



BIMM
INSTITUTE



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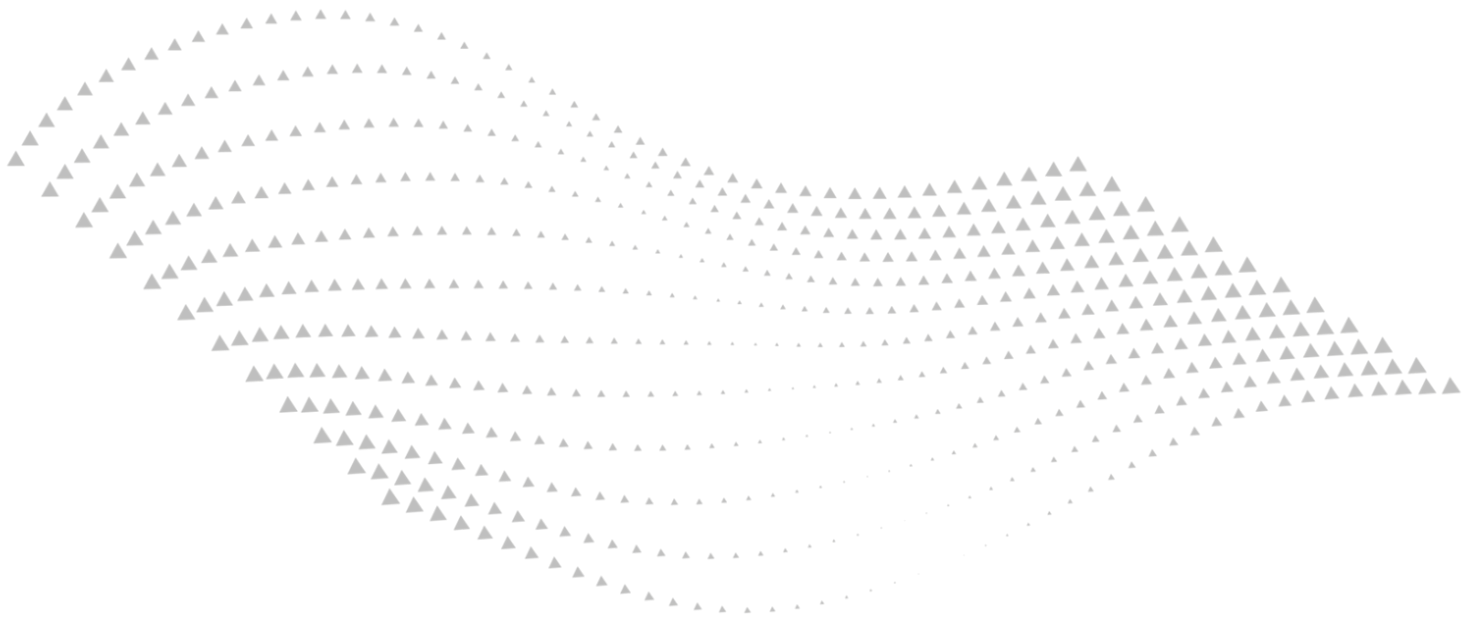


PERFORMERS
COLLEGE



SCREEN AND
FILM SCHOOL

Academic Regulations



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Glossary & General Principles

Glossary

Academic Board: Academic Board is responsible for academic governance, academic standards and quality, and the student experience.

Academic Credit: An indicator of the amount and level of learning.

Academic Level: The relative complexity, depth of study, and learner autonomy required in relation to a module in the context of its discipline. Each module shall be assigned a level from the following scale:

- Level 4: Certificate
- Level 5: Diploma
- Level 6: Degree
- Level 7: Masters

Academic Misconduct: Academic misconduct is any attempt to gain an unfair advantage in assessed work by deception or fraudulent means.

Academic Year: A period normally running from September to May. The years of study of most undergraduate courses follow academic years, and policies and regulations are normally written by academic year.

Advanced Standing: Prior certificated study from another institution deemed equivalent to the Institute modules from which exemption is sought.

Assessment: Coursework that students are required to complete and submit, and which contributes in whole or in part to module marks and awards.

Automatic Compensated Credit: Compensation of failed academic credits is a measure to reduce the need for Re-sit or Repeat where the student has demonstrated academic ability through passing the requisite number of academic credits. This applies to undergraduate degree courses only.

Award: Undergraduate, graduate, and postgraduate certificates, diplomas, Bachelor's degrees, and postgraduate Master's degrees. The awards offered by BIMM Institute are detailed in these Academic Regulations.

Chair: A Chair of a meeting or Exam Board helps the meeting to run smoothly and efficiently and ensures that the meeting operates within the authorised Terms of Reference.

College Handbook: The College Handbook is an easy reference guide to help students find their way around the College's facilities and services, as well as for local information.

College Principal: The College Principal has responsibility for all matters relating to their College within the Institute.

Completion of Procedures (COP) letter: If a student has no further avenues to pursue in relation to the issue they are raising, then a Completion of Procedures Letter is issued by the Institute.

Core Module: A module that must be taken to meet requirements for progression or award.

Course: A course is an approved and validated combination of modules leading to an award by the Institute.

Course Handbook: The Course Handbook contains detailed information about how a course is taught and managed, and how students will be assessed. Course Handbooks are available to students on the Institute's Virtual Learning Environment (VLE).

Course Leader: A Course Leader provides academic leadership for a course of study and resolves issues relating to the course.

Coursework: Coursework is work produced by a student during a course of study and is usually assessed in order to count towards a module mark.

Credit/s: A credit value is normally assigned to each module that indicates the amount of learning undertaken, and a specified credit level indicates the relative depth of learning involved. Credit is awarded once a student has successfully completed a module in recognition of the amount and depth of learning that has been achieved. Credits are then accumulated towards the total credit required for a course of study and a qualification, e.g., BA (Hons).

Cycle of Assessment: All modules provide a single cycle of assessment comprising of one first attempt (or Sit) and one Re-sit attempt. Where a module has been failed, a repeat assessment cycle may be offered by the Exam Board, comprising a further Sit and Re-sit opportunity.

Deferral of Studies: A period of deferral is a temporary postponement of studies from the end of one academic year to the beginning of another. Deferral is normally only permitted for one academic year.

Delegated authority: Where the authority invested in an individual or body is delegated to another individual or body for a specified purpose.

ECTS: The European Credit Transfer & Accumulation System (ECTS) is a student-centred system based on the student workload required to achieve the objectives of a course of study. Its aim is to facilitate the recognition of study periods undertaken by students through the transfer of credits across institutions. A full-time undergraduate academic workload is deemed to be 60 ECTS, which is normally equivalent to 120 UK credits.

Enrolment: A process by which individuals become students of the Institute. New students normally pre-enrol prior to enrolment and returning students must re-enrol each year.

Exam Board: The Institute operates a three-tier Exam Board system, where definitive decisions on matters related to student attainment, progression and awards are made by Module Boards, Progress Boards and Award Boards, each with specified remits in relation to academic standards.

Exceptional Circumstances: The Institute recognises that there are times when students will encounter difficulties during their course of study and provisions are made to assist in these cases.

External Examiner: A professional academic from outside the Institute who monitors the assessment process for fairness and the assurance of academic standards.

Field of Study: The description of the group of modules in a particular discipline studied by a student. This is represented in the title of the award conferred upon a student.

Fitness to Study: Fitness to study relates to an individual's capacity to participate fully and satisfactorily as a student, in relation to academic studies and student life generally.

Individual Support Plan (ISP): All students who have registered with Student Support and provided evidence of their disability, long term medical condition or specific learning difficulty will be provided

with an ISP. This is a document which summarises the support requirements for an individual student.

Institute: BIMM Institute, the Institute of Contemporary Theatre, Performers College and Screen & Film School.

Intermission of Studies: A period of intermission is a temporary postponement of studies from an agreed point in one academic year to normally the same point in the next. Intermission is normally only permitted for a maximum period of twelve months.

Invigilated Examinations: These are examinations which are conducted under formal examination conditions and supervised by an Invigilator.

Mitigating Circumstances (Mitigation): Sudden and unforeseen conditions that temporarily prevent a student from undertaking an assessment, or significantly impact on student performance in an assessment, including late submission.

Module: An approved block of learning and teaching leading to the award of academic credit and forming part of a course of study.

Module Guide: A module guide includes information about how a module is taught and assessed and the intended learning outcomes for the student. Students can access this information via the VLE.

Module Leader: A Module Leader provides academic leadership for a module of study and resolves any issues relating to the module.

Module Mark: The overall module result, which may be an aggregate of marks from two elements of assessment, which may be weighted. It is rounded up or down to the nearest whole number.

Non-Submission: If a student does not submit their assessment, it is classed as a 'Non-Submission'. A 'Non-Submission' is counted as an assessment attempt.

Notional Study Hours: The number of hours required to complete academic credit, a module or course.

Office of the Independent Adjudicator: The OIA is an independent body set up to review individual complaints by students against higher education providers in England & Wales.

Option Module: A module which may be chosen from a list available on a particular course of study, allowing variation and student choice within the curriculum.

Overall Mark: The weighted mark of a student's achievement, calculated in accordance with the regulations for the award, on which the classification of the award is based. It is rounded up or down to the nearest whole number.

Plagiarism: The Institute defines plagiarism as the use, without acknowledgement, of the intellectual work of others, and the presenting as new and original an idea or product derived from an existing source in work submitted for assessment.

Prerequisite Module: A specified module that must be taken and passed before a second specified module can be taken.

Progression: The process of moving from one level of study to the next.

Reasonable Adjustments: Reasonable adjustments are the support requirements for an individual



student and are summarised in a student's Individual Support Plan.

Recognition of Prior Learning (RPL): An applicant who has a relevant prior qualification or certified learning from a member state of the European Credit Transfer & Accumulation System (ECTS) may be admitted onto a course of study with advanced standing credit.

Registration: A process by which a student signs up for a course of study.

Repeat Year: The repeat of normally more than one module following failure at a previous attempt, including as a result of Non-Submission. Repeat Years involve re-enrolment, attendance, payment of tuition fees, completion of all elements of any modules not passed in the previous year, and the submission of all assessments.

Re-sit: The repeat of a module assessment following module failure at a previous attempt, including as a result of Non-Submission. Re-sits do not involve the repeat of attendance for the module. The assessment mark is capped at the pass mark. Where the original assessment involves collaborative work that may be difficult to replicate outside of term-time, an alternative mode of assessment of equal weighting will be set.

Re-sit Mode: The approved Module Guide will identify the relevant mode of assessment for Re-sit. Where a student has failed both assessment elements, they will take a single mode of assessment, weighted at 100%, that meets all learning outcomes for the module.

Rounding of Marks: The mark for a module, stage or overall award shall be a whole number rounded up (≥ 0.5) or down (≤ 0.4).

Sit: A student's first attempt in a cycle of assessment, which is uncapped.

Student Disciplinary: The Student Disciplinary Procedure is available [here](#).

Trailed Credit: Where a student has achieved a minimum of 90 credits, they may be allowed to progress with the offer of a trailed repeat module assessment cycle with attendance for one module with a maximum value of 30-credits. The module mark will be capped.

Trailed Re-sit: Where a student has achieved a minimum of 90 credits, they may be allowed to progress with the offer of a trailed re-sit on one module with a maximum value of 30 credits. This will involve a single mode of assessment, weighted at 100%, that meets all learning outcomes for the module, and the module mark will be capped.

UKVI: UK Visas & Immigration, which is part of the Home Office.

Withdrawal: When a student withdraws from their studies, it means that they are leaving their course of study completely, with no intention of returning at a later date.



General Principles

The general principles governing these academic regulations are:

Principle 1: The adoption of UK sector norms as specified in the QAA HE National Framework for Higher Education Qualifications (FHEQ), including the requirement that students achieve the credit requirement as set out in the Institute's Academic Framework.

Principle 2: The requirement of 120 credits for progression on undergraduate awards, subject to specific rules on compensation, trailed credit and trailed re-sits. Progression does not normally apply to taught postgraduate awards, which are considered as one level.

Principle 3: The Academic Framework sets out the volume and level of credit required to achieve each BIMM Institute award.

Principle 4: Categorical Marking Schemes will be used for modules on all taught courses with pass thresholds at 40% at levels 4-6 and 50% at level 7 for classification purposes at both undergraduate and postgraduate level.

Principle 5: Re-sits are permitted on all undergraduate and postgraduate levels.

Principle 6: Where a student has failed a module and takes a Re-sit opportunity, the assessment mark will be capped. Where the Re-sit opportunity has not been taken, the original mark will stand.

Principle 7: A Repeat Year for undergraduate and postgraduate courses is permitted at the discretion of the Progress Boards. Where granted, students will be subject to a Repeat Year Learning Agreement.

Principle 8: All students are given a fair and equal opportunity to demonstrate academic achievement.

Principle 9: The Institute considers individual mitigating circumstances to be sudden and unforeseen conditions that temporarily prevent a student from undertaking an assessment, or significantly impact on student performance in an assessment, including late submission. As such, the measure of severity is not about impact on the student but the impact on the assessment.

Principle 10: Ongoing or longer-term conditions or circumstances are not, in themselves, mitigating circumstances as they are not sudden, unforeseen and temporary. Students will be referred to Student Support for consideration of any reasonable adjustments which can be made. Ongoing or longer-term conditions may give rise to valid mitigating circumstances impacting on assessment only if they are first confirmed/diagnosed or become suddenly, unexpectedly and markedly worse at a particular assessment point. In all such cases, the exceptional circumstances process may be followed. Claims for circumstances not impacting on an ongoing or longer-term condition may also be made via the mitigating circumstances process, but no claim of mitigating circumstances can be made citing lack of fitness to study. All claims must be specifically linked to a module assessment and must be sudden, unforeseen and temporarily impact on assessment.

1. Introduction to the Academic Regulations

1.1. What are the Academic Regulations?

- 1.1.1. The academic regulations guarantee the standards of BIMM awards, and Academic Board is responsible for their maintenance. They apply to all academic awards that BIMM Limited has the right to make under powers granted through the Higher Education & Research Act (2017).
- 1.1.2. These awarding powers allow BIMM Limited to grant degrees, diplomas, certificates and other academic awards to students who have successfully completed courses which the Institute has set, approved, monitored and reviewed, and who have passed its assessment.

1.2. Applicability & Scope of the Academic Regulations

- 1.2.1. These regulations take effect from September 2021 and supersede all previous iterations thereof.
- 1.2.2. These regulations shall apply to all students enrolled and registered for courses leading to a BIMM award, including courses delivered under franchise provision.
- 1.2.3. The Institute reserves the right to amend these Academic Regulations. Such changes will be made in response to national quality and standard frameworks or when they are of benefit to students.
- 1.2.4. All staff and students must adhere to these Academic Regulations.
- 1.2.5. The Institute treats all students fairly and equally and takes strict measures to avoid bias in its processes. The Institute makes reasonable adjustments to its processes when necessary to make sure that a student is not disadvantaged because of any specific characteristics protected by law.
- 1.2.6. The Chair of Academic Board, or authorised nominee, is allowed to use their discretion when applying these Academic Regulations in exceptional circumstances, as long as any variation is reasonable, is agreed by Academic Board and is clearly recorded.
- 1.2.7. Academic Board is responsible for the management of the academic standards, the quality of courses leading to BIMM awards and the approval of these Academic Regulations.

1.3. Academic Credit Accumulation Scheme

- 1.3.1. A student must undertake an approved course of study, or approved combination of modules according to the course specifications and meet the compulsory and core elements for progression from one year of study to the next and for an award.
- 1.3.2. Courses are carefully constructed combinations of academically coherent core and option modules whose successful completion leads to an award.
- 1.3.3. Students who have been awarded qualifications from the Institute may not subsequently present themselves for re-examination for that award in the same subject of study.

1.4. Award of Academic Credit

- 1.4.1. The award of academic credit relates to achievement in individual modules. Academic credit shall be awarded to a student who meets the requirements to pass the module in question.
- 1.4.2. The academic credit awarded shall be that approved for the module; the amount of academic credit awarded shall not vary in accordance with the level of achievement. The level of achievement shall be reflected by the module mark.

1.5. Courses & Modules

- 1.5.1. Courses at the Institute may be defined by levels of study and are comprised of a specified number of modules, weighted by credit at a designated level, which provide a coherent learning



experience, with an explicit set of learning outcomes, that leads to a BIMM award. FHEQ levels 4, 5, 6 and 7 are set out in the Institute's Academic Framework, which specifies the volume needed at each level to qualify for a particular award.

- 1.5.2. The Institute's courses are comprised of modules which are defined as self-contained, formally structured and credit-bearing units of study, with a coherent and explicit set of intended learning outcomes and assessments. Modules must have appropriate intended learning outcomes set at the FHEQ level showing clear progression between levels.

2. Enrolment

2.1. Enrolment & Re-enrolment

- 2.1.1. Applicants for all undergraduate courses must normally demonstrate a broad general education, including acceptable levels of literacy equivalent to at least grade C or 4 (applicants holding newly reformed GCSEs in England) in GCSE English Language. Applicants must normally achieve a minimum of two full A-level passes or a full pass in a Level 3 BTEC National Diploma (e.g., PP) or Level 3 BTEC Extended Diploma (e.g., PPP), or equivalent.
- 2.1.2. Applicants to postgraduate courses at the Institute will be required to have achieved an undergraduate degree at 2:2 or above in a creative industry-related subject, or significant professional experience in the creative arts/industries.
- 2.1.3. Students must enrol with the Institute at the beginning of their studies and re-enrol at the beginning of each following academic year of their course, in accordance with instructions issued by the Institute. Entry requirements are set at the course approval stage and detailed in the course specification. The Institute's policy on the [Recognition of Prior Practice](#) (RPP) provides a route by which applicants can be exempted from particular entry requirements.
- 2.1.4. The student's name recorded at enrolment and registration will normally be the name in their passport. For international students and those with another immigration status, it is mandatory that the Institute registers the student as named in their passport.
- 2.1.5. All letters, transcripts, certificates and awards shall be issued in the name under which a student is enrolled. The Institute requires students to produce documentary evidence of identity upon initial enrolment, and this may be required in advance.
- 2.1.6. Any request to record a change of name must be made in writing, or by any other valid means, and supported by appropriate documentary evidence. The Institute shall not issue revised documents for those who change their names after receiving an award, except where there has been an administrative error or following gender reassignment.
- 2.1.7. Students are required to notify the Institute of their permanent home and term-time addresses upon enrolment and shall inform the Institute in writing of any subsequent changes of address.
- 2.1.8. Students who have not complied with all Institute requirements for enrolment or re-enrolment may not attend or use the Institute's facilities. Students who do not complete re-enrolment or do not produce the required documents by specified deadlines may be withdrawn from the Institute.
- 2.1.9. In exceptional circumstances, a student may be registered for a course of study but not enrolled (normally where a student has deferred or intermitted). Where termination of a student's registration occurs, enrolment is also terminated.
- 2.1.10. No student shall be permitted to enrol on the same level of study more than twice, even where they have transferred from another course within the Institute.
- 2.1.11. Students shall only be permitted to repeat a level where it has previously been failed, except where they opt to withdraw and re-apply to start a different course of study. In such instances, no credit may be carried over and no assessments may be resubmitted; any common modules already passed must be completed again. Such students will have a status of Level Repeat.

2.2. Concurrent Study

- 2.2.1. A student currently registered for one full-time qualification of the Institute may not concurrently be registered for another full-time degree, diploma or certificate, either at the Institute or at any other institution.

2.3. Student ID Card

- 2.3.1. All students shall be issued with a Student ID Card that includes a photograph showing the full head and face. There shall be no head covering in the photograph, unless it is worn for cultural,

religious or medical reasons.

- 2.3.2. Students shall carry their ID Card at all times when on Institute premises, or when participating in off-site activities of the Institute.

2.4. Course Transfers

- 2.4.1. An enrolled student may request to transfer onto a different course of study within the Institute, but the submission of such a request does not guarantee that a transfer will be granted. Students are asked to note the following basic principles, which apply to all transfers:
- a) Standard entry requirements for the 'new' course must be met.
 - b) Transfers must comply with the permitted course transfer routes and deadlines, as detailed in the Institute's [Internal Course Transfer Procedure](#).
 - c) The availability of places on the 'new' course cannot be guaranteed.
 - d) Students should refer to Student Support for advice on any implications of a change of course of study to their funding.
 - e) International students must check with the Institute's International Team for guidance on their visa status and UKVI compliance prior to requesting a transfer.
- 2.4.2. All transfer requests shall be considered by the relevant Course Leaders, taking into account the abovementioned principles and the student's academic achievement.
- 2.4.3. The cut-off points for receipt of course transfer requests are:
- Year 1, Semester 1, Week 2
 - Year 1, Semester 2, Week 2
 - Year 2, Semester 1, Week 2

2.5. Modes of Study

- 2.5.1. A student enrolled with the Institute shall undertake the course in accordance with the specified mode of study. A change of mode is permissible where appropriate and available on a particular course of study. The following modes of study apply:
- a) Full-time.
 - b) Part-time.
- 2.5.2. Where a change of mode is available on an undergraduate course of study, students may elect to change mode up until the start of the final year of that course.
- 2.5.3. Where a change of mode is available on a postgraduate course of study, students may elect to change mode up until the start of the final semester of that course.
- 2.5.4. Students should also refer to Student Support regarding any implications of a change of mode of study to their funding.

3. Attendance, Engagement & Student Conduct

3.1. Attendance & Engagement Requirements

- 3.1.1. Students are expected to regularly attend all forms of learning activity associated with their course of study, and to engage in their course as required by the Institute's Student Engagement Policy.
- 3.1.2. International students on Student Visas have additional requirements in relation to attendance, which are also detailed in the Institute's [Student Engagement Policy](#).
- 3.1.3. Engagement refers to the expectations of the Institute related to a student's engagement, whether on-site or remote, with the learning, teaching and assessment requirements of their course of study specified in the Course Handbook and/or Module Guides.
- 3.1.4. The Institute shall specify and publish semester dates [on the main website](#).
- 3.1.5. Each student shall ensure that they are registered for the correct number of modules and the appropriate choice of modules. Students should ensure they comply with the requirements of attendance, learning and assessments.
- 3.1.6. All students are required to engage with all assessment tasks for the modules for which they are registered, as prescribed in the relevant Module Guides.

3.2. Student Conduct

- 3.2.1. Students are required to comply with the [Student Code of Conduct](#) and [all other Codes, Policies & Procedures of the Institute](#).

4. Assessment

4.1. Assessment Principles

- 4.1.1. The purpose, structure, associated learning outcomes, type and format of assessment and reassessment, including relevant weightings and thresholds, where applicable for each module, shall be set out in the approved module and course specifications as approved by the delegated authority of Academic Board.
- 4.1.2. Students will be informed via the Module Guides of the arrangements for learning and teaching, the module content, and the assessment and reassessment requirements at the start of each academic year. Students must make themselves available during the entire assessment period and re-sit periods (available [here](#)) and should not make any holiday plans during these times until marks have been confirmed by the Exam Boards, after which they will be given at least two weeks' notice of any re-sits required.
- 4.1.3. The design and setting of all assessment shall be the responsibility of the relevant Heads of Education, Course and Module Leaders, in accordance with the approved course specifications and the Institute's quality assurance guidelines.
- 4.1.4. All assessments that contribute towards the classification of an award shall also be subject to External Examiner approval, unless weighted at 30% or less of the overall module mark.
- 4.1.5. Students must adhere to published dates and deadlines for all assessments.
- 4.1.6. A student unable to participate in any assessment on the specified date, due to medical or other reasons beyond their control, should refer to the section on Provisions for Exceptional Circumstances.
- 4.1.7. All material submitted for assessment shall be the student's own work (including where group work specifically forms part of the assignment). All quotations from the published or unpublished work of other persons or organisations must be properly attributed, both at the appropriate point in the text and in the bibliography.
- 4.1.8. Where a module is no longer taught, related assessment(s) shall normally be offered for one year after the discontinuation date of the relevant module. Exam Boards will offer alternative forms of assessment beyond that date, if required.
- 4.1.9. Reasonable adjustments for students may be made on the advice of Student Support on an individual basis to compensate for any restriction imposed by a disability and/or unforeseen circumstances, provided this does not compromise the achievement of the learning outcomes. Special arrangements for individual examinations must be approved by Student Support and notified to the Exams Teams.
- 4.1.10. Any alternative assessment must be approved by the External Examiner, Head of Education, Course and Module Leader, and the relevant Exam Board will be notified.
- 4.1.11. Where a member of academic staff or an invigilator suspects a student of committing an academic offence, the allegation shall be investigated in accordance with the Academic Misconduct section of these regulations.

4.2. Assessment Schedule & Timetable

- 4.2.1. The Institute shall inform students of the arrangements, dates, and deadlines for coursework-based assessment at the start of each semester. Students must adhere to all published dates and deadlines for such assessment.
- 4.2.2. The Institute shall make the assessment timetable available for students, detailing the dates, times, and venues of all practical assessments and examinations for their registered modules. The full assessment timetable shall be published at least two weeks before the first practical assessment or examination occurs.
- 4.2.3. Students shall be responsible for informing themselves of the dates, times, and venues of their practical assessments and examinations, including re-sits, checking the details of their personal timetables and making enquiries on possible clashes or omissions.

4.3. Assessments

- 4.3.1. Assessments are tasks that students are required to complete and submit, which contribute in whole or in part to module marks and awards. Types of coursework can include:
- Written:** A report, essay, review, analysis, case study, creative or professional written brief, research proposal or project.
 - Practical:** A performance, clinical, educational or practice-based assessment.
 - Examination:** A supervised written paper, multiple choice questions or online task.
 - Oral:** An individual or group presentation, discussion, marketing/sales pitch, performance or teaching exercise.
 - Portfolio:** Normally, a series of written or creative tasks or artefacts collated as part of one assessment.
 - Artefact:** A single piece of work, such as a visual, audio, software, composition, design or artistic output.
- 4.3.2. Students shall be informed of any penalties applied to the late submission of assessments in accordance with the information provided below.
- 4.3.3. Students should refer to the Module Guide and/or Assessment Brief regarding any assessment requirements and any penalties which may apply, for example, word limits.

4.4. Penalties for Late Submission of Assessment

- 4.4.1. Submission dates for coursework are final and not open to negotiation with Lecturers, Module Leaders or Course Leaders. All coursework should be submitted via the means specified in the Module Guide and/or Assessment Brief.
- 4.4.2. Students will not be granted extensions on deadlines unless they have a registered disability because this is not considered an equitable system for staff or students. The Institute expects students to prepare and plan for assessments in a well-organised way, allowing good time for the possibility of minor illness and the range of other normal hurdles in life.
- 4.4.3. To reflect the expectation that work will be submitted on time, the Institute operates a system of graduated penalties for lateness, which will be applied as follows:
- If the assessment is late **up to twenty-four hours** from the deadline, ten percentage points will be deducted from the mark awarded.
 - If the assessment is late **up to seven days** from the deadline, it will be capped at the pass mark.
 - If the assessment is late **over seven days** from the deadline, the work will not be marked, and the student will receive a mark of 0%.
- 4.4.4. Marks may be reduced by lateness penalties to, but not beyond, the assessment pass mark. This means that students will not be required to Re-sit assessments they have academically passed as a result of lateness penalties.
- 4.4.5. Where a fail mark has been awarded to an assessment that was submitted late, no penalty will be applied that would reduce the mark further.
- 4.4.6. Delays in typing or failure of IT software or hardware will not constitute acceptable reasons for non-submission or late submission of coursework.
- 4.4.7. A student unable to complete an assessment by the specified date due to medical or other reasons beyond their control should refer to the section on Provisions for Exceptional Circumstances.
- 4.4.8. Late submissions for resubmissions resulting from Poor Academic Practice (see 9.11) are not permitted.
- 4.4.9. Late submissions for Re-sits are not permitted, as such assessments will already be capped at the pass mark.

4.5. Word Counts for Written Assessments

- 4.5.1. Word counts must be stated at the beginning of all written assessments. The word count required for a written assessment is published to students, and a variation of +/-10% from the specified figure is permitted without incurring a marking penalty.
- 4.5.2. The limits as stated include quotations in the text, but do not include the bibliography, footnotes/endnotes, appendices, abstracts, maps, illustrations, transcriptions of linguistic data, or tabulations of numerical or linguistic data and their captions.
- 4.5.3. Any excess in word count should not confer an advantage over other students who have adhered to the guidance. Students are required to state the word count on their submission. Where a student has exceeded the word count by between 11% - 20% the Marker should penalise the work by deducting 10 percentage points from the grade. In excessive cases (>20%) the Marker need only consider work up to the designated word count, including the allowed 10% margin, and discount any text beyond that to ensure equity across the cohort.
- 4.5.4. Where an assessment falls significantly short (>10%) of the word count, the Marker must consider, when assigning a mark, if the argument has been sufficiently developed and is adequately supported, and not assign the full marks allocation where this is not the case.

4.6. Assessments with Published Time Requirements

- 4.6.1. This section provides guidelines to Lecturers where the published time requirement for an assessment is either exceeded or not fully met by the student. In this context, it defines the allowable margins on either side of the published time limit in which there would be no marks penalty (similar to the +/- 10% rule for word counts in written assessments) as well as clarification on penalties for work that exceeds these margins. It should be noted that this is intended for guidance purposes, within which academic judgment may be exercised as appropriate to individual cases.
- 4.6.2. This will apply to the majority of assessments with published time requirements, including:
 - a) In-person assessments, e.g., music performances, practical assessments, presentations.
 - b) Relevant components of assignment briefs with time limit requirements such as studio productions / mixes, recorded compositions and audio/visual or audio only submissions.
- 4.6.3. This will not apply to:
 - a) Timed examinations which have their own assessor-controlled time parameters e.g., a timed group examination such as music theory, a practical studio exam etc.
 - b) Assessments that were validated to allow a range of possible submission timings, e.g., a Music Production assignment which asks for ‘between 5-10 minutes of audio’.
 - c) Assessments that require adherence to a strict pre-determined time allowance, e.g., a Songwriting assignment which asks for precisely 30 seconds of music for an advertising jingle.
- 4.6.4. In accordance with this policy, penalties will be applied as follows:

Deviation from Assessment Time Requirement:	Marks Penalty:	Notes:
More than 20% above time requirement	In excessive cases, additional work beyond the allowed 10% margin should be disregarded for assessment purposes.	Marker need only consider work up to 10% beyond the designated time requirement and discount content beyond that to ensure equity across the cohort.
>10 to 20% above time requirement	Deduction of 10 percentage points, short of causing assessment failure if work is of Pass standard.	

+ or - 10% of time requirement	No marking penalty for work that is up to 10% above or below the published time requirement.	
>10% to 20% below time requirement	Deduction of 10 percentage points, short of causing assessment failure if work is of Pass standard.	Marker must consider if the work has been sufficiently developed to achieve the learning outcomes.
More than 20% below time requirement	Deduction of 20 percentage points, short of causing assessment failure if work is of Pass standard.	Marker must consider if the work has been sufficiently developed to achieve the learning outcomes, in the knowledge that work falling very significantly short of the assessment requirement should not normally be considered as Pass standard.

4.7. Setting of Assessment Briefs & Examination Papers

- 4.7.1. The design and setting of assessment briefs and examination papers shall be the responsibility of the relevant Course and Module Leaders, in accordance with the approved module specifications and regulations.
- 4.7.2. Where the assessments contribute towards an award, they shall also require consultation with the relevant External Examiner.
- 4.7.3. Minor changes to validated modes of assessment will require the approval of Boards of Studies and consultation with External Examiners; major changes will require the approval of Boards of Studies and the Higher Education Learning, Teaching & Enhancement Committee, as well as consultation with External Examiners.
- 4.7.4. Students must not gain access to any examination paper before it is sat. Breaches of this regulation shall be deemed an academic offence and dealt with under the Academic Misconduct section of these regulations.

4.8. Oral & Practical Assessments

- 4.8.1. Oral examinations shall be conducted by academic staff from a cognate subject area.
- 4.8.2. Students may only bring authorised materials to oral or practical assessments. The possession or use of unauthorised materials shall constitute an academic offence - see the section on Academic Misconduct.
- 4.8.3. The recording by students of oral or practical assessments is forbidden, but such assessments will be recorded by staff for the purposes of moderation and external examination.

4.9. Invigilated Examinations

- 4.9.1. All examinations will be invigilated, and students will remain under continuous supervision for the duration of each examination. Any incidents or abnormalities that occur during an examination shall be recorded and reported by the Invigilator.
- 4.9.2. The clarification of examination questions by the Invigilator shall be limited to the correction of misprints or typographical errors and shall be announced to all students. Under no circumstances shall the Invigilator discuss the content of the examination paper with students. However, it is the responsibility of the Module Leader who set the paper to be available throughout the duration of the examination in the event of a query.
- 4.9.3. Students found to have cheated or committed some other form of academic offence will be dealt with under the Academic Misconduct section of these regulations.

- 4.9.4. Students who arrive late, but within 30 minutes of an examination commencing, will be allowed to join the examination, but no extra time will be allowed. No student will be admitted to the room more than 30 minutes after the start of an examination. Arrival more than 30 minutes late will be deemed as absence from the examination, for which a zero mark is recorded. However, the student will have the opportunity to present evidence in mitigation of the absence for consideration by the Mitigating Evidence Committee. Students may not leave the examination room during the first 30 minutes or the last 10 minutes of an examination.
- 4.9.5. A record of attendance will be taken prior to the start of the examination. At the end of the examination session, the Invigilator will report any absences to the Exams Team. A record of the scripts submitted by each student will be made on the attendance register, which must be submitted to the Exams Team.

4.10. Guidelines for Submitting Coursework

- 4.10.1. Unless otherwise specified in the Module Guide and/or Assessment Brief, written submissions should conform to the following guidelines:
- A4 page size, submitted in PDF format.
 - 11 or 12-point type in a clear font such as Arial, Calibri or Tahoma.
 - A cover sheet containing the student number, the module name, the assessment number/title and the word count must be included.
 - Each page must include the student number in the header and a page number in the footer.
 - All written work should include a reference list and be correctly referenced using the Institute's Harvard Referencing Guide, available on the VLE.
 - All written work is expected to be readable, clearly expressed and correctly spelled (the use of a UK spell checker and proof-reader are advised).
 - Electronic data files (video/audio etc.) should be checked to ensure they are in the correct format and meet file size requirements as detailed in the relevant Module Guide and/or Assessment Brief.
- 4.10.2. When a student submits a file, they will be asked to confirm that they wish to upload the file. It is the student's responsibility to check carefully that they are submitting the correct file, in the correct format, within any specified file size limits, by the deadline and to the correct submission point published on the VLE.
- 4.10.3. If a student does submit a file which fails to meet the requirements listed above, and the deadline has not yet passed, the file may be re-submitted. If, however, the deadline has passed, re-submission will not be possible, and the original file submitted will be marked. This may result in a low or fail mark, depending on what was submitted and whether the Marker was able to open it or not.
- 4.10.4. All digitally stored work must be backed up twice by students to avoid loss.

4.11. Assessment & Anonymity

- 4.11.1. The marking of assessed work shall be conducted anonymously by marking via student numbers and marker numbers rather than names as far as reasonably practicable (for some types of assessments, anonymity is impossible, such as presentations and performances). Student numbers must be used in the marking of submissions and unseen examinations that contribute to progression and award. The principle of anonymity extends to marks confirmation and the consideration of marks arrays by Module and Progress Boards.
- 4.11.2. Students should submit written work identified only by student number and not name. It is the student's responsibility to remember to use their number. The marking of assessed work will then be conducted anonymously via this student number as far as reasonably practical, although examiners cannot guarantee that they will not recognise the work, particularly where tutorial support has been given. Student numbers will be used in the marking of unseen examinations.

- 4.11.3. In performance assessments, where anonymity is impractical, students will be marked by name, but the mark will be recorded by student number.
- 4.11.4. Students should use their student number on all written, digital and notated submissions. Submissions containing a student's name may be returned for removal. Student numbers will also be used to return marks when done so via email.
- 4.11.5. In cases where adhering to the policy of anonymity causes significant issues of concern, an exemption from the policy may be sought. A request, with rationale, should be submitted to the Higher Education Learning, Teaching & Enhancement Committee.

4.12. Assessment & Confidentiality

- 4.12.1. These are the Institute's general principles on confidentiality in assessment:
 - a) The content of unseen examination papers must not be revealed in advance to students.
 - b) The names of internal markers of assessed work are, formally, confidential.
 - c) Access to students' marks before and after Exam Boards should be restricted to members of staff who require access in their work capacity only.
 - d) Members of staff are not permitted to inform students of their recommended classification/award outcome or overall module results before these are published. However, this does not preclude providing provisional assessment marks and feedback to students, based on the marking criteria for the assessed work, indicating areas of strength and weakness and does not preclude a discussion with a student who has failed to achieve an award prior to publication of results.
 - e) Discussions at Exam Boards are strictly confidential, though this does not preclude publishing decisions or providing students with a rationale following a Board decision.

4.13. Protocol Relating to Personal Interest and/or Knowledge

- 4.13.1. The following should be observed in relation to personal interest and/or knowledge of a student:
 - a) If there is any personal interest, involvement or relationship between a Marker and a student, the Marker should not mark the student's work and should declare the interest to the Head of Education.
 - b) Members of Exam Boards must likewise declare any such personal connection with a student being assessed, either in advance to the Chair of the Exam Board or at the meeting before the student is considered.
 - c) Advocacy is not permitted on behalf of students about whom a Marker has special knowledge (such as personal or academic lecturer). Board members' knowledge of exceptional circumstances affecting students should not be discussed regardless of whether a student has made a mitigation claim within the published timeframe.

4.14. Moderation & Double-Marking

- 4.14.1. All formally assessed work at levels 5, 6 and 7 is to be systematically moderated/double-marked, based on a sample across the full spread of grades, to verify overall marking standards.
- 4.14.2. All assessments that contribute to the assessment of the award (levels 5, 6 and 7), with the exception of assessment components weighted at 30% or less of the module total, are subject to moderation/double-marking. Any assessment of modules that do not contribute to the award (level 4) will not be subject to moderation/double-marking and will be marked by one Lecturer*.

N.B. 'Scripts' refers to all work submitted whether practical, written or project-based.

Level	Moderation Requirements
4	None required*.
5	10% of scripts (minimum of two; maximum of 50) from each banding (0-9, 10-19, 20-29, 30-39, 40-49, 50-59, 60-69, 70-79, 80-89, 90-100) across the full range of First Markers, subject to availability.
6	For all 15 credit modules, 10% of scripts (minimum of two; maximum of 50) from each banding (as above) across the full range of First Markers, subject to availability. For all 30/45 credit modules, all scripts will be double marked.
7	For all 15/30 credit modules, 10% of scripts (minimum of two; maximum of 50) from each banding (as above) across the full range of First Markers, subject to availability. For all 45/60 credit modules, all scripts will be double marked.

*Whilst assessments at level 4 are not subject to moderation, marking by new Lecturers or on new modules or courses will be monitored as appropriate (this may include double marking) until competence in the application of appropriate standards has been demonstrated. Lecturers will only engage in solo marking after completing training provided by the Institute.

4.14.3. The procedure for moderation of assessments is as follows:

- a) The First Marker marks to the appropriate criteria and scheme, annotates scripts as necessary, clearly states how the mark has been arrived at and provides feed forward.
- b) The Moderator reviews a percentage of scripts, as outlined in the above table, to ensure that the marking criteria/scheme have been applied consistently and at the right pitch by the First Marker(s) and to evaluate the quality of feedback and feed forward elements. For small batches of scripts, a sufficient number should be reviewed to assess the appropriateness of First Marker(s) work.
- c) If no issues are identified by the Moderator, they complete the moderation form by clearly identifying student and module data and stating that the process has been completed satisfactorily.
- d) If the Moderator identifies a problem with the consistency of marks awarded by a First Marker, this is reported to the Course Leader and/or Head of Education, all that First Marker's scripts are double marked, and the new marks are agreed, recorded on the moderation coversheet and amended in the original location.
- e) If the Moderator identifies a problem with the quality of feedback written by a First Marker, this is reported to the Course Leader and/or Head of Education, one of whom works with that First Marker in revisiting and improving their feedback. This process will be recorded on the moderation coversheet.
- f) If the Moderator finds a problem with pitch (i.e., consistently over or under-marking) the Moderator will report this to the Course Leader and Head of Education, and a recalibration will be agreed in consultation with the External Examiner, but the markers do not need to second mark all scripts. The recalibration is annotated on the moderation coversheet and marks are amended in the original location.

4.14.4. All practical assessments will be recorded, and the First Marker will attend and mark the performances of all students. Moderation of these marks will be carried out later using the recordings.

- 4.14.5. Once the internal moderation/double-marking process has been completed, external moderation is carried out by External Examiners.
- 4.14.6. The requirements detailed above constitute the minimum moderation requirements for the Institute. Additional moderation may be carried out if, for whatever reason, a Head of Education deems it appropriate to do so.
- 4.14.7. The procedure for double marking of assessments is as follows:
 - a) The First Markers mark to the appropriate marking criteria, annotate scripts as necessary, clearly state how the mark has been arrived at and provide feedback.
 - b) The Double Marker independently marks all the scripts.
 - c) The two markers meet and agree a single set of marks with agreed feedback.
 - d) If the markers cannot agree marks, the Course Leader or External Examiner may be asked to adjudicate.

4.15. Return of Marks & Feedback to Students

- 4.15.1. The Institute aims to return provisional marks and feedback to students via the VLE no later than 15 working days (i.e., 21 calendar days plus public holidays) of the submission deadline/final performance date. Please note that this period will be extended by a week over the Winter Break to reflect the fact that the Institute closes completely for this length of time, thus losing those working days.
- 4.15.2. Students who submit work after published deadlines should note that they may not receive provisional marks and feedback until 15 working days after they submit (where extensions are granted) or until 15 working days after the close of the late submission window (for late submissions).
- 4.15.3. If, for any legitimate reason, the Institute is unable to return provisional marks and feedback within 15 working days, the affected students will be communicated with in a clear and timely manner to make them aware both of the reason for the delay and of the proposed new return date.
- 4.15.4. It should be noted that provisional marks are for guidance only, as the external examination process may result in marks being revised, and that final marks are confirmed by the Module Board.

5. Undergraduate Regulations

5.1. Scope of Undergraduate Regulations

- 5.1.1. These regulations shall apply to all students enrolled and registered for undergraduate courses leading to a BIMM award, including courses delivered under franchise provision.

5.2. The Assessment Cycle

- 5.2.1. An assessment cycle for a module comprises one Sit (a first attempt) and, where necessary, one Re-sit (a second attempt). All marks must be approved by the appropriate Module Board before any Re-sit occurs.
- 5.2.2. A repeat assessment cycle for a module comprises one further Sit and, where necessary, one further Re-sit. Repeat assessment cycles are offered on the explicit authority of the Progress Boards only.
- 5.2.3. For all undergraduate awards, there shall be a maximum of two permitted assessment cycles for each module, i.e., if a student fails a Re-sit, they may repeat the module one further time only. Trailed Credit and Trailed Re-sits (see 5.6 and 5.7) both equate to a second permitted assessment cycle.

5.3. Module Passes

- 5.3.1. The minimum pass mark for undergraduate modules is 40% on all courses. Aggregated module marks are rounded up or down to the nearest whole number; for example, a mark of 39.5% or above will be rounded up to 40%, while a mark of 39.4% or below will be rounded down to 39%.
- 5.3.2. The module requirements, outlined in the Module Guide, shall specify any elements of assessment that must be taken and that are optional. If a module has multiple elements of assessment, all elements are aggregated to one overall module mark based on the specified weightings.
- 5.3.3. A student may not re-sit assessment(s) within a module or repeat the module as a whole where the module has already been passed.
- 5.3.4. Failure to submit to assessment is classed as Non-Submission.
- 5.3.5. The academic credit for a module is achieved either by securing the minimum pass mark or by the award of automatic compensated credit by the Progress or Award Board.

5.4. Re-sits

- 5.4.1. A Re-sit is an opportunity to retrieve an initial failed assessment following failure at a previous attempt, including Non-Submission, without having to repeat the original period of teaching and learning. Re-sit opportunities will only be offered where the module pass mark has not been achieved.
- 5.4.2. Where a Re-sit is completed, the assessment mark will be capped at the minimum pass mark of 40% to ensure that students offered Re-sits do not have an unfair opportunity to improve their mark. This capped mark will be considered for progression purposes, for awards and for course transfer applications.
- 5.4.3. Where a Re-sit is completed following a failed first Sit, the highest mark will stand. For example, where a first Sit of an element achieved a higher mark than the Re-sit attempt, the first Sit mark will be reinstated.
- 5.4.4. Where a Re-sit Mode is completed and results in a lower module mark than previously achieved, the original module mark will stand.
- 5.4.5. Where a student chooses not to undertake the Re-sit, the first Sit mark will be retained.
- 5.4.6. A student due to Re-sit shall normally attempt the failed assessment only, and the marks for any assessment passed at the first attempt shall stand.

- 5.4.7. Where a student has failed both assessments on a module, they shall be required to complete the specified Re-sit Mode.
- 5.4.8. Where a student has failed a Re-sit attempt, they may be given the opportunity to repeat the module, as defined below.

5.5. Repeat Years

- 5.5.1. A Repeat Year involves a second assessment cycle on normally more than one module following failure at a previous attempt, including as a result of Non-Submission. Repeat Years involve re-enrolment, attendance, payment of tuition fees, completion of all elements and the submission of all assessments on any modules not passed at the first attempt.
- 5.5.2. There is no automatic right to a Repeat Year at any level, and any such offer will be at the discretion of the Progress Board (following any Re-sit offered). Students will be required to have attempted Sit or Re-sit opportunities during the first assessment cycle to be considered for a Repeat Year, and academic performance in a previous level may be a determining factor. Where a Board decides not to offer a Repeat Year to a student who has engaged with the first assessment cycle, the rationale for this decision must be clearly laid out in the minutes.
- 5.5.3. A student offered a Repeat Year will be required to agree to and abide by the conditions set out in a Repeat Year Learning Agreement, which will include a requirement for a minimum level of attendance and engagement. The Institute may commence withdrawal proceedings against any student in breach of their Agreement.
- 5.5.4. No student shall be permitted to repeat the same level of study more than once, even where they have transferred from another course at the Institute, and shall only be permitted to repeat where the level has been failed, apart from the exception set out at 2.1.11. In offering a Repeat Year to a student who has previously repeated a different level of study, the Board should be mindful of the maximum period of registration.
- 5.5.5. Repeat module marks will replace those from the first attempts.
- 5.5.6. Where a Repeat Year is undertaken, students must attempt the same modules that they originally attempted, except in the case of option modules; in which case, an alternative option module may be chosen. However, should a student change to a different option module for a Repeat Year, it will still be treated as a repeat attempt.
- 5.5.7. No marks from a first assessment cycle on failed modules may be carried forward for Repeat Years, which will require the submission of all assessments on repeated modules.
- 5.5.8. If a student fails or does not submit to assessment for repeated modules and has not met the requirements to qualify for compensation, no further opportunities to retrieve the credit will be available, and the Progress Board may offer the student the opportunity to progress towards an ordinary degree, as outlined at 5.11.4.
- 5.5.9. Transcripts shall list both the first and second attempt on a module.

5.6. Trailed Credit

- 5.6.1. Where a student has failed a single module, with a maximum value of 30 credits, and achieved a mark of **less than 30%** for that failed module, the Progress Board has discretionary authority to offer the student (following any Re-sit offered) the opportunity to progress to the next level of study with the offer of Trailed Credit.
- 5.6.2. Trailed Credit will involve a second full assessment cycle with attendance for a single module with a maximum value of 30-credits in each level.
- 5.6.3. Trailed Credit may be offered at all levels, will be capped at the level of the module and will provide students with a final opportunity to retrieve credit for the module in question.
- 5.6.4. Module marks achieved for a trailed module will replace those from the first attempt.
- 5.6.5. Where Trailed Credit is offered, the student must attempt the same module as originally attempted, except where it relates to an option module; in which case, an alternative option module may be chosen. However, even where an alternative option module is chosen, 5.6.7 will

apply.

- 5.6.6. No marks from a first assessment cycle on a failed module may be carried forward for Trailed Credit, which will require the submission of all assessments on the trailed module.
- 5.6.7. If a student fails the Trailed Credit, or does not submit to assessment, and has not met the requirements to qualify for compensation, no further opportunities to retrieve the credit will be available, and the Progress Board may offer the student the opportunity to progress towards an ordinary degree, as outlined at 5.11.4.
- 5.6.8. Transcripts shall list both the first and second attempt on a module.

5.7. Trailed Re-sits

- 5.7.1. Where a student has failed a single module, with a maximum value of 30 credits, and achieved a mark of **30% or more** for that failed module, the Progress Board has discretionary authority to offer the student (following any Re-sit offered) the opportunity to progress to the next level of study with the offer of a Trailed Re-sit.
- 5.7.2. A Trailed Re-sit will involve a single mode of assessment, weighted at 100%, that meets all learning outcomes for the module. Trailed Re-sits will normally take place before the Winter Break in the following academic year.
- 5.7.3. Trailed Re-sits may be offered at all levels, will be capped at the level of the module and will provide students with a final opportunity to retrieve credit for the module in question.
- 5.7.4. Where a Trailed Re-sit is offered, students will be entitled to opt for the Trailed Credit route instead, should they prefer to do so.
- 5.7.5. Where a Trailed Re-sit is offered, it will apply to the subsequent academic year only. If a student decides to defer or intermit their studies prior to completion of the Trailed Re-sit, that option will be replaced by an offer of Trailed Credit, to be taken up when the student returns from deferral or intermission.
- 5.7.6. Where a Trailed Re-sit is completed and results in a lower module mark than previously achieved, the previous mark will stand.
- 5.7.7. Where a student chooses not to undertake a Trailed Re-sit, the previous mark will be retained.
- 5.7.8. If a student fails a Trailed Re-sit, or does not submit to assessment, and has not met the requirements to qualify for compensation, no further opportunities to retrieve the credit will be available, and the Progress Board may offer the student the opportunity to progress towards an ordinary degree, as outlined at 5.11.4.

5.8. Automatic Compensated Credit

- 5.8.1. Automatic compensated credit is applied in each year of study of degree courses for a marginal fail (in accordance with 5.8.4) where the student has demonstrated academic ability through achieving the requisite number of academic credits.
- 5.8.2. Where a student has not achieved the credit requirement for progression or award but has achieved a mark of 35-39% for the failed module(s), either prior to or following any Re-sit opportunities, then up to 30 credits at Level 4 or 15 credits at each of Levels 5 and 6 will automatically be granted by compensation, provided that the remaining credits in the level meet the pass threshold.
- 5.8.3. Compensation is not discretionary to the Exam Board and is referred to as Automatic Compensated Credit. A student who receives compensated credit on a module ratified by the Exam Board will not be entitled to a Re-sit or Repeat of that module. The student shall be awarded the credit for the module, and the actual mark achieved will stand for progression and award classification purposes.
- 5.8.4. A maximum of 30 credits at Level 4 or 15 credits at each of Levels 5 and 6 may be awarded by automatic compensation to enable progression or award. Compensation may be applied to Trailed Credit or Trailed Re-sits where all modules on the higher level have been passed. Compensation will be applied at the Progress or Award Board where the criteria are met.

- 5.8.5. In all cases, compensated credit will not be applied automatically where the criteria have not been met or where more than 30 credits at Level 4, or more than 15 credits at each of Levels 5 and 6 have been failed, or where a module has been failed as a result of academic misconduct.
- 5.8.6. Transcripts shall clearly identify the credits attained by compensation.
- 5.8.7. Students who join a course at Level 6 will not qualify for the award of compensated credit.

5.9. Second Re-sits at the Level of Award

- 5.9.1. Where a student has failed to meet the award requirements as a result of failing a single module and doesn't qualify for compensated credit (following any Re-sit offered), the Progress Board has discretionary authority to offer them a Second Re-sit opportunity where there is evidence of engagement with the Re-sit on the module in question.
- 5.9.2. A Second Re-sit will involve a single mode of assessment, weighted at 100%, that meets all learning outcomes for the module. Second Re-sits will normally take place before the Winter Break in the following academic year.
- 5.9.3. Second Re-sits will be capped at the level of the module and will provide students with a final opportunity to retrieve credit for the module in question.
- 5.9.4. Where a Second Re-sit is completed and results in a lower module mark than previously achieved, the previous mark will stand.
- 5.9.5. Where a student chooses not to undertake a Second Re-sit, the previous mark will be retained.
- 5.9.6. Where a student accepts the offer of a Second Re-sit and fails it, or does not submit to assessment, no further opportunities to retrieve the credit will be available, and the student will be considered for an exit award.

5.10. Progression Requirements

- 5.10.1. Students are required to achieve 120 credits to progress to the next level, subject to rules on compensation, trailed credit and trailed re-sits.
- 5.10.2. Where 120 credits have not been achieved, the mechanisms available to enable students to progress or achieve the award include automatic compensated credit, trailed credit or trailed re-sits, subject to the requirements for those mechanisms, as set out above, being met.

5.11. Failure to Meet Progression Requirements

- 5.11.1. Where 90 credits or more have been achieved but the requirements for automatic compensated credit, trailed credit or trailed re-sits have not been met, the student may not progress. The Progress Board should consider offering a Repeat Year to a student who has previously repeated a maximum of one level and has engaged with Sit or Re-sit opportunities. A clear minute must record the rationale in all cases where a Repeat Year has not been granted.
- 5.11.2. Where less than 90 credits have been achieved, the student may not progress, but the Board should consider offering a Repeat Year to a student who engaged with Sit or Re-sit opportunities.
- 5.11.3. Where a student has been unable to meet progression requirements before the start of the next academic year due to having incomplete Sits or Re-sits on more than one module, they will be required to intermit their studies and complete those assessments before the end of that next academic year.
- 5.11.4. Where a student has exhausted opportunities to retrieve credit on a single module with a maximum value of 30 credits (following Trailed Credit, Trailed Repeat or a Repeat Year), the Progress Board may offer them the opportunity to progress towards an ordinary degree. Students who take this option will only be enrolled on a sufficient number of modules at Level 6 to enable them to achieve 300 credits.
- 5.11.5. Where a student has not achieved any credits and did not engage with Sit or Re-sit opportunities during the first assessment cycle, they will be withdrawn by the Progress Board and will not be entitled to re-apply for entry in the subsequent academic year.

5.12. Named Awards

- 5.12.1. Students are registered on a course of study leading to a specified award.
- 5.12.2. The naming of an award will depend on the combination of subjects studied and the amount of specialisation. The naming of awards is determined by a minimum proportion of credits being taken in a particular field of study and the requirements specified at the point of validation.
- 5.12.3. The minimum requirements for the naming of awards are as follows:
- Single (Honours):** This is a degree comprising a main area of study from a single subject, which may include option modules from outside the main area of study.
 - Joint (Honours):** This is a degree comprising two main areas of study, with an even split of core credits across all levels of the course. Joint Honours combinations available to students will only be via those entry routes for which learning outcomes have been mapped through the formal validation process. The joint elements of study will be recognised equally in the course title and degree certificate, e.g., BA (Hons) Music Business & Event Management.

5.13. General Undergraduate Award Requirements

- 5.13.1. To be eligible for a BIMM Institute undergraduate award, a student must:
- Meet the requirements for the course of study for which they are registered.
 - Meet the requirements for the duration of the registration in the course specification.
 - Take the required total credit value for the award as defined in the course specification.
 - Meet the minimum credit value at the level of the award.
 - Meet the progression requirements at the end of each level and be in the final level for the award.
- 5.13.2. Successful students will receive one of the following classified awards:
- **Bachelor of Arts – BA (Honours)** degree.
 - **Bachelor of Music – BMus (Honours)** degree.
 - **Bachelor of Arts – BA (Joint Honours)** degree.
- 5.13.3. At the discretion of the Award Board, and for the purposes of making an exit award only, the substitution of credits from a higher level may be permitted for a lower level, where the learning outcomes have been referenced and mapped. Excess credit at a higher level may, therefore, be transferred to make good a deficit at a lower level.

5.14. Failure to Meet Award Requirements

- 5.14.1. Where 90 credits or more have been achieved following any Re-sit opportunity and the requirements for automatic compensated credit not met, the Board may offer a Second Re-sit opportunity (see 5.9), an exit award or a Repeat Year.
- 5.14.2. Where less than 90 credits have been achieved following any Re-sit opportunity, the student may not graduate. The Board is advised to consider offering a Repeat Year to a student who has previously repeated a maximum of one level. Alternatively, the Board may offer an exit award.

5.15. Requirements for an Award of Foundation Diploma

- 5.15.1. To be eligible for a Foundation Diploma, a student must take and pass modules to a total value of 60 credits at Level 4. The Foundation Diploma is a standalone qualification and not an exit award available to students enrolled on a degree course.
- 5.15.2. An award shall be classified when the requirements for the award are met. The classification of the award shall be based on the overall marks calculated up to two decimal points and then rounded up or down to the nearest whole number. Only this whole number shall be displayed on the final transcript.

- 5.15.3. Once the overall mark has been calculated by averaging the marks for each module studied, rounded up or down to the nearest whole number, the classification of the Foundation Diploma shall be made according to this scale:

Mark	Classification
70% - 100%	Distinction
60% - 69%	Merit Upper
50% - 59%	Merit Lower
40% - 49%	Pass

5.16. Requirements for an Award of Certificate in Higher Education

- 5.16.1. To be eligible for a Certificate in Higher Education, a student must take and pass modules to a total value of 120 credits at Level 4 or higher, which may include automatic compensated credit for up to 30 credits at that level.
- 5.16.2. Students who join a course at Level 5 will not qualify for a Certificate in Higher Education as an exit award.

5.17. Requirements for an Award of Diploma in Higher Education

- 5.17.1. To be eligible for a Diploma in Higher Education, a student must take and pass modules to a total value of 240 credits at Levels 4 and 5 or higher, which may include automatic compensated credit for up to 30 credits at Level 4 and 15 credits at Level 5.

5.18. Requirements for an Award of Ordinary Degree

- 5.18.1. To be eligible for an Ordinary Degree, a student must take and pass modules to a total value of 300 credits at levels 4, 5 and 6, which may include automatic compensated credit for up to 30 credits at Level 4 and 15 credits at Level 5.
- 5.18.2. Students who join a course at Level 6 will not qualify for an Ordinary Degree, or any other exit award.

5.19. Requirements for an Award of Honours Degree

- 5.19.1. To be eligible for an Honours Degree award, a student must take and pass modules to a total value of 360 credits, equivalent to 120 credits per Level, including automatic compensated credit for up to 30 credits at Level 4 and 15 credits at each of Levels 5 and 6.
- 5.19.2. An award shall be classified when the requirements for that award are met. The classification of the award shall be based on the overall marks calculated up to two decimal points and then rounded up or down to the nearest whole number. Only this whole number shall be displayed on the final transcript.
- 5.19.3. The final degree mark is calculated by applying the method below:
- The best 210 credits at Levels 5 and 6 contribute to classification, made up of 105 credits at Level 5 and 105 credits at Level 6.
 - Level 5 will be weighted as 40% and Level 6 weighted as 60%.
- 5.19.4. Classification for students who join a course at Level 6 may be calculated differently. Where such students are not permitted to transfer module marks, they may be unable to meet the appropriate requirements for award classification. In such cases, the method used will normally be a weighted average of all module marks achieved by the student at Level 6.
- 5.19.5. Once the final degree mark has been calculated and rounded up or down to the nearest whole number, the classification of the degree shall be made according to this scale:

Mark	Classification
70% - 100%	First Class Honours (1st)
60% - 69%	Upper Second Class Honours (2:1)
50% - 59%	Lower Second Class Honours (2:2)
40% - 49%	Third Class Honours (3rd)

5.20. Borderline Award Rules

- 5.20.1. The rounding of marks prior to classification may result in a final degree mark coming within 1% of a degree classification boundary. In such cases, a higher classification shall automatically be awarded provided that both these requirements have been met:
- at least 60 Level 6 credits are from modules with marks in or above the higher classification.
 - at least 50% of the credits that contribute to classification, as outlined above, are in or above the higher classification.
- 5.20.2. This reclassification will take place automatically, and there will be no discretion for the Award Board to consider borderlines.
- 5.20.3. Students who join a course at Level 6 will not qualify for borderline award rules.

5.21. Aegrotat Awards

- 5.21.1. An Award Board may recommend an aegrotat award in cases where it makes an assertion that, had a student who was unable to complete modules due to serious illness or death completed those modules, they would have satisfied the standard required for the award at that level. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the course of study.
- 5.21.2. Aegrotat awards are subject to the approval of the Chair of Academic Board following a recommendation from the Award Board and may be accepted on the student's behalf by a parent, spouse or other appropriate individual.
- 5.21.3. A student who elects to accept the aegrotat award ceases to be eligible to take the missed or failed assessments.
- 5.21.4. Once an aegrotat award has been conferred, it cannot be withdrawn and a higher qualification granted.

6. Postgraduate Regulations

6.1. Scope of Postgraduate Regulations

- 6.1.1. These regulations shall apply to all students enrolled and registered for postgraduate courses leading to a BIMM award, including courses delivered under franchise provision.

6.2. The Assessment Cycle

- 6.2.1. An assessment cycle for a module comprises one Sit (a first attempt) and, where necessary, one Re-sit (a second attempt). All marks must be approved by the appropriate Module Board before any Re-sit occurs.
- 6.2.2. A repeat assessment cycle for a module comprises one further Sit and, where necessary, one further Re-sit. Repeat assessment cycles are offered on the explicit authority of the Progress Boards only and will not be offered where students have not attempted the first cycle of Sit or Re-sit.
- 6.2.3. For all postgraduate awards, there shall be a maximum of two permitted assessment cycles for each module, i.e., if a student fails a Re-sit, they may repeat the module one further time only.

6.3. Module Passes

- 6.3.1. The minimum pass mark on postgraduate courses is 50% on all modules. Aggregated module marks are rounded up or down to the nearest whole number; for example, a mark of 49.5% or above will be rounded up to 50%, while a mark of 49.4% or below will be rounded down to 49%.
- 6.3.2. The module requirements, outlined in the Module Guide, shall specify any elements of assessment that must be passed, that must be taken and that are optional. If a module has multiple elements of assessment, all elements are aggregated to one overall module mark based on the specified weightings.
- 6.3.3. A student may not re-sit assessment(s) within a module or repeat the module as a whole where the module has already been passed.
- 6.3.4. Failure to submit to assessment is classed as Non-Submission.
- 6.3.5. The academic credit for a module is achieved by securing the minimum pass mark only, as automatic compensated credit does not apply at postgraduate level.

6.4. Re-sits

- 6.4.1. A Re-sit is an opportunity to retrieve an initial failed assessment following failure at a previous attempt, including as a result of Non-Submission, without having to repeat the original period of teaching and learning. Re-sit opportunities will only be offered where the relevant module pass mark has not been achieved.
- 6.4.2. Where a Re-sit is completed, the assessment mark will be capped at the minimum pass mark of 50% to ensure that students offered Re-sits do not have an unfair opportunity to improve their mark. This capped mark will be considered for progression purposes, for awards and for course transfer applications.
- 6.4.3. Where a Re-sit is completed following a failed first Sit, the highest mark will stand. For example, where a first Sit of an element achieved a higher mark than the Re-sit attempt, the first Sit mark will be reinstated.
- 6.4.4. Where a Re-sit Mode is completed and results in a lower module mark than previously achieved, the original module mark will stand.
- 6.4.5. Where a student chooses not to undertake the Re-sit, the first Sit mark will be retained.
- 6.4.6. A student due to Re-sit shall normally attempt the failed assessment only, and the marks for any assessment passed at the first attempt shall stand.
- 6.4.7. Where a student has failed both assessments on a module, they shall be required to complete

the specified Re-sit Mode.

- 6.4.8. Where a student has failed a Re-sit attempt, they may be given the opportunity to repeat the module, as defined below.

6.5. Repeat Years

- 6.5.1. A Repeat Year involves a second assessment cycle on more than one module following failure at a previous attempt, including as a result of Non-Submission. Repeat Years involve re-enrolment, attendance, payment of tuition fees, completion of all elements and the submission of all assessments on any modules not passed at the first attempt.
- 6.5.2. There is no automatic right to a Repeat Year, and any such offer will be at the discretion of the Progress Board. Students will be required to have attempted Sit or Re-sit opportunities during the first assessment cycle to be considered for a Repeat Year.
- 6.5.3. A student offered a Repeat Year will be required to agree to and abide by the conditions set out in a Repeat Year Learning Agreement, and this will include a requirement for a minimum level of attendance and engagement. The Institute may commence withdrawal proceedings against any student in breach of their Agreement.
- 6.5.4. No student shall be permitted to repeat the same level of study more than once, even where they have transferred from another course within the Institute, and shall only be permitted to repeat where the level has been failed, apart from the exception set out at 2.1.11. In offering a Repeat Year to a student, the Board should be mindful of the maximum period of registration.
- 6.5.5. Repeat module marks will replace those from the first attempt.
- 6.5.6. Where a Repeat Year is undertaken, students must attempt the same module that they originally attempted, except in the case of option modules; in which case, an alternative option module may be chosen.
- 6.5.7. No marks from a first assessment cycle on failed modules may be carried forward for Repeat Years, which will require the submission of all assessments on repeated modules.
- 6.5.8. If a student fails or does not submit to assessment for repeated modules and has not met the requirements to qualify for compensation, no further opportunities to retrieve the credit will be available, and an exit award may be made if available as part of the validated provision of the course.
- 6.5.9. Transcripts shall list both the first and second attempt on a module.

6.6. Second Re-sits

- 6.6.1. Where a student has failed a single module (following any Re-sit offered) the Progress Board has discretionary authority to offer them a Second Re-sit opportunity where there is evidence of engagement with the Re-sit on the module in question.
- 6.6.2. A Second Re-sit will involve a single mode of assessment, weighted at 100%, that meets all learning outcomes for the module. Second Re-sits will normally take place before the Winter Break in the following academic year.
- 6.6.3. Second Re-sits will be capped at the level of the module and will provide students with a final opportunity to retrieve credit for the module in question.
- 6.6.4. Where a Second Re-sit is completed and results in a lower module mark than previously achieved, the previous mark will stand.
- 6.6.5. Where a student chooses not to undertake a Second Re-sit, the previous mark will be retained.
- 6.6.6. Where a student accepts the offer of a Second Re-sit and fails it, or does not submit to assessment, no further opportunities to retrieve the credit will be available, and the student will be considered for an exit award, where applicable.

6.7. Postgraduate Progression & Award Requirements

- 6.7.1. To be eligible for a BIMM Institute postgraduate award, a student must:

- a) Meet the requirements for the course of study for which they are registered.
- b) Meet the requirements for the duration of the registration in the course specification.
- c) Take the required total credit value for the award as defined in the course specification.
- d) Meet the minimum credit value at the level of the award.

6.7.2. Successful students will receive one of the following classified awards:

- a) **Postgraduate Certificate (PgCert).**
- b) **Postgraduate Diploma (PgDip).**
- c) **Master of Arts (MA) degree.**

6.7.3. Students are required to achieve an overall mark of 50% in order to be considered for an award following the application of rules on Repeat Years and Second Re-sits. The overall mark includes all marks achieved on modules contributing to the classification of the award, including marks of zero and fail marks.

6.7.4. A **Master’s degree** will be awarded to students who achieve 180 credits and an overall level mark of 50%, following any Re-sit and/or Repeat opportunity.

6.7.5. A **Postgraduate Diploma** may be awarded to students who achieve 120 credits, following any Re-sit and/or Repeat opportunity.

6.7.6. A **Postgraduate Certificate** may be awarded to students who achieve the pass threshold on 60 credits, following any Re-sit and/or Repeat opportunity.

6.7.7. **Where an overall mark of 50% has not been achieved**, usually following any Re-sit opportunities, the Board has no discretion to allow a student to receive an award. Mechanisms available to the Board to enable the student to retrieve the credit are Second Re-sits (see 6.6) or a repeat of the level/year. Alternatively, the Board may decide that further retrieval opportunities should not be permitted and so require permanent withdrawal with an exit award if available as part of the validated provision of the course.

6.7.8. **Where less than 150 credits have been achieved** following re-sits, then no award can be made but the Board may offer Second Re-sits (see 6.6) or a repeat of the level/year.

6.7.9. **Where fewer than 120 credits have been achieved** following re-sits, then no award can be made but the Board may consider offering a repeat of the level/year. Where the Board exceptionally decides not to offer a repeat of a level/year to a student, the rationale for this decision must be clearly laid out in the minutes.

6.8. Postgraduate Diploma & Certificate Exit Awards

6.8.1. Postgraduate Diploma and Certificate awards may be made at the discretion of the Board where the student has achieved the required credits and the exit award forms part of the validated provision of the course. Postgraduate exit awards are unclassified.

6.9. Classification Rules

6.9.1. Postgraduate Diploma and Certificate award classifications will be based on all modules contributing to the award.

6.9.2. Master’s award classifications will be based on 120 credits, to include the final double weighted project/dissertation plus the other best 60 credits achieved.

6.9.3. Once the final mark has been calculated and rounded up or down to the nearest whole number, the classification of the award shall be made according to this scale:

Masters & PgDip/ PgCert awards	Less than or equal to	Greater than or equal to
Distinction	Not applicable	70% threshold plus 50% of credits contributing to the classification of the award at 70 or above

Merit	69%	60% threshold plus 50% of credits contributing to the classification of the award at 60 or above
Pass	59%	50%

6.10. Borderline Award Rules

- 6.10.1. The rounding of marks prior to classification may result in a final degree mark coming within 1% of an award classification boundary. In such cases, a higher classification shall automatically be awarded provided that these requirements have been met:
- a) a borderline overall mark has been achieved.
 - b) at least 50% of the credits that contribute to classification are in or above the higher classification.
- 6.10.2. This reclassification will take place automatically, and there will be no discretion for the Board to consider borderlines.

6.11. Aegrotat Awards

- 6.11.1. An Award Board may recommend an aegrotat award in cases where it makes an assertion that, had a student who was unable to complete modules due to serious illness or death completed those modules, they would have satisfied the standard required for the award at that level. An aegrotat award shall only be made where there is no reasonable prospect of the student being able to return to complete the course of study.
- 6.11.2. Aegrotat awards are subject to the approval of the Chair of Academic Board following a recommendation from the Award Board and may be accepted on the student's behalf by a parent, spouse or other appropriate individual.
- 6.11.3. A student who elects to accept the aegrotat award ceases to be eligible to take the missed or failed assessments.
- 6.11.4. Once an aegrotat award has been conferred, it cannot be withdrawn and a higher qualification granted.

7. Exam Boards

7.1. Purpose of Exam Boards

- 7.1.1. Exam Boards – Module Boards, Progress Boards, Award Boards and Joint Exam Boards – operate on the delegated authority of Academic Board and ensure that the following functions are carried out to maintain academic standards:
- With reference to the Institute’s commitment to equality and diversity to consider all matters relating to the assessment and award of individual students.
 - To assure the academic standards of all courses leading to an Institute award.
 - To determine accurate and fair marks for individual students and apply professional judgement as to the appropriateness of any moderation or mitigation by taking into account the circumstances of students and the judgements made by assessors.
 - To determine whether students are required to be re-assessed, progress or receive an award.
 - With the contribution from External Examiners, to analyse the performance of students within and across academic courses, with a view to ensuring academic standards are consistent across the Institute and comparable to standards in other universities.
- 7.1.2. Exam Boards are comprised of Institute staff and External Examiners only.

7.2. Types of Exam Boards

- 7.2.1. The Module Board is responsible for approving the assessment results for all modules within its remit.
- 7.2.2. The Progress Board is responsible for checking and approving student progression, offering Sits or Re-sits and awarding credit.
- 7.2.3. The Award Board is responsible for making decisions on awards to be conferred in accordance with the approved regulations and the relevant policies of Academic Board.
- 7.2.4. A Joint Exam Board is a one at which both module and course outcomes are considered. The Joint Exam Board will first convene as a Module Board, then as a Progress Board and/or Award Board, as appropriate.
- 7.2.5. Academic Board will approve the Exam Board schedule as drafted by Academic Registry each year.

7.3. Pre-Boards

- 7.3.1. It is mandatory for all Colleges to organise Pre-Board meetings for all Exam Boards.
- 7.3.2. Pre-boards are internal and informal, and are used to:
- Ensure that all marks have been correctly recorded.
 - Ensure that all paperwork is in order before the Exam Boards.
 - Note that mitigating circumstances may apply.

7.4. Responsibilities of the Chair of Exam Boards

- 7.4.1. The Chair of the Board will be responsible for:
- Convening the meetings.
 - Ensuring the Board functions in accordance with its terms of reference and composition.
 - Ensuring the effective conduct of business.

7.5. Responsibilities of the Deputy Chair of Exam Boards

- 7.5.1. The Deputy Chair of the Board will be responsible for:
- Ensuring that the Board is conducted in accordance with the regulations.

- b) Seeking the views of External Examiners, where appropriate.
- c) Ensuring that marks are approved in advance by External Examiners.
- d) Ensuring that, where appropriate, draft examination papers and assessment briefs are approved by External Examiners before being finalised.
- e) Ensuring that re-sit papers and assessment briefs are set.
- f) Ensuring that marking is completed in time for the External Examiners to comment and provide feedback to the appropriate Exam Board.
- g) Taking action in respect of all students.

7.6. Responsibilities of the Secretary to Exam Boards

- 7.6.1. The Secretary to the Exam Boards will be responsible for:
- a) Ensuring that the regulations are available for reference.
 - b) Ensuring that there is a complete and accurate record of all marks.
 - c) Ensuring that papers and arrays of student marks are ready for Exam Board meetings.
 - d) Recording proceedings and minutes of the Exam Boards and recording approved marks and academic decision outcomes.
 - e) Ensuring that updates to student records are completed promptly after Exam Board meetings.

7.7. Responsibilities of Course Leaders

- 7.7.1. The duties of Course Leaders are:
- a) Being responsible for the setting and marking of the assessments of the modules for which they are responsible.
 - b) Checking and approving the arrays of student marks in advance as an accurate record.
 - c) Attending Exam Boards, where listed in the Composition, and to participate in decision making.
 - d) Presenting the results to the Exam Board.
 - e) Where requested, commenting on factors related to the modules for which they are responsible, e.g., levels of performance or any problems with the examination or assessment briefs.
 - f) Responding to queries on individual students, marking, or other relevant matters.

7.8. External Examiners

- 7.8.1. External Examiners are appointed by Academic Board, and their detailed duties of are set out in the Institute's [External Examiner Handbook](#).
- 7.8.2. External Examiners are required to be full members of the appropriate Exam Board.
- 7.8.3. External moderation is conducted by the External Examiner, who will have access to the same sample of assessments and statistical data that has been reviewed as part of the internal moderation process. They will also have access to the internal Moderator's decision and any comments made. This ensures that evidence is provided to the External Examiner that marking, feedback and moderation have been completed.
- 7.8.4. The External Examiners are required to confirm the appropriateness of the application of the marking and internal moderation processes based on the assessment outcomes. They should not act as additional markers on a par with internal examiners in any circumstances.
- 7.8.5. With regard to External Examiner samples, it should be noted that:
- a) Fails with marks of zero (i.e., non-submissions or non-attendance at assessments) are not included in samples.
 - b) Assessments involving musical performance work should include a variety of instrumental disciplines within the sample where appropriate.
 - c) External examination of re-sit work is not required on courses leading to an Institute award.

- d) Additional sample work will be made available to External Examiners if requested.
- 7.8.6. In their independent capacity, External Examiners have the power to:
- a) Review proposed assessment tasks and make recommendations for improving the structure or content of the proposed module assessment.
 - b) Request and obtain reasonable access to assessed parts of any course, including evidence about a student's performance on a placement.
 - c) Review and critique the outcome of the internal moderation process, based on the assessment outcomes in the sample.
 - d) Not endorse the outcome of the internal moderation process.
- 7.8.7. Where an External Examiner is unwilling to endorse the outcome of an individual student at the Progress or Award Board, the final decision rests with the Chair of the Board. Where such action is taken, the Chair must report the fact to the Chair of Academic Board immediately. External Examiners retain the right to make a separate confidential report to the Head of Institution on such occasions.
- 7.8.8. It is not normally Institute policy to involve External Examiners in decisions relating to Academic Misconduct, except indirectly as a member of an Exam Board.

8. Provisions for Exceptional Circumstances

8.1. Introduction

8.1.1. The Institute recognises that there are times when students will encounter difficulties during their course of study and provisions are made as outlined in this section. In all cases, students should seek academic advice as soon as possible. Penalties may be applied to students' marks where students fail to meet agreed submission deadlines (see the section on Penalties for Late Submission of Assessment) and they have not taken one of the following courses of action:

- a) apply for mitigating circumstances to be considered;
- b) defer or intermit their studies for an academic year;
- c) where a student is unable to complete their course of study within their period of registration, they may need to withdraw from the Institute;
- d) a student may consider, at a later date, to reapply to study at the Institute via the RPL route.

Even where mitigating circumstances have been approved, students should be aware that, where they have been unable to meet progression requirements before the start of the academic year due to having incomplete Sits or Re-sits on more than one module, they will be required to intermit and complete those assessments before the end of that academic year.

8.2. Students with Registered Learning Difficulties/Disabilities/Long-Term Illness

8.2.1. Students with Registered Learning Difficulties, Disabilities or Long-Term Illness must provide external evidence of such from a registered practitioner in the first term of the academic year, which should be submitted to Student Support. Subsequent written work extension requests should be made to Student Support, who will inform the relevant Course Leader and Exams Officer.

8.2.2. Extension requests must be made pre-emptively, in advance of the submission deadline as published in the Module Guide and/or Assessment Brief. This will normally be three weeks, although requests can be made up to the submission deadline at the discretion of the College Head of Student Support and the relevant Head of Education. Requests cannot be made retrospectively, and non-pre-emptive submission problems will be dealt with via the established Mitigating Evidence Committee (MEC) procedures.

8.2.3. The College Head of Student Support is to confirm the extension request with the Course Leader and Head of Education and advise the student of the result. Extensions can only be granted for coursework and are only to be allowed where this avoids disadvantage in cases of students with registered learning difficulties. Extensions will normally be 5 days only, but up to 10 days can be allowed.

8.2.4. The Institute acknowledges its responsibility to comply with the requirements of the Equality Act 2010, along with other relevant legislation.

8.3. Special Examination & Assessment Arrangements

8.3.1. Reasonable adjustments for students with disabilities, mental health conditions, specific learning difficulties such as dyslexia, dyspraxia or AD/HD or long-term illnesses can be applied for and processed through the College Student Support team. Students should contact the Student Support team at the start of their course in order to allow time for any reasonable adjustments to assessment to be implemented. The Student Support team will inform staff and students of the arrangements that have been made, following approval of a proposal by the relevant Deputy Chair of the Exam Board.

8.3.2. Consideration may also be given to practical alternative modes of assessment that would provide an equivalent test of the same learning outcomes of the module without compromising academic standards. Any such proposals will require consultation with External Examiners and

approval by the relevant Deputy Chair of the Exam Board. A student may appeal against the decision to retain the original assessment or if they remain concerned that the additional support will not mitigate against a perceived disadvantage.

- 8.3.3. Reasonable adjustments may also be made for cases of pregnancy or related maternity needs, and for cases of evidenced 'temporary illness' expected to last for more than 3 weeks, such as anticipated medical treatment, including hospitalisation.
- 8.3.4. Students wishing to observe religious festivals and holy days, or who have a scheduled competitive sporting event, a work placement, internship commitment or professional engagement which may clash with a scheduled examination may make a formal request to the Course Leader accompanied by a letter from the religious/sporting/placement event leader confirming the student's intention to observe/attend the event and the date/duration of the event. Any requests must be made a term in advance of the examination. The Course Leader and College Head of Student Support will consider the request and the evidence and inform the Exams team so that the student may be given the option of a deferred Sit, at the earliest available opportunity, for an uncapped mark. Having already approved the evidence, the College Principal will confirm to the student and to the Exams Team that the student has been excused from the examination. The Exams Team will notify the Progress or Award Board that a Sit to be taken in the Re-sit assessment period has been agreed.
- 8.3.5. Suspension as a result of non-payment of fees will result in a student being unable to take part in teaching, learning and assessment. In cases where the period of suspension is within the academic year, the college Student at Risk Committee will determine if re-entry is appropriate, dependent upon the teaching missed. Where re-entry is not approved and in cases where the student was suspended during an assessment period, the Exam Board will review academic performance and the student will be progressed and classified in accordance with the assessment regulations relating to the year in which the student is considered for progression or award (and not the regulations in operation when the student initially registered).
- 8.3.6. Exceptionally, where there has been a systematic error with specialist equipment provided by the Institute, the Exams Team, in consultation with the relevant Deputy Chair of the Exam Board, will revise the assessment deadline, provided that the service where the error occurred provides appropriate evidence of such an error.

8.4. Mitigating Circumstances

- 8.4.1. The Institute considers individual mitigating circumstances to be **sudden** and **unforeseen** conditions that **temporarily** prevent a student from undertaking an assessment, or significantly impact on student performance in an assessment, including late submission. As such, the measure of severity is not about the impact on the student but the impact on the assessment. All applications, including supporting evidence, are regarded as highly confidential.
- 8.4.2. A mitigating evidence claim may be made against the following circumstances:
- Late or non-submission** of assessment.
 - Absence from an in-person assessment.
 - Assessment submitted on time and/or in-person assessment (such as examination) taken on scheduled date – but assessment performance is **seriously** and **unexpectedly impaired**.
- 8.4.3. A claim can only be submitted for the current academic year and within 7 days of the assessment(s) in question.
- 8.4.4. Pre-existing conditions and other long-term conditions or disabilities are not considered as mitigating circumstances, as they can be supported as described above in 'Special Examination & Assessment Arrangements'.
- 8.4.5. Students shall be responsible for submitting assessments on time, presenting themselves for assessment and examinations at the appropriate times and venues, and submitting relevant information on mitigating circumstances. Events relating to human error, such as misreading timetables, forgetting to set an alarm, computer failure or misjudging the time needed to revise

shall not be considered mitigating circumstances.

- 8.4.6. Other examples of circumstances that are inadmissible as mitigation claims include:
- the occurrence of multiple examinations in close succession;
 - circumstances that could have been reasonably foreseen or prevented (such as suspension, intoxication or conviction for illegal activity);
 - minor illness or ailment (cold, minor allergy);
 - holiday arrangements;
 - wedding arrangements;
 - financial issues;
 - personal computer/data loss and/ or personal printer problems.
- 8.4.7. Mitigation Claims will be considered by the Mitigating Evidence Committee.
- 8.4.8. Course Leaders and Lecturers do not have access to the details of a claim. The Chair of MEC handles most claims. More complex cases, or where evidence is less clear, will be anonymised and discussed by the MEC. The process is highly confidential, with forms and evidence kept securely.

8.5. How to Submit a Mitigation Claim

- 8.5.1. The evidence submitted to support a claim must be independent and robust and cover the period related to the assessment date(s).
- 8.5.2. Examples of acceptable evidence include:
- Medical certificate with dates of consultation and diagnosis;
 - Death certificate of close relative or significant other - in the absence of a death certificate a letter from a relative (with full contact details to corroborate) confirming relationship to deceased will be acceptable;
 - Hospital admissions report or appointment letter;
 - A letter from a psychological or counselling service with consultation dates and statement of impact on assessment;
 - A letter from Student Support confirming that 'reasonable adjustments' are not yet in place or are in need of revision due to an acute flare-up of a long-term stable condition. For the latter, a GP certificate would constitute evidence if the condition was usually stable. Claims may be rejected if a student fails to register with Student Support for support, as multiple claims cannot be made for a period of instability of a long-term condition that should be managed by a 'reasonable adjustment'.
- All documents submitted should be written in English; any evidence in another language must be accompanied by a translated version.
- 8.5.3. In making a Mitigation Claim, the student needs to describe how the sudden, unforeseen and temporary circumstances significantly impacted on their performance in assessment. The student's personal statement on the claim form should describe how the individual module assessment(s) has been affected by the illness/event supported by accurate dates, which correspond to the evidence supplied. The dates are particularly important, as individual mitigating evidence is not about the severity of the impact of the circumstances on the student personally, but on their ability to perform in assessment.
- 8.5.4. The claim should be made as early as possible, either before or normally within 7 days of the assessment deadline. This should be supported by independent documented evidence submitted within 14 days of the assessment deadline. An early submission of a claim may also speed up an assessment of entitlement to additional support, should the student's circumstances indicate ongoing health or support issues. Claims may be made 'in advance' for known absence/non-submission (for example a scheduled operation), but the student must ensure that the period cited is covered by the evidence supplied. A claim for an impaired assessment cannot be submitted in advance.
- 8.5.5. Late claims shall not be considered unless there are genuine grounds for lateness and must be accompanied by documentary evidence. Students must explain the reasons for late submission

in their application.

8.6. Possible Outcomes of a Mitigation Claim

- 8.6.1. When evaluating mitigation claims, the MEC will consider the following:
- The severity of the circumstances claimed.
 - The timing of the circumstances claimed.
 - The validity of the evidence provided.
 - The extent to which the circumstances claimed would have affected the assessment(s).
 - The implications of any extension of time on the whole assessment cycle and the impact this may have on progression.
- 8.6.2. Mitigation claims will be judged to be either accepted, rejected or lacking sufficient evidence. If the evidence is insufficient, additional evidence may be requested by the MEC, which must be submitted within 14 days of notification. If the claim is rejected, there will be no further opportunity to submit evidence.
- 8.6.3. Examples of rejected evidence may include:
- a) a statement that indicates the existence of an acute medical condition, but no medical evidence is submitted or the medical certificate lacks detail to support the claim, such as a 'retrospective' medical note, where consultation dates do not support the claim.
 - b) long-term events and conditions which have already been claimed for and Student Support have offered to review and/or consider reasonable adjustments.
- 8.6.4. Claims that appear to relate to ongoing issues/conditions, which potentially generate repeat claims, will be referred to Student Support, who will contact the student with information about appropriate services at the Institute and/or the procedures for consulting a disability advisor.
- 8.6.5. A successful mitigation claim may result in the removal of a late penalty for work submitted up to 7 days late under the authority of the Mitigating Evidence Committee.
- 8.6.6. A successful mitigation claim may also grant the Progress Board the discretion to offer a Sit, which will be approved within 5 working days by Chair's Action on behalf of the Board in order that the student can complete the Sit at the earliest available opportunity.
- 8.6.7. A student who makes a successful claim against both assessments on a module shall be offered a Sit of the specified Re-sit Mode, rather than separate Sits of both assessments.
- 8.6.8. New deadlines set as a result of a successful mitigation claim will normally be 2 weeks from the point of approval, but can be up to 6 weeks depending on the circumstances.
- 8.6.9. In the event that the circumstances claimed, or evidence thereof, do not support a claim for multiple assessments, claims may be accepted for some but not all of the assessments listed.
- 8.6.10. There are circumstances where, despite the validity of the claim, the MEC may not approve new deadlines for assessments. These include the following:
- a) Where a deadline beyond the maximum period of 6 weeks is required
 - b) Where a student requests a deadline beyond week 14 of semester 2 for a semester 1 assessment.
 - c) Where a student requests a deadline beyond the summer re-sit deadline for a semester 2 assessment.
 - d) Where a student still has outstanding extended deadlines for 4 or more modules.
 - e) Where deadline extensions will result in an unmanageable assessment schedule for the student, whether due to short term assessment bunching or overall workload (a student's track record will be taken into consideration when making this judgement)
- In all such cases, the MEC will instead recommend the student intermits and returns in the following academic year to complete any outstanding assessments.
- 8.6.11. A student who makes a successful claim against both assessments on a module may be offered a Sit of the specified Re-sit Mode, with the option to take the separate Sits of both assessments as an alternative.
- 8.6.12. In the event of a successful mitigating evidence claim for impairment, the student will be given the option to either retain their current mark for the assessment or accept the offer of a Sit. If

a student accepts the offer of a sit, the original mark will be removed and the new Sit mark will stand, even if it is lower than the original (or if a non-submission is recorded). Feedback accompanying the original mark will not be shared with the student if they accept the offer of a Sit to prevent them gaining an unfair advantage over other students.

- 8.6.13. A student shall be informed in writing (to their student email account) of the outcome of their mitigation claim within 5 working days of the MEC meeting .
- 8.6.14. If a student with identified support issues has disclosed a disability or has registered for additional support with the Institute, and if their claim meets the MEC criteria, it will be considered and decisions made in accordance with the usual principles of the MEC. However, in addition to any waiving of penalties or other MEC-related recommendations, the student's existing 'reasonable adjustments' will be reviewed, and any further anticipatory adjustments will be made in discussion with the student, their disability advisor and the College Head of Student Support.

8.7. Appeal against the Mitigating Evidence Committee Decision

- 8.7.1. The student may appeal against the recommendation of the Mitigating Evidence Committee under the Appeals process, details of which are available online.

8.8. Deferral or Intermission of Studies

- 8.8.1. Deferral is where a student opts to take a year out of their studies. A period of deferral is a temporary postponement of studies from the end of one academic year to the beginning of another.
- 8.8.2. Students who wish to defer between levels will be required to have fulfilled the progression requirements before deferral and must submit their request prior to the end of the enrolment period at the start of an academic year.
- 8.8.3. Intermission of studies is where a student is unable to undertake or complete a semester or year of study due to circumstances beyond their control. A period of intermission is a temporary postponement of studies from an agreed point in one academic year to normally the same point in the next.
- 8.8.4. Examples of circumstances that could be grounds for intermission include the following:
- physical or mental ill-health;
 - severe financial hardship;
 - emotional/personal difficulties, e.g., bereavement;
 - where student's disability comes to light for the first time at the assessment;
 - unavoidable absence from the Institute, e.g., requirements of employer;
 - unavoidable absence from domicile, e.g., eviction;
 - loss of immigration status;
 - inability to meet progression requirements before the start of the academic year due to having incomplete Sits or Re-sits on more than one module;
 - other serious circumstances which could not be foreseen by the student.
- 8.8.5. The circumstances surrounding a student's intermission request are regarded as confidential.
- 8.8.6. A situation whereby a student is unable to attend lessons and/or submit for assessment but will be able to submit at the next assessment point is covered by Mitigating Circumstances.
- 8.8.7. Any student who has deferred or intermitted will be classified in accordance with the weighting scheme and assessment criteria which relate to the year in which the student is finally assessed and classified for award, and not the scheme in operation when the student initially registered on the course.
- 8.8.8. Deferral or intermission will initially only be permitted for a maximum period of twelve months. Where a student subsequently requests an extension of their deferral or intermission, this will require approval by the Academic Registrar. If approved, the Institute reserves the right to reassess the student's case before readmitting them to the course. This will ensure any unforeseen circumstances, such as changes to the course structure, will not hinder successful

progression through the remainder of the course.

- 8.8.9. Students who fail to return to their course of study at the end of the agreed period of deferral or intermission shall be withdrawn and, where applicable, receive an exit award. Where such a student subsequently wishes to return to complete their course, they will need to apply for RPL.

8.9. Process for the Deferral or Intermission of Studies

- 8.9.1. A student with legitimate circumstances may intermit their course of study at any time after the end of the enrolment period at the start of an academic year (week 3) and prior to the last five weeks of the academic year, with the following consequences:
- a) The result for any module or assessment – either pass or fail – that have been completed, will be retained.
 - b) The student shall re-enrol on any incomplete modules upon their return, but will not be charged again for that module, and the assessments will not count as a retake or be capped.
- 8.9.2. A student on the part-time mode of an MA course may intermit at any time after the end of the enrolment period at the start of an academic year (week 3) and prior to the last five weeks of the course. Deferral is not available to such students, as the two years of study equate to a single level, so intermission should be used instead.
- 8.9.3. A student with a Student Visa may defer or intermit their studies but, in most cases, their visa will be curtailed, and the student will have to return to their home country. A new visa application must be obtained in order for the student to return to study in the UK.
- 8.9.4. Where the request is approved, the Course Leader must ensure that a return date is agreed, and the Deferral/Intermission Form is completed and sent to Student Support for processing. If the student is subsequently unable to return on the agreed date, they must notify their Course Leader and request an extension to their deferral/intermission, which will require approval by the Academic Registrar.
- 8.9.5. Students must refer to Student Support for advice on the implications of deferral or intermission of their studies on their student loan and their finances and, where applicable, the relevant funding body or other agencies (e.g., UKVI), will be notified.

8.10. Status of Deferred or Intermitted Students

- 8.10.1. When a student defers or intermits from their studies, it means they are taking time out from their course with the intention of re-joining their studies at the next available opportunity. Whilst deferred or intermitted, student loan funding is not usually available, but they will still be considered a student of the Institute. However, they will not be permitted to use Institute facilities except in the following cases:
- a) Where intermission has been necessary in order to complete assessments as a result of mitigating circumstances being approved (see 8.1.1).
 - b) Where a student intermits and is offered re-sits, they may opt to engage with those re-sits while on intermission.

8.11. Student-Initiated Withdrawal

- 8.11.1. A student may initiate a withdrawal in line with the Institute's withdrawal process, as outlined in its Student Engagement Policy.
- 8.11.2. As an integral part of the process, the student must be referred to Student Support, who can offer a range of confidential support and advice, including advice on the financial implications of withdrawing from their course of study.
- 8.11.3. Upon completion of the Withdrawal Form, the student withdrawal shall be processed and, where applicable, the relevant funding body or other agencies (e.g., UKVI), will be notified.
- 8.11.4. When a student withdraws, it means that they are leaving their course of study completely, with

no intention of returning at a later date. When a student has withdrawn, they will no longer be considered a student of the Institute and, if they decide at a later date to reapply to study at the Institute, they must apply via the RPL route and return the certificate received for any exit award made following withdrawal.

8.12. College-Initiated Withdrawal

- 8.12.1. A College may decide to withdraw a student for a range of reasons, including (but not limited to):
- a) Failure to progress (withdrawal on academic grounds).
 - b) Non-attendance.
 - c) Failure to return from a period of deferral.
 - d) Failure to return from a period of suspension.
 - e) Expiration of the maximum registration period.
 - f) Following the outcome of student disciplinary procedures.
 - g) Failure to (re-)enrol.
 - h) Non-payment of tuition fees.
 - i) Breaching the conditions of their Student Visa.
 - j) Expiration of their visa.
- 8.12.2. The decision to withdraw a student will be based on evidence in one or more of the above categories, will be processed in line with the appropriate Institute Policy or Procedure, and will be considered by the College Principal.
- 8.12.3. As an integral part of the process, the student must be referred to Student Support for advice on any financial implications of withdrawing from their course of study.

8.13. Consequences of Withdrawal

- 8.13.1. A student is withdrawn from their course of study with the following consequences:
- a) Termination of their enrolment, and they shall no longer be a student of the Institute.
 - b) The Institute will duly process records and external bodies or other agencies (e.g., UKVI), will be notified. For the purpose of the student record, the date of withdrawal will be the same as the date the decision to withdraw is made, unless evidence is readily available to confirm an earlier date.
 - c) Students must then refer to Student Support for advice on the implications of withdrawal from their studies on their student loan and their finances.
- 8.13.2. A student may appeal against the decision to withdraw them from a course of study in accordance with the Institute's Academic Appeals Policy, available online.

9. Academic Misconduct

9.1. Introduction

- 9.1.1. The Institute believes it is important that all students are judged on their own ability and that all assessments submitted should be original. Academic Misconduct is defined as any activity used by a student which provides them with an unfair academic advantage over others. In cases where Academic Misconduct is suspected, the Institute will follow the procedures outlined below.
- 9.1.2. Under these regulations, it is an offence for any student to be guilty of, or party to, attempting to commit or committing collusion, plagiarism, or any other type of academic misconduct in an examination or in the preparation of work submitted for assessment.
- 9.1.3. Misconduct in assessments, examinations or in the presentation of marks achieved elsewhere is conduct likely to be prejudicial to the integrity and fairness of the examination process. The submission of coursework will be considered by the Institute to be a declaration that it is the candidate's own work.
- 9.1.4. Students should be aware that an Academic Misconduct case can be opened at any time, even if they have graduated and are no longer a current student.

9.2. Collusion

- 9.2.1. Collusion is the preparation or production of work for assessment jointly with another person or persons, unless explicitly permitted by the Institute. An act of collusion is understood to encompass those who actively assist others as well as those who derive benefit from others' work. Where joint preparation, is permitted by the examiners but joint production is not, the submitted work must be produced solely by the candidate making the submission.
- 9.2.2. Where joint production or joint preparation and production of work for assessment is specifically permitted, this must be published in the appropriate course documentation, in which assessments are clearly marked as individual or group work. Students are advised to consult with Lecturers or Module Leaders if are unsure about group or individual assignments.

9.3. Plagiarism

- 9.3.1. Plagiarism is the use, without acknowledgement, of the intellectual work of others, and the presenting as new and original an idea or product derived from an existing source in work submitted for assessment.
- 9.3.2. To copy sentences, phrases or even striking expressions without acknowledgement of the source, either by inadequate citation or failure to indicate verbatim quotations, is plagiarism. To paraphrase without acknowledgement is, likewise, plagiarism.
- 9.3.3. Where such copying or paraphrase has occurred, the mere mention of the source in the bibliography shall not be deemed sufficient acknowledgement; each such instance must be referred specifically to its source. Verbatim quotations must be either in inverted commas or indented, and directly acknowledged.

9.4. Self-Plagiarism

- 9.4.1. Self-plagiarism occurs when a student submits work for credit which has previously been submitted for assessment elsewhere at Level 4 or above. This may be part of a piece of work or the entire piece of work and may have been submitted to the Institute or another institution.
- 9.4.2. The situations in which self-plagiarism is permitted by the Institute are:
 - a) Where a student undertakes a Repeat Year, they may resubmit part of a piece of work or the entire piece of work on a module for which credit has not been achieved, provided that it has not been submitted for and achieved credit elsewhere. In such cases, the student is

required to declare at the start of their submission that the work has previously been submitted at the Institute (to prevent them being penalised for plagiarism) and they should be aware that a different mark may be awarded for the repeat submission for a variety of reasons.

- b) Work submitted previously may be used as an element of a dissertation or final year project, provided it does not comprise more than 20% of the total word count and is properly referenced or is used in appendices or supplementary materials.
- c) At postgraduate level, students may, if required, submit a portfolio including the final project or dissertation and work previously submitted for credit only.

9.5. Personation

- 9.5.1. Personation is where someone other than the student prepares the work submitted for assessment. This includes purchasing essays from essay banks, commissioning someone else to write an assessment or asking someone else to sit an examination.
- 9.5.2. Students who attend an examination without their student ID card, or other acceptable form of photo-ID, will not have their examination script marked until their identity has been confirmed.
- 9.5.3. The Institute takes personation extremely seriously and any suspicion of personation will be treated as a major or gross offence and will result in an investigation of potential academic misconduct.

9.6. Exam Misconduct

- 9.6.1. Misconduct in unseen examinations includes having access, or attempting to gain access, during an examination, to any books, memoranda, notes, unauthorised calculators, or any other material, except such as may have been supplied by the Invigilator or authorised by the Institute.
- 9.6.2. It also includes aiding or attempting to aid another student, obtaining or attempting to obtain aid from another student, or any other communication within the Examination Room.

9.7. Falsification

- 9.7.1. Submitting data or observations in assessed work which has been either fabricated or falsified.
- 9.7.2. Submitting written work that includes hidden text, with the intention of increasing the word count.
- 9.7.3. Submitting a video recording of a performance for assessment where miming or editing/manipulation of the file is evident.

9.8. Non-Contributory Work

- 9.8.1. In the case of non-contributory work containing material that would otherwise be subject to misconduct procedures were the work to be contributory, and such potential misconduct is identified, students should be referred to the published guidance on avoiding plagiarism and may receive advice as to future conduct.
- 9.8.2. A 'notice of advice', which should include an indication of the guidance provided, may be held on the student's file. The student will be notified at their registered address if such a notice is retained. The notice of advice may be used only to establish that appropriate guidance has been provided and may not be used to establish the extent of guilt should subsequent cases arise.

9.9. Severity of Academic Misconduct

- 9.9.1. Academic Misconduct shall be dealt with according to the severity of the offence as follows:

Minor Offence – examples of which include:

- Reproducing an existing concept or idea unintentionally.
- Several sentences of direct copying without acknowledging the source.
- Several instances of inappropriate or unacknowledged paraphrasing.
- Unacknowledged proof reading by another person.
- Unacknowledged help with English language accuracy.

Major Offence – examples of which include:

- Several paragraphs of direct copying without acknowledging the source.
- Large sections of unacknowledged paraphrasing of another person's ideas or text.
- Presenting the work of other students without acknowledgement.
- Presenting the work of commercial or industry practitioners without acknowledgement.
- Deliberate falsifying of data or using another person's work without permission.
- An assignment that has been translated into English by another person.
- An assignment that has been edited by another person.
- Deliberately submitting the same piece of work for more than one assignment.
- Collusion.
- 2nd Minor Offence.
- Conspiring or colluding with others to commit any of the above.

Gross Offence – examples of which include:

- Submitting an assignment purchased or downloaded from the internet.
- Commissioning another person to produce a piece of work.
- Theft of the work of other students.
- Theft of the work of commercial or industry practitioners.
- Copyright Theft.
- Fraud, including impersonation and misrepresentation of identity.
- Conspiring or colluding with others to commit any of the above.
- 2nd Major Offence, particularly if the student has been previously reprimanded.

9.9.2. In the case of a proven academic offence with a penalty requiring the resubmission of assessment, the resubmission must take place at the earliest available opportunity during the current academic year and by the deadline set by the College. Where a student does not resubmit, the original mark awarded shall stand.

9.10. Procedures for Determining Allegations of Academic Misconduct

9.10.1. Where it is suspected that a student has committed misconduct in the preparation and/or presentation of their work, it should not be marked, but the Marker should take steps to identify and highlight all instances of misconduct in the assessment in keeping with the guidelines below and refer the case to the student's Course Leader.

9.10.2. Where any form of academic misconduct other than collusion is suspected, the Marker should refer the case to the student's Course Leader, along with a copy of the submission that includes their notes.

9.10.3. Where the allegation is collusion, the Marker should refer the case to the students' Course Leader(s), along with copies of the submissions that include their notes. The Course Leader(s) should then follow the process for a Major Offence, and the students accused of collusion should be invited to separate interviews.

9.11. Poor Academic Practice (Level 4 only)

9.11.1. Poor academic practice is defined as where a first academic offence has been committed at

Level 4 due to lack of knowledge of academic writing.

- 9.11.2. Where the Course Leader, or authorised nominee, determines that the first offence is due to poor academic practice, the following course of action shall apply:
- The work will be marked excluding the offending sections.
 - The student will be required to attend a compulsory Academic Good Practice Tutorial, at which they will obtain further support and guidance in referencing skills.
 - Following this tutorial, if the mark awarded at (a) above was a fail, the student will be given an opportunity to resubmit the work within 14 days to retrieve a mark without further penalty.
 - Should the student fail to attend this tutorial, the mark awarded at (a) shall stand and no resubmission opportunity will be given.
 - Where (c) applies, should the student not resubmit by the new deadline set (late submissions will not be permitted), the mark awarded at (a) above shall stand.
 - A warning letter will be issued to the student and retained on their file for the period of one year.
- 9.11.3. Poor Academic Practice cases will normally be concluded within 10 working days of the receipt of the case and will be dealt with internally by the Course Leader, or authorised nominee within the College.
- 9.11.4. Where a student commits a further offence of the same nature, it should be considered as a Minor Offence or a Major Offence, depending on the level of severity.

9.12. Minor Offence

- 9.12.1. A student suspected of committing a Minor Academic Offence shall be invited to attend a compulsory interview with the Course Leader, or authorised nominee, and shall be given copies of all evidence submitted in support of the allegation. The interview shall be conducted in the company of an independent third-party to take minutes of the meeting, which will then form part of the evidence to be considered.
- 9.12.2. As part of an interview, if the case warrants it, a student may be tested on subject knowledge by an oral examination. The oral examination shall be conducted by a member of academic staff with knowledge of the subject.
- 9.12.3. Notice of five working days will be given to the student of the interview date and time.
- 9.12.4. A student may be accompanied to the interview by a friend or other representative. Under no circumstances may the student have legal representation or be represented by an external organisation. An independent third-party will also attend to make a detailed record of the meeting, which will then form part of the evidence to be considered.
- 9.12.5. If a student is unable to make the original proposed date, they should contact the Course Leader, or authorised nominee, within two working days of notification of the allegation to make alternative arrangements for the interview.
- 9.12.6. Where a student fails to attend or make alternative arrangements, the investigation should proceed, and consideration should be given to the evidence available, and the student's failure to take the opportunity to present a defence may be a factor in the outcome reached.
- 9.12.7. Where a Minor Offence is proven, the Course Leader will ensure that one of the actions outlined in Section 9.14 is applied and will notify the student of the outcome in writing within five working days of the interview.
- 9.12.8. All Minor Offence cases referred to the Course Leader, or authorised nominee, will normally be concluded within 20 working days of receipt of the case and will be dealt with internally by the College.
- 9.12.9. Where the Course Leader, or authorised nominee, determines following the interview that there is evidence of an academic offence in an assessment that cannot be dealt with as a Minor Offence, the case will be referred as a Major Offence within five working days to the Head of Education.

9.13. Major or Gross Offence

- 9.13.1. Any student(s) suspected of committing a Major or Gross Academic Offence shall be invited to attend a compulsory interview with the Head of Education, or authorised nominee, and shall be given copies of all evidence submitted in support of the allegation. The interview shall be conducted in the company of an independent third-party to take minutes of the meeting, which will then form part of the evidence to be considered.
- 9.13.2. As part of an interview, if the case warrants it, the student(s) may be tested on subject knowledge by an oral examination. The oral examination shall be conducted by a member of academic staff with knowledge of the subject.
- 9.13.3. Notice of five working days will be given to the student(s) of the interview date and time.
- 9.13.4. Student(s) may be accompanied to the interview by a friend or other representative. Under no circumstances may they have legal representation or be represented by an external organisation. An independent third-party will also attend to make a detailed record of the meeting, which will then form part of the evidence to be considered.
- 9.13.5. If a student is unable to make the original proposed date, they should contact the Head of Education, or authorised nominee, within two working days of notification of the allegation to make alternative arrangements for the interview.
- 9.13.6. Where a student fails to attend or make alternative arrangements, the investigation should proceed, and consideration should be given to the evidence available, and the student's failure to take the opportunity to present a defence may be a factor in the outcome reached.
- 9.13.7. Following completion of the interview, the Head of Education shall submit the minutes of the interview and all the evidence to the Academic Registry Team (registry@bimm.ac.uk).
- 9.13.8. The Academic Registry Team will convene an Academic Misconduct Panel to consider the evidence, determining whether assessment related offences have been committed and determine what action should be taken.
- 9.13.9. If it is determined that a Major Offence has been committed, the student's record will be made available to the Panel, along with their transcript. In arriving at a decision on penalties to be applied, the Panel will take account of any previous offences on record and shall impose the penalties on an individual basis. In cases involving a group of students, each individual will be considered separately.
- 9.13.10. If, during the course of the Academic Offence investigation, evidence of further academic offences is revealed, the penalties will also apply to those modules affected.
- 9.13.11. The Academic Misconduct Panel shall impose a formal reprimand to be retained on the student's file for the duration of their course of study and one of the actions outlined in Section 9.14 shall be applied for each module for which an academic offence is found to have been committed.
- 9.13.12. On completion of the Academic Misconduct Panel investigation, the Academic Registry Team shall notify the student in writing of the outcome of the case.
- 9.13.13. All Major or Gross Offence cases will normally be concluded within 20 working days of the receipt of the case referral from the College and will be dealt with by the Academic Registry Team. The total time to conclude a Major or Gross Offence case is normally 25 working days.

9.15. Penalties Available for Academic Misconduct

Category	Action	Module Cap	Maximum credit awarded for module	Offence recorded on the Student's transcript	Student has the right to appropriate exit award	Applicable Offences
0	None There is no case to answer	None	N/A	N/A	N/A	None
1	Warning Letter Work marked excluding offending sections, student required to attend academic good practice tutorial, resubmit the work (if failed) to retrieve a mark without penalty, warning letter issued	None	Maximum Available	No	N/A	Poor Academic Practice (Level 4 only)
2	Fail Assessment with right to a re-sit for a capped mark where module failed*	None	Maximum Available	No	N/A	Minor Offence (including self-plagiarism)
3	Fail Assessment with right to a re-sit where module failed *	Pass Mark	Maximum Available	Yes	N/A	Minor Offence (including self-plagiarism) Major Offence (including self-plagiarism) OR second offence of minor plagiarism
4	Fail Module (all assessment marks removed) with right to retrieve pass mark and credits with a re-sit mode *	Pass Mark	Maximum Available	Yes	N/A	Major Offence (including self-plagiarism) OR second offence of minor plagiarism
5	Fail Module (all assessment marks removed) with right to retrieve credits with a re-sit mode *	0	Maximum Available	Yes	Yes	Major Offence (including self-plagiarism) OR second offence of minor plagiarism Gross Offence (including self-plagiarism) OR second offence of major plagiarism
6	Fail Module (all assessment marks removed) no right to redeem credit	0	0	Yes	Yes	Gross Offence (including self-plagiarism) OR second offence of major plagiarism
7	Fail Course no right to redeem credit or progress	0	0	Yes	Yes	Gross Offence (including self-plagiarism) OR second offence of major plagiarism
8	Fail Course no right to redeem credit or progress	0	0	Yes	No	Gross Offence (including self-plagiarism) OR second offence of major plagiarism

* The right to re-sit assessments or redeem marks & credits through a re-sit mode does not apply to offences on a re-sit assessment. All other conditions of the penalty will apply to any repeat attempts of the module.

9.16. Appeals Against Decisions on Academic Misconduct

- 9.16.1. Students shall have the right of appeal against decisions concerning academic misconduct, on the following grounds:
- a) That there existed circumstances, or new evidence has become available, which affects the students case; of which those who determined the judgement were not aware when their decision was taken, and which could not reasonably have been presented to them.
 - b) That there is evidence of procedural irregularity, including administrative doubt as to whether the result might have been different had there not been such an irregularity; those who determined the penalty were not aware when they made their decision, and which could not reasonably have been presented to them.
 - c) That there exists evidence of prejudice or of bias on the part of those making the decision.
- 9.16.2. Operationally, the appeals will operate according to the procedures for all academic appeals.
- 9.16.3. Appeals must be submitted, using [the appropriate form](#), to cap@bimm.co.uk within **21 days** of the decision being notified to the student.



10. Appendix 1 - Undergraduate Marking Schemes

10.1. Higher Education Assessment Rubric

10.1.1. For use at Level 4 only in academic year 2021/22.

Grade	90,95,100	80,85	72,75	62,65,68	52,55,58	42,45,48	30,35,38	0,5,10,20,
Assessment fields:								
Investigation/ contextualisation Informed through the exploration and evaluation of relevant ideas and perspectives	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Knowledge/ideas Through assimilation and comprehension of relevant information	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Development/Process Realisation through reflective practice experimentation and evaluation	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Communication/ articulation Of relevant ideas and their evaluation and interpretation	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Production/realisation Selection of appropriate approaches to achieve desired outcomes	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence
Technical/technique The quality of the technical aspects of the product.	Exceptional evidence	Outstanding evidence	Excellent evidence	Very good evidence	Good evidence	Satisfactory evidence	Insufficient evidence	Little or no evidence

10.2. Undergraduate Categorical Marking Scheme

10.2.1. For use in the marking of all undergraduate assessments except unseen examinations with separately published marking schemes.

Mark Category	Equivalent Classification	HE Generic UG Marking Scheme	HE Assessment Rubric
100 95 90	First	90-100	Exceptional Evidence
85 80		80-89	Outstanding Evidence
75 72		70-79	Excellent Evidence
68 65 62	2:1	60-69	Very Good Evidence
58 55 52	2:2	50-59	Good Evidence
48 45 42	3rd	40-49	Satisfactory Evidence
38 35	High Fail	30-39	Insufficient Evidence
30 20 10 5 0	Fail	20-29	Little or No Evidence
		0-19	

*Where multi-part assessments are in place (e.g., a techniques assessment comprised of exercises & a performance), a separate categorical mark can be awarded for each part. These separate marks could consequently produce an overall mark for the assessment that is a non-categorical one.

10.3. Generic Undergraduate Marking Scheme

Level 5 (Diploma)	Level 6 (Degree)
<p>90-100% Exceptional work with presentation of the highest standard. The work is coherent and high levels of skill and subject knowledge have been demonstrated. The work exhibits ability in problem solving and critical evaluation (where required) and exceptional levels of technical ability and skill. There is evidence of a sound ability to critically interrelate theories with examples from practice where appropriate.</p>	<p>90-100% Denotes work approaching professional quality in all key areas. Outstanding skill and ability is exercised equally with regard to form, content and purpose. Demonstrates an exceptional degree of commitment, creativity, research, critical engagement and contextual understanding. The quality and vision of the work is exemplary.</p>
<p>80-89% Outstanding work with presentation of a very high standard, creative and imaginative, in engaging the recipient. There is comprehensive understanding of key concepts and knowledge and evidence of critical analysis and insight. The work is appealing and technically proficient and is clearly related to external knowledge and engagement with reflective learning. There is some evidence of an ability to critically interrelate theories with examples from practice where appropriate.</p>	<p>80-89% Outstanding work - articulate, imaginative and thorough. Clearly and purposefully structured, maintaining a high level of audience interest. Work that is exciting and innovative as well as being commercially/ academically and technically confident. All elements combine to consciously create the required finished product. Makes strong reference to external knowledge and its relationship to the work and illustrates clearly a critical engagement with what has been learned through the process.</p>
<p>70-79% Extremely good work with presentation of a high standard, which fulfils its aims with clarity. Work that is interesting, creative and technically confident. The work demonstrates effective understanding of the relationship between theory and practice. Significant evidence of critical analysis and reference to external knowledge and research where required.</p>	<p>70-79% Extremely good work with presentation of a high standard, which fulfils its aims with precision. Work that is exciting, technically assured and commercially/academically confident with a clear understanding of the theoretical issues and application to practice where appropriate. There is effective critical and analytical application of relevant research, external knowledge and learning.</p>
<p>60-69% A very sound piece of work, which is well presented and engaging on the whole. Demonstrates sound techniques, knowledge and understanding with an emerging ability to critically engage with and apply the concepts involved linking them to practice where appropriate. Content is wholly relevant and is coherently structured and referenced to external knowledge.</p>	<p>60-69% A stimulating, engaging and successful piece of work. Cohesive in structure and impact, but perhaps exhibiting some minor flaws. May have many of the qualities of work in the categories above but without the same level of excitement, vision, accuracy or originality. Makes reference to external knowledge and its relationship to the work and illustrates what has been learned through the process.</p>
<p>50-59% Work is of a good standard but displays some shortcomings. Evidence of a sound knowledge base but limited critical and practical application of concepts and ideas. Overall, technically competent, but may omit some significant (but not vital) aspects of the task set. Some reference is made to external knowledge together with some connection between ideas and the meaning of the work, where appropriate.</p>	<p>50-59% Good work, successful in meeting its aims and meaningful to the recipient, though there may be minor problems with structure or execution. A well-considered and produced piece of work that meet and in parts exceeds the intended outcomes. Overall, technically competent, but may omit some significant (but not vital) aspects of the task set. Makes reference to external knowledge and some connection with ideas and the meaning of the work.</p>
<p>40-49% Overall, a competent piece of work with adequate presentation. The work makes some links between theory and practice where appropriate, and there is also some reference to external knowledge. The work may lack coherence and may be unsubstantiated by relevant source material or partially flawed. Technical skills are limited. The work has elements that are poorly structured and confused: the recipient may have to concentrate to find meaning.</p>	<p>40-49% Overall, the work shows some degree of competence although there are some obvious technical problems. Often lacking in imagination and perhaps conventional in approach or concept. The work may communicate with difficulty: the recipient may have to concentrate to find meaning. Lacking in cohesion, the work does impart a message, but only partially and may be deficient in individuality or creativity.</p>

Level 5 (Diploma)	Level 6 (Degree)
<p>30-39% – Fail The work is poorly structured, incoherent and poorly presented and contains numerous errors, inconsistencies and omissions with limited use of source material. Evidence of a weak knowledge base with some key aspects not addressed and use of irrelevant material. Flawed use of techniques. Limited evidence of engagement with external knowledge and no evidence of critical thought. Little reference is made to practice or theory where appropriate.</p>	<p>30-39% – Fail The work is poorly presented and contains numerous errors, inconsistencies and omissions with limited use of source material. Fails to communicate a coherent message, perhaps through a mixture of lack of logical thought, poor organisation of material and/or technical incompetence. It may show basic technical proficiency, but the student is unable to apply these skills to produce meaning. Lacks critical analysis and reflection and makes very limited reference to theory and practice.</p>
<p>20-29% – Fail Fails to meet the principal requirements of the assignment brief and the work has limited meaning. Very poorly structured and presented, incoherent and lacking in imagination or insight. Evidence of a very weak knowledge base with many key omissions and much material irrelevant. Use of inappropriate or incorrect techniques. Very little or no evidence of appropriate references to external knowledge, and no evidence of critical thought.</p>	<p>20-29% – Fail Fails to meet the principal requirements of the assignment brief and the work has limited meaning. Very poorly structured, incoherent and lacking in imagination or insight. The work is very poorly presented and contains numerous serious errors, inconsistencies and omissions. The work displays a very weak knowledge base and a lack of sufficient understanding of the topic. Very little or no evidence of appropriate references to external knowledge and no evidence of critical thought.</p>
<p>0-19% - Fail The work is extremely poorly structured and presented. It demonstrates no real knowledge or understanding of key concepts and principles. Much material is irrelevant, incorrect or omitted. No evidence of critical thought, technical competence or skill. No effective use of external knowledge. No links to practice where appropriate. Not a genuine attempt to engage with the assessment requirements and/or subject matter.</p>	<p>0-19% - Fail The work is extremely poorly structured and presented. It demonstrates no real knowledge or understanding of key concepts and principles. Much material is irrelevant, incorrect, inconsistent or omitted. No evidence of critical analysis and reflection. No effective use of supporting material and external knowledge. No evidence of technical ability or skill. No application of theory to practice where appropriate. Not a genuine attempt to engage with the assessment requirements and/or subject matter.</p>

11. Appendix 2 – Postgraduate Marking Scheme

Description and %	Alpha	Generic Criteria (Work at these levels demonstrate most of the following)
Distinction 95	A	<ul style="list-style-type: none"> extensive up-to-date knowledge and deep understanding of the topic/context/practice under discussion uses a comprehensive range of knowledge resources demonstrates a high degree of ability in conceptualising complex issues/problems within the relevant context. shows ability to evaluate critically literature/evidence/policy and practice in an original or comprehensive way demonstrates ability in carrying out an enquiry as appropriate, where the processes and/or outcomes are of unusual professional or academic value demonstrates ability to make a significant contribution in advancing learning and/or solving problems produces sophisticated or original argument with well-reasoned conclusions uses appropriate conventions in citation and referencing with accuracy is expressed in clear and intelligible English.
90	+	
85	A	
80	A	
75	-	
70	B	
	+	
Merit 65	C	<ul style="list-style-type: none"> deep up-to-date knowledge and understanding of the topic/context/practice under discussion uses a wide range of knowledge resources demonstrates a good ability to conceptualise issues/problems within the relevant context shows ability to evaluate critically literature/evidence/policy and practice demonstrates good ability to design and carry out an enquiry as appropriate demonstrates ability to make a contribution to advance learning and/or solve problems. produces a coherent argument with reasoned conclusions uses appropriate conventions in citation and referencing is expressed in clear and intelligible English.
60	+	
	C	
Pass 55	C	<ul style="list-style-type: none"> up-to-date knowledge and understanding of the topic/context/practice uses an appropriate range of knowledge resources demonstrates ability to conceptualise issues/problems within the context shows ability to evaluate literature/evidence/policy and practice demonstrates ability to design and carry out an enquiry as appropriate demonstrates ability to advance learning and/or solve problems. produces an argument with reasoned conclusions uses appropriate conventions in citation and referencing is generally expressed in clear and intelligible English.
50	-	
	D	
	+	
Fail 45	D	<ul style="list-style-type: none"> shows little or no understanding of the topic/context/practice under discussion. shows little or inaccurate use of relevant knowledge resources demonstrates limited ability to conceptualise issues/problems within the relevant context shows inability to evaluate literature/evidence/policy and practice demonstrates inability to design and carry out an enquiry demonstrate inability to advance learning or solve problems does not produce a coherent argument with reasoned conclusions does not use appropriate conventions in citation and referencing is not expressed in clear and intelligible English.
40	D	
35	-	
15	E	
0	+	
	E	
	F	