



**London
South Bank
University**

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Academic Regulations 2018/2019



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These regulations are approved by the Academic Board of London South Bank University. They were last updated in June 2018.

- 1.1 The academic regulations guarantee the standards of our awards, including research degrees. The academic regulations (including any changes made to the regulations) are the responsibility of our Academic Board. They apply to all academic awards that we have the right to make under powers granted through the Further and Higher Education Act, 1992. The awarding powers allow us to:
 - a. grant degrees, diplomas, certificates and other academic awards to students who have successfully completed courses which we have set, approved, monitored and reviewed and who have passed our assessment;
 - b. grant honorary degrees and awards to students in line with criteria and conditions which we set;
 - c. grant Edexcel awards under licence from Pearson (the company that owns the awards); and
 - d. withdraw any academic and honorary award we have granted, if there is a good reason for this.
- 1.2 University procedures and the Research Degrees Code of Practice explain how we will apply the academic regulations.
- 1.3 All staff and students must keep to our academic regulations. We treat all students fairly and equally, and take strict measures to avoid bias in our processes. We make reasonable adjustments to our processes when necessary to make sure that a student is not disadvantaged because of their disability, pregnancy, maternity (whether they are pregnant or have recently given birth), or other characteristics protected by law.
- 1.4 We are allowed to use our discretion when applying the academic regulations in exceptional circumstances, as long as any variation is reasonable, is agreed by a member of our executive team and is clearly recorded. There will be cases where we may have to alter the way we apply procedures for other regulatory reasons, for example to meet the requirements of different professional bodies. This might also apply, for example, to apprenticeships because of specific visa requirements, or because a course is delivered in partnership with another organisation. Please see your course specification for the relevant details for the award you are studying for.
- 1.5 We have a responsibility to the Home Office to check that all students enrolled and studying in the UK have the right to do so. Before you enrol and while you are studying with us, we have the right to ask to see documents which show your right to remain in the UK. We can take action to suspend or exclude you if you fail to show us documents which can prove this. In all cases, the Home Office's rules take priority over our regulations. Please see further details about our procedures relating to [immigration regulations](#) on our website.

List of awards

- 1.6 The different types of awards we make are approved by the Academic Board. All our awards have the appropriate approval and monitoring arrangements. For details of awards offered and the progression criteria for each, see [List of Awards](#). Any award can be made as an 'aegrotat' (a certificate stating that you were, and are likely to remain, too ill to take the exam) and can be awarded posthumously (after your death if you die while studying with us or after completing your course). For details on how we assess taught awards, please see the



Assessment and Examinations Procedure. For research degrees you should read the academic regulations with the **Research Degrees Code of Practice**.

Research degrees

- 1.7 We may propose programmes of research in any approved field of study. All proposed programmes will lead to scholarly research that will be assessed by examiners. All proposed research programmes will be considered for research degree registration on their academic merits and without referring to the concerns or interests of any associated funding body. We encourage co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards. These organisations are known as 'collaborating establishments' and will be recorded on your thesis and certificate.
- 1.8 Each research degree should demonstrate research ability and, where this applies, original contribution to knowledge (specific details are in the **Research Degrees Code of Practice**).

University admissions and enrolment

- 1.9 We use admissions criteria to admit students to courses if we consider them to have a reasonable expectation of completing the award and achieving the required standard. We consider applicants based on their previous attainment (for example, qualifications and experience) and evidence of potential.
- 1.10 Students will normally have reached the age of 18 before admission to the university. For the purposes of this regulation, 'admission' is defined as September 1st in the academic year of entry. Applicants who will be under 18 on this date must follow requirements of the **Procedures for applicants under the age of 18 at entry**
- 1.11 You must have a suitable standard of English. Please see the **Admissions and Enrolment Procedure** for more details.
- 1.12 Once you have enrolled at the university you must keep to the conditions set out in the **Admissions and Enrolment Procedure**.
- 1.13 If you are in the School of Health and Social Care, your studies involve contact with patients or service users and you are enrolled on any course that involves registration to practise as a professional, you must keep to the **Fitness to Practise Procedure**.
- 1.14 If you have an appeal or complaint about admissions, you should contact the Head of Admissions. Please see the **Complaints and Appeals about Admissions Procedure**.

Varying a course or transferring to a different course

- 1.15 If you are on a taught course, we may allow you to transfer from one course to another within the university. We will give permission only on the recommendation of the director for the course you want to transfer to and you must keep to the conditions set out in the **Changing Courses Procedure**.
- 1.16 In exceptional circumstances, we may allow you to vary your course by swapping a module for a module from another course. We will usually give permission on the recommendation of the course director by an exam board.
- 1.17 In cases of complicated judgements about course transfers or variations, a panel of senior university staff may be responsible for making the decision.



University assessment and examinations

- 1.18 The assessment method, criteria for assessment and marking we use are based on learning outcomes and reflect the credit level of the module. We will assess your progress within or at the end of each module (or both). We do not allow the same allocation of credit to be used to meet the requirements of more than one academic award at the same level ('double counting'). You should not receive more than one allocation of credit for achieving a learning outcome unless you are on an approved progression pathway such as an apprenticeship where qualifications build up and contribute to the final award.
- 1.19 Alternative assessment arrangements can be approved by the Quality and Standards Committee for students from other higher-education providers who are taking modules at our university which do not contribute to a qualification we award. There are more details in the [Assessment and Examinations Procedure](#).

Coursework

- 1.20 All work we assess must be in English, unless the examination paper or coursework specifies another language. There are details of the processes for handing in coursework and handing in coursework late in the [Assessment and Examination Procedure](#).

Examinations

- 1.21 A summary of the rules for examination candidates is displayed in every examination room. These rules apply to all examinations. You must make sure you are familiar with the examination rules. Please see the [Assessment and Examinations Procedure](#).

Circumstances outside your control

- 1.22 If you believe that your assessed work has been negatively affected by circumstances outside your control (extenuating circumstances), you can draw these circumstances to the attention of the award and progression examination board by making a claim for extenuating circumstances. Please see the [Extenuating Circumstances Procedure](#).

Examination boards

- 1.23 Decisions about assessment outcomes for students must be made by an examination board. These decisions must be consistent with the academic regulations, and with any local rules which apply, based on other regulatory requirements, for example from a professional, statutory and regulatory body (PSRB) or apprenticeship requirements, set out in the relevant course specification.
- 1.24 External examiners report on university standards and student achievement in relation to those standards. They do not moderate or adjust the marks of individual students.
- 1.25 Examination boards may be 'single tier' (they deal with decisions about assessment outcomes, progression and award in a single meeting) or 'two tier' (they deal with decisions about assessment outcomes separately from decisions about progression awards). For more details about the role of examination boards please see the [Assessment and Examinations Procedures](#).

Progression and award

- 1.26 Progression means a student can move to a higher stage of study. If you have passed all the modules in one stage of study you can progress to the next stage. If you have failed any modules within the stage of study you can progress to the next stage if your failure has been compensated or condoned. On certain courses, it may be possible to progress to the next stage of study without achieving the specified minimum credit. Where this is possible, details will be provided in the relevant courses specification and will be agreed by the university and any relevant employer.



You must have passed all relevant modules (or had any failures condoned or compensated) before you can receive an award. Further information is available in the

[Assessment and Examinations Procedure](#).

- 1.27 Whether you are eligible to progress to a higher stage of study or receive an award depends on whether you have built up the necessary amount of credit at the required stage of the course modules. There may be extra requirements for an award specified by a PSRB. These will be included in the examination board rules and set out in the relevant course specification.
- 1.28 If you have built up the necessary credit within the time allowed, you are eligible for the award you are enrolled for, unless we decide to withhold the award for reasons relating to academic misconduct or because you owe us money.

Attempts at assessment

- 1.29 If you do not successfully complete the assessment for a module during, or immediately after, the first time you take part in that module, we will allow you to try to complete the assessment at a future date. This is a resit opportunity. Please see the [Assessment and Examinations Procedure](#).
- 1.30 If we have accepted your claim for extenuating circumstances, this resit opportunity will be regarded as a 'deferral' and the marks will not be capped.
- 1.31 If you have not made a claim for extenuating circumstances or if we have not accepted your claim, the resit opportunity will be considered as a 'referral'. If you complete an assessment as a result of a referral, the mark is capped at the pass mark.
- 1.32 If you have not completed the module's assessment requirements to the necessary standard after the resit opportunity, we may allow you to repeat that module. Repeating a module involves registering for that module again and a further attempt at completing the assessment. The marks will not be capped unless as a result of a referral see 1.31 above. You will not be allowed to repeat any assessed component of the module which you have already successfully completed. You will normally have to pay a fee for repeating the module.
- 1.33 You are not usually allowed to register more than twice on any module including deferral and referral opportunities. Please see the [Assessment and Examinations Procedure](#).

Marks and results

- 1.34 Your marks and results are confidential and we will release them only to you (or, if you are an apprenticeship student, to you and your employer). However, the fact that we have made an award, and its classification, are not confidential. For full details about marks and results please see the [Assessment and Examinations Procedure](#).

Copyright

- 1.35 If you take notes during lectures you must use these only for the purpose of private study. You must not record lectures without the lecturer's permission. If a lecturer agrees that you can record during a lecture, you must keep to any conditions the lecturer sets, and must not use the recording for anything except private study.



Interrupting, suspending or ending your registration

- 1.36 You can apply for an interruption from your studies at any time. If we agree to an interruption of studies, this means that you will stop attending your course temporarily. You will usually start attending your course again in the next academic year at the beginning of the semester in which the interruption began. The maximum period of interruption is two years. In exceptional circumstances, we may agree to further interruptions. Interruptions of studies must be within any period of enrolment, which we will not automatically extend when we agree to an interruption.
- 1.37 The appropriate award and progression examination board records our decision to agree to an interruption of studies. The examination board will also consider the results of any modules which you completed before the interruption started, and will decide if these should be capped at the pass mark or not (see 1.29 to 1.32 above). If you have completed some, but not all, assessments for a module before interrupting your studies, the marks for these assessments will be carried forward. You will need to complete all the assessments for any module (or modules) which you did not complete before the interruption started.
- 1.38 If you are a student on an apprenticeship, your employer must also agree to the interruption of studies.
- 1.39 If you want to apply to interrupt your studies, please see the [Interruption, Suspension and Withdrawal Procedure](#).
- 1.40 In exceptional circumstances, we may decide it is appropriate to interrupt your studies. In these cases the appropriate Director of Education and Student Experience will make the decision (in consultation with your employer if you are an apprentice) and you will have the right to appeal against the decision through the Pro-Vice Chancellor (Education and Student Experience). The maximum period of interruption to your studies in these circumstances would be until the beginning of the next academic year or the next registration point, whichever is sooner.
- 1.41 If you are a research student and ill-health or other circumstances outside your control prevent you from making progress with your research, you can apply to interrupt your studies, normally for six months. In exceptional cases, we may allow you to interrupt your studies for a period of one year. You must normally provide written evidence to support your application for a period of interruption. If you want to interrupt your research, please see the [Research Code of Practice](#).
- 1.42 In some circumstances, we may have to exclude or suspend students. This may apply if you:
- fail to keep to the terms of a visa – see [Immigration Regulations](#);
 - have committed a disciplinary offence – see the [Student Disciplinary Procedure](#);
 - are unfit to study at the moment, but may be reasonably expected to be fit to study again in the future – see the [Fitness to Study Procedure](#); or
 - are a student apprentice and your employment has been ended following disciplinary or fitness-to-practise procedures.
- Please see the [Interruption, Suspension and Withdrawal Procedure](#) (link above).
- 1.43 If we suspend you during a semester, you will not be considered to have made an attempt at any uncompleted assessments for that semester. The relevant award and progression board will decide whether to allow opportunities for deferral or referral (see 1.28 to 1.31 above).
- 1.44 If you have been suspended, you will normally continue your studies in the following academic year at the beginning of the semester in which the suspension took place.



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We may ask to see evidence (for example, a medical certificate) before allowing you to enrol and continue your studies – see the [Admissions and Enrolment Procedure](#).

- 1.45 You may decide to withdraw from your course. This means permanently leaving the course before successfully completing it. Once you have withdrawn from a course you will not normally be allowed to enrol onto that course again – see the Interruption, Suspension and Withdrawal Procedure (see link above).
- 1.46 An award and progression examination board may decide to end your studies and withdraw you from your course if you have tried every way possible of completing the course – see the [Assessment and Examinations Procedure](#).
- 1.47 If an examination board has ended your studies, or you have been excluded or suspended, you can appeal to the Pro-Vice Chancellor (Education and Student Experience).

Complaints and appeals

- 1.48 A complaint is an expression of dissatisfaction about something we have done or have failed to do, or our standards of service, on or off campus, which you have not been able to deal with through informal processes. You can make a complaint on your own or with a group of students. Please see the [Student Complaints Procedure](#).

Employers who sponsor students or whose employees are on an apprenticeship at LSBU can make a complaint. Please see the [Employer Complaint Procedure](#).

- 1.49 You can use our Appeals Procedure to appeal against our decisions relating to administering the marking process, your progression on a course and awarding qualifications. This includes decisions made by examination boards about circumstances outside your control and decisions taken through the academic misconduct process. During the appeals process, ‘academic judgement’ refers to the judgement of an academic member of staff about their subject of academic expertise. You cannot appeal against academic judgement.
- 1.50 You must be aware of, and follow, our regulations and procedures. You cannot appeal against a decision because you did not understand or were not aware of course or university regulations. This includes regulations relating to extending a date for submitting coursework, making a claim for extenuating circumstances within the deadline, finding out examination results or interrupting your studies.
- 1.51 We will provide an independent advice service, usually through the students’ union. This will support you with understanding our policies, regulations and procedures.
- 1.52 We keep to the regulations of the Office of the Independent Adjudicator (OIA). At the end of the internal appeal or complaints process, we will issue a ‘Completion of Procedures’ letter which gives you a right to appeal to the OIA. The OIA review the way we apply our processes and consider whether our decision has been reasonable in the circumstances.
- 1.53 We will keep details of the appeal and relevant documents on file until after you have completed your course.
- 1.54 The University Secretary is responsible for working with the Office of the Independent Adjudicator and making sure that we follow their recommendations and observations.

Notes

Please see our [glossary](#), which is a separate document, for definitions of the key terms used in the academic regulations.

Details about our quality and enhancement processes are in our [Academic Quality and Enhancement Manual](#).

The Examinations and Conferments Office publishes a university-wide timetable. It is your responsibility to be aware of this.