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**LSBU**

# Academic Regulations 2025/2026



## Academic Regulations 2025/2026

- 1 These regulations are approved by the Academic Board of London South Bank University. They were last updated in June 2025.
  - 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 [List of Awards](#) for details. The awarding powers allow us to:
    - 1.1.1 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;
    - 1.1.2 grant honorary degrees and awards to students in line with criteria and conditions which we set;
    - 1.1.3 grant Higher National awards under licence from Pearson (the company that owns the awards); and
    - 1.1.4 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 Pro Vice Chancellor (Education and Student Experience), and a record of the decision is held by Govlegal (our legal 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. We make sure that all awards are aligned with the Framework for Higher Education Qualifications (FHEQ) and the Office for Students' sector-recognised standards. The qualification descriptors are included as external reference points to maintain the integrity and standard of academic awards. Course specifications and module descriptors refer directly to the relevant qualification descriptors to make sure that the learning outcomes, teaching methods and assessment strategies match the expectations set out in the sector-recognised standards.
- 2.2. 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 an assessment) 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 1<sup>st</sup> 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, as set out in the [Admissions and Enrolment Procedure](#).
- 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 College of Health and Life Sciences, 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 course leader 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 in the [Changing Courses Procedure](#).
- 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, you may be allowed to swap a module from your course with one from another course. An examination board may give you permission to do this on the recommendation of the relevant course leader. 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 [Late Submission and Examinations 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 [Late Submission and Extenuating Circumstances Notification Procedure](#), which applies to all university courses.

## 10 Examination boards

10.1 An examination board must make decisions about the outcome of student assessments. These decisions must be consistent with these academic regulations and any local rules that apply, including those from professional, statutory and regulatory bodies (PSRB) or apprenticeships, as 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 hold examination boards for confirming marks, progression and awards at undergraduate and postgraduate level. These boards are used to approve students' marks and recommend final results, including awards and progression decisions.

## 11 Progression and awards

11.1 Progression means a student can move to next 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 required credit within the time allowed, you are eligible for your award, unless we decide to withhold the award due to academic misconduct or because you owe us money.

11.4 In order to be eligible for university awards which are part of an apprenticeship standard, you must complete all of the requirements set out in the apprenticeship standard and assessment plan. Apprenticeships have three parts:

- off-the-job learning (the academic qualification);
- on-the-job learning; and
- an end-point assessment.

As stated in the apprenticeship standard and assessment plan, you must successfully complete all three parts before we can issue an apprenticeship completion certificate. We award qualifications which are part of an apprenticeship standard if apprentices have followed a set course, have completed all of the requirements (including the gateway qualification defined in the apprenticeship standard and assessment plan and the on-the-job learning) and have attempted the end-point assessment. Once you have completed the apprenticeship standard, you will receive all your certificates. We have the right not to issue any certificates or not to invite you to a graduation

ceremony until you have completed all three parts. You need to have attempted the end-point assessment to be issued with the certificate for the academic award.

(See the [LSBU Assessment and Examination Procedures](#) for more details.)

### Attempts at assessment

- 11.5 Details of assessment processes and arrangements for resits are explained in our [Assessment and Examinations Procedure](#).
- 11.6 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 [Late Submission and Extenuating Circumstances Notification Procedure](#) explains this process in detail.
- 11.7 If you resit an assessment for a module and still do not meet the necessary standard, we may allow you to repeat that module. You will normally be charged a fee for repeating a module and retaking all the relevant assessments, this is in line with other higher education institutions.
- 11.8 You are not usually allowed to register more than twice on any module. Please see the [Assessment and Examinations Procedure](#).

## 12 Marks and results

- 12.1 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](#).

## 13 Copyright

- 13.1 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. Any recordings that you make must be used only for private study.

## 14 Interrupting, suspending or ending your registration

- 14.1 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 Policy](#).
- 14.2 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 [Interruption and Withdrawal Procedure](#).
- 14.3 The examination board records our decision to agree to allow you to interrupt your studies.
- 14.4 In exceptional circumstances, we may decide it is appropriate to interrupt your studies. In these cases the appropriate Associate Dean Students 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) or someone nominated by them. 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.

14.5 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 Degrees Code of Practice](#).

14.6 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 [Support and Fitness to Study Procedure](#); and
- are an apprentice and your employment has been brought to an end following disciplinary or fitness-to-practise procedures.

14.7 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 examination board will decide whether you will be allowed to continue with the course following a period of suspension.

14.8 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.

14.9 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](#).

14.10 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 examination board may decide to end your studies and withdraw you from your course. See the [Assessment and Examinations Procedure](#).

14.11 If an examination board has ended your studies, you may request a review following the relevant procedure. Please see the [Academic Appeals Procedure](#).

## 15 Complaints and appeals

15.1 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.

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

15.3 You can use our [Academic Appeals Procedure](#) to appeal against an academic decision we have made, usually through our examination board, if you feel that:

- we have made a significant mistake in the results we have published;
- there was a significant problem or irregularity in the way an assessment was carried out which has had a negative effect on your performance; or
- you feel the examination board acted unreasonably when making its decision by not taking account of your claim for extenuating circumstances.

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.

15.4 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.

15.5 We provide an independent advice service, usually through the Students' Union to support you with understanding our policies, regulations and procedures.

15.6 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 can review the way we apply our processes and consider whether our decision has been reasonable in the circumstances.

15.7 We will keep details of the appeal and relevant documents on file until after you have completed your course.

15.8 The academic registrar is responsible for working with the OIA 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 can be found on our Academic Quality and Enhancement intranet site.

The Timetabling Team publishes a university-wide timetable.