



**London
South Bank
University**

EST 1892

Academic Regulations 2019/2020

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Clarity approved by
Plain English Campaign

Academic Regulations 2019/2020

1. 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 all 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. Please see our [Qualification Framework](#) for details. 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. Please also refer to the Academic Misconduct Procedure. 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 the Provost or Chief Operating Officer and Deputy Vice-Chancellor (Education), and a record of the decision is held by Govlegal(our department).
- 1.5 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. Extra requirements will apply to some university courses, for example apprenticeships and courses where some of the education is provided in a different country. Your course specification will contain the relevant details.
- 1.6 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.

2. List of awards

- 2.1 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](#).

3 Research degrees

- 3.1 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.
- 3.2 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](#)).

4 University admissions and enrolment

- 4.1 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.
- 4.2 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 the requirements of the [Procedures for Applicants under the age of 18 at entry](#).
- 4.3 There is a specific admissions procedure for apprentices. Please see [guidance for apprenticeships](#). Please note that you cannot be enrolled on an apprenticeship and admitted to study until you have signed a contract with an employer. And you cannot take part in activities relating to a university apprenticeship course before you have enrolled on the course. You must have a suitable standard of English. Please see the [Admissions and Enrolment Procedure](#) for more details.
- 4.4 You must keep to the conditions set out in the [Admissions and Enrolment Procedure](#).
- 4.5 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](#).
- 4.6 If you have an appeal or complaint about admissions, you should contact the Head of Admissions. Please see [the Applicant Complaints and Appeals of Decision Procedure](#).

5 Varying a course or transferring to a different course

- 5.1 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](#).

- 5.2 There is specific guidance for apprentices who want to change course.
- 5.3 Depending on timetable and other published restrictions, you may be able to change your choice of optional module. The school responsible for teaching the module and (if different) the school responsible for your course must approve this change in writing.
- 5.4 In exceptional circumstances, we may allow you to vary your course by swapping a module for a module from another course. An exam board may give you permission to do this on the recommendation of the relevant course director. In cases of complicated judgements about course transfers or variations, a panel of senior university staff may be responsible for making the decision.

6 University assessment and examinations

- 6.1 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.
- 6.2 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](#).

7 Coursework

- 7.1 All work we assess must be in English, unless we tell you otherwise in the course specification.
- 7.2 There are details of the processes for handing in coursework and handing in coursework late in the [Assessment and Examination Procedure](#).

8 Examinations

- 8.1 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](#).
- 8.2 The [Academic Misconduct Procedure](#) also applies to all students studying for an LSBU award.

9 Circumstances outside your control

- 9.1 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](#), which applies to all university courses.

10 Examination boards

- 10.1 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, set out in the relevant course specification.

10.2 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.

10.3 We have a two-tier system of examination boards for deciding marks, progression and awards at undergraduate and postgraduate level. The two types of examination boards are:

- 1) module boards; and
- 2) the University Progression and Awards Board.

Module boards meet first to confirm students' marks and make recommendations as to their final results. The University Progression and Award Board then meets to decide on the final result for each student on a particular award or group of awards.

11 Progression and awards

11.1 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.

11.2 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](#).

11.3 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.

12 Attempts at assessment

12.1 Details of assessment processes and arrangements for resits are explained in our [Assessment and Examinations Procedure](#).

12.2 We define 'extenuating circumstances' as circumstances outside your control which may have a negative effect on an assessment. You can apply for extenuating circumstances and these will be considered by an independent panel. If the panel agrees, we will apply extenuating circumstances to your assessment.

Our [Extenuating Circumstances](#) Procedure explains this process in detail.

12.3 If you resit an assessment for a module and still do not meet the necessary standard, we may allow you to repeat that module. If we charge a fee for repeating a module and retaking all the relevant assessments, this is in line with other higher education institutions.

12.4 You are not usually allowed to register more than twice on any module. Please see the [Assessment and Examinations Procedure](#).

13 Marks and results

13.1 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](#).

14 Copyright

14.1 If you take notes during lectures you must use these only for the purpose of private study. If recording lectures will help you in your studies, please ask the relevant lecturer for permission to do this so that any specific conditions can be agreed. You must use any recordings you make for private study only.

15 Interrupting, suspending or ending your registration

- 15.1 You can apply for an interruption from your studies at any time. If you want to apply to interrupt your studies, please see the Interruption and Withdrawal Procedure and, where relevant, the Student pregnancy, maternity, paternity and adoption Procedure.
- 15.2 If you are a student on an apprenticeship, your employer must also agree to the interruption of your studies. If you are an apprentice, extra requirements apply and your employment may be affected. Please see the [apprenticeship guidance](#).
- 15.3 The University Progression and Award Board records our decision to agree to allow you to interrupt your studies.
- 15.4 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 Chief Operating Officer and Deputy Vice-Chancellor (Education). 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.
- 15.5 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](#).
- 15.6 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 and Academic Misconduct 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](#); and
 - as a student apprentice your employment has been brought to an end following disciplinary or fitness-to-practise procedures.
- 15.7 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 University Progression and Award Board will decide whether you will be allowed to continue with the course following a period of suspension.
- 15.8 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.
- 15.9 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](#).
- 15.10 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, and Withdrawal Procedure](#). After considering your academic record and involvement with the course, the University Award and Progression Board may decide to end your studies and withdraw you from your course. See the [Assessment and Examinations Procedure](#).
- 15.11 If an examination board has ended your studies, or you have been excluded or suspended, you can appeal to the Chief Operating Officer and Deputy Vice-Chancellor (Education).

16 [Complaints and appeals](#)

- 16.1 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](#).
- 16.2 Employers who sponsor students or whose employees are on an apprenticeship at LSBU can make a complaint. Please see the [Employer Complaint Procedure](#).
- 16.3 You can use our [Academic Complaints 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.
- 16.4 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.
- 16.5 We provide an independent advice service, usually through the students' union to support you with understanding our policies, regulations and procedures.
- 16.6 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.
- 16.7 We will keep details of the appeal and relevant documents on file until after you have completed your course.
- 16.8 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 Conferment Office publishes a university-wide timetable.