall be final. The senior member of the Academic Development team in consultation with the Academic Registrar may make stipulations about the conduct of the assessment.

74. In addition to the provisions of paragraph 73, the senior member of the Academic Development team and/ or the Academic Registrar may make any recommendations which s/he deems to be appropriate in the light of his/her investigation.

75. The Academic Registrar or senior member of the Academic Development team will inform the student in writing of his/her decision and the reasons for it, as well as the student's right to request that the decision be reviewed by the Office of the Independent Adjudicator for Higher Education.

**Appeals against the termination of registration through the formal warning procedure**

76. A student may appeal against a decision to terminate his/her registration on one or both of the following grounds:

(a) that there is evidence of a failure to follow the procedures set out in paragraphs 63-67 which might cause reasonable doubt as to the fairness of the decision to terminate the student's registration;

(b) that fresh evidence can be presented which the student could not with reasonable diligence have disclosed before the decision to terminate his/her registration was made and which might cause reasonable doubt as to the fairness of that decision.

77. Appeals must be submitted in writing by the student to the Academic Registrar within one month of the date on which the student was formally notified of the decision to terminate his/her registration. The student's submission must include:

(a) a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for appeal in paragraph 76 and lead the student to believe that the decision to terminate his/her registration was unfair;

(b) a statement of the student's desired outcome from the appeal;

(c) copies of all documentary evidence on which the student wishes to rely in the appeal, and where relevant an explanation for why the student was previously unable to disclose any of the evidence or information.

78. The Academic Registrar or his/her nominee may dismiss any appeal which in his/her opinion does not fall within the remit or these regulations, fails to present reasonable grounds or fails to provide sufficient evidence in support of the student's claims. Where there are inadequate grounds for an appeal or insufficient evidence, the Academic Registrar or his/her nominee may give the student one opportunity to address the deficiencies before deciding to dismiss the appeal. Where the appeal does not fall within the remit of these regulations the Academic Registrar or his/her nominee may recommend an alternative route for consideration of the student's concerns.

79. Appeals which are not dismissed under the provisions of paragraph 78 will be investigated in the first instance by a senior member of the Academic Development team. The student's registration will normally be provisionally reinstated pending the outcome. The investigation will be conducted through written correspondence and may include requests to any individual or party for representations, additional information or an expert opinion.

80. The findings from the investigation by the senior member of the Academic Development team will be presented in writing to the Deputy Principal, or nominee who will determine one of the following courses of action:

(a) to reinstate the student's registration in full subject to any conditions which s/he may wish to impose;

(b) to confirm the decision to terminate the student's registration;

(c) to convene an Appeals Committee under the provisions of paragraph 81 to investigate the matter further through a formal hearing.

81. The Appeals Committee will comprise the Deputy Principal or nominee as Chair, the Dean from a faculty in which the student has studied, two other members of academic

staff from the faculty/faculties in which the student has studied, but not from the student's department(s) or school(s), and a member of the Students' Union. The senior member of the Academic Development team shall be responsible for setting the date and place of the hearing, for notifying members of the Committee and the student of the arrangements, and for sending copies of all relevant documentation to members of the Committee and the student in advance. The Appeals Committee may invite one or more representatives from the student's department or school to attend all or part of the hearing for the purpose of answering questions. The student may be accompanied by another student or member of staff of the College to assist in presenting his/her case, otherwise the hearing will be conducted in private.

82. A student who wishes to abandon or withdraw an appeal at any stage must inform the Academic Registrar immediately in writing. The senior member of the Academic Development team will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

83. The Academic Registrar or senior member of the Academic Development team will inform the student in writing of the decision of the Deputy Principal or nominee, and the reasons for it, as well as the student's right to request that the decision be reviewed by the Office of the Independent Adjudicator for Higher Education.

## Extramural Study

84. The College may offer programmes which require students to study abroad, in the field or in an industrial or professional setting. Requirements for the period of extramural study, including those of attendance and submission of work, will be stated in the programme specification. In exceptional cases, the College may grant exemption from the period of extramural study for students whose personal circumstances would make it inappropriate, and stipulate alternative requirements for such students as it sees fit. The arrangements for any study abroad should normally be facilitated by the Royal Holloway International Office.

85. During the period of extramural study the student will be subject to the regulations of the host institution in addition to those of Royal Holloway, and will be expected to satisfy the normal requirements of the host institution in respect of attendance and submission of work for the courses for which s/he is registered.

86. The host institution will be responsible for providing the student with a formal transcript of his/her results and for hearing appeals and complaints in respect of the period of extramural study in accordance with its own regulations and procedures.

## Credit Transfer

87. Credit may be recorded either as marks to be taken into account when considering the candidate for the award or as exemption from part of the programme. Credit given for learning which has already contributed to an award may only be recorded as exemption from part of the programme. The following general conditions apply:

(a) credit will be given only for learning which has been verified through reliable and valid assessment;

(b) the institution at which the learning has taken place and its arrangements for the assessment of students must have been approved for the purposes of credit transfer by the Academic Board or as part of an Institutional Contract;

(c) the College will only consider for the purposes of credit transfer information on courses and examination results provided and certified by the appropriate officer at the institution responsible for the delivery of those courses;

(d) credit will not normally be given for learning undertaken over seven years before the published start of the programme at the College;

(e) credit may be granted only in up to the first two thirds of the programme;

(f) where credit is to be recorded as marks to be taken into account when considering the candidate for the award, the marks gained by the candidate at the other institution may be scaled to reflect any differences in marking practices, using a scheme approved for this purpose by the College Board of Examiners Executive Committee.

88. Applications for credit transfer or exemption will be considered in the context of approved courses and programmes of the College in order to ensure that all students are assessed in reference to the learning outcomes specified for the award. All applications are subject to the approval of the College Board of Examiners' Executive Committee. To this end:

(a) credit will only be given for learning in subjects and at a level appropriate to the programme;

(b) the courses and/or course assessment to be credited, and the courses to be followed at the College, must together equate to an approved programme in terms of the amount and level of work and the coverage of topics, including any core courses .