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University of Ulster / IT Sligo

BSc. in Biomedical Sciences Programmes.

**Composite Regulations**

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| REGULATIONS |  |
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This edition of the Regulations is as far as possible accurate and up-to-date when published, but matters covered are naturally subject to change from time to time. Notice of changes will be given in subsequent editions and in other ways. A version, continually updated during the course of each academic year, is also available on the Governance Services website at<http://plangov.ulster.ac.uk/governance/charter.html>

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**Regulations for the Enrolment of Students**

1. Subject to the Charter, Statutes, Ordinances and Regulations of the University, intending students shall apply for initial enrolment at the commencement of their programmes of study or research. Thereafter students shall enrol annually as required, normally at the commencement of the academic session.

2. Enrolment is effected by the completion and endorsement by the Dean of the appropriate faculty or his or her nominee, acting on the authority of the Senate, of the appropriate enrolment form.

3. The Senate shall prescribe the procedures to be followed at enrolment. Enrolment is conditional upon the fulfilment by students of the following requirements:

(a) the provision to the University of information required by the University that is accurate, complete and up-to- date; and the granting of consent to the University to process this information, for such purposes as are necessary for the University to perform its objectives pursuant to its Charter and for the efficient and smooth running of the University in accordance with legislation in force;

(b) the payment of fees and debts as determined by the Council; and

(c) the granting of consent to the submission of their work to any electronic system for the detection of plagiarism as may be necessary.

4. At initial enrolment all students shall sign or give by electronic means an undertaking to comply with the Charter, Statutes, Ordinances and Regulations of the University as are from time to time in force.

5. Persons who are unable to satisfy the conditions for enrolment at the appropriate time, being the time laid down by the Senate under section 3, may at the discretion of the Senate be provisionally enrolled for such period not exceeding three months as may be authorised by or on behalf of the Senate. Students who are provisionally enrolled are subject to the Charter, Statutes, Ordinances and Regulations of the University as are from time to time in force.

The provisional enrolment of a person shall become null and void if he or she has not fulfilled the conditions for enrolment by the end of the period allowed for provisional enrolment.

6. If a registered or occasional student fails to meet such requirements in relation to enrolment as Council and Senate may prescribe (for example in relation to the payment of debts or the disclosure of criminal convictions), his or her enrolment may be revoked at any time by the Vice-Chancellor or his or her nominee acting under the authority of the Senate.

7. A registered or occasional student who has been granted an intermission in his or her studies or leave of absence from his or her studies shall not be required to enrol for the period of intermission or leave.

8. A registered student may be excused enrolment for part of his or her programme of study or research following his or her election or appointment to office in any representative student body approved for the purposes of this paragraph by the Senate, and a student so excused shall remain a registered student for as long as may be approved by the Senate.

**General Regulations for Registered and Occasional Students**

1. At initial enrolment all students must make

the following declaration:

“I undertake, as a Student of the University, to comply with the Charter, Statutes, Ordinances, Regulations and Rules of the University as are from time to time in force.”

2. Students are required to notify the Registry Office immediately of any change in the information provided by them at the time of enrolment.

3. Students are responsible for keeping themselves acquainted with notices posted on official notice boards and through the University’s IT infrastructure, for example, the Virtual Learning Environment and the Student Portal, and by accessing their University email account regularly.

4. Every registered student shall have an adviser of studies or research supervisor. The adviser or supervisor will agree with the student the frequency and format of meetings, which will normally take place at least once during each semester. Students may be required to attend meetings at other times.

5. Students should raise any concerns or complaints about any aspect of programme delivery or supervision as soon as they arise.

**Attendance**

6. Students must be punctual and regular in their attendance at such classes or other forms of instruction as may be prescribed.

7. Students shall keep the prescribed dates for their programmes of study and may have to fulfil such additional requirements either in vacation or in intercalary periods as may be specified in course regulations.

8. A student who has been absent without permission for more than three days through illness or other cause must notify immediately either the Course/Subject Director or the research supervisor. Where the absence is for a period of more than five working days, and/or caused by illness which may affect the

student's studies, the student shall arrange, save in exceptional circumstances, for a medical certificate to be presented in accordance with section 19 hereof and Section 36 of the Regulations Governing Examinations in Programmes of Study.

9. Students may apply in accordance with rules approved by the Senate for a period of leave of absence from their programmes of study or research. Applications shall be considered on behalf of the Senate by the board of the faculty or the Research Degrees Committee which, in granting leave of absence, may prescribe that the student be required on resumption of studies to repeat any part of the programme of study or research, or that the point of resumption be not decided until the time of the student’s return.

10. A student who for any reason intends to withdraw from the University before the completion of the programme of study or research must inform the Registry Office.

11. The board of the faculty shall deem a student to have withdrawn from the University if the student has been absent without leave from prescribed instruction for a period of four weeks or an aggregate of four weeks within the semester.

**Progress**

12. The Senate reserves the right to discontinue at any time the studies of any student whose academic work proves unsatisfactory.

A decision that a student should discontinue studies may be taken on behalf of the Senate by the Board of a Faculty in accordance with section 13 hereof, or by a Board of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.

13. If at any time the Board of a Faculty, on the advice of a Course/Subject Committee, is of the opinion that a student’s progress is unsatisfactory it may:

(a) send to the student due notice in writing that, unless there is an improvement, it will debar the student from taking examinations; or

(b) decide on behalf of the Senate that the student be required to discontinue studies.

Where subjects are in different faculties, each

faculty board should consult the other faculty.

14. A student whose studies have been discon- tinued by the board of the faculty may appeal against the decision:

(a) on the basis of evidence of extenuating circumstances, relevant to his/her progress which, in his/her view, was not in the possession of the board of the faculty when it received the advice of the Course/Subject Committee; or

(b) on the basis of procedural or other irregularities associated with the decision.

The decision shall be reviewed in accordance with the procedures established by the Senate.

**Fitness for Professional Practice**

15. Students undertaking preparation for entry to a profession whose members work with, or come into contact with, vulnerable or potentially vulnerable individuals may be judged unsuitable for entry to that profession on grounds of physical or mental health, or behaviour, which may include conduct which has been or will be referred to the Student Disciplinary Committee. Students deemed to be unsuitable for entry to that profession may be required to withdraw, either temporarily or permanently, from the programme leading to entry to that profession.

**Accommodation**

16. Students are required to notify the Registry Office immediately of any change in their accommodation address.

**Health**

17. Students may be required by or on behalf of the Senate to arrange for the provision of appropriate evidence about their state of health.

18. All students living away from home are required to register with a local medical practitioner, or with the University Physician, and to report the name of the doctor to the University as part of the registration process.

19. Any student who wishes to submit a medical certificate shall arrange with his or her doctor for the certificate to be forwarded directly to the Course/Subject Director for the programme on which he or she is enrolled.

**Intellectual Property**

20. Save as otherwise provided within regulations, a student shall hold the intellectual property of any work he or she has submitted for any form of assessment.The material so produced shall become the property of the University. It may be returned to the student in accordance with the Regulations Governing Examinations in Programmes of Study.

21. Where work by a registered or occasional student results in an invention or discovery, whether by the student working on his/her own or as a member of a team, exploitation of the invention or discovery shall be subject to the University's Code of Practice on Intellectual Property Rights.

**Criminal Offences**

22. A student who is convicted of a criminal offence during his or her period of enrolment at the University must notify the Registry Office without delay. Failure to disclose information about criminal convictions may result in the student being required to withdraw from the University.

When disclosing a conviction a student

is required to give the University written

permission to request a police check or to seek information from any other appropriate body or person.

In the case of any student convicted of a criminal offence or given a custodial sentence, whether suspended or not, the University may seek further information including a character reference from any individual or body which the University considers appropriate. The student's registration may be reviewed in the light of the reference.

**General Regulations for Associate**

**Students**

1. Associate students are persons who have been formally admitted to a partner institution as candidates for an award of the University. The partner institution and course of study shall have been approved under Ordinance XXIX Recognition of Institutions.

2. Associate students shall be subject to the rules and regulations of the institution at which they are registered students.

3. Upon payment of the appropriate charges by the partner institution in accordance with Ordinance XXIX a student record shall be created for each associate student. Associate students shall be accorded the following rights and privileges of the University:

(a) borrowing and access rights in the University’s Library. There is no automatic right of access to the University’s electronic resources (i.e. databases, electronic journals and electronic books). Core electronic resources for Associate students will be provided by the College Library.

(b) membership of the University’s sports centre, subject to payment of the appropriate charge by the individual student;

(c) entitlement to join the University’s

Sports Union. The rights of associate

students to participate in competitions organised by national student or other sports organisations as representatives of the University of Ulster shall be determined by the rules and regulations of the respective bodies;

(d) right of appeal and complaint to the University following completion of the internal procedures of the partner institution. Such appeals shall only be heard on the grounds of procedural irregularity.

4 Associate students shall not:

(a) be eligible for membership of the

Students’ Union;

(b) have access to University bursaries, scholarships, prizes or other financial support packages offered by the University;

(c) have access to University academic and pastoral support, including careers guidance and counselling;

(d) be eligible for the privileges afforded to the families of registered students of the University.

5 Associate students shall be subject to the Charter, Statutes, Ordinances and Regulations of the University, including the Student Discipline procedure as set out in Ordinance XLII, while using University facilities or present on University premises. Conduct outside the University which brings, or is liable to bring, discredit upon the University or disrupts or interferes with the normal working and good order of the University or impedes members or employees of the University going about their lawful University business or results in substantial complaints from the general public or responsible authorities outside the University will also be considered a breach of University discipline.

6 Associate student status shall cease when a student ceases to study for an award of the University at a partner institution or the status has been revoked by or on behalf of the Council and Senate of the University.

**Regulations Governing Examinations in Programmes of Study**

**Appointment and duties of examiners**

1. Subject to the final responsibility of the Senate the examinations for programmes of study, and the assessment of performance and determination of the academic progress of the students enrolled therein, shall be undertaken by Boards of Examiners. There shall be Course Boards of Examiners for integrated programmes of study and Subject Boards of Examiners and Progress and Award Boards of Examiners for combined undergraduate Honours degrees and the Certificate of Personal and Professional Development and Postgraduate Certificate of Professional Development.

The Senate may annul a decision of the Board of Examiners,andsubstituteitsowndecision,where circumstances make it appropriate to do so.

involvement or relationship with a student being assessed to the Chairperson of the board.

3. All members of the Course Committee engaged in teaching and assessment shall be internal examiners for the programme. Internal examiners are required to inform their Head of School and the Course Director of any personal interest, involvement or relationship with a student being assessed.

Course External Examiners shall be appointed by the Pro-Vice-Chancellor responsible acting on behalf of the Council on the recommendation of the Learning and Teaching Committee under delegated authority from the Senate after consideration of reports from the boards of the faculties.

Appointments shall be for a period of not more than four years but exceptionally may be extended for a period of not more than one year.

4. The duties of Course Boards of Examiners

shall be:

(a) to determine the module results obtained by candidates;

(b) where such results lead directly to a degree, diploma, certificate or other academic distinction, to forward to the Senate and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant programme regulations, with recommendations for the award of degrees, diplomas, certificates and other academic distinctions;

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| 2. | The membership of the Course Board of |  |
|  | Examiners shall include internal examiners |
|  | and one or more External Examiners. The |
|  | Head of School in which the programme is |
|  | located shall be an ex-officio member of the |
|  | board. The Chairperson of the Course Board |
|  | of Examiners shall be the Dean or Associate |
|  | Dean of the faculty in which the programme is |
|  | located, or a Head or Associate Head of School |
|  | in the Faculty, other than the School in which |
|  | the programme is located.This may be a Head |
|  | of Graduate School provided that he or she has |
|  | some responsibility for taught programmes. In |
|  | the absence of the designated chairman, the |
|  | board shall be chaired by a person appointed |
|  | by the appropriate Pro-Vice-Chancellor acting |
|  | on the authority of the Senate. Members of the |
|  | board are required to declare personal interest, |  |

(c) to determine on behalf of the Senate the academic progress of students on the basis of their performance in examinations and other forms of assessment;

(d) to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Senate;

(e) to deal with such other matters as the Senate may refer to them from time to time.

All assessed work shall be available to the

Course Board.

The Course Board shall not adjust the marks awarded or progress decisions made by an earlier Course Board, except in accordance with the procedures for the Review of Decisions and the Consideration of Offences in Connection with Examinations and other Forms of Assessment.

5. The duties of Course External Examiners shall

include:

(a) consultation with the internal examiners, through the Course Director, in relation to the approval and moderation of examination papers and other forms of assessment;

(b) consideration of the standard of marking of examination papers and other forms of assessment and reporting to Course Boards of Examiners on such revisions of the marking as they consider necessary;

(c) attendance at meetings of Course Boards

of Examiners;

(d) attendance with or without one or more internal examiners as determined by the Course Board of Examiners at viva voce examinations and oral examinations which are held at the discretion of the Course Board of Examiners;

(e) confirmation, by joint signature with chairpersons of Course Boards of Examiners, of results of candidates and the pass and classified lists of candidates including recommendations for the award of degrees, diplomas, certificates and other academic distinctions;

(f) Submission of an annual report to the Pro-Vice-Chancellor responsible, in the first instance;

(g) submission to the Senate or to committees of the Senate, as requested, of comments on any matters relating to the teaching, organisation, syllabus and structure of the programme;

(h) such other duties as the Senate may specify from time to time.

6. The membership of the Subject Board of Examiners shall include internal examiners and one or more External Examiners.The Head of School in which the subject is located shall be an ex-officio member of the Board. The Chairperson of the Subject Board of Examiners shall be the Dean of the Faculty in which the subject is located, or a Head of School in the Faculty, other than the School in which the programme is located. In the absence of the designated Chairperson, the Subject Board shall be chaired by a person appointed by the appropriate Pro-Vice-Chancellor acting on the authority of the Senate.

Members of the Board are required to declare personal interest, involvement or relationship with a student being assessed to the Chairperson of the Board.

7. All members of the Subject Committee engaged in teaching and assessment shall be internal examiners for the subject.

Internal examiners are required to inform their Head of School and the Subject Director of any personal interest, involvement or relationship with a student being assessed.

**External Examiners.**

External examiners shall be jointly appointed by both Ulster University and IT Sligo and will report to both colleges. In addition external examiner feedback reports will be reviewed by both colleges on an ongoing basis.Appointments shall be for a period of not more than four years but exceptionally may be extended for a period of not more than one year.

8. The duties of undergraduate Honours Subject

Boards of Examiners shall be:

(a) to determine the module results obtained by candidates;

(b) to forward the results to the Progress and Award Boards of Examiners; or, where candidates are enrolled for a Single Honours degree, to determine on behalf of the Senate the academic progress of students on the basis of their performance in examinations and other forms of assessment, or where such results lead directly to a degree,to forward to the Senate and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant programme regulations with recommendations for the award of degrees, diplomas, certificates and other academic distinctions;

(c) to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Senate;

(d) to deal with such other matters as the Senate may refer to them from time to time.

All assessed work within the Subject modules shall be available to the Subject Board.

The Subject Board shall not adjust the marks awarded or progress decisions made by an earlier Subject Board, except in accordance with the procedures for Appeals and the

Consideration of Offences in Connection with

Examinations and other Forms of Assessment.

9. The duties of Subject External Examiners shall

include:

(a) consultation with the internal examiners, through the Subject Director, in relation to the approval and moderation of examination papers and other forms of assessment;

(b) consideration of the standard of marking of examination papers and other forms of assessment and reporting to Subject Boards of Examiners on such revisions of the marking as they consider necessary;

(c) attendance at meetings of Subject Boards

of Examiners;

(d) attendance with or without one or more internal examiners as determined by the Subject Board of Examiners at viva voce examinations and oral examinations which are held at the discretion of the Subject Board of Examiners;

(e) confirmation, by joint signature with Chairpersons of Subject Boards of Examiners, of results and in the case of Single Honours degrees candidates, pass lists and classified lists of candidates including recommendations for the award of degrees, diplomas, certificates and other academic distinctions;

(f) Submission of an annual report to the Pro-Vice-Chancellor responsible, in the first instance;

(g) submission to the Senate or to committees of the Senate, as requested, of comments on any matters relating to the teaching, organisation, syllabus and structure of the programme;

(h) such other duties as the Senate may specify from time to time.

10. The membership of the Progress and Award Board of Examiners for combined honours degrees shall include the Subject Directors for the undergraduate honours subjects contributing to undergraduate Honours Major, Main or Minor subject strands on the campus, and a Chief External Examiner. The Chairperson of the Progress and Award Board shall be a Dean appointed by the Pro-Vice-Chancellor responsible or the Director of Access, Digital and Distributed Learning for the Progress and Award Boards for the Certificate of Personal and Professional Development and Postgraduate Certificate of Professional Development.

The membership of the Progress and Award Boards of Examiners for the Certificate of Personal and Professional Development and the Postgraduate Certificate of Professional Development shall be the programme director and a representative from each faculty and a Chief External Examiner. The Chairperson shall be the Director of Access, Digital and Distributed Learning.

Chief External Examiners shall be appointed by the Pro-Vice-Chancellor responsible acting on behalf of the Council on the recommendation of the Learning and Teaching Committee under delegated authority from the Senate. Appointments shall be for a period of not more than four years.

11. The duties of the Progress and Award Boards

of Examiners shall be:

(a) to receive module results from Subject

Boards of Examiners;

(b) where such results lead directly to a degree, diploma, certificate or other academic distinction, to forward to the Senate and, where appropriate, to external bodies, lists of successful

candidates, classified in accordance with the relevant programme regulations, with recommendations for the award of degrees, diplomas, certificates and other academic distinctions;

(c) to determine on behalf of the Senate the academic progress of students on the basis of their performance in examinations and other forms of assessment;

(d) to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Senate;

(e) to deal with such other matters as the

Senate may refer to them from time to time.

The Progress and Award Board shall not adjust the marks awarded by a Subject Board, nor shall it adjust the progress decisions of an earlier Progress and Award Board, except in accordance with the procedures for the Appeals and the Consideration of Offences in Connection with Examinations and other Forms of Assessment.

12. Duties of Chief External Examiners shall

include:

(a) consideration of the standards of awards for combined undergraduate honours degrees or the Certificate of Personal and Professional Development or Postgraduate Certificate of Professional Development;

(b) attendance at meetings of Progress and

Award Boards of Examiners;

(c) attendance with or without one or more internal examiners as determined by the Progress and Award Board of Examiners at viva voce examinations and oral examinations which are held at the discretion of the Board;

(d) confirmation, by joint signature with the Chairpersons of Progress and Award Boards of Examiners, of the pass and classified lists of candidates including recommendations for the award of degrees, diplomas, certificates and other academic distinctions;

(e) Submission of an annual report to the Pro-Vice-Chancellor responsible, in the first instance;

(f) such other duties as the Senate may specify from time to time.

The Chief External Examiner shall not have responsibility for the approval and moderation of assessment within subjects nor for the determination of results of candidates in modules.

13. Course and Subject External Examiners need not be involved in the examining process for first year undergraduate degree modules, which do not contribute to the final award.

14. Unresolved disagreements in the Board of Examiners about results or classifications shall be reported to the Senate.

15. External Examiners shall be entitled to attend meetings of Boards of Examiners of which they are members. Subject to clauses 16 and 17, they shall be present at all meetings where the performance of candidates which contributes to the final result is being considered. The Senate may prescribe that the External Examiners shall be present for consideration of all stages of the examining of the programme.

16. In linked Postgraduate Diploma and Master’s programmes, the Faculty may determine in accordance with approved procedures whether the External Examiner should attend one or both award stages.

17. In exceptional circumstances, the Pro-Vice- Chancellor responsible, acting on the authority of the Senate, shall make arrangements for

external examining during the absence of the External Examiner(s), which may include the submission of written reports or the appointment of substitute examiner(s) or both.

**Conduct of examinations**

18. Examinations for degrees, diplomas, certificates and other academic distinctions shall be con- ducted under conditions determined by the Senate.

19. To be admitted to an examination a candidate shall have complied with the conditions laid down in ordinances and regulations and paid the prescribed fees.

20. Teaching and assessment (coursework and examinations) shall normally be through English. Where the subject of study is a language other than English, the Course/ Subject Committee may require or permit teaching and/or assessment to be conducted in that language.

21. Candidates shall not take into the examination room any books or papers or information recorded in any form relevant to the examination except with the permission of the examiners or the senior invigilator.

Candidates shall not take paper or electronic translation or other dictionaries into the examination room, unless their use is permitted by the examiners as stated in the rubric of the examination paper.

Candidates shall not take mobile phones into the examination room. Electronic calculators, provided that they are operationally quiet, hand-held, contain their own power source, and cannot communicate with other devices, may be used by candidates in an examination unless the use of any type of calculator or of particular types of calculators has been expressly forbidden by the examiners.

Candidates shall not bring food or drink into the examination room without prior permission from the senior invigilator.

22. No information relating to the examination paper, additional to that contained in the paper, shall be conveyed to candidates during the examination, unless there is an error in the paper, in which case the information shall be provided to all candidates taking the examination.

23. Candidates shall not remove from an examination any answer books or material provided for the examination, other than the question paper unless it is specified that it may not be removed.

24. During an examination candidates shall not communicate with one another or leave their places except to obtain additional stationery or to speak to an invigilator.

25. Candidates shall not be admitted to an examination later than one hour after it has commenced, except with the permission of the senior invigilator.

26. Candidates shall not leave an examination until one hour after it has commenced, or within the last fifteen minutes, except with the permission of the senior invigilator. Candidates who leave before the end of an examination shall do so in such a way as to cause the minimum of disturbance to the other candidates.

27. Candidates may leave an examination tempor- arily only with the permission of the senior invigilator, and when accompanied by an invigilator or other person authorised by the senior invigilator.

28. Except when prevented by medical reasons or other sufficient cause, candidates who fail to present themselves for an examination, or to submit cumulative or other forms of assessment work by the due date, shall be deemed by the Board of Examiners to have failed in that examination or assessment.

29. Candidate shall ensure that all their examination scripts and other work submitted for assessment are legible.The examiners may decide not to mark examination scripts or other work judged by them to be illegible.

30. A person who is considered by the senior invigilator to be disruptive during an examination may be required to withdraw from that examination.

31. If the senior invigilator considers that annotation of prescribed texts used in an examination could give a candidate an unfair advantage, the texts may be retained at the end of the examination.

32. Except with the permission of the senior invigilator, no person other than the candidates for the examination and other invigilators shall be allowed in the examination room.

33. It is the responsibility of each candidate to ensure that his or her script is received by an invigilator.

34. Instructions to invigilators setting out the details of the procedures to be followed in the conduct of examinations shall be approved by or on behalf of the Senate.

**Offences in connection with examinations and other forms of assessment**

35. It is an offence for a candidate to infringe, or attempt to infringe, the above regulations or to engage, or attempt to engage, in conduct for the purpose of gaining for himself or herself, or for another candidate, an unfair advantage with a view to obtaining a better result than he or she would otherwise achieve.

Examples of such conduct are:

a) copying from the examination script or other work undertaken for assessment by another candidate;

b) personation of others;

c) fabrication of results;

d) plagiarism;

e) collusion;

f) use of inadmissible material;

g) contract cheating.

Reports of alleged offences shall be considered under procedures approved by the Council in consultation with the Senate in accordance with the Ordinance on Student Discipline.

**Presentation of evidence of extenuating circumstances**

36. Save in exceptional circumstances:

(a) (i) written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in a examination must be presented to the Course/ Subject Director not later than five working days following the examination;

(ii) written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in coursework must be presented to the Course/Subject Director not later than five working days following the date on which the work was due to be submitted.

(b) Evidence of ill-health must be authenticated by the candidate’s doctor or registered counsellor. Medical certificates from doctors and appropriate documentation from counsellors should be forwarded directly to the Course/ Subject Director. Self-certification will not be accepted.

The term ‘exceptional circumstances’ will be given restrictive interpretation. The Senate, through the relevant committee, shall determine exceptional circumstances which allow alternative

forms of authentication of ill-health in respect of clause (b). Such circumstances may include an epidemic or pandemic. A candidate claiming exceptional circumstances in relation to the late submission of evidence under clause (a) must do so in writing in accordance with clause 42.

37. Evidence of extenuating circumstances shall be considered, as appropriate, by the Board of Examiners or, in respect of semester one performance, by the Course Committee or by the Subject Committee for Single Honours degree candidates on modular programmes. The Progress and Award Board shall consider such evidence in respect of Major/Minor, Joint and Combined Honours candidates.

**Publication of results**

38. The list of results obtained by candidates in each examination, and the decisions about the academic progress of candidates, hall be drawn up by the appropriate Board of Examiners. The Board shall forward:

(a) to the Senate the pass and classified lists of candidates who have successfully completed the final examinations leading to a degree, diploma, certificate or other academic distinction of the University;

(b) to the appropriate national or professional body results of candidates in examinations leading to an award of the body concerned.

39. The results of individual candidates shall be made available to them in their student record. The final pass and classified lists of successful candidates shall be placed in the public domain. It is the responsibility of all candidates to find out their results, and of unsuccessful candidates to request their Course/Subject Director to provide them with a written record of the decision which the Board of Examiners has taken about their progress.

**Retention of examination material**

40. Except where alternative arrangements have been approved by or on behalf of the Senate, a candidate’s written examination scripts and work on which cumulative and other forms of assessment have been based, shall be preserved for six months following the Board of Examiners which has confirmed the candidate’s results in the assessments.

41. For the purpose of providing feedback on examination performance candidates may be given access to examination scripts in the presence of a member of academic staff. Candidates shall not be permitted to retain examination scripts. Work on which cumulative and other forms of assessment have been based may be returned to candidates. It shall be given back, if required, at any time within one year from the examination. Failure on the part of a candidate to return work as required will be a sufficient reason for a Board of Examiners not to take the work into account in determining the results of a candidate.

**Appeals**

42. A candidate may appeal against a decision on

academic progress:

(a) on the basis of evidence of extenuating circumstances, relevant to his/her examination performance which, in his/her view, was not in the possession of the board of examiners at the time of the Board’s initial decision about his/her academic progress; or

(b) on the basis of procedural or other irregularities in the conduct of the examinations or in the decision making process.

The decision shall be reviewed in accordance with the procedures established by the Senate.

43. Students should raise any concerns or complaints about any aspect of programme delivery or supervision as soon as they arise.

**Ulster University and IT Sligo Programme Awards**

44. For the programmes of study associated with the Ulster University / IT Sligo collaboration it is proposed that for the years of study that are exclusively with one or other college (e.g. first year of study exclusive to IT Sligo; final year of study can be exclusive to either IT Sligo or Ulster University) that the Programme and Awards Board meeting take place at that specific college. For the years where modules of study are shared between the two college (e.g. years 2 and 3 in the main) then it is proposed that a joint Programme and Awards Board Meeting take place at either college or alternate annually - online virtual participation for these board meetings may also be feasible.

45. For joint Ulster University/IT Sligo Awards the student overall award mark will be calculated as the aggregate of the individual marks for modules undertaken at each college based upon the relative module credit weightings.

**General Regulations applying to**

**Student Awards (Prizes)**

1. The terms and conditions of new student prizes shall be determined by the Learning and Teaching Committee on behalf of the Senate. The Committee shall make recommendations for the establishment of new prizes to the designated Pro-Vice-Chancellor on behalf of the Council.

2. Awards shall be authorised by the appropriate nominating body or committee. In the case of awards based on examination performance, this body shall be the Board of Examiners, and where more than one Board of Examiners is involved, the Deans of Faculties shall co-ordinate decisions.

3. At the time of nomination for a prize or award based on examination performance, a candidate must be a registered student of the University.

4. A prize or award may be divided where there are candidates of equal merit.

5. A prize or award may be withheld in a particular year if in the opinion of the nominating body there is no candidate of suitable merit.

6. The University may withdraw or cancel without notice any or all offers of prizes or awards.

7. The nominating body may determine other

conditions not explicitly specified.

8. In the case of prizes or awards which are provided out of private endowment funds, the payment of the full amount shall be contingent on the necessary income being forthcoming from the endowment fund.

**Library Regulations**

In these regulations the term ‘Library’ includes the Library at Belfast, Coleraine, Jordanstown and Magee campuses.The Librarian, or the officer

undertaking this function, may authorise any member of the Library staff to undertake on his or her behalf any of the Librarian’s responsibilities contained in these regulations.

For joint Ulster University/IT Sligo Awards the term ‘Library’ shall also include the Yeats Library located at the IT Sligo campus.

1. *Hours of Opening*

1.1 The hours of opening of the Library shall be determined according to the needs of each campus and will be displayed prominently.

1.2 No one shall enter the Library except during the official opening hours or remain in them after closing time except with the explicit permission of the Librarian or other authorised person.

2. *Admission to the Library*

2.1 The Library is open to all students of the University and students pursuing such other programmes as may be recognised by the Council, to members of the Council of the University and to all University staff.

2.2 Other persons seeking to use the Library for the purposes of study and research may be admitted at the discretion of the Librarian. A charge may be levied to cover the cost of certain facilities.

2.3 All users shall be registered by the Library. The Librarian shall have the right to require users to produce evidence of their registration.

2.4 Readers are admitted on the understanding that they have read and have agreed to observe Library regulations.

3. *Borrowing from the Library*

3.1 The following are eligible to borrow from the

University Library:

(a) Registered, occasional and associate students as defined in Ordinance XXVI of the University.

(b) All individuals engaged by the University.

(c) Members of the Council of the University.

(d) Other persons and institutions, at the discretion of the Librarian, who may be charged an appropriate fee.

3.2 Current University staff and students must produce their staff/student ID card before material may be issued to them. They must produce their ID card each time material is borrowed and they are responsible for any use made of their ID card.

3.3 No material may be removed from the Library until the loan has been recorded. Illicit removal of Library material will be treated as a serious offence.

3.4 Access to certain material may be limited by the Librarian. The Librarian may require that certain works be used only in the Library or may place certain works on short loan, either temporarily or permanently.

3.5 Except for material on short loan or for reference only, the loan periods are:

Staff and Research Students 2 months

All other registered, occasional

and associate students 28 days

All other authorised borrowers 28 days

After one week from the date of issue, an item

will be liable to immediate recall.

Provided they are not in demand by another user, items may be renewed in person or online.

3.6 The loan quotas for borrowers are:

Staff and Research Students 25

Part time or full time postgraduate

students on taught programmes 12

Final year undergraduate students 12

All other students 8

Other authorised borrowers \*

\* The number of items which may be borrowed is in accordance with the various schemes in operation.

Exceptions to these limits may be granted for audio-visual material.

3.7 Items must be returned on or before the date on which they are due for return. Failure to return items on time or to comply with the recall will lead to sanctions which may include the withdrawal of borrowing privileges and the imposition of a fine in accordance with procedures approved by the Senate.

3.8 Items already on loan to another reader may

be reserved.

3.9 The reader who is recorded as the borrower will be held responsible for the return of the item to the Library and will be liable for the cost of repairs or replacement of any item damaged or lost while it is recorded as being on loan to him or her.

3.10 Borrowers must return all items borrowed by them when their entitlement to borrow ceases and an item not returned or, an outstanding fine, shall be deemed a debt owing to the University.

3.11 Journals may not normally be borrowed.

4. *Electronic Resources*

Electronic resources are available to students

and staff of the University as specified in

3.1(a), (b) and (c). Users must adhere to the University’s Acceptable Use of Information Technology Code of Practice, Athens Account Terms and Conditions, the CHEST Code of Conduct and the licence conditions attached to particular resources.

5. *Borrowing from other Libraries*

5.1 Document delivery facilities are available to students and staff of the University as specified in 3.1(a), (b), (c), and (d) above. Limitations on the use of this service may be imposed from time to time.

5.2 Material borrowed from other Libraries shall

be subject to any conditions laid down by the lending Libraries.

6. *Study Facilities*

6.1 Group study rooms and quiet study areas are available and further details about these facilities are available on each campus.

6.2 The Librarian has the right to enter a study room at any time and to inspect and, if necessary, to remove any property in it. A person making inadequate or improper use of such a room will be required to vacate it.

7. *Copying*

Copying of documents may only be carried out within the terms of the copyright legislation currently in force.

8. *University of Ulster theses and dissertations*

8.1 One copy of every thesis and dissertation for which a higher degree has been awarded by the University will be deposited in the Library in accordance with regulations and associated guidelines for higher degrees.

8.2 Theses so deposited may be used only in the Library through EThos, or through the document delivery service and any conditions imposed by the authors must be observed. In particular readers must undertake in writing not to use or reproduce without the consent of the copyright holder material incorporated in a thesis and must acknowledge the source of such information.

9. *General*

9.1 In order to provide and maintain a learning environment conducive to study and research, the Library expects users to adhere to its published Code of Conduct. If somebody breaches this code, it may result in:

• A library user’s behaviour or actions being

referred to a senior member of staff;

• A library user’s rights to borrow from the

library being withdrawn;

• A library user being asked to leave the

premises.

**Regulation: Recognised Teachers** The term ‘Recognised Teacher’ will apply to persons who, not being members of the Academic staff of the University, engage in the teaching, supervision, assessment and examination of Registered Students of the University. The status shall not be conferred on persons involved in the supervision and assessment of clinical or social work practice or industrial placement.

Proposals from Faculties for the designation of Recognised Teacher status together with their duties and responsibilities shall be considered by the Learning and Teaching Committee on behalf of the Senate which may make recommendations to the responsible Pro-Vice-Chancellor on behalf of the Council.

**Regulations for Awards**

**Definitions**

The following terminology is used in award regulations:

*Programme:* An approved course of study leading to an award

*Year:* The time spent on the programme within a period of twelve calendar months (including the supplementary examination period)

*Level:* A broad indicator of relative demand, complexity, depth of study and autonomy of learning, in accordance with the University’s qualifications and credit framework

*Module:* A component of the programme which has its own approved aims and objectives and assessment methods

*Assessment:* The measurement of a candidate’s performance in the programme or module

*Assessment* The two forms of assessment

*Elements:* of a module, viz coursework and

examination

*Assessment* A constituent part of an

*Component:* assessment element

*Coursework:* A form of assessment which relies upon performance in one or more of the following components: practical work, submission of essays, exercises, seminar papers, reports, class tests, presentations, project or production of artifacts, designs etc.

*Examination:* A form of assessment which relies upon candidates producing written or oral answers to seen or unseen questions under formal examination conditions (normally at the end of a semester)

*Dissertation:* A form of coursework which involves the submission of a substantial report on a major project.

*Module* Percentage mark which is the *Result:* aggregate of the marks obtained in examination and coursework

in the module

*Supplementary* Repeated written examination

*Examinations:* (normally August/September)

**Regulations for Foundation Degrees and Associate Bachelor’s Degrees**

(Charter Art. 5(E): Statute II: Ordinance XXX)

1 The University confers the following awards on students who have successfully completed approved programmes at undergraduate level and who have satisfied the conditions specified in Ordinance XXX:

Associate Bachelor’s degree AB Foundation degree in Arts FdA Foundation degree in Engineering FdEng Foundation degree in Science FdSc

**Admission**

2 Applicants for entry to a programme leading to a Foundation degree or Associate Bachelor’s degree must satisfy:

(a)(i) the General Entry Requirements of the University for these awards as specified in 3 hereof; and

(ii) such additional requirements as may be prescribed for admission to particular programmes of study;

or as an alternative to (a)(i) and/or (a) (ii):

(b) provide evidence of their ability to

undertake the programme through

the accreditation of prior experiential learning.

3 To satisfy the minimum General Entry

Requirements applicants must:

(a) provide evidence of competence in written and spoken English (GCSE grade C or equivalent) and, where specified within individual programme entry requirements, in numeracy (GCSE grade C or equivalent); and

(b) have attained passes in four different

subjects, of which one should be at GCE

‘A’ level and three at GCSE level (grades A, B or C) or an equivalent standard in an approved alternative qualification.

The requirements of 3(a) hereof may be met within 3(b).

For the purpose of fulfilling the General Entry Requirements, two Advanced Subsidiary (AS) level subjects are regarded as the equivalent of one GCE A level provided that the applicant’s profile also contains one GCE A level.

The University will accept as alternative

qualifications:

(i) One VCE/GCE Applied A level and either three passes at GCSE (grade C or above) or an Intermediate GNVQ or two Double Award Vocational GCSEs.

(ii) A BTEC National Certificate or Diploma

awarded by the Edexcel Foundation.

(iii) OCR National qualifications.

(iv) Four Highers and/or Advanced Highers of the Scottish Qualifications Authority.

(v) The European, International or Welsh

Baccalaureate.

(vi) An Irish Leaving Certificate with passes in four approved subjects at grade D Higher level.

(vii) Satisfactory completion of an approved

Access programme.

(viii) For entry to Art and Design degree courses, satisfactory completion of a full-time foundation course in Art and Design of not less than one academic year in duration.

No subject may be counted at more than one level except in the case of the VCE/ GCE Applied A level combined with the Intermediate GNVQ.

Applications from persons who hold other

qualifications will be considered on their merit.

4 The Senate may accept studies pursued and examinations passed in respect of other qualifications awarded by the University or by another university or other educational institution, or evidence from the accreditation of prior experiential learning, as exempting candidates from part of an approved programme provided that candidates shall register as students of the University for modules amounting to at least the final third of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations. For candidates registered on approved programmes at recognised institutions, the same regulation shall apply in respect of the institution.

**The Course**

5 Candidates for a Foundation degree or an Associate Bachelor’s degree shall pursue a programme of study approved by the Senate and lasting, except as provided in 5 hereof, for at least four semesters of full-time study or the equivalent periods of part-time study.

The programme shall conform to the qualifications and credit framework of the University. The programme shall comprise modules amounting to at least 240 credit points with at least 100 credit points at Level

5, and no more than 40 credit points at Level 3.

6 The Senate may require or permit candidates to undertake part of their programme at another institution or in approved work experience placements. For a Foundation degree there shall be a period of work-based learning amounting to at least 40 credit points at Level 5.

**Examination and assessment**

7 Candidates shall be assessed in modules throughout their programmes:

(a) by examinations, or

(b) by coursework, or

(c) by a combination of the methods in (a)

and (b).

At the discretion of the Board of Examiners candidates may be required to attend a viva voce examination.

The detailed assessment requirements shall be prescribed in programme regulations.

8 The programme regulations shall specify for

each year of the programme:

(a) the method of assessment for each module;

(b) the distribution of marks within and

among the modules;

(c) the extent to which failure in one or more modules may be permitted;

(d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.

9 The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.

**Assessment of modules**

10 The pass mark for the module shall be 40%.

Where a module is assessed by a combination of coursework and examination a minimum mark of 35% shall be achieved in each assessment element. Course regulations may specify that a mark of 40% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

**Submission of coursework**

11 Coursework shall be submitted by dates as specified by the Course Committee.

12 Students may seek prior consent from the Course Committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course Director.

13 Coursework submitted without consent after

the deadline shall not normally be accepted.

**Progression of candidates**

14 Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next. Subject to 21 hereof candidates are required to pass all modules in each year of study in order to proceed to the next.

15 Candidates whose performance is un- satisfactory may be required by the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.

16 Candidates may at the discretion of the Board

of Examiners:

(a) transfer from a Foundation degree or an Associate Bachelor’s degree to a related Degree or Honours degree course or vice versa;

(b) transfer from an Associate Bachelor’s degree to a related Foundation degree course or vice versa.

17 Students who transfer under 16 hereof and who subsequently fail to satisfy the examiners may be assessed for the award for which they were originally candidates.

**Re-examination**

18 Candidates who fail to satisfy the Board of Examiners during the programme may be permitted at the discretion of the Board to take such supplementary written examinations and complete such coursework or other assessment requirements as it may prescribe.

19 Candidates who are permitted under 18 hereof to re-present themselves for assessment may be exempted at the discretion of the Board of Examiners from the normal attendance requirements.

**Consequences of Failure**

20 Where candidates are required to repeat coursework or to take a supplementary examination the original mark in the failed coursework component or examination shall be replaced by a mark of 40% or the repeat mark whichever is the lower for the purpose of calculating the module result.

21 In each year, other than the final year, the consequences of failure shall normally be as follows:

**Failure at the First Attempt**

Failure in modules : Repeat specified

with an overall value examinations and/or

up to and including coursework in the failed

60 credit points modules (examinations

August).

Failure in modules : Repeat specified

with an overall value examinations and/or

of more than 60 and coursework in the failed up to and including first semester module(s

80 credit points (examinations January) and of specified examinations and/or coursework in the second semester modules (examinations May), with or without attendance.

Failure in modules : Withdraw from the

with an overall value programme.

of more than 80

credit points

**Failure at the Second Attempt** Failure in modules : Provided that the with an overall value module(s) are not

up to and including prerequisite(s), which

20 credit points must be passed proceed to next year and repeat **once only** specified examination(s) and/or coursework in the failed module(s) at the next examination period (January or May).

Failure in modules : Repeat **once only** with an overall value specified examinations up to and including and/or coursework the

40 credit points failed modules at the next (except as above) exam- ination period (January or May or August if semester already repeated) with

or without attendance (progress to next year not permitted).

Failure in modules : Withdraw from the

with an overall value programme.

of more than 40

credit points

**Failure in the Final Year**

22 In the final year of a Foundation degree or an Associate Bachelor’s degree the consequence of failure shall normally be as follows:

Failure in modules : Supplementary

with an overall value examination(s) and/

of up to and including or repeat of coursework

30 or 40 credit in failed modules (one

points attempt only) (examinations August).

Failure in modules : Withdraw from the

with an overall value programme.

of more than 40

credit points

**Classification of final result**

23 The results of candidates who have successfully completed a programme of study leading to the award of a Foundation degree or an Associate Bachelor’s degree shall be graded by order of merit as Pass with Distinction, Pass with Commendation and Pass.

The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module’s contribution to the final result shall be determined by the module’s credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates:

Pass with Distinction 70% Pass with Commendation 60% Pass 40%

**Illness and other extenuating circumstances**

24 The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment during the programme, or whose results are substantially affected by illness or other sufficient cause, permit the candidates to complete, take, or repeat the assessment in one or more modules at an approved subsequent date.

25 The Board of Examiners may in the case of final degree candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the final stage assessment or whose results are substantially affected by illness or other sufficient cause:

(a) permit the candidates to complete, take, or repeat as candidates for the award, the

assessment in one or more modules at an approved subsequent date; or

(b) deem the candidates to have passed and recommend an Aegrotat degree.

**Regulations for Degrees, Honours Degrees and Integrated Master’s Degrees**

(Charter Art. 5(E): Statute II: Ordinance XXX)

1. The University confers the following first degree awards on students who have successfully completed approved programmes and who have satisfied the conditions specified in Ordinance XXX:

Bachelor of Arts BA Bachelor of Design BDes Bachelor of Engineering BEng Bachelor of Laws LLB Bachelor of Music BMus Bachelor of Science BSc

Master of Biomedical Science MBiomedSci Master of Engineering MEng Master of Pharmacy MPharm Master of Science MSci

Bachelor’s degrees are programmes at undergraduate level. The Master’s degrees are integrated Master’s comprising undergraduate levels and a final postgraduate level.

2. There shall be Degrees and Honours Degrees.

Honours degrees may be offered in the

following subject combinations:

(a) Single Honours

(b) Major/Minor Honours (two-thirds/one

third weighting of two subjects)

(c) Joint Honours (equal weighting of two

main subjects)

(d) Combined Honours (equal weighting of

three minor subjects)

(e) The integrated Master’s Degree is an

Honours Degree

**Admission**

3. Applicants for entry to a programme leading

to a Degree or Honours degree must satisfy:

|  |  |  |
| --- | --- | --- |
|  | (a) | the General Entry Requirements of the University for these awards as specified in 4 except as provided in 5 hereof; and |
| (b) | such additional requirements as may be prescribed for admission to particular programmes of study; |
|  | or as an alternative to (a) and/or (b): |
| (c) | provide evidence of their ability to undertake the programme through the accreditation of prior experiential learning. |
| 4 | To | satisfy the minimum General Entry |

Requirements applicants must:

(a) provide evidence of competence in

written and spoken English (GCSE grade

C or equivalent) and, where specified within individual course or subject entry requirements, in numeracy (GCSE grade C or equivalent); and

(b) have attained passes in five different subjects, of which two should be at GCE

‘A’ level, and three at GCSE level (grades

A, B or C)

or

have attained passes in four different

subjects, of which three should be at GCE

‘A’ level and one at GCSE level (grades A, B or C);

or

an equivalent standard in an approved

alternative qualification.

The requirements of 4(a) hereof may be met within 4(b).

For the purpose of fulfilling the General Entry Requirements, two Advanced Subsidiary (AS) level subjects are regarded as the equivalent of one GCE A level, provided that the applicant’s profile also contains two GCE A levels.

The University will accept as alternative

qualifications:

(i) Two VCE or GCE Applied A levels or one VCE Double Award and either three passes at GCSE (grade C or above) or an Intermediate GNVQ or two Double Award Vocational GCSEs.

(ii) A BTEC National Certificate or Diploma

awarded by the Edexcel Foundation.

(iii) OCR National Qualifications.

(iv) Four Higher and/or Advanced Highers of the Scottish Qualifications Authority.

(v) The European, International or Welsh

Baccalaureate.

(vi) An Irish Leaving Certificate with passes in four approved subjects at grade D Higher level.

(vii) Satisfactory completion of an approved

Access programme.

(viii) For entry to Art and Design degrees, satisfactory completion of a full-time foundation programme in Art and Design of not less than one academic year in duration.

No subject may be counted at more than one level except in the case of the VCE or GCE Applied A level combined with the Intermediate GNVQ.

Applications from persons who hold other

qualifications will be considered on their merit.

5 The Senate may accept studies pursued and examinations passed in respect of other qualifications awarded by the University or by another university or other educational institution, or evidence from the accreditation of prior experiential learning, as exempting candidates from part of an approved programme provided that candidates shall register as students of the University for modules amounting to at least the final third of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations. For candidates registered on approved programmes at recognised institutions, the same regulation shall apply in respect of the institution.

**The Programme**

6 Candidates for Honours or non-Honours degrees shall pursue a programme of study approved by the Senate and lasting, except as provided in 5 hereof and for the BSc Hons International Hotel and Tourism Management,

offered by the School of International Hotel and Tourism Management (HTMi), for at least six semesters of full-time study or the equivalent periods of part-time study. The period of study required for the BSc Hons International Hotel and Tourism Management (HTMi), shall be defined in its course regulations.

The programme shall conform to the requirements of the qualifications and credit framework of the University. The programme shall comprise modules amounting to at least

360 credit points, with at least 120 credit points at Level 6 for an Honours degree, or

60 credit points at Level 6 for a non-Honours degree, and no more than 30 credit points at Level 3. An integrated Master’s degree course shall comprise modules amounting to at least

480 credit points, with at least 120 credit points at Level 7, and no more than 30 credit points at Level 3.

7 The Senate may require or permit candidates to undertake part of their programme at another institution or in approved work experience placements.

**Examination and assessment**

8 Candidates shall be assessed in modules

throughout their programmes:

(a) by examinations, or

(b) by coursework, or

(c) by a combination of the methods in (a)

and (b).

At the discretion of the Board of Examiners candidates may be required to attend a viva voce examination.

The detailed assessment requirements shall be prescribed in programme regulations.

9 The programme regulations shall specify for

each year of the programme:

(a) the method of assessment for each module;

(b) the distribution of marks within and

among the modules;

(c) the extent to which failure in one or more modules may be permitted;

(d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.

10 The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.

**Assessment of modules**

11 In the final level of an Honours degree programme one or more modules shall normally be assessed solely by dissertation.

12 In Bachelor’s degrees and the undergraduate levels of Integrated Master’s degrees the pass mark for the module shall be 40%. Where a module is assessed by a combination of coursework and examination a minimum mark of 35% shall be achieved in each assessment element. Course regulations may specify that a mark of 40% shall be achieved in each assessment element and/or in specified components. In Level 7 of Integrated Master’s degrees the pass mark for the module shall be 50%. Where a module is assessed by a combination of coursework and examination a minimum mark of 45% shall be achieved in each assessment element. Course regulations may specify that a minimum mark of 50% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

**Submission of coursework**

13 Coursework shall be submitted by dates as specified by the Course or Subject Committee.

14 Students may seek prior consent from the Course or Subject Committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course or Subject Director.

15 Coursework submitted without consent after

the deadline shall not normally be accepted.

**Progression of candidates**

16 Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next. Subject to 23 hereof, candidates shall be required to pass all modules in each year of study in order to proceed to the next.

17 Candidates whose performance is unsatisfactory may be required by the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.

18 Candidates may at the discretion of the Board

of Examiners:

(a) transfer from a Degree course to an

Honours degree programme or vice versa;

(b) transfer from a Foundation degree or an Associate Bachelor’s degree or a non-degree programme to a related Honours degree programme or vice versa;

(c) transfer from an Honours degree to an integrated Master’s degree or vice versa.

Other candidates who fail to satisfy the examiners may be assessed for a related lower award.

19 Students who transfer under 18 hereof and

who subsequently fail to satisfy the examiners

may be assessed for the award for which they were originally candidates.

**Re-examination**

20 Candidates who fail to satisfy the Board of Examiners during the programme may be permitted at the discretion of the Board to take such supplementary written examinations and complete such coursework or other assessment requirements as it may prescribe.

21 Candidates who are permitted under 20 hereof to re-present themselves for assessment may be exempted at the discretion of the Board of Examiners from the normal attendance requirements.

**Consequences of Failure**

22 Where candidates are required to repeat coursework or to take a supplementary examination the original mark in the failed coursework component or examination shall be replaced by a mark of 40%, or 50% at Level

7, or the repeat mark whichever is the lower for the purpose of calculating the course module result.

23 In each year, other than the final year, the consequences of failure shall normally be as follows:

**Failure at the First Attempt**

Failure in modules : Repeat specified

with an overall value examinations and/or

up to and including coursework in the failed

60 credit points modules (examinations

August).

Failure in modules : Repeat specified

with an overall value examinations and/or

of more than 60 and coursework in the failed up to and including first semester module(s

80 credit points (examinations January) and of specified examinations and/or coursework in the second semester

modules (examinations May), with or without attendance.

Failure in modules : Withdraw from the

with an overall value programme.

of more than 80

credit points

*Failure by candidates* : Exceptionally second year *in year 2 of sandwich* students on sandwich *courses* programmes may be

permitted to commence the placement period, pending a requirement to re-present themselves

for supplementary examinations or to repeat coursework.

**Failure at the Second Attempt** Failure in modules : Provided that the with an overall value module(s) are not

up to and including prerequisite(s) which

20 credit points must be passed, proceed to next year and repeat **once only** specified examination(s) and/or coursework in the failed module(s) at the next examination period (January or May).

Failure in modules : Repeat **once only** with an overall value specified examinations up to and including and/or coursework in

40 credit points the failed modules at the

(except as above) next examination period (January or May or August if semester already repeated) with or without attendance (progress to next year not permitted).

Failure in modules : Withdraw from the

with an overall value programme.

of more than 40

credit points

The consequences of failure for the following programmes shall be as specified in the programme regulations: BSc Hons Computing Systems (part-time), BSc Hons Diagnostic Radiography and Imaging, BSc Hons Nursing Studies, BSc Hons Occupational Therapy, BSc Hons Physiotherapy, BSc Hons Radiotherapy and Oncology, BSc Hons Social Work and BSc Hons Speech and Language Therapy.

The consequences of failure in year 3 of the BSc

Hons Dietetics shall be as in 24 below.

**Failure in the Final Year**

24 In the final year of an Honours degree the consequences of failure shall normally be as follows:

Failure in modules : Repeat specified

with an overall value examination(s) and/or

up to and including coursework in the failed

40 credit points module(s) (one attempt only) in consideration for Honours classification (examinations August).

Failure in modules : Withdraw from the

with an overall value programme.

of more than 40

credit points

The consequences of failure in BSc Hons Nursing Studies shall be as specified in the course regulations.

In Year 4 of the BSc Hons Dietetics, candidates shall be permitted to repeat in modules up to a value of 70 credit points once only.

25 In the final year of an integrated Master’s degree or a non-Honours degree, the consequences of failure shall normally be as follows:

Failure in modules : Supplementary

with an overall value examination(s) and/

up to and including repeat of coursework in

40 credit points failed modules (one attempt only) (examinations August).

Failure in modules : Withdraw from the

with an overall value programme.

of more than 40

credit points

**Classification of final honours degree**

**result**

26 The results of candidates who have successfully completed a programme of study leading to the award of an Honours degree shall be graded by order of merit as first class, second class (upper or lower division), or third class.

The assessment results from Levels 3 or 4 shall not contribute to the final Honours degree result. Normally the final classification is based on results from all Level 6 modules. In a degree with more than 120 credit points at Level 6 an exception to this regulation in order to restrict the proportion of Level 6 modules to the final 120 credit points may be proposed to the Senate.Where a professional body requires Level 5 modules to contribute to the Honours classification for recognition purposes or where the Faculty has provided an acceptable rationale, the Senate may approve an exception to this regulation. Where an exception is allowed Level 5 shall normally contribute 25% of the overall result.

The following percentages shall be used to determine candidates’ overall gradings in Honours degree courses:

Class I

At least 70%

Class II (division i) (IIi)

At least 60% and less than 70%

Class II (division ii) (IIii)

At least 50% and less than 60%

Class III

At least 40% and less than 50%

The weighting of each module’s contribution to the final result shall be determined by the module’s credit value, except for level 5

modules which are permitted to contribute to the final result.

Candidates who have not qualified for an award at the first attempt and who are permitted to re-present themselves for assessment shall be required to achieve an overall mark of at least

40% in order to be considered for the award of an Honours degree.

**Classification of final integrated**

**Master’s degree result**

27 The results of candidates who have successfully completed a course of study leading to the award of an integrated Master’s degree shall be graded by order of merit as first class honours, second class honours upper division, second class honours lower division or third class honours.

The assessment results from Levels 3 or 4 shall not contribute to the final integrated Master’s degree result. The assessment results for the final level of the programme (Level 7) shall determine the final result. The weighting of each module’s contribution to the final result shall be determined by the module’s credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates in courses leading to the integrated Master’s degree

Class I

At least 70%

Class II (division i) (IIi)

At least 60% and less than 70%

Class II (division ii) (IIii)

At least 50% and less than 60%

Class III

At least 40% and less than 50%

**Classification of final non-Honours**

**degree result**

28 The results of candidates who have successfully completed a programme of study leading to the award of a non-Honours degree shall be graded by order of merit as Pass with Distinction, Pass with Commendation and Pass.

The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module’s contribution to the final result shall be determined by the module’s credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates:

Pass with Distinction 70% Pass with Commendation 60% Pass 40%

**Illness and other extenuating circumstances**

29 The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment during the programme, or whose results are substantially affected by illness or other sufficient cause, permit the candidates to complete, take, or repeat the assessment in one or more modules at an approved subsequent date.

30 The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the final stage assessment or whose results are substantially affected by illness or other sufficient cause:

1. permit the candidates to complete, take, or repeat as candidates for the award, the assessment in one or more modules at an approved subsequent date; or

(b) deem the candidate to have passed and recommend an Aegrotat award.

**Parchments**

The format of parchments for the joint award shall be agreed by both Ulster University and IT Sligo and shall not be changed without the prior agreement of both parties.

The award titles shall not be changed without the prior agreement of both parties.