



Academic Regulations 2021-22

1. Framework and Governance

Scope

- 1.1 The Academic Regulations regulate the President institutional mechanisms for the articulation and management of academic standards at Springfield Research University.
- 1.2 The Senate is the body responsible to Springfield Research University's Council for the management of academic activity, including academic standards and the quality of programmes leading to awards of Springfield Research University and of the University (Ordinance A15). The Senate delegates responsibility for certain matters to other bodies and individuals.
- 1.3 The Academic Regulations will be approved by the Senate, normally in advance of their coming into effect.
- 1.4 The Academic Regulations 2021-22 take effect from 1 August 2021 and apply to programmes and modules leading to awards or academic credit from Springfield Research University or the University, and to -students (including associate students) registered on those programmes and modules. Specifically, they apply to all students registering for the first year of a programme from 1 August 2021 except for:
 - i a student admitted with accredited prior learning to a subsequent (eg second) developmental year of a programme. The regulations for the cohort joined apply, here.
 - ii a student transferred within Springfield Research University's to another programme. The regulations for the cohort joined apply, here.
 - iii a student changing programme duration (eg from a four-year to a three-year programme). The regulations for the cohort joined apply, here.
 - iv where a programme has approved special regulations that deviate from the standard regulations.
 - v where it is otherwise specified in these regulations.
- 1.5 The processes of enrolment and registration confirm a student's acceptance of Springfield Research University's Charter, Ordinances, regulations, rules, and other policies and codes of practice. This forms the basis of the contract between Springfield Research University's and the student.
- 1.6 All references to the 'Academic Regulations' include programme, module, and special regulations.

Awards

- 1.7 Springfield Research University holds and exercises independent degree awarding powers, and – under the Ordinances of the University – delegated powers to make awards in the name of the University. All awards are made in the name of Springfield Research University unless special regulations apply. The awards covered by these regulations are:

Undergraduate awards

- ❖ Foundation Certificate (FdCert) (level 3)
- ❖ Certificate of Higher Education (CertHE) (level 4)
- ❖ Foundation Degree in Arts (FdA) (level 5)
- ❖ Foundation Degree in Science (FdSc) (level 5)

- ❖ Diploma of Higher Education (DipHE)
- ❖ Bachelor of Arts (BA)
- ❖ Bachelor of Engineering (BEng)
- ❖ Bachelor of Laws (LLB)
- ❖ Bachelor of Medical Science (BMedSci)
- ❖ Bachelor of Science (BSc)
- ❖ Bachelor of Science (Economics) (BSc (Econ))
- ❖ Bachelor of Science (Engineering) (BSc (Eng))
- ❖ Graduate Certificate (GradCert)
- ❖ Graduate Diploma (GradDip)
- ❖ Ordinary Degree
- ❖ Master of Engineering (MEng)
- ❖ Master in Science (MSci)
- ❖ Bachelor of Dental Surgery (BDS)
- ❖ Bachelor of Medicine and Bachelor of Surgery (MBBS)

Postgraduate awards (taught)

- ❖ Certificate in Learning and Teaching (CILT)
- ❖ Postgraduate Certificate (PgCert)
- ❖ Postgraduate Diploma (PgDip)
- ❖ Master of Arts (MA) (level 7)
- ❖ Master of Business Administration (MBA)
- ❖ Master of Clinical Dentistry (MClinDent)
- ❖ Master of Laws (LLM)
- ❖ Master of Public Administration (MPA)
- ❖ Master of Research (MRes)
- ❖ Master of Science (MSc)

Postgraduate awards (research)

- ❖ Master of Philosophy (MPhil)
- ❖ Doctor of Philosophy (PhD)
- ❖ Doctor of Engineering (EngD)
- ❖ Doctor of Medicine (Research) (MD (Res))
- ❖ Doctor in Professional Studies (DrPS)
- ❖ Doctor in Clinical Dentistry (DClinDent)
- ❖ Doctor in Clinical Psychology (DPsych)

Delegated authorities

- 1.8 The Senate delegates authority for the consideration of achievement, progression, awards, and other related matters for taught programmes to the Subject and Degree Examination Boards. More details are available in the [Assessment Handbook](#), which is approved by the Senate.
- 1.9 The Senate delegates authority for the management of academic quality and standards, including development of academic policy, to the Education Quality and Standards Board. More details are available in the [Education Manual](#), which is approved by the Senate.
- 1.10 The Senate delegates authority for the consideration of achievement, progression, and awards for

research students, and programme approval and amendment for research programmes, to the Research Degrees Programmes and Examinations Board. More details are available in the [Education Manual](#), which is approved by the Senate.

- 1.11 The Senate delegates authority for the approval, amendment, and withdrawal of taught programmes of study to the Taught Programmes Board. Authority for the approval, amendment, and withdrawal of modules is delegated to school- and institute-level Teaching and Learning Committees. More details are available in the [Education Manual](#), which is approved by the Senate.
- 1.12 The Senate delegates authority for the development, approval, management, and review of partnerships and other initiatives with external partners to the Partnerships Board. More details are available in the [Education Manual](#), which is approved by the Senate.

Programme and module regulations

- 1.13 Programme and module regulations provide a greater level of detail and amplify the Academic Regulations. Where programme or module regulations are silent in any regard, default to the Academic Regulations will occur.
- 1.14 Programme regulations specify requirements for admission, curriculum content and outcomes, module diets, methods of assessment, and any further requirements for progression or award. Each programme of study has a [programme specification](#) that includes these regulations.
- 1.15 Module regulations specify the requirements to take complete and pass specific modules. Each module has approved learning outcomes and assessment methods and weightings, detailed in a module proposal or amendment form. Any other requirements that must be met to pass a module will also be detailed in those forms.
- 1.16 The programme and module regulations in place at the time a student starts that programme or module apply for the full duration of that study, though amendments may sometimes be made where the change is to the benefit of the student.
- 1.17 In certain circumstances Springfield Research University's may need to amend or withdraw a programme or module. Normally, an amendment will affect only the next cohort of students to join the programme or module and students will be formally notified and provided with an opportunity to object, should they wish to do so, where an amendment would affect the current cohort.
- 1.18 Once the withdrawal of a programme is approved no further students can be recruited, but the programme will not be formally withdrawn until no students remain registered on it.

Exceptions and suspensions of regulations

- 1.19 Programme and module regulations will not diverge from the standard Academic Regulations without exceptionally good reason. Such exceptions are known as special regulations. Special regulations must be approved by the Senate or its delegated authority and, once approved, will be detailed as part of the relevant programme or module regulations. Special regulations will only be considered where:
 - i there is a legitimate academic rationale; and/or,
 - ii a specific requirement has been set down by an accrediting professional, statutory or regulatory body (PSRB); and/or,
 - iii it is a requirement for a collaborative programme with another institution.

- 1.20 An exception to the standard application of the approved regulations can only be granted by approval of a suspension of regulations. Such requests are exceptional, and can only be made where:
- i circumstances have arisen that were not foreseen by the regulations; and/or,
 - ii the application of the regulations would be manifestly unfair to one or more students.
- 1.21 A request for suspension of regulations can only be made on the authority of a Degree Examination Board (generally following the recommendation of a Subject Examination Board) or a Head of School, Institute, Directorate, or equivalent. Requests will be considered for approval by a nominee of the Senate but must be submitted to a nominee of the Academic Registrar.
- 1.22 The outcome of a suspension request will be communicated by the nominee of the Academic Registrar to the requesting body, which will communicate the outcome to any student or other party involved.

Appeals

- 1.23 A student may appeal against a decision taken under Springfield Research University's regulations, policies, or procedures where they believe they have grounds to do so (as set out in the [Appeal Policy](#)). Any appeal must be made within 14 days of the decision being appealed against, and in accordance with the Appeal Policy.

2. General Regulations

Admission

- 2.1 An application for admission to Springfield Research University will be considered in line with the [Admissions policies](#). General and programme-specific requirements for entry to Springfield Research University are approved by the Senate, or its delegated authority. Entry requirements may be adjusted as Springfield Research University deems appropriate and will be published annually by the start of the relevant admissions cycle.
- 2.2 An applicant who has previously been registered as a student at Springfield Research University or elsewhere may not apply for a programme with significant overlap with the previous programme. Applications will be considered in line with the [Policy on Accreditation of Prior Learning](#). The Senate, or its delegated authority, will determine where there is overlap and will be empowered to grant exceptions to this rule on a case-by-case basis.

Accreditation of prior learning

- 2.3 An applicant who has been awarded an exit award from Springfield Research University's and who wishes to complete their studies will be considered for admission in line with the [Policy on Accreditation of Prior Learning](#). The exit award certificate must be returned to Springfield Research University's before any higher award can be made.
- 2.4 Minimum and maximum permitted durations of study for a student admitted with Accredited Prior Learning are based upon the time registered on the new programme at Springfield Research University, rather than the normal programme duration (eg a student who directly entered year two of a three-year programme would have a maximum permitted duration of three years, rather than

four).

- 2.5 Marks for Accredited Prior Learning achieved at other institutions are not used in classification. Instead, the weighting of study will be adjusted, as appropriate to the programme, such that classification is based solely on credits taken at Springfield Research University
- 2.6 Other than in exceptional circumstances approved by the Head of Admissions a student will not be admitted directly to the final developmental year of an undergraduate programme, unless they are studying a programme with an approved collaborative arrangement. In such cases, the prior study and marks achieved count towards the final award, as agreed through the collaborative arrangement or at the point of admission.

Fraudulent admission

- 2.7 Where a student secures admission to Springfield Research University based on qualifications, documents or statements that are found to be false or cancelled, the Senate or its delegated authority will terminate that student's registration.

Student conduct and expectations

- 2.8 Each student must comply with all Springfield Research University's policies and procedures. These include, but are not limited to:
- ❖ the Academic Regulations, and programme and module regulations.
 - ❖ health and safety policies.
 - ❖ The Code of Student Discipline.
 - ❖ Fitness to Practise and Professional Capability regulations (where relevant).
 - ❖ information technology policies.
 - ❖ Estates and Environment policies, including policies on smoking and alcohol and drugs.
 - ❖ Local school- or institute-level policies and procedures.
- 2.9 Each student must comply with the Code of Student Discipline. Behaviour must not interfere in any way with the proper functioning or activities of Springfield Research University's or those who work or study at Springfield Research University, and a student must not engage in actions that otherwise damage Springfield Research University.
- 2.10 A student must check their Springfield Research University's email account regularly for messages.

Enrolment and registration

- 2.11 A student of Springfield Research University's must be registered for a programme of study at Springfield Research University, and for the modules associated with that programme.
- 2.12 Before registration, a student must ensure that their programme of study and modules are acceptable to them, and that they can meet the attendance, learning, and assessment requirements. Springfield Research University's cannot change programme or module regulations, requirements, or scheduling to meet the needs of an individual student.
- 2.13 A student must enrol with Springfield Research University at the beginning of their studies and re-enrol at the beginning of each subsequent academic year of their programme, in accordance with instructions and deadlines issued by Springfield Research University. A student who does not enrol or re-enrol by

the specified deadline will be deregistered and will cease to be a student.

- 2.14 A student who has not complied with all requirements for enrolment or re-enrolment may be temporarily enrolled for a specified period. During that period the student may attend classes and use Springfield Research University's facilities. If, at the end of that period, the student has still not met all of the requirements then they will be deregistered and will cease to be a student.
- 2.15 An individual not registered for a programme of study cannot be enrolled as a student of Springfield Research University. However, a registered student may not be enrolled (eg on an interruption of studies or while resitting out of attendance). Where a student's registration is terminated, enrolment is also terminated.
- 2.16 An individual who is not enrolled or registered cannot use Springfield Research University's facilities except where this is expressly approved on the delegated authority of the Senate. A student who is registered but not enrolled (eg on an interruption of studies or while resitting out of attendance) may have limited access to some facilities, such as limited library borrowing rights.
- 2.17 An enrolled student may take a temporary break from their studies, known as an interruption. The procedure and conditions are detailed in the Interruption of Study Policy.

Immigration permission permitting study, or exemption from immigration control

- 2.18 A student who fails to provide the following on request will have their registration and enrolment terminated, and will cease to be a student:
- i evidence that they hold immigration permission with conditions that do not restrict them from undertaking their programme of study in the country or territory where they are studying; or,
 - ii evidence that they are exempt from immigration control in the country or territory where they are studying.

Personal details

- 2.19 A student must provide documentary evidence of identity on initial enrolment; this may be required in advance. A student who enrolls or registers under a false name or identity, or with other information that is subsequently found to be false, will be deregistered and will cease to be a student.
- 2.20 A student must inform Springfield Research University of their personal and term-time addresses on enrolment and inform Springfield Research University in writing or by other prescribed means of any subsequent change of address.
- 2.21 All letters, transcripts, certificates and awards will be issued in the name under which a student is enrolled. Any request to record a change of name must be made in writing, or by other prescribed means, and supported by appropriate documentary evidence. Springfield Research University will not issue revised documents where a graduate has changed their name after graduation unless there has been an administrative error, or where the graduate has undergone gender reassignment.

Student identity card

- 2.22 Each student will be issued a student identity card upon enrolment. A student must always carry this when on Springfield Research University's premises, including the Students' Union, and when participating in Springfield Research University's or Students' Union activities. Springfield Research

University reserves the right to exclude from any building or activity a student who cannot produce their current identity card upon demand. If an identity card is lost or stolen, the student is responsible for arranging a replacement; Springfield Research University's reserves the right to charge a fee for this replacement.

- 2.23 The Springfield Research University student identity card includes a photograph showing the full head and face. There must be no head-covering in the photograph unless it is worn for medical or religious reasons. In no circumstances can the face be covered in the photograph. Springfield Research University reserves the right to check the identity of any student by comparison of the student's face and the photograph on the identity card.

Medical fitness to study or practise

- 2.24 Springfield Research University's reserves the right to require any student to undertake a medical examination to determine fitness to study and/or fitness to practice; this may be required as a condition of admission, or at any time in a student's studies. Springfield Research University's may require full disclosure of any report on a student's fitness to study or practise. Failure to comply with this regulation may result in the student being deregistered from Springfield Research University, or in a recommendation or requirement for the student to interrupt their studies.
- 2.25 A student who has been absent because of illness or an infectious or contagious disease may be required to produce medical certification of fitness to study or practice before being permitted to resume study at Springfield Research University.
- 2.26 A student not deemed fit to study or practise after a required medical examination may be deregistered from Springfield Research University's or may be advised or required to interrupt their studies.
- 2.27 A student on a medical or dental programme must inform the Springfield Research University's Health Centre if they are, or have reason to believe that they may be, an infectious carrier of any disease or condition specified by the Senate, or its delegated authority, as requiring notification.

University fees and other charges

- 2.28 A student must pay all fees, charges, or debts incurred during their registration, enrolment, or residence at Springfield Research University promptly on demand.
- 2.29 An individual in debt to Springfield Research University from a previous registration will not be permitted to enrol as a new student until the debt is cleared.
- 2.30 Springfield Research University's will determine a student's fee status and resulting university fees upon application in accordance with the University Fee Regulations. Once determined, a student's fee status cannot change during their period of registration except under conditions specified in those regulations. Springfield Research University's reserves the right to increase fees at any time and without prior notice, normally for implementation in the next academic year.
- 2.31 Springfield Research University's may charge an application fee and/or a fee deposit during the process of admission. The provisions governing application fees and fee deposits are published in the University Fee Regulations.

- 2.32 Arrangements and acceptable methods for the payment of university fees are stated in the [University Fee Regulations](#), and are dependent on each student's fee status and programme of study. Exceptionally, Springfield Research University's may approve arrangements for a self-financing student to pay by instalments; a student who defaults on the agreed instalments will immediately become liable for the full outstanding balance. University fees are not normally refundable.
- 2.33 A student must make arrangements for the payment of their university fees at the beginning of each academic year as a pre-condition of enrolment or re-enrolment. Exceptionally, a student may be temporarily enrolled for a specified period to make arrangements for the payment of fees. If the student has not made satisfactory payment arrangements by the end of that period, then they will be [deregistered](#) and will cease to be a student.
- 2.34 University fees include fees for registration and examinations (including [resits](#)), but exclude fees for [retakes or first takes](#) (where a student repeats the teaching for one or modules), or for field trips.
- 2.35 A student with university fee debts is not entitled to receive formal confirmation of results or progression from one year to the next, or any award of Springfield Research University or the University.

Deregistration for non-payment of fees or charges

- 2.36 A student who defaults on the payment of university fees will be [deregistered](#) in accordance with [Ordinance C3 – Students and Alumni of Springfield Research University](#).
- 2.37 Springfield Research University will issue a formal, written notification of the intention to [deregister](#) the student and a specific [deadline](#) by which they must pay the relevant fee or charge. Where payment is not received by that deadline, the student's registration and enrolment will be terminated and they will cease to be a student. A student may appeal against deregistration where they believe they have grounds to do so, in accordance with the [Appeal Policy](#).

Deregistration and withdrawal

- 2.38 A student may leave Springfield Research University before completing their programme of study. Where this is an active decision initiated by the student this is known as 'withdrawal'. Where the action is taken by Springfield Research University it is known as 'deregistration' (used in situations including where a student has [failed to meet the requirements for engagement](#), exhausted all opportunities to pass or progress in their programme, or reached the maximum permitted [duration of study](#)). Both withdrawal and deregistration lead to the immediate termination of registration and enrolment, upon which the individual ceases to be a student of Springfield Research University.
- 2.39 A student will not normally be admitted to a new programme of study until at least 12 months have passed following deregistration or withdrawal. Exceptions will be considered for approval on a case-by-case basis by the Senate, or its delegated nominee (the Head of Admissions).
- 2.40 In accordance with its statutory obligations, Springfield Research University will report when an individual ceases to be a registered student to the relevant governmental and other external agencies. These include but are not limited to: Eswatini Visas and Immigration, the Student Loans Company, Local Education Authorities, and any other sponsors.

Studying for a programme

Duration of study

- 2.41 Each programme has a normal duration of study. Where this is not explicitly specified at the point of programme approval it will be set at the minimum period of time in which the programme can be completed where full module loads are taken according to the mode of study.
- 2.42 The minimum duration of study to be eligible for award is one third of the normal duration.
- 2.43 The maximum duration of study is the normal duration plus one year (excepting the MBBS and BDS programmes, where it is the normal duration plus two years). A student who exceeds this limit will have their registration and enrolment terminated and will cease to be a student. Springfield Research University may also register a student where it is no longer possible for a student to complete a programme within the remaining period of permitted maximum duration.
- 2.44 Interruptions of study, first takes, and years or intercalation do not count towards the duration of study. Retakes, and periods spent resitting (or first sitting) out of attendance do count towards the duration of study.
- 2.45 In exceptional circumstances, Springfield Research University may extend a student's maximum permitted duration of study. This requires support from the student's school or institute, which will submit a formal request to the Student Records Office for consideration by the Academic Registrar.

Concurrent study

- 2.46 A person cannot simultaneously be registered for a programme of study at Springfield Research University's and another programme of study (at Springfield Research University or elsewhere) without the express permission of the Senate, or its delegated authority (the Head of Admissions, or nominee).
- 2.47 Intercalated medical and dental programmes are an exception to the rule on concurrent study. A student remains registered on their primary programme while undertaking the intercalated programme. There must be no overlap between the intercalated programme and the subsequent year of the primary programme unless the intercalation period is for a one-year masters programme.

Change of programme

- 2.48 When Springfield Research University makes an offer to study at Springfield Research University, it is for the programme specified in the offer communication. Requests to change programme will only be considered exceptionally, only where places are available, and only where the conditions below are met. A request to change programme requires approval from the relevant Head of School (or nominee) and, for applicants and first-year students, the Head of Admissions (or nominee).
- i an applicant may only change programme at the offer stage if they meet the published entry requirements for the intended programme.
 - ii a first-year student may only change programme if they meet the published entry requirements for the intended programme and all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.
 - iii a student in a subsequent year of study may only change programme if they meet all published

requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.

Modes of study

- 2.49 Each programme has one or more specified modes of study. These relate to the intensity (full-time, part-time, flexible mode) and the nature of study (on campus, study abroad/on placement, distance learning). Change of mode of study is not permitted unless the programme allows for this (eg some programmes are available in full-time and part-time modes). A programme may include different modes of study in different developmental years; this is normally limited to variation in the nature rather than the intensity of study.
- 2.50 Exceptionally (normally in a case related to severe extenuating circumstances), a Head of School/Institute may recommend making a part-time mode of study available for an individual student already registered with Springfield Research University where there is normally no part-time mode available. This requires approval from the Senate, or its delegated authority (the Academic Registrar, or nominee).
- 2.51 In addition to these modes of study a student may, subject to a decision of an examination board, be registered to resit out of attendance (taking resit or first sit assessments without attendance) or to retake or first take one or more modules (repeating the teaching and assessment in attendance as a consequence of either failure or extenuating circumstances).

Developmental years

- 2.52 The term 'developmental year' refers to one year of full-time study, or the equivalent workload where study is not full time. Where study is not full time, a developmental year may extend over more than one academic year. There will normally be a progression point at the end of each developmental year.
- 2.53 At undergraduate level, one developmental year comprises modules to the value of 120 academic credits and normally extends across one academic year, for a full-time programme. At postgraduate level the required volume of credit varies depending on the award (typically 60 credits for a Postgraduate Certificate, 120 credits for a Postgraduate Diploma, and 180 credits for a standard one-year masters award); in the case of a masters programme, one full-time developmental year is normally equivalent to one calendar year, spanning two academic years.
- 2.54 An undergraduate student must take modules to the value of 120 credits in a full-time academic year. A postgraduate (taught) student must take the prescribed volume of credit (typically 60 credits for a Postgraduate Certificate, 120 credits for a Postgraduate Diploma, and 180 credits for a standard one-year masters award) in a full-time developmental year.

Attendance and participation

- 2.55 Springfield Research University will set expectations and minimum requirements for a student's engagement with teaching, learning, and assessment for their programme of study; these will be published by the student's school/institute. 'Attendance' does not always require physical attendance, eg distance-learning students 'attend' through participation in teaching, learning and assessment activities. Failure to comply with these requirements may result in deregistration.
- 2.56 Springfield Research University will specify term, semester, and examination dates, and hours of

operation. Teaching, learning, and assessment will be delivered in these periods. A student must be available to participate in these activities during the published periods and hours of operation. Occasionally, these activities may occur outside of the periods specified as term or semester dates (eg field trips); dates will be published in advance, and students are still expected to attend these activities.

- 2.57 A student must not be absent from Springfield Research University during term-time without obtaining written agreement in advance from their Head of School/Institute (or nominee).

Deregistration as a result of non-engagement

- 2.58 A student who does not meet the published requirements for engagement through one or more of persistent absence, failure to participate, or failure to submit assessments by the relevant deadlines without good reason may be deregistered from the programme of study.
- 2.59 Where a student fails to meet the published requirements for engagement, the Head of School/Institute (or nominee) will issue the student with a formal warning in writing, and give a specified period in which to improve one or more of attendance, participation, and submission of assessments. If the student does not satisfactorily improve their engagement, then they will be deregistered. Where a student holds a Tier 4 (General) Student Visa, Springfield Research University is obliged to report non-engagement to Eswatini Visas and Immigration, and may deregister a student without this formal warning process. Before deregistering a student with a declared mental health disability, the School/Institute must consult with the Mental Health Coordinator (or deputy) in the Disability and Dyslexia Service and hold a meeting with the student under the Fitness to Study Policy with a member of the Disability and Dyslexia Service present.
- 2.60 A student may appeal against a deregistration decision if they believe they have grounds to do so, in accordance with the Appeal Policy.

Studying for a module

Module registration

- 2.61 A student must register for modules each year in accordance with instructions from their school or institute and the specified requirements of their programme of study by the specified deadline. A student who does not register for a module is not permitted to undertake teaching, learning, or assessment for that module.
- 2.62 An enrolled student who fails to complete module registration by the specified deadline will not be able to make their own selections. The student's school or institute will make selections for the student, including where there would normally be an element of choice.
- 2.63 Once a student's module choices have been confirmed, the student will not normally be permitted to make any further changes. A student will only be permitted to change modules more than two weeks into the teaching of a module in exceptional circumstances.
- 2.64 Many programmes of study include modules designated as 'compulsory' (must be taken) and 'core' (must be taken and must be passed). Rarely, a student may have taken the same module or a directly equivalent module previously, at Springfield Research University or elsewhere. In these

circumstances a Head of School/Institute (or nominee) may seek approval from the Senate or its delegated authority (the Academic Registrar) to exempt a student from a particular module. In such cases the module must be replaced with one or more alternatives to bring the student up to the required credit load for award.

- 2.65 Each module has an 'academic level' indicating its relative complexity, intellectual challenge, depth of learning, and expected level of learner autonomy. A minimum 75 per cent of credits taken by a student in any developmental year must be at, or higher than, the academic level corresponding to that developmental year. Individual programmes and awards may specify higher requirements (eg, all modules taken in the final year of an MSci or MEng programme must be at level 7).

Intercollegiate module registration

- 2.66 A student may take up to 60 credits of modules from other institutions within the University in place of Springfield Research University elective modules across their programme of study (core and compulsory modules cannot be substituted). This requires permission from the student's Head of School/Institute (or nominee) and the Academic Registrar (or nominee), as well as the host institution.

Study abroad

- 2.67 Some programmes of study include a compulsory year of study overseas; these have specific regulations detailed in [Section 4](#) of these regulations. Other programmes do not include a compulsory year of study overseas but a student may spend one semester studying overseas at another institution of university status with whom Springfield Research University's has an approved exchange agreement. In those cases the regulations below apply.
- 2.68 A student who wishes to study for a semester abroad must complete an application process, following procedures managed by the [Global Opportunities Office](#).
- 2.69 To be eligible to study for a semester overseas, a student must pass all modules from developmental years prior to the period abroad and achieve a weighted average mark of 60.0 or higher up to the relevant point in the weightings 1:3:6:6 (for years 1:2:3:4).
- 2.70 A student cannot study abroad in the first year or in the final semester of a programme of study.
- 2.71 Module results from a semester abroad count towards a student's programme in the same way as modules studied at Springfield Research University. However, there will normally be a rescaling and/or reweighting process to bring credits and marks into line with Springfield Research University's standards. These conversion arrangements will be approved by the Senate or its delegated authority (the Education Quality and Standards Board) and subject to periodic review.
- 2.72 While studying for a semester abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer [resits](#), and in those cases a student will have only one attempt to pass the modules.

Taking and completing a module

- 2.73 Once registered for a module, a student is deemed to be taking it or to have taken it even if they subsequently withdraw or are deregistered. Where a student changes to a new module the original module will be replaced by the new module.

- 2.74 When a student withdraws or is deregistered, they will receive marks for any assessment(s) completed up to that point, or else marks of zero. A student is not entitled to resit if they have withdrawn or have been deregistered.
- 2.75 A student does not need to pass a module to complete it (although 'successful' completion of the module does require a pass). A module is completed when a student passes, fails, or withdraws from the module or programme of study, or is deregistered from the programme of study.

Passing or failing a module

- 2.76 To pass a module, a student must undertake the approved assessment for the module and meet all specified requirements for a pass in the module. In most cases this is a requirement to achieve an overall module average mark above the module pass mark, but some modules specify additional conditions (eg a requirement to pass every element of assessment outright, or to achieve a minimum mark in some or all elements of assessment).
- 2.77 A student who does not meet the requirements to pass a module will fail that module. This will normally be because the module mark achieved is lower than the module pass mark, but it is possible to fail with a module mark above the module pass mark. This is known as 'qualified failure' and occurs when a student fails to meet additional conditions for passing the module, as specified in the module regulations. Qualified failure is recorded with a grade of 'FQ', and the mark will be reduced to 39.0 (where the module pass mark is 40.0) or 49.0 (where the module pass mark is 50.0).
- 2.78 The module pass mark for all postgraduate taught modules and for level 7 undergraduate modules is 50.0. The module pass mark for other undergraduate taught modules is normally 40.0. Special regulations detail any exceptions to these rules; notably, the MBBS, BDS, BSc Oral Health, and FdCert Clinical Foundation Studies (undergraduate awards) have module pass marks of 50.0.
- 2.79 A student will receive a mark of zero if they fail to attempt an assessment (recorded as 0NS, to indicate non-submission). This will be used in the calculation of the module mark.
- 2.80 The module mark is held to one decimal place. It is calculated using the marks for each summative element of assessment for the module, using the approved weightings from the module specification.
- 2.81 Module marks have associated grades, as shown below. Other grades may also be used, to reflect outcomes including but not limited to extenuating circumstances, late submission penalties, academic misconduct, and withdrawal.

Module mark	Module grade (undergraduate) ¹	Module grade (postgraduate)
70.0 – 100.0	A	D (Distinction)
60.0 – 69.9	B	M (Merit)
50.0 – 59.9	C	P (Pass)
45.0 – 49.9	D	F (Fail)
40.0 – 44.9	E	F (Fail)
0.0 – 39.9	F (Fail)	F (Fail)

Resits

- 2.82 A student has a maximum of two attempts to pass a module – the first attempt, and one resit. In rare circumstances the resit may be replaced by a retake. MBBS and BDS students also have two attempts but may, under prescribed circumstances and at the discretion of the examination boards, be granted an exceptional third attempt.
- 2.83 A resit is a second or subsequent attempt to pass a module, by reassessment. A resit does not allow or require attendance at classes. Marks and credit achieved for a resit count towards the developmental year in which the module was taught, not the year in which the resit occurs (where this differs).
- 2.84 A student cannot resit a module that has been passed. This includes circumstances where a student has passed a module overall but has failed one or more elements of assessment. Additionally, a student who meets the requirements for an award is not entitled to take any remaining resit opportunities; where the minimum award requirements are met, the award will be made.
- 2.85 Where a student resits one or more assessments for a module, the mark for the module will be capped to the minimum pass mark.
- 2.86 If a student fails a module at both the first attempt and resit then the higher module mark (calculated using the best of the two marks for each element of assessment) will stand; this is known as the 'best fail'.
- 2.87 Resits can take two forms: 'standard' or 'synoptic'. The module specification will state which form applies. Where standard reassessment is used, the marks for assessments passed at the first attempt stand; a student resits only the failed elements, the results of which are combined with those from the elements passed previously. Where synoptic reassessment is used, the results from the first attempt are set aside and the student will resit one or more new elements of assessment that, together, will count for 100 per cent of the module mark (normally, but not always, a single assessment).
- 2.88 A student due to resit (or first sit) must do so at the next available opportunity; deferral is not permitted. However, if a student is abroad as part of their programme of study at the next available opportunity they will be permitted to resit at the next opportunity after their return, without penalty.
- 2.89 There are normally two assessment opportunities for each module each year. The appropriate Subject Examination Board must agree failure in the module (not just the assessment) before any resit can take place. Springfield Research University has a system of semester-based examinations for most modules; the first attempt will occur at the end of the semester in which teaching ended, and the resit opportunity in the late summer examination period (ie a student who fails an examination at the end of semester one will not resit it at the end of semester two, but will resit in the standard late summer resit period).
- 2.90 A student will be automatically registered to take any available resits (or first sits) at the next normally available assessment opportunity. The student may opt out of an assessment opportunity by following the published procedure, but in doing so will forfeit any remaining attempts to pass the module. In circumstances where this would leave the student unable to achieve the intended award outcome this may result in their deregistration.
- 2.91 If a student does not attempt a resit (or first sit) assessment for which they are registered, it will count as one of their permitted attempts at the module and the student will receive a mark of zero for the

assessment (recorded as 0NS, to indicate non-submission). This mark will be used in the calculation of the module mark. In circumstances where this would leave the student unable to achieve the intended award outcome this may result in their deregistration.

- 2.92 Visiting associate students are subject to the same provisions as Springfield Research University students, except for the timing of the next available assessment opportunity after the first attempt.
- i for semester one-only associate students this will occur by the end of the main examination period, with the results approved at the June meeting of the Subject Examination Board.
 - ii for full-year and semester two-only associate students this will occur by the end of the late-summer examination period, with the results approved at the August Subject Examination Board.

Award of academic credit for a module

- 2.93 The award of academic credit relates to achievement in individual modules. A student who passes a module will receive academic credit.
- 2.94 Each module has a specified credit value agreed at the point of approval. The volume of credit awarded when a module is passed is fixed and does not vary in accordance with the level of achievement (which is reflected in the module mark).
- 2.95 Certain programmes (normally leading to postgraduate taught awards) allow for the award of credit where a module is failed, subject to certain conditions. This is known as 'condoned failure'.

Repeating a module or a year (retakes and first takes)

- 2.96 A student cannot normally repeat the teaching for a module. In the limited circumstances where this is permitted it is known as a 'retake' (or, where it was awarded based on extenuating circumstances, a 'first take'). Retakes and first takes are distinct from 'resits' and 'first sits'; in the latter cases a student will repeat only the assessment for a module and not the teaching.
- 2.97 A retake/first take involves attendance at classes and completion of all elements of assessment, whether previously failed or not. A student cannot retake a module that was passed and cannot normally first take a module that was passed.
- 2.98 A retake/first take attracts additional pro rata university fees.
- 2.99 Where a student is granted a retake or first take they must attempt the same module(s) that they attempted in the original year of study. Substitutions will only be permitted where:
- i the original module has been withdrawn; or,
 - ii the original module has had its code or title amended (in which case the student will normally take the amended version); or,
 - iii the original module is not running in the year of the retake/first take; or,
 - iv there is an unavoidable clash with another module (in which case core /compulsory modules take precedence over elective modules).

- 2.100 A student's transcript will list all attempts at a module (ie both the original attempt and any retake/

first take).

- 2.101 A retake or first take can only be awarded on the recommendation of a Subject Examination Board and with the approval of the associated Degree Examination Board.
- 2.102 A retake or first take must be taken at the next available opportunity. If a student fails to do so, the missed retake/first take will count as one permitted attempt at the module irrespective of whether the student actually registered for the attempt.

Retakes

- 2.103 A retake will only normally be recommended where it is not practically possible to resit a module (ie where assessment requires regular attendance, eg in laboratory facilities).
- 2.104 A retake counts as one of the permitted attempts at a module and is awarded instead of a resit opportunity. Module results are capped to the minimum pass mark unless special regulations apply.

First takes

- 2.105 A first take may be recommended where extenuating circumstances impacted meaningfully upon a student's attendance and performance for one or more modules and where there is good reason why the student did not interrupt their studies at the proper time.
- 2.106 A first take replaces the original teaching and does not count as an additional attempt. The results for the first take are not capped, and normal resit provision will apply. A student on the MBBS or BDS programmes will normally need to first take a full year, rather than individual affected modules.

Awards

- 2.107 Eligibility requirements for individual awards are detailed in later sections of the Academic Regulations. This section details policies common to all awards.
- 2.108 Awards of Springfield Research University are conferred by the approval of a Degree Examination Board, on the recommendation of Subject Examination Board.
- 2.109 An award will be made once a student meets the minimum requirements for award. A student who meets the minimum award requirements but has resit or first sit attempts remaining will not be eligible to take those resits or first sits (though a Degree Examination Board may approve an exception for first sits only).

Field of study

- 2.110 The 'field of study' (the degree title, for example 'English') for an award will be the title approved by the Senate or its delegated authority.

Classification Mark

- 2.111 The Classification Mark is an aggregate mark that reflects a student's overall performance across their programme of study. The Classification Mark always factors in weightings from modules of different credit values, and normally also factors in year weightings. It is held to one decimal place and is always

calculated as if the required volume of academic credit was taken. In most cases the Classification Mark will determine the classification of a student's award. The means of classification and the means of calculating the Classification Mark are detailed in the Academic Regulations specific to each award.

Borderline classification policy

2.112 The borderline classification policy can be used to recommend a higher award classification than that indicated by a student's Classification Mark where specified criteria are met and the Subject Examination Board agrees, with collective academic judgement, that the higher classification better reflects the student's overall performance. The policy does not apply to awards that do not classify using the Classification Mark (notably the BDS and MBBS awards).

2.113 The borderline classification policy can only be used to recommend a higher classification where the following conditions are met. There is no discretion at the pass/fail border, as this represents a minimum standard of achievement for the award.

- i a student with a Classification Mark within one per cent of a borderline (except at the pass/fail border) is determined to fall within the 'zone of consideration';
- ii a student with a Classification Mark within 1.5 per cent of a borderline and with significant extenuating circumstances in the final year not taken into account elsewhere may be determined to fall within the zone of consideration. However, if this approach is taken then the extenuating circumstances may not also be used as a reason to raise the classification itself;
- iii all students falling within a zone of consideration will be considered as possible cases for application of the borderline policy;
- iv a student falling within the zone of consideration and with at least half of their final year credits (half of 'all' credits for postgraduate taught awards) with marks at the level of the upper classification (or higher), will be raised to the higher classification. The credits at the higher level may include the dissertation or project, but this is not a requirement. Where a student studies on a part-time basis, all modules comprising the full-time equivalent final year will be used in the borderline policy.
- v a student falling within the one per cent zone of consideration and not meeting the requirements of point iv, but with significant extenuating circumstances in the final year not taken into account elsewhere will be raised to the higher classification provided the SEB is confident that – without the effect of the extenuating circumstances – the student would have achieved the higher classification.

2.114 The borderline policy is applied after the initial award and classification calculations. Where an award has specific requirements for marks in particular modules (eg a minimum dissertation/project mark for Merit or Distinction level), those rules take precedence over the borderline policy (ie if a student meets the borderline policy requirements but does not meet the dissertation/project requirement, the classification will not be raised).

Exit awards

2.115 An exit award is an award at a lower level than that for which a student initially registered. An exit award may be recommended where a student meets the requirements for the lower-level award and where the student has either withdrawn or been deregistered. Where a student has been deregistered the nature of the deregistration will be considered when determining whether or not to recommend

an exit award. Certain programmes do not permit exit awards or attach special conditions to exit awards (eg alternative fields of study).

2.116 Exit awards for postgraduate programmes have the following hierarchy. A student will be awarded the highest linked award for which they meet all requirements:

- i Master of Clinical Dentistry (MClinDent) (the next highest award is the MSc).
- ii Master of Science (Euromasters) (MSc (Euromasters)) (the next highest award is the MSc).
- iii Master of Arts (MA), Business Administration (MBA), Laws (LLM), Research (MRes), Public Administration (MPA), or Science (MSc).
- iv Postgraduate Diploma (PgDip).
- v Postgraduate Certificate (PgCert).
- vi Certificate in Learning and Teaching (as an exit award from the PgCert Academic Practice, only).

2.117 Exit awards for undergraduate programmes have the following hierarchy. A student will be awarded the highest linked award for which they meet all requirements:

- i Bachelor of Dental Surgery (BDS), Bachelor of Medicine and Bachelor of Surgery (MBBS) (the next highest award for the BDS and the MBBS is the BSc).
- ii Master in Science (MSci) (the next highest award is the BSc), Master of Engineering (MEng) (the next highest award is the BEng or BSc (Eng))
- iii Bachelor of Arts (BA), Engineering (BEng), Laws (LLB), Medical Science (BMedSci), Science (BSc) Science (Economics) (BSc (Econ)), or Science (Engineering) (BSc (Eng)).
- iv Ordinary Degree (only used as an exit award).
- v Graduate Diploma (GradDip) (not used as an exit award).
- vi Graduate Certificate (GradCert) (only used as an exit award for the GradDip).
- vii Foundation Degrees in Arts (FdA) and Science (FdSc) (not in use as intended or exit awards).
- viii Diploma of Higher Education (DipHE).
- viii Certificate of Higher Education ((CertHE
- ix Foundation Certificate (FdCert)

2.118 If a student has passed more than the minimum required volume of academic credit for the exit award then the best of those credits will be used to calculate the Classification Mark, to the volume of credit required for that award.

2.119 An exit award will be classified according to the standard classification conventions for the relevant award, excepting the provision of the next regulation.

2.120 An undergraduate exit award not available as an intended award in its own right (Ordinary Degree, GradCert, DipHE, and CertHE) at Springfield Research University will be classified using a Classification Mark that is a flataverage of the marks for the modules used towards the exit award rather than using the year- weighting algorithm specified in the progression and award regulations.

Aegrotat awards

2.121 An aegrotat is an unclassified award. It may be recommended for a student who has taken all modules required for award but who was absent from the final assessment for the programme due to illness or

other medical cause judged sufficient by the Subject Examination Board. Exceptionally this may also apply to a student who completed the assessments but whose performance was adversely affected by serious illness or another cause judged sufficient by the Subject Examination Board, or where a student has died. An aegrotat award will only be made where there is no reasonable prospect of a student being able to return to complete the programme. Where the intended award would have been made with Honours, the aegrotat will also be issued with Honours.

2.122 A student who meets the requirements for the award for which they are registered cannot be considered for an aegrotat award.

2.123 Where a student has not taken the full required quota of academic credit, the Subject Examination Board will consider evidence available from other assessments to determine the likelihood of the student achieving the required standard for award. If the Board agrees that this is the case, it may make a recommendation for an aegrotat award.

2.124 A student may accept or decline the offer of an aegrotat award. If they accept, the award will be conferred and the student will cease to be eligible for any remaining assessments. If they decline, the student may take the missed or failed assessments as first sits, where applicable, and will cease to be eligible for the aegrotat award.

Replacement award certificates

2.125 A graduate who requests a duplicate award certificate must confirm that the original certificate has been lost. Only one copy of each award certificate can be in circulation at any time.

Revocation of awards

2.126 The Senate, or its delegated authority, may revoke an award made under these regulations. A revocation made in a graduate's favour (eg to replace an award with one with a higher classification) requires approval from the relevant Degree Examination Board (or Chair). Where it would not be in the graduate's favour, approval from the President (or nominee) is required.

3. Assessment

3.1 The Academic Regulations on assessment cover core requirements and rights for students in relation to assessment. Further assessment policies and procedures are detailed in the Assessment Handbook, while the Assessment Strategy informs the design of assessments.

3.2 This section of the regulations does not apply to postgraduate research students, to whom separate regulations apply.

Assessment schemes

3.3 Each module will have an approved scheme for assessment and reassessment, designed to test specified module aims and learning outcomes. This will be detailed in the module specification. A student will be informed of the approved assessment scheme as soon as possible and no later than

the start of the module.

- 3.4 Exceptionally, Springfield Research University may use its discretion to use assessment methods other than those detailed in the module specification for an individual student. This may occur as an adjustment for a student with a registered disability (on the advice of the Disability and Dyslexia Service) or when setting a resit or first sit assessment, subject to the following conditions:
- i the alternative assessment must involve some additional assessment activity that constitutes a justifiable and efficient assessment of the intended learning outcomes; and,
 - ii a full statement of the alternative assessment methods, and the justification for their use, is approved by the Subject Examination Board Chair and submitted to the Academic Registry and Council Secretariat (ARCS).
- 3.5 Where a module has been withdrawn, the standard assessment scheme will normally be offered for only one year after the discontinuation date. A Subject Examination Board may impose an alternative assessment scheme beyond that date.

Setting an assessment

- 3.6 The design and setting of assessment is the responsibility of the relevant module organisers and internal examiners, in accordance with the approved module regulations, [Assessment Handbook](#), and [Assessment Strategy](#). In some cases (eg examinations) assessments are also subject to approval from the relevant Subject Examination Board and external examiner(s). In other cases (eg some professional capability assessments) approval from the relevant professional body may be required.

Marking an assessment

- 3.7 Marking is conducted in line with the policies detailed in the [Assessment Handbook](#). Each element of assessment has a marking scheme or set of assessment criteria used to determine the mark and/or grade awarded. The range of marks and grades available for an assessment normally matches [that in use for the associated module](#); exceptions include elements of assessment that are assessed on a pass/fail basis, and schemes that only use certain marks/grades within the range.

Examination and assessment access arrangements

- 3.8 A student may apply to complete their assessments with access arrangements if they have grounds and do so before the published deadline and in accordance with the stated procedure. All applications will be considered by the [Disability and Dyslexia Service](#) (DDS). Where the DDS agrees special arrangements, it will notify the student, the student's school/institute and (for examination arrangements) the Academic Registry and Council Secretariat (ARCS). Examples of access arrangements include additional time in examinations, provision of assistive technology, separate seating arrangements, and consideration of conditions such as dyslexia and dyspraxia in the marking process. While all possible efforts will be made, Springfield Research University's cannot guarantee to provide access arrangements where an otherwise valid application is not submitted by the deadline; the student may submit a claim for extenuating circumstances to take the assessment at the following assessment opportunity without penalty and with the special arrangements in place.

Academic misconduct

- 3.9 Academic misconduct is cheating (or attempted cheating) that occurs in relation to an assessment. It includes, but is not limited to, plagiarism, examination offences, falsification of data, collusion, use of a ghost-writing service, impersonation, and breach of any of the Academic Regulations on Assessment. Springfield Research University takes any allegation of academic misconduct seriously, and will investigate it in accordance with the [Academic Misconduct Policy](#). Penalties for academic misconduct can be severe, including failure with no right of resit, and expulsion from Springfield Research University.

Assessment types

- 3.10 Springfield Research University recognises five categories of assessment, within each of which is a wide variety of assessment types. These are primarily administrative divisions, but there are policies and regulations specific to certain categories, especially examinations. Those that relate to students are detailed below. The high-level assessment categories are:

- i invigilated examination (coded as EXM (when centrally administered) or EXN (when administered by a school/institute)).
- ii coursework (CWK).
- iii practical assessment (PRA).
- iv dissertation or project (DIS).
- v professional capability assessment (CAP).

Invigilated examinations

Examination timetable

- 3.11 Springfield Research University will generate an individual examination timetable for each student, giving the dates, times, and venues for all invigilated examinations for their registered modules. Forgery of an examination timetable is an offence and will be investigated under the [Academic Misconduct Policy](#).
- 3.12 The full examination timetable for the main May/June examinations session will be published at least three weeks before the date of the first examination. Amendments to the timetable may be necessary, and will be published alongside the main timetable.
- 3.13 Each student is responsible for informing themselves of the dates, times, and venues of their examinations, for checking their personal timetable and querying possible errors or omissions, and for checking for any amendments to the full examination timetable.
- 3.14 If a timetabling clash between two examinations cannot be resolved, the affected student will sit both examinations on the same day and will be quarantined for the period between the examinations. The student's school/institute will be responsible for the quarantine arrangements.

Arriving at an examination

- 3.15 A student should arrive at the examination venue in good time to consult the seating plan (displayed outside the venue). Students will normally be admitted to the venue five minutes before the scheduled start time, to find their allocated desks. A student must sit only at their allocated desk.

- 3.16 The examination will begin at the published time. If this is not possible for any reason then the senior invigilator will record this in their report. Once the examination begins, a student will be under examination conditions until an invigilator terminates the examination or until the student completes their attempt and leaves the venue.
- 3.17 A late student will be admitted to the venue up to 30 minutes after the start of the examination. A latecomer will only be admitted after that point if no other student sitting the same examination has left the venue. A latecomer will not receive any additional time.

Invigilation and the presence of internal examiners

- 3.18 During an examination, students will be under continuous supervision by one or more invigilators. A student must comply with the instructions of the invigilator; failure to do so is an assessment offence and will be investigated under the Academic Misconduct Policy. The invigilators will record any incident or abnormality that occurs during an examination.
- 3.19 An internal examiner familiar with the examination subject must be either present or contactable for the full duration of each invigilated examination to provide any required clarifications. Clarifications will be limited to the correction of typographical errors or misprints; in no circumstances will an examiner or invigilator elucidate a question. Any clarification will be announced to all students via the senior invigilator, who will also make a written record of the announcement.

Identification of students in an examination

- 3.20 A student must place their Springfield Research University student identity card face-up on their examination desk so that identities and attendance lists can be checked. An invigilator may check the identity of any student by comparing the photograph on the card with the student's face. A student unwilling to prove their identity may be prevented from continuing with the examination.
- 3.21 A student not in possession of a Springfield Research University student identity card will not be permitted to sit an examination unless they are issued with a temporary examination permit – on production of photographic evidence – by the Academic Registry and Council Secretariat (ARCS).
- 3.22 A student must write their student identity number, name, and signature in the appropriate places on the answer script (and only in those places), in accordance with the written instructions. Any exception will be clearly stated on the answer scripts, announced by an invigilator at the start of the examination, and repeated as necessary. During the marking process, only the student identity number will be visible to the internal examiners.

Authorised and unauthorised materials

- 3.23 A student is responsible for bringing all necessary writing and drawing materials to an examination. These must be kept on desks, either loose or in a clear plastic bag or clear pencil case.
- 3.24 A student must not bring food or drink other than bottled water into an examination venue, unless this is for medical reasons.

- 3.25 Other than writing materials and water, a student may only bring items specifically authorised in the examination question paper rubric to their examination desk. Bags, coats, jackets, and headwear that is not medical or religious must be left in a space within the venue designated by the senior invigilator. Wallets, purses, mobile telephones, watches, and other electronic devices may be placed beneath a student's desk for the duration of an examination, but must not be kept in pockets or worn; to do so is an assessment offence, which will be investigated under the [Academic Misconduct Policy](#). Springfield Research University accepts no responsibility for the loss or theft of a student's belongings during an examination, and students should not bring any unnecessary valuable items.
- 3.26 All mobile telephones and other electronic devices, regardless of location, must be switched off and deactivated for the duration of an examination so that they cannot be used or cause disturbances. A device that causes a disturbance will be confiscated by the invigilators, who will make a record and inform the student that the incident will be investigated under the [Academic Misconduct Policy](#).
- 3.27 Certain examinations allow the use of electronic calculators. A student will be informed in advance if this is the case and must comply with any specified requirements or restrictions on permitted devices. All calculators must be compact, hand-held, quiet, have their own power supplies, and not form part of a communications or electronic entertainment device (eg a mobile telephone). Possession or use of stored information or prepared programmes is not permitted and will be investigated under the [Academic Misconduct Policy](#). The student is responsible for ensuring that the device is in working order and for providing in advance for alternative means of calculation if the device fails. The name and model of calculator used must be stated on the answer script.
- 3.28 A student must wear clothing that shows the full head and face for the purposes of identity checks. There must be no head or face covering unless these are worn for religious or medical reasons. Where a head or face covering is religious or medical, a student must still prove their identity by checking against the [student identity card](#) on request, in an appropriate manner.
- 3.29 An invigilator may inspect any item brought into an examination venue by a student and may require a student to empty their pockets. Failure to comply will be recorded by the invigilators and investigated under the [Academic Misconduct Policy](#).

During the examination (examination conditions)

- 3.30 At the start of the examination, the senior invigilator will make several announcements to students, as prescribed by Springfield Research University. Students must comply with all instructions from invigilators; failure to do so is an offence and will be investigated under the [Academic Misconduct Policy](#).
- 3.31 A student under examination conditions possessing or using [unauthorised materials](#) (including when not actually in the examination venue) will be investigated under the [Academic Misconduct Policy](#).
- 3.32 All work, including rough work, must be completed on the stationery provided. Work that the student does not wish to be assessed should be clearly crossed out. Use of correction fluid is not permitted.
- 3.33 A student must write legibly. Illegible handwriting will not normally be transcribed, nor will a student be permitted to dictate the contents. Any part of a script deemed illegible by an examiner will normally be awarded no marks. Exceptions may apply where a student has a registered disability that

was declared to the Disability and Dyslexia Service.

- 3.34 All answers must be given in English, unless the question paper states otherwise. The use of English-foreign language dictionaries is not permitted unless specifically authorised in the question paper.
- 3.35 A student must not remove a question paper or any examination stationery (used or unused) from the venue.
- 3.36 A student must not communicate, or attempt to communicate, with anyone other than an invigilator (or a member of staff invited to do so by an invigilator). A student wishing to attract the attention of an invigilator must do so without causing a disturbance.
- 3.37 A student who causes an unnecessary disturbance in an examination venue may be required to leave. This will be recorded by the invigilators and investigated under the [Academic Misconduct Policy](#).
- 3.38 If an invigilator suspects a student of academic misconduct, then they will inform the student, mark the student's answer script with their initials, make a record of the incident, and confiscate any prohibited materials. The student will be permitted to continue with the examination, using a new answer script if necessary. The invigilators will prepare a written report as soon as possible after the end of the examination and submit this for investigation under the [Academic Misconduct Policy](#).
- 3.39 In the event of emergency evacuation of an examination venue (eg a fire alarm), a student must follow the instructions of the invigilators. Question papers, answer scripts, and personal items must be left in the venue. Students remain under examination conditions and must not attempt to communicate, to allow the examination to recommence.
- 3.40 By attending an examination, a student declares that they are 'fit to sit'. If a student is taken ill during an examination and does not feel able to continue, the invigilators will make a record of the incident. The student may submit a claim for [extenuating circumstances](#) with evidence in the usual way, but this will only be accepted if the student was fit to sit on entering the venue but – for unforeseen reasons – became ill during the examination. In these circumstances, any work completed up to the point at which the student left the venue will become null and void, irrespective of whether the extenuating circumstances claim is subsequently upheld; the student will be treated as if they had never attended the examination.
- 3.41 A student who wishes to leave the examination venue temporarily may do so, with permission from an invigilator. A student cannot leave during the first 30 minutes or the final 15 minutes of an examination, though in exceptional circumstances related to illness or other unexpected cause an invigilator may permit this. A student who leaves an examination temporarily will be accompanied by an invigilator, and a record will be made.
- 3.42 A student who has completed their attempt before the end of the examination may leave the venue once their answer script has been collected, but not in the first 30 or final 15 minutes.
- 3.43 At the end of the examination, a student must stop writing immediately when instructed, and remain quietly in their seat until all answer scripts and question papers have been collected and permission to leave is given. A student is responsible for ensuring that:

- i all answer scripts are firmly tied together and labelled with their student identity number (or name, or other details, as directed).
- ii all answers are clearly labelled with the relevant question number.
- iii all required information on the front of the answer script(s) is given in full.
- iv all completed answer scripts are handed to the invigilator. Any script (or part of a script) that is not handed in by the end of the examination will not normally be marked.

Assessments other than invigilated examinations

- 3.44 A student will be informed of the arrangements for assessments other than invigilated examinations at the start of the relevant module. This will include details such as the assessment brief and – where relevant – the specified word limit and any penalty for exceeding that limit. A student must adhere to these arrangements.
- 3.45 For assessments that must be attended (rather than submitted), such as presentations and in-class tests, a student will be informed of the date, arrangements, and rules at least three weeks in advance of the assessment.
- 3.46 For assessments that must be submitted (rather than attended), such as written coursework and dissertations/projects, a student will be informed of the submission deadline and any specified submission method at the start of the module.
- 3.47 A student unable to submit/complete an assessment by/on the specified date due to medical or other valid reasons beyond their control may submit a claim for extenuating circumstances.

Late submission of assessment

- 3.48 If an assignment requiring submission is submitted after the specified deadline, then it will be recorded as late and a penalty will be applied, as detailed below. If a student has valid extenuating circumstances, then the penalty may be fully or partially waived.
 - i For every period of 24 hours, or part thereof, that an assignment is overdue there will be a deduction of five per cent of the total marks available (eg five marks for an assessment marked out of 100). After seven calendar days (168 hours or more late) the mark will be reduced to zero and recorded as 0FL (zero, fail, late).
 - ii A student may submit work of passing standard but fail the module because of the late submission penalty. Where the student is eligible for a resit attempt in such a case, the student will not be required to resubmit the assessment; instead, the pre-deduction mark from the first attempt will be entered for the resit. Where a student is not eligible for a resit this provision does not apply.
 - iii Certain assessments may cease to be a valid measure of a module's learning outcomes prior to the seven-calendar day cut-off. For example, where feedback has been provided to the class and a submission made after that point would not be an accurate measure of attainment. In such cases the late submission policy will apply as normal up to the day on which feedback is given; at that point a mark of zero (0FL) will be applied even if this is within seven working days of the deadline. A school/institute must make it clear to students in advance where this variant policy applies, or else the general policy will be applied.

- iv A late work penalty may be removed where a student provides good reason for the late submission under the [extenuating circumstances](#) policy. A student must submit a formal claim with supporting evidence in line with that policy for the circumstances to be considered.
- v A school/institute may award extensions to submission deadlines. This is at the discretion of the school/institute. Where a school/institute does consider extension requests, a student must apply before the submission date with an [extenuating circumstance](#) claim and supporting evidence. In no circumstances will an extension set a new deadline that is after the next meeting of the relevant Subject Examination Board (though a [first sit](#) may be awarded).

Extenuating circumstances

Definitions and submission

- 3.49 Extenuating circumstances are circumstances that are outside a student's control and which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt the likely validity of the assessment as a measure of the student's achievement.
- 3.50 Springfield Research University's operates a 'fit to sit' policy. This means that if an assessment of any type is attempted or submitted then that attempt will be marked and counted as the student is deemed to be fit to sit or submit the assessment. Any subsequent claim for extenuating circumstances will not normally be considered. There is a [special process](#) for a student who falls ill 'during' an invigilated examination.
- 3.51 A student can seek advice on extenuating circumstances from their school/institute, the [Advice and Counselling Service](#), or the [Student Enquiry Centre](#). The Advice and Counselling Service publishes [written guidance on extenuating circumstances for students](#).
- 3.52 A student must submit any claim for extenuating circumstances in writing on the appropriate template. A claim should be submitted as soon as possible after the assessment (if the circumstances were not known in advance), and in no case later than three working days before the relevant meeting of the appropriate Subject Examination Board's Extenuating Circumstances Sub-board. Schools and institutes will publish templates, deadlines, and submission arrangements to students. A submission by a member of staff or another student cannot be accepted on a student's behalf.
- 3.53 A claim for extenuating circumstances must be accompanied by documentary evidence (outside of the provision for self-certification, below). Where evidence is awaited, a Subject Examination Board may defer its decision and empower its Chair to act upon its behalf (normally setting a deadline for submission of the evidence).
- 3.54 Students may self-certify up to three separate incidents of extenuating circumstances per academic year using the approved university self-certification form. This means that these claims will be considered without the submission of documentary evidence. Self-certification may not be used where PSRBs prohibit their use; Schools must provide clear instructions to students where PSRB requirements prohibit the use of self-certification.
- 3.55 The following are not considered extenuating circumstances, and a claim made solely on one or more of these grounds will be rejected. The list is not exhaustive.

- i failure to submit or complete an assessment.
- ii arriving late for an examination or assessment.
- iii misreading or not checking for updates to a timetable.
- iv having multiple examinations or deadlines in close succession.
- v computer failure and/or loss of work.
- vi employment commitments.
- vii academic workload issues.
- viii planned holidays or events, including activities with Springfield Research University Students' Union.
- ix observance of a religious festival or holy day. A student should plan their work to take into account participation in religious observances. Coursework deadlines are set in advance, and if a deadline coincides with religious commitments, then a student should be prepared to submit before the deadline. A student wishing to notify Springfield Research University of religious reasons that may affect their ability to sit examinations on specific dates should complete the religious holiday exemption form available from their school/institute office and submit it by the specified deadline (which will be well in advance of the examination date).
- x personal and/or health conditions are not automatically valid as extenuating circumstances (eg in most cases where a condition is long-term and managed, with no acute episode affecting the assessment). A student should always refer to the [guidance on extenuating circumstances for students](#) and contact their school/institute or the [Advice and Counselling Service](#) if they have queries or concerns.

Consideration and possible outcomes

- 3.56 An extenuating circumstances claim will be considered by the relevant Subject Examination Board or by nominated staff from its Extenuating Circumstances Sub-board in line with processes detailed in the [Assessment Handbook](#). They will approve or refuse the claim, agree what action should be taken, and inform the student of the outcome.
- 3.57 Where a Subject Examination Board approves a claim for extenuating circumstances it may approve or recommend one of the outcomes listed below; outcomes iii, iv, v, and vi require an additional level of approval, from a Degree Examination Board. The most common outcome is a first sit (outcome i).
- i award a first sit. This means that the missed assessment opportunity will not count, and a fresh attempt will be awarded at the next opportunity. The new attempt retains all characteristics of the missed attempt, including the attempt number and whether the module mark will be capped.
 - ii discount the affected element of assessment from the module mark, if it counts for no more than 20 per cent of the module mark. This will only be considered if the Subject Examination Board is satisfied that all required module learning outcomes can be adequately tested through the remaining assessments – in most cases a student will be expected to take a first sit.
 - iii award a [first take](#) (repeat the module, including the teaching, without penalty), where the specific grounds are met.
 - iv where a final year student meets the minimum requirements for award, consider the extenuating circumstances as a factor in the application of the [borderline classification policy](#).
 - v where a final year student meets the minimum requirements for award, defer classification to let the student take any available first sits at the next available opportunity.
 - vi where a final year undergraduate student meets the minimum requirements for award, exclude

up to 30 credits of modules that were significantly affected by extenuating circumstances from the calculation of the [Classification Mark](#), where the award rules allow for this.

- 3.58 Springfield Research University's cannot award extra marks as an outcome of a claim for extenuating circumstances. Assessment is designed to measure achievement, not potential, and marks cannot be awarded for what a student may have had the potential to achieve.

4. Progression and Award: Undergraduate Programmes

- 4.1 These regulations detail the requirements to progress from one year to the next, the requirements to achieve the award, and the requirements for each classification for undergraduate awards.
- 4.2 Certain programmes have special regulations that diverge from the standard regulations for the associated awards. These are detailed in the [Special Regulations](#) and (for programmes that Springfield Research University's runs jointly with other institutions) the [Special Regulations for Collaborative Programmes](#).
- 4.3 In addition to the award-specific requirements, a student must always complete their programme within the maximum permitted duration of study and meet any programme specific rules and requirements for both progression and award (eg taking and passing specified modules or achieving minimum marks in specified modules).
- 4.4 If a student fails to meet the minimum requirements for progression or award they may take resits or first sits where they have attempts remaining and where it would be possible for them to meet the requirements if they passed those resits or first sits. Where that is not possible the student will be [deregistered](#); an [exit award](#) will normally be issued where the requirements are met. In some limited circumstances it may be possible for a student at risk of deregistration for failure to meet the progression requirements to be [transferred to another programme](#) for which they do meet the requirements; this may result in the discounting of some modules to meet the requirements of the new programme.

Foundation Certificate (FdCert)

Resits

- 4.5 A student who meets the minimum FdCert award requirements at the June examination board may opt to defer the award and take any outstanding [resits/first sits](#) in the late summer assessment period. This is an exception to the [standard procedure](#). A student must submit any such request to the Programme Director (or nominee) in writing, no less than 24 hours before the meeting of the relevant Degree Examination Board. A student who accepts the award in June forfeits any remaining attempts.

Award requirements

- 4.6 To be eligible for the award of a Foundation Certificate (FdCert), a student must:
- i take 120 credits, including a minimum 90 credits at academic level 3; and,
 - ii pass a minimum 105 credits; and,

- iii achieve a Classification Mark of 40.0 or higher.

Classification

- 4.7 The FdCert award is classified using the Classification Mark, as below. The Classification Mark is the mean average mark for the developmental year.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

Special regulations

- 4.8 The following programmes have special regulations that specify exceptions to these regulations:

- i FdCert in Clinical Foundation Studies.

Programmes with an integrated foundation year

Progression requirements

- 4.9 These regulations apply to a student in the first developmental year ('foundation year') of an undergraduate programme with an integrated foundation year. To progress from the foundation year to the subsequent developmental year, a student must:
- i take 120 credits, including a minimum 90 credits at level 3; and, ii pass a minimum 105 credits; and,
 - iii achieve an average mark equal to or higher than that specified as a requirement for the student's programme and pathway in the programme handbook.
- 4.10 A student who meets these requirements will, for subsequent developmental years, follow the regulations for the appropriate bachelors or integrated masters award detailed in this edition of the Academic Regulations. Marks and credits achieved during the foundation year will not count towards the progression or award requirements for the bachelors or integrated masters programme.

Certificate of Higher Education (CertHE)

Award requirements

- 4.11 To be eligible for the award of a Certificate of Higher Education (CertHE), a student must:
- i take 120 credits, including a minimum 90 credits at academic level 4 and no more than 30 credits at level 3; and,
 - ii pass a minimum 105 credits, including at least 90 at level 4 or higher and excluding any at level 3; and,
 - iii achieve a Classification Mark of 50.0 or higher.

Classification

4.12 The CertHE award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the developmental year.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

Diploma of Higher Education (DipHE) and Foundation Degree in Arts (FdA) or Science (FdSc)

Progression requirements

- 4.13 To progress from the first to the second developmental year of a DipHE, FdA, or FdSc, a student must:
- i take 120 credits, including a minimum 90 at level 4. Pass a minimum 90 of those credits; and,
 - ii achieve a mean average year mark of 50.0 or higher; and,
 - iii fail (after resit) no more than 30 credits in any one developmental year.

Award requirements

- 4.14 To be eligible for the award of a DipHE, FdA, or FdSc, a student must complete the programme and:
- i take 240 credits (120 per developmental year), including a minimum 90 credits at each of academic levels 4 and 5, a maximum 30 credits at level 3, and a maximum 150 credits at level 4; and,
 - ii pass a minimum 210 credits, including at least 90 at level 5 or higher and excluding any at level 3; and,
 - iii achieve a Classification Mark of 50.0 or higher.

Classification

4.15 The DipHE, FdA, and FdSc [Classification Mark](#), is calculated as follows:

Award	Weighting of each development year's mean average	
	Year 1	Year 2
DipHE, FdA, FdSc	1 (25%)	2 (75%)

4.16 The DipHE, FdA, and FdSc awards are classified using the [Classification Mark](#), as below.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

Graduate Certificate (GradCert)

Award requirements

4.17 To be eligible for the award of a Graduate Certificate (GradCert), a student must:

- i take 60 credits at academic level 6; and,
- ii pass 60 credits at academic level 6; and,
- iii achieve a Classification Mark of 50.0 or higher.

Classification

4.18 The GradCert is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the developmental year.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

Graduate Diploma (GradDip)

Award requirements

4.19 To be eligible for the award of a Graduate Diploma (GradDip), a student must:

- i take 120 credits, including a minimum 90 credits at level 6 and a maximum 30 at level 5 or lower; and,
- ii pass a minimum 105 credits, including at least 90 at level 6 or higher and excluding any at level 3; and,
- iii achieve a Classification Mark of 50.0 or higher.

Classification

4.20 The GradDip award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

Ordinary Degree

4.21 The Ordinary Degree is a bachelors award that is awarded without honours. It exists only as an exit award; a student cannot be registered or enrolled for an Ordinary Degree.

Award requirements

4.22 To be eligible for the award of an Ordinary Degree, a student must:

- take a minimum 360 credits; and,
- ii Pass a minimum 270 credits, including a minimum 60 credits at level 6; and,
- iii achieve a Classification Mark of 50.0 or higher.

Classification

4.23 The Ordinary Degree award is classified using the Classification Mark, as below. The Classification Mark is the mean average of the best 360 credits, including a minimum 60 credits at level 6.

Classification Mark	Classification
50.0 – 100.0	Pass

Bachelor of Arts, Engineering, Law, or Science (BA, BEng, LLB, BSc, BSc (Econ), BSc (Eng))

4.24 These regulations apply to Bachelor of Arts (BA), Bachelor of Engineering, Bachelor of Law (LLB) and Bachelor of Science (BSc) awards, including the Bachelor of Science (Economics) (BSc (Econ)) and Bachelor of Science (Engineering) (BSc (Eng)) awards.

Progression requirements

Standard bachelors programmes

4.25 To progress from one developmental year to the next on a standard BA, BEng, LLB, BSc, BSc (Econ), or BSc (Eng), a student must both:

- i take and pass modules as follows:
 - a developmental year one to two: take 120 credits including a minimum 90 at level 4 in year one. Pass a minimum 90 credits in year one. Achieve a minimum mean average year mark of 50.0 or higher.
 - b developmental year two to the final developmental year: take 120 credits including a minimum 90 at level 5 in year two. Pass a minimum 195 credits across years one and two. Achieve a minimum weighted average mark of 50.0 or higher using the two mean average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
- ii fail (after resit) no more than 30 credits in any one developmental year.

Degree apprenticeship bachelors programmes

4.26 To progress from one developmental year to the next on a four-year degree apprenticeship programme for a BA, BEng, LLB, BSc, BSc (Econ), or BSc (Eng), a student must both:

- i take and pass modules as follows:
 - a developmental year one to two: take 90 credits at level 4 in year one. Pass a minimum 75 credits in year one. Achieve a minimum mean average year mark of 50.0 or higher.
 - b developmental year two to three: take 90 credits in year two. Pass a minimum 150 credits across years one and two. Achieve a minimum weighted average mark of 50.0 or higher using the two mean average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).

- c developmental year three to final developmental year: take 90 credits in year three, of which 60 must be at level 5 and 30 at level 6. Pass a minimum 225 credits across years one, two and three. Achieve a minimum weighted average mark of 50.0 or higher using the two mean average year marks in a 1:3:3 weighting (year one counting for approximately 14.3 per cent, and each of years two and three for approximately 42.9 per cent of the mark).
- ii fail (after resit) no more than 30 credits in any one developmental year.

Bachelors programmes with a compulsory extramural year (year abroad or placement year)

4.27 Some programmes include a compulsory extramural year, spent studying abroad or on placement.

The standard progression requirements detailed above still apply, with the following notes and exceptions:²

- i a student on a programme with a compulsory year abroad must pass all modules and achieve a minimum weighted average mark of 60.0 rather than 50.0 to progress to the year abroad. Failure to meet that requirement will result in transfer to the version of the programme without a year abroad. This requirement does not apply to compulsory placement years.
- ii a compulsory extramural year does not count towards a student's classification but must be passed. To pass an extramural year, a student must take 120 credits and pass a minimum 90 credits (following the pass/fail standards of the host institution, for a compulsory year abroad). Failure to pass will result in transfer to the version of the programme without an extramural year.
- iii while studying for a compulsory year abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer resits, and in those cases a student will have only one attempt to pass each module.

Award requirements

Standard and degree apprenticeship bachelors programmes

4.28 To be eligible for the award of a standard or degree apprenticeship BA, BEng, LLB, BSc, BSc (Econ), or BSc (Eng), a student must:

- i take 360 credits (120 per developmental year), including a minimum 90 credits at each of levels 4,5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 315 credits, including at least 90 at level 6 or higher and excluding any at level 3; and,
- iii achieve a Classification Mark of 50.0 or higher.

Bachelors programmes with a compulsory extramural year (year abroad or placement year)

4.29 To be eligible for the award of a BA, BEng, LLB, BSc, BSc (Econ), or BSc (Eng) with a compulsory extramural year (except for [BA Modern Languages programmes](#) in the School of Languages, Linguistics and Film), a student must:

- i take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4,5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 315 credits (excluding the extramural year), including at least 90 at level 6 or higher and excluding any at level 3; and,
- iii pass the extramural year; and,
- iv achieve a Classification Mark of 50.0 or higher.

Classification

4.30 The BA, BEng, LLB, BSc, BSc (Econ), and BSc (Eng) Classification Mark is calculated as follows:

Award	Weighting of each development year's mean average			
	Year 1	Year 2	Other	Final year
BA, BEng, LLB, BSc, BSc (Econ), BSc (Eng) (standard)	1 (10%)	3 (30%)	- (not applicable)	6 (60%)
BA, BEng, LLB, BSc, BSc (Econ), BSc (Eng) (with extramural year) ³	1 (10%)	3 (30%)	0 (extramural year)	6 (60%)
BA, BEng, LLB, BSc, BSc (Econ), BSc (Eng) (degree apprenticeship) ⁴	1 (7.7%)	3 (23.1%)	3 (year three) (23.1%)	6 (46.2%)

4.31 The BA, BEng, LLB, BSc, BSc (Econ), and BSc (Eng) awards are classified using the Classification Mark, as below.

Classification Mark	Classification
80.0 – 100.0	First Class (Honours)
70.0 – 79.9	Second Class (Honours) (Upper Division)
60.0 – 69.9	Second Class (Honours) (Lower Division)
50.0 – 59.9	Third Class (Honours)

Intercalated bachelors awards (BSc, BMedSci)

Eligibility to take an integrated programme

4.32 The programme leading to an intercalated Bachelor of Science (BSc) or Bachelor of Medical Science (BMedSci) award will only be available to a student currently registered for an MBBS, BDS, or BVetMed degree of the University (or an equivalent programme at another) and who has completed modules to the value of at least 240 credits on that programme, where there is no break in studies between the other programme and the intercalated programme. Additional admissions requirements may also apply.

Award requirements

4.33 To be eligible for the award of an intercalated bachelors award, a student must:

- i take 120 credits, including a minimum 90 credits at level 6, and a maximum 30 at levels 4 or 5; and,ii pass a minimum 105 credits, including at least 90 at level 6 or higher; and,
- iii achieve a Classification Mark of 50.0 or higher.

Classification

4.34 The intercalated bachelor's award is classified using the Classification Mark, as below. The Classification Mark is the mean average mark for the developmental year.

Classification Mark	Classification
80.0 – 100.0	First Class (Honours)
70.0 – 79.9	Second Class (Honours) (Upper Division)
60.0 – 69.9	Second Class (Honours) (Lower Division)
50.0 – 59.9	Third Class (Honours)

Master of Engineering and Master in Science (MEng and MSci)

4.35 These regulations apply to Master of Engineering (MEng) and Master in Science (MSci) awards. Programmes leading to these awards are known as 'integrated masters programmes'.

Progression requirements

Standard integrated masters programmes

4.36 To progress from one developmental year to the next on a standard MEng or MSci, a student must both:

- i take and pass modules as follows:
 - a developmental year one to two: take 120 credits including a minimum 90 at level 4 in year one. Pass a minimum 90 credits in year one. Achieve a minimum mean average year mark of 50.0 or higher.
 - b developmental year two to developmental year three: take 120 credits including a minimum 90 at level 5 in year two. Pass a minimum 195 credits across years one and two. Achieve a minimum weighted average mark of 50.0 or higher using the two mean average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
 - c developmental year three to the final developmental year: take 120 credits including a minimum 90 at level 6 in year three. Pass a minimum 315 credits across years one, two, and three. Achieve a minimum weighted average mark of 60.0 or higher using the three mean average year marks in a 1:3:6 weighting (year one counting for 10 per cent, year two for 30 per cent, and year three for 60 per cent of the mark).Exceptionally, a Subject Examination Board may use discretion to permit progression to the final year with a weighted average of only 57.0 or higher; in doing so, the Board will consider factors including the strength of the student's academic profile and any approved extenuating circumstances.
- ii fail (after resit) no more than 30 credits in any one developmental year.

Programmes with a compulsory extramural year (year abroad or placement year)

4.37 Some programmes include a compulsory extramural year, spent studying abroad or on placement. The standard progression requirements detailed above still apply, with the following notes and exceptions:

- i a student on a programme with a compulsory year abroad must pass all modules and achieve a

minimum weighted average mark of 60.0 rather than 50.0 to progress to the year abroad. Failure to meet that requirement will result in transfer to the version of the programme without a year abroad. This requirement does not apply to compulsory placement years.

- ii a compulsory extramural year does not count towards a student's classification, but must be passed. To pass an extramural year, a student must take 120 credits and pass a minimum 90 credits (following the pass/fail standards of the host institution, for a compulsory year abroad). Failure to pass will result in transfer to the version of the programme without an extramural year.
- iii while studying for a compulsory year abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer resits, and in those cases a student will have only one attempt to pass each module.

Award requirements

Standard integrated masters programmes

4.38 To be eligible for the award of a standard MEng or MSci, a student must:

- i take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4,5 and 6 and 120 at level 7, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 420 credits, including at least 90 at level 7 and excluding any at level 3; and,
- iii achieve a Classification Mark of 50.0 or higher.

Integrated masters programmes with a compulsory extramural year (year abroad or placement year)

4.39 To be eligible for the award of an MEng or MSci with a compulsory extramural, a student must:

- i take 600 credits (120 per developmental year), including a minimum 90 credits at each of levels 4,5 and 6 and 120 at level 7, a maximum 30 credits at level 3, and a maximum 150 credits at level 4; and,
- ii pass a minimum 420 credits (excluding the year abroad), including at least 90 at level 7 and excluding any at level 3; and,
- iii pass the extramural year; and,
- iv achieve a Classification Mark of 50.0 or higher.

Classification

4.40 The MEng and MSci Classification Mark, is calculated as follows:

Award	Weighting of each development year's mean average				
	Year 1	Year 2	Year 3	Other	Final year
MSci, MEng (standard)	1 (6.25%)	3 (18.75%)	6 (37.5%)	- (not applicable)	6 (37.5%)
MSci, MEng (extramural year)	1 (6.25%)	3 (18.75%)	6 (37.5%)	0 (extramural year)	6 (37.5%)

4.41 The MEng and MSci awards are classified using the Classification Mark, as below.

Classification Mark	Classification
80.0 – 100.0	First Class (Honours)
70.0 – 79.9	Second Class (Honours) (Upper Division)

60.0 – 69.9	Second Class (Honours) (Lower Division)
50.0 – 59.9	Third Class (Honours)

Bachelor of Dental Surgery (BDS)

4.42 The BDS degree is awarded by Springfield Research University, however it is also governed by the General Dental Council (GDC) to ensure that the graduand meets the criteria for registration. The programme may therefore be amended / altered to reflect changes in the GDC guidelines as well as Springfield Research University expectations of a graduate programme.

General requirements

Definitions

4.43 The following definitions apply to the award of BDS:

- i Part: a constituent part of the examinations and assessment leading to the degree of BDS;
- ii Section: a component of the Part;
- iii Core studies: compulsory elements of the BDS programme, which are organised as modules and threads;
- iv Module: A discrete portion of the programme;
- v Selected study component and electives (SSCs): these provide opportunities for choice of study area, for study in depth and for study periods spent outside the school. The range of SSCs available may vary from year to year. SSCs will be assessed as part of continuous assessment;
- vi Elective: a period of up to two weeks of selected study related to the programme;
- vii Continuous assessment: in-course assessment and assessed coursework.

Maximum duration of study

4.44 The maximum permitted duration of study for the BDS is 7 years (the normal duration plus two years).

Programme requirements for award

4.45 A student must complete and pass all five Parts to be awarded the BDS degree. The programme will extend over a minimum period of 5 years.

Exemptions

4.46 No advanced standing is permitted for the BDS programme.

Attendance and professional attitude and conduct

4.47 A student must attend all classes and clinical practice, and must submit work by the prescribed deadlines.

4.48 Professional behaviour will be assessed at various points in the course using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour is deemed to be less than satisfactory may be required to attend a specific remedial programme, or be referred for counselling or health care, or be required to repeat part of the programme to demonstrate improved performance.

4.49 Professional behaviour encompasses personal honesty and integrity, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance,

punctuality, reliability, appropriate dress, and personal health and hygiene.

- 4.50 Clinical performance and experience will be monitored throughout the course. A student whose clinical performance is deemed to be less than satisfactory may be required to attend a specific remedial programme or be required to repeat part of the programme to demonstrate improved performance.
- 4.51 A student whose attendance, professional attitude and conduct, clinical performance or quality of work is considered to be unsatisfactory will be warned and, if performance does not improve, may have their registration terminated.

Structure of examinations

- 4.52 Examinations for the award of BDS will be in five Parts. Parts 1 and 2 are divided into 4 modules each; Parts 3, 4 and 5 are each single modules.

Compensation

- 4.53 No compensation is permitted in any elements in any Part.

Requirements to pass a Section, Part and Stage

- 4.54 The requirements to pass a Part will be set out in the mark scheme for that Part which specifies:
- i the minimum requirements for satisfactory performance in continuous assessment;
 - ii the minimum requirements for satisfactory clinical performance;
 - iii the minimum requirements for the written or practical/ clinical examinations;
 - iv the requirements for resit examinations in the event of failure.
- 4.55 Where a student has been unable to complete the required component of the Part due to acceptable extenuating circumstances, the Examination Board has the discretion to waive the minimum requirement subject to:
- i the student having completed sufficient in-course assessments / experience to satisfy the examiners that they have achieved an adequate command of the material; and,
 - ii the quality of the completed in-course assessments being of a satisfactory standard; and,
 - iii the student passing any specified additional course work or written element.

Progression requirements

- 4.56 A progress review will be conducted at the end of each Part. The review will consider individual students in terms of their academic progress, professional standards and clinical practice.
- i to progress from Parts 1 to 2, a student must pass all the components that comprise Part 1.
 - ii to progress from Parts 2 to 3, a student must pass all the components that comprise Part 2.
 - iii to progress from Parts 3 to 4 a student must pass all the components that comprise Part 3.
 - iv to progress from Parts 4 to 5, a student must pass all the components that comprise Part 4.

Award requirements

- 4.57 To be eligible for the award of BDS, a student must:
- i meet the requirements for the approved programme for which they are registered;
 - ii meet the requirements for the duration of registration;

- iii have fulfilled the requirements for each Part of the award;
- iv have met the progression requirements at the end of each Part, and be in Part 5 (the final year).

Classification

4.58 The Degree Examination Board may recommend the award the BDS degree 'with Honours'.

4.59 The award of honours requires that there be no grades lower than a Merit awarded for any Part of the Degree as well as achievement of Distinction in Part 4 and Part 5.

4.60 The requirements for the award of Merit or Distinctions in each Part will be set out in the mark scheme for that Part.

Failure to meet award requirements

4.61 A student who does not meet the requirements for BDS, but meets the requirements for the lower-level award of BSc (Hons), DipHE, or CertHE will be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration will be considered in deciding whether to recommend an exit award. Where an exit award is conferred upon a student registered on the BDS programme, the field of study will be 'Dental Sciences'.

4.62 A BDS exit award will be classified according to the following scale, using a [Classification Mark](#) calculated by taking a mean average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

Classification Mark	Classification: CertHE, DipHE	Classification: BSc
80.0 – 100.0	Pass	First Class (Honours)
60.0 – 79.9	Pass	Second Class (Honours) (Upper Division)
50.0 – 59.9	Pass	Second Class (Honours) (Lower Division)
0.0 – 49.9 (fail)	None (no award)	None (no award)

Professional registration

4.63 A student who has been awarded a BDS may be recommended for full registration by the General Dental Council provided they successfully meet the criteria for professional development and undergraduate study that both Springfield Research University's and the GDC regard as acceptable.

Bachelor of Medicine and Bachelor of Surgery (MBBS)

Definitions

4.64 The following definitions apply to the award of MBBS:

- i *Part*: A discrete period of the programme of study. There are five Parts in the programme that leads to MBBS: Part 1 is Year 1; Part 2 is Year 2; Part 3 is Year 3; Part 4 is Year 4; and Part 5 is Year 5 of the programme. Each full year of study has a progression point at the end of the year;
- ii *Section*: A component of the Part: either Section A, B, C, D or E. Each Section broadly assesses the following:
 - a Section A: In-course assessment, and any other requirements for in-course performance, as specified in the mark schemes;
 - b Section B: Core knowledge and its application;
 - c Section C: Data interpretation (including image recognition) and related core knowledge;
 - d Section D: Clinical, communication and practical skills;
 - e Section E: The annual hurdle for the successful completion of non-core, Student-Selected Components of the programme;
- iii *Core studies*: Elements of the MBBS programme studied by all students, which are organised as studies of biomedical systems and of people and populations;
- iv *System*: Subjects and study of clinical medicine and its related disciplines. The five systems are: cardiorespiratory; metabolism; locomotor; human development; and brain and behaviour. Some elements of the programme may combine systems with other subjects or disciplines for integrated study;
- v *People and populations*: Subjects or disciplines that relate to individuals and communities. People and population studies may be included within systems modules and/or delivered separately;
- vi *Student-Selected Components (SSCs)*: Short periods of study that are selected by students and provide for in-depth study. SSCs may occupy no more than 30 per cent overall of the five-year curriculum, and SSCs may contribute to each Part. Normally, one specified SSC may comprise up to six weeks of selected study related to the programme, which may be undertaken elsewhere in the Eswatini or abroad (elective);
- vii *Continuous assessment*: In-course assessment and assessed course work, which may be scored or graded. In addition, continuous assessment will require satisfactory completion of any personal and professional development portfolio requirements and any other mandatory measures of performance.

Maximum duration of study

4.65 The maximum permitted duration of study for the MBBS is 7 years (normal duration plus two years).

4.66 Students will normally be permitted to repeat any given year once only.

4.67 The programme will extend over a minimum period of 56 months.

Programme requirements for award

4.68 A student must pass all five Parts of the MBBS degree to be eligible for the award of MBBS.

Exemptions

4.69 A student who has pursued, in this or another university or institution in the SADC, a programme of study that covers the material contained in the first two academic years (ie. Parts 1 & 2) of the MBBS and has passed the examinations for this, may be admitted directly to the third year at the start of Part 3.

- 4.70 A graduate at a standard acceptable to Springfield Research University and from an appropriate programme at an overseas university with which Springfield Research University has established a memorandum of understanding may be admitted directly to the third year at the start of Part 3.

Attendance and professional attitude and conduct

- 4.71 Students are expected to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Students are also required to demonstrate the highest standards of professional attitude and conduct throughout the programme.
- 4.72 Professional behaviour encompasses honesty, integrity, avoidance of plagiarism, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene. The professional conduct of students is expected to be in accordance with the General Medical Council guidance: [Achieving good medical practice: guidance for medical students](#) and [Professional behaviour and fitness to practise: guidance for medical schools and their students](#).
- 4.73 Professional attitude and conduct will be monitored throughout the programme by using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour or compliance with the programme requirements is deemed to be unsatisfactory may be required to attend a specific remedial programme or be recommended to undertake counselling or health care, or be required to repeat a year of the programme to demonstrate improved performance.
- 4.74 A student whose attendance, professional attitude and conduct and/or quality of work is formally assessed as unsatisfactory may have their registration and enrolment terminated. A student who fails to comply with any policy put in place by the School that applies to them may have their registration and enrolment terminated.

Structure of examinations

- 4.75 Examinations for the award of MBBS will be in five Parts. Each Part will examine core studies and also require passes in all SSCs covered by the Part.
- 4.76 Each Part will normally be in five Sections. Section A, Section B, Section C and Section D assess core studies. Each of Sections A, B, C and D comprises one or more compulsory assessments. Section E is the annual progression hurdle for SSCs.

Compensation

- 4.77 No compensation is permitted between Sections A, B, C, D or E for any Part of the Degree.
- 4.78 No compensation is permitted between SSCs.
- 4.79 For Section A, which comprises continuous and in-course assessment, the Scheme for Assessment and Progression will specify the requirements for a pass, which may be determined by aggregate marks from all assessments, or by separate passes in each and all elements of assessment, or by a combination of aggregate and separate passes. The Scheme for Assessment and Progression will further specify which elements of the course or assessments require compliance with requirements rather than a passing score (for example: portfolio work and appraisal; attitude and conduct measures), and will specify any conditions under which any mild failure for in-course assessments and course work may be condoned.

Requirements to pass a Section and Part

4.80 The pass mark for the MBBS is 50 per cent, following standard-setting and marks' adjustment.

4.81 The requirements to pass a Part will be set out in the Scheme for Assessment and Progression for that Part, which will specify:

- i the requirements for satisfactory performance in Section A;
 - ii the consequences of failure to meet the requirements for Section A. This will result in a candidate being barred from taking the end of year examinations and forfeiting their sit status at those examinations. The Internal Examiners may then, subject to the agreement of the relevant Subject Examination Board, recommend one of the following:
 - a that on successful completion of remedial work, the candidate sit the Section B, C and D examinations in Late Summer as a resit candidate; or,
 - b that the candidate retake the year, acting in full compliance with any specific requirements made by the Subject Examination Board and Section 2.9 of the MBBS Assessment and Progression Handbook;
 - c that the candidate's registration be terminated.
 - iii the nature and number of papers or examinations for Sections B and C;
 - iv any requirements for a pass in Section D in addition to an overall passing score and, if Section D is subdivided into sub-sections, the nature and number of sections and weighting of sections;
 - v the requirements for resit examinations in the event of failure in Sections B, C and D;
 - vi the requirements for the SSC programme. Normally these will include the successful completion of all SSCs covered in the Part. For successful completion of Section E, SSCs must either be passed outright, or remedial work (or additional assessment) completed by the date of the Late Summer Subject Examination Board.
- 4.82 Where a student has been unable to complete the requirements for Section A of any Part due to acceptable and documented extenuating circumstances, a decision may have to be made by the Internal Examiners as to whether the candidate will have sufficient command of the material to be entered for the end of year examinations and may be barred from entry to summer examinations. For a candidate who has genuinely suffered different extenuating circumstances for two separate assessments, but whom the Internal Examiners consider to have sufficient command of the material, it may be possible to conserve the first sit for the late summer sitting, subject to the completion of satisfactory remediation.

Number of attempts

4.83 On successful completion of Section A, a student will normally be allowed two attempts at examinations in Sections B, C and D: one first attempt or first sit, and one resit attempt.

Resits

4.84 Failure of any element at resit examinations will normally lead to deregistration from the programme. Resit marks will normally be capped at the pass mark.

4.85 The Subject Examination Board may recommend remedial work following any failure at the first sitting. This work must be satisfactorily completed before a student may take any resit. This may mean that a student will have a resit deferred until remediation is completed.

Extenuating circumstances

4.86 Springfield Research University operates a fit to sit policy. A student wishing to claim extenuating circumstances must not sit the examination, and must submit an extenuating circumstance form as

described in the MBBS Extenuating Circumstances Policy in the MBBS *Assessment and Progression Handbook*. Where a student submits evidence of extenuating circumstances prior to the examination and these are accepted, the Subject Examination Board may allow the student to preserve their sit status for the next sitting of the examinations in Sections B, C or D. Where a student attempts an element of assessment as a first sit, the mark achieved stands; a first sit mark is not capped. Where a student attempts an element of assessment as a resit, the mark achieved is capped.

- 4.87 Extenuating circumstances should normally be considered prior to the Subject Examination Board and late submission will only be considered under exceptional circumstances and at the discretion of the Examination Board Chair and the Dean for Education.

Retakes

- 4.88 The Subject Examination Board may give further consideration to any student who is to be deregistered, or at risk of deregistration, from the programme, as follows:
- i where a student, otherwise in good standing, has failed to pass any or all Sections of a Part within the permitted number of attempts and has a well-documented record of severe difficulties during the year, the Board may permit the student to retake the year without penalty with resit provisions operating as if the student is taking the year for the first time. Marks achieved during the resit year will not be capped.
 - ii in a very limited number of cases, where a student has failed to pass any or all Sections of a Part at the second attempt and does not meet the requirements of (i), above, but is deemed to have sufficient potential to succeed, the Board may permit the student to re-take the year for a third and final attempt with strict conditions imposed by the Subject Examination Board (such conditions will be to retake all elements [including those passed] in full attendance and take and pass all assessments in Sections A, B, C, D and E as required by the mark scheme). Such a student will be closely monitored and unsatisfactory performance may lead to deregistration at any point in the year. On passing the Part, such a student will not have their marks capped to the pass mark.
 - iii where a student fails to pass an examination at the second attempt in the summer examination period, the Subject Examination Board may exercise its discretion to permit a third sit in the Late Summer, if the student has a well-documented record of severe difficulties during the year, or is deemed to have sufficient potential to succeed.
 - iv if a candidate fails more than one of Sections B, C or D at the first attempt in the Summer sitting and the Late Summer sitting is less than four weeks from when the candidate is notified of the failure, the Subject Examination Board may, taking into account previous academic performance, normally require the candidate to repeat the year before taking their second attempt at the failed examinations.

Assessment of Student-Selected Components

- 4.89 Individual SSCs may be assessed either by continuous assessment, by a final report, or by a combination of continuous assessment and final examination. A student who fails to complete the assessment for each SSC by the end of the timetabled period of that SSC will normally be failed in that SSC.

- 4.90 Performance in an SSC will be graded on the scale of A to E, where A to C are passing grades, grade Dis a marginal fail, and grade E is a clear fail.
- 4.91 At the discretion of the Subject Examination Board, a student who fails an SSC may resubmit coursework or repeat the assessment at a subsequent offering, with attendance if required - this notwithstanding the requirements to pass Section E (the annual SSC hurdle) given in the Requirements to pass a Section and Part (above).
- 4.92 Resit examinations will not normally be held for SSC assessments.
- 4.93 The examiners may require a student to make use of the SSC 5b period, normally undertaken elsewhere in the Eswatini or abroad, to remedy any deficit in core studies for Part 5.

Progression

- 4.94 To progress from Part 1 to Part 2, a student must pass Sections A, B, C, D and E of Part 1.
- 4.95 To progress from Part 2 to Part 3, a student must pass Sections A, B, C, D and E of Part 2.
- 4.96 To progress from Part 3 to Part 4, a student must pass Sections A, B, C, D and E of Part 3.
- 4.97 To progress from Part 4 to Part 5, a student must pass Sections A, B, C, D and E of Part 4.

Eligibility for award

- 4.98 To be eligible for the award of MBBS, a student must:
- i meet the requirements for the approved programme for which they are registered;
 - ii meet the requirements for the duration of registration;
 - iii meet the Year and Part requirements for the award;
 - iv meet the progression requirements at the end of each Part, and pass Part 5 (the final year).

Classification of award

- 4.99 The Subject Examination Board may award passes 'with Distinction', or 'with Merit' at each Part.
- 4.100 Distinctions will be cited on the degree certificate, as they may form a part of the award. Merits will not be cited on the degree certificate, as they do not form a part of the award.
- 4.101 A student with a failure in any assessment used to calculate the award of Distinction will not be eligible for that Distinction.
- 4.102 The criterion for Distinction will be sustained excellence over a defined period of time. The standards required for the award of Distinctions will be determined by the Subject Examination Board and ratified by the Degree Examination Board. The Board will only use marks obtained at first sittings, and will apply either a criterion-referencing or ranking system to target the top ten per cent of the cohort for the award.
- 4.103 The following Distinctions may be awarded to a student:
- i Distinction in Part 1 MBBS;
 - ii Distinction in Part 2 MBBS;

- iii Distinction in Part 3 MBBS;
- iv Distinction in Part 4 MBBS;
- v Distinction in Part 5 MBBS.

4.104 A Merit may be awarded to a student for any Part (1 to 5) of the MBBS programme. Merits will be awarded by the Subject Examination Board for the relevant Part of the MBBS degree and ratified by the Degree Examination Board. The Board will only use marks obtained at first sittings, and will apply either a criterion-referencing or ranking system to target the next 15 per cent of the cohort for the award.

Failure to meet award requirements

4.105 A student who does not meet the requirements for MBBS, but meets the requirements for the lower-level award of BSc (Hons), DipHE, or CertHE will be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration will be considered in deciding whether to recommend an exit award. Where an exit award is conferred upon a student registered on the MBBS programme, the field of study will be 'Medical Sciences'.

4.106 MBBS exit awards will be classified according to the following scale, using a [Classification Mark](#) calculated by taking a flat average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

Classification Mark	Classification: CertHE, DipHE	Classification: BSc
80.0 – 100.0	Pass	First Class (Honours)
60.0 – 79.9	Pass	Second Class (Honours) (Upper Division)
50.0 – 59.9	Pass	Second Class (Honours) (Lower Division)
0.0 – 49.9 (fail)	None (no award)	None (no award)

5. Progression and Award: Postgraduate Taught Programmes

- 5.1 These regulations detail the requirements to progress from one year to the next, the requirements to achieve the award, and the requirements for each classification for postgraduate taught awards.
- 5.2 Certain programmes have special regulations that diverge from the standard regulations for the associated awards. These are detailed in the [Special Regulations](#) and (for programmes that Springfield Research University's runs jointly with other institutions) the [Special Regulations for Collaborative Programmes](#).
- 5.3 In addition to the award-specific requirements, a student must always complete their programme within the maximum permitted duration of study and meet any programme specific rules and requirements for both progression and award (eg taking and passing specified modules or achieving minimum marks in specified modules).
- 5.4 If a student fails to meet the minimum requirements for progression or award they may take resits or first sits where they have attempts remaining and where it would be possible for them to meet the

requirements if they passed those resits or first sits. Where that is not possible the student will be deregistered; an exit award will normally be issued where the requirements are met. In some limited circumstances it may be possible for a student at risk of deregistration for failure to meet the progression requirements to be transferred to another programme for which they do meet the requirements; this may result in the discounting of some modules to meet the requirements of the new programme.

Postgraduate Certificate (PgCert)

5.5 These regulations apply to Postgraduate Certificate (PgCert) awards.

Award requirements

5.6 To be eligible for a PgCert award, a student must meet all of the following requirements:

- i take 60 credits, including a minimum 45 credits at level 7. Any credits below level 7 must be at levels 5 or 6.
- ii either:
 - a pass 60 credits; or,
 - b pass a minimum 45 credits and meet the requirements for condoned failure in the remaining credits.
- iii achieve a Classification Mark of 50.0 or higher.

Condoned failure

5.7 Failure may be condoned in up to 15 credits of modules of an PgCert award where all of the following conditions are met:

- i the module mark for each failed module is 40.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Classification

5.8 The PgCert award is classified using the Classification Mark, as below. The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

Postgraduate Diploma (PgDip)

5.9 These regulations apply to Postgraduate Diploma (PgDip) awards.

Award requirements

5.10 To be eligible for a PgDip award, a student must meet all of the following requirements:

- i take 120 credits, including a minimum 90 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- ii either:
 - a pass 120 credits; or,
 - b pass a minimum 90 credits and meet the requirements for condoned failure in the remaining credits.
- iii achieve a Classification Mark of 50.0 or higher.

Condoned failure

5.11 Failure may be condoned in up to 30 credits of modules of an PgDip award where all of the following conditions are met:

- i the module mark for each failed module is 40.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Classification

5.12 The PgDip award is classified using the Classification Mark, as below. The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

Master of Arts, Business Administration, Law, Public Administration, Research, or Science (MA, MBA, LLM, MPA, MRes, MSc)

5.13 These regulations apply to Master of Arts (MA) Master of Business of Administration (MBA), Master of Law (LLM) Master of Public Administration (MPA), Master of Research (MRes), and Master of Science (MSc) awards.

Progression requirements

5.14 Certain programmes specify that certain requirements must be met before a student can progress either from the taught modules to the dissertation/project module or from one year to the next of a part-time programme. These programmes have approved special regulations. The regulations detailed below are the standard ones where a hurdle applies, but the special regulations do include exceptions. A student who fails to meet the progression requirements after exhausting all attempts at the modules will be deregistered.

Progression from the taught modules to the dissertation/project

5.15 Where a programme has a progression hurdle from the taught modules to the dissertation/project, a student must meet the requirements below before they can progress to the dissertation/project.

Progression must be confirmed by the Subject Examination Board. In the special regulations, this regulation is referred to as 'the standard hurdle for progression from the taught modules to the dissertation/project'.

- i take modules to the value of 120 credits; and,
- ii pass modules to a minimum value of 90 credits; and,
- iii achieve a minimum mean average mark of 50.0 across all taught modules; and,
- iv achieve a minimum mark of 50.0 in each module.

5.16 A variant progression hurdle from the taught modules to the dissertation/project is used in some cases (normally where a programme has a larger than usual dissertation/project). A student must meet the requirements below before they can progress to the dissertation/project. Progression must be confirmed by the Subject Examination Board. In the special regulations, this regulation is referred to as 'the standard variant hurdle for progression from the taught modules to the dissertation/project'.

- i take modules to the value of 60 credits; and,
- ii pass modules to a minimum value of 45 credits; and,
- iii achieve a minimum mean average mark of 50.0 across all taught modules; and,
- iv achieve a minimum mark of 50.0 in each module.

Progression from one year to the next on a part-time programme

5.17 Where a part-time programme has a progression hurdle from one year to the next, a student must meet the requirements below before they can progress to the second year. Progression must be confirmed by the Subject Examination Board. In the special regulations, this regulation is referred to as the 'standard hurdle for progression on a part-time masters programme'.

- i take modules to a minimum value of 60 credits; and,
- ii pass modules to a minimum value of 30 credits; and,
- iii achieve a minimum mark of 40.0 in each module.

Award requirements

5.18 To be eligible for an MA, MBA, LLM, MPA, MRes, or MSc masters award, a student must meet all of the following requirements:

- i take 180 credits, including a minimum 150 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- ii either:
 - a pass 180 credits; or,
 - b pass a minimum 150 credits and meet the requirements for condoned failure in the remaining credits.
- iii achieve a Classification Mark of 50.0 or higher.

Condoned failure

5.19 Failure may be condoned in up to 30 credits of modules of an MA, MBA, LLM, MPA, MRes, or MSc masters award where all of the following conditions are met:

- i the module mark for each failed module is 40.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Classification

5.20 The MA, MBA, LLM, MPA, MRes, or MSc masters award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

Master of Science designated 'Euromasters'

5.21 These regulations apply only to Master of Science (MSc) awards designated 'Euromasters'.

Progression requirements

Progression from one developmental year to the next

5.22 An MSc designated 'Euromasters' is a two-year full-time programme. A student must meet the requirements below before they can progress to the second year. Progression must be confirmed by the Subject Examination Board. A student who fails to meet the progression requirements after exhausting all [attempts](#) at the modules will be [deregistered](#).

- i take modules to a minimum value of 120 credits; and,
- ii pass modules to a minimum value of 90 credits; and,
- iii achieve a minimum mark of 40.0 in each module.

5.23 A student who misses the progression hurdle by 30 or fewer credits due to approved extenuating circumstances or because late summer resits were not offered may be permitted to progress at the discretion of the Subject Examination Board.

Award requirements

5.24 To be eligible for an MSc designated 'Euromasters' award, a student must meet all of the following requirements:

- i take 240 credits (equivalent to 120 in each developmental year), including a minimum 210 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- ii either:
 - a pass 240 credits; or,
 - b pass a minimum 210 credits and meet the requirements for condoned failure in the remaining credits.
- iii achieve a Classification Mark of 50.0 or higher.

Condoned failure

5.25 Failure may be [condoned](#) in up to 30 credits of modules of an MSc designated 'Euromasters' award where all of the following conditions are met:

- i the module mark for each failed module is 49.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Classification

5.26 The MSc designated 'Euromasters' award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

Master of Clinical Dentistry

5.27 These regulations apply to Master of Clinical Dentistry (MClinDent) awards.

Progression requirements

Progression from one developmental year to the next

5.28 An MClinDent is a two-year full-time programme. A student must meet the requirements below before they can progress to the second year. Progression must be confirmed by the Subject Examination Board. A student who fails to meet the progression requirements after exhausting all [attempts](#) at the modules will be [deregistered](#).

- i take modules to a minimum value of 90 credits; and,
- ii pass modules to a minimum value of 90 credits; and,
- iii have a resit or first sit attempt remaining for any failed module(s).

Award requirements

5.29 To be eligible for an MClinDent award, a student must:

- i take 360 credits (equivalent to 180 in each developmental year), including a minimum 330 credits at level 7. Any credits below level 7 must be at levels 5 or 6; and,
- ii pass 360 credits (condoned failure is not permitted for an MClinDent award); and,
- iii achieve a Classification Mark of 50.0 or higher.

Classification

5.30 The MClinDent award is classified using the [Classification Mark](#), as below. The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

6. Special Regulations

- 6.1 These regulations detail exceptions or additions to the standard regulations that apply to specific programmes of study. These exceptions are known as 'special regulations'. The standard regulations apply to all elements of those programmes that are not approved as special regulations.
- 6.2 Programmes that Springfield Research University's runs jointly with other institutions generally have lengthy and detailed special regulations. Those are recorded separately, in the [Special Regulations for Collaborative Programmes](#).

School of Biological and Chemical Sciences

MSc in Chemical Research

- 6.3 The timing of any reassessment (resit, retake, or first sit) is at the discretion of the Subject Examination Board, but must be no more than 12 months after the initial failed or missed attempt.
- 6.4 Failure may be condoned in up to 15 credits of modules where all of the following conditions are met (this also applies to a PgDip exit award from this programme):
- i the module mark for each failed module is 40.0 or higher; and,
 - ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Dr Gandawa Institute

MRes/PgDip/PgCert in Clinical Research

- 6.5 A PgCert Clinical Research student wishing to change programme to a higher award must have completed two modules for transfer to the PgDip, or three modules for transfer to the MRes. The PgCert must not have been awarded prior to the transfer.

MSc in Emergency and Resuscitation Medicine

- 6.6 The standard hurdle for progression from the taught modules to the project applies.

MSc in Gastroenterology

- 6.7 The standard hurdle for progression from the taught modules to the project applies.
- 6.8 The standard hurdle for progression from one year to the next on a part-time programme applies for the distance learning version of the programme.
- 6.9 An MSc in Gastroenterology student may request an alternative field of study that reflects the content of their taught modules. A student who achieves a pass in the module 'Neurogastroenterology', 'Hepatology', or 'Paediatric Gastroenterology' will be eligible (respectively) for the field of study

'Gastroenterology (Neurogastroenterology)', 'Gastroenterology (Hepatology)', or 'Gastroenterology (Paediatric)'. A student must make their request to the Programme Director, in writing, before the meeting of the relevant Degree Examination Board.

Institute of Dentistry

BSc Oral Health

- 6.10 The pass mark for assessments, modules, and award (including exit awards) is 50.0.
- 6.11 Exit awards will have the field of study 'Dental Sciences' rather than 'Oral Health'
- 6.12 All modules are core, and a student must pass all modules in one year before progressing to the next.
- 6.13 Where a student is eligible for a retake or first take they will normally need to reattempt the entire year rather than just the affected module(s).

MSc in Endodontic Practice

- 6.14 The Postgraduate Certificate (PgCert) is not available as an exit award for this programme.
- 6.15 A non-standard progression hurdle from the taught modules to the project applies. A student must meet the requirements below before they can progress to the dissertation/project.
- i take modules to the value of 120 credits; and,
 - ii pass modules to a minimum value of 60 credits; and,
 - iii achieve a minimum mean average mark of 50.0 across all taught modules; and,
 - iv achieve a minimum mark of 40.0 in each module.
- 6.16 The standard hurdle for progression from one year to the next on a part-time programme applies.

Educational Development

PgCert in Academic Practice and PgCert in Teaching and Learning in Higher Education

- 6.17 A student may be admitted with up to 30 credits of accredited prior learning.

Certificate in Learning and Teaching

- 6.18 The Certificate in Learning and Teaching (CILT) is a 30-credit programme with a unique award.
- 6.19 A student may be admitted with up to 15 credits of accredited prior learning.
- 6.20 To be eligible for Certificate in Learning and Teaching (CILT) award, a student must:

- i take 30 credits at level 7; and,
- ii Pass 30 credits. Condoned failure is not permitted for CILT award; and,
- iii achieve a Classification Mark of 50.0 or higher.

Classification

- 6.21 The Certificate in Learning and Teaching (CILT) is classified using the Classification Mark, as below.

The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
80.0 – 100.0	Distinction
60.0 – 79.9	Merit
50.0 – 59.9	Pass

School of Electronic Engineering and Computer Science

All undergraduate bachelors and integrated masters programmes

- 6.22 In addition to the standard bachelors or integrated masters award requirements, a student must achieve a minimum module mark of 30.0 in every module and pass the project module outright to be eligible for the intended award and field of study. Exit awards, including awards with alternative fields of study, may be available where a student does not meet these requirements.

All postgraduate taught programmes with a compulsory placement period

- 6.23 To progress to the placement period, a student must:
- take modules to the value of 180 credits; and,
 - pass modules to the minimum value of 150 credits; and,
 - achieve a minimum mean average mark of 50.0 across all modules; and,
 - achieve a minimum module mark of 40.0 for each module.
- 6.24 To be eligible for the award, a student must meet the standard award requirements (eg MSc) and pass the placement module.

School of Engineering and Materials Science

All Master of Engineering (MEng) programmes

- 6.25 To progress from developmental year three to four, a student must (in addition to the standard integrated masters progression regulations) pass the core module DEN318 (for Engineering programmes) or MAT500 (for Materials programmes). Failure to meet this requirement will result in automatic consideration for an exit award of BSc (Eng), with no right of resit in DEN318/MAT500.

Institute of Health Sciences Education

MA in Education for Clinical Contexts

- 6.26 The standard hurdle for progression from one year to the next on a part-time programme applies for progression to the second developmental year of this three-year programme.
- 6.27 The standard hurdle for progression from the taught modules to the project applies; in the case of this three-year programme that also forms a progression point between the second and third developmental years.

MSc in Physician Associate Studies

- 6.28 A non-standard progression hurdle from developmental years one to two applies. A student must meet the requirements below before they can progress to the second developmental year:
- i take modules to a minimum value of 75 credits; and,
 - ii pass modules to a minimum value of 75 credits.

FdCert in Clinical Foundation Studies

- 6.29 The minimum pass mark for assessments, modules, and award is 50.0.
- 6.30 To pass the integrated programme and progress to the first developmental year of the MBBS or BDS programme, a student must:
- i take and pass 120 credits; and,
 - ii achieve a minimum module mark of 60.0 for the module 'Practical Skills for Professionals 1'. This is equivalent to an IELTS score of 7.0 or higher, but to be eligible for progression a student must pass the module rather than simply obtain the minimum IELTS score; and,
 - iii achieve a pass in Eswatini CAT moderated to a level appropriate to entry to the MBBS/BDS.

MBBS Graduate Entry Programme (GEP)

- 6.31 These regulations apply to the MBBS Graduate Entry Programme (GEP). The [standard MBBS regulations](#) also apply, except where they are superseded by a regulation below.
- 6.32 The minimum entry requirements for Parts 1 and 2 of the MBBS GEP is a Second Class (Upper Division) Honours degree.
- 6.33 The maximum permitted duration of study for the MBBS GEP is six years (the normal duration plus two years).
- 6.34 The term 'Part' refers to a discrete part of the programme of study. The GEP has five Parts: Parts 1 and 2 form developmental year one of the programme. Part 3 is the second year, Part 4 is the third year, and Part 5 is the fourth and final year. There is a progression point at the end of each full year of study.
- 6.35 The MBBS GEP extends over a minimum period of 44 months and comprises four Parts:
- i GEP Parts 1 and 2: Systems in Health and Disease (120 credits).
 - ii GEP Part 3: Integrated Clinical Studies (120 credits).
 - iii GEP Part 4: Specialties (120 credits).
 - iv GEP Part 5: Preparation for Clinical Practice (120 credits).
- 6.36 The examinations for the MBBS GEP will be in five Parts. Parts 1 and 2 will assess core MBBS studies and interprofessional learning ('Stage 1'). Parts 2, 3 and 4 will assess only core MBBS studies.
- 6.37 The criteria for distinctions and merits are the same as for the [standard MBBS](#) programme.
- 6.38 The following distinctions may be awarded to a student:
- i Distinction in Parts 1 and 2 MBBS (GEP).

- ii Distinction in Part 3 MBBS.
- iii Distinction in Part 4 MBBS.
- iv Distinction in Part 5 MBBS.

6.39 Exit awards for the MBBS (GEP) programme are calculated in the same way as MBBS exit awards.

School of Languages, Linguistics and Film

BA Modern Languages programmes with a compulsory year abroad

6.40 Some of the standard provisions around compulsory extramural years do not apply. Specifically:

- i a student does not need to achieve a minimum weighted average mark of 60.0 to progress to the year abroad. Instead, a minimum mark of 50.0 is required.
- ii The compulsory extramural year does count towards a student's classification but does not necessarily have to be passed (though failure may make it difficult for a student to meet the award requirements).
- iii The School of Languages, Linguistics and Film will provide more detailed information, including the applicability of regulations.

6.41 To be eligible for the award of a BA in Modern Languages in the School of Languages, Linguistics and Film, a student must:

- i take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4,5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 315 credits, including at least 90 at level 6 or higher and excluding any at level 3 and the compulsory year abroad; and,
- iii achieve a Classification Mark of 50.0 or higher.

6.42 The Classification Mark for a BA in Modern Languages programme with a compulsory year abroad is calculated as follows (percentage weightings are approximate and provided only for guidance; official calculations are made using the weighting units):

Award	Weighting of each developmental year's mean average			
	Year 1	Year 2	Year abroad	Final year
BA in Modern Languages with a compulsory year abroad	1 (9.1%)	3 (27.3%)	1 (9.1%)	6 (54.5%)

School of Law: Department of Law

All LLB programmes (including Senior Status programmes)

6.43 A specified sub-set of modules are designated as foundations of legal knowledge for professional accreditation as a qualifying law degree (QLD) by the Bar Standards Board of Eswatini (BSB). To achieve this accreditation, a student must meet the standard requirements for award, and either:

- i pass all of the designated modules; or,

- ii pass all but one of those modules and, in the remaining failed module, achieve a module mark of 35.0 or higher.

The designated modules are listed in the relevant programme specification.

Senior Status LLB programmes

6.44 To progress from one developmental year one to the next on a senior status LLB programme, a student must:

- i take and pass modules as follows:
 - a developmental year one to two: take 135 credits in year one. Pass a minimum 105 credits in year one. Achieve a minimum mean average year mark of 50.0 or higher.
- ii fail (after resit) no more than 30 credits in any one developmental year.

6.45 To be eligible for the award of a senior status LLB, a student must:

- i take 270 credits (135 per developmental year), including a minimum 90 credits at level 6; and,ii
- pass a minimum 240 credits, including at least 90 at level 6; and,
- iii achieve a Classification Mark of 50.0 or higher.

6.46 The LLB Senior Status Classification Mark is calculated as follows.

Award	Weighting of each development year's mean average	
	Year 1	Year 2
LLB Senior Status	2 (40%)	3 (60%)

School of Law: Centre for Commercial Law Studies

LLM, PgDip, PgCert in Technology, Media and Telecommunications Law by Distance Learning

6.47 The normal and maximum permitted durations of study are as follows, and study will normally be part-time. A student must normally take a minimum 30 credits in each year of study.

Award	Normal duration	Maximum duration
LLM	3 years	6 years
PgDip	2 years	6 years
PgCert	1 year	2 years

PgCert in Intellectual Property Law

6.48 There are two pathways that can lead to the award of the PgCert in Intellectual Property Law:

- i Pathway A, in which a student follows a full programme of study subject to the standard PgCert

regulations.

- ii Pathway B, in which a student registered for the MSc in Management of Intellectual Property takes additional modules. The student must pass the MSc and meet the additional Pathway B requirements to be eligible for the PgCert award.

6.49 For Pathway B, failure may be condoned in up to 30 credits of modules where all of the following conditions are met:

- i the module mark for each failed module is 45.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

6.50 The Pathway B award is classified using the Classification Mark, as below. The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
50.0 – 100.0	Pass

School of Mathematical Sciences

MSc Mathematics (and associated PgDip/PgCert exit awards)
(not applicable to other MSc programmes in the School of Mathematical Sciences)

6.51 Failure may be condoned in up to 30 (MSc/PgDip) or 15 (PgCert) credits of modules where all of the following conditions are met:

- i the module mark for each failed module is 0.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

6.52 A student may take a maximum 30 credits (MSc or PgDip) or 15 credits (PgCert) of taught modules at level 6, selected from a list approved by the Head of School.

6.53 Exceptionally, and at the discretion of the Subject Examination Board, a student may request an alternative field of study that reflects the content of the taught modules and dissertation/project undertaken. The title will be selected from a list approved by the Programme Director. A student must make their request to the Programme Director, in writing, at the time of entry to the examinations.

School of Physics and Astronomy

MSc Astrophysics (and associated PgDip/PgCert exit awards)
(not applicable to other MSc programmes in the School of Physics and Astronomy)

6.54 Failure may be condoned in up to 30 (MSc/PgDip) or 15 (PgCert) credits of modules or where all of the

following conditions are met:

- i the module mark for each failed module is 0.0 or higher; and,
- ii the mean average mark across all modules, including the failed module(s), is 50.0 or higher; and,iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

Erenes Research Institute

MSc in Endocrinology and Diabetes

6.55 The standard hurdle for progression from the taught modules to the project applies.

Springfield Research University's Digital programmes

6.56 Springfield Research University's Digital programmes are online learning programmes run in collaboration with CEG Digital. Standard Springfield Research University's regulations apply in all respects, except where specified below.

6.57 Students are subject to the Springfield Research University's Digital Fees and Cancellation Policy.

MSc Global Public Health (Springfield Research University's Digital):

6.58 To progress to the project module, a student must:

- i. take modules to the value of 120 credits; and,
- ii. pass modules to the value of at least 90 credits

7. Regulations for Postgraduate Research Programmes

Scope

7.1 These regulations take effect from August 2021 and apply to all research studies programmes and all students registered for a research studies programme at Springfield Research University. A student who enters for examination is examined in accordance with the regulations in place at the time of examination entry or re-entry.

7.2 The Academic Regulations, Part 2 – General Regulations apply to students registered for a research studies programme at Springfield Research University. The regulations for taught programmes of study apply to research degree students who are required to undertake an element of taught study as a part of their research studies programme.

7.3 The Springfield Research University Code of Practice for Research Degree Programmes applies to all research studies programmes and all students registered for a research studies programme at Springfield Research University. Compliance with the Code of Practice is mandatory. In any issues of interpretation of the Code, the Academic Regulations take precedence.

7.4 Research degrees awarded by Springfield Research University are awards of the University or

of Springfield Research University .

7.5 These regulations also apply to students registered as an associate student of Springfield Research University undertaking study that is part of a research studies programme.

7.6 The awards covered by these regulations are:

University Awards	Springfield Research University's awards
Master of Philosophy (MPhil)	Master of Philosophy (MPhil)
Doctor of Philosophy (PhD)	Doctor of Philosophy (PhD)
Doctor of Medicine (Research) (MD(Res))	Doctor of Medicine (Research) (MD(Res))
Doctor in Professional Studies (DrPS)	Doctor in Professional Studies (DrPS)
Doctor in Clinical Dentistry (DClinDent)	Doctor in Clinical Dentistry (DClinDent)
	Doctor of Psychiatry (DPsych)
	Doctor of Engineering (EngD)

7.7 All references to 'Academic Regulations' include 'research studies programme regulations.

7.8 Springfield Research University reserves the right to amend the Academic Regulations as it considers appropriate.

Registration and enrolment

General

7.9 A student is required to enrol with Springfield Research University's at the start of their research degree programme and register for the research studies programme. The period of registration will date from the point of initial enrolment.

7.10 Students are required to re-enrol each academic year for the duration of the programme of studies (including during the period of writing-up of the thesis and examination) regardless of the mode of attendance. Re-enrolment takes place in August each year. Failure to re-enrol results in termination of registration.

7.11 A student registers for a programme of research study from the point of initial enrolment leading to the award of:

- i Doctor of Philosophy (PhD)
- ii Master of Philosophy (MPhil)
- iii Doctor of Medicine (Research) (MD(Res))
- iv Doctor in Professional Studies (DrPS)
- v Doctor of Psychiatry (DPsych)
- vi Doctor in Clinical Dentistry (DClinDent)
- vii Doctor of Engineering (EngD)

Associate students

7.12 A student may be permitted to enrol as an associate student and undertake a period of guided study and/or research that does not lead to an award of Springfield Research University's or the University. An associate student enrolls with Springfield Research University's normally for a period of up to six

months and a maximum of 12 months. This period does not count towards the minimum registration period required for award. The student is normally required to terminate their studies at the end of the period of registration as an associate student.

7.13 An associate student may enrol with Springfield Research University for a longer period of registration in cases where:

- i a student is undertaking research studies at Springfield Research University as part of a formal collaboration between Springfield Research University and another institution, governed by a written agreement or contract; or,
- ii a student has their primary registration at another institution and a member of Springfield Research University academic staff is a formal member of the student's supervisory team, usually the second supervisor.

Such students may enrol as associate students with Springfield Research University for the duration of their programme of study at the primary institution with the permission of Senate or its delegated authority.

Transfer from another institution

7.14 A candidate registered for a research degree at another institution may transfer their registration at the discretion of Senate or its delegated authority and be exempted from part of the research studies programme at Springfield Research University. Where this occurs, the period of registration at Springfield Research University must be at least 12 months full-time or 24 months part-time. Springfield Research University will determine the appropriate point of entry to the programme.

7.15 On transfer of registration, the registration for the original degree will lapse.

Concurrent study

7.16 A person currently registered for a qualification of Springfield Research University may not concurrently be registered for a degree, diploma, or certificate at any other institution, except with the express permission of Senate, or its delegated authority. Similarly, a student registered on a research studies programme may not be simultaneously registered for more than one Springfield Research University programme, except with the express permission of Senate, or its delegated authority.

Mode of attendance

7.17 The following modes of attendance are available to students:

- i full-time.
- ii part-time (50% of the workload of a full-time student per year).

7.18 A student is expected to continue in the same mode of study for which they originally registered. Transfer between full-time and part-time study may be permitted by Senate or its delegated authority. In such cases, the minimum and maximum registration periods will be adjusted according to the length of registration spent in each mode.

Writing up status

- 7.19 A student may transfer to 'writing up' status with the approval of Senate or its delegated authority provided that they have completed the minimum registration period and not exceeded the maximum registration period. In order to transfer to writing up status, a student is normally required to have completed all experimental work or collection of material related to their thesis, to have passed annual progression in the second year of study (fourth year of study for part-time students) and, in the judgement of the primary supervisor, be in a position to submit the thesis within 12 months. A student registered for MPhil/PhD can only be transferred to writing up status if they have completed the transfer process from MPhil to PhD where transfer is a requirement of their research studies programme.
- 7.20 A student must enrol during the period of writing up and pay any fee applicable during this period.
- 7.21 The maximum period for 'writing up' is normally one calendar year regardless of the mode of attendance of the student, unless the terms of a studentship stipulate that a longer period of writing-up is permitted. If a student does not submit their thesis by the date agreed in the transfer to writing-up application, they must agree a new thesis submission deadline with their school/institute. A school / institute may apply a charge if the writing up status is extended beyond one calendar year where it has not been extended for a specific cause.
- 7.22 In exceptional circumstances, Senate or its delegated authority may permit an extension of the writing up period for students who have writing up status. A student with writing up status may be permitted to extend their writing up period by up to twelve months or for a maximum period prescribed by the terms of their studentship. A charge may be applied if the student has not submitted their thesis by the end of the period of extension. Extensions will not be granted retrospectively.
- 7.23 The period of extension counts as part of the overall period of registration.

Examination status

- 7.24 A student who submits their thesis for examination shall be transferred to 'examination' status with effect from the date of submission of their thesis.

Interruption

- 7.25 A student may be permitted to interrupt a research studies programme for a maximum period of two years in total throughout their period of registration or for a maximum period prescribed by the terms of any studentship, on the grounds of illness or other good cause with the permission of Senate or its delegated authority.
- 7.26 A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.
- 7.27 Research students may interrupt and return to studies within the same academic year but can only

interrupt for whole months at a time.

7.28 The period of interruption does not count towards the minimum or maximum registration period for the research studies programme, in accordance with the [Interruption Policy](#).

7.29 A student is not required to pay fees during the period of interruption.

Minimum and maximum registration periods²⁰

7.30 A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. Periods of interruption shall not count towards the maximum permitted duration of study. In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration.

7.31 The registration period starts on the date of a student's initial enrolment and registration with Springfield Research University for the research studies programme.

7.32 The registration period ends on the date of award or termination of registration.

7.33 Springfield Research University [terminates the registration](#) of any student who exceeds the maximum registration period.

Minimum registration period

7.34 The minimum period of full-time study for the awards of MPhil, PhD, MD(Res), EngD and DrPS is two calendar years. The minimum period of full-time study for the award of DCLinDent and DPsych is three calendar years.

7.35 The minimum period of part-time study for the awards of MPhil, PhD, MD(Res), EngD and DrPS is four calendar years. The minimum period of part-time study for the award of DCLinDent and DPsych is six calendar years.

7.36 The minimum registration period for a student who has transferred from another institution/programme under regulation 8.15 above is as specified in the regulation.

Maximum registration period

7.37 The maximum registration period includes any period where the student is registered as writing up.

7.38 For MPhil, PhD, MD(Res), and EngD degrees the maximum period of registration begins on the date of initial enrolment on the research studies programme and ends on the deadline for submission of the thesis for examination. On submission of the thesis for examination a student is transferred to examination status and remains registered on their programme of study until either the award of the degree or termination of studies. A student who has not submitted their thesis for examination by the end of the maximum period of registration must apply to extend their period of registration for up to twelve months or for a maximum period prescribed by the terms of their studentship.

7.39 The maximum period of full-time study for the awards of MPhil, PhD, MD(Res), EngD, DrPS, DPsych and DCLinDent is 4 calendar years (including any writing up period).

7.40 The maximum period of part-time study for the awards of MPhil, PhD, MD(Res), EngD, DrPS, DPsych and DCLinDent is 7 calendar years (including any writing up period).

Exceptions to the maximum and minimum registration periods

- 7.41 Exceptionally, Senate or its delegated authority may permit a student to submit the thesis for examination either before the minimum registration period, or after the maximum registration period, or to extend the writing up period and/or period of registration for a maximum of 12 months.
- 7.42 In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration of study for a longer period than 12 months.
- 7.43 Exceptions to the minimum and maximum periods of study for research studies programmes are set out in programme handbooks.

Attendance

Attendance requirements

- 7.44 In addition to the general attendance requirements, attendance refers to Springfield Research University expectations with regard to the way in which students engage with their research studies programme. The specific nature of attendance requirements varies depending on the nature of the research studies programme. General expectations are that a student meets regularly with their primary supervisor and undertakes training and other specified activities that may also include the completion of taught modules. There should be a minimum of ten supervisory meetings per academic year for full-time students (pro rata for part-time students) held at regular intervals up to submission of the thesis for examination. Supervision meetings may be held with any member of the supervisory team.
- 7.45 Students may exceptionally be permitted to undertake the majority of their studies at a research organisation external to Springfield Research University as part of a formal agreement or contract with joint supervision provided by staff at Springfield Research University and the partner research organisation. Schools and Institutes must assess that the supervision and research facilities and resources to be provided by the research organisation are satisfactory. The agreement with the research partner may be subject to approval by Partnerships Board in accordance with its terms of reference. Exceptions to the standard model of research studies may require the approval of the Research Degrees Programmes and Examinations Board. The Springfield Research University requirements for supervision apply.
- 7.46 A full-time student is not permitted to undertake other duties or work (apart from limited demonstrating or tutorial duties) without the approval of their primary supervisor(s) unless provided for in the terms of any studentship.

Termination of registration

- 7.47 Senate or its delegated authority may terminate the registration of a student who fails to meet the progression requirements for the research study programme or where their general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.
- 7.48 Termination of registration may also take place as a result of non-attendance/participation in any aspect of the research studies programme in accordance with the general regulations on attendance.
- 7.49 Termination of registration means that enrolment is also terminated and the individual is no longer a student of Springfield Research University's in accordance with the general regulations.

- 7.50 A student for whom registration is terminated may appeal against this decision under the [Appeal Policy](#).

Studentships and scholarships

- 7.51 Studentships or scholarships may include additional, and/or specific requirements and conditions. These requirements and conditions apply in addition to these Regulations to those students in receipt of the studentship or scholarship.

Research integrity

- 7.52 All students must familiarise themselves with the Springfield Research University's policies relating to research integrity, research ethics, and intellectual property rights and other associated research policies and procedures. It is the student's responsibility to check if their research requires formal ethical review of the research project, and to ensure that their research conforms to it.

Title of thesis

MPhil, PhD and EngD

- 7.53 Upon registration, a student identifies the topic of their research and the research studies programme to be followed. Senate or its delegated authority approves the title of the thesis at the point of notifying entry for examination.

MD(Res)

- 7.54 Senate or its delegated authority approves the title of the thesis prior to registration for the research studies programme.

DrPS, DPsych and DClinDent

- 7.55 Senate or its delegated authority approves the subject and title of the thesis and/or research portfolio after the equivalent of one year's full-time study on the research studies programme.

Change of title

- 7.56 In all cases, Senate or its delegated authority approves any change to the title of the thesis in accordance with the required procedure.

Supervision

- 7.57 The Springfield Research University Code of Practice for Postgraduate Research Programmes sets out the requirements for supervision.
- 7.58 Supervisors are appointed to the role by Senate or its delegated authority and meet the approved criteria, which may include relevant training requirements being met.

Progress monitoring

- 7.59 Progress monitoring is a formal review process that takes place at least once per academic year in

accordance with the requirements approved by Senate, or its delegated authority. Progress monitoring informs progression.

Progression

- 7.60 Progression is a formal process that permits a student to continue to the next stage/period of their research studies programme.
- 7.61 Senate or its delegated authority approves progression requirements for research studies programmes. The normal minimum progression points for a full-time student on a PhD, MPhil, MD(Res) or EngD programme occur between 6 to 9 months after registration on the research studies programme, between 18 and 24 months after registration, and at 36 months where submission of the thesis for examination has not occurred. For a part-time student on a PhD, MPhil, MD(Res) or EngD programme the normal progression points occur between 12 to 18 months after registration on the research studies programme, between 36 and 48 months after registration, and 72 months where submission of the thesis for examination has not occurred. Progression for students on DrPS, DPpsych and DCLinDent programmes is assessed as outlined in the appropriate research studies programme regulations, approved by Senate or its delegated authority.
- 7.62 Progression decisions are made in accordance with procedures established by Senate or its delegated authority.
- 7.63 The 6 to 9 month (Year 1) progression point (12 to 18 months for part-time students) is undertaken in accordance with the approved requirements for the PhD, MPhil, MD(Res) or EngD research studies programme and may include the submission of written work and an oral examination. Year 1 progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. Any panel recommending a decision about a student's progression or registration on a research studies programme must comprise at least two people, at least one of whom must be independent of the student's supervisory team. External members may be appointed to the panel. In such cases, one member of the panel must be a member of Springfield Research University staff who is independent of the student's supervisory team. The independent members of the panel have the casting vote regarding the recommended outcome.
- 7.64 Progression decisions in subsequent years of study (18-24 months and 30-36 months for full-time students, and 36-48 months and 60-72 months for part-time students) are made in accordance with procedures outlined in the relevant research studies programme regulations, approved by Senate or its delegated authority. Progression decisions are made by the Director of Graduate Studies. It is recommended that part-time students should complete an annual review in the intervening years.

7.65 The possible outcomes of progression are:

- i Progress – the student may progress to the next stage of the research studies programme
- ii Referred – the student must undertake further specified work and be reconsidered for progression again within 3 months

7.66 At the end of the referral period, the outcomes are:

- i Progress – the student may progress to the next stage of the research studies programme
- ii Fail to progress – the student may transfer registration to MPhil or other appropriate programme
- iii Fail to progress – the student's registration is to be terminated

7.67 The process of assessment for progression must always include a meeting with the student if the recommendation is referral for a second assessment or fail to progress.

7.68 Senate or its delegated authority terminates the registration of a student who fails to meet the progression requirements for their research studies programme. A student may appeal against the termination of registration under the [Appeal Policy](#).

Examination entry

7.69 Examination entry is the formal process by which a student notifies Springfield Research University of their intention to submit the thesis and be examined for the degree for which they are registered. Examination entry is also the process by which the title of the thesis is notified and approved. The procedure for examination entry is approved by Senate or its delegated authority.

7.70 A student intending to enter for examination is required to complete the relevant forms for examination entry. The forms should be submitted to the designated body at least three months before the proposed submission of the thesis. The submission of the thesis must take place up to twelve months after examination entry. After twelve months, if the thesis has not been submitted, a new entry form is required and a re-entry fee may be required.

7.71 For a student to be entered for examination, Springfield Research University must confirm that they have completed the research degree programme in accordance with the relevant regulations.

7.72 Examination entry cannot occur more than twelve months prior to completion of the minimum registration period.

Submission of thesis

7.73 A student is required to submit their thesis in a form that meets the requirements for a thesis. A student is required to submit two printed copies of their thesis in the approved format and a digital (PDF) file which is an exact electronic copy of the submitted thesis. A third copy of the thesis may be required where a third examiner is appointed.

7.74 The student is required to bring to the oral examination a copy of their thesis paginated in the same way as the copies submitted to Springfield Research University.

7.75 In submitting a thesis for examination or re-examination a student accepts responsibility for its contents and quality. Students are required to conform to Springfield Research University policy on editorial

assistance and to include in their thesis a statement of originality detailing any work undertaken in collaboration with others.

Requirements for a thesis

7.76 The thesis must meet the specific requirements for a thesis provided in Appendix 1 of these regulations.

Requirements for DrPS, DPsych and DClinDent

7.77 In addition to the thesis, the professional doctorates of DrPS, DPsych and DClinDent are examined through a broader range of methods than thesis and oral examination. The requirements for the awards of DrPS, DPsych and DClinDent are those approved by Senate or its delegated authority.

Word limits

7.78 The thesis must not exceed the following word limits:

- i PhD and EngD – 100,000 words
- ii MPhil – 60,000 words
- iii MD(Res) – 50,000 words
- iv For the degrees of DrPS, DPsych and DClinDent the minimum length of the thesis shall be no less than 25,000 words.

The bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which the examiners are not required to read in order to examine the thesis but to which they may refer if they wish.

7.79 Senate or its delegated authority may approve lower word counts for specific research studies programmes.

Panel of examiners

7.80 A Panel of Examiners is established for each individual examination of an MPhil, PhD, MD(Res), EngD and for the DrPS, DPsych and DClinDent as appropriate.

7.81 The Panel of Examiners comprises a minimum of two examiners appointed by Senate or its delegated authority. The Code of Practice for Research Degree Programmes specifies the membership of the panel of examiners and the criteria for the appointment of examiners

Examination requirements

7.82 The examination for MPhil, PhD, MD(Res) and EngD is by submission of thesis and oral examination of the thesis. The examination for EngD is by submission of a thesis or a research portfolio and oral examination. The examination for DrPS, DPsych and DClinDent is by submission of thesis and/or research portfolio, other required assessments and oral examination. At their discretion, the examiners may also examine the candidate by practical or written examination.

7.83 The examination process is held in private, and is not a public examination. Normally, the oral examination is held at Springfield Research University with the candidate and both examiners present.

If agreed by the candidate, Senate or its delegated authority may under exceptional circumstances permit one of the examiners to attend the examination by video-link. In such cases an independent chair must be appointed.

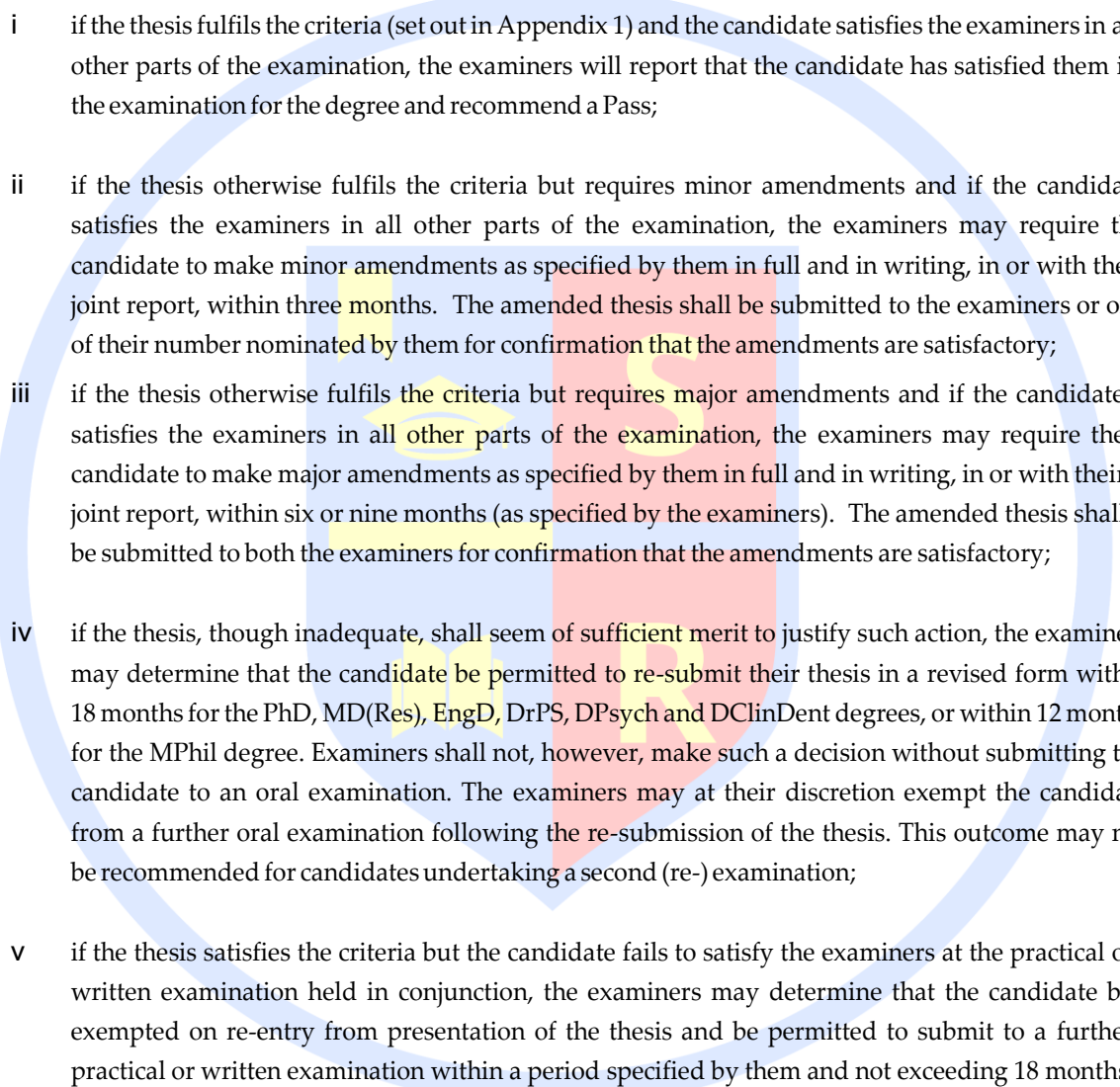
- 7.84 If requested by the candidate, Senate or its delegated authority may under exceptional circumstances permit the candidate to attend the examination by video link. Both examiners must be present in person at Springfield Research University. The candidate must attend the examination from an approved location in a recognised University or other approved body, such as the British Council, and a member of that organisation's academic or professional staff must act as invigilator and be present in the room with the candidate for the duration of the examination.
- 7.85 All matters related to the examination are confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in the student's thesis until such time as the thesis is made available or any restrictions on access to the thesis are removed.
- 7.86 The examination is conducted in English (unless the Senate or its delegated authority has given permission for it to be conducted in another language). The candidate must attend the examination at the place and time specified by Springfield Research University and must bring with them an additional copy of the thesis that is paginated in the same way as that submitted for examination.
- 7.87 Each examiner prepares an independent report on the thesis in advance of the oral examination. The examiners exchange reports before the oral examination.
- 7.88 The examiners may reject a thesis which they consider to be incomplete or unacceptable without conducting an examination. Such cases will be reported to the Chair of the Research Degree Programmes and Examinations Board to determine the action to be taken. The candidate may be permitted to submit the thesis for examination on a subsequent occasion.
- 7.89 The examiners have a right to make comments in confidence to the President of Springfield Research University's in a separate report.
- 7.90 The examiners submit to the Academic Registrar's nominee copies of their preliminary reports and a joint final report that details their judgement of the candidate's performance and reasons for the decision they have reached. The joint report will be available to the candidate for their personal information, and the supervisor(s) and School/Institute Director of Graduate Studies. The preliminary reports are made available to the candidate at the discretion of the examiners. Examiners should normally submit their independent preliminary reports and joint report on the examination with the examination outcome form to the Research Degrees Office within two weeks of the date of the oral examination of the candidate.
- 7.91 Where the supervisor is in attendance at the oral examination they must not participate in the examination but may make comments if asked to do so by the examiners. The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.
- 7.92 If a candidate becomes unwell in advance of an oral examination, they should notify the supervisor who will make reasonable efforts to change the date of the examination. In attending an oral examination, candidates declare themselves 'fit to sit'. Any subsequent claim for extenuating circumstances shall not normally be considered.

Decisions of the Panel of Examiners

Outcomes for PhD, MPhil, MD(Res) and EngD

7.93 Except as provided in paragraph 8.96 the examiners, after reading the thesis, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

7.94 The options open to examiners in determining the result of an examination are as follows:

- 
- i if the thesis fulfils the criteria (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a Pass;
 - ii if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within three months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;
 - iii if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within six or nine months (as specified by the examiners). The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
 - iv if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 18 months for the PhD, MD(Res), EngD, DrPS, DPsych and DCLinDent degrees, or within 12 months for the MPhil degree. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination;
 - v if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. This outcome may not be recommended for candidates undertaking a second (re-) examination;
 - vi if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 18 months for the PhD, MD(Res), EngD, DrPS, DPsych or DCLinDent degree or 12 months for the MPhil degree. This outcome may not be recommended for candidates undertaking a second (re-) examination;

- vii the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies), nor, for the PhD or EngD degree, before considering whether the candidate does or might be able to satisfy the requirements for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken in order for these criteria to be satisfied.

If the examiners recommend that the criteria for the MPhil degree are or may be satisfied, the candidate will be informed that they have been unsuccessful in the examination for the PhD or EngD degree, but that their examiners have indicated that they have either reached the standard or subject to minor amendments will reach the standard required for the award of the MPhil degree. The candidate will be given three months to indicate whether they wish to be so considered (to run concurrently with any period for minor corrections as required).

If they do not wish to be considered for the MPhil degree, or does not confirm that they wish to be so considered within the specified period, then they will be informed that they have failed to satisfy the examiners for the PhD or EngD degree and that they may no longer be considered for the award of the MPhil degree.

If they wish to be considered for the award of MPhil under this regulation, the candidate will not be required to re-submit the thesis or undergo an oral examination but will be required to fulfil the requirements for the MPhil examination in all other respects. Any minor amendments required shall be made within three months of the date of notification of the examination outcome and the amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.

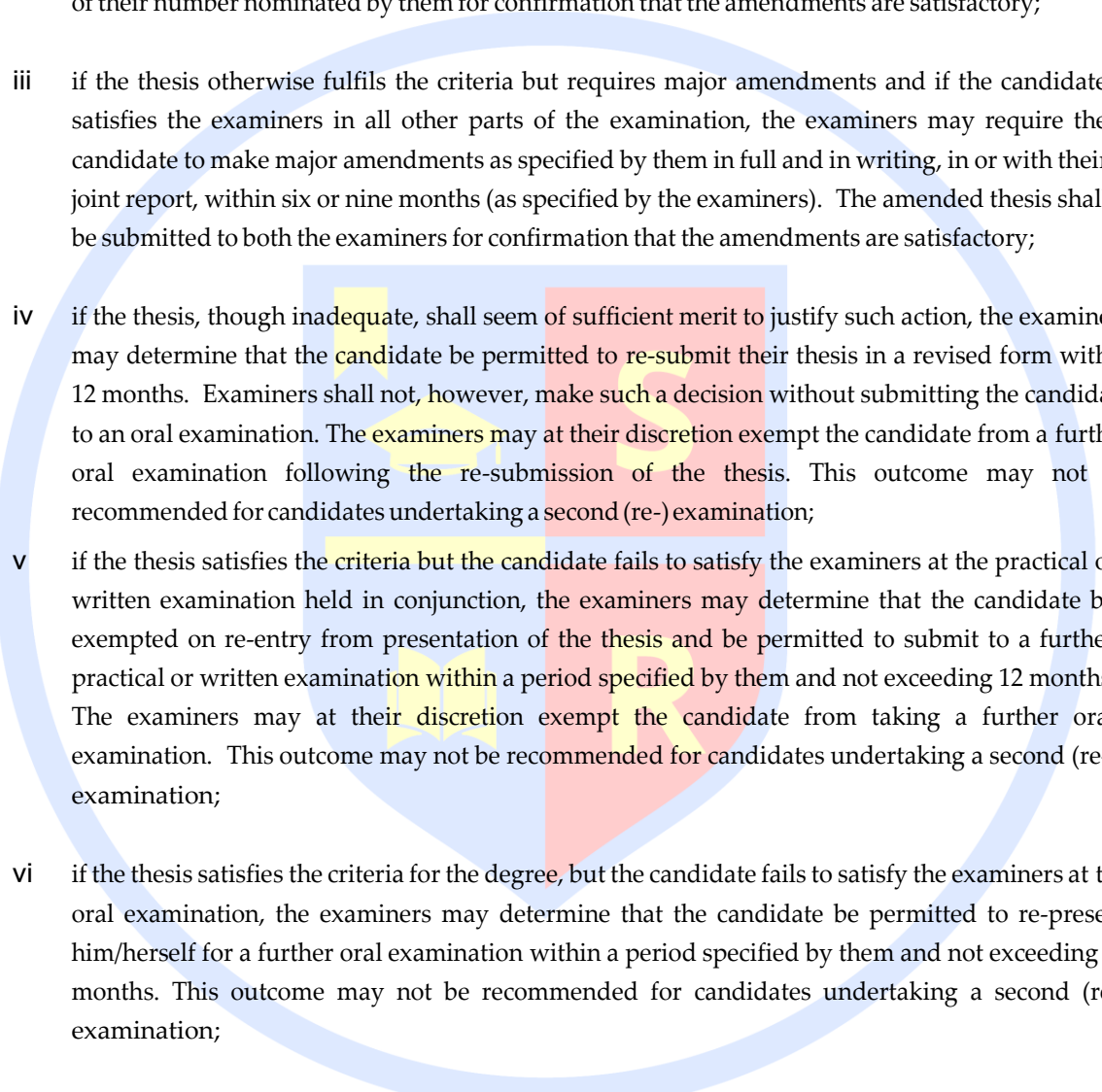
In a case where the thesis, though inadequate, shall seem of sufficient merit to justify such an action, the examiners may determine that the candidate be permitted to enter the examination for the MPhil degree and re-submit their thesis in a revised form within 12 months. The examiners may at their discretion exempt the candidate from a further oral examination on re-submission of their thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination.

- viii the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

Outcomes for DrPS, DPpsych and DCLinDent

7.95 Except as provided in paragraph 8.96 the examiners, after reading the thesis and/or research portfolio, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

7.96 The options open to examiners in determining the result of an examination are as follows:

- 
- i if the thesis fulfils the criteria (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a Pass;
- ii if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within three months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;
- iii if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within six or nine months (as specified by the examiners). The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
- iv if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- v if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 12 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- vi if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 12 months. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- vii the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies). Where the examiners recommend this decision, they shall also consider whether a candidate may meet the requirements for a relevant Level 7 (masters) programme and, if appropriate, recommend that they be considered for the award of that degree by the relevant Subject Examination Board;
- viii the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save

in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

Points applicable to all degrees

- 7.97 If the examiners are unable to reach agreement or decide that they cannot make a recommendation on the examination outcome, their reports shall be referred to the Chair of the Research Degree Programmes and Examination Board, who shall determine the action to be taken. Action may include the appointment of an independent assessor to review the thesis and submit a report to the Chair to inform their decision; the candidate may be permitted to submit the thesis for examination on a subsequent occasion; and other action at the Chair's discretion. In the event that the Chair of the Research Degree Programmes and Examination Board was involved in the student's supervision or examination, the case is determined by a Deputy Dean for Research not in the candidate's faculty.
- 7.98 In submitting a revised thesis incorporating amendments after an examination, a student accepts responsibility for the contents and quality of the revised version. A student who fails to complete the required amendments to the examiners' satisfaction and/or within the required timeframe shall be deemed to have failed to satisfy the examiners and not to have passed the examination. In such cases, examiners have the discretion to recommend the award of MPhil in the case of candidates who had been examined for a PhD.
- 7.99 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. If the examiners' decision is to fail the candidate outright and to reject all other examination outcomes, they should indicate the reasons for their decision in the joint report.

Re-examination

- 7.100 Where the examiners have decided that the criteria for award are satisfied in part, in some or all of the elements for examination [thesis, oral, practical etc.] but the criteria for award are not met, the student may be re-examined. This applies to all research studies programmes and awards. Springfield Research University's may charge a fee for re-entry. When the re-examination takes place, the regulations and procedures in force at the time of re-entry apply. The same examiners will normally undertake the re-examination. The outcomes of re-examination are those that are specified for the award in question.
- 7.101 On re-examination, only options (i), (ii), (iii) and (vii) are available to the examiners. Springfield Research University charges a fee for re-examination.
- 7.102 A student who does not re-enter within the prescribed time frame will be deemed not to have satisfied the examiners in the examination, and will have their registration terminated.
- 7.103 Where the student has failed to satisfy the examiners (i.e. failed), there is no right of re-examination.

Award of the degree

- 7.104 Senate or its delegated authority awards the degree. For University awards, Senate or its delegated authority awards the degree under delegated authority from the University.

7.105 The award of the degree does not occur until the student has submitted a digital copy of the final thesis.

7.106 Senate or its delegated authority may award a research degree posthumously in accordance with the approved policy.

Availability of theses

7.107 It is a requirement for the award of the degree that one digital copy of a successful thesis be stored in the electronic repository of the Springfield Research University's Library. Students are required to sign a declaration relating to the availability of the thesis (the detailed declaration is given in Appendix 2).

7.108 A candidate may apply to Springfield Research University's for restriction of access, for a period not normally exceeding 12-months, to their thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or other specified exceptional circumstances and in accordance with the procedure adopted by Springfield Research University's for consideration of such applications. Restricted access may also be agreed by Springfield Research University's with the candidate's sponsoring organisation. This period may be extended beyond 12- months in exceptional circumstances and with the approval of Senate or its delegated authority.

Examination offences and academic misconduct

7.109 Academic misconduct during the course of a research studies programme and examination offences, including plagiarism, will be investigated under the [Academic Misconduct Policy](#).

7.110 All assessment that is submitted for progress review, transfer, or examination is subject to the [Academic Misconduct Policy](#). Work that is submitted for review by the supervisor during the course of the research preparation is not considered to be a formal submission of assessment and is not subject to the Academic Misconduct Policy.

7.111 A research student who is found to have committed an assessment offence may also incur the following penalties:

- i change of registration from PhD or EngD to MPhil;
- ii termination of studies.

7.112 Where plagiarism or fraud is established after an award has been made, the award may be revoked.

7.113 Research students are also subject to the Springfield Research University's policies relating to research integrity and other associated research policies and procedures, including the procedure for dealing with allegations of research misconduct.

Appeals

7.114 A student may appeal against a progression decision or a decision of a panel of examiners using the [Appeal Policy](#).

Collaborative arrangements

7.115 Collaborative arrangements for the supervision and award of research degree programmes are

approved in accordance with the policy and procedures established by Senate, or its delegated authority, for that purpose. Such arrangements may lead to the award of a single Springfield Research University's degree, two degrees from both Springfield Research University and the partner institution(s) or a single degree awarded jointly by Springfield Research University and the partner institution(s).

7.116 In all cases, where a research studies programme leads to a dual or double award, the award of one institution cannot be made where the requirements for the award of the other awarding institution(s) are not met.

Revocation of award

7.117 Springfield Research University may revoke an award made under these regulations, in accordance with the relevant procedures of Springfield Research University or the University. Such cases shall be considered on a case-by-case basis by Senate, or its delegated authority.

Additional award requirements for Multi-disciplinary Doctorate

7.118 A PhD may be designated 'Multi-disciplinary Doctorate' where the approved research studies programme permits. As a minimum, a Multi-disciplinary Doctorate is required to fulfil the criteria approved by Senate or its delegated authority.

Appendix 1: Degree requirements MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DClintDent

Master of Philosophy

1. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
2. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 60,000 words.
3. The thesis shall:
 - a. consist of the candidate's own account of their investigations;
[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
 - b. be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
 - c. be an integrated whole and present a coherent argument;
[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
 - d. give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
 - e. be written in English and the literary presentation shall be satisfactory, although Springfield Research University's may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis.

In certain specified fields other forms of material may be required to be submitted for assessment within or in addition to the thesis:

Drama, Theatre and Performance Studies

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

English

In the field of English, a candidate may undertake research leading to the submission of a written thesis, or a combination of a written thesis and practice in the form of a creative element (original novel, novella, collection of short stories, work of creative nonfiction including memoir and other forms of life-writing such as biography and autobiography, collection of poetry, full-length stage play, screenplay, or teleplay). In the case of a doctorate with a creative element, it will usually constitute the largest proportion of the submitted work and the critical thesis the balance thereof, the latter taking the form either of an exegesis reflecting on the candidate's creative practice and the work produced, or a critical project on a topic whose analysis informs, or is related to, the creative component. The balance between the creative and critical elements shall be agreed between the student and supervisor(s). The critical commentary component shall be a minimum of 20,000 words.

Film Studies

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

Modern Languages

In the field of Modern Languages, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of a translation into English of a literary text. The critical commentary shall be a minimum of 30,000 words. The balance between the written and practical components is determined by the needs of the project.

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research (Research Degrees), or nominee.

- f. Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

Doctor of Philosophy and Doctor of Engineering

4. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
5. Assessment for the award of PhD shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.

6. Assessment for the award of EngD shall be either by submission of a thesis as for the PhD or by submission of a research portfolio and an oral examination, which shall be conducted in English. The research portfolio shall consist of a coherent set of up to four linked research projects with one or more external (industry, public-sector or third-sector) partners based on the student's projects/placements during the programme. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.
7. The thesis shall:
 - a. consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
 - b. form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
 - c. be an integrated whole and present a coherent argument; [A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
 - d. give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;
 - e. be written in English and the literary presentation shall be satisfactory, although Springfield Research University's may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;
 - f. demonstrate research skills relevant to the thesis being presented;
 - g. be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).
 - h. In certain specified fields other forms of material may be required to be submitted within or in addition to the thesis:

Drama, Theatre and Performance Studies

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

Film Studies

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

English

In the field of English, a candidate may undertake research leading to the submission of a written thesis, or a combination of a written thesis and practice in the form of a creative element (original novel, novella, collection of short stories, work of creative nonfiction including memoir and other forms of life-writing such as biography and autobiography, collection of poetry, full-length stage play, screenplay, or teleplay). In the case of a doctorate with a creative element, it will usually constitute the largest proportion of the submitted work and the critical thesis the balance thereof, the latter taking the form either of an exegesis reflecting on the candidate's creative practice and the work produced, or a critical project on a topic whose analysis informs, or is related to, the creative component. The balance between the creative and critical elements shall be agreed between the student and supervisor(s). The critical commentary component shall be a minimum of 20,000 words.

Modern Languages

In the field of Modern Languages, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of a translation into English of a literary text. The critical commentary shall be a minimum of 30,000 words. The balance between the written and practical components is determined by the needs of the project.

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research (Research Degrees), or nominee.

- i. Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

Professional Doctorates (DrPS, DPsych and DClinDent)

8. A programme of study and examination for the degree of Doctor in/of ----- shall satisfy the following

requirements:

- a. the aims and objectives of the programme shall be such that it will provide an education at an intellectual level equivalent to that required for the PhD;
- b. the programme of study shall extend over a period of at least three years' full-time study or the part-time equivalent;
- c. the programme shall include a substantial research component which is of a nature appropriate to the discipline concerned on which the final examination contributing to the award of the degree will be based (see also 7[d] and 7[g] below);
- d. the results of the research shall be presented in the form of a thesis and/or research portfolio which makes a distinct contribution to the knowledge of the subject or its professional practice and affords evidence of originality shown by the discovery of new facts, the exercise of independent critical power, and/or innovation in practice. The minimum length of the thesis and/or portfolio shall be not less than 25,000 words and be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;
- e. the programme shall, in addition to the thesis and/or research portfolio, include elements of a practical/work-related/professional nature and formally taught elements appropriate to support its academic objectives;
- f. the elements listed at 7[e] shall be assessed by methods and at an intellectual level and at a time appropriate to the programme, and approved by Senate or its delegated authority. Such assessment shall normally involve at least one examiner external to the University;
- g. the final examination contributing to the award of the degree shall be designed (i) to test the thesis against the stated requirements (see 7[d] above) and (ii) to test the candidate's conceptual understanding of the integration of all elements of the course and their related assessment;
- h. the final examination shall include an oral examination of each candidate conducted by at least two examiners, one of whom shall be external to Springfield Research University in accordance with the normal requirements for examiners for research degree programmes.

Progression

9. A student must meet any programme or pathway requirements, and pass all taught / directed study modules for the current developmental year. Such modules are graded pass/fail for the purposes of the doctoral degree. Directed study assessment results including module marks, and progression decisions, will be considered at the relevant postgraduate Subject Examination Board.
10. The provisions of Section 5 of the Academic Regulations concerning postgraduate programme modules shall apply to professional doctorate programmes, in particular the regulations specifying the "Marks and grades for student performance in individual modules" and the "Requirements to pass a module".
11. Students shall also be required to undertake a formal assessment in each developmental year of

research-based study to confirm progression to the following year. The format of such assessments shall be outlined in the programme specification for each professional doctorate programme.

12. Where a student misses a taught / directed study module assessment due to an approved certified absence or fails to meet the progression requirements for the current developmental year, the examination board may apply its discretion and, if it deems it appropriate, permit the student to progress.

Eligibility for award

13. To be eligible for award a student must pass all taught / directed study modules and satisfy the requirements for the examination of the research elements of the professional doctorate programme.

Academic credit requirements for award

14. To be eligible for the award a student must:

- a. take modules and research assessments to the value of 540 credits;
- b. the research element of the programme will be worth a minimum of 270 credits;
- c. the directed study element of the programme will be for a maximum of 270 credits;
- d. modules may be assessed and awarded at level 7, up to a maximum of 180 credits at level 7 in total;
- e. a minimum of 360 credits must be assessed at level 8.

Failure to meet requirements for award

15. A student who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award, where the requirements for those awards are met. The student shall then be ineligible to resit or retake the failed modules to meet the requirements for the professional doctorate programme.
16. A student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award. In such cases the progression and award regulations for the Postgraduate Diploma, the Postgraduate Certificate and the master's award shall apply as specified in Section 5 of the Academic Regulations concerning postgraduate programmes.

Doctor of Medicine (Research) (MD(Res))

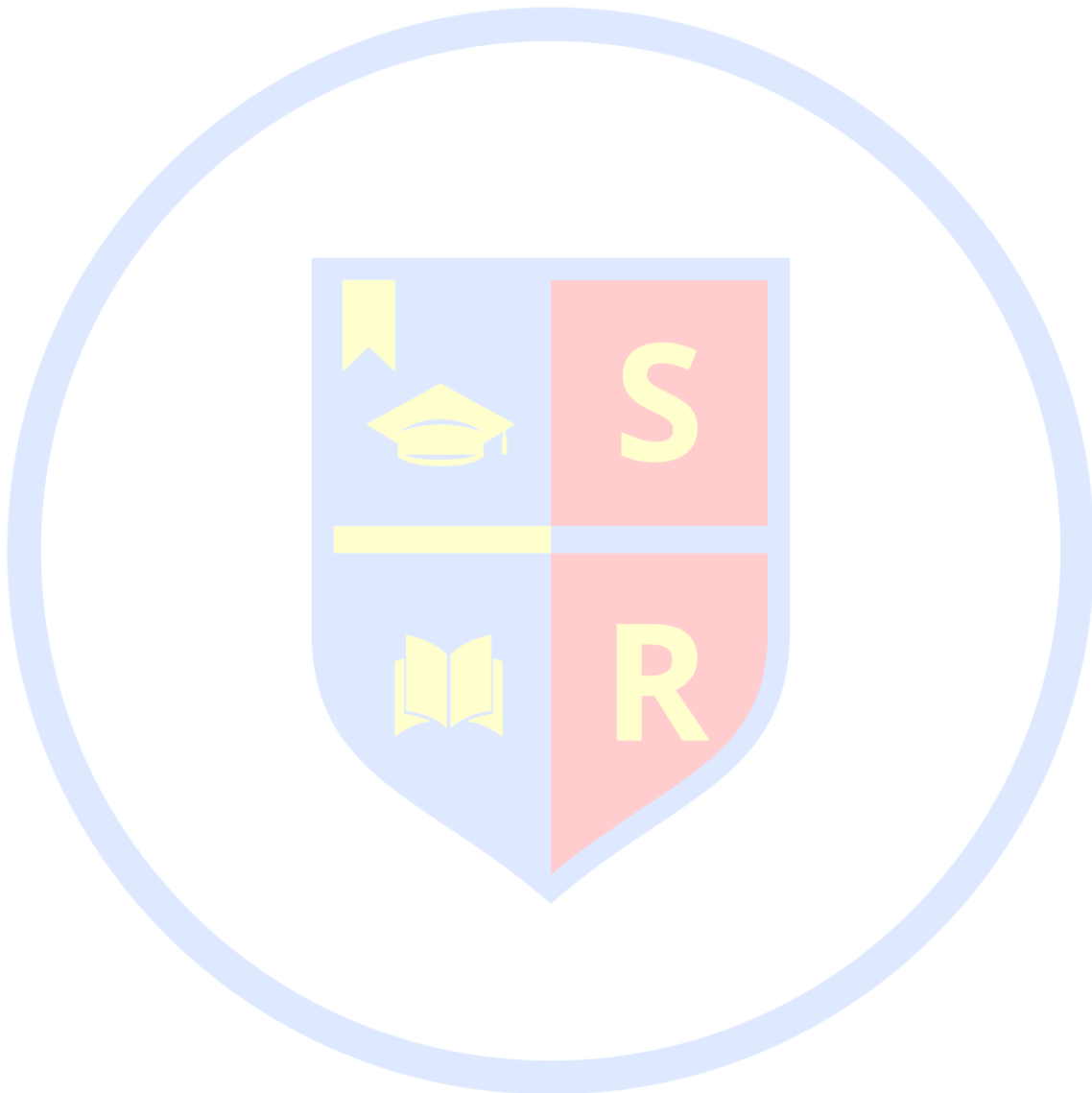
17. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
18. The emphasis of the programme of study will be on the development in the individual student of:
 - a. the ability to recognise and validate problems;
 - b. original, independent and critical thinking and the ability to develop theoretical concepts;

- c. a knowledge of recent advances within the field in related areas;
- d. an understanding of research methodologies and techniques and their appropriate application within the research field;
- e. the ability to analyse critically and evaluate the research findings and those of others; and
- f. an ability to summarise, document, report and reflect on progress.
- g. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 50,000 words.

19. The thesis shall:

- a. consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
- b. form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
- c. be an integrated whole and present a coherent argument; [A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
- d. give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;
- e. be written in English and the literary presentation shall be satisfactory;
- f. demonstrate research skills relevant to the thesis being presented;
- g. be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals);
- h. requests for the thesis to be submitted in alternative formats may be approved by the faculty

Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.



Appendix 2: Declaration on the availability of the thesis

Subject to paragraph 8.115 above, candidates for the degrees of MPhil, PhD, MD(Res), EngD, DrPS, DPsych and DClinDent will at the time of entry to the examination be required to sign a declaration in the following terms:

Declaration

1. I authorise that the thesis I present for examination for the degree shall, if a degree is awarded, be deposited in the electronic institutional repository of the library of Springfield Research University and that, subject to the conditions set out below, it may be made available for public reference, inter-library loan and copying.
2. I authorise Springfield Research University or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
3. I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: The copyright of this thesis rests with the author.
4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
5. I understand that if my thesis is not approved by the examiners, this declaration will become void.

Glossary

This appendix provides definitions of common words and phrases used in the regulations. Many terms are defined in detail within the regulations themselves; links have been provided where that is the case.

Academic credit	An indicator of the amount and level of learning. The structure of academic credit and levels as applied to modules and programmes leading to awards of Springfield Research University are detailed in the Springfield Research University Academic Credit Framework .
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 and award is assigned a level from the following scale: <div> Level 3: Foundation or pre-degree Level 6: Final Level 4: Introductory Level 7: Masters Level 5: Intermediate Level 8: Research </div>
Academic year	A period running from 1 August to 31 July. The developmental years of most undergraduate programmes follow academic years, and policies and regulations are normally written by academic year. See also developmental year , and calendar year .
Accredited Prior Learning (APL)	Prior, certificated study from another institution deemed equivalent to Springfield Research University's modules from which exemption is sought.
Award	Undergraduate and postgraduate certificates, diplomas, bachelors degrees, undergraduate and postgraduate masters degrees, and postgraduate research degrees. The awards offered by Springfield Research University are detailed in the Ordinances and the Academic Regulations .
Calendar year	A twelve-month period. Many masters programmes run for a full calendar year, which may cross two academic years. See also academic year ; developmental year .
Classification Mark	The weighted average of a student's performance, calculated in accordance with the regulations for the award, on which the classification is based for most awards. It is held to one decimal place.
Compulsory module	A module that must be taken to meet requirements for progression or award.
Core module	A module that must be taken and passed to meet requirements for progression or award. Core modules cannot be condoned .
Co-requisite module	A module that must be taken at the same time as another, specified, module.
Credit	See ' academic credit '.
Delegated authority	Where the authority invested in an individual or body is delegated to another individual or body for a specified purpose.
Developmental year	A year of a programme. Normally one academic year of full time study, during which a student is normally required to be registered for 120 credits of modules. Developmental years for part time students normally last two years. See also academic year and calendar year .

Dissertation/project	An extended piece of independent study assessed by an output report or extended essay. Comprises a significant part of most masters programmes.
Elective module	A module that a student may select from a specified list of options.
Element of assessment	An individual item of assessment. The assessment for a module may comprise several elements of assessment.
<u>Enrolment</u>	A process by which individuals with offers of places to study become students of Springfield Research University. New students must pre-enrol before enrolment, and returning students must re-enrol each year.
<u>Extenuating circumstances</u>	Circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.
External examiner	A senior professional academic from outside Springfield Research University who monitors the assessment process for fairness and academic standards.
<u>Field of study</u>	The description of the modules passed by a student. Represented in the name of the programme and the title of the award conferred upon a student
<u>First sit</u>	The repeat of all or part of a module's assessment following a certified absence at the first attempt due to extenuating circumstances acceptable to the examination board. A first sit replaces the first attempt and does not count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. First sit module marks are not capped.
<u>First take</u>	The repeat of a module following failure at a previous attempt. This involves attendance and completion of all elements of the module, and submission of all assignments, whether assessed or not. First takes count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. Module marks for first takes are not capped. First takes incur pro rata tuition fees.
<u>Invigilated examination</u>	A timetabled summative examination that contributes in whole or in part to the module mark.
Level	See ' <u>academic level</u> '.
Module	An approved block of teaching and learning leading to the award of academic credit and forming part of a programme of study.
Module assessment	Assessment of the performance of a student on a module. This may include a variety of elements and forms of assessment.
<u>Module mark</u>	The overall module result. This may be a weighted aggregate of marks from several elements of assessment. It is held to one decimal place.
Notional study hours	The number of hours required to complete an academic credit, module, or programme.
Pathway	A specific combination of modules within a programme leading to a named award.

Prerequisite module	A specified module that must be taken before a second specified module can be taken.
<u>Programme regulations</u>	The regulations for an individual programme of study, approved by the Senate, or its delegated authority.
Programme of study (programme)	A package of modules approved by the Senate, or its delegated authority, and leading to an award of Springfield Research University's or the University.
Progression	The process of moving from one developmental year to the next, or from the taught element to the dissertation or project element of a programme.
Project	See ' <u>dissertation/project</u> '.
<u>Qualifying mark/ qualified failure</u>	A specified minimum mark that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to, and distinct from, the requirement to achieve a pass in the module mark to pass the module. For example: 'Students must obtain a minimum aggregated and weighted coursework average of 30.0, and a minimum module mark of 40.0, in order to pass the module.'
Registration	A process by which a student signs up for modules of a programme of study.
Research students	Students registered for a programme of study specifically designated as a research programme. These have <u>separate Academic Regulations</u> .
<u>Resit</u>	The repeat of all or part of a module's assessments, following failure at a previous attempt. Resits do not involve the repeat of attendance for the module. They do not count towards the value of academic credit for which students must normally be registered in an academic or developmental year.
<u>Retake</u>	The repeat of a module following failure at a previous attempt. Retakes involve attendance and completion of all elements of the module, and the submission of all assessments. They count towards the value of academic credit for which students must normally be registered in an academic or developmental year. Retakes incur pro rata tuition fees.
<u>Special regulations</u>	Programme or module regulations that diverge from the general Academic Regulations for good reason, approved by the Senate or its delegated authority. These are detailed in Sections 6-7 of the Academic Regulations.
Students	Students of Springfield Research University. <u>Ordinance C1</u> describes, 'persons who are students of SRU and associate students of SRU'. The Academic Regulations apply to all students undertaking undergraduate or postgraduate study at Springfield Research University and any person whom the Senate declares to be a student of Springfield Research University.
Taught component/ taught modules	The parts of a programme delivered as taught modules, as opposed to dissertations or projects. The term is generally used in relation to postgraduate programmes.
Total credit value	The total amount of academic credit required for an award.
Threshold requirement	A progression requirement for certain programmes. Students must achieve a year - or aggregate - average (threshold) to progress to the next developmental year. This is in addition to the credit requirements for progression.

Delegations of the Senate

'Delegated authority' refers to where the authority invested in an individual or body is delegated to another individual or body for a specified purpose. This section details cases in which the Senate of Springfield Research University delegates its authority to other individuals or groups within the context of the Academic Regulations.

Regulation	Delegation
1.8	Authority for the consideration of achievement, progression, awards, and other related matters for taught programmes is delegated to the Subject and Degree Examination Boards.
1.9	Authority for the management of academic quality and standards, including development of academic policy, is delegated to the Education Quality and Standards Board.
1.10	Authority for the consideration of achievement, progression, and awards for research students, and programme approval and amendment for research programmes, is delegated to the Research Degrees Programmes and Examinations Board (RDPEB).
1.11	Authority for the approval, amendment, and withdrawal of taught programmes of study is delegated to the Taught Programmes Board.
1.11	Authority for the approval, amendment, and withdrawal of modules is delegated to school- and institute-level Teaching and Learning Committees (TLCs).
1.12	Authority for the development, approval, management, and review of partnerships and other initiatives with external partners is delegated to the Partnerships Board.
1.19	Authority for the approval of special regulations is delegated to the Education Quality and Standards Board (for award-level regulations) and to the Taught Programmes Board (for programme and module level regulations, including assessment regulations). Approval is subject to the conditions stipulated in the regulation.
1.21	Authority for the approval of a suspension of regulations is dedicated to a named role by the President as Chair of Senate. At the time of publication (1 August 2019) this is the Academic Registrar. As stated in the regulation, suspension also requires approval from either the relevant Subject and Degree Examination Boards (or their Chairs), or a Head of School/Institute/Directorate or equivalent. Any request should be submitted to the Academic Registry and Council Secretariat in the first instance.
2.1	Authority to approve general admissions requirements is not delegated. Authority to approve programme-specific requirements for entry to Springfield Research University is delegated to the Taught Programmes Board and the Vice-President (Education).
2.2	Authority to refuse admission to an applicant who has previously been registered on a programme with significant overlap to that being applied for, and to grant exceptions to that rule, is delegated to the Head of Admissions (or nominee).
2.6	Authority to grant direct entry with APL to the final year of a programme in exceptional circumstances and where the conditions of this regulations are met is delegated to the Head of Admissions (or nominee).
2.7	Authority to deregister a student found to have secured admission to Springfield Research University on the basis of false or cancelled qualifications, documents or statements is delegated to the Deputy Registrar (Academic), on the recommendation of the Head of Admissions (or nominee).

Regulation Delegation

- 2.16 Authority to permit a person not registered or enrolled on a Springfield Research University programme to use Springfield Research University facilities is delegated to the Vice-President (Education), on the recommendation of a Head of School/Director of Institute.
- 2.27 Authority to specify health conditions that must be reported to Springfield Research University by students on medical or dental programmes is delegated to the Vice-President (Health) (or nominee).
- 2.39 Authority to grant an exception to the rule that an applicant who withdrew or was deregistered from a programme of study cannot apply for a new programme at Springfield Research University's within 12-months of withdrawal/deregistration is delegated to the Head of Admissions (or nominee).
- 2.45 Authority to extend the maximum duration of study for an individual student is delegated to the Academic Registrar.
- 2.46 Authority to permit concurrent study is delegated to the Head of Admissions (or nominee).
- 2.48 Authority to permit a student to change programme where the requirements of the regulation are met is delegated to the relevant Head of School/Director of Institute. A change of programme for an applicant or first year student requires additional approval from the Head of Admissions (or nominee).
- 2.50 Authority to allow a part-time mode of study for an individual student where part-time study is not normally available is delegated to the Academic Registrar (or nominee) on the recommendation of a Head of School/Director of Institute.
- 2.64 Authority to exempt a student from a core module and replace it with an alternative (subject to the conditions of the regulation) is delegated to the relevant Head of School/Director of Institute.
- 2.71 Authority to approve arrangements for the conversion of credits and marks for modules studied abroad is delegated to the Education Quality and Standards Board.
- 2.110 Authority to approve the field of study for a programme (as part of the programme approval process) is delegated to the Taught Programmes Board.
- 2.126 Authority to revoke an award is delegated to the relevant Degree Examination Board (or Chair) where revocation would be in a graduate's favour. A revocation not in a student's favour required approval from the President, as Chair of the Senate.
- 2.127 Authority to extend the enrolment of an associate research student beyond 12-months is delegated to the Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. Requests will be raised through the admissions process or on the request of a school/institute.
- 2.128 Authority to permit the transfer of research student's registration from another institution to Springfield Research University's is delegated to the Director of Graduate Studies. Requests will be raised through the admissions process, in accordance with the specified time limits.
- 2.129 Authority to permit concurrent study elsewhere or at Springfield Research University for research students is delegated to the Head(s) of School(s)/Institute(s) and the Director of Graduate Studies for the School/Institute where the student is registered. Consideration will be on a case-by-case basis, coordinated by the Research Degrees Office.

Regulation Delegation

- 8.19 Authority to permit transfer between full- and part-time study for research students is delegated to the relevant Director of Graduate Studies, on the advice of the primary supervisor. Consideration will follow a request from the student supported by the primary supervisor and taking account of any limitations arising from any studentship.
- 8.20 and 8.23 Authority to permit transfer to 'writing up' status is delegated to the Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. The primary supervisor must confirm that the student is expected to complete within one year.
- 8.26 Authority to permit interruption of a research studies programme for up to two years (or for a maximum period as prescribed by the terms of any studentship) is delegated to the Research Degrees Programmes and Examination Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.26 Authority to permit interruption of a research studies programme for a period of more than two years is delegated to the Academic Registrar. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.31 and 8.42 Authority to allow a research student to submit either before the minimum registration period or after the maximum registration period, or to extend the writing up period and/or period of registration is delegated to the Research Degrees Programmes and Examinations Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.43 Authority to extend a research student's maximum permitted duration of study for a period greater than 12-months is delegated to the Academic Registrar. Requests should be discussed with the Research Degrees Office in the first instance, which will seek approval from the Research Degrees Programmes and Examinations Board before seeking the Academic Registrar's approval.
- 8.48 Authority to terminate the registration of a research student who fails to meet the requirements for progression is delegated to the Director of Graduate Studies following formal progression processes.
- 8.48 Authority to terminate the registration of a research student who fails to meet the minimum stated requirements for attendance or submission of work and/or completion of required activities fails to meet the stated requirements is delegated to the Director of Graduate Studies and the Deputy Dean for Research (Research Degrees), on the recommendation of the primary supervisor following progress monitoring.
- 8.54 Approval of an MPhil, PhD or EngD thesis title at the point of notifying entry for examination is delegated to the Director of Graduate Studies, as part of the examination entry process.
- 8.55 Approval of an MD(Res) thesis title prior to registration for the programme is delegated to the Director of Graduate Studies, as part of the admissions process.
- 8.56 Approval of the subject and title of the thesis and/or research portfolio for the DrPS, DPpsych and DClinDent awards is delegated to the Director of Graduate Studies and occurs after the equivalent of one year's full-time study on the research studies programme.
- 8.57 Approval of any change to the title of the thesis is delegated to the Director of Graduate Studies, with a written notification to the Research Degrees Office.

Regulation	Delegation
8.59	Responsibility for the appointment of supervisors and for ensuring that supervisors have had appropriate training is delegated to the Head of School/Institute, in accordance with the requirements of the Code of Practice for Research Degree Programmes.
8.60	Responsibility for the annual progress monitoring of research students is delegated to the Director of Graduate Studies, in accordance with the established requirements for progress monitoring that informs progression.
8.62, 8.63, and 8.65	Authority for the approval of progression requirements and procedures for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.
8.62	Authority to approve members of progression panels for research programmes is delegated to the Director of Graduate Studies, on the recommendation of the primary supervisor.
8.69	Authority to approve the deregistration of a research student who fails to meet their progression requirements is delegated to the Director of Graduate Studies, on the recommendation of the progression panel.
8.77	Approval of the examination entry procedure for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board, and is coordinated by the Research Degrees Office.
8.85	Authority to approve DrPS, DPpsych, and DClinDent award requirements is delegated to the Research Degrees Programmes and Examinations Board.
8.87	Authority to approve lower word counts for specific research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.
8.89	Authority to approve examiners for research programmes is delegated to the Research Degrees Programmes and Examinations Board, following nomination under the examination entry process.
8.91	Authority to approve one examiner's attendance at a viva by video link is delegated to the Research Degrees Programmes and Examinations Board, following an individual application to the Board setting out the reasons for the request.
8.92	Authority to approve the candidate's attendance at a viva by video link is delegated to the Research Degrees Programmes and Examinations Board, following an individual application to the Board setting out the reasons for the request.
8.94	Authority to approve the conduct of a research studies examination in a language other than English is delegated to the Research Degrees Programmes and Examinations Board, following an individual application to the Board setting out the reasons for the request.
8.112	Authority to award a research degree is delegated to the Research Degrees Programmes and Examinations Board, following review of the panel of examiners' reports and confirmation of their recommendation for award (coordinated by the Research Degrees Office).
8.114	Authority to posthumously award a research degree is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the stated procedure.
8.116	Authority to approve the extension of the 12-month restricted access period for a thesis is delegated to the Deputy Dean for Research (Research Degrees), following an individual application setting out reasons for the request and why the circumstances are exceptional.

Regulation Delegation

- 8.123 Authority to approve the arrangements for collaborative research degrees is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.
- 8.125 Authority to revoke a research award is delegated to the President, on the recommendation of the Academic Registrar.
- 8.126 Authority to approve the requirements for a Multi-disciplinary Doctorate award is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.

