

GLOSSARY

Academic Regulations 2017/18



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Compliance

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G2 Academic Regulations and programme specifications in force when a student registers will normally apply until completion of the programme.

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G3 Academic Policies are subject to regular review and updated versions apply irrespective of the year of a student's registration.

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G4 Exemptions from the regulatory framework may be considered in exceptional circumstances.

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G5 All stakeholders must comply with other College Regulations and policies.

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Admission

G6 Students who meet the general entrance requirements and the specific requirements of an approved programme may be admitted to the College.

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G7 Conditions apply for registration on a programme with Recognition of Prior Learning.

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Enrolment

G8 Completion of online enrolment and ID verification must take place within two weeks of the programme's official start date. For King's Online Managed programmes, initial registration must take place within two days of the official start date and in subsequent years, registration takes place at modular level. Failure to enrol, by any student, may result in loss of a deposit. It is a student's responsibility to provide up-to-date addresses for correspondence.

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G9 All periods of study must be continuous unless an interruption has been permitted and students must adhere to the policy on minimum and maximum periods of registration.

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- G10** Students may not be registered concurrently for more than one award within the higher education setting unless dual registration has been permitted.
[View more on G10](#)
- G11** Students may transfer registration within the College or to another institution under certain conditions.
[View more on G11](#)
- G12** Fees are payable in accordance with the College's Fee Payment Terms and Conditions. The payment of the correct fees is the responsibility of the student.
[View more on G12](#)
- G13** Students must comply with the Academic Policy on monitoring attendance.
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- G14** Members of the Students' Union holding elected office may be granted student status by the Principal.
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College Calendar

G15 The Academic Year runs from 1 September to 31 August.

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G16 On Wednesday afternoons after 1pm during term time, students should be free to participate in recreational activities and as such attendance should not normally be required at lectures, classes or practicals.

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G17 Between noon and 1pm on Mondays during Semesters one and two no lectures or other classes at which attendance is obligatory will normally be held to allow students to attend the Associateship of King's College lectures.

[View more on AKC](#)

Assessment

G18 Students registered for assessments are expected to be present or submit on the dates specified.

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G19 Students may apply for Personalised Assessment Arrangements (PAA).

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Award

G20 The College has the authority to confer and revoke awards under the Charter and Statutes of King's College London. All awards have regard to the provisions of the *QAA UK Quality Code for Higher Education*.

[View more on G20](#)

G21 Except under the provisions for an academic appeal, no decision of a properly convened and constituted Assessment Board, acting within its terms of reference and within the regulations governing the degree, may be modified.

G22 Once awarded a student may not register for the same qualification in the same subject. A student may register for the same qualification in a different subject provided that the procedures for enrolment are met and modules previously taken are not reattempted. Once an award has been conferred there are no further assessment opportunities unless an academic appeal has been upheld.

[View more on G22](#)

G23 Certificates state the name of the College, the qualification, the classification (where appropriate), the field of study (where appropriate), the name of the student, and shall carry the signatures of the Principal & President and the Chair of Council.

[View more on certificates](#)



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G24 For awards made by the College, the date of award is the first of the month following ratification. The date of award may be different for joint, double and dual awards.

[View more on collaborative provision](#)

Interruption, withdrawal, suspension and termination

G25 If a student is found to have provided untrue or inaccurate information, or to have omitted information at enrolment, registration can be terminated without notice.

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G26 The Principal has emergency powers to exclude or suspend a student pending the outcome of a misconduct hearing, a fitness to practise hearing, a criminal charge or who is the subject of a police investigation. These powers also extend to a student who has breached the College's policy statements on health, safety and environmental protection and/or is considered a danger to themselves or others.

[View more on G26](#)

G27 Students are expected to maintain good conduct at all times whilst on College premises or engaged in College activities. Failure to do so is considered misconduct.

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G28 A student's registration may be terminated for failure to make sufficient academic progress.

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G29 A student's registration may be terminated as a result of a fitness for registration and fitness to practise hearing. When conferring awards which lead to professional qualifications registerable with a Professional, Statutory and Regulatory Body, the College must be satisfied that the student would be a safe and suitable entrant to the given profession, and as such would be fit for registration and fit to practise.

[View more on G29](#)

G30 The College may interrupt a student on the grounds of supporting their wellbeing.

[View more on G30](#)

Student complaints

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

[View more on G31](#)

G32 A student may ask the Office of the Independent Adjudicator for Higher Education (OIA) to consider any unresolved complaint against the College.

[View more on OIA](#)



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Academic Board and its sub-structure

- G33** Academic Board exercises powers and duties to maintain and enhance the academic quality of the College's academic provision and to assure academic standards for all of its awards, as prescribed in Article 8 of the Charter, and it conducts business according to its terms of reference.
-
- G34** Under its terms of reference, Academic Board establishes Boards and Committees to assume responsibility for teaching, programme development and approval, examining and research. Each of these conducts business according to their terms of reference.
-
- G35** Faculties are responsible for such administrative and academic matters as may be assigned to them by Academic Board and a list of faculties is given in Ordinance B3.

[View more on G35](#)

Academic Regulations 2017/18

GENERAL ACADEMIC REGULATIONS (G)

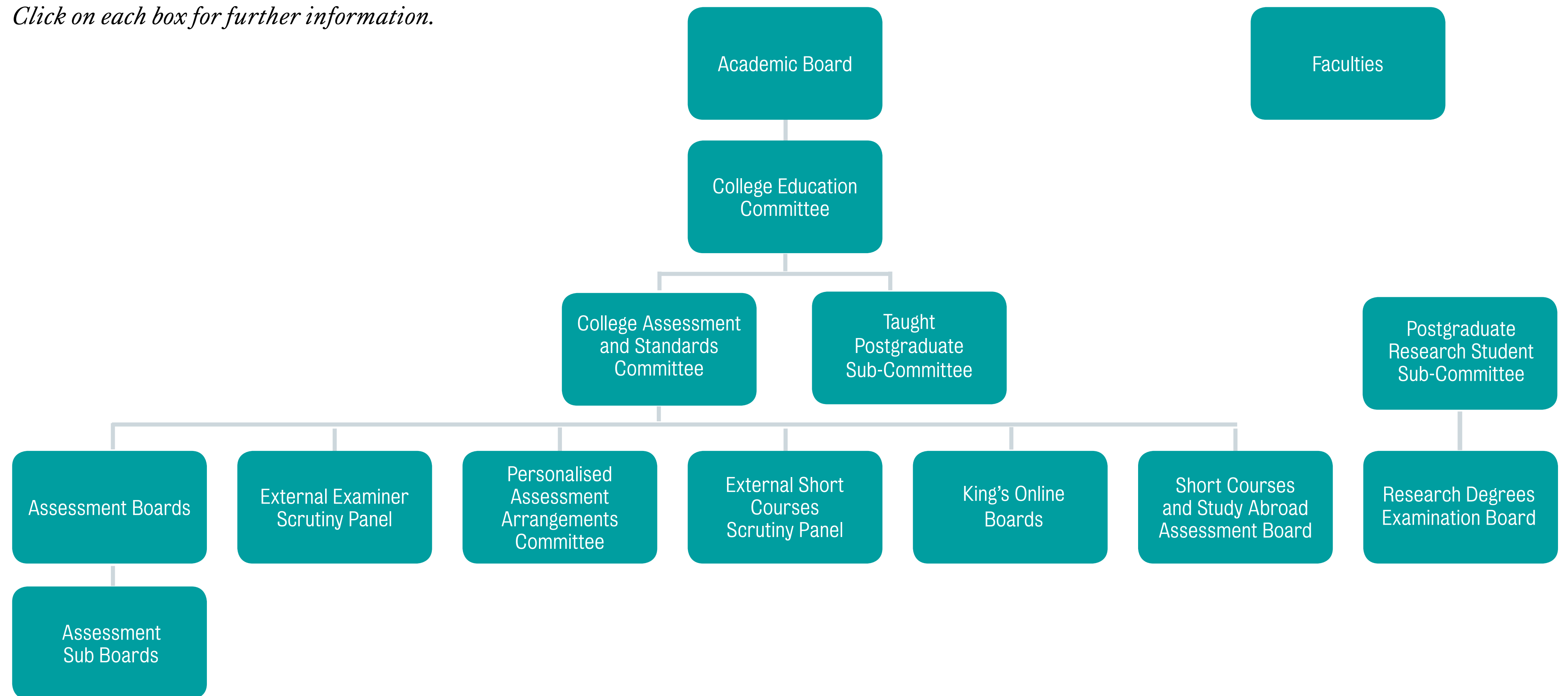
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Compliance

T1 In addition to the General Regulations, which apply to all students, the Academic Regulations for Taught Programmes apply to students registered on undergraduate or taught postgraduate programmes at the College. The Regulations for taught programmes exclude the Associateship of King's College, the King's Experience Awards, programmes offered by RADA and programmes of less than four months run by the English Language Centre.

[View more on T1](#)

T2 All stakeholders are required to abide by the regulatory framework governing assessments and examinations. Failure so to do constitutes an offence and will be dealt with in accordance with G27.

[View more on T2](#)

Modules, programmes and progression

T3 All modules are required to have a published module specification, a credit level and credit value.

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T4 All programmes of study are required to have a published programme specification which is updated annually.

[View more on T4](#)



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T5 Programmes may define specific modules as having special status.

[View more on T5](#)

T6 Progression requirements apply and deviations from or additions to minimum progression requirements are detailed in programme specifications.

[View more on T6](#)

T7 Credit for a module cannot be divided. To be awarded credit the whole module must be passed.

—

T8 The pass mark at levels 4, 5 and 6 is 40. The pass mark at level 7 is 50. Exceptions may apply to programmes leading to professional registration and to the Executive LLM which applies pass/fail marking criteria.

[View more on T8](#)

T9 Modules which require a qualifying mark in order to pass the module overall will specify the details in the module specification.

[View more on T9](#)

T10 Credit can be awarded for condoned fails where permitted by the programme specification.

[View more on T10](#)



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Assessment

T11 Modules have credit values in multiples of 15 or 20. Additionally, short courses have credit values of 5, 10, 15, 20 or 30. The maximum credit value for a level 7 research/dissertation module is 90, or 120 for MRes programmes.

[View more on T11](#)

T12 Modules are assessed by one or more methods appropriate to the level and as defined in the module specification.

[View more on T12](#)

T13 Under exceptional circumstances provision may be made for alternative forms of assessment in line with College Policy.

[View more on T13](#)

T14 The setting of assessments and the drawing up of marking schemes are responsibilities of the Assessment Sub Board.

[View more on T14](#)

T15 Examiners shall preserve the secrecy of unseen examination papers until taken by students.

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T16 The identity of students shall be withheld to examiners where possible.

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- T17** Examination scripts are the property of the College but provisions shall be made for students to view scripts.
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- T18** Results of assessments are confidential until the Assessment Board has met to ratify the results.
[View more on T18](#)
- T19** Assessment results are communicated to all students within a cohort at the same time and in the same manner.
[View more on T19](#)
- T20** All assessments are marked out of 100 in accordance with the generic marking criteria and discipline specific criteria, where issued. Examiners should use the full range of marks.
- T21** Reassessment is at the discretion of the Assessment Sub Board. For failed assessment, two reassessment opportunities may be permitted at level 4 and one reassessment opportunity may be permitted at levels 5, 6 & 7. The final module mark following reassessment is capped at the relevant pass mark.
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T22 In some circumstances a student may be permitted to substitute a failed module with an alternative module or modules of the same credit value.

[View more on T22](#)

T23 Confirmed marks of 69, 59, 49, 39 and 32 indicate agreement of the examiners that the assessment is not deserving of the class above.

—

Off-site study

T24 Students taking level 4, 5, 6 or 7 modules at other University of London Colleges can transfer marks and credits.

[View more on T24](#)

T25 Students taking level 4 or 5 modules at other institutions can transfer credits only.

[View more on T25](#)

T26 Students taking level 6 or 7 modules at other institutions can transfer marks and credits using annually approved mark translation schemes.

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- T27** Students who have transferred onto a programme from another institution transfer credits only and the student's classification shall be based entirely upon performance in modules assessed by the College.
-
- T28** All final module marks will be used in the degree algorithm. Where credit has been awarded for a condoned fail, the final module mark will be the highest overall mark achieved. Where a substitute module is taken, the mark from this module is used.
-
- T29** There are no exceptions to the award rules. Boundaries cannot be lowered and exceptions cannot be made.
-

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This scheme applies to Bachelor and Integrated Masters Degrees:

T30 Weighting schemes apply and a c-score between 0-100 is calculated by the formula below:

$$c\text{-score} = \frac{\textit{the sum of the weighted marks [mark} \times \textit{relevant credit volume} \times \textit{weight]}}{\textit{the sum of credit volume} \times \textit{weighting}}$$

[View more on T30](#)

T31 A c-score of at least 40 must be achieved for award and classifications are indicated by the following scores:

70–100 inclusive	First Class Honours
60–69 inclusive	Upper Second Class Honours
50–59 inclusive	Lower Second Class Honours
40–49 inclusive	Third Class Honours
0–39 inclusive	Academic Fail
View more on T31	See also T42

T32 A c-score within two percent of a higher classification boundary (ie 68/58/48) is automatically upgraded to the higher classification where at least 60 credits at level 6 (level 7 for Integrated Masters programmes) or above are in a higher classification.



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This scheme applies to Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation degrees:

T33 An overall score between 0-100 is calculated as detailed below:

the weighted average of all individual module marks where each module is weighted by its credit volume

—

T34 An overall score of at least 40 must be achieved for award and classifications are indicated by the following scores:

70–100 inclusive Pass with Distinction

60–69 inclusive Pass with Merit

50–59 inclusive Pass

0–49 inclusive Academic Fail

See also T42



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This scheme applies to Masters Degrees (excluding Integrated Masters):

T35 An overall score between 0-100 is calculated as detailed below:

the weighted average of all individual module marks where each module is weighted by its credit volume

T36 To be eligible for award students require:

- ♦ an overall average of at least 50 with no module mark below 40 *and*
 - ♦ a mark of at least 50 in 150 credits (300 credits for MClintDent) including the dissertation, and a mark of at least 40 in the remainder
-

T37 Classifications are indicated by the following overall scores:

70–100 inclusive	Pass with Distinction
60–69 inclusive	Pass with Merit
50–59 inclusive	Pass
0–49 inclusive	Academic Fail

See also T42



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This scheme applies to Postgraduate Diplomas and Postgraduate Certificates:

T38 An overall score between 0-100 is calculated as detailed below:

the weighted average of all individual module marks where each module is weighted by its credit volume

T39 To be eligible for award students require:

- ♦ an overall average of at least 50 with no module mark below 40 *and*
 - ♦ a mark of at least 50 in 90 credits (Postgraduate Diploma) or 45 credits (Postgraduate Certificate), and a mark of at least 40 in the remainder
-

T40 Classifications are indicated by the following overall scores:

70–100 inclusive	Pass with Distinction
60–69 inclusive	Pass with Merit
50–59 inclusive	Pass
0–49 inclusive	Academic Fail

See also T42



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Aegrotat degrees and Exit awards

T41 Where a final year undergraduate student has completed the full period of study but is absent from the final examinations, the student may be eligible for consideration under the aegrotat provisions.

[View more on T41](#)

T42 Where a student has failed to satisfy the examiners in one or more elements of the programme an Exit Award may be available under the exit award provisions.

[View more on T42](#)

Mitigating circumstances

T43 The College considers mitigating circumstances to be recognisably disruptive or unexpected events beyond the student's control that might have a significant and adverse impact on their academic performance. The Mitigating Circumstances Process applies to students on taught programmes. Marks will never be raised due to mitigating circumstances.

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T44 There is an academic appeals process available to undergraduate and taught postgraduate students. This cannot be used to challenge academic judgement.

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Compliance

- R1** In addition to the General Regulations, the Regulations for Research Degrees apply to all students registered on research degree programmes at the College. For research degree programmes with taught elements, the Regulations for Taught Programmes will also apply.

[View more on R1](#)

Scope

- R2** A research degree programme extends over at least two years of full-time study, or part-time equivalent, and incorporates a substantial research component resulting in the submission of a thesis for examination at doctoral level.

[View more on R2](#)

- R3** A Core Code of Practice for postgraduate research degrees is published annually by the Centre for Doctoral Studies and sets out the framework for the management of research degrees and research degree students. This covers admission, supervision, progression and submission. Supervisors and research students are required to adhere to each new version which supersedes previous versions.

[View more on R3](#)

- R4** For any work in collaboration with an external organisation, a contract or written agreement details the terms of the collaboration.

[View more on R4](#)



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Supervision

R5 Faculties are responsible for arranging the supervision of a research degree student as governed by the Supervision Appendix.

[View more on R5](#)

Registration

R6 Faculties may register students under the Advanced Standing and Transfer Appendix.

[View more on R6](#)

R7 Registration for MPhil or PhD is permitted under the Split-Site, Public Research Institutions and Industrial Laboratories Appendix.

[View more on R7](#)

R8 Registration for MPhil or PhD is permitted under the Full-time Employees Appendix.

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Progression

R9 Students are required to participate fully in the procedures of the College and faculties to monitor progress. Failure so to do will result in registration being terminated.

[View more on R9](#)

Assessment

R10 Students are expected to submit their thesis within timescales set out by the Centre for Doctoral Studies.

[View more on R10](#)

R11 The decision to submit a thesis for examination rests with the student, subject to the faculty in which the student is registered confirming that the student has completed the programme of study, and that the student meets the requirements in the Submission Timescales Appendix.

[View more on R11](#)

R12 The method of assessment for research degrees theses is by oral examination.



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R13 For each student the Research Degrees Examination Board shall oversee the appointment of two individuals to act as examiners, but the Board may, if it considers it desirable or if it is a requirement of the student's programme, permit the appointment of three individuals to act as examiners jointly, or an independent Chair and two individual examiners.

[View more on R13](#)

R14 All matters relating to the examination will be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material in a student's thesis until any restrictions on access to the thesis, granted by the College, are removed. The requirements for the conduct of the examination, including the requirement for preliminary reports from the examiners, are set out in the Conduct of Examinations Appendix.

[View more on R14](#)



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Award

R15 The criteria for thesis and award vary according to the specific research degree.

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R16 The following recommendations are available to examiners as results for ratification by the Research Degrees Examination Board:

Pass

Pass subject to minor amendments

Pass subject to major amendments

Re-examination of thesis (with or without second viva)

Consideration for a lower, related award

Academic Fail

[View more on R16](#)

R17 Theses resulting from a research degree undertaken at the College must be placed within the public domain once awarded. Theses will be made available electronically, via the system determined by the College, and a hard copy placed in the College library. Students may apply for restriction of access on certain grounds as defined in the Restriction of Access and Embargoes on Theses Appendix.

[View more on R17](#)



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R18 There are two academic appeals processes available to research degrees students:

- a) to appeal the PhD upgrade and MD(Res) transfer decisions
- b) to appeal the outcome of the thesis and oral examination.

Neither appeal process can be used to challenge academic judgement.

[View more on R18](#)

G1 All stakeholders are required to comply with the Academic Regulations, Appendices and associated Academic Policies.

G1.1 Stakeholders

Enrolled students (as a condition of continuing enrolment)
Academic Staff
Professional Services Staff
External Examiners

G1.2 Stakeholders must comply with the regulatory framework in order to:

- a) avoid putting the College at risk
- b) safeguard the quality and standards of programmes and awards offered by the College
- c) adhere to principles of natural justice
- d) comply with external legislation
- e) ensure the quality of the student experience

Useful links

Assessment Sub Boards

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G2 Academic Regulations and programme specifications in force when a student registers will normally apply to that student until completion of the programme.

Regulations which supersede previous versions

- G2.1 The following Academic Regulations and their associated Appendices may be updated each Academic Year. These will supersede previous versions and will apply to all students irrespective of their first year of registration:
- Emergency powers to suspend and exclude (G26)
 - Misconduct (G27)
 - Academic Progress (G28)
 - Fitness for registration and fitness to practise (G29)
 - Student Wellbeing (G30)
 - Student complaints (G31)
 - Academic appeals for students on taught programmes (T44)
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- Emergency powers to suspend and exclude (G26)
- Misconduct (G27)
- Academic Progress (G28)
- Fitness for registration and fitness to practise (G29)
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- Student complaints (G31)
- Academic appeals for students on taught programmes (T44)
- Results of the Examination (R16)
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Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G4 Exemptions from the regulatory framework may be considered in exceptional circumstances.

Exemptions

- G4.1 Exemptions (previously known as suspensions of regulations) may be considered in exceptional circumstances. Each Regulation Appendix or Policy states whether exemptions are anticipated or not.
- G4.2 Where it is stated that exemptions may be permitted under exceptional circumstances, the route this should take is defined to indicate who should request the exemption, who will approve the exemption and the Board or Committee to which the outcome will be reported. The form to request the exemption is linked to all relevant Appendices or Policies.
- G4.3 Where it is stated that exemptions are not anticipated, this does not mean that they are prohibited, however, advice should be sought from exemptions@kcl.ac.uk in the first instance.

Useful links

For any queries relating to exemptions please contact exemptions@kcl.ac.uk.

G5 All stakeholders must comply with other College Regulations and policies.

Other College Regulations

- G5.1 The autonomy of Higher Education Institutions is determined by legislation, external regulations and procedures, codes of practice and guidelines. The Academic Regulations of the College are, therefore, informed by, and comply with, the following:
- a) Principles of good practice
 - b) External legislation
 - c) Higher Education Agency requirements
 - d) Professional, Statutory and Regulatory Bodies

Useful links

Data protection

Library regulations

IT regulations

Estates regulations

Collaborative Provisions

Governance Zone

Religion and Belief Equality Policy Statement

Exemptions: not permitted. For advice contact exemptions@kcl.ac.uk.

G6 Students who meet the general entrance requirements and the specific requirements of an approved programme may be admitted to the College.

Entrance requirements

General entrance qualification and requirements

- G6.1 To be admitted to the College a student must:
- satisfy the general admission requirements for the level of study (see below);
 - have satisfactorily demonstrated, taking into account individual circumstances, the intellectual maturity necessary to gain full advantage from the educational experience offered by the programme of study;
 - have satisfied any arrangements considered necessary if the applicant is under 18 years of age;
 - satisfy any additional criteria for the relevant programme;
 - demonstrate a satisfactory criminal records check as applicable;
 - disclose a criminal record as applicable;
 - have an appropriate visa, where applicable and have satisfied the requirements of the UKVI;
 - comply with the enrolment procedure.
- G6.2 Except for specified modules, the language of instruction is English and all students must be proficient and able to apply this in an academic environment. Competency in English must be confirmed before registration, either through the applicant satisfying the advertised English language requirement for the chosen programme, or through demonstrating competency through means described on the admissions webpages (see useful links below). This requirement may be waived, but only if the College is satisfied that the applicant's previous academic record clearly demonstrates their ability to study and be examined in the English language. Advertised English language requirements will be reviewed for the commencement of the admissions cycle. The entry requirements are outlined in the Online Prospectus.

Admission requirements for undergraduate programmes

- G6.3 Applicants are required to demonstrate a standard of education, both general and specific to the discipline to be studied, to equip them to benefit from instruction at levels 4, 5 and 6 of the framework for higher education qualifications of UK Degree Awarding Bodies as appropriate.

Admission requirements for taught postgraduate programmes

- G6.4 The minimum entrance requirements for registration on a taught postgraduate programme are:
- a Second Class Honours degree of a UK university or equivalent overseas qualification obtained after at least three years study or
 - a Masters degree of the Royal College of Art or
 - a registrable qualification appropriate to the programme awarded by a UK university in Medicine or Dentistry, or equivalent overseas qualification appropriate to the programme or
 - a professional or other qualification obtained by a formal examination and approved by the Faculty in consultation with the Director of Students and Education (or nominee).

G6 Students who meet the general entrance requirements and the specific requirements of an approved programme may be admitted to the College.

G6.5 Applicants who do not meet the minimum requirements stated above may be admitted if they hold an alternative qualification of an equivalent or higher level, experience which satisfies the Faculty that the applicant can follow and complete the programme, and satisfies the Faculty in any qualifying examination or other condition, including a qualifying period of study, required by the Faculty.

Admission requirements for postgraduate research degree programmes

G6.6 The minimum entrance qualification is normally an Upper Second Class Honours degree and/or a higher degree in a relevant subject, or an equivalent overseas qualification obtained after at least three years study.

G6.7 Applicants who do not meet the minimum requirements stated above may be admitted if they hold an alternative qualification of an equivalent or higher level, experience which satisfies the Faculty that the applicant can follow and complete the programme, and satisfy the Faculty in any qualifying examination or other condition, including a qualifying period of study, required by the Faculty.

G6.8 To be eligible for registration for the MD(Res) degree, an applicant must have obtained the MBBS degree or another registrable primary qualification in Medicine a higher education institution and be eligible for full registration or hold limited registration with the General Medical Council.

G6.9 For recognition of prior learning see link below.

G6.10 A programme of study offered by the College must comply with the criteria established by the Academic Board and all questions related to the modification of programmes of study shall be referred to Academic Board.

G6.11 Amendments to programme regulations will not normally be introduced during an academic year. Unless otherwise published, programme regulations are contained within programme specifications.

G6.12 A programme of study and its associated modules and regulations must be approved by the relevant Faculty Committee in accordance with the procedures agreed by the Academic Board and/or its sub-committees and must conform to the criteria established for programmes of study (see G20) before the programme may be offered. The regulations for the programme of study must specify which, if any, modules or combinations of modules must be passed before a student is eligible for the award and which, if any, must be attempted in order to complete the programme of study.

G6.13 A student may apply, or be required by the Faculty in which they are registered, to spend part of their programme of study abroad. The period spent in study abroad shall be determined by the student's Faculty in accordance with the regulations for the award, provided that for students following a full-time programme of study for a first degree the minimum duration of the period of study on modules taught and assessed by the College shall be at least two years.

G6.14 The regulations for each programme of study shall specify the duration of the programme in full-time and, where applicable, part-time mode and shall also specify the minimum period of study

G6 ACADEMIC REGULATION (APPENDIX)

2017/18

G6 Students who meet the general entrance requirements and the specific requirements of an approved programme may be admitted to the College.

for the award and the maximum period for which credit for the award may be counted. The period of study shall normally be continuous unless the Academic Board has permitted its interruption, either generally by regulation or in an individual case.

Useful links

Recognition of Prior Learning (G7)

Visas and Immigration

The framework for higher education qualifications of UK Degree Awarding Bodies

Conferment and Revocation (G20)

Admissions webpages (English Competency)

View an Online Prospectus

Exemptions: not anticipated. For advice contact admissions.confidential@kcl.ac.uk

G7 Conditions apply for registration on a programme with Recognition of Prior Learning.

Recognition of Prior Learning

- G7.1 A Faculty may permit a student to register on a programme of study with recognition for previous study or experiential learning undertaken elsewhere or at the College as follows:
- an advanced student is a student who, having successfully completed an approved programme of study at King's College London or another institution of higher education, is admitted at an appropriate point on an approved programme in a similar field of study to the College. This generally applies in cases where a student has completed a lower level award (eg DipHE or PGDip) and subsequently wishes to register for a related higher level award (eg BSc or MSc). Admission with advanced standing to postgraduate research degrees is covered in Academic Regulation R6 (Advanced Standing Transfer);
 - a transfer student is a student who, having successfully completed a part of an approved programme of study at another institution of higher education, is admitted to the College at an appropriate point on an approved programme in a similar field of study. Admission to a postgraduate research degree as a transfer student is covered in Academic Regulation R6 (Advanced Standing Transfer);
 - a recognition of prior learning student is a student who is admitted to an approved programme at the College with credits accumulated from prior certificated learning or via prior experiential learning. Such prior learning should be relevant/applicable to the intended programme of study and allow exemption from specific modules.
- G7.2 There is no general right of entry; the final decision rests with the admitting Faculty. The admitting Faculty may, in order to ensure that such students fulfil the objective of the programme of study, make admission conditional upon the undertaking of preparatory or supplementary studies, or the inclusion of particular modules in the programme to be taken by the student. Any such conditions shall be agreed by the Faculty and the student before admission.
- G7.3 An applicant will not be admitted if there is any outstanding disciplinary matter, any outstanding resit examination or other assessment, or any debt to their previous institution.
- G7.4 For undergraduate and taught postgraduate programmes credit granted shall not exceed two thirds of the overall credit value of the programme.
- G7.5 With the exception of students registered for the joint or dual degrees or articulation agreements, the same period of study and examinations cannot be credited towards an award of King's College London and an award of any other institution or towards separate awards of King's College London, although students on nested awards are currently exempt from this.
- G7.6 Once admitted, a student will be subject to the regulations and programme requirements that are applicable to the cohort that they join.
- G7.7 Except as given in (b) below, students will only be admitted to the start of a specific year of study and will not be admitted at a point beyond the start of the final year of full-time studies or its part-time equivalent. Students entering the final year of a programme must complete and pass the approved programme of study for that year.

G7 Conditions apply for registration on a programme with Recognition of Prior Learning.

- a) In the case of undergraduate degree programmes, students entering the final year of a programme must take 120 credits. For a level 6 award 90 of these credits must be at level 6; for a level 7 award all 120 credits must be at level 7.
- b) Where a student has successfully completed a Postgraduate Certificate or Diploma and registers for another postgraduate programme in the same subject, the reduced programme of study must extend over a minimum of one third of the normal period of full-time or part-time study prescribed for the programme and the student must fulfil the minimum and maximum period of study requirements. For a Masters degree the period of study and assessment conducted under the direction of the College must include a dissertation or report.
- c) Where a student has successfully completed a Masters degree in Dentistry and registers for the two year MCLinDent programme in a related subject, the reduced programme of study must extend over a minimum of 12 months.

G7.8 In order to be eligible for an award conferred by the College, a student admitted with credit and granted relevant exemptions must:

- a) meet the prescribed criteria for the award;
- b) be assessed at the final level of the award under the direction of the College;
- c) complete the remainder of the prescribed period of study, including that leading to the final examinations, under the direction of the College.

G7.9 The final classification of an award shall be based solely on the studies undertaken under the direction of the College and on the programme onto which a student has transferred.

G7.10 The period between first registration on the previous programme of study and the date of the College award will not normally exceed ten years.

Useful links

Recognition of Prior Learning Policy

Research Degrees Advanced Standing and Transfer (R6)

Periods of Registration and Interruption (G9)

Exemptions: can be submitted by the Executive Dean of the Faculty for consideration by the Vice-Principal (Education). [Apply here](#). All outcomes are reported to CASC.

G8 Completion of online enrolment and ID verification must take place within two weeks of the programme's official start date. For King's Online Managed programmes, initial registration must take place within two days of the official start date and in subsequent years, registration takes place at modular level. Failure to enrol, by any student, may result in loss of a deposit. It is a student's responsibility to provide up-to-date addresses for correspondence.

Enrolment

G8.1 Deadlines for enrolment on programmes and module registration must be met. Enrolment or registration beyond these deadlines is at the discretion of the College. For deadlines refer to the appropriate department.

G8.2 Annual enrolment on programmes and constituent modules includes the registration for relevant examinations.

Addresses for correspondence

G8.3 The primary email address for all registered students shall be the King's College email address issued at enrolment. Students are responsible for ensuring that they regularly check their King's College email account. Where students have additionally informed the College of their personal email address it is the responsibility of such students to inform the College of any changes to that address.

G8.4 It is the responsibility of students to keep the College informed of their current home and term-time address at all times while they remain members of the College. Students on placements or attachments, including MBBS graduates undertaking Foundation Year One training, are not exempt from this requirement.

G8.5 All material sent by hand (including by courier) by post or by email to the last address notified by a student to the College shall be deemed to have been received by the student concerned, unless proof of non-delivery is subsequently provided.

Useful links

Faculties and Departments
Exam and Module registration
Welcome to King's

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G9 All periods of study must be continuous unless an interruption has been permitted and students must adhere to the requirements of minimum and maximum periods of registration.

Periods of registration and interruption

- G9.1 A Faculty may grant a student an interruption to a programme of study on grounds of illness or other adequate cause, provided that any one period of interruption does not exceed two years and that the total duration of the student's programme of study, including any interruption, does not exceed the maximum period specified for the award.
- G9.2 For King's Online Managed programmes there are six periods of teaching per year. Students can break study for up to three consecutive periods without this being considered an interruption, though they remain subject to the maximum period of study.
- G9.3 The minimum and maximum periods of study are as below and the maximum periods of study include any periods of interruption.

Programme type	Minimum period of study	Maximum period of study
Undergraduate Diploma	2 years full-time 4 years part-time 18 months part-time (for students entering with advanced standing of 120 credits)	6 years full and part-time
Foundation degree	2 years full-time 3 or 4 years part-time	6 years full and part-time
First degrees (undergraduate degrees at level 6 and integrated masters degrees at level 7)	3 years full-time 4 years full-time (MSci)	As stipulated in the individual programme specification but in no case to exceed 10 years
Graduate Certificate	4 months full-time 8 months part-time	3 years full and part-time
Graduate Diploma	8 months full-time 16 months part-time	4 years full and part-time
Postgraduate Certificate	4 months full-time 8 months part-time	3 years full and part-time
Postgraduate Diploma	8 months full-time 16 months part-time	4 years full and part-time
Masters degree	12 months - 24 months full-time 24-48 months part-time Precise length to be stipulated in the programme specification	6 years full and part-time
MClinDent	24 months full-time 48 months part-time	8 years full and part-time
PhD/MPhil/MPhil(Stud)/MD(Res)	24 months full-time Part-time equivalent	6 years full-time 9 years part-time
Professional Doctorates	36 months full-time Part-time equivalent	6 years full-time 9 years part-time

- G9.4 For awards not covered in the table above, the maximum period of study is detailed in the programme specification.
- G9.5 In no instance can the maximum period of study exceed ten years.

G9 ACADEMIC REGULATION (APPENDIX)

2017/18

G9 All periods of study must be continuous unless an interruption has been permitted and students must adhere to the requirements of minimum and maximum periods of registration.

Useful links

Programme Specifications

Centre for Doctoral Studies

Recognition of Prior Learning (G7)

Exemptions: UG/PGT - can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply [here](#). All outcomes are reported to CASC.

Exemptions: PGR - can be submitted by Faculty Vice Deans (Doctoral Studies) for consideration by the Vice-Principal (Research). Apply [here](#). All outcomes are reported to CASC.

G10 Students may not be registered concurrently for more than one award within the higher education setting unless dual registration has been permitted.

Dual/concurrent registration

G10.1 An overlap period, normally no longer than three months, is permissible for interrupting MBBS students returning from a research degree programme.

G10.2 Dual/concurrent registration may be permitted under the College's definitions of Collaborative Provision.

[Useful links](#)

[Collaborative Provision](#)

Exemptions: can be submitted by the Executive Dean of the Faculty for consideration by the Vice-Principal (Education). [Apply here](#). All outcomes are reported to CASC.

G11 Students may transfer registration within the College or to another institution under certain conditions.

Transfer of Registration

- G11.1 Transferring registration within the College or to another institution is permissible under the following conditions:
- a) if the Executive Dean of Faculty responsible for the programme of study on which the student is enrolled agrees; AND
 - b) if there are good academic grounds in support of the transfer or if there is other good cause.

[Useful links](#)

Faculties and Departments

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G12 Fees are payable in accordance with the College's Fee Payment Terms and Conditions. The payment of the correct fees is the responsibility of the student.

Fee Payment Terms and Conditions

- G12.1 Fees are set, reviewed and published by the College on an annual basis.
- G12.2 The College reserves the right to charge interest at a statutory rate, to pass on commission fees incurred as a result of instructing a third party collection agent and to take legal action, through the courts, to recover any outstanding debts. For the avoidance of doubt, suspensions and cancellation of registration related to debt will only be imposed for the non-payment of debts for tuition fees or tuition related fees.
- G12.3 All cheques must be made payable to King's College London. The College reserves the right to charge an administration fee of £25 in respect of dishonoured cheques.

Tuition and tuition-related fees

- G12.4 A student who has not settled all outstanding debts for tuition or tuition-related fees (e.g. bench fees) will be sent a notification of impending suspension from the Director of Students and Education and given 14 days to make full payment. With immediate effect:
- access to Student Records will be restricted;
 - coursework/examination results will not be ratified by the Assessment Board or the Research Degrees Board of Examiners, and;
 - the student will not be permitted to graduate or re-enrol.
- G12.5 Until they are formally suspended, a student who has received a notification of impending suspension will be required to sit examinations/submit coursework, but will not have indicative marks released nor have the marks for any examination or assessment taken ratified by the Assessment Board or the Research Degrees Board of Examiners.
- G12.6 A student who fails to make payment within the 14 days of the notification of impending suspension will be suspended from the College. In addition to the above restrictions, the act of suspension from the College means a total prohibition on attendance at or access to the College and the student:
- will not be permitted to sit examinations/submit coursework;
 - will not be permitted to use library or computing facilities or services (but normally have access to email);
 - will not be permitted to attend classes;
 - will not be permitted to access Student Records
- G12.7 A student who misses an examination or assessment deadline as a result of suspension under the above will not be considered to have attempted that examination or assessment. Students who subsequently have their suspension lifted will be permitted to sit the examination or assessment at the next available opportunity without further penalty.
- G12.8 Where a student misses a coursework deadline as a result of suspension but subsequently has their suspension lifted, the Assessment Sub Board shall use its discretion to determine the most reasonable course of action to enable the student to proceed with their studies: for example, by re-scaling marks to take into account the missing piece of coursework, permitting an extended

G12 Fees are payable in accordance with the College's Fee Payment Terms and Conditions. The payment of the correct fees is the responsibility of the student.

deadline for submission, or requiring the student to wait until the next available opportunity before attempting the coursework.

G12.9 Students who take examinations/submit coursework but are subsequently suspended will not have their indicative marks released or their marks ratified in accordance with the above. Should the student subsequently have their suspension lifted, their indicative marks will be released and consideration of their results should follow as soon as possible (including by Chair's action if no meeting of the Assessment Sub Board is scheduled to take place within a reasonable timeframe), unless the student's registration has been cancelled as below.

G12.10 A student who is suspended under the above may have their College registration cancelled after 14 days written notice from the Director of Students and Education. They will have an opportunity to discuss any unpaid charges with a member of the Finance Department.

G12.11 Students whose registration is cancelled under the above remain liable for payment of fees owing. Students who subsequently pay the outstanding sums must re-apply to re-register for their programme. Acceptance on to the programme and accreditation of previous study will be subject to the College's admissions requirements applicable at the time of re-application.

Undergraduate Student Loans Company funded students

G12.12 For students who have successfully applied to the Students Loans Company for funding of all tuition fees, King's will receive payment of fees directly from the Student Loans Company.

G12.13 For students receiving part funding of tuition fees from the Student Loans Company, the part that is self-funded will be invoiced in the same way as for other self-funding students (see below).

G12.14 In the event that the Student Loans Company is replaced by another body, then references to the Student Loans Company shall be construed as references to that other body so far as possible.

Deposits

G12.15 Where students are responsible for paying all or part of the tuition fees, the College requires payment of a deposit. Details of the amount of the deposit and deadline for payment will be set out in the offer letter.

G12.16 The deposit paid will be credited against the first instalment of fees that are due to be paid.

G12.17 Deposits are non-refundable except where:

- a) acceptance of a place is cancelled within the stated cancellation period;
- b) the conditions of an offer of a place are not met and the College is unable to confirm a place on the course.

G12 ACADEMIC REGULATION (APPENDIX)

2017/18

G12 Fees are payable in accordance with the College's Fee Payment Terms and Conditions. The payment of the correct fees is the responsibility of the student.

Self-funding home and EU fee status undergraduate students, including PGCE students

- G12.18 No payment of fees is required ahead of or at enrolment.
- G12.19 Start of session (September) students will be invoiced for fees at the beginning of December and have until 31 January to make full payment. If preferred, payments can be made towards fees before 31 January.
- G12.20 Mid-Session students who have enrolled part-way through the academic year on courses starting January or later will:
- if enrolled on or before 17 January, have until 31 January to pay the full fee; or
 - if enrolled after 17 January, have 14 days from the date of the invoice to pay the full fee.
- G12.21 Where a student has enrolled late, part-way through the academic session, the College will notify the student of the applicable deadlines for payment.

Self-funding overseas fee status undergraduate students

- G12.22 Fees are payable in two equal instalments. For start of session students (September) the first instalment is due for payment by 31 October, or 14 days from the date of the invoice, whichever is the latest, and the second instalment is due for payment by 31 January.
- G12.23 Mid-session students who have enrolled part-way through the academic year on courses starting January or later will be offered the option of two equal instalments, with the first due 14 days from the date of the invoice and the second instalment due three months later.
- G12.24 Where a student has enrolled late, part-way through the academic session, the College will notify the student of the applicable deadlines for payment.

Postgraduate students

- G12.25 Fees are payable in two equal instalments on the same basis as for self-funding overseas (non-EU) fee status undergraduate students, as set out above.
- G12.26 Students who receive postgraduate or doctoral loan funding direct are responsible for making payments to the College in the same way as self-funding postgraduate students.

Sponsored students

- G12.27 For a student being partly or fully sponsored by an external corporate body agreeing to pay tuition fees, a valid sponsor letter should be provided on or before enrolment. The invoice will be sent directly to the sponsoring organisation. Payment of the invoice is due 28 days from the invoice date. A student sponsored by a friend or relative will be regarded as responsible for their own fees. In the event of non-payment of part or all fees by the sponsoring organisation, the outstanding amount will be invoiced to the student and be payable within 14 days. For a student receiving part funding of tuition fees from a sponsor, the part that is self-funded will be invoiced to the student in the same way as for other self-funding students.
- G12.28 Where the College is informed directly by Student Finance England and/or the NHS of approved funding, the relevant body will be invoiced directly for payment. Any balance of fees not covered by

G12 Fees are payable in accordance with the College's Fee Payment Terms and Conditions. The payment of the correct fees is the responsibility of the student.

such funding will be invoiced to the student and payable under the terms set out under "Self-funding home and EU undergraduate students" above.

English Language Centre students

G12.29 Deposits and tuition fees payable by English Language Centre students are due in accordance with the English Language Centre Fee Payment Terms and Conditions published on our website

G12.30 A student who withdraws from the programme during the academic year will be charged pro rata tuition fees to the date of withdrawal plus an administrative charge to cover the College's additional costs.

For King's Online Managed Programmes

G12.31 A student who fails to pay the tuition fee for a module will have their access to that module's content restricted shortly after the due date for payment, and their registration on that module suspended. Access may be reinstated up to the 12th calendar day of the module if proof of payment is provided; otherwise, the student's liability for the module will be cancelled. The student will retain access to any completed and paid modules in the King's Online virtual learning environment until such time as they withdraw from the programme or otherwise complete their studies.

G12.32 A student whose registration on a module is cancelled due to non-payment will not remain liable for the fees for that module.

G12.33 Fees are payable on a modular basis. The first module fee is covered by the programme deposit, which must be received at least seven working days before the module start date. For subsequent modules, students will receive an invoice via email to their College email address showing the balance to be paid and instructions on how to make payment on the 1st day of the teaching period. Students are required to make payment by the 7th calendar day of the teaching period.

G12.34 Due to the tight payment deadlines for King's Online Managed Programmes, all invoices will be sent directly to the student. Third party sponsors will not be invoiced.

G12.35 A student who withdraws will not be charged tuition fees for any future modules. Refunds will not be provided for modules already completed. Where a student withdraws part way through a module, a refund will only be made for the fee for that module if the withdrawal takes place on or before the 8th teaching day. If the withdrawal takes place after the 8th teaching day, the fee will not be refunded.

Useful links

Fee payment Terms & Conditions

Difficulties paying on time

King's Online Managed Programmes Payments

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G13 Students must comply with the Academic Policy on monitoring attendance.

Attendance monitoring

- G13.1 Students must attend lectures, classes and tutorials, and departmental examinations to the satisfaction of the Executive Dean of Faculty. If a student is absent from College through illness (for full-time students for a period of a week or more), or for any period involving absence from a College examination, a medical certificate should be submitted. Absence through illness, for students following a programme of study leading to a professional qualification, must also be reported immediately to the appropriate supervisor. If the illness is prolonged or infectious, a certificate of fitness to return should be submitted before the student's return to College. Students who are absent from an examination or unable to meet an assessment deadline due to illness or other good cause must comply with the Mitigating Circumstances Procedure.
- G13.2 Students sponsored under Tier 4 whose attendance is deemed unsatisfactory or whose continued participation is not required for a period of 60 days or more will be reported to UK Visas and Immigration (UKVI) in accordance with the College's sponsorship licence duties. This will typically result in curtailment of the Tier 4 visa and require the student to make immediate arrangements to return to their home country.

Useful links

Student Attendance and Engagement Policy
Immigration and Visa Advice
Mitigating Circumstances (T43)
Medical Certificates
Medical Centre
KCLSU advice

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G18 Students registered for assessments are expected to be present or submit on the dates specified.

Assessment Arrangements

- G18.1 The timetable for the three main centrally arranged examination periods can be found [here](#).
- G18.2 Any other assessments will have deadlines determined by the department. Please contact your department to confirm.

Useful links

Faculties and Departments
Examinations webpage

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G20 The College has the authority to confer and revoke awards under the Charter and Statutes of King's College London. All awards have regard to the provisions of the *QAA UK Quality Code for Higher Education*.

Conferment and Revocation

G20.1 Academic Board has the authority to award and revoke any degree, diploma, certificate or other award granted by the College in accordance with the Charter and Statutes of King's College London.

Conferment

G20.2 The Assessment Boards, acting on the recommendations of their constituent Assessment Sub Boards, the Research Degrees Examination Board and the College Assessment and Standards Committee are the sole bodies having delegated authority to recommend the conferment of the awards for which they are responsible.

G20.3 The only occasion when a decision relating to results ratified by the Assessment Board can be modified, is under the provisions of the academic appeals process.

Revocations

G20.4 Award type, award title or classification can be revoked and reissued, or an award can be revoked in its entirety.

G20.5 A revocation may be applied:

- a) when there is satisfactory proof that there was an administrative error in the award made;
- b) when, subsequent to award, an Assessment Board takes into account information which was unavailable at the time its original decision was made; or
- c) following a recommendation by the Misconduct Committee or by an Inquiry Panel established to investigate allegations of research misconduct.

Awards

G20.6 The awards have regard to the provisions of the *QAA's UK Quality code for higher education* and meet the following requirements specified for King's College London degrees, diplomas and certificates:

Undergraduate Certificates (level 4)

G20.7 An Undergraduate Certificate is the equivalent of one year's study of an undergraduate degree at level 4.

Undergraduate Diplomas and Foundation Degrees (level 5)

G20.8 An academically coherent programme of study, followed over a period of time, equivalent to two years full-time, which is designed to ensure:

- a) a critical understanding of the concepts and principles of the area of study and the way in which these have developed;
- b) a knowledge of the main methods of enquiry in the area of study and an ability to evaluate their application; and
- c) an ability to apply underlying concepts and principles within a wider context;

In addition for Foundation Degrees:

- d) the acquisition of skills relevant to employment.

G20 The College has the authority to confer and revoke awards under the Charter and Statutes of King's College London. All awards have regard to the provisions of the *QAA UK Quality Code for Higher Education*.

- G20.9 The achievement of a satisfactory overall standard of assessment which would assess the student's:
- command of an appropriate body of skills and knowledge;
 - ability to use a range of techniques to analyse information and propose solutions to problems, especially within a work context;
 - ability to communicate effectively information, arguments and analysis; and
 - ability to undertake further training to develop existing knowledge and skills.

In addition for Foundation Degrees:

- ability to progress to the final stage of an appropriate first degree programme awarded with honours either directly or, where the nature of the programme for the Foundation degree and/or the first degree makes it appropriate, after further bridging study.

First degrees (levels 6 and 7)

- G20.10 An academically coherent programme of study, followed over a period of time equivalent to three years full-time (which includes the degrees of Intercalated Bachelor of Science and Bachelor of Medical Science where a one year programme of study builds on a two year programme of basic medical sciences at the College or another university in the UK, EU or EFTA), or longer where appropriate to the degree and/or subject concerned, which is designed to ensure:
- academic progress in terms of depth of study;
 - ability to study at an advanced level, to assimilate, assess, interpret and apply information and to communicate effectively.
- G20.11 The achievement of a satisfactory overall standard in a scheme of assessment which tests the student's:
- command of an appropriate body of knowledge and skills;
 - familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
 - capacity for independent and critical thought.
- G20.12 Additional criteria are specified for some first degrees as listed below.

Bachelor of Engineering

- G20.13 The programme of study shall give emphasis to preparation for professional practice. It shall provide the necessary understanding of the scientific basis of engineering and include a substantial engineering applications component as an integrated part of the programme, together with some appreciation of the industrial and business environment (ie 'enhanced' courses in Engineering Council terms).

Bachelor of Dental Surgery; Bachelor of Medicine, Bachelor of Surgery; First Degrees in Health Sciences which are regulated by Act of Parliament

- G20.14 These degrees shall be taught in accordance with curricula that meet the requirements of the relevant Registering Body (General Dental Council, General Medical Council and Health Professions Council). BDS and MBBS degree programmes shall involve not less than 56 months of full-time study, at least the final 33 months of which shall have been undertaken while registered at a College of the University of London except:
- in the case of BDS and MBBS degree courses which are integrated into a combined programme with a BSc or BMedSci degree and a PhD degree, the overall length of the

G20 The College has the authority to confer and revoke awards under the Charter and Statutes of King's College London. All awards have regard to the provisions of the *QAA UK Quality Code for Higher Education*.

- combined programme shall not be less than 93 months of which the final 57 months must be spent at a College of the University of London; and
- b) in the case of the accelerated Graduate Entry Programme for the MBBS degrees, when the overall length of the programme shall be not less than 45 months, of which the final 33 months must be spent at a College of the University of London.

Master in Science (MSci)

- G20.15 The programme of study shall be followed over a period of time equivalent to four years full-time. It shall include a major project and provide a sound basis for a subsequent scientific or technically-based career or research.

Master of Engineering

- G20.16 The programme of study shall be followed over a period of time equivalent to four years full-time, of which not less than three academic years and two semesters shall be full-time College based study (which may include a year at another institution of university status), and shall satisfy one or more of the following criteria:
- a) provide for study of a particular engineering discipline in greater depth than the Bachelor of Engineering;
- b) provide for multi-disciplinary study of a range of engineering disciplines;
- c) provide for study of a particular engineering discipline in depth and incorporate a significant proportion of industrial and business studies as an integral part of the curriculum;

together with all of the following criteria:

- d) include the teaching of design through the use of project work and case studies, preferably in an industrial context;
- e) include a major project;
- f) demand a level of study and attainment which is equivalent to that required for a postgraduate taught degree.

Master of Pharmacy

- G20.17 The programme of study, taught in accordance with curricula that meet the requirements of the Royal Pharmaceutical Society of Great Britain, shall be followed over a period equivalent to four academic years full-time and shall provide for the study of two or more elective disciplines and shall include a major research project.

Graduate Certificates and Graduate Diplomas (level 6)

- G20.18 Both the Graduate Certificate and the Graduate Diploma are at level 6. Graduate Certificates are normally the equivalent of four months full-time study and Graduate Diplomas normally the equivalent of eight months full-time study.

Postgraduate Certificates (level 7)

- G20.19 Postgraduate Certificates are normally the equivalent of a minimum of one third of a calendar year of full-time study.

Postgraduate Diplomas (level 7)

- G20.20 Postgraduate Diplomas are normally the equivalent of a minimum of two thirds of a calendar year of full-time study.

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Postgraduate or Professional Graduate Certificate in Education

G20.21 The Professional Graduate Certificate in Education is at level 6 and the Postgraduate Certificate in Education is at level 7.

Postgraduate taught degrees (level 7)

G20.22 A prescribed programme of study beyond the standard first degree level which assumes the general level of educational competence implicit in the award of a first degree and which extends over a period equivalent to a minimum of one calendar year full-time. This may include programmes of study which are 'conversion courses' where graduates in one discipline acquire knowledge and develop a set of skills in another discipline.

G20.23 The programme of study should include as a core element of the programme a research project in a form appropriate to the discipline concerned. At least some part of the curriculum should be concerned with research methods including awareness of ethical issues and, where relevant, health and safety matters.

G20.24 A satisfactory overall standard in a scheme of assessment appropriate to the Masters programme concerned.

G20.25 Additional criteria are specified for some postgraduate taught degrees as listed below.

Master of Clinical Dentistry

G20.26 A prescribed programme of study of a minimum of two calendar years full-time or its equivalent in part-time study. The programme of study shall include academic and clinical elements, the latter element providing a major component towards specialist training in a designated clinical dental discipline.

Master of Public Health

G20.27 During the programme of study a student must work as a public health professional in an international, national or local government agency, in a non-governmental or charitable organisation concerned with public health, or in a community or public health environment, or in a university Department concerned with community or public health.

Master of Research

G20.28 The programme of study shall:

- a) be a free-standing and formally examined prescribed programme of full-time study beyond the bachelor degree level of at least one calendar year or its equivalent in part-time study;
- b) provide a structured and progressive research training programme which is an adequate foundation for doctoral study or a research career in industry or the public sector;
- c) include a grounding in research techniques relevant to the broad disciplinary area. At least one core module should be concerned with research methods including awareness of ethical issues and, where relevant, health and safety matters;
- d) include a significant research component, which enables the student to demonstrate initiative and creativity and is assessed by means of a written report. The research component should form a significant proportion (at least 75 credits) of the whole programme and must be greater than the research dissertation for MA/MSc awards in the same discipline;

G20 ACADEMIC REGULATION (APPENDIX)

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- e) include elements designed to broaden students' experiences by equipping them with a range of transferable skills.

Research degrees (level 8)

G20.29 See Components of Research Degrees (R2)

Useful links

QAA UK Quality Code for Higher Education

Misconduct (G27)

Appeals for taught programmes (T44)

Appeals for research degrees programmes (R18)

Mitigating Circumstances (T43)

Components of Research Degrees (R2)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G22 Once awarded a student may not register for the same qualification in the same subject. A student may register for the same qualification in a different subject provided that the procedures for enrolment are met and modules previously taken are not reattempted. Once an award has been conferred there are no further assessment opportunities unless an academic appeal has been upheld.

Supplementary programmes

G22.1 Subject to the regulations for the qualification in question, a student who has already been awarded a qualification may, with the approval of the Academic Board, register for a supplementary programme of study under the regulations for that same qualification and may enter the corresponding examination after a period of study which will be prescribed in each case. Students who complete a supplementary programme of study and pass the corresponding examination will be provided by the College with a statement which will include the following information:

- a) name of student
- b) qualification already obtained
- c) period of supplementary study
- d) standard of honours or other mark of distinction attained (where appropriate)
- e) examinations passed
- f) marks awarded

Useful links

Programme specifications

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G26 The Principal has emergency powers to exclude or suspend a student pending the outcome of a misconduct hearing, a fitness to practise hearing, a criminal charge or who is the subject of a police investigation. These powers also extend to a student who has breached the College's policy statements on health, safety and environmental protection and/or is considered a danger to themselves or others.

Emergency powers to suspend and exclude

- G26.1 A student who is the subject of a complaint of misconduct or against, is facing an allegation of being unfit for registration and practice, whom a criminal charge is pending, or who is the subject of police investigation may be suspended or excluded by the Principal pending the Misconduct Committee, the Fitness to Practice Committee or the trial.
- G26.2 A student who has breached their responsibilities under the College's policy statements on health, safety and environmental protection and/or is considered a danger to her/himself or others may be excluded or suspended by the Principal.
- G26.3 Failure by a student to comply with an order for suspension or exclusion will constitute misconduct (G27).
- G26.4 The Principal may delegate her/his powers under these emergency provisions to a Vice-Principal or an Assistant Principal either generally or in respect of a particular case. When the Principal has delegated the power under these regulations a full report shall be made to the Principal of any suspension or exclusion.
- G26.5 Suspension involves a total prohibition on attendance at or access to the College and on any participation in College activities; but it may be subject to qualification, such as permission to attend for the purpose of an examination.
- G26.6 Exclusion involves selective restriction on attendance at or access to the College and selective prohibition on exercising the functions or duties of any office or committee membership in the College or the Students' Union, the exact details to be specified in writing.
- G26.7 Suspension will be used only where exclusion from specified activities or facilities is deemed to be inadequate.
- G26.8 An order of suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.
- G26.9 Suspension or exclusion will not be used as a penalty. The power to suspend or exclude under this provision is to protect the members of the College community in general or a particular member or members, and the power shall be used only where the Principal or (or nominee) is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be recorded and made available to the student.
- G26.10 Suspension or exclusion shall normally be with immediate effect. The reasons for the suspension or exclusion shall be communicated to the student who shall also be informed in writing of their immediate right to submit written representations. Representations must be received from the student within five working days of the date of the suspension or exclusion and will be reviewed

G26 ACADEMIC REGULATION (APPENDIX)

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within a further five working days of receipt by the persons detailed below. Should the suspension or exclusion continue beyond that point, further representations from the student will be reviewed at 28 day intervals.

- G26.11 A decision to suspend, or exclude shall be subject to review, at the request of the student, at 28 days intervals from the date of the response to their written representation. Such a review will not involve a hearing or submissions made in person, but the student shall be entitled to submit written representations. The review will be conducted by the Director of Students and Education (or their nominee) and a Vice- Principal who did not make the original suspension or exclusion decision.
- G26.12 Following the review, the Director of Students and Education (or their nominee) and a Vice-Principal who did not make the original suspension or exclusion decision shall review the suspension or exclusion every 28 days thereafter in the light of any developments and of any representations made by the student or anyone else on her/his behalf.

Useful links

Misconduct (G27)

KCLSU Advice

Interruption on grounds of student wellbeing (G30)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G27 Students are expected to maintain good conduct at all times whilst on College premises or engaged in College activities. Failure to do so is considered misconduct.

Misconduct

- G27.1 As members of the King's community, students are expected to adhere to the regulations, procedures and policies of the College, to show respect for the persons within and for the property of the King's community, and to behave in a way that does not interfere with the proper functioning or activities of the College. Where there is reason to believe that the behaviour of a student falls below the expected standards set out in the guidance (see useful links below), and/or where regulations, procedures, and/or policies have been broken, the Misconduct Procedure will be instigated. The Procedure extends to alleged misconduct by a student occurring on or off College premises (including via electronic means, such as email and social media) where the alleged victim is the College itself, a member of the King's community, or a visitor to King's.
- G27.2 Current students should inform the Faculty of registration of any breaches of the law during their programme of study which fall within the category of those required to be disclosed at admission. Where a specific breach of the law would render the student ineligible for continuing on their programme of study, the student's registration will be terminated without notice.
- G27.3 Failure to comply with the conduct outlined above results in action being taken under the Misconduct Regulations (G27).

Representation

- G27.4 A student facing a charge of misconduct may be represented at any point in the proceedings by another College member or by a member of the King's College London Students' Union or, where the student is registered on a programme with professional registration, a member of their professional organisation.
- G27.5 The student may also be accompanied by a family member or a friend but that person will not be allowed to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter. However, the College Misconduct or Appeal Committee will have the discretion to consider representations from the person accompanying the student to make a statement.
- G27.6 If the student is to be represented and/or accompanied, the name(s) of the person/persons who is/are to attend must be received in writing by the HoSCA at least 48 hours in advance of the hearing. The Chair of the relevant College Misconduct Committee or Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.
- G27.7 If a student wishes to be represented by an individual not listed above, they should make representations to the Chair of the Committee. The Chair of the Committee has the absolute discretion to accept or reject an application for alternative representation and their decision will be final.

Misconduct Process

- G27.8 The process is led and organised by the Head of Student Conduct and Appeals (HoSCA).

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- G27.9 There will be a presumption of innocence until a case has been fully considered.
- G27.10 The College will do all in its power to limit the disclosure of information whilst conducting an investigation, in accordance with the Human Rights Act 1998, the Data Protection Act 1998, the Freedom of Information Act 2000 and any other relevant legislation.
- G27.11 Disciplinary proceedings will normally be held in private.
- G27.12 Correspondence concerning proceedings is sent to the student via email noted on the student record. In addition, correspondence may be sent by hand or recorded delivery to the student's last home address noted on the student record and/or to the student's King's College email address and/or to any personal email address noted on the student record.
- G27.13 Proceedings are not invalidated or postponed due to the absence of the student, provided that the student has been given timely written notice of the interview or hearing and provided that those conducting the hearing believe that all the evidence and representations are before it. In the event that a student has indicated they will attend but then cannot do so for good reason an adjournment may be considered.
- G27.14 Where any stakeholder believes that misconduct may have been committed by a student of the College, they should notify the HoSCA in writing as soon as possible. Allegations of research misconduct will be considered in accordance with the Procedures for investigating and resolving allegations of research Misconduct.

Investigating an allegation of misconduct

- G27.15 On receipt of an allegation of misconduct, the HoSCA will conduct a preliminary enquiry. It may be deemed necessary to conduct an interview with the student or students against whom the allegation has been made and the student(s) will be required to attend. However, a student will not be obliged to make a statement or give any explanation.
- G27.16 On completion of the preliminary enquiry the HoSCA will determine, normally within 14 days, whether:
- there is insufficient evidence to form the basis of a charge of misconduct; or
 - there is sufficient evidence to form the basis of a charge of misconduct which constitutes a minor infringement; or
 - there is sufficient evidence to form the basis of a charge of misconduct which constitutes a major infringement.
- G27.17 If the HoSCA determines there is insufficient evidence to form the basis of a charge of misconduct, that decision will be communicated in writing to the student and any other persons involved in the case.
- G27.18 If the HoSCA determines that there is sufficient evidence to form the basis of a charge of misconduct which constitutes a minor infringement, the HoSCA may, at their discretion, issue a penalty to the student detailing the allegations that have been made, informing the student that no

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further formal action will be taken but that a record of the offence and penalty shall be placed on the student's file. The outcome letter shall give the student an opportunity to contest the allegations and the penalty, in which case the HoSCA will refer the matter to the appropriate Misconduct Committee.

G27.19 If the HoSCA determines that there is sufficient evidence to form the basis of a charge of misconduct which constitutes a major infringement, the matter will be referred to a Misconduct Committee of the College.

G27.20 Where an allegation of misconduct is referred to a Misconduct Committee of the College, the HoSCA will act as the College Representative to present the case to the Misconduct Committee.

Misconduct which is also a criminal offence

G27.21 Where the alleged misconduct could also constitute an offence under the criminal law special provisions will apply and the College's own misconduct investigations or proceedings may be delayed until such time as the police and/or courts have completed their investigations and proceedings.

G27.22 Students following a programme of study where it is a requirement to undergo a Disclosure and Barring Service check as a condition of enrolment are required to notify the Director of Students and Education, in writing, of any criminal convictions subsequently imposed.

G27.23 Students imprisoned for a period of 21 days or more will be automatically withdrawn from the university. Any such students will have the right to submit written representations against this decision, within 21 days of the date of notification of the decision to withdraw.

Misconduct Committee hearing procedure

G27.24 Written notice of the hearing date, including the names of the Committee members, the College Representative and the College witnesses, together with all documentary evidence, including copies of witness statements, will normally be sent to the student at least 14 days before it is due to take place.

G27.25 The student may present documentary material or witnesses in their defence or mitigation. Documentary material for consideration by the Misconduct Committee, and/or the names of any additional witnesses and written copies of their evidence, must be sent to the HoSCA, to be received at least seven days in advance of the hearing. This evidence will be sent immediately to the Committee by the HoSCA.

G27.26 The Chair has the discretion to adjourn the hearing where the above time frames have not been met. It is the student's responsibility to invite any witnesses they wish to attend, to ensure that witnesses can attend, and to provide them with any documentation. The hearing will not normally be adjourned due to the unavailability of a witness, and any decision to adjourn is the sole discretion of the Chair.

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- G27.27 For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.
- G27.28 The student facing the charge will have the right to be present during the hearing except if the Committee requires private discussions. Only the Committee and the Clerk to the hearing will be entitled to be present at such times.
- G27.29 The facts in possession of the College relating to the charge(s) will be presented to the Committee by the College Representative. The student facing the charge(s) (or their representative) will be invited to reply. Either party may call witnesses to the fact. Written statements of witnesses should normally have been exchanged prior to the hearing.
- G27.30 The Committee may ask questions of all those called before it, and the College Representative and the student may raise questions through the Chair of the Committee.
- G27.31 At the conclusion of the presentations and questions, the student facing the allegation may address the Committee and the Chair of the Committee may make a statement.
- G27.32 The Committee will deliberate in private and will normally reach a decision and outcome without adjournment.
- G27.33 At any time during the proceedings, the Chair may order the Committee to adjourn, for a period not normally exceeding seven days, for the purpose of reaching a decision and outcome to be made or for other good cause.
- G27.34 A decision of the Committee will be reached by a majority vote of the members of the Committee present at the hearing but will be announced as a decision of the Committee. The votes of the individual Committee members will be treated as confidential. In the event of a tie, the Chair will have an additional casting vote.
- G27.35 The Chair of the Committee will announce the decision and outcome, including the grounds on which the decision has been reached. The Committee may order one or more of the outcomes detailed below and order the timing where appropriate. A written copy of the decision and outcome will normally be sent out to the student by letter, via email, within seven days of the date of the hearing.

Outcome of hearings

- G27.36 Should the Misconduct Committee decide that the charge was not established, that decision will be communicated to all persons involved in the case, normally within seven days of the date of the hearing.
- G27.37 Where the Misconduct Committee determines that a charge of misconduct has been substantiated on the balance of probabilities the Committee may order one or more of the following measures:

Assessment related misconduct

- a) an admonishment, with the requirement that the examiners assess the student on the

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- b) basis of such of their work that is unaffected by the offence;
the assignment of the minimum pass mark to a paper or papers, or assessed work, or both;
- c) the cancellation of the results in a paper or papers or assessed work and a mark of zero returned;
- d) the cancellation of the results in a paper or papers or assessed work and a mark of zero returned and any mark resulting from a resit capped at the condoned fail level (at 33 for levels 4, 5 and 6, or at 40 for level 7);
- e) the cancellation of the results in a paper or papers or assessed work and a mark of zero returned and the student not permitted to resit but permitted to take an alternative module (but with only one attempt at the assessment permitted);
- f) the student's right to re-register for the paper or papers or assessed work withdrawn;
- g) the student's right to be considered for an exit award withdrawn;
- h) the results for any or all of the examinations or assessments in a year or stage not to be considered by the relevant Assessment Board for a specified period of up to one calendar year;

Non-assessment related misconduct

- i) a warning;
- j) a reprimand;
- k) payment of compensation for damage;
- l) conditions for the continuation of student status;
- m) exclusion for a stated period from specified activities or specified parts of the College, conditions for re-admittance may be specified;
- n) suspension for an indefinite period, with an agreed review date;
- o) community service;
- p) a fine, up to £1,000 payable to a charity (not being King's College);
- q) a recommendation to the Academic Board that the student's award be revoked;
- r) expulsion (with or without credit retained)

G27.38 The decision and outcome of the Committee will be notified in writing, normally within seven days of the hearing. For assessment-related offences, these will be communicated to the student and Chairs of the relevant Assessment Board and Assessment Sub Board, and where appropriate, to the relevant Executive Dean of Faculty. For non-assessment related offences, these will be communicated to the student, the relevant Executive Dean of Faculty, and any other interested parties. A copy of the decision and outcome will be placed on the student's file. A student will also be advised that the case may be taken into consideration in the event of a future substantiated offence.

G27.39 The Misconduct Committee may order that the outcome agreed will be imposed immediately or that the imposition will be deferred. The conditions of any such deferment will be clearly stated as part of the decision of the Committee.

G27.40 The Misconduct Committee will have the discretion to indicate a point in the future, and the conditions under which, a substantiated allegation of misconduct may be considered spent.

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- G27.41 Where an Executive Dean of Faculty determines, in response to the decision of a Misconduct Committee, that a student may be unfit for registration and practise, the Executive Dean of Faculty shall notify the HoSCA of this for consideration by a Fitness to Practise Committee.
- G27.42 Where a student who has been found guilty of misconduct holds a professional qualification which is registerable with a professional, statutory or regulatory body, the College may report the student to that body under the Fitness to Practise Regulations (G29).

Appeal

- G27.43 Following a Misconduct Committee hearing, the student may submit an appeal against the decision and outcome. An appeal must be requested in writing on the form provided for the purpose and lodged with the HoSCA, within 14 days of the date of written notification of the appealed against outcome. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied.
- G27.44 The Principal will grant permission to hear an appeal where:
- there is new evidence that could not have been, or for good reason was not, made available at the time of the hearing, and the case warrants further consideration AND/OR
 - evidence can be produced of significant procedural error on the part of the College before or during the hearing, and the case warrants further consideration.
- G27.45 The Principal will have the discretion to take into account grounds (including grounds of compassion) other than those stated above in deciding whether to allow an appeal to be heard.
- G27.46 In such cases as an appeal is allowed to be heard, an Appeal Committee will be convened. The student will normally be advised of this decision in writing within 60 days of its receipt. If the request to appeal is rejected, reasons will be given.

Appeal Committee procedure

- G27.47 For the purpose of the hearing, a decision by a Committee on any point of procedure will be binding.
- G27.48 The HoSCA will send written notice of the appeal date, together with copies of all papers to be considered by the Appeal Committee, including a statement from the College Representative, to the student at least 14 days before the hearing date. If the student wishes to present any further evidence, this material must be supplied to the HoSCA at least 14 days before the Appeal date. The HoSCA will supply the members of the Appeal Committee, a minimum of five days in advance of the hearing, with the grounds for appeal with supporting documentation, the papers presented at the hearing from which the appeal arises and a statement from the College Representative in response to the grounds for appeal.
- G27.49 The student facing the charge will have the right to be present during the hearing except if the Committee requires private discussions. Only the Committee and the Clerk to the hearing will be entitled to be present at such times.

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- G27.50 The student making the appeal, or their representative, will present their case against the decision or outcome.
- G27.51 An Appeal Committee will consider the relevant documents and may call persons connected with the proceedings from which the appeal arises to address the Committee.
- G27.52 An Appeal Committee will normally reach its decision without adjournment, but may adjourn for a period not exceeding seven days for the purpose of reaching a decision.
- G27.53 The decision of an Appeal Committee will be reached by a majority vote of the members of the Committee and will be announced as the decision of the Committee. The votes of individual Committee members will be treated as confidential and the Chair will have an additional casting vote where necessary.

Appeal Committee outcome

- G27.54 The Appeal Committee may reject or uphold the appeal. Where the Appeal Committee upholds the appeal, the Committee may order one or more of the following measures:
- a) modify or reverse the findings of a Misconduct Committee or a Residences Disciplinary Panel;
 - b) modify or reverse the order of a Misconduct Committee or a Residences Disciplinary Panel.
- G27.55 The decision and outcome of an Appeal Committee will be announced by the Chair and will be sent in writing, normally within seven days of the appeal hearing, to the student, and to the Chair of the Committee/Panel from which the appeal arose, as appropriate. In communicating the findings of an Appeal Committee, the Chair will indicate the grounds upon which the findings are based.
- G27.56 A decision of the Appeal Committee will be final.

Useful Links

Guidance from Misconduct Working Group
Student Conduct and Appeals webpages
Fitness to Practise (G29)
Academic Honesty and Integrity (Plagiarism)
Committee Structure

Exemptions: not anticipated. For advice contact appeals@kcl.ac.uk.

G28 A student's registration may be terminated for failure to make sufficient academic progress.

Academic progress

- G28.1 The College will ensure that students are fully aware of the possible consequences of failure to maintain the required academic standard.
- G28.2 The College may remove any student for any of the following reasons:
- inability to fulfil the programme requirements
 - lack of industry, including poor attendance
 - lack of ability or aptitude
 - persistent failure to respond to College communications or instructions
 - for any other good academic cause
- G28.3 Before removal, a student must have received a clear written warning which specified the improvements or actions to be undertaken within a given timeframe, and that failure to comply with this would lead to removal. Prior to removal the student's tutor or supervisor will be consulted.
- G28.4 Notification of removal will be sent to the student in writing and the student will have 14 days to respond. The College will consider any responses and a final decision will normally be sent to the student in writing within 14 days of receipt of the student's response.
- G28.5 Students have the right to appeal removal on academic grounds and in such cases a Committee will be convened to consider the appeal.

Appeals against removal on academic grounds

- G28.6 All parties involved in an academic appeal will act reasonably and fairly and in accordance with the expected conduct as defined in G27 Appendix, and treat the process in a respectful manner. If inappropriate behaviour is displayed action may be taken.
- G28.7 An appeal must be lodged with the Head of Student Conduct and Appeals (HoSCA) within 14 days of the final notification of removal and must clearly state the grounds of appeal.
- G28.8 Within 42 days of receipt the Principal will advise the student of the decision on whether to hear the appeal. An appeal may be heard if:
- new information is to hand which could not have been made available for consideration by the Faculty at or before the time the decision to remove was taken, and sufficient evidence remains that the appeal warrants further consideration;
 - there is evidence of significant administrative or procedural error, including error relating to sufficient written notice to the student and student compliance with the conditions of written notice, made at or before the time the decision to remove was taken, and sufficient evidence remains that the appeal warrants further consideration;
 - there are other grounds considered applicable by the Principal, including compassion.
- G28.9 If a student complaint alleging harassment, bullying or discrimination has also been submitted, this will be considered first and the outcome will form part of the evidence for an appeal against removal on academic grounds.

G28 A student's registration may be terminated for failure to make sufficient academic progress.

- G28.10 If the Principal decides to allow an appeal to be heard they will instruct the HoSCA to proceed as follows:
- set a date for the Appeal Committee to meet, the said date being normally not more than six weeks after the Principal's decision that the appeal shall be heard;
 - advise the student of the procedure, informing them that they may be accompanied and/or represented, and invite the student to submit evidence to the Appeal Committee;
 - advise the Executive Dean of Faculty in question of the student's appeal and ask them to provide all documentation relevant to the student's appeal; and
 - through the Principal (or their nominee) and the Students' Union, identify the members of the Appeal Committee, arrange for a copy of each document that will be presented to the Committee to be sent to each member of the Committee, the student making the appeal, and the Executive Dean of Faculty making the decision to remove the student, along with a notice of the purpose of the hearing and the time and place at which it will be held. The documents and notice shall normally be sent not less than fourteen days before the date set for the Appeal Committee hearing.

Representation

- G28.11 The student may be represented at any point in the proceedings by another College member or by a member of the King's College London Students' Union or, where the student is registered on a programme with professional registration, a member of their professional organisation.
- G28.12 The student may also be accompanied by a family member or a friend (either from inside or outside the College) but that person will not be allowed to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter. However, the Appeal Committee will have the discretion to consider representations from the student for the friend or family member to make a statement.
- G28.13 If the student is to be represented and/or accompanied the name(s) of the person/persons who is/are to attend must be received in writing by the HoSCA at least 48 hours in advance of the hearing. The Chair of the Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.
- G28.14 If the student wishes to be represented by an individual not listed above, they should make representations to the Chair of the Appeal Committee. The Chair of the Appeal Committee has the absolute discretion to accept or reject an application for alternative representation and their decision will be final.

Appeal Committee procedure

- G28.15 The Appeal Committee meeting shall be conducted in the following way:
- Executive Dean of Faculty making the decision to remove the student, or a deputy of senior status, eg Head of Department/Division, will present the case for removing the student;
 - the student and/or the person accompanying the student (if appropriate) will present their case appealing against the decision of the Faculty;
 - at the discretion of the Chair, other persons may be called to address the Appeal Committee;

G28 A student's registration may be terminated for failure to make sufficient academic progress.

- d) the order in which the presentations are made shall normally be that given above in paragraphs (a) to (c), though this may be varied at the Committee's discretion;
- e) the Chair may require persons to reappear before the Committee in the course of its deliberations;
- f) exceptionally the Committee may consider the evidence of any party in private;
- g) the Chair may order the Committee to adjourn for a period not normally exceeding 7 days for the purpose of receiving further evidence or for other good cause;
- h) the decision of the Appeal Committee shall be reached by a majority vote of the members of the Committee and shall be announced as the decision of the Committee. The Chair shall have an additional casting vote;
- i) the votes of individual Committee members shall be treated as confidential;
- j) the decision of the Committee is final.

G28.16 Proceedings of the Appeal Committee shall normally be held in private. The Chair of the Appeal Committee has the absolute discretion to accept or reject a request from the student for the hearing to be held in public.

G28.17 Pending the convening and the decision of the Appeal Committee the student making the appeal may be permitted to attend classes and take assessments. The decision of the Executive Dean of Faculty (or nominee) in this regard is final.

G28.18 The Appeal Committee will determine whether there is sufficient reason to challenge the original decision to withdraw. If there is insufficient reason to challenge the decision, the appeal will be dismissed and the original decision to withdraw will stand. If there is sufficient reason to challenge the original decision, the Appeal Committee can set aside the decision and replace it with one of its own, or it can refer the representation back to the relevant Department for fresh consideration with commentary.

G28.19 The decision will be communicated to the student within 7 days by the HoSCA and will indicate the reasoning for the decision. The decision is final.

Removal of a student from an external environment

G28.20 Students undertaking a placement or a period of study or practical training in an external working or educational environment have a responsibility to conform to the regulations, policies and expected standards of behaviour and competence of that external environment. Examples of such external environments may include, but are not limited to:

- a) hospitals, GP clinics, dental surgeries and other NHS facilities;
- b) Faculties;
- c) other UK HEIs;
- d) overseas HEIs;
- e) offices and other industrial facilities;
- f) teaching schools;
- g) law courts;
- h) health centres;
- i) firms

G28 A student's registration may be terminated for failure to make sufficient academic progress.

- G28.21 A student undertaking a placement may be removed without notice from that environment by the authorised supervisor within that environment or the College, where it is considered that the student is failing to conform, or for any other reason. Examples of failure to conform to such requirements may include, but are not limited to:
- a) behaviour which is deemed offensive or unacceptable in the external environment;
 - b) behaviour or actions in breach of the regulations of the external environment;
 - c) behaviour which compromises the activities of the external environment;
 - d) demonstration of a health condition which would render the student unsuitable or unsafe to continue in the external environment;
 - e) demonstration of a level of competence which would compromise the professional standards of the external environment;
 - f) failure to observe health and safety requirements of the external environment;
 - g) behaviour which gives rise to concerns about the student's fitness to practise.
- G28.22 Where possible and appropriate, the College will make arrangements for the student to undertake an alternative placement, in accordance with the procedures and practice of the Faculty relating to the programme of study.
- G28.23 Where the removal is temporary or for a specified period, conditions may be placed on the student before re-entry to the working environment will be permitted. Such conditions will constitute a written warning.
- G28.24 If the College deems that it would not be appropriate for the student to undertake an alternative placement due to matters arising from the removal that would require a misconduct investigation (G27 Appendix) or a Fitness to Practise investigation (G29 Appendix), the student's removal from the working environment will be confirmed as temporary pending the outcome of proceedings. Pending the convening and decision of the appropriate committee, the student may attend classes and sit examinations, except where classes or examinations take place in an external working environment. Following the outcome of the proceedings the College will confirm the status of the student's removal from the working environment. Where the removal is confirmed as permanent and the student is unable to complete the programme of study the student's registration will be terminated.

Useful Links

Student Conduct and Appeals webpages
Misconduct (G27)
Office of the Independent Adjudicator
Committee Structure
Student Complaints (G31)
Fitness to Practise (G29)
Core Code of Practice for Postgraduate Research Degrees

Exemptions: not anticipated. For advice contact appeals@kcl.ac.uk.

G29 A student's registration may be terminated as a result of a fitness for registration and fitness to practise hearing. When conferring awards which lead to professional qualifications registerable with a Professional, Statutory and Regulatory Body, the College must be satisfied that the student would be a safe and suitable entrant to the given profession, and as such would be fit for registration and fit to practise.

Fitness for registration and fitness to practise

- G29.1 The College has responsibility in respect of students who are following a programme of study leading to a professional qualification which is registrable with a statutory regulatory body.
- G29.2 In addition to conferring the appropriate qualification, the College must be satisfied that the student would be a safe and suitable entrant to the given profession, and thus would be fit for registration and fit to practise.
- G29.3 These regulations are specific to students following a course of study leading to the following professional qualifications:
- a) all programmes in Midwifery with registration
 - b) all programmes in Nursing with registration
 - c) BSc Nutrition and Dietetics
 - d) BSc Physiotherapy
 - e) MSc Physiotherapy
 - f) MB BS
 - g) BDS
 - h) PGDip Dietetics
 - i) MSc Dietetics
 - j) PGCE Postgraduate Certificate in Education
 - k) PCE Professional Graduate Certificate in Education
 - l) MPharm
 - m) DCLinPsych
- G29.4 This does not apply to students who already hold a professional qualification which is registrable with a professional, statutory or regulatory body, unless they are also following a programme of study leading to one of the professional qualifications listed above. However, nothing in these regulations shall prevent the College from informing a professional, statutory or regulatory body about a student who is already registered with that body, where:
- a) the student has been found guilty of misconduct by a Misconduct Committee under the Misconduct Regulations (G27); or
 - b) the student demonstrates behaviour and/or health issues which do not constitute misconduct under the Misconduct Regulations (G27), but raise issues of their fitness for registration and to practise; and
 - c) there is a legal obligation to inform the professional, statutory or regulatory body about the matters covered by (a) and (b), or in the judgment of the College it would be in the public interest to do so.

Foundation Year One

- G29.5 This appendix also applies to MBBS graduates of the College during their Foundation Year One training, as the College is responsible for ensuring that such graduates are following an approved training programme and for certifying successful completion of this training programme. This

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certification entitles full registration with the General Medical Council. As such, for the purpose of this appendix, the term 'student' shall include Foundation Year One students and for the purpose of this appendix, the term 'programme of study' shall include the Foundation Year One training.

Definition and remit

- G29.6 A student shall be deemed to be unfit for registration and to practise if found by the Fitness to Practise Committee to demonstrate any health condition, behaviour or attitude which would render that student a person not fit to be admitted to and practise the given profession.
- G29.7 Failings in academic performance, however, fall within the remit of the Academic Progress Regulations (G28).

Representation

- G29.8 A student facing an allegation of being unfit for registration and to practise may be represented at any point in the proceedings by another College member or by a member of the King's College London Students' Union or a member of the student's professional organisation (where applicable).
- G29.9 The student may also be accompanied by a family member or a friend (either from inside or outside the College) but that person will not be allowed to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter. However, the Chair of the Fitness to Practise Committee or Appeal Committee will have the discretion to consider representations from the student for the friend or family member to make a statement.
- G29.10 If the student is to be represented and/or accompanied the name(s) of the person/persons who is/are to attend must be received in writing by the HoSCA at least 48 hours in advance of the hearing. The Fitness to Practise Committee or Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.
- G29.11 If a student wishes to be represented by an individual not listed above they should make representations to the Chair of the Fitness to Practise Committee or Appeal Committee. The Chair of the Fitness to Practise Committee or Appeal Committee has the absolute discretion to accept or reject an application for alternative representation and their decision will be final.

Confidentiality

- G29.12 The College will do all in its power to limit the disclosure of information as is consistent with conducting an investigation and the provisions of the Human Rights Act, the Data Protection Act, the Freedom of Information Act and any other relevant legislation.
- G29.13 All proceedings of the Fitness to Practise Committee will normally be held in private.
- G29.14 None of the proceedings will be invalidated or postponed by reason of absence from any hearing of any party called to attend, provided that both the student against whom a case has been made and

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the Executive Dean of Faculty bringing the case have been sent written notice of the hearing and provided that those conducting the hearing believe that all the evidence and representations are before it. In the event that a student has indicated that s/he will attend but then cannot do so for good reason, an adjournment would generally be considered.

Referral to the Fitness to Practise Committee

- G29.15 There shall be two possible routes of referral to the Fitness to Practise Committee:
- a) *Misconduct*: where a student faces an allegation of misconduct under the terms of the Misconduct Regulations (G27), the case shall be considered by the Misconduct Committee. Where such a student is found guilty of misconduct, the findings of the committee shall be notified to the appropriate Executive Dean of Faculty. The Faculty shall consider the findings, in accordance with the Faculty's fitness to practise procedures, to determine whether the case should be referred to the Head of Student Conduct and Appeals (HoSCA) for consideration by the Fitness to Practise Committee.
 - b) *Other matters justifying referral*: where a student demonstrates behaviour and/or health issues which do not constitute misconduct under the Misconduct Regulations (G27) but raise issues of fitness for registration and practise, the Faculty shall investigate internally, in accordance with the Faculty's fitness to practise procedures, and determine whether the case should be referred to the HoSCA for consideration by the Fitness to Practise Committee.
- G29.16 Where the Faculty determines that a case should be referred for consideration by the Fitness to Practise Committee, the Faculty shall notify the HoSCA in writing as soon as possible.
- G29.17 The HoSCA may only act in those cases that have been notified to the Office.
- G29.18 Upon receiving notification from the Executive Dean of Faculty, the HoSCA shall convene a meeting of the Fitness to Practise Committee.
- G29.19 Where a case is referred to the HoSCA and the student is appealing the findings of the Misconduct Committee, the HoSCA shall not take action to convene a meeting of the Fitness to Practise Committee until the appeal has been heard, and subject to the provision that the Appeal Committee, under the provisions of the Misconduct Regulations (G27) has rejected the appeal.
- G29.20 A student undertaking a placement or a period of study or practical training in an external working or educational environment may be removed from this, under the Academic Progress Regulations (G28), pending an investigation in accordance with this procedure.

Fitness to practise hearing procedure

- G29.21 Written notice of the hearing date will normally be sent to the student and Executive Dean of the Faculty at least 14 days before it is due to take place. The names of the Committee members, and any witnesses, together with all documentary evidence, including copies of witness statements, will normally be sent at least 14 days before the hearing date.

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- G29.22 Neither the student nor the Committee may challenge the findings as previously determined by the Misconduct Committee.
- G29.23 The student may present documentary material or witnesses in their defence or mitigation. Documentary material for consideration by the Committee and/or the names of any additional witnesses and written copies of their evidence, must be sent to the HoSCA at least seven days in advance of the hearing. This evidence will be sent immediately to the Committee by the HoSCA.
- G29.24 For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.
- G29.25 Both the Executive Dean of Faculty (or their nominee) and the student will have the right to be present throughout the hearing except as provided for below.
- G29.26 The Executive Dean of Faculty, or their nominee, will present the Faculty's case to the Committee. The student (or their representative) will be invited to reply. Either party may call witnesses and present documentary evidence, provided that any such evidence or the names of witnesses had previously been received by the HoSCA and made available to the other party.
- G29.27 The Committee may also call upon other persons (whether members of the College or not) to provide advice on specific aspects of the case, either in person or in writing, provided that the names of any such persons have previously been made available to all parties.
- G29.28 The Committee may ask questions of all those called before it, and the representative of the Faculty or the student may raise questions through the Chair of the Committee.
- G29.29 The Committee may, at its discretion, at any time during the proceedings order the room to be vacated, or members may themselves retire to another room for private discussions. Only the Committee and the Clerk will be entitled to be present at such times.
- G29.30 At the conclusion of the presentations and the questions, the student may address the Committee and the Chair may make a statement.
- G29.31 The Committee will consider its verdict and order in private.
- G29.32 At any time during the proceedings, the Chair may order the Committee to adjourn, for a period not normally exceeding seven days, for the purpose of deciding on the verdict or order to be made or for other good cause.
- G29.33 All decisions of the Committee will be reached by a majority vote of the Committee members but will be announced as a decision of the Committee. The votes of the individual Committee members will be treated as confidential. In the event of a tie, the Chair will have an additional casting vote.

G29 A student's registration may be terminated as a result of a fitness for registration and fitness to practise hearing. When conferring awards which lead to professional qualifications registerable with a Professional, Statutory and Regulatory Body, the College must be satisfied that the student would be a safe and suitable entrant to the given profession, and as such would be fit for registration and fit to practise.

G29.34 The Chair of the Committee will announce the decision and order and indicate the grounds on which the decision has been reached. A written copy of the decision and order will normally be sent out to the student within seven days of the date of the decision being announced

Outcome of hearings

G29.35 Based on the previously determined findings and the evidence submitted to the Committee, the Committee is required to reach one of the following decisions:

- a) that the student is unfit for registration and practise;
- b) that the student is not unfit for registration and practise.

G29.36 A student under consideration by the Fitness to Practise Committee shall be presumed to be 'not unfit' unless 'unfitness' can be proven to the satisfaction of the Committee.

G29.37 Where the Committee finds that the student is unfit for registration and to practise, it will make one of the following orders:

- a) that the student's registration on the programme of study be terminated;
- b) that the student should undergo medical treatment or other appropriate remedial action, during which the student may be suspended. In such cases a time limit must be specified, and continuation on the programme shall be at the discretion of the Executive Dean of Faculty and the Chair of the Fitness to Practise Committee. Where the student is not permitted to continue, the studentship will be terminated.

G29.38 Where the Committee finds that the student is not unfit for registration and to practise, no further action will be taken.

G29.39 The decision and order, together with reasons for the Committee's decision, will be communicated to the student and the relevant Executive Dean of Faculty and any other interested parties. A copy of the findings, decision and order will be placed on the student's file, and the student advised that the findings may be taken into consideration in the event of any future hearings by the Fitness to Practise Committee. Where a student's registration has been terminated on the grounds that s/he is unfit for registration and practise, the findings, decision and order will be communicated to the relevant regulatory body.

Appeal

G29.40 Following a hearing by the Fitness to Practise Committee, an appeal submitted by the student against the decision of the Committee may be allowed by the HoSCA subject to the criteria below.

G29.41 An appeal must be requested in writing lodged with the HoSCA on behalf of the Principal, within 14 days of the date of written notification of the decision which is to be the subject of the appeal. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied.

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- G29.42 The appeal will be heard if the Principal is satisfied that either or both of the following criteria apply:
- that there is new evidence, that could not have been, or for good reason was not, made available at the time of the hearing, and sufficient evidence remains that the appeal warrants further consideration;
 - that evidence can be produced of significant procedural error on the part of the College before or during the hearing, and sufficient evidence remains that the appeal warrants further consideration;
 - there are other grounds considered applicable by the Principal, including compassion.
- G29.43 If the appeal is to be heard an Appeal Committee will be appointed. The student will be advised in writing, of the decision on the appeal application, normally within 28 days of its receipt. In the event that an appeal is rejected, reasons will be given.

Appeal Committee procedure

- G29.44 For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.
- G29.45 The HoSCA will send written notice of the Appeal date, together with copies of all papers to be considered by the Appeal Committee, to the student at least 14 days before the hearing date. If the student wishes to present any further evidence, this material must be supplied to the HoSCA at least seven days before the Appeal date. The HoSCA will supply the members of the Appeal Committee, at least seven days in advance of the hearing, with the grounds for appeal with supporting documentation, the papers presented at the hearing from which the appeal arises and a statement from the Executive Dean of Faculty and/or Chair of the Fitness to Practise Committee in response to the grounds for appeal.
- G29.46 The student will have the right to be present during the hearing except as provided for in below.
- G29.47 The student making the appeal or their representative will present their case against the decision.
- G29.48 The Appeal Committee will consider the documents and may call persons connected with the proceedings from which the appeal arises to address the Committee, provided that the names of any such persons have previously been made available to all parties.
- G29.49 The Appeal Committee may, at its discretion, at any time during the hearing of an appeal order the room to be vacated, or may itself move to another room for private discussion. Only the Committee and the Clerk to the hearing will be entitled to be present at such times.
- G29.50 The Appeal Committee will normally reach its decision without adjournment, but may adjourn for a period not exceeding seven days for the purpose of deciding on the order to be made upon the appeal.

G29 A student's registration may be terminated as a result of a fitness for registration and fitness to practise hearing. When conferring awards which lead to professional qualifications registerable with a Professional, Statutory and Regulatory Body, the College must be satisfied that the student would be a safe and suitable entrant to the given profession, and as such would be fit for registration and fit to practise.

G29.51 The decision of the Appeal Committee will be reached by a majority vote of the members of the Committee and will be announced as the decision of the Committee. The votes of individual Committee members will be treated as confidential.

Appeal Committee Outcome

G29.52 The Appeal Committee may reject the appeal or uphold the appeal. Where the Appeal Committee upholds the appeal, the Committee may order one of the following measures:

- a) that the decision of the Fitness to Practise Committee be set aside and that the Fitness to Practise Committee re-hear the case;
- b) that the decision and/or order of the Fitness to Practise Committee be modified or reversed.

G29.53 The decision and order of the Appeal Committee, together with its reasons, will be announced by the Chair and will be sent in writing normally within seven days of the appeal hearing to the student, and to the Chair of the Fitness to Practise Committee from which the appeal arose. In communicating the decision of the Appeal Committee, the Chair will indicate the grounds upon which the decision is based.

G29.54 A decision of the Appeal Committee will be final.

G29.55 A student may be removed without notice from an external working environment or clinical environment under the Academic Progress Regulations (G28).

Useful Links

Office of the Independent Adjudicator
Student Conduct and Appeals webpages
Misconduct (G27)
Student Complaints (G31)
Academic Progress (G28)
Committee Structure

Exemptions: not anticipated. For advice contact appeals@kcl.ac.uk.

G30 The College may interrupt a student on the grounds of supporting their wellbeing.

Student wellbeing

- G30.1 It is recognised that a student's health or wellbeing can deteriorate during their period of study so as to have a significant effect on their academic studies and/or ability to engage in life at the College. The College aims to support students in such a situation whilst also taking into consideration the safety and wellbeing of other members of the College.
- G30.2 As such, the Support for Students procedure has been developed to provide a supportive framework to manage, in a sensitive manner, the progress of a student at such a time in their College career. Such progression may result in reintegration and reengagement with the relevant programme, or may result in a required period of interruption, as an option considered to be most supportive for the student concerned.
- G30.3 Before putting into effect a period of interruption, the Support for Students procedure must be applied so that a formal meeting is convened and chaired by the Director of Student Services (or nominee) with the student and relevant parties. A student must have received in writing a clear outline of the structure the meeting will take, the parties who will attend and the potential outcomes of the meeting. The student will receive the relevant advice and support regarding their circumstances and all relevant information will be considered to determine if it is in the student's best interests to interrupt their studies or if there is further opportunity to agree further actions and put additional support in place for the student to continue on course.
- G30.4 It is recognised that individuals are empowered to make decisions about their health and wellbeing. As such, the student will be involved at all stages in the application of the Support for Students procedure. The decision to require a student to interrupt their studies can only be taken where the Director of Students or (or nominee) is of the opinion that it is necessary to take such action to support the student's wellbeing. A period of interruption will not be used as a penalty and any decision to interrupt a student without their agreement will only be taken where a risk is identified which cannot be otherwise resolved.
- G30.5 Written reasons for the decision shall be recorded and made available to the student. In the event of a required period of interruption, a date will be agreed to review the student's circumstances prior to resuming their studies.

[Useful links](#)

Support for Students process
KCLSU advice
King's Health and Wellbeing

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

Student complaints

- G31.1 King's College London is committed to considering and investigating genuine complaints from students. The College defines a complaint as an expression of dissatisfaction that warrants a response and the associated process provides a clear mechanism for that to happen. The College will review what led to the complaint and where appropriate seek an early resolution. Outcomes can also be used to improve services to all members of the College.
- G31.2 The basis of this procedure is that it is fair, efficient and transparent. The procedure has one informal and two formal elements:
- Stage One: local informal resolution (dealt with at the most local relevant level);
 - Stage Two: formal investigation by the Head of Student Conduct and Appeals (HoSCA);
 - Stage Three: appeal
- G31.3 The majority of cases are resolved through informal (Stage One) discussions without the need for a formal complaint to be made. To facilitate this, the College emphasises the importance of seeking a resolution through informal discussions at the earliest opportunity to avoid a protracted investigation. Where a complaint relates to the provision or delivery of a programme or part of a programme students should normally use their programme representative system in the first instance.
- G31.4 Complaints are to be raised by students and not third parties. Group complaints are permitted, however in such cases one member of the group will be required to step forward as the group representative, through who, communication will be made.
- G31.5 The College recognises that people may act out of character in times of trouble or distress; however there is an expectation that all parties involved in a complaint will act reasonably and collegially, in line with the definition of expected conduct (Appendix G27), and treat the processes themselves in a respectful manner.

Advice and guidance for students

- G31.6 Students are encouraged to seek advice both prior to and during the use of the procedure from any of the following sources:
- their Personal Tutor or Graduate Tutor;
 - a Student Advisor;
 - the Disability Advisory Service;
 - the Diversity and Inclusion Team;
 - the Students' Union Advice Service;
 - the Student Conduct and Appeals Office;
 - a programme or student representative;
 - their PhD or project supervisor;
 - the Graduate School Office;
 - a nominated person in the relevant service area, eg in Students and Education, Estates and Facilities, Library Services and Information Technology Services as

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

- appropriate;
- k) Residence Services Manager.

Scope

- G31.7 The Student complaints procedure can be used for complaints within the following areas, the consequences of which have an alleged adverse effect on the student wishing to make the complaint (the complainant):
- a) provision or delivery of programmes or parts of programmes;
 - b) inadequate supervision on a research degree programme;
 - c) inadequate services or facilities of the Faculty;
 - d) decisions, actions or perceived lack of action taken by a member of College staff;
 - e) decisions, actions or perceived lack of action taken by a central College service; or a member of staff acting on its behalf;
 - f) complaints relating to discrimination, harassment or bullying.
- G31.8 The Guidance on harassment, bullying and discrimination for students provides further information and support on making a complaint within these areas. In such cases students are also encouraged to seek advice from the College Diversity and Inclusion Team. Students can use the Student complaints procedure in cases where their complaint relates to the activities of a member of staff, or a College service, provision or facility. Students can further seek advice from the Diversity and Inclusion Team where a complaint relates to another student, if related to bullying, harassment and discrimination, but any subsequent formal process for student complaints against other students will be investigated under the Misconduct Regulations (G27).
- G31.9 The Student complaints procedure *does not* cover the following areas:
- a) Complaints arising from action taken under the Misconduct Regulations (G27).
 - b) Complaints arising from matters related to fitness to practise, academic progression, assessment or examination. Students are referred to the appeals procedures of the respective regulations; G28 Academic Progress, G29 Fitness to Practice, T44 Taught Programme Academic Appeals and R18, Research Degree Programme Academic Appeals. Students cannot use the Student complaints procedure following an unsuccessful appeal under the Regulations listed above. However, if, in the opinion of the HoSCA, an academic appeal is based on a complaint not wholly related to the conduct of the assessment and requiring investigation outside the remit of the Assessment (Sub) Board, then those aspects of the appeal may be dealt with under the provisions of this Student complaints procedure before the findings are reported to the Assessment (Sub) Board.
 - c) Complaints relating to the activities of another student (including complaints related to bullying, harassment and discrimination by another student), which will be investigated as allegations of misconduct under Misconduct Regulations (G27).
 - d) Complaints relating to services provided by collaborative partners or other organisations involved in the delivery of the student's programme. In such instances, students are referred to the complaints procedure of the partner organisation, but have the ultimate right of appeal to the College in the case of issues which impact on a student's programme of study. Therefore if students are dissatisfied with the outcome once they have exhausted all stages of the complaints procedure at the partner organisation, they have a right to appeal to the College for a review of their complaint at Stage Three of the Student

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

- complaints procedure.
- e) Complaints against King's College London Students' Union (KCLSU). Students are referred to KCLSU Student Complaints (non-election) Procedure for complaints against KCLSU. If, after KCLSU procedures have been exhausted, a student feels that consideration of their complaint has not been carried out in a fair and democratic manner they may submit a further appeal to the HoSCA which must be received in writing within 14 days from the date of the final decision of KCLSU. Appeals to the HoSCA will be limited to a consideration of the argument that the KCLSU Student Complaints (non- election) Procedure was not operated in a fair and democratic manner by the Students' Union. The HoSCA will consider any such submission and either reject the appeal, or uphold the appeal and return the complaint to KCLSU to reconsider. On completion of their review of the further appeal, the HoSCA will commission the issue of a Completion of Procedures Letter. A student who disagrees with the outcome issued by the HoSCA may take their complaint to the Office of the Independent Adjudicator for Higher Education.
- f) Complaints relating to a student's fee status. Students are referred, in the first instance, to the King's Admissions Office's Procedure for contesting fee status decisions for enrolled students.

G31.10 The scope of the Student complaints procedure extends to former students of the College, provided that any time limitations are observed (see timescales below).

Complaints made without foundation (frivolous), in bad faith (vexatious) or anonymously

G31.11 Examples of frivolous or vexatious complaints include the following:

- a) complaints which are obsessive, harassing, or repetitive;
- b) insistence on pursuing non-meritorious complaints and/or unrealistic, unreasonable outcomes;
- c) insistence on pursuing what may be meritorious complaints in an unreasonable manner;
- d) complaints which are designed to cause disruption or annoyance;
- e) demands for redress which lack any serious purpose or value.

G31.12 The College may terminate consideration of a complaint if it considers it to be without foundation or in bad faith. In such instances the College will write to the student to explain why it is terminating consideration of the matter. Where it is found that a student has raised a complaint of this nature, or used false information, the College will consider taking disciplinary action under the Misconduct Regulations (G27). The student will be provided with details of how to appeal against such a decision. Additionally the College will not consider anonymous complaints.

Victimisation: declaration of intent

G31.13 Subject to the above the College undertakes that any student seeking to use this procedure will not be treated less favourably in her/his subsequent academic career, or College life, as a result of action taken to pursue an alleged complaint.

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

Resolution of complaints

- G31.14 Where a complaint is upheld in whole or in part, possible outcomes may include an apology, a clear explanation of the events or context that led to the incident in question, a change in procedures to ensure that the circumstances do not recur, referral of the complaint for consideration under another College procedure (e.g. the disciplinary procedures for academic and non-academic staff) or a combination of these or other outcomes.
- G31.15 Students who are seeking an academic resolution to their complaint, such as a change in progression outcome, should seek redress for their complaint through the Academic Appeals Regulations (T44 or R18) or the Academic Progress Regulation (G28).
- G31.16 At each stage of the procedure, complainants will receive the reasons for the outcome of their complaint.
- G31.17 If at any stage in the investigation of a complaint, the person charged with investigating the complaint determines that the complaint should more appropriately be considered under another College procedure (e.g. the disciplinary procedures for academic and non-academic staff); they shall refer the complaint for consideration under that procedure. The student who has submitted the complaint shall be informed that the complaint has been referred to another College procedure and the reasons for the referral, to the extent that this information can be conveyed without prejudice to the rights of other parties. Any further action under the Student complaints procedure shall normally be halted pending the outcome of the process under the other College procedure.
- G31.18 At any point during Stage One or Stage Two of this procedure, a complainant may be referred for informal mediation if requested by the complainant or by the College with the agreement of the complainant. Mediation will normally be facilitated by the College Senior Tutor for undergraduate or taught postgraduate students or by the Director of the Graduate School for postgraduate research students. Further consideration of the complaint under this procedure shall be suspended while informal mediation to seek to resolve the complaint takes place. If informal mediation is unable to resolve the complaint, consideration of the complaint under this procedure shall be resumed.

Confidentiality and record keeping

- G31.19 The College will seek to do all within its power to limit the disclosure of information as is consistent with conducting a fair investigation and the implementation of any recommendations following investigation into the complaint. However, if a student names another member of the College, then the person(s) named will normally have the right to know the complaint made against her/him in order to be able to reply to the complaint. This is consistent with the duties owed to the College's staff and students. If a student refuses to name a person who is relevant to their complaint, the College will not be able to consider or investigate the case.
- G31.20 Once a student has made a formal complaint, records will not be held on the student file but kept securely in the Student Conduct and Appeals Office. Records will be retained as required for a reasonable period as a way of monitoring service enhancement but original copies of formal complaints must be sent to the HoSCA at the conclusion of the case.

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

Timescales

- G31.21 This procedure outlines timescales within which the College and the student aim to work. Only in exceptional circumstances and at the discretion of the HoSCA will the College accept complaints from students outside these timescales. The College endeavours to respond within the timescales that are outlined, but unfortunately this will not always be possible. In some cases an investigation might need to take longer than usual to ensure that all of the issues raised have been appropriately addressed. In addition there may be circumstances beyond the College's control, such as a relevant member of staff or a student being away from the College, where it may not be possible to adhere to the timescales it has set for itself and still carry out a proper investigation. Any delay must be communicated to all parties.
- G31.22 The complainant should raise the complaint at the earliest opportunity and in any case in respect of Stage Two no later than three months from the complainant being aware of the incident / sequence of events giving rise to the complaint. Only exceptionally and at the discretion of the HoSCA will the College consider a complaint raised after this deadline.

Stage One: local informal resolution

- G31.23 The complainant should first of all raise the complaint informally with the relevant person at the earliest opportunity. In many cases the first point of contact will be the complainant's personal tutor, graduate tutor, senior tutor or programme tutor. Postgraduate research students can approach their first or second supervisor or the Head of Graduate Studies or equivalent in their Faculty, Division or Department in the first instance. However if the complaint is in relation to a student's disability or bullying, harassment or discrimination it may be appropriate for the student to seek advice from the Disability Advisory Service/Diversity and Inclusion Team in the first instance. Both staff and students can approach the Disability Advisory Service/Diversity and Inclusion Team for advice.
- G31.24 If the complaint is to do with the conduct of services delivered by a central College department the complaint should initially be raised informally with the relevant line manager or Head of Section/Department.
- G31.25 If the complaint concerns the person nominated as the first point of contact, such as the personal tutor or the head of a service area, a complainant should seek advice as appropriate from the persons listed above.
- G31.26 The person nominated as the first point of contact, as defined above, will listen to and discuss informally the nature of the complaint. Although the nominated person(s) will not carry out a formal investigation they can advise on how the matter could be resolved swiftly and will normally keep informal notes for their own purposes.
- G31.27 If the outcome of the discussion is that no resolution can be agreed to the satisfaction of the complainant, they will be made aware of the opportunity to submit a formal complaint. Although not obliged, a complainant would normally be expected to wait for the outcome of the informal stage before making a formal complaint under Stage Two of this procedure. The nominated member of staff may themselves wish to refer the complainant to Stage Two of this procedure should they feel that the matter requires a more thorough investigation or the complaint appears to

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

be particularly complex. If the complainant does not agree to submitting a formal complaint this is the end of the matter as far as this procedure is concerned.

Stage Two: formal investigation

- G31.28 Should a complaint not be dealt with informally to the satisfaction of the complainant she/he may initiate a formal complaint. Stage Two of the complaint procedure involves a formal investigation by the Faculty/Department.
- G31.29 To initiate a Stage Two complaint, the complainant must submit a Stage Two Complaint Form to the HoSCA for an investigator in the Faculty/Department to be appointed. The investigator will normally have up to 21 days from the date of receipt of the completed form to investigate and respond in writing to the complainant.
- G31.30 The investigation will include looking into the circumstances of the complaint as well as whether or not any members of staff involved followed published College, Faculty or department procedures. The investigation may involve interviewing the complainant and other persons directly involved. The person charged with investigating the complaint may seek opinion and information from any person with an interest in or knowledge of the matter being complained about.
- G31.31 At the conclusion of the investigation the investigator will form a judgement on the merits of the complaint and the complainant will be informed in writing of her/his findings. The findings will include the judgement regarding the merits of the complaint and, if applicable, proposals for a resolution of the complaint and/or recommendations for further action arising from the complaint. The letter will also inform the complainant of the right to move to Stage Three of this procedure if she/he remains dissatisfied with the findings.

Stage Three: appeal

- G31.32 An appeal against the findings of the formal investigation may be allowed, subject to the discretion of the Vice-Principal (Education) or their nominee.
- G31.33 An appeal must be requested in writing on the form provided for the purpose together with a copy of the original complaint and the investigation outcome letter, and submitted to the Vice-Principal (Education) via the HoSCA within 14 days from the date of written notification of the decision which is to be the subject of the appeal. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied.
- G31.34 The Vice-Principal (Education) may allow an appeal to be heard if she/he is satisfied that either or both of the following criteria apply:
- a) that there is new evidence that could not have been, or for good reason was not, made available at the time of the investigation by the HoSCA and that sufficient evidence remains that the complaint warrants further consideration;
 - b) that evidence can be produced of significant procedural error on the part of the College in investigating the complaint, and that sufficient evidence remains that the complaint warrants further consideration.

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

- G31.35 The Vice-Principal (Education) has discretion to take into account grounds (including grounds of compassion) other than those stated above in deciding whether to allow an appeal to be heard.
- G31.36 If the Vice Principal (Education) decides to allow an appeal to be heard she/he will appoint an Appeal Committee. She/he will normally advise the student, in writing, of her/his decision on the appeal application within 42 days of its receipt. If an appeal is rejected reasons will be given.
- G31.37 All documentary evidence relating to the complaint and the hearing of the Committee shall be circulated to the Committee members, to the complainant and to all person(s) and/or Department(s) complained about not less than fourteen days prior to the hearing.
- G31.38 Such documentation should include:
- a) the composition of the Appeal Committee;
 - b) the date, time and place of the hearing;
 - c) a brief summary of the purpose of the hearing;
 - d) all documentation submitted by the complainant at Stages One and Two;
 - e) the report of the investigator at Stage Two;
 - f) the letter from the Vice-Principal (Education) at Stage Three confirming the reasons for the granting of the hearing;
 - g) all written responses;
 - h) any other documentation, correspondence or written submissions relevant to the hearing, including witness statements submitted at any stage prior to Stage Three.
- G31.39 The complainant and all person(s) and representatives of Departments complained about shall normally be expected to attend the hearing to give evidence. Any other persons may be asked to attend to give evidence, or for any other reason, if the Committee so wishes. The complainant and person(s) complained about shall have the right to invite a reasonable number of relevant witnesses to give evidence to the Committee. The names of any witnesses must be received in writing by the HoSCA at least two working days prior to the hearing. The person(s) or Department(s) complained about will be notified by the HoSCA in advance of the hearing of the names of any witnesses which the complainant intends to invite. It is the complainant's responsibility to invite any witnesses they wish to attend, and it is the complainant's responsibility to ensure witnesses can attend, and provide them with any documentation. The appeal will not normally be postponed due to the unavailability of a witness, and any decision to postpone is the sole discretion of the Chair.
- G31.40 The complainant may be represented at the Committee by another College member or, where the complainant is registered on a programme with professional registration, a member of the relevant professional organisation.
- G31.41 The complainant may also be accompanied by a family member or a friend (either from inside or outside the College) but that person will not normally be allowed to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter. However, the Committee will have the discretion to consider representations from the student for the friend or family member to make a statement.

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

- G31.42 If the complainant is to be represented and/or accompanied, the name(s) of the person/persons who is/are to attend must be received in writing by the HoSCA at least two working days prior to the hearing. The Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.
- G31.43 If the complainant wishes to be represented by an individual not listed above she/he must make representations in writing to the Committee Chair via the HoSCA, at least two working days prior to the hearing. The Committee Chair has the absolute discretion to accept or reject an application for alternative representation and her/his decision will be final.
- G31.44 Each party's evidence or statement(s) will be given in the presence of the other party/parties) involved in the dispute and, through the Chair, questions may be asked about each presentation by all parties. The Committee may also ask questions of all parties.
- G31.45 The Appeal Committee's findings shall be arrived at by a majority vote of the members of the Committee. All votes cast shall be confidential to the Committee and the decision shall be announced as the decision of the Committee. The Committee may have reason to adjourn for a specified period to allow for the collation of additional information that may have subsequently come to light. This will be at the discretion of the Chair.
- G31.46 The findings shall include the Committee's judgement regarding the merits of the complaint and, if applicable, proposals for the resolution of the complaint, recommendations for a review of procedures or practices that may have contributed to the complaint, or any further action arising from the complaint.
- G31.47 The Chair will give confidential written confirmation of the decision of the Committee to the complainant and to all named individuals or parties directly involved in the dispute (including the Faculty/Institute/School, Division, Department or service area), normally within 14 days of the meeting at which the decision was made. The written confirmation will state the reasons for the decision made.
- G31.48 The decision of the Committee shall be final and will be the end of the internal procedure.
- G31.49 The Committee may make recommendations to the Vice-Principal (Education) concerning the implementation of a decision to resolve a complaint. The Committee may also make recommendations to the Director of Students and Education concerning possible action under the relevant provision(s) of the Misconduct Regulations (G27) in the case of a student held to have brought forward an alleged complaint under this procedure without foundation, knowing the alleged complaint to be in bad faith. The Committee may make other relevant recommendations to the Vice-Principal (Education) or to the Director of Students and Education / Director of the relevant Service Directorate, as appropriate. All outcomes will be recorded and monitored by the HoSCA.
- G31.50 The implementation of any recommendation of the Committee is at the discretion of the Vice-Principal (Education) or Director of Students and Education/relevant Director, as appropriate.

G31 ACADEMIC REGULATION (APPENDIX)

2017/18

G31 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Head of Student Conduct and Appeals.

Useful Links

Office of the Independent Adjudicator (OIA)

Data Protection Policy

Misconduct (G27)

Appeal Committee Structure

Student Conduct and Appeals webpages

Exemptions: not anticipated. For advice contact appeals@kcl.ac.uk.

G35 Faculties are responsible for such administrative and academic matters as may be assigned to them by Academic Board and a list of Faculties is given in Ordinance B3.

Membership and organisation of Faculties

- G35.1 The Faculties shall consist of members of the full-time academic staff and full-time research fellows employed within them. The Head of Administration and College Secretary shall maintain a list of members of each Faculty and of members entitled to vote in each Faculty to vote in elections for the Academic Board. No one shall be eligible to vote in elections for the Academic Board in more than one Faculty. Where a person is assigned to more than one Faculty, s/he may choose in which Faculty s/he has the right to vote in elections subject to the approval of the Academic Board.
- G35.2 The Academic Board may require the setting up of staff-student committees in Faculties, Divisions or Departments.
- G35.3 The Faculties shall from time to time appoint members of the Academic Board.
- G35.4 All elections in Faculties shall, when contested, be conducted by secret ballot.
- G35.5 The Council shall delegate to the Principal the appointment of one Professor in each Faculty or, where it considers this to be appropriate, another senior member of staff, to be Executive Dean of the Faculty.
- G35.6 All appointments to Headships of Faculty shall be for a limited period not exceeding five years.
- G35.7 An appointment may be renewed for an additional period or periods of not more than five years.
- G35.8 Before making an appointment or reappointment, the Principal shall ascertain the views of the Faculty.
- G35.9 The duties of Executive Deans of Faculty will include, inter alia, responsibility for the discipline and organisation of their Faculty. In discharging this responsibility they shall consult members of the staff of their Faculty.
- G35.10 In the temporary absence of the Executive Dean of the Faculty the Principal may appoint another member of the staff to be acting Executive Dean for such period as they may determine.
- G35.11 Appointment to the headship of a Division or Department shall be in accordance with the above, with the substitution of the word 'Division' or 'Department', as appropriate, for 'Faculty'.

Useful links

Ordinance B3

Faculties and Departments

Academic Board

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

Academic Board

1. The [Academic Board webpages](#) contain the terms of reference, membership and meeting dates.

General provisions

2. A member of the Academic Board immediately ceases to be a member if, by notice in writing to the Secretary of the Board, s/he resigns their membership.
3. Ex-officio members of the Academic Board and appointed members of the Academic Board unable to attend a meeting may send a replacement providing that the Secretary is notified in advance of the meeting. Replacements will count for quoracy and have voting rights.
4. The Academic Board may from time to time propose adjustments to its membership. Such adjustments shall require the approval of the Council.
5. All members of the Academic Board shall have equal status, rights, powers and duties.
6. Except as provided for in the membership details, officers of the College whose attendance is required at meetings of the Academic Board shall attend meetings as officers of the College but not as members of the Academic Board.

Meetings

7. There shall be at least four ordinary meetings of the Academic Board in every academic year.
8. Extraordinary meetings of the Academic Board may be convened by the Principal of the College. The Head of Administration and College Secretary shall call an extraordinary meeting of the Academic Board if requested to do so by the Council, or on receipt of a request signed by no less than one-third of the members of the Academic Board. The meeting shall be held no sooner than 10 days and within 21 days from receipt of the request. No business shall be transacted at an extraordinary meeting except that for which it has been convened.
9. In the absence of the Principal and the Deputy Chair, the Academic Board shall elect a Chair for that meeting.

Quoracy

10. The quorum of a meeting of the Academic Board shall be as prescribed in the Ordinances which is a simple majority.

Voting

11. When a vote is taken at a meeting of the Academic Board, each member of the Academic Board present shall have one vote and the votes of a majority of the members present and voting shall decide. If the voting is equal the Chair shall have an additional casting vote.

Academic Board

Conduct of business

12. Subject to the provisions of the Charter, the Statutes, the Ordinances, the Academic Regulations and Academic Policies, the Academic Board may make standing orders governing the conduct of its meetings, and may otherwise regulate its own procedure.
13. Any proceedings of the Council, in so far as they affect matters within the competence of the Academic Board, shall be reported at the next meeting of the Board.
14. Under its terms of reference, the Academic Board may set up committees and ad hoc working groups, with or without power to set up subcommittees, to consider and report on any relevant matters.
15. Minutes shall be kept of all resolutions and proceedings of meetings of the Academic Board and of its committees and sub-committees and shall be submitted for approval at the next such meeting and when approved shall be signed by the Chair of that meeting.
16. The minutes of the Academic Board shall be available for inspection by members of the College subject to the limitations set out in Ordinance B9.
17. All members of the College may attend a meeting of the Academic Board as an observer except in the consideration of reserved items of business or when the Board determines that it shall meet in camera. Observers will be able to participate in discussions at the Chair's discretion.

Method of election for elected members in the Faculty members category

Eligibility

18. Any teaching or research member of staff on a full-time, or percentage full-time, contract employed within a Faculty within a junior or senior grade recognised for this purpose will be eligible to stand and vote in the elections.
19. The grades recognised for this purpose shall be as follows:
 - a) Junior: Lecturer (Grade 6), Lecturer (Grade 7), Research Fellow, Research Associate, Research Assistant and their clinical equivalents; Teacher, Teaching Assistant, Senior Demonstrator, Demonstrator/Prosecutor; and those not employed by the College but having Recognised Teacher Status within a Faculty/Institute/School of the College.
 - b) Senior: Professor, Reader and Senior Lecturer (and their clinical equivalents); Professorial Research Fellow, Principal Research Fellow and Senior Research Fellow.

Conduct of elections

20. The Secretary to the Academic Board shall organise the elections and shall be the Returning Officer.
21. Elections will be conducted by secret ballot by and from among the eligible members of the staff within each Faculty.

Academic Board

22. To ensure that there is a junior member, the ballot and election shall be organised as follows:
- a) nominated staff from each Faculty will be divided on the ballot into junior and senior;
 - b) each eligible Faculty member will have two, non-transferable votes but only one vote may be cast for a senior nominee;
 - c) the outcome of each Faculty election will be determined in the following order:
 - i. the junior staff nominee with the most votes;
 - ii. the next nominee, junior or senior, with the most votes.

[Useful links](#)

Academic Board webpages

Assessment Boards

1. According to provision within the Faculty, there shall normally be within each Faculty of the College an Assessment Board with responsibility for undergraduate programmes and an Assessment Board with responsibility for taught postgraduate programmes, which includes the taught element of professional doctorate degrees and the options element of the MPhilStud.
2. In the case of single-department Faculties for whose degrees there is a single assessment board, the Assessment Board and the Assessment Sub Board for the programme(s) concerned shall be one and the same and shall report directly to the College Assessment and Standards Committee.
3. In the cases of undergraduate programmes in Medicine and in Dentistry the Assessment Boards shall have responsibility for ensuring that an Assessment Sub Board is established for each relevant subdivision or part of the programme of study. Such Assessment Sub Boards (Part Boards of Examiners) shall have the status of Assessment Sub Boards.
4. An Assessment Board shall be responsible for ensuring that examination and assessment procedures within the Faculty are carried out in accordance with College regulations and those governing the programmes registered within the Faculty, whether at undergraduate or taught postgraduate levels, and in a fair and impartial manner. Assessment Boards will conduct their business according to the following terms of reference:
 - a) to ensure that each programme of study registered within a Faculty which leads to an award, is assigned to an Assessment Sub Board and that Internal and External Examiners are nominated to serve on each Assessment Sub Board;
 - b) to recommend marking schemes for submission to the College Assessment and Standards Committee;
 - c) to approve the recommendations of the Assessment Sub Boards for which it is responsible for results and awards;
 - d) to consider recommendations for aegrotat applications from Assessment Sub Boards;
 - e) to receive the minutes of the meetings of the Assessment Sub Boards for which it is responsible;
 - f) to receive and consider responses made by the Assessment Sub Boards for which it is responsible to External Examiners' reports and to submit summaries of these reports to the relevant External Examiner Scrutiny Panel. These reports should include a reference to External Examiner attendance at Assessment Sub Boards;
 - g) to receive reports from the Assessment Sub Boards for which it is responsible on matters concerning examination policy and procedures;
 - h) to endorse applications for exemptions from Assessment Sub Boards for which it is responsible and to monitor exemption requests;
 - i) to report as required to the College Assessment and Standards Committee on any relevant matters and to report on action taken to address points raised in External Examiners' reports and on those concerning examination policy and procedures as part of the Faculty annual reports to the College Assessment and Standards Committee.

Assessment Boards

5. The membership of an Assessment Board shall normally be:
 - a) a Chair, appointed by the Executive Dean of Faculty for a period of three years with a two year extension option to be approved by the Executive Dean of Faculty. On completion, a Chair will not normally be eligible for re- appointment for a further two years;
 - b) a Deputy Chair, appointed by the Executive Dean of Faculty from among the members of the Assessment Board in preparation to be the next Chair;
 - c) other members, who shall be the Chairmen of the Assessment Sub Boards responsible for examining undergraduate/taught postgraduate programmes within the Faculty;
 - d) the Senior Tutor or their nominee may be co-opted into membership as appropriate.
6. With the exception of Inspectors appointed under Act of Parliament for examinations leading to registrable qualifications, no persons other than the members and designated administrative staff shall be permitted to attend meetings of Assessment Boards, except that Assessors may be invited to attend for discussion as required by the Chair.
7. In single-department Faculties, those in which there is a single degree programme or those with a single Assessment Board, category (c) above shall be constituted according to the appropriate subdivisions recommended by the Assessment Board and approved by the College Assessment and Standards Committee. In such cases, the External Examiners may also be members of the Assessment Board with full rights of membership including voting rights.
8. The Chair of Assessment Board shall be responsible for all arrangements relating to the meetings of examiners. The Chair shall ensure that a proper record is kept of the proceedings and decisions of the Assessment Board; that the confidentiality of such proceedings and decisions and the record of them are preserved.
9. The quorum for any meeting of an Assessment Board held to determine the final recommendations on examinations/assessment is:
 - a) the Chair or Deputy Chair;
 - b) the External Examiner(s) for those programme(s) being considered;
 - c) one half of the internal membership of the Board eligible to vote.

At all other meetings of a board of examiners the quorum is:

 - a) the Chair or Deputy Chair;
 - b) one-third of the total voting membership.
10. Decisions of the Assessment Board shall be arrived at by a majority vote of those present and eligible to vote. The Chair shall have an additional casting vote where necessary.
11. An Assessment Board shall meet at least three times in each academic year or more as may be necessary to conduct its business.

Assessment Boards

Executive Committee of an Assessment Board

12. An Assessment Board may establish an Executive Committee to consider urgent, unscheduled business, including but not limited to requests from students for a review of an Assessment Board decision and late results.
13. The membership of an Executive Committee shall comprise of members from the relevant Assessment Board.
14. The quorum for an Executive Committee is three, to include the relevant Chair/Deputy Chair. The relevant Chair/Deputy Chair shall have an additional casting vote, where necessary.
15. An Executive Committee shall meet as often as may be necessary to conduct its business.

Useful links

Faculties and departments

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

Assessment Sub Boards

1. Each undergraduate and taught postgraduate programme of study leading to an award will be assigned to an Assessment Sub Board. Where appropriate, programmes should be grouped for convenience under a single named Assessment Sub Board.
2. Programmes may be taught by more than one Faculty but will be registered with a single Faculty which will have responsibility for the examination of students registered on the programme concerned.
3. Each Assessment Sub Board reports to the Assessment Board. In the cases of combined or joint honours degrees or those grouped under a single Board, the Assessment Sub Board reports to the Assessment Board for the Faculty in which the programme is registered.
4. Assessment Sub Boards are appointed annually to act for examinations to be held in the year beginning 1 September, or 1 January for Masters degrees organised on a calendar year basis. The Directorate of Students and Education shall keep a record of the membership of all Assessment Sub Boards.
5. An Assessment Sub Board is responsible for ensuring that the examination and assessment procedures for the award(s) for which it is responsible are carried out in accordance with Academic Regulations, Academic Policies and other relevant College regulations and in a fair and impartial manner. Assessment Sub Boards will conduct their business according to the following terms of reference:
 - a) to nominate External Examiners for approval by the relevant Assessment Board, or, where relevant, the College Assessment and Standards Committee;
 - b) ensure that new External Examiners are briefed on their role and receive an appropriate induction;
 - c) to provide External Examiners with appropriate information relating to the programme of study on an annual basis;
 - d) to be responsible for the setting, scrutiny and approval of examination papers and other assessments for which it is responsible as required by the relevant regulations;
 - e) to determine the final recommendations on examinations/assessments for awards for which it is responsible on:
 - i. the results of individual examinations/assessments;
 - ii. the pass lists;
 - iii. the classification (where appropriate) for each student who is recommended for an award; and
 - iv. make such recommendations to the relevant Assessment Board;
 - f) to consider cases for reassessment according to the policy determined by the relevant Assessment Board;
 - g) to consider cases made on grounds of illness or other extenuating circumstance affecting a student's examination, including recommendations for aegrotat degrees, deferral of examination/assessment and to make recommendations on such cases to the relevant Assessment Board;
 - h) to advise the relevant Assessment Board and/or body responsible for progression within the Faculty on matters concerning the progression of students within its purview;

Assessment Sub Boards

- i) to keep formal minutes, in accordance with College guidance, of the proceedings of each formal meeting of the Assessment Sub Board, including recording the attendance of External Examiners, and of decisions reached, including those concerning individual students and those concerning examination policy and procedures, for report to the Assessment Board;
 - j) to deal with matters raised in External Examiners' reports, respond formally to External Examiners on action being taken in response to their reports and report such action to the relevant Assessment Board;
 - k) to report to the relevant Assessment Board on issues concerning procedural and regulatory matters (for example, appeals against decisions of Assessment Sub Boards, examination irregularities/offences) and action taken in such cases;
 - l) to consider requests for suspension of regulations, as appropriate;
 - m) to meet as often as is necessary to fulfil the requirements given above.
6. Where a student has been granted Personalised Assessment Arrangements for a physical or learning disability, the relevant Assessment Sub Board shall not make further allowances/adjustments in light of the condition when considering the student's results.
7. The membership of an Assessment Sub Board shall normally be, as a minimum:
 - a) a Chair; appointed by the Executive Dean of Faculty for a period of three years with a two year extension option to be approved by the Executive Dean of Faculty. On completion, a Chair will not normally be eligible for re- appointment until a further two years' interval has elapsed;
 - b) a Deputy Chair;
 - c) an Internal Examiner;
 - d) External Examiner(s).
8. The Assessment Sub Board Chair shall not normally also be the programme director.
9. If an Assessment Sub Board wishes to have more than two External Examiners per Assessment Sub Board, then a request must be submitted to the Chair of the College Assessment and Standards Committee for approval.
10. With the exception of Inspectors appointed under Act of Parliament for examinations leading to registrable qualifications, no persons other than the members and designated administrative staff shall be permitted to attend meetings of any Assessment Sub Board, except that Assessors may be invited to attend for discussion as required by the Chair.
11. Nominations for Internal and External Examiners serving on an Assessment Sub Board will be recommended by the Board concerned to the relevant Assessment Board on an annual basis. Heads of Departments or other academic divisions will be responsible for nominating Chairs and Deputy Chairs of Assessment Sub Boards, and in the case of a newly established Assessment Sub Board(s), Internal and External Examiners, to the relevant Assessment Board on an annual basis.
12. The Chair of an Assessment Sub Board shall be responsible for all arrangements relating to meetings of examiners. The Chair shall ensure that a proper record is kept of the proceedings and

Assessment Sub Boards

decisions of the Board; that the confidentiality of such proceedings and decisions and the record of them are preserved.

13. The quorum for any meeting of an Assessment Sub Board held to determine the final recommendations on examinations/assessment is:
 - a) the Chair or Deputy Chair;
 - b) the External Examiner(s) for those programme(s) being considered - (main meeting only, the absence of an external examiner at any other meeting will not render it invalid);
 - c) one half of the internal membership of the Board eligible to vote.
14. At all other meetings of an Assessment Sub Board, the quorum is:
 - a) the Chair or Deputy Chair;
 - b) one-third of the total voting membership (which includes External Examiners).
15. Decisions of the Assessment Sub Board shall be arrived at by a majority vote of those present and eligible to vote.
16. An Assessment Sub Board shall meet as often as may be necessary to conduct its business.

Executive Committee of an Assessment Sub Board

17. An Assessment Sub Board may establish an Executive Committee to consider urgent, unscheduled business, including but not limited to requests from students for a review of an Assessment Boards decision and late results.
18. The membership of an Executive Committee shall comprise of members from the relevant Assessment Sub Board.
19. The quorum for an Executive Committee is three, to include the relevant Chair/Deputy Chair. The relevant Chair/Deputy Chair shall have an additional casting vote, where necessary.
20. An Executive Committee shall meet as often as may be necessary to conduct its business.

Internal Examiners

21. Internal Examiners shall be members of the academic staff of the College (Professors, Readers, Senior Lecturers or Lecturers).
22. Where the Academic Board has approved a collaborative provision arrangement for a particular programme of study, an Internal Examiner may be appointed to the Assessment Sub Board from among the academic staff of the collaborating institution(s). In all such cases, prior approval must be sought from the Chair of the College Assessment and Standards Committee.
23. Internal Examiners shall serve as ex-officio members of the relevant Assessment Sub Board to which they are appointed.

Assessment Sub Boards

24. The duties of Internal Examiners will be determined by the Chair of the relevant Assessment Sub Board, and may include setting and marking examinations and other forms of assessment and attending oral and practical examinations for the purpose of assessing individual students.
25. All Internal Examiners are expected to be present at the Assessment Sub Board meetings at which the final results of examinations are to be determined. However, any Internal Examiner unable to attend such a meeting through illness or other good cause should endeavour to be available for consultation.
26. All Assessment Sub Board Chairs are expected to attend the Assessment Board meeting and present the recommendations for final awards of the Assessment Sub Board for which they are responsible. The Deputy Chair should attend if necessary in place of the Assessment Sub Board Chair. Failure of the Chair or Deputy Chair to attend may result in any recommendations being held in abeyance.

Assessors

27. Assessors with particular expertise or knowledge may be appointed by the Chair of the relevant Assessment Sub Board, where necessary, to assist an Assessment Sub Board in setting the papers, and in the marking of scripts/essays/reports/dissertations, and to attend practical examinations.
28. An Assessor shall not be a member of an Assessment Sub Board, but at the discretion of the Chair may attend meetings in a non-voting capacity to advise the Board.

External Examiners

Eligibility and selection

29. In the selection of a nominee for appointment as an External Examiner, the following criteria shall apply:
 - a) an appointee shall be external to the College;
 - b) an appointee shall normally be an academic member of staff from another UK higher education institution. Assessment Boards must seek permission from the College Assessment and Standards Committee to appoint an External Examiner from overseas;
 - c) an appointee must have relevant current experience and expertise in the discipline being examined, including the design and operation of assessment, in order to speak authoritatively on academic standards germane to the discipline and should be familiar with the standards and procedures of university-level education in the United Kingdom;
 - d) an appointee should have relevant academic and/or professional qualifications to at least the level of the qualification being externally examined and/or extensive practitioner experience where appropriate;
 - e) an appointee must have competence and experience relating to the enhancement of student learning experience;
 - f) former lay members of Council, students or employees of King's College London shall not be appointed before a period of five academic years has elapsed;
 - g) any individual who has been involved in the validation or approval of a programme as an external expert or similar will be excluded from acting as an External Examiner for that programme before a period of three academic years has elapsed;
 - h) an appointee shall not have any close personal professional or contractual relationship

Assessment Sub Boards

- with staff or student involved in the delivery of the programme nor be involved in any activity that could be considered a conflict of interest;
- i) an appointee shall not normally belong to an institution in which a member of staff of King's College London is appointed to act as an External Examiner in the same subject and at the same level. It is recognised that, in certain subjects, this situation might be unavoidable. In such instances a case must be referred to the College Assessment and Standards Committee by the Chair of the relevant Assessment Sub Board;
 - j) an appointee shall not belong to an institution to which an existing or exiting examiner belongs too;
 - k) an appointee shall not have been significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery management or assessment of the programme(s) or modules in question.

Appointment

- 30. Except as provided for below, an External Examiner is normally appointed for a period of four years with no option for an extension. On completion of the appointment, an External Examiner will not normally be eligible for re-appointment until a further five years have elapsed.
- 31. External Examiners appointed to Part Boards reporting to Assessment Board for the MBBS and BDS programmes will normally be appointed for a period of five years with no option for an extension. On completion of the appointment, an External Examiner will not normally be eligible for re-appointment until a further five years have elapsed.
- 32. Where a nomination is approved, the appointee shall be informed within one month of the date of the approval. Normally, the appointment will commence upon the expiry of the appointment of the previous External Examiner and will coincide with the start of the academic year.
- 33. If an External Examiner is no longer eligible to hold office (under the above or is unable or unwilling to fulfil the duties specified below), or there is a conflict of interest that cannot be satisfactorily resolved, their appointment shall be terminated on the recommendation of the Vice-Principal (Education).
- 34. If either party has cause to terminate the appointment, this should normally be arranged to take effect at the end of an academic year, but in any case is subject to three months' notice by either party.
- 35. An Assessment Sub Board may request an extension of an External Examiner's appointment beyond four years in order to meet local requirements. Such a request must be approved by the Chair of the relevant Assessment Sub Board and submitted through the Faculty for approval by the Assessment Board Chair who will then notify the Quality and Academic Support department. Extensions will not normally be granted for more than one year.
- 36. An External Examiner is normally appointed to one programme or components of a programme. Additional programmes may only be assigned to an External Examiners duties on approval from the Chair of the College Assessment and Standards Committee.

Assessment Sub Boards

Induction and information

37. The College will provide External Examiners with appropriate information relating to College regulations and procedures on an annual basis.

Duties

38. External Examiners shall assist in the maintenance of the standard of awards of King's College London and advise if there is a falling below national standards in the subject area for which the External Examiner is responsible.
39. External Examiners shall seek to ensure that assessment processes are fair, rigorous and operated equitably.
40. External Examiners shall have regard to the totality of the degree or other programme in question and shall be involved in the decisions relating to the award of each degree or other qualification. Due to subject specialism in the cases of LLB, MBBS and BDS External Examiners shall have oversight of components of the degree.
41. In cases where part of the programme is delivered by partner institution(s) the External Examiner shall have oversight of the examinations and assessment being delivered by the partner institution(s).
42. External Examiners are required to comment upon and give approval to all draft examination papers and other forms of assessment with a significant contribution to the module and/or programme for which they are responsible.
43. External Examiners have the right to inspect any script or other assessed examination material relevant to the duties of the appointment and are required to sample scripts or other assessed material, including coursework.
44. External Examiners are required to advise whether marking schemes and schemes for the classification of honours or award of degree and diplomas are consistent with internal and external standards.
45. External Examiners may be called upon to adjudicate in cases of conflict between internal examiners.
46. External Examiners may not change individual marks (except where adjudicating) but may recommend appropriate action to ameliorate systematic issues in marking.
47. External Examiners are ex-officio members of Assessment Sub Boards and are invited to attend all meetings of the Assessment Sub Board(s) to which they are appointed. They must, as a minimum requirement, attend the main meeting of the Assessment Sub Board held to determine the results of examinations. They may be requested to attend other meetings as notified by the Chair Board. External Examiners should report to the Assessment Sub Board any areas of good practice and key issues identified during the year.

Assessment Sub Boards

48. In the case of first degrees in Medicine and Dentistry, External Examiners appointed solely for the purpose of conducting clinical examinations shall not be required to attend meetings of the Assessment Sub Board.
49. External Examiners shall approve the pass list and final award recommendations of the Assessment Sub Board.
50. External Examiners are required to submit to the Principal at the conclusion of the examination period a written report on the form provided. The report shall be submitted within one calendar month of the main meeting held to determine the results of students in the relevant academic year. The report shall include comment on the adequacy of the standard of the examination and other matters relevant to the teaching and assessment of the programme or modules courses. The contents of the report will be brought to the attention of those teaching the programme or module, students on the programme or module, the Chair of the relevant Assessment Sub Board, the Chair of the relevant Assessment Board and the Executive Dean of Faculty. The College Assessment and Standards Committee will consider an annual report on action taken further to issues raised in External Examiners' reports.
51. Failure to submit a report within two months of the meeting held to determine the results of students will result in a recommendation that the External Examiners' appointment is terminated.
52. External Examiners may be invited to attend any meeting convened to consider an appeal against the decision of the Assessment Sub Board of which they are members.
53. External Examiners shall observe the Academic Regulations and Academic Policies regarding confidentiality of setting and marking of examination papers, of the proceedings of Assessment Sub Board and of the results of examinations.
54. External Examiners will be expected to attend the College for as much time as is reasonably necessary for the duties of the post to be properly discharged.
55. It is the responsibility of Chairs of Assessment Sub Boards to ensure that External Examiners are given adequate notice of any meeting which they are required to attend. An External Examiner unable to attend a meeting due to illness or other good cause should endeavour to be available for consultation. In such circumstances the absence of the Examiner from the meeting will not render it invalid.
56. The Chair of an Assessment Sub Board will determine the distribution of work between External Examiners. In those cases where External Examiners see a selection of scripts, the guiding principle for such selection must be that the External Examiners should have enough evidence to carry out their duties. In general, all scripts should be made available to the External Examiners on request, but their attention should be drawn to a sample of scripts from the top, the middle and the bottom of the range (including a sample of scripts assessed internally as first class/distinctions or failures) and to the scripts of students with a borderline overall classification. An External Examiner should also see all scripts where the examiners have been unable to reach agreement on the marks.

Assessment Sub Boards

57. The duties of External Examiners appointed solely to conduct clinical examinations in the Faculties of Medicine and of Dentistry shall be as determined by the Executive Dean of Faculty concerned.

Procedure for investigating concerns about academic standards and quality

58. External Examiners should raise issues or concerns they may have about academic standards and quality with the Assessment Sub Board and in their report to the Principal. In accordance with the QAA's Quality Code, External Examiners have the right to raise any matter of serious concern in confidence in a separate report to the Principal.
59. Other concerns about the College's academic standards and quality (including concerns about the accuracy and completeness of information published by the College) should be raised in writing, in the first instance, with the relevant Head of Department/Division or Executive Dean of Faculty, who shall normally respond within 14 days. The Head of Department/Division or Executive Dean of Faculty may delegate the investigation of the concern to another senior staff member who may respond on behalf of the Head of Department/Division or Executive Dean of Faculty.
60. If the person who has raised the concern remains dissatisfied following the response from the Department/Division or Faculty, he/she may request a review of the Department/Division or Faculty's response by the Vice-Principal (Education). The request for a review must be submitted in writing to the Vice-Principal (Education) within 14 days of the response from the Department/Division or Faculty being issued. The Vice-Principal (Education) will normally respond within 60 days of receipt of the request for a review. The response from the Vice-Principal (Education) shall be final. The Vice-Principal (Education) may delegate the review up to a Senior Vice President who may respond on the Vice-Principal's behalf.
61. This procedure shall not be used for concerns or issues which have been or should more appropriately be raised under another College procedure. Third parties may not use this procedure for raising concerns or issues regarding the College's relationship with a particular student, as the College provides students with procedures for doing so.

Useful links

Faculties and Departments

Assessment Boards

Setting Examination Papers and Marking Schemes (T14)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

King's Online Managed Boards

1. Each King's Online Managed Programme has a Module Assessment Board. Each Module Assessment Board reports to an overarching annual Faculty Assessment Board, who reports to College Assessment and Standards Committee.
2. A pool of external examiners will be appointed with different external examiners serving on different boards, depending on the modules being assessed.
3. All External Examiners shall be required to attend an Annual Faculty Assessment Board. This annual report will have responsibility for the oversight of the programme and totality of award.
4. Module Assessment Board may be chaired by the Programme Director.

Useful links

King's Online

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

Personalised Assessment Arrangements Committee

1. The Academic Board shall prescribe the procedures for consideration of Personalised Assessment Arrangements for reasons of physical conditions and/or Specific Learning Disabilities (SpLD), and for students wishing to sit examinations at an alternative venue. These procedures will be the responsibility of the Personalised Assessment Arrangements Committee (PAAC), a sub-committee of the College Assessment and Standards Committee.
2. The terms of reference of the Personalised Assessment Arrangements Committee (PAAC) shall be as follows:
 - a) to be responsible for ensuring that the personalised assessment arrangement and its sub-structure procedures are carried out in accordance with the Academic Regulations in a fair and impartial manner;
 - b) to formulate policies and strategies on matters pertaining to personalised assessment arrangements and to ensure compliance with current legislation;
 - c) to receive a summary of business from the Personalised Assessment Arrangements Application panel;
 - d) to keep formal minutes in accordance with College guidance of the proceedings of each meeting of the PAAC, and of decisions reached by the Executive Committee of PAAC for report to the College Assessment and Standards Committee;
 - e) to receive an annual summary from Faculties and any local PAA arrangements;
 - f) to receive minutes from the Faculty Disability Liaison Officers meetings;
 - g) to report annually to the College Assessment and Standards Committee to include a summary of PAA appeals;
 - h) to meet as often as is necessary to fulfil the requirements given above.
3. The quorum for any meeting of the PAAC shall be five, to include the current Chair or Deputy Chair. The current Chair or Deputy Chair shall have a casting vote, where necessary.
4. The membership of the PAAC shall comprise:
 - a) the Chair or Deputy Chair of the College Assessment and Standards Committee or his/her nominee;
 - b) at least one member from each Faculty/Institute/School, members to be drawn from the Chairs and Deputies of the Assessment Boards or his/her nominee;
 - c) the Disability Advisory Service Manager or his/her nominee;
 - d) the Examinations Manager or his/her nominee;
 - e) a member of the Faculty of Life Sciences and Medicine, appointed by the Executive Dean of the Faculty of Life Sciences and Medicine, who shall be a licenced medical practitioner;
 - f) a KCLSU sabbatical officer
5. The terms of reference of the Executive Sub-Committee of the PAAC shall be as follows:
 - a) to be responsible for conducting reviews of the decisions of the Application Panel
 - b) to report decisions reached to the PAAC;
 - c) to meet as often as is necessary to fulfil the requirements given above.

Personalised Assessment Arrangements Committee

6. The quorum for any meeting of the Executive Sub-Committee shall be three, to include the current Chair or Deputy Chair and at least one member from the Faculty/Institute/School to which each applicant belongs. The current Chair or Deputy Chair shall have a casting vote, where necessary.
 7. The membership of the Executive Sub-Committee of the PAAC shall comprise:
 - a) the Chair or Deputy Chair of the College Assessment and Standards Committee or his/her nominee;
 - b) at least one member from the Faculty/Institute/School to which each applicant belongs;
 - c) the Examinations Manager or his/her nominee
 - d) a member of the Faculty of Life Sciences and Medicine, appointed by the Executive Dean of the Faculty of Life Sciences and Medicine, who shall be a medical practitioner.
 8. The terms of reference of the Application Panel of the PAAC shall be as follows:
 - a) to consider applications for personalised examination provisions for reasons of learning or medical conditions, from candidates registered with the College on first degrees, diplomas, certificates, taught postgraduate programmes or research degrees;
 - b) to consider applications for alternative examination venues from candidates registered with the College on first degrees, diplomas, certificates or taught postgraduate programmes;
 - c) to keep records of decisions reached for report to the PEPC;
 - d) to convene regularly prior to each application deadline. Further meetings shall be convened as necessary by the Head of Examinations and Awards (or his/her nominee).
 9. The quorum for any meeting of the Application Panel shall be three, to include the Examinations Manager or his/her nominee and the Head of the Disability Advisory Service or his/her nominee. The Application Panel shall consult the PAA Committee, relevant Assessment or Assessment Sub Board Chairs as and when necessary.
 10. The membership of the Application Panel shall comprise:
 - a) the Examinations Manager or his/her nominee;
 - b) the Head of the Disability Advisory Service or his/her nominees;
 - c) the Chair of PAAC or his/her nominee;
 - d) an academic representative from the PAAC;
 - e) a medical assessor
- Representations concerning decisions of the Applications Panel of the PAAC*
11. Except as provided below, no decision of a properly convened and constituted Applications Panel of the PAAC (acting in accordance with these and any other relevant College Academic Regulations and Academic Policies) may be modified.
 12. A decision of the Applications Panel may be reviewed by the Executive Committee of the PAAC if it is satisfied that one or both of the following conditions are relevant and applicable to the request for a review ('representations'):
 - a) where the student has submitted evidence that he/she was unable to divulge before the Applications Panel reached its decision;
 - b) where there is clear evidence of a significant administrative error on the part of the

Personalised Assessment Arrangements Committee

Applications Panel or that the application was not considered in accordance with the regulations.

13. Any representation must be submitted in writing, on the form provided for the purpose, and lodged with the Head of Examinations and Awards or his/her nominee. Representations must be made within 7 days of the date the original decision was released. Representations received after this deadline will only be accepted at the discretion of the Head of Examinations and Awards or his/her nominee.
14. Any representation must be accompanied by independent third party evidence. It is the student's responsibility to obtain all evidence by the deadline for submission. If evidence is in a foreign language, it is the student's responsibility to have it independently translated prior to submission.
15. At the discretion of the Head of Examinations and Awards or his/her nominee any representation may be rejected in the following circumstances:
 - a) that the representation is not made on the relevant form, or that the form is incomplete;
 - b) that the representation has been submitted after the deadline without a valid reason;
 - c) that the representation contains no prima facie evidence that either of the criteria for review has been met.
16. If in the view of the Head of Examinations and Awards or his/her nominee's discretion any of these circumstances are applicable the request will not be forwarded to the Executive Committee.
17. The Head of Examinations and Awards or his/her nominee will arrange for the Executive Committee to meet to consider representations that satisfy the criteria for review. The Executive Committee shall normally meet within 14 days of the final deadline for submission of PAA applications for the forthcoming examination period.
18. When considering a request the Executive Committee will determine whether the criteria for a review have been met. Where the criteria have been met and a review is conducted the Executive Committee will decide whether to modify the original decision of the Application Panel or to confirm its original decision.
19. A written statement of the outcome of the meeting will be provided normally within seven days of the meeting of the Executive Committee, and shall include the reasons behind any decision. The reasons given shall provide the student with an adequately detailed and clear explanation of how those reasons were arrived at by the Executive Committee.

[Useful links](#)

Personalised Examination Arrangements webpages

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

Research Degrees Examination Board

1. The Research Degrees Examination Board is responsible for the conduct of the final examinations for the College's research degrees, including the research component of professional doctorates. It is responsible for the appointment of the examiners and the conduct of the final examinations of research degree students. The Research Degrees Examination Board operates independently of any academic Department, Division or Faculty. The Board conducts its business according to the following terms of reference:
 - a) to ensure that the examiner appointment process is informed by the advice of experts from Subject Area Boards (SAB) established within the College. A SAB shall normally consist of no fewer than three members of staff;
 - b) to ensure that the examiners are expert in the field of the thesis and are able to make an independent assessment of the student;
 - c) in respect of professional doctorates, to receive notification from the relevant Assessment Board that a student has satisfied all elements of any assessment arising from practical or taught elements of the programme;
 - d) to ensure that the final examination contributing to the award of the degree is conducted in such a way as to test the thesis against the stated criteria and, for professional doctorate degrees only, to test the student's conceptual understanding of all elements of the programme and their related assessment;
 - e) to ensure that provision is made, as appropriate, for representation of the thesis or for re-entry to the final examination;
 - f) to report, at least annually, to the Postgraduate Research Students Sub-Committee.
2. The membership of the Research Degrees Examination Board shall be:
 - a) a Chair, appointed by the Principal who shall not be the Chair of an Assessment Sub Board for a professional doctorate degree offered by the College nor the Vice Dean for Doctoral Studies. The appointment will be for a period of three years with a two year extension option to be approved by the Chair of Postgraduate Research Students Sub-Committee. On completion, a Chair will not normally be eligible for re-appointment for a further two years;
 - b) a Deputy Chair;
 - c) one representative from each Faculty, each of whom shall be a member of the academic and research staff (Professor, Reader, Senior Lecturer, Professorial Research Fellow, Principal Research Fellow, Senior Research Fellow);
 - d) a representative of the Centre for Doctoral Studies.
3. The Chair of the Research Degrees Examination Board shall receive the preliminary and joint reports of the examiners and consider for approval their recommendations for award on behalf of the Research Degrees Examination Board.
4. The Research Degrees Examination Board shall meet as often as may be necessary to conduct its business.
5. The quorum of a meeting of the Research Degrees Examination Board shall be the Chair or Deputy Chair and five other members.

Research Degrees Examination Board

6. The Chair of the Research Degrees Examination Board shall consider any applications for extensions to the three and six month periods permitted for minor and major corrections, and the discretionary calendar month for further minor amendments, in accordance with the process laid down by the College.

Useful links

Research Degrees

Centre for Doctoral Studies

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

Short Courses & Study Abroad Assessment Board

Terms of Reference

1. The Board conducts its business according to the following terms of reference:
 - a) to ensure that the procedures for the examination and assessment of the following are conducted in accordance with College regulations, in a manner which is fair, impartial and consistent and with the appropriate level of scrutiny by the relevant External Examiners;
 - Semester one Study Abroad Students;
 - King's Experience Awards;
 - Short Courses;
 - King's Health Partners
 - b) to receive and approve the recommendations for the above from the relevant Assessment Sub Board (ASB) or Department;
 - c) to ensure that each Faculty has a process in place for pursuing and processing the results of outgoing King's students returning from their study abroad;
 - d) to provide an oversight of issues affecting outgoing students and to report these where necessary with the Faculty;
 - e) to keep formal minutes of decisions reached, for report to the College Assessment and Standards Committee (CASC).

Membership

2. The membership of the Board shall be:
 - a) The Chair of CASC or nominee;
 - b) at least one member to represent:
 - each Faculty that hosts incoming Study Abroad students: drawn from the Chairs and Deputy Chairs of the Faculty Assessment Boards;
 - King's Health Partners;
 - Study Abroad Office;
 - King's Experience Awards;
 - Short Courses.
 - c) In attendance
 - Representative from Registry Services
 - Representative from the Boards & Awards Team
 - Any others as appropriate

3. Frequency

The Board will meet at least once a semester, to fulfil the requirements given above.

Useful links

Study Abroad webpages
Faculties and departments
Glossary

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

Committee Structure

For Misconduct Committees convened under G27

1. The terms of reference of the Misconduct Committee shall be:
 - a) to consider cases referred by the SCAO to determine whether a charge has been substantiated on the balance of probabilities;
 - b) to make appropriate orders, as set out in the associated Appendix (G27);
 - c) for misconduct issues related to assessment, to report to the relevant Assessment Board/Assessment Sub Board its finding(s) and order(s) for consequential action;
 - d) to advise the Academic Board on misconduct matters; and
 - e) to advise the College Assessment and Standards Committee on any assessment or related issues that may arise from the proceedings.
2. The membership of the Misconduct Committee shall be:
 - a) a Chair;
 - b) a student member, nominated by the Students' Union; and
 - c) two senior members of the academic teaching staff.
3. Staff or students of the same Department/Division/Group as the student against whom the charge(s) of misconduct have been made, or who have had prior knowledge of or contact with the student, or prior knowledge or a connection to the misconduct, shall be excluded from the membership of the Misconduct Committee.
4. The quorum of the Misconduct Committee shall be three, and shall include the Chair and the student member. The Chair shall have an additional casting vote where necessary.
5. The Committee may, at the discretion of the Chair, seek the advice of the academic specialists in the general discipline area of the alleged misconduct.
6. Proceedings of the Misconduct Committee shall normally be held in private. Any request for the hearing to be held in public will be for determination by the Chair and shall be at their absolute discretion.

For Fitness to Practise Committees convened under G29

7. The terms of reference of the Fitness to Practise Committee shall be:
 - a) to consider cases referred by the SCAO;
 - b) to determine, on the basis of the findings and evidence presented to it, whether the students are unfit for registration and practice;
 - c) to make appropriate orders, as detailed in the associated Appendix (G29); and
 - d) to advise the Academic Board on issues relating to fitness for registration and practice.
8. The membership of the Fitness to Practise Committee shall be:
 - a) a Chair;
 - b) a senior member of the academic teaching staff; and
 - c) two senior members of the student's given profession. These members may be members of the academic staff of the College or of any other higher education institution.

Committee Structure

9. Staff of the same Department/Division/Group as the student against whom the case has been made, or who have had prior knowledge of or contact with the student, or prior knowledge or a connection to the case, shall be excluded from the membership of the Fitness to Practise Committee. All members of the Fitness to Practise Committee must be present for a hearing to proceed. Proceedings of the Fitness to Practise Committee shall normally be held in private. Any request for the hearing to be held in public will be for determination by the Chair and shall be at their absolute discretion.

For Fitness to Practise Appeal Committees convened under G29

10. The terms of reference of the Fitness to Practise Appeal Committee shall be:
- to consider appeal cases referred to it;
 - to determine whether the ground(s) of appeal have been met;
 - to make appropriate orders as detailed in the associated Appendix (G29); and
 - to advise the Academic Board on issues relating to fitness for registration and practice.
11. The membership of the Appeal Committee shall be:
- a Chair;
 - a senior member of the academic teaching staff;
 - a senior member of the student's given profession. This member may be a member of the academic staff of the College or of any other higher education institution; and
 - a student, nominated by the Students' Union.
12. Staff or students of the same Department/Division/Group as the student making the appeal, or who have had prior knowledge of or contact with the student or their case, shall be excluded from the membership of the Fitness to Practise Appeal Committee.
13. The quorum of the Fitness to Practise Appeal Committee shall be three, and shall include the Chair and the professional member. The Chair shall have an additional casting vote where necessary.
14. Proceedings of the Fitness to Practise Appeal Committee shall normally be held in private. Any request for the hearing to be held in public will be for determination by the Chair and shall be at their absolute discretion.

For Appeal Committees convened under Regulations T44, R18, G27, G28 and G31

15. The terms of reference of the Appeal Committee shall be:
- to consider appeal cases referred to it;
 - to determine whether the ground(s) of appeal have been met;
 - to make appropriate orders as detailed in the associated Appendices (T44, R18, G27, G28 or G31); and
 - to advise the Academic Board on appeal matters.
16. The membership of the Appeal Committee shall be:
- a Chair;

Committee Structure

- b) a student, nominated by the Students' Union; and
 - c) two senior members of the academic teaching staff.
17. Staff or students of the same Department/Division/Group as the student making the appeal, or who have had prior knowledge of or contact with the student or their case, shall be excluded from the membership of the Appeal Committee.
18. The quorum of the Appeal Committee shall be three, and shall include the Chair and the student member. The Chair shall have an additional casting vote where necessary.
19. Proceedings of the Appeal Committee shall normally be held in private. Any request for the hearing to be held in public will be for determination by the Chair and shall be at their absolute discretion.

Useful links

Student Conduct and Appeals Office

Misconduct (G27)

Academic Progress (G28)

Fitness for Registration and Fitness to Practise (G29)

Student Complaints (G31)

Appeals – Taught programmes (T44)

Appeals – Research Degree programmes (R18)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

T1 In addition to the General Regulations, which apply to all students, the Academic Regulations for Taught Programmes apply to students registered on undergraduate or taught postgraduate programmes at the College. The Regulations for Taught Programmes exclude the Associateship of King's College, the King's Experience Awards, programmes offered by RADA and programmes of less than four months run by the English Language Centre.

Exceptions

- T1.1 The Academic Regulations for taught programmes do not apply to the following:
- a) the Associateship of King's College (AKC)
 - b) the King's Experience Awards
 - c) programmes offered by RADA
 - d) programmes of less than four months run by the English Language Centre (ELC)

Useful links

AKC

King's Experience Awards

RADA programmes

ELC programmes

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

T2 All students are required to abide by the regulatory framework governing assessments and examinations. Failure so to do constitutes an offence and may be dealt with in accordance with G27.

Assessment Policies

Admission to examinations and other forms of assessment

- T2.1 In order to be eligible for admission to an examination, a student must complete to the satisfaction of relevant teaching staff the prescribed period of study (which may include reaching a minimum threshold mark for in-course assessment) and satisfy any other conditions which may be prescribed by the College, including making full payment of College fees.
- T2.2 It is the responsibility of an Assessment Sub Board to notify students of the arrangements for submission of essays, reports and dissertations and other assessed material subject to the provisions of the individual programme specifications. An Assessment Sub Board may require a student to submit material for assessment in more than one format, including electronically via a third-party submission or plagiarism detection service.
- T2.3 All students are expected to present themselves for the examinations for which they are registered and to submit material for assessment, including essays, reports and dissertations, by the date specified in the relevant programme specifications or by the relevant Assessment Sub Board.
- T2.4 Students are required to present themselves at the designated venue for the examination(s) for which they are registered. Students are required to present their student identity cards in order to gain entry to the examination venue. Students must display their identity cards on their desks during each examination, as identity checks will be conducted. Students are not permitted to wear any form of non-religious headgear during examinations. Students wearing religious headgear may be required to prove their identity, by removing their headgear to reveal their head and face to an invigilator of the same sex, in private if necessary. Students unwilling to prove their identity may be prevented from continuing with their examination.
- T2.5 The venues for formal written examinations will be designated by the College and published in advance of the examination.
- T2.6 Students unable to present themselves for examination at the designated venue due to exceptional circumstances may be considered by the Personalised Assessment Arrangements Committee for alternative arrangements. Requests for alternative venue arrangements will only be considered for students taking either resit and/or replacement examinations.

Timing of assessment

- T2.7 The Examinations Office determines the dates and times of examinations to be held during the three main examination periods and publishes the timetable.
- T2.8 On application to the Examinations Office special arrangements may be made for students who are timetabled for two examinations which overlap or coincide.
- T2.9 Where a student has been granted alternative examination arrangements, the timing of the alternative arrangements will be determined by the Examinations Office. All alternative

T2 All students are required to abide by the regulatory framework governing assessments and examinations. Failure so to do constitutes an offence and may be dealt with in accordance with G27.

arrangements will be scheduled for the earliest opportunity following the published examination date and in no case shall a student be permitted to sit an examination before the normal scheduled time.

Examination Offences

- T2.10 The removal of examination answer books or other examination stationery by students or their use by students for any purpose or any occasion other than participation in a recognised College examination will constitute misconduct under the College regulations and be liable to disciplinary procedures.
- T2.11 Any material presented for assessment may be submitted to a plagiarism/collusion detection service for text analysis and the findings considered as part of an investigation under the Misconduct Procedure or the expedited procedure (G27). Any student work submitted will be stored in a database (along with the student's name, email address, programme/module details and institution) and will form part of the body of student work against which future submissions from this and other institutions will be compared.
- T2.12 Minor, non-contentious, first offences involving plagiarism or related forms of cheating may be considered under the expedited examination misconduct procedure.

Written Examinations

- T2.13 All answers to examination questions must be written in English, in black or blue ink, unless instructions are given to the contrary. Dictionaries are not permitted unless specified in the examination rubric.
- T2.14 Examiners shall not be required to mark illegible answers to examination questions or other written assessments. In cases where the examination script or other written assessment is illegible the student concerned may be required, at the discretion of the examiners, either: to undertake an oral examination; or to undertake to have the examination script or other written assessment transcribed under secure conditions at the student's own expense. The examiners may order any other appropriate measure at their discretion. No concessions may be granted for illegibility in respect of specified awards where a registering body imposes such conditions.

Useful links

Misconduct (G27)
Examination Timetable
Examination Information for candidates
Personalised Assessment Arrangements
Academic Honesty and Integrity (Plagiarism)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

T3 All modules are required to have a published module specification, a credit level and credit value.

Credit levels and values

T3.1 All taught programmes will be assigned to a level from the framework for higher education qualifications of UK Degree Awarding Bodies by the relevant Faculty Education Committee as shown in the table below.

T3.2 The national system of levels and awards appropriate for the College:

Programme Level	Examples of awards
4 (Certificate)	Undergraduate Certificate
5 (Intermediate)	Undergraduate Diploma Foundation Degree Ordinary Degree
6 (Bachelors with Honours)	BA, BEng, BSc, BSc (Eng), BMus, LLB, Professional Graduate Certificate in Education Graduate Certificate Graduate Diploma
7 (Masters)	BDS, MB BS, MPharm, MEng, MSci Postgraduate Certificate/Diploma Postgraduate Certificate in Education LLM, MA, MBA, MMus, MSc, MCLinDent, MRes, MPH, MTL

Useful links

The framework for higher education qualifications of UK Degree Awarding Bodies
Departments and Faculties

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

T4 All programmes of study are required to have a published programme specification which is updated annually.

Programme specifications and credits

- T4.1 Each programme of study will have a programme specification approved by the relevant Faculty Education Committee as part of the programme approval procedure and updated on an annual basis.
- T4.2 The programme title will be descriptive of the content of the programme. For undergraduate programmes other than single honours degrees, the title of the programme shall be determined as follows:
- a) where two subjects have approximately equal importance “and” will be used; each subject will be expected to have modules with a minimum value of 120 credits;
 - b) where a subject is studied with an essentially supporting subject “with” will be used; the supporting subject will be expected to have modules with a minimum value of 90 credits; the main subject in this case will have modules with a minimum value of 180 credits;
- T4.3 For one year intercalated BSc degree programmes the title of the programme shall be determined as follows:
- a) where at least 75 credits have been gained in an appropriate subject the title will be the appropriate subject with Basic Medical Sciences, Basic Dental Sciences, or Basic Veterinary Sciences;
 - b) where less than 75 credits have been gained but at least 60 credits have been gained in an appropriate subject: either Basic Medical Sciences, Basic Dental Sciences, or Basic Veterinary Sciences with the appropriate subject or if 60 credits have been gained in each of two of these subjects Basic Medical Sciences, Basic Dental Sciences, or Basic Veterinary Sciences with one appropriate subject and the other of these subjects.
- T4.4 The programme specification will indicate the combination of modules that the student will have to take and pass and at what level (the credit tariff) in order to satisfy the examiners for the award. However, in no case may the number of modules or level combinations be less than the minimum specified in the table below.
- T4.5 The programme specification will also indicate any additional non-credit requirements necessary to meet the requirements for award.

Qualification/ Award	FHEQ level	Minimum overall credits	Range of credit levels	Highest level required (programme specifications will detail where a student may take modules of a higher level)	Minimum credits at highest level	Lowest level permitted	Maximum credits at lowest level	Maximum number of credits permitted with a condoned fail (core modules excluded). Unless specified, condoned fails may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condoned fail quota, even if they are passed at the normal pass mark
Master of Clinical Dentistry (MClinDent)	7	360	6-7	7	330 (to include dissertation)	6	30	30 credits at level 7 with a condoned Masters fail mark permitted, dissertation excluded. Any level 6 modules (even those passed at a mark greater than 50) will be included in this maximum
Masters (MA, MBA, LL.M, MMus, MPH, MRes, MSc, MTL)	7	180-360	6-7	7	150 (to include dissertation)	6	30	30 credits at level 7 with a condoned Masters fail mark permitted, dissertation excluded. Any level 6 modules (even those passed at a mark greater than 50) will be included in this maximum
Postgraduate Diploma (PGDip)	7	120	6-7	7	90	6	30	30 credits at level 7 with a condoned Masters fail mark permitted, dissertation excluded. Any level 6 modules (even those passed at a mark greater than 50) will be included in this maximum

Qualification/ Award	FHEQ level	Minimum overall credits	Range of credit levels	Highest level required (programme specifications will detail where a student may take modules of a higher level)	Minimum credits at highest level	Lowest level permitted	Maximum credits at lowest level	Maximum number of credits permitted with a condoned fail (core modules excluded). Unless specified, condoned fails may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condoned fail quota, even if they are passed at the normal pass mark
Postgraduate Certificate (PGCert)	7	60	6-7	7	45	6	15	15 credits at level 7 with a condoned Masters fail mark permitted, dissertation excluded. Any level 6 modules (even those passed at a mark greater than 50) will be included in this maximum
Integrated Masters (five year programme)	7	To be stated in programme specification but at least 480	4-7	7	120	4	150	45 credits at levels 4-6 with a condoned fail mark (up to 30 credits at level 7 may be included but a level 7 condoned fail mark will be required)
Integrated Masters (MSci, MEng, MPharm)	7	480	4-7	7	120	4	150	45 credits at levels 4-6 with a condoned fail mark (up to 30 credits at level 7 may be included but a level 7 condoned fail mark will be required). Exceptionally, Msci programmes may have up to 30 credits of condoned fails count towards the minimum 120 credits at level 7.

Qualification/ Award	FHEQ level	Minimum overall credits	Range of credit levels	Highest level required (programme specifications will detail where a student may take modules of a higher level)	Minimum credits at highest level	Lowest level permitted	Maximum credits at lowest level	Maximum number of credits permitted with a condoned fail (core modules excluded). Unless specified, condoned fails may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condoned fail quota, even if they are passed at the normal pass mark
Bachelor of Dental Surgery (BDS -five year programme)	7	795	5-6	6	675	5	120	All credit to be passed with a mark of 50
Bachelor of Dental Surgery (BDS - four year programme)	7	675	6	6	675	6	N/A	All credit to be passed with a mark of 50
Bachelor of Dental Surgery (BDS - three year programme)	7	525	6	6	525	6	N/A	All credit to be passed with a mark of 50
Bachelor of Medicine and Bachelor of Surgery (MB BS - five and six year programme)	7	Take 780 Pass 750	4-6	6	465	4	225	All core credit to be passed with a mark of 50, all non-core to be passed at 40
Bachelor of Medicine and Bachelor of Surgery (MB BS - four year programme)	7	Take 705 Pass 675	4-6	6	465	4	75	All core credit to be passed with a mark of 50, all non-core to be passed at 40

Qualification/ Award	FHEQ level	Minimum overall credits	Range of credit levels	Highest level required (programme specifications will detail where a student may take modules of a higher level)	Minimum credits at highest level	Lowest level permitted	Maximum credits at lowest level	Maximum number of credits permitted with a condoned fail (core modules excluded). Unless specified, condoned fails may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condoned fail quota, even if they are passed at the normal pass mark
Postgraduate Certificate in Education (PGCE)	7	120	6-7	7	60	6	60	No condoned fails
Professional Graduate Certificate in Education (PGCE Professional)	6	120	6	6	120	6	N/A	No condoned fails
Graduate Diploma (GradDip)	6	120	4-6	6	90	4	30	30 credits at levels 4-6 with a condoned fail mark (level 7 credits may be included but a level 7 condoned fail mark will be required)
Graduate Certificate (GradCert)	6	60	4-6	6	30	4	15	No condoned fails
Honours degree (four and five years)	6	To be stated in programme specification (between 360 and 480)	4-6	6	90	4	150	45 credits at levels 4-6 with a condoned fail mark (level 7 credits may be included but a level 7 condoned fail mark will be required)

Qualification/ Award	FHEQ level	Minimum overall credits	Range of credit levels	Highest level required (programme specifications will detail where a student may take modules of a higher level)	Minimum credits at highest level	Lowest level permitted	Maximum credits at lowest level	Maximum number of credits permitted with a condoned fail (core modules excluded). Unless specified, condoned fails may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condoned fail quota, even if they are passed at the normal pass mark
Honours degree (BA, BSc, BEng, BMus, BSc(Eng), LLB - excluding Nursing and Midwifery, see below)	6	360	4-6	6	90	4	150	45 credits at levels 4-6 with a condoned fail mark (level 7 credits may be included but a level 7 condoned fail mark will be required)
Intercalated Bachelor of Science (BSc) Foundation Degree top-up year	6	120	4-6	6	90	4	15	30 credits at levels 4-6 with a condoned fail mark (level 7 credits may be included but a level 7 condoned fail mark will be required)
Bachelor of Science post-registration programmes in the Faculty of Nursing and Midwifery (BSc - except as below)	6	120	5-6	6	105	5	15	No condoned fails
Specialist Community Public Health Nursing (BSc)	6	120	6	6	120	6	N/A	No condoned fails

Qualification/ Award	FHEQ level	Minimum overall credits	Range of credit levels	Highest level required (programme specifications will detail where a student may take modules of a higher level)	Minimum credits at highest level	Lowest level permitted	Maximum credits at lowest level	Maximum number of credits permitted with a condoned fail (core modules excluded). Unless specified, condoned fails may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condoned fail quota, even if they are passed at the normal pass mark
Bachelor of Science pre-registration programmes in the Faculty of Nursing and Midwifery (BSc)	6	360	4-6	6	120	4	120	No condoned fails
Undergraduate Diploma (UGDip)	5	240	4-5	5	90	4	150	15 credits at level 4 or 5 with a condoned fail mark
Foundation Degree (FdA, FdSc)	5	240	4-5	5	120	4	120	15 credits at level 4 or 5 with a condoned fail mark
Undergraduate Certificate (UGCert)	4	120	4	4	120	4	N/A	No condoned fails
Ordinary Degree (BA, BSc) <i>exit award only</i>	5	300	4-6	6	60	4	150	30 credits at levels 4-6 with a condoned fail mark
Dental Studies (BSc) <i>exit award only</i>	6	450	5-6	6	330	5	120	All credit to be passed with a mark of 50
Medical Science (BSc) <i>exit award only</i>	6	Take 435 Pass 405	4-6	6	165	4	180	All core credit to be passed with a mark of 50, all non-core to be passed at 40

T4 ACADEMIC REGULATION (APPENDIX)

2017/18

T4 All programmes of study are required to have a published programme specification which is updated annually.

[Useful links](#)

Programme Specifications

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T5 Programmes may define specific modules as having special status.

Special status modules

Definitions

- T5.1 *Prerequisite* – must be taken and passed in order to progress to another specified module.
- T5.2 *Core* – must be taken and passed in order to be eligible for award. This will be detailed on the programme specification.
- T5.3 *Compulsory* – must be taken.
- T5.4 *Optional* – offered as an integral part of the programme but which students are not required to take. Students will normally be required to take a limited number of optional modules listed in the programme specification.
- T5.5 *Introductory* – the level is below the permitted level for the programme and will not be included in the credit tariff for the programme nor included in the classification calculation. An introductory module may be designated as prerequisite.
- T5.6 *Professional practice* – taken on a pass/fail basis. These modules have no level assigned, they are not included in the credit tariff for the programme and are not included in the classification calculation. A module of this type may need to be passed in order to meet progression or award requirements.
- T5.7 *Study abroad* – modules specifically for study abroad students from other academic institutions in attendance at the College for one semester only. The method of assessment will be detailed in the module specification.
- T5.8 *Substitute* – when permitted, a failed, non-core, non-compulsory module may be substituted with another module or modules of the same credit level. The mark gained on the substitute module will be capped at the pass mark and the marks from the originally taken module will not be used in determining the final award classification.
- T5.9 The programme specification will indicate the maximum number of credits for which a student may be registered in an academic year. Where a student follows a module during the long vacation, the credit value of that module shall be pre-assigned to either the previous or the next academic year as appropriate, but in neither year, except as provided for below, may the total credit value exceed that specified in the programme specification.
- T5.10 Where it is permitted by the programme specification and with the consent of the Assessment Sub Board and the Department, a student may take modules, and acquire credit in addition to that required by their programme. An additional fee may be payable. Additional modules will be limited to a maximum value of 30 credits above the 'minimum overall credits' tariff in the table in T4 (see useful links below). The marks arising from the assessment of any additional modules will be used by the Assessment Sub Board in determining any final classification.

T5 Programmes may define specific modules as having special status.

- T5.11 Under exceptional circumstances, an Assessment Sub Board may permit a student to register for a substitute module in place of a non-core and non-compulsory module failed at the first attempt with a mark outside the condonable range. The substitute module must be of equivalent credit weighting and level as the original module. Under these circumstances neither the credit nor the marks gained by the student in the original module will be used by the Assessment Sub Board in determining any final award classification.

[Useful links](#)

Programme specifications

Substitute modules (T22)

Programme specifications and credits (T4)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

T6 Progression requirements apply and deviations from or additions to minimum progression requirements are detailed in programme specifications.

Progression requirements

Foundation Degree Programmes

- T6.1 The progression requirements for a Foundation Degree programme will be listed in the programme specification.

Undergraduate Degree Programmes

- T6.2 The minimum progression requirements for students enrolled on a full-time undergraduate programme are as follows (pro rata for part-time students):
- a) Year 1 to Year 2: 90 credits excluding condoned fails
 - b) Year 2 to Year 3: 210 credits excluding condoned fails
 - c) Year 3 to Year 4: 330 credits excluding condoned fails

- T6.3 Additional progression specific requirements will be listed in the programme specification.

Taught Postgraduate Degree Programmes

- T6.4 The progression requirements for a taught postgraduate programme will be listed in the programme specification.

Useful links

[Programme specifications](#)

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T8 The pass mark at levels 4, 5 and 6 is 40. The pass mark at level 7 is 50. Exceptions may apply to programmes leading to professional registration and to the Executive LLM which applies pass/fail marking criteria.

T9 Modules which require a qualifying mark in order to pass the module overall will specify the details in the module specification.

T10 Credit can be awarded for condoned fails where permitted by the programme specification.

Pass marks, qualifying marks and condoned fails

Definitions

- T8-10.1 **Pass Mark** - Some programmes leading to professional registration may, for specific or all modules, require a higher level of attainment than the College pass marks given in regulation T8 and this will be stated in the programme specification. For the Executive LLM pass/fail marking criteria apply.
- T8-10.2 **Qualifying Mark** – A minimum level of attainment for a specific element of assessment within a module. Achieving the qualifying mark is a prerequisite of passing the module.
- T8-10.3 **Condoned Fail** – A fail mark within a specified range, given to a module where credit is awarded for the module but is non-transferable. For levels 4, 5 and 6, where permitted, a condoned fail is a mark between 33 and 39 inclusive. For level 7, where permitted, a condoned fail is a mark between 40 and 49 inclusive.
- T8-10.4 For modules in the departments of Mathematics, Informatics or Physics condoned fails are permitted, at the discretion of the Assessment Board, for marks in the range of 33-39% for level 4, 1-39% for level 5 and 6 and 1-49% for level 7.
- T8-10.5 Programme specifications detail when and where condoned fails are permitted.
- T8-10.6 If specified in the relevant programme specification, the examiners may permit a student to be awarded non-transferable credit for a limited number of non-core modules where the student has failed the module but has attained a minimum mark for condonement, subject to the following restrictions:
- in no case may the condoned fail mark be lower than 33 for a level 4, 5 or 6 module or lower than 40 for a level 7 module; and
 - the total number of modules condoned may not exceed the credit tariff given in the table in T4.
- T8-10.7 Condonement will be considered for students who have failed a condonable module with a mark within the condonable range as detailed in individual programme specifications. For non-finalists, condonement will be applied only once the student has exhausted any reassessment opportunities. Finalists who have failed a module within the condonable range but who have met the requirements for award should normally be classified and no re-assessment offered.
- T8-10.8 Credit attained at the lower level will be deemed non-transferable within the College.

T8-10 ACADEMIC POLICY

2017/18

T8 The pass mark at levels 4, 5 and 6 is 40. The pass mark at level 7 is 50. Exceptions may apply to programmes leading to professional registration and to the Executive LLM which applies pass/fail marking criteria.

T9 Modules which require a qualifying mark in order to pass the module overall will specify the details in the module specification.

T10 Credit can be awarded for condoned fails where permitted by the programme specification.

Useful links

Programme specifications

Departments and Faculties

Programme specifications and credits (T4)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

T11 ACADEMIC REGULATION (APPENDIX)

2017/18

T11 Modules have credit values in multiples of 15 or 20. Additionally, short courses have credit values of 5, 10, 15, 20 or 30. The maximum credit value for a level 7 research/dissertation module is 90, or 120 for MRes programmes.

T11.1 5 and 10 credit modules are only applicable to King's Health Partners short courses.

[Useful links](#)

King's Health Partners

Exemptions: can be submitted by the Executive Dean of the Faculty for consideration by the Vice-Principal (Education). Apply [here](#). All outcomes are reported to CASC.

T12 Modules are assessed by one or more methods appropriate to the level as defined in the module specification.

Module Assessment Methods

- T12.1 Where a module has more than one element of assessment, the module specification shall state the relative weighting of each element and whether a pass or qualifying mark must be achieved in that particular element in order to pass the module overall.
- T12.2 The timing of assessment shall be specified in individual module specifications but reassessment shall normally be held prior to the start of the next academic session.
- T12.3 A student taking a module must be examined in all parts of the assessment prescribed for that module. Unless prevented by illness or other adequate cause for which certification must be provided, a student must take each prescribed (re)assessment and submit sufficient work to enable her/him to be examined.
- T12.4 Where an element of assessment associated with an activity is defined in the module specifications as a "core competency" then a student is required to demonstrate a minimum acceptable standard in that activity. In such instances a student will be allowed a prescribed number of attempts at achieving the minimum acceptable standard, with a numerical mark only being awarded once the minimum acceptable standard has been achieved.

Oral Examinations

- T12.5 Oral examinations may be employed as examination methods if prescribed in the relevant programme and module specifications. They must be conducted by at least two examiners acting together. The date, time and place of oral examinations shall be specified in the programme regulations or determined by the Assessment Sub Board.
- T12.6 The Assessment Sub Board shall determine who may be present at an oral examination and shall advise the student accordingly.
- T12.7 Module specifications can be obtained from the relevant department.

Useful links

Examination timetable
Departments and Faculties

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). [Apply here](#). All outcomes are reported to CASC.

T13 Under exceptional circumstances provision may be made for alternative forms of assessment in line with College Policy.

Alternative Assessment

- T13.1 An Assessment Sub Board may exceptionally make provision for a student to undertake an alternative form of assessment where it is impracticable for a student to be assessed or reassessed in the prescribed elements and/or methods of the examination. In such cases, the Chair of the Assessment Sub Board shall obtain the agreement of an External Examiner to the proposed alternative assessment and shall report the matter to the Chair of the Assessment Board.
- T13.2 A student given a replacement examination or replacement assessment opportunity or given permission to undertake alternative assessment as in shall be assessed on equal terms with other students.

Useful links

Faculties and Departments
Assessment Sub Boards

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

T14 The setting of assessments and the drawing up of marking schemes are responsibilities of the Assessment Sub Board.

Setting examination papers and marking schemes

- T14.1 Each Assessment Sub Board shall:
- appoint one or more of its members to be jointly and severally responsible for the first draft and final accuracy of each examination question paper;
 - be responsible for ensuring that all examination question papers within its purview are considered and approved. An Assessment Sub Board may meet before the examination to discuss the questions to be set and the standard to be adopted;
 - in advance of the examination, seek the approval of an External Examiner (or Examiners) appointed to the relevant Assessment Sub Boards for all examination question papers set by an Assessment Sub Board. A record shall be kept indicating the approval of the External Examiner(s) concerned in respect of each question paper;
 - draw up a marking scheme for the degree or award for which it is responsible. The Assessment Sub Board may adopt such conventions as it considers appropriate within its own marking scheme, providing that they are consistent with the discipline specific marking criteria and the generic marking criteria;
 - submit marking schemes to the Assessment Board for approval, as the Assessment Board is responsible for monitoring and reviewing all such schemes;
 - be responsible for ensuring that each element of assessment whose primary purpose is summative is marked in accordance with the College Marking Framework. An Assessment Board shall be responsible for ensuring that the most appropriate marking model is assigned to each element of assessment in line with College policy.
- T14.2 The normative scaling of module marks or final overall scores shall not be employed by the examiners.
- T14.3 Module marks shall be rounded up (≥ 0.5) or rounded down (<0.5) to the nearest integer. The final overall mark for a programme of study shall be rounded up (≥ 0.5) or rounded down (<0.5) to the nearest integer before the final classification of the award is made.

Useful links

Undergraduate marking criteria

Taught Postgraduate marking criteria

Discipline specific marking criteria – see Departments and Faculties

Assessment Sub Boards

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T15 Examiners shall preserve the secrecy of unseen examination papers until taken by students.

Security of examination papers

- T15.1 Disclosure of questions in advance of an unseen examination is an offence and may lead to action being taken under the College's disciplinary procedures.
- T15.2 Examiners are required to preserve the secrecy of any individual questions that are intended to be used, or reused, for summative assessment. When questions are to be re-used, the examiners should inform the relevant officers of the College that removal of a question paper from the examination venue by the student is prohibited and that a copy of the paper should not be lodged with the library.
- T15.3 Individual programme regulations may prescribe conditions for assessment where prior disclosure of questions is applicable. Where examination questions are disclosed to students in advance, arrangements must be in place to ensure that all students receive the question papers at the same time.
- T15.4 Examiners should ensure that information relating to assessment is held securely in accordance with relevant College policies and procedures in relation to the processing of personal data (see useful links below).
- T15.5 Proceedings and any records kept of meetings of Assessment Sub Boards held to determine results, to discuss the content of unseen examination question papers, or at which matters pertaining to individual students are discussed are confidential. Scripts and lists of marks are confidential.
- T15.6 Chairs and examiners must not communicate with students on behalf of the Assessment Sub Boards about the students' performance in the examination until the final meeting of the Assessment Board responsible for determining the results has taken place.

Useful links

Data Protection Policy

Library regulations

Academic Staff Disciplinary Procedure

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T16 The identity of students shall be withheld to examiners where possible.

T17 Examination scripts are the property of the College but provisions shall be made for students to view scripts.

Examination scripts, other written assignments and marking

- T16-17.1 Scripts shall be distributed to Examiners and/or Assessors in accordance with the instructions from the Chair.
- T16-17.2 Scripts and lists of marks are confidential. They may be delivered by hand (including by courier) or through 'recorded delivery'. Internal mail arrangements should not be used, unless circumstances prevent all other forms of delivery.
- T16-17.3 Examiners must make and retain a written copy of mark lists or other assessment details before passing on scripts, etc to another marker or to the Chair of the Assessment Sub Board.
- T16-17.4 The identity of students shall be withheld from all Examiners so far as is practicable until the complete marking process has been conducted.
- T16-17.5 Members of an Assessment Sub Board shall have the right to see the scripts and any other assessed work, including coursework, of any student for the purposes of conducting the examination.
- T16-17.6 Scripts for written examinations taken at the end of a module are the property of the College and will not be returned to students. However, save where the regulations otherwise provide, essays, reports, dissertations and other assessed material may be returned to students.
- T16-17.7 If the College or a Faculty or an Assessment Sub Board wishes to make essays, reports and dissertations available for consultation or borrowing after the completion of the examination, appropriate arrangements must be made with the student.

Useful links

[Examination script viewing, guidance for students](#)

[Examination script viewing, guidance for staff](#)

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T18 Results of assessments are confidential until the Assessment Board has met to ratify the results.
T19 Assessment results are communicated to all students within a cohort at the same time and in the same manner.

Publication of assessment results

Definitions

- T18-19.1 *Raw marks* – marks post-marking but prior to a meeting of an Assessment Sub Board. Raw marks relating to individual elements of assessment can be released to students, subject to the permission of the Chair of the Assessment Sub Board or the programme leader, provided that the work in question has been marked in accordance with the College Marking Framework and that such marks are clearly labelled as “provisional and may be subject to change”.
- T18-19.2 *Recommended results* – marks post Assessment Sub Board but prior to an Assessment Board. Recommended results can be published subject to the permission of the Chair of the Assessment Board, provided they are clearly labelled as “recommended and may be subject to change”. Recommended degree classifications **must not** be published but an indicative pass/fail list clearly labelled as “recommended and may be subject to change” may be published subject to the permission of the Chair of the Assessment Board.
- T18-19.3 *Ratified results* – marks post Assessment Board and released to students.
- T18-19.4 The results of examinations are confidential until the final meeting of the Assessment Board responsible for determining the results has taken place, but recommended results may be displayed as indicated above.
- T18-19.5 The examination marks of individual students, other than grades for final examinations for the unclassified degrees in the Faculties of Medicine and Dentistry, may be released on request to Government agencies such as BIS and Research Councils for the purposes of assessing applications for studentships for postgraduate degrees; and to institutions of higher education within the United Kingdom and overseas for the purposes of credit transfer.
- T18-19.6 Students will be advised of their marks for their personal information routinely after the results have been determined by the relevant Assessment Board. The issuing of marks will be undertaken administratively by the records centres under the authority of the Director of Students and Education.

[Useful links](#)

[Data protection policy](#)

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T21 Reassessment is at the discretion of the Assessment Sub Board. For failed assessment, two reassessment opportunities may be permitted at level 4 and one reassessment opportunity may be permitted at levels 5, 6 & 7. The final module mark following reassessment is capped at the relevant pass mark.

Reassessment/failure

- T21.1 Students who have failed a module within the condonable range (for those programmes permitting condonable fails) but who have met the requirements for award should normally be classified and no reassessment offered.
- T21.2 A student who fails a module at the first attempt may, at the discretion of the Assessment Board, be reassessed in that module on two further occasions for a level 4 module or on one further occasion for a level 5, 6 or 7 module. The programme specification will clearly delineate the responsibility for offering reassessment to students undertaking a combined studies programme. Any conditions attached to reassessment will be specified in the regulations of the programme of study concerned.
- T21.3 Where a student fails an examination and is permitted to re-enter the examination, the Assessment Sub Board shall determine whether the student is required to sit the examination with or without further attendance.
- T21.4 When a student is reassessed in an element of assessment, in no case shall the final module mark be higher than the relevant pass mark. Where the student fails to achieve a pass level for reassessment, the highest mark of any attempt will be recorded.
- T21.5 The individual assessment marks will be recorded uncapped on the student administration system but the overall mark will be capped.
- T21.6 Where a module is assessed by more than one element of assessment and the module/programme specifications do not specify a qualifying mark or core competency for any individual element of assessment, then a student will be deemed to have achieved the learning outcomes of the module if they gain the relevant pass mark in the aggregate mark for the module.
- T21.7 In cases where a student fails to gain the relevant aggregate pass mark in a module at the first attempt, the module/programme specification will stipulate how the student is to be reassessed in order to determine whether the learning outcomes of the module have been achieved, taking into consideration that the final module mark will be capped at the relevant pass mark.
- T21.8 Where a module is assessed by more than one element of assessment and one or more elements have a specified qualifying mark or define a core competency then the module specifications will make clear which one of the following will apply when a student fails that specified element of assessment:
- a) the element of assessment requires the student to achieve a specified qualifying mark. A student who fails to achieve the qualifying mark will be reassessed in that element of assessment. The final module mark will be capped at the relevant pass mark;
 - b) the element of assessment requires the student to achieve a specified qualifying mark. A student who fails to achieve the qualifying mark will be reassessed in all elements of assessment of the module. The final module mark will be capped at the relevant pass mark;

T21 Reassessment is at the discretion of the Assessment Sub Board. For failed assessment, two reassessment opportunities may be permitted at level 4 and one reassessment opportunity may be permitted at levels 5, 6 & 7. The final module mark following reassessment is capped at the relevant pass mark.

- c) the element of assessment is defined as a core competency, requiring a student to achieve a minimum acceptable standard in that activity as part of their professional portfolio. A student who fails to achieve the minimum acceptable standard will be allowed a prescribed number of further attempts, with a numerical mark for the element of assessment only being awarded once the minimum acceptable standard has been achieved. Where the minimum acceptable standard is achieved at the first attempt the numerical mark awarded for the element of assessment will be in accordance with the published marking scheme. Where the minimum acceptable standard is achieved at anything other than the first attempt, the numerical mark awarded for the element of assessment will be capped at the relevant pass mark, however this will not result in the overall module mark being capped.

T21.9 Where a student fails a module with a mark outside the condonable range an Assessment Sub Board may, subject to provision within the programme specification, permit a student to register for a substitute module (see Substitute modules in useful links below).

T21.10 For level 4, 5 and 6 modules (and level 7 modules taken as part of an integrated Masters programme) a second attempt at summative assessment for the purpose of reassessment shall be held prior to the start of the next academic session. Formal written examinations for the purpose of reassessment following failure in examinations held during Examination Period One or during Examination Period Two will take place during Examination Period Three. A third attempt at a formal written examination (level 4 only) may be deferred until the subsequent year and the Assessment Board may require further attendance.

T21.11 Where an Assessment Sub Board determines that a student may not be permitted a further attempt at an examination, and where this decision would prevent a student from completing their programme of study, the student's registration will be terminated. The Assessment Sub Board will consider the student for any exit award for which they may be eligible.

T21.12 A student on a taught postgraduate programme who has failed to satisfy the requirements of an award, but has been offered a reassessment opportunity, will normally be reassessed, and an Assessment Sub Board convened to reconsider their award, where practicable, within four calendar months, and no longer than six calendar months, from the date that the reassessment(s) was first offered.

Useful links

Pass marks, Qualifying marks and Condoned fails (T8-10)
Examination timetable
Exit Awards (T42)
Substitute Modules (T22)

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T22 In some circumstances a student may be permitted to substitute a failed module with an alternative module or modules of the same credit value.

Substitute modules

- T22.1 Under exceptional circumstances, as determined by the Assessment Sub Board, a student may be permitted to register for a substitute module or modules in place of a non-core and non-compulsory module failed at the first attempt (or second attempt at level 4) with a mark outside the condonable range. The substitute module must be of equivalent credit weighting and level as the original module or, if more than one substitute module is offered, these must cumulatively hold the same credit value of the module to be replaced. Under these circumstances neither the credit nor the marks gained by the student in the original module will be used by the Assessment Sub Board in determining any final award classification.
- T22.2 Where a student fails a module with a mark outside the condonable range an Assessment Sub Board may, subject to provision within the programme specification, permit a student to register for a substitute module under the following conditions:
- the substitute module must be of equivalent credit weighting and level to the original module;
 - the module being substituted is neither compulsory nor core to the programme of study;
 - the Assessment Sub Board is satisfied that, on academic grounds, the candidate is unlikely to achieve a condonable mark at the next attempt;
 - the mark gained by the candidate in the substitute module will be capped at the pass mark (40 for levels 4, 5, 6 and 50 for level 7);
 - the aggregate credit value of substitute modules and modules with condoned fail marks will not exceed the maximum number of credits permitted with a condoned fail mark (programme specific);
 - the number of attempts the candidate is allowed at the original module and the substitute module combined will not exceed the total number of attempts allowed at any single module.

Useful links

Pass marks, Qualifying marks and Condoned fails (T8-10)

Reassessment/failure (T21)

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T24 Students taking level 4, 5, 6 or 7 modules at other University of London Colleges can transfer marks and credits.

T25 Students taking level 4 or 5 modules at other institutions can transfer credits only.

T26 Students taking level 6 or 7 modules at other institutions can transfer marks and credits using annually approved mark translation schemes.

Off-site study

T24-26.1 Modules offered on an intercollegiate basis by another College of the University of London and undertaken by a student of King's College as part of their programme of study will be assigned a nominal credit value and level by the relevant Faculty Education Committee.

Off campus study and credit transfer

T24-26.2 A Faculty may permit or require a student to spend part of their programme of study taking modules taught and assessed by another higher education institution, or organisation having a function relevant and suitable to the field of study, in the United Kingdom or elsewhere and may grant the student credit for the study undertaken elsewhere under the following conditions:

- a) that the institution and programme of study have been approved for the purpose under the procedures established by the relevant committee of the Academic Board;
- b) that in the opinion of the student's teachers the study carried out in that institution is necessary for the fulfilment of the objectives of the programme of study to which it will contribute - for example, by acquisition of fluency in a modern language - and/or the study forms a coherent whole with the remainder of the programme;
- c) that satisfactory arrangements for the assessment of the student's performance while attending the institution have been approved by the appropriate Assessment Board on an annual basis.

T24-26.3 The aggregate period of study spent elsewhere shall be determined by the Faculty in which the student is registered in accordance with the regulations for the award and will be detailed in the relevant programme specification, provided that for students following a full-time programme of studies for a first degree the minimum duration of the period of study on modules taught and assessed by the College shall be at least two years.

T24-26.4 The period of study spent taking modules taught and assessed by institutions other than King's will count for credit only towards the final award, except for students taking such modules at level 6 and/or 7 where the marks may also count towards the final award. An Assessment Board that intends to permit study on modules taught and assessed by other institutions during the final year of a programme must ensure that a robust mark translation scheme has been approved by the College Assessment and Standards Committee on an annual basis.

T24-26.5 The relevant Assessment Board shall ratify the results recommended by the relevant Assessment Sub Board in respect of the period of study spent elsewhere subject to the following provisions:

- a) that the conditions given above are satisfied;
- b) that the credit granted and results recommended are in accordance with the relevant programme regulations and Assessment Board marking schemes; and
- c) that for a first degree the maximum credit granted shall not exceed 120 credits in value.

T24-26 ACADEMIC POLICY

2017/18

T24 Students taking level 4, 5, 6 or 7 modules at other University of London Colleges can transfer marks and credits.

T25 Students taking level 4 or 5 modules at other institutions can transfer credits only.

T26 Students taking level 6 or 7 modules at other institutions can transfer marks and credits using annually approved mark translation schemes.

[Useful links](#)

Faculties and Departments

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T30 Weighting schemes apply and a c-score between 0-100 is calculated by the formula below:

$$\text{c-score} = \frac{\text{the sum of the weighted marks (mark x relevant credit volume x weight)}}{\text{the sum of credit volume x weighting}}$$

Weighting scheme for Bachelors and Integrated Masters

T30.1 For the purpose of considering students for the award of honours, module marks will be weighted as follows:

For BA, BEng, BMus, BSc, BSc(Eng) and LLB degrees:

- a) the marks for the best 90 credits at level 6 (and/or level 7 where taken) will be given a weighting of 5. Condoned fails may not be included in the best 90 credits
- b) the marks for any remaining level 6 credits (and/or level 7 where taken) and any level 5 credits will be given a weighting of 3
- c) the marks for all level 4 credits will be given a weighting of 1

For integrated Masters degrees (MEng, MPharm, MSci):

- d) the marks for the best 120 credits at level 7 will normally be given a weighting of 7
- e) the marks for any remaining level 7 credits and all level 6 credits will be given a weighting of 5
- f) the marks for all level 5 credits will be given a weighting of 3
- g) the marks for all level 4 credits will be given a weighting of 1

T30.2 For integrated Masters degrees, individual programme specifications will detail any alternative level 7 weightings agreed by CASC.

Useful links

Programme specifications

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

T31 ACADEMIC REGULATION (APPENDIX)

2017/18

T31 A c-score of at least 40 must be achieved for award and classifications are indicated by the following scores:

70-100 inclusive	First Class Honours
60-69 inclusive	Upper Second Class Honours
50-59 inclusive	Lower Second Class Honours
40-49 inclusive	Third Class Honours
0-39 inclusive	Academic Fail

Classifications

- T31.1 The MBBS and BDS are awarded without classification. However, students who satisfy the examiners with distinction in specific parts of the BDS programme may be awarded a BDS with honours.

Useful links

BDS

Distinctions on the MBBS

Oral Distinction in French

Oral Distinction in German

Oral Distinction in Spanish or Portuguese

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

T41 Where a final year undergraduate student has completed the full period of study but is absent from the final examinations, the student may be eligible for consideration under the aegrotat provisions.

Aegrotat degrees

- T41.1 Where a final year undergraduate student has completed the full period of study and is absent through illness or other cause judged sufficient by the relevant Assessment Sub Board from examinations during the final year, the student may be eligible for consideration under the aegrotat provisions.
- T41.2 Aegrotat provisions do not apply to the following degrees which have a mandatory professional practice component: MBBS, BDS, MPharm, BSc Physiotherapy, BSc Nursing Studies, BSc Community Nursing, BSc Midwifery and BSc Nutrition and Dietetics.
- T41.3 If a student has satisfied the requirements for the award of a degree or a related exit award as laid down in the programme specification, the Assessment Sub Board shall recommend the award of the degree with an honours classification or, as appropriate, the exit award, and shall not consider the student for the award of an aegrotat degree. The relevant Assessment Board shall not approve a recommendation for the award of a class of degree higher than the overall level which the student has achieved in the work actually presented.
- T41.4 An application for the award of an aegrotat degree must be submitted by the student, or the student's representative, to the relevant Assessment Sub Board accompanied by a medical certificate or other statement of the grounds on which it is made, as soon as possible and in any case within six weeks from the last date of the module examination(s) to which the application refers.
- T41.5 Where an application has been submitted and the Assessment Sub Board is unable to recommend the award of a degree with Honours or an exit award, the Board shall consider whether there is sufficient evidence to suggest that had the student completed the examination in the normal way, the student would clearly have reached a standard (and completed the necessary modules) which would have qualified the student for the award of the degree. The Assessment Sub Board shall refer all applications to the Director of Students and Education or her/his nominee, for advice on eligibility.
- T41.6 An Assessment Board will ratify a recommendation for the award of an Aegrotat degree where eligibility has been demonstrated by the Assessment Sub Board.
- T41.7 A student who has been awarded an Aegrotat degree will not be eligible thereafter to re-enter for the examination for a classified degree.
- T41.8 Aegrotat degrees will be awarded without distinction or class.

[Useful links](#)

[Exit awards \(T42\)](#)

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T42 Where a student has failed to satisfy the examiners in one or more elements of the programme an Exit Award may be available under the exit award provisions.

Exit awards

- T42.1 Where a student has failed to satisfy the examiners in one or more elements of a programme and:
- has exhausted any available reassessment opportunities or has terminated their studies early; and
 - has met the criteria for a lower level or lower volume exit award

except where a waiver has been granted, the Assessment Sub Board will in accordance with College policy and criteria, recommend the award of the relevant exit qualification. The title of the exit award will reflect the pattern of study completed successfully by the student.

- T42.2 Exit awards at Level 6 and 7 will be awarded with classification where the student has satisfied the requirements for such an award. Where the credit accumulated exceeds the requisite amount for the exit award being conferred only the credits with the best marks that make up the required amount will be selected to calculate the overall average.
- T42.3 Exit awards at levels 4 and 5, level 6 for an Ordinary Degree and level 7 for a Postgraduate Certificate or Postgraduate Diploma must adhere to the College's agreed standard level of learning outcomes as detailed in the Quality Assurance Handbook. Those Exit awards that are outside of this remit must have programme defined learning outcomes.
- T42.4 An Assessment Board may request a waiver to the requirement to award exits awards; all such requests must be approved by the College Assessment and Standards Committee.

[Useful links](#)

[Programme specifications](#)
[QA handbook](#)
[Credit tariff table \(T4\)](#)

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T43 The College considers mitigating circumstances to be recognisably disruptive or unexpected events beyond the student's control that might have a significant and adverse impact on their academic performance. The Mitigating Circumstances Process applies to students on taught programmes. Marks will never be raised due to mitigating circumstances.

Mitigating Circumstances

- T43.1 The College considers mitigating circumstances to be recognisably disruptive or unexpected events beyond the student's control that might have a significant and adverse impact on their academic performance.
- T43.2 A student who attends, submits or participates in any form of assessment shall be considered by the College to be in a position to do so; that is to say, they do not believe that they are affected by any mitigating circumstances, as defined above, which would have a significant and adverse impact on their academic performance. As such, any result achieved in that assessment will stand.
- Absence from summative assessments owing to mitigating circumstances*
- T43.3 At the discretion of the Chair of the relevant Assessment Sub Board, a student may be granted an authorised absence from, or an extension to, an assessment or submission deadline for which they are registered, provided that they submit a mitigating circumstances form prior to ratification of results and not more than seven calendar days after the date of the assessment or submission deadline. Supporting evidence should be submitted with the form provided for this purpose or, providing the mitigating circumstances form has been submitted within the timeframe outlined above, within 21 calendar days of the date of the affected assessment.
- T43.4 Exceptionally, a student who presents themselves for an assessment or submits coursework may, at the discretion of the Chair of the relevant Assessment Sub Board, be retrospectively granted an authorised absence from that assessment provided that they submit evidence of mitigating circumstances normally no more than seven calendar days after the date of the assessment or submission deadline. Supporting evidence should be submitted with the form provided for this purpose or within 21 calendar days of the date of the affected assessment.
- T43.5 In exercising their discretion, the Chair of the Assessment Sub Board must be satisfied that the mitigating circumstances would:
- a) prevent or have prevented the student from sitting the examination or submitting the assessment within the given timeframe; or
 - b) have or had a significant and adverse impact on the student's performance in the assessment.
- T43.6 Additionally, in considering whether to grant an authorised absence retrospectively, the Assessment Sub Board must be satisfied that the student has provided a good reason as to why they did not follow the mitigating circumstances procedure before they presented themselves for an examination or submitted coursework.
- T43.7 Where the Chair is satisfied that the above conditions have been met, the student will be granted an authorised absence from or an extension to the assessment, and one of the following will be applied:
- a) the student will be deferred in the assessment and take a replacement

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- b) assessment at a later date;
the student will be deferred in the assessment and take an alternative form of assessment at a later date;
- c) the student will be set a new submission deadline;
- d) the assessment will be declared void and the module mark re-scaled such that the module mark is based only on those elements of assessment the student has completed.

T43.8 Option (d) can only be employed where there is no qualifying mark required for that element of Assessment, where options (a), (b) or (c) are considered impracticable, and where the total contribution of the assessments missed in any single module amount to no more than 20% of the total module mark.

T43.9 Where a student submits a mitigating circumstances form before the published coursework submission deadline and, as a result of their mitigating circumstances, submits work after the published deadline, the student's work will be marked without penalty, provided the Chair is satisfied that the conditions to authorise this have been met.

T43.10 Where a student is deferred in a timed examination, the student will be required to enter a replacement timed examination where they will be examined as if for the first time (or second/third time if the deferred examination was itself a subsequent attempt), normally at the next occasion when the examination is offered and the mark for the original attempt will not be considered by the Assessment Sub Board. The Assessment Sub Board shall determine whether the student is required to sit the examination with or without further attendance.

T43.11 A student who is absent from a timed examination or in-course assessment, or fails to submit coursework, for an assessment for which they are registered, without having been granted authorisation will be regarded as having attempted the assessment and will be awarded a mark of zero for that assessment. Such a student may, at the discretion of the relevant assessment board, be permitted to attempt the assessment again if the regulations for the programme permit such reassessment.

T43.12 A student who either fails to submit coursework for assessment or submits after the deadline, and has not made a request for an extension, or who has not satisfied the Chair of the Assessment Sub Board that their mitigating circumstances offer valid reasons for submitting late work, will have an automatic penalty applied. Work submitted within 24 hours of the deadline will be marked, but the mark awarded will be no greater than the pass mark. Work submitted after the 24 hour deadline will receive a mark of zero. Such a student may, at the discretion of the relevant Assessment Sub Board, be permitted to attempt the coursework again if the regulations for the programme permit such reassessment.

T43.13 For replacement first attempts the full range of marks shall be used.

T43 ACADEMIC REGULATION (APPENDIX)

2017/18

T43 The College considers mitigating circumstances to be recognisably disruptive or unexpected events beyond the student's control that might have a significant and adverse impact on their academic performance. The Mitigating Circumstances Process applies to students on taught programmes. Marks will never be raised due to mitigating circumstances.

[Useful Links](#)

[Understanding mitigating circumstances](#)

[Alternative assessment \(T13\)](#)

[Medical certificates](#)

[Medical centre](#)

[KCLSU advice](#)

Exemptions: can be submitted by Assessment Board Chairs for consideration by the Vice-Principal (Education). Apply here. All outcomes are reported to CASC.

T44 There is an academic appeals process available to undergraduate and taught postgraduate students. This cannot be used to challenge academic judgement.

Academic Appeals for students on taught programmes

- T44.1 The Head of Student Conduct and Appeals (HoSCA) holds delegated responsibility for the Appeals process from the Director of Students and Education.
- T44.2 Group appeals are permitted. In the first instance a group should raise any issues with the programme lead via their student representative. If there is no student representative then one member of the group should be nominated to act as the representative for the group. This nominated student will then submit the appeal and communicate with the College on behalf of the group. Any outcome of an appeal will apply to all members of the group.
- T44.3 The College may hold in abeyance or cease the consideration of any appeal submitted where the student is suspected to be in breach of the misconduct regulations (G27 and appendix) or the fitness for registration and practice regulations (G29 and appendix), the student shall be referred for consideration accordingly under those regulations.
- T44.4 All parties involved in an academic appeal will act reasonably and fairly in accordance with the expected conduct as defined in G27 Appendix, and treat the process in a respectful manner. If inappropriate behaviour is displayed action may be taken.
- T44.5 Except as provided below, no decision of a properly convened and constituted Assessment Boards, acting in accordance with these and any other relevant College regulations may be modified.

Stage One Appeal

- T44.6 Students may submit an appeal within 21 days of the release of results and appeals received after this deadline shall only be accepted at the discretion of the HoSCA. An Assessment Board may review a decision if it is satisfied that one or both of the following conditions are relevant and applicable to the request for review:
- where there is evidence that assessment(s) may have been adversely affected by mitigating circumstances which the student was unable, or for valid reasons unwilling, to divulge before the original decision was reached;
 - where there is clear evidence that assessment(s) may have been adversely affected by a significant administrative error on the part of the College or in the conduct of the assessment.
- T44.7 A stage one appeal may be rejected before forwarding to the Assessment Board for consideration in the following circumstances:
- where the appeal is not made on the correct form, or the form is incomplete;
 - where the appeal has been submitted after the deadline;
 - where, if appealing for reasons of mitigating circumstances, there is no independent third party evidence of illness or other factors of mitigation;
 - where the appeal contains no evidence that either of the conditions for review has been met;
 - where the appeal is frivolous or vexatious.

T44 ACADEMIC REGULATION (APPENDIX)

2017/18

T44 There is an academic appeals process available to undergraduate and taught postgraduate students. This cannot be used to challenge academic judgement.

- T44.8 If the appeal is rejected at this stage a student can contest this decision but is not permitted to submit additional evidence. If the contestation is successful the appeal will be forwarded to the Assessment Board for consideration. If the contestation is not successful there are no further opportunities for appeal.
- T44.9 Any contestation submitted must be received in writing by the HoSCA within 7 days from the date of notification of the decision. The matter to be determined will be whether the decision was properly taken in accordance with these regulations at the time it was made. This determination will be made by a person nominated by the HoSCA to consider the contestation who was not the person who made the decision to reject the appeal.
- T44.10 If the appeal contains elements which fall within the remit of the Student Complaints Regulations (G31) then the appeal can be held in abeyance until the complaints process is complete. In such cases the final findings determined under the provisions of the Student Complaints procedure will be submitted to the Assessment Board as evidence. In order to avoid any perception of bias, no member of an Assessment Board against whom an allegation or complaint has been made may sit to consider the request to review the decision of that Assessment Board.
- T44.11 The Assessment Board convenes to consider the appeal and reports its decision to the HoSCA normally within 42 days of the release of results. The Assessment Board Chair (or Deputy) is responsible for ensuring this occurs. Where there is good reason for doing so the HoSCA may allow an extension.
- T44.12 When considering an appeal the Assessment Board will determine whether the criteria for a review have been met or not. Where the criteria have been met and a review is conducted the Board will decide whether to modify its original decision or to confirm its original decision.
- T44.13 Any Stage One Appeal concerning illness or other factors of mitigation must be accompanied by independent third party evidence. It is the student's responsibility to obtain all evidence by the deadline for submission. If evidence is in a foreign language it is the student's responsibility to have it independently translated prior to submission.
- T44.14 Additionally, in the case of a student who has presented themselves for an examination and who has failed that examination, the Board must be satisfied that the mitigating circumstances may have had a significant and adverse impact on the student's performance in the assessment, or would have prevented the student from participating in the assessment.
- T44.15 Where an Assessment Board is conducting a review of its decision due to a significant administrative error, the Board must be satisfied that the error was substantive and serious enough to have accounted for the student's performance, and that had the error not occurred, the Board's decision probably would have been different.
- T44.16 A written statement of the outcome of the meeting will be prepared by the Chair of the Board and shall include the reasons behind any decision. The reasons given shall provide the student with an adequately clear explanation of how those reasons were arrived at by the Board. Failure

T44 There is an academic appeals process available to undergraduate and taught postgraduate students. This cannot be used to challenge academic judgement.

to supply such an explanation will give grounds to a student to request the convening of an Appeal Committee.

T44.17 Where the Board agrees to modify its decision an External Examiner should normally be informed and, where appropriate, it must be ratified by the relevant Assessment Board. Once approved, the statement should be sent to the HoSCA for notification of the outcome to be provided to the student.

Stage Two Appeal

T44.18 Following the publication of a decision by the relevant Assessment Board the hearing of a formal appeal against that decision may be allowed, at the discretion of the HoSCA, in the following circumstances ('Stage Two Appeal'):

- a) if, in the view of the HoSCA, the Assessment Board's handling or consideration of the case was not undertaken in accordance with the procedure outlined in these regulations and the Stage One Appeal Form; and if sufficient evidence remains that the request for a review warrants further consideration;
- b) if, in the view of the HoSCA, giving due consideration to the evidence previously provided, the decision of the Assessment Board in response to the representation made could not reasonably be sustained.

T44.19 A Stage Two Appeal must be requested in writing on a form provided for the purpose. The request must be received within 14 days of the date of notification of the Assessment Board's written statement. Stage Two Appeals received after this deadline will only be accepted at the discretion of the HoSCA.

T44.20 New or updated documents submitted as part of a Stage Two Appeal will not normally be considered. Only in the most exceptional circumstances and at the discretion of the HoSCA will such documents be accepted for consideration with a Stage Two Appeal.

T44.21 The HoSCA will normally advise the student in writing of their decision on the appeal request within 42 days of receipt of the appeal. If it is determined that an appeal should be heard, arrangements will be made for an Appeal Committee to be convened in accordance with the Appeal Committee Structure.

T44.22 The student may be represented at the Appeal Hearing by another College member or a member of the student's professional organisation (where applicable) or a member of the King's College London Students' Union (KCLSU).

T44.23 The student may also be accompanied by a family member or a friend but that person will not be allowed to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter. However, the Appeal Committee will have the discretion to consider representations from the person accompanying the student to make a statement.

T44.24 If the student is to be represented and/or accompanied, the name(s) of the person/persons who is/are to attend must be received in writing by the HoSCA at least forty-eight hours in advance

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of the hearing. The Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been received.

- T44.25 If a student wishes to be represented by another individual they should make representations to the Chair of the Appeal Committee at least forty-eight hours in advance of the hearing. The Chair of the Appeal Committee has the absolute discretion to accept or reject an application for alternative representation and their decision will be final.
- T44.26 Written notice of the hearing will be sent to the student. The names of the Committee members and the Chair of the relevant Assessment Board together with all documentary evidence will normally be sent to the student not less than fourteen days before the hearing date. Any concerns regarding documentation or membership of the Committee should be raised in writing by the student at the earliest opportunity in advance of the hearing to the HoSCA.
- T44.27 New documentary evidence that has not already been submitted as part of the appeal will not normally be considered by the Appeal Committee. Should either party wish to submit new documentary evidence this must be done at least seven days before the hearing date. The Chair of the Appeal Committee has the absolute discretion to accept or reject new documentary evidence.
- T44.28 The Appeal Committee shall consider the documentary evidence. The student shall be invited to give evidence. The Chair of the relevant Assessment Board, or their nominee, shall be invited to give evidence. Other persons shall be asked to attend to give evidence if the Committee so wishes.
- T44.29 The absence of the student or the Chair of the relevant Assessment Board will not prevent the Hearing from taking place nor invalidate the proceedings.
- T44.30 For the purpose of the hearing, a decision by the Appeal Committee on any point of procedure will be binding.
- T44.31 The Appeal Committee will determine whether there is sufficient reason to challenge the decision of the Assessment Board. If there is insufficient reason to challenge the decision of the Board the appeal will be dismissed and the outcome of the Stage One Appeal will stand. If there is sufficient reason to challenge the decision of the Board the Appeal Committee can set aside the decision of the Assessment Board and replace it with one of its own, or it can refer the representation back to the relevant Assessment Board for fresh consideration with commentary.
- T44.32 Where an appeal is upheld, the Appeal Committee may set aside an attempt at an assignment or module and permit the student to be re-assessed in any specific assessment or specific module, not limited to those listed by the student in their appeal. The Appeal Committee has the discretion to consider other decisions, but any decision of the Appeal Committee must be consistent with the College regulations and the relevant Programme requirements. In all cases clear deadlines for re-assessment should be set in consultation with the Assessment Board.
- T44.33 An Appeal Committee is not an Assessment Board, and cannot raise marks in assignments or modules, amend marks from fail to pass, raise degree classifications or make awards. If a successful

T44 ACADEMIC REGULATION (APPENDIX)

2017/18

T44 There is an academic appeals process available to undergraduate and taught postgraduate students. This cannot be used to challenge academic judgement.

appeal is regarding an award or classification the student's representation will be referred back to the relevant Assessment Board for reconsideration.

T44.34 A decision of the Appeal Committee shall be final. There is no further right to appeal and no right to appeal against the decision of the Assessment Board if the representation has been referred

T44.35 The decision of the Appeal Committee shall be communicated in writing by the HoSCA to the student, and the Chair of the relevant Assessment Boards, normally within seven days of the decision of the Appeal Committee.

T44.36 Until the appeal procedure is completed, the student shall be allowed to continue attending their programme of study at the discretion of the Faculty, where this is applicable and permitted by the relevant programme regulations. The student has no automatic right to progress to the next stage of the programme pending the outcome of an appeal without having met the prerequisite conditions

Useful Links

Office of the Independent Adjudicator (OIA)

Data Protection Policy

Academic appeals for students on research degree programmes (R18)

Misconduct (G27)

Appeal Committee Structure

Student Complaints (G31)

Student Conduct and Appeals webpages

Exemptions: not anticipated. For advice contact appeals@kcl.ac.uk.

R1 In addition to the General Regulations, the Regulations for Research Degrees apply to all students registered on research degree programmes at the College. For research degree programmes with taught elements, the Regulations for Taught Programmes will also apply.

Research Degree Programmes

- R1.1 Research Degrees Programmes:
- Master of Philosophy (MPhil)
 - Master in Philosophical Studies (MPhilStud)
 - Doctor of Philosophy (PhD)
 - Doctor in Health Care (DHC)
 - Doctor in Theology and Ministry (DThM)
 - Doctor in Professional Studies (DrPS)
 - Doctor in Education (EdD)
 - Doctor of Medicine (Research) (MD(Res))
 - Doctor in Clinical Psychology (DClinPsy)
 - Doctor of Letters
 - Doctor of Ministry
 - Doctor of Science
 - Doctor of Medicine
 - Master of Surgery

[Useful links](#)

Centre for Doctoral Studies

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

R2 A research degree programme extends over at least two years of full-time study, or part-time equivalent, and incorporates a substantial research component resulting in the submission of a thesis for examination at doctoral level.

Components of Research Degrees

- R2.1 In addition to a research component resulting in the submission of a thesis at doctoral level:
- a) a professional doctorate programme shall include elements of a practical/work-related/professional nature and formally taught elements appropriate to support the academic objectives of the degree programme.
 - b) a Master in Philosophical Studies (MPhilStud) degree programme shall provide a student with advanced knowledge of three areas of the relevant discipline, including sustained research on a single topic (presented in the form of a thesis), and provide progressive research training which is an adequate foundation for doctoral study.
- R2.2 Except as provided for under the Appendix on Split-site, Public Research Institutions and Industrial Research Laboratories (R7) and the below, students will centre their academic activities on the College and attend at such times as the College or Faculty might require.
- R2.3 A student may be permitted to spend part of their programme in 'off-campus study' under conditions prescribed by the Faculty of registration and within the framework of the *Core code of practice for postgraduate research degrees*. Such conditions must ensure that:
- a) prior permission is obtained by the student from the responsible authority within the Faculty and that a plan for monitoring the off-campus study is agreed with the student by the responsible authority before any period of off-campus study is undertaken;
 - b) that the conditions set by the Faculty ensure that the regulatory requirements of the College regarding attendance and programme of study are met;
 - c) that regular contact with the supervisors is maintained;
 - d) that, where the period of off-campus study exceeds three months, arrangements are made through the supervisors for reports on the student's progress to be made at regular (at least six-weekly) intervals;
 - e) that the student must centre their academic activities on the Faculty of registration for a period of at least six months, of which defined periods of attendance must be at the beginning of the period of registration and immediately before the submission of the thesis and any other times specified by the Faculty. The Appendix on Split-site, Public Research Institutions and Industrial Research Laboratories (R7) may also apply.

Useful links

Centre for Doctoral Studies

Split-site, Public Research Institutions and Industrial Research Laboratories (R7)

Core Code of Practice for Postgraduate Research Students

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

R3 A Core Code of Practice for postgraduate research degrees is published annually by the Centre for Doctoral Studies and sets out the framework for the management of research degrees and research degree students. This covers admission, supervision, progression and submission. Supervisors and research students are required to adhere to each new version which supersedes any previous versions.

Scope of Research Degrees

- R3.1 The Academic Regulations, Academic Policies, the *Core Code of Practice* and programme specifications for research degrees involving taught elements, set out the minimum requirements of the College; the Faculty of registration may specify additional and more stringent requirements.
- R3.2 Faculties may establish joint or dual research degrees, or blended learning research degrees in accordance with the College's partnership policy and the procedures established for such degrees. Such a degree will require a student to engage in study equivalent to at least one year at the partner institution.

Useful links

Centre for Doctoral Studies
Core Code of Practice for Postgraduate Research Degrees
Collaborative Provision

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

R4 For any work in collaboration with an external organisation, a contract or written agreement details the terms of the collaboration.

Collaboration with external organisations

- R4.1 If a Research Degree student's programme is supported by industrial or other external sponsorship, the student's Faculty will ensure a written agreement or contract includes the following:
- the programme of research to be carried out;
 - the financial contribution and other assistance to be provided by the sponsor;
 - the names and addresses of the sponsor's industrial supervisor, where appropriate, and the College academic supervisor;
 - the period of sponsorship.
- R4.2 The contract will make provision for the supervisor at the partner institution who is identified in the contract to assist the student with the work; hold regular consultative meetings between the parties involved (at least two in each semester), and will define the responsibilities of the parties in respect of publication, disclosure of confidential information and of intellectual property rights.
- R4.3 The written agreement or contract shall not prevent the inclusion of some or all of the information, or the conclusions, generated during the programme of study in the thesis submitted for examination. This is subject to the delivery of a complete final draft of the thesis to the sponsor not less than nine weeks prior to submission for examination. The College and the student will give sympathetic consideration to any suggestion received from the sponsor at least five weeks prior to submission concerning:
- amendments to the thesis; and
 - the lodging of a copy of the thesis in the Library, with such limitations as may be requested by the sponsor in the event that publication would in the sponsor's opinion be prejudicial to the obtaining of patent and/or other intellectual property protection, or would harm the commercial interests of the sponsor.
- R4.4 The student and their academic supervisors shall undertake to notify their Faculty if:
- work is terminated early or interrupted for a continuous period of more than three months without prior permission of the Faculty and the sponsor; or
 - if the sponsor and the Faculty agree that performance is unsatisfactory due to lack of reasonable diligence by the student and/or due to premature termination or interruption for a continuous period of more than three months.
- R4.5 The contract may be terminated after the normal procedures for review of research students' work as prescribed by the Faculty have been completed.
- R4.6 Other terms will be as specified by contract, but the Faculty will ensure that arrangements for students whose research is subject to a studentship agreement are no less favourable than those for other students registered in the Faculty and that the regulations of the College which govern research students are observed.

R4 ACADEMIC REGULATION (APPENDIX)

2017/18



R4 For any work in collaboration with an external organisation, a contract or written agreement details the terms of the collaboration.

Useful links

Centre for Doctoral Studies

Core Code of Practice for Postgraduate Research Degrees

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

R5 Faculties are responsible for arranging the supervision of a research degree student as governed by the Supervision Appendix.

Supervision

- R5.1 Research Degrees students are required to pursue a formal programme of study including induction and training programmes where prescribed.
- R5.2 The principal supervision of the research element is undertaken by a member of the academic staff of the College appointed by the Faculty. This includes staff who have an honorary contract with the College for the duration of the student's study.
- R5.3 Faculties will have in place procedures for the appointment of supervisors which will ensure that a main supervisor and a second supervisor, or panel of supervisors, is appointed to supervise the research of each student and that the supervisors have appropriate research experience. A supervisor must not be studying for a research degree her/himself and at least one of the supervisory team must have obtained a PhD or equivalent research degree. For professional doctorate programmes, the appointment of the supervisors should take place within three months of the student successfully completing the taught elements of the programme. For all other programmes, the appointment of the main supervisor should be confirmed at registration and the appointment of a second supervisor, or panel of supervisors confirmed within one month of registration.
- R5.4 Faculties shall ensure that at least one of the student's supervisors or member of the supervisory panel has a contract that extends beyond the duration of the student's degree.

Useful links

Centre for Doctoral Studies
Core Code of Practice for Postgraduate Research Degrees
Postgraduate Research Students Sub-Committee (PRSS)

Exemptions: can be submitted by Faculty Vice Deans (Doctoral Studies) for consideration by the Vice-Principal (Research). Apply here. All outcomes are reported to PRSS.

R6 Faculties may register students under the Advanced Standing and Transfer Appendix.

Advanced Standing and Transfer

Advanced Standing

- R6.1 With the approval of the relevant Faculty, a student may be permitted to register for the PhD without first registering for the MPhil, where such a student is exceptionally well qualified. In such cases, the programme of study followed may not be less than two calendar years of full time study or the part-time equivalent.

Transfer

- R6.2 Faculties may prescribe procedures to register a person who has commenced a programme of study for the MPhil or PhD degree (or equivalent degree) of another university of appropriate standing, or from another department within the university, for the MPhil or PhD degree with exemption from part of the programme of study already completed.
- R6.3 Registration for the degree to which transfer has been made should normally date from initial registration for the original degree, although this may be varied in exceptional circumstances on the approval of the Faculty. The period of time at the College following the transfer has to be at least one calendar year for full time students or its part-time equivalent. Students who have completed their research and have submitted their thesis for examination may not transfer.
- R6.4 A student may transfer from the MPhilStud, the MD(Res) or a professional doctorate programme to the MPhil/PhD programme or vice versa with exemption from part of the programme of study already completed, subject to any requirements that may be set out by the Faculty.

Useful links

Centre for Doctoral Studies

Core Code of Practice for Postgraduate Research Degrees

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

R7 Registration for MPhil or PhD is permitted under the Split-Site, Public Research Institutions and Industrial Laboratories Appendix.

Split-Site, Public Research Institutions and Industrial Laboratories

- R7.1 This applies to MPhil and PhD programmes only.
- R7.2 A person engaged in research in a non-degree awarding, government or other public research institution or in an industrial research laboratory is eligible to apply for registration as a non-resident student of the College for the degrees of MPhil or PhD and, if accepted, to carry out the major part or the whole of their research for the degree at the research centre concerned, subject to the special provisions below. If registered under a Split-Site scheme, the duration of study in London is dependent on the period specified in the agreement between the Faculty and the Research Institution.
- R7.3 Notwithstanding the above, the student must satisfy the Faculty that they are following a prescribed programme of study appropriate to lead towards the award of MPhil/PhD. The nature of the programme offered by the institute or laboratory will determine whether part-time non-resident or full-time non-resident registration is applicable.
- R7.4 For non-resident students under this scheme, the prescribed programme of study shall be carried out under the primary supervision of an external supervisor at the institution or laboratory at which the student is based. A second supervisor shall be appointed from an appropriate Department at the College. The external supervisor must be eligible to act in accordance with the *Core code of practice for postgraduate research degrees*.
- R7.5 It is expected that the external supervisor will, as far as is practicable, maintain close contact with the College supervisor in regard to the general strategy of the research and, in order that the student may acquire background knowledge and skills relevant to their research, the prescribed programme of study should include elements requiring formal participation by the student, such as attendance at College lectures, tutorials, seminars, training sessions and appropriate consultation with the College supervisor.
- R7.6 It is expected that students will normally have joint face-to-face meetings with both supervisors at least twice a year and monthly contact with the College supervisor. It is also expected that the external supervisor will ensure regular contact with the Department at which the student is registered.
- R7.7 The application for registration as a part-time or full-time non-resident or split-site student must have the support of the authorities of the institution or laboratory at which the research is conducted, who shall confirm that:
- the student will be able to attend the Faculty for the prescribed programme of study;
 - no additional restriction will be placed upon presentation for examination of the thesis;
 - a successful thesis shall be made available in accordance with the Academic Regulations;
 - except in so far as these regulations make specific provision, the student will be required to comply with all relevant College Academic Regulations and Academic Policies both generally and those relating to progression, the transfer of registration from MPhil to PhD degree, and transfer to writing-up status specifically. If the institution or laboratory at

R7 ACADEMIC REGULATION (APPENDIX)

2017/18

R7 Registration for MPhil or PhD is permitted under the Split-Site, Public Research Institutions and Industrial Laboratories Appendix.

which the research is conducted has progression monitoring procedures that the Faculty of registration considers are appropriate, these procedures may be used in place of the College procedures.

- R7.8 Where a student ceases to work at the centre for which their registration has been approved, their registration as a student for the MPhil/PhD degree shall cease at the same time. Where the new place of employment also satisfies the requirements for registration under these regulations the student may apply to the Faculty at which they are registered for transfer of registration. The Faculty shall inform the relevant College authority of any change in the place of research.

Useful links

Centre for Doctoral Studies

Core Code of Practice for Postgraduate Research Degrees

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

R8 Registration for MPhil or PhD is permitted under the Full-time Employees Appendix.

Full-time Employees

- R8.1 This applies to MPhil and PhD programmes only and is intended for persons described below who are unable to comply with the normal entrance qualifications.
- R8.2 A person employed full-time by the College for three years, or who is an employee of a Research Council financed by public funds, or of the National Health Service and has for three years been working at a Faculty of the College and who is not otherwise eligible under the Regulations, may apply for registration in any Faculty for the degree of MPhil/PhD, subject to the following:
- they must have demonstrated, normally by published work to which they are a major contributor, exceptional ability in research;
 - their general education, scholarship and training must be regarded as suitable preparation for an MPhil degree; or
 - they may be required to pass a qualifying examination. The examiner shall assess the student's personal contribution to any research publications of which s/he is joint author and shall be satisfied that the student has made a substantial individual contribution to research and that their expert knowledge extends beyond their immediate research.

Definitions

- R8.3 **Full-time employment** - a person whose salary is paid wholly by the College and who is entirely responsible to the Faculty in question for their work.
- R8.4 **Public research council employee or National Health Service employee** - a person whose salary is paid or reimbursed by the Research Council concerned or the National Health Service and whose work is carried out under the direct supervision of academic staff of the Faculty concerned. The person should be entitled to the normal privileges available to members of the staff of the College.
- R8.5 When a student ceases to be employed or to work at the Faculty at which their registration has been approved at any time prior to the completion of their prescribed programme of study, their registration as a student for the MPhil/PhD degree shall cease at the same time.
- R8.6 Except with the special permission of the Academic Board, a student registered under the provisions of this section will not be permitted to count as part of their programme for the MPhil/PhD degree any part of the period prior to the date on which they passed the qualifying examination.
- R8.7 A student registering for the MPhil/PhD degree under these regulations will usually be required to pursue a part-time programme of study extending over at least the equivalent of two calendar years of full-time study.
- R8.8 Except insofar as the above paragraphs make special provision a student will be required to comply with the Academic Regulations, Appendices and Academic Policies.

R8 ACADEMIC REGULATION (APPENDIX)

2017/18

R8 Registration for MPhil or PhD is permitted under the Full-time Employees Appendix.

[Useful links](#)

Centre for Doctoral Studies

Core Code of Practice for Postgraduate Research Degrees

Exemptions: can be submitted by Faculty Vice Deans (Doctoral Studies) for consideration by the Vice-Principal (Research). [Apply here](#). All outcomes are reported to PRSS.

R9 Students are required to participate fully in the procedures of the College and faculties to monitor progress. Failure so to do will result in registration being terminated.

Registration status and monitoring progress

- R9.1 Unless exceptionally exempted from this requirement, a student following a PhD programme will initially be registered for the MPhil degree and will be permitted to upgrade from the MPhil degree to the PhD degree according to the procedures prescribed by the Faculty of registration.
- R9.2 Transfer of registration from the MPhil degree to the PhD degree will normally be considered:
- after the student has completed nine months full-time study, or its part-time equivalent; *but*
 - before eighteen months of full-time study, or the part-time equivalent.
- R9.3 Students must satisfy any conditions prescribed by the Faculty of registration before being considered for upgrade.
- R9.4 Where a student is registered for a joint or dual degree with an institution that does not offer the MPhil degree or where it is an explicit condition of the funding of a studentship that a student must register directly for a doctoral degree, the student will be registered directly onto the PhD degree.
- R9.5 A student registered for a three year research degree may apply to transfer status from registration as a full-time or part-time student to that of 'writing-up' status according to the procedure established by the Faculty of registration. The decision on whether to permit the transfer of registration status should not be made solely by the student's supervisors and the transfer of status is permitted only when the student's thesis is nearing completion regardless of full-time or part-time status.
- R9.6 For students registered at the College for a research degree under these regulations there will be six types of registration, as follows:
- full-time registration
 - full-time non-resident
 - part-time registration
 - part-time non-resident
 - 'writing-up' (with access to library and computer facilities, and supervision)
 - Submitted (with access to library and computer facilities, and supervision as required)
- R9.7 **For monitoring progress:** see the Core Code of Practice (link below)

Useful links

Centre for Doctoral Studies

Core Code of Practice for Postgraduate Research Degrees

Monitoring attendance (G13)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

R10 Students are expected to submit their thesis within timescales set out by the Centre for Doctoral Studies.

Submission timescales

- R10.1 Expected and required submission deadlines will be set out as part of the admissions offer letter and/or confirmed upon registration.
- R10.2 Students are expected to submit their thesis within the following timescales:
- for the MPhil or PhD programme - within three years of full-time registration or part time equivalent;
 - for the MD(Res) degree - within two years;
 - for the MPhilStud - within two years full-time or the part time equivalent;
 - for professional doctorates – within three years of full-time registration or six years part-time registration.
- R10.3 Excluding any period of interruption, students are required to submit their thesis within the following timescales:
- for MPhil and PhD programmes - within four years of registration for full-time study or within seven years for part-time study;
 - for the MD(Res) programme – within three years of registration for full-time study or the part-time equivalent;
 - for the MPhilStud programme – within two years of registration for full time study or the part time equivalent;
 - for professional doctorates - within four years of registration for full-time study or seven years part-time. A period of study as defined in the programme specification must be spent on the taught elements of the programme.
- R10.4 Where a student fails to submit within the required timeframe as set out above and an exemption request has not been granted to extend or exceed their submission deadline, the student will be classed as having failed to meet the requirements of the programme. Students will have the opportunity to appeal against this outcome in accordance with the R18 Regulation for Academic Appeal.

Useful links

Centre for Doctoral Studies

Core Code of Practice for Postgraduate Research Degrees

Appeals for students on research degree programmes (R18)

Exemptions: can be submitted by Faculty Vice Deans (Doctoral Studies) for consideration by the Vice-Principal (Research). Apply here. All outcomes are reported to PRSS.

R11 The decision to submit a thesis for examination rests with the student, subject to the faculty in which the student is registered confirming that the student has completed the programme of study, and that the student meets the requirements in the Submission Timescales Appendix.

Entrance to Examination

- R11.1 A student will present for examination in accordance with the timescales set out in the Submission Timescales Academic Regulation Appendix (R10).
- R11.2 A student is required to give written notice to the College, by submitting an examination entry form, at least four months prior to submission. The supervisor will contribute to the nomination of the examiners.
- R11.3 Following notification of the intention to submit, the College will appoint the examiners in accordance with the Appointment of Examiners Academic Regulation Appendix (R13).
- R11.4 The examination entry form (RD1) is valid for a maximum of 18 months. If a student fails to submit their thesis within this period they will be required to submit a new form.
- R11.5 A thesis must be presented for examination in accordance with the procedures and in the format specified by the College, which includes a requirement to submit an electronic version of the thesis (E-thesis).

Useful links

Centre for Doctoral Studies
Core Code of Practice for Postgraduate Research Degrees
Research Degree Examination webpages
Submission Timescales (R10)
Appointment of Examiners (R13)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

R13 For each student the Research Degrees Examination Board shall oversee the appointment of two individuals to act as examiners, but the Board may, if it considers it desirable or if it is a requirement of the student's programme, permit the appointment of three individuals to act as examiners jointly, or an independent Chair and two individual examiners.

Appointment of Examiners

- R13.1 For each student the Research Degrees Examination Board shall oversee the appointment of two individuals to act as examiners, but the Board may, if it considers it desirable, permit the appointment of three individuals to act as examiners jointly or an independent Chair and two individuals. For students registered for a research degree dually or jointly with another institution, the Research Degrees Examination Board may, at its discretion and on application to it by the Faculty concerned, approve a different composition to the oral examination (details of specific arrangements must be detailed in the relevant Memorandum of Agreement).
- R13.2 The criteria for examiners shall be as follows:
- a) examiners shall be expert in the field of the thesis and able to make an independent assessment of the student;
 - b) at least one examiner shall have experience in the examination of research degrees in the UK and the examiners should have examined at least three research degrees of appropriate level between them;
 - c) examiners should not have had any significant research or other contact with the student, nor should they have had any role in the assessment or supervision of the student. There should be no personal link between the examiner and student;
 - d) reciprocal examining with a supervisor from another institution is not permitted. The repeated nomination of an examiner by a supervisor will not normally be permitted within a two year period;
 - e) former lay members of Council, students or employees of King's College London shall not normally be appointed before a period of three academic years has elapsed;
 - f) both examiners shall normally be external to the College, except, where in the opinion of the Board, this would be impracticable or inappropriate;
 - g) the student's supervisor shall not be an examiner;
 - h) all the examiners shall be external to the College when the student is also a member of the academic staff of the College.
- R13.3 An examiner from outside the UK or the Republic of Ireland shall be appointed where the Faculty can demonstrate that there is no suitable examiner within the UK or the Republic of Ireland. If an examiner from outside the UK or the Republic of Ireland is appointed, the Board must be satisfied that the examiner is familiar with the British higher education system and the general requirements and procedures for the award of research degrees.

Useful links

Centre for Doctoral Studies
Core Code of Practice for Postgraduate Research Degrees
Collaborative Provision

Exemptions: can be submitted by Faculty Vice Deans (Doctoral Studies) for consideration by the Vice-Principal (Research). Apply here. All outcomes are reported to PRSS.

R14 All matters relating to the examination will be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material in a student's thesis until any restrictions on access to the thesis, granted by the College, are removed. The requirements for the conduct of the examination, including the requirement for preliminary reports from the examiners, are set out in the Conduct of Examinations Appendix.

Conduct of Examinations

- R14.1 The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination. The examiners should exchange preliminary reports prior to the oral examination.
- R14.2 After any oral examination a joint final report shall be prepared for submission to the College and should be accompanied by copies of the preliminary reports. The preliminary and joint final report will be released routinely to students for their personal information.
- R14.3 The joint final report of the examiners shall indicate whether the thesis meets the requirements from the Criteria for thesis and award Academic Regulation Appendix (R15) and shall include a reasoned statement of the examiners' judgment of the student's performance.
- R14.4 Examiners have the right to make comments in confidence to the College in a separate report. Such comments should not normally be concerned with the performance of the student but may cover, for example, matters which they wish to draw to the attention of the Research Degrees Examination Board or the Centre for Doctoral Studies.
- R14.5 The student may indicate on their examination entry form whether their supervisor(s) shall be present at the oral examination as an observer. The supervisor(s) does not have the right to participate in the examination of the student but may contribute if invited to do so by the examiners. Otherwise the oral examination shall be held in private.
- R14.6 The oral examination will normally be conducted in London. The College may, however, exceptionally agree that the examination be conducted elsewhere if there are circumstances which make this expedient.
- R14.7 The examiners, after reading the thesis, shall conduct an oral examination with the student in accordance with College guidelines and shall also, at their discretion, examine the student by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on subjects relevant to the thesis.
- R14.8 Students are required to present themselves for oral, practical or written examinations at such place and time as the College may direct, and to bring with them to the oral examination an additional copy of their thesis.

[Useful links](#)

[Centre for Doctoral Studies](#)

[Core Code of Practice for Postgraduate Research Degrees](#)

[Research Degrees Examination webpages](#)

Exemptions: can be submitted by Faculty Vice Deans (Doctoral Studies) for consideration by the Vice-Principal (Research). Apply here. All outcomes are reported to PRSS.

R15 The criteria for thesis and award vary according to the specific research degree.

Criteria for thesis and award

- R15.1 With the exception of students registered for joint or dual degrees, a student will not be permitted to submit as their thesis one which has been or will be submitted for a degree or comparable award of this or any other university or institution. The greater proportion of a student's investigations will have been carried out during the period of registration.
- R15.2 The part played by the student in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the student and certified by the supervisor.
- R15.3 A series of papers alone, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or accepted for publication, at the time of submission of the thesis, either by the student alone or jointly with others, may be included in the thesis. However the thesis will typically require additional chapters and information for it to meet the requirements below. For any thesis, publications derived from the work in the thesis but not forming a main part of the work described may be bound as supplementary material at the back of the thesis.
- R15.4 A thesis incorporating publications, should include at least one paper published in a peer reviewed publication, or a paper accepted for publication in a peer reviewed publication and presented in its final accepted form with appropriate referencing from the relevant publication. The inclusion of a paper(s) accepted for publication within the thesis does not guarantee that the thesis as an entity will be judged to have met the standards required for the award of a PhD. The thesis must be accompanied by a signed declaration by the student that the work presented in the thesis is their own and explaining their contribution to jointly authored publications.
- R15.5 All theses for College degrees shall be written in English with the exception of students whose subject involves an element of study of a modern foreign language who may apply at the start of their degree to submit their thesis in a language other than English; all such applications will need the support of the supervisor and will be considered by the Research Degrees Examination Board. In this instance, an abstract in English of up to 5,000 words shall be submitted at the same time as the thesis.

PhD

- R15.6 The PhD degree shall be assessed by a thesis submitted by the student against the relevant criteria listed below and by an oral examination. The scope of the thesis shall be what might be reasonably expected after three or at most four years of study, or the part-time equivalent. It shall:
- consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken by the student during the period of registration under supervision for the degree;
 - 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;
 - be an integrated whole and present a coherent argument;
 - give a critical assessment of the relevant literature, describe the method of research and

R15 The criteria for thesis and award vary according to the specific research degree.

- its findings, include discussion on those findings and indicate in what respects they appear to the student to advance the study of the subject;
- e) and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the student being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;
- f) be of satisfactory literary presentation;
- g) not exceed 100,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts);
- h) include a full bibliography and references;
- i) demonstrate research skills relevant to the thesis being presented;
- j) 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); and
- k) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

MPhil

R15.7 The MPhil degree shall be assessed by a thesis submitted by the student against the relevant criteria listed below and by an oral examination. The scope of the thesis shall be what might reasonably be expected after two years or at most three years of study, or the part-time equivalent.

It shall:

- a) consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken by the student during the period of registration under supervision for the degree;
- b) be either a record of original work or of 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;
- d) give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;
- e) be of satisfactory literary presentation;
- f) include a full bibliography and references;
- g) shall not exceed 60,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts), unless the thesis has previously been submitted and examined for a PhD and judged to be of MPhil standard regardless of when the student first registered; and
- h) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

R15.8 The thesis may incorporate one or more published articles as described above.

R15.9 More specific and additional requirements for particular programmes of study are set out below.

Arts & Humanities Research with a Practice-based Component

R15.10 In any field of Arts & Humanities research, a student may register to undertake research leading to a thesis submitted in accordance with the normal provisions. Alternatively, a student may submit, as part of a thesis, a practice component which meets the requirements of the examiners, and which has been produced specifically for the degree. This may take the format, for example, of a portfolio of

R15 The criteria for thesis and award vary according to the specific research degree.

compositions, performance materials, artworks, digital materials, literary texts or translations, which will exemplify and illustrate the ideas contained in the written part of the thesis. The practical component must demonstrate a publishable or exhibitable standard of originality and accomplishment as determined by the examiners, who will include those qualified in academic research as well as in the evaluation of the relevant field of creative practice. It must be presented in a form easily available to the examiners, whether as audio-visual recordings, printed texts, digital media or another suitable format.

R15.11 The practice component shall be accompanied by a written textual component, as determined by the specific subject programme, which may include, as appropriate: an exposition of the research questions, aims and concerns that generated the practical work, a methodological discussion framing and justifying its approach, format and presentation, and a critical discussion to demonstrate that the student is well acquainted with the disciplinary field in which he or she is working, and is able independently to analyse, interpret and evaluate debates and theoretical positions associated with it. However presented, the practical component must be accompanied by an adequate and approved form of retainable documentation, and the entire thesis, comprising textual and practice components, shall not exceed 100,000 words. In all cases, the submitted material must together fulfil the criteria for the PhD or MPhil set out above.

MPhilStud

R15.12 The assessment for the MPhilStud degree is in two parts; the assessment of the taught components and the assessment of the thesis. Students are required to pass both parts but may undertake the research and taught components concurrently.

R15.13 The recommendations of the Assessment Sub Board in respect of the assessment of the options shall be considered by the appropriate Postgraduate Assessment Board under the provisions of the relevant sections of the Taught Academic Regulations (T).

R15.14 The scope of the thesis shall be what might reasonably be expected after two years or at the most three years of study, or the part-time equivalent. It shall:

- a) consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken by the student during the period of registration;
- 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 thoroughly surveyed;
- c) be an integrated whole and present a coherent argument;
- d) give a critical assessment of the relevant literature, present the findings of research and include a discussion on those findings;
- e) be written in English and with a satisfactory literary presentation;
- f) not exceed 30,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts); and
- g) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

MD(Res)

R15.15 The MD(Res) degree shall be assessed by a thesis submitted by the student against the relevant criteria listed below and by an oral examination. The scope of the thesis shall be what might reasonably be expected after two, or at most three, years of study. It shall:

R15 The criteria for thesis and award vary according to the specific research degree.

- a) deal with any branch of medicine, or surgery or medical science;
- b) consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken by the student during the period of registration under supervision for the degree;
- c) 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;
- d) be an integrated whole and present a coherent argument;
- e) 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 student to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the student being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;
- f) be written in English and with a satisfactory literary presentation;
- g) not exceed 50,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts);
- h) include a full bibliography and references;
- i) demonstrate research skills relevant to the thesis being presented;
- j) 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); and
- k) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

Professional doctorates

- R15.16 The taught and practical elements shall be assessed by methods and at an intellectual level and at a time appropriate to the programme. Such assessment shall involve at least one examiner external to the University.
- R15.17 The recommendations of Assessment Sub Board in respect of the taught and practical elements of professional doctorate programmes shall be considered by the appropriate Postgraduate Assessment Board under the provisions of the Academic Regulations for Taught Programmes. Where a student has completed the taught and practical elements but is not eligible, or is not able, to progress to the research element of the programme the Postgraduate Assessment Board may consider the student for an appropriate exit award where available as specified in the relevant programme specification.
- R15.18 Unless stated otherwise in the programme specification, a student should satisfy the examiners in all elements of the taught and practical assessment before being permitted to submit the thesis for examination.
- R15.19 The scope of the thesis shall be what might reasonably be expected after three or at most four years of study, or the part-time equivalent. It shall
- a) be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;
 - b) consist of the student's own account of their investigations and must indicate in what respects they appear to her/him to advance the study of the subject;
 - c) form a distinct contribution to the knowledge of the subject and afford evidence of

R15 The criteria for thesis and award vary according to the specific research degree.

- originality by the discovery of new facts and/or by the exercise of independent critical power;
- d) be an integrated whole and present a coherent argument;
- e) be at least 25,000 words in length and not exceed 55,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts);
- f) be written in English and with a satisfactory literary presentation;
- g) include a full bibliography and references;
- h) demonstrate research skills relevant to the thesis being presented;
- i) 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); and
- j) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

[Useful links](#)

Centre for Doctoral Studies

Core Code of Practice for Postgraduate Research Degrees

Exemptions: can be submitted by Faculty Vice Deans (Doctoral Studies) for consideration by the Vice-Principal (Research). Apply here. All outcomes are reported to PRSS.

R16 The following recommendations are available to examiners as results for ratification by the Research Degrees Examination Board:

Pass

Pass subject to minor amendments

Pass subject to major amendments

Re-examination of thesis (with or without second viva)

Consideration for a lower, related award

Academic Fail

Results of the Examination

R16.1 The options open to examiners in determining the result of the examination are as follows and apply to all research degrees students regardless of when they first registered:

Pass

R16.2 Where the student's thesis meets the criteria for the specified award and the student satisfies the examiners in all elements of the assessment, the examiners will make a formal recommendation for award to the Research Degrees Examination Board.

Pass subject to Minor amendments

R16.3 Where the student's thesis broadly meets the criteria for the specified award and the student satisfies the examiners in all other elements of the assessment, the examiners will make a formal recommendation for award to the Research Degrees Examination Board, subject to the completion of minor amendments. Where the examiners have made a recommendation for award subject to minor amendments the student will be given up to three months from the date on which the student receives notification of the corrections required. One examiner will be required to confirm, using the appropriate pro forma, that the amendments are appropriate and have been made within the specified time-frame. Which examiner will do this will be agreed between the examiners themselves. If the student fails to make the amendments in the time-frame or the examiner is unable to confirm that the amendments are satisfactory the procedure under Failure to satisfy after minor or major amendments or after representation will apply.

Pass subject to Major amendments

R16.4 Where the student's thesis is thought to be able to meet the criteria for the specified award with additional work, the examiners will make a formal recommendation for award to the Research Degrees Examination Board subject to the completion of major amendments within six months. A further oral examination will not normally be required where a six month amendment period is given. Where the examiners have made a recommendation that the student be permitted to make major amendments to their thesis, the student will be given up to six months from the date on which the student receives notification of the corrections required. The examiners will confirm, using the relevant pro forma, that the amendments are appropriate and have been made within the specified time-frame. If the student fails to make the amendments in the specified time-frame or the examiner is unable to confirm that the amendments are satisfactory, the procedure outlined under Failure to satisfy after minor or major amendments or after representation will apply.

Re-examination of thesis (with or without a second viva)

R16.5 Where the student's thesis, though inadequate, is thought to be able to meet the criteria for the specified award, the examiners may determine that the student be permitted to re-present their

R16 The following recommendations are available to examiners as results for ratification by the Research Degrees Examination Board:

Pass

Pass subject to minor amendments

Pass subject to major amendments

Re-examination of thesis (with or without second viva)

Consideration for a lower, related award

Academic Fail

thesis in a revised form within 18 months for the PhD, or Professional Doctorate examination and 12 months for the MPhil. The examiners may at their discretion require a further oral examination to be held. Where the examiners have determined that the student's thesis, though inadequate, is thought to be able to meet the criteria for the specified award, the student will be given 18 months (12 months for the MPhil) from the date on which the student receives notification of the corrections required to re-present their thesis in a revised form and may be required to attend a further oral examination to be held. The examiners will confirm, using the relevant pro forma, that the amendments are appropriate and have been made within the specified time-frame. If the student fails to make the amendments in the specified time-frame or the examiner is unable to confirm that the amendments are satisfactory, the procedure outlined under Failure to satisfy after minor or major amendments or after representation will apply.

Consideration for a lower, related award

R16.6 Where the student's thesis does not meet the criteria for the specified award, the student may be considered for a related, lower degree (where available). Major or minor amendments, or the re-presentation of the thesis within 18 months may be permitted by the examiners before the student is considered for the related, lower degree. Where additional time has already been granted for major or minor amendments or after the re-presentation of the thesis, no further additional time will normally be given to the student to prepare the thesis for examination under option.

- a) *for examination for the PhD degree only* - where the examiners have recommended that the student be considered for a related, lower degree, the examiners may consider whether the student has met the criteria for the award of an MPhil degree unless this is a dual or joint degree with an institution that does not offer the MPhil (although if appropriate the student may be offered an MPhil single award from King's College London only). If the student's thesis does not meet the criteria, the examiners will recommend to the Research Degrees Examination Board that the student be failed.
- b) *professional doctorates* – where the individual programme specification permits, the examiners will forward the thesis to the relevant Postgraduate Assessment Board for consideration of an exit award.

Academic Fail

R16.7 Where the student's thesis does not meet the criteria for the award of a research degree and the thesis is unsuitable for minor or major amendments or re-presentation within 18 months the examiners will recommend to the Research Degrees Examination Board that the student be recorded as an Academic Fail. A student who fails to satisfy the examiners will not be permitted to re-enter for the examination.

R16.8 When the two examiners appointed are unable to reach agreement, they shall report this to the Board, which shall appoint an additional examiner who is external to the College. The examiners may also recommend the appointment of a third examiner at any time, if they consider it

R16 ACADEMIC REGULATION (APPENDIX)

2017/18

R16 The following recommendations are available to examiners as results for ratification by the Research Degrees Examination Board:

Pass

Pass subject to minor amendments

Pass subject to major amendments

Re-examination of thesis (with or without second viva)

Consideration for a lower, related award

Academic Fail

desirable. Whenever possible the additional examiner shall be of Professorial status and shall have considerable experience of examining for a research degree of the University of London.

Failure to satisfy the examiners after minor or major amendments or after the re-presentation of the thesis

- R16.9 Where a student fails to satisfy the examiners after minor or major amendments or after the re-presentation of the thesis the examiners will either:
- recommend to the Research Degrees Examination Board that the student be recorded as an Academic Fail; or
 - recommend the student for consideration for a related, lower degree (as set out above). The examiners have the discretion to permit an additional calendar month for the student to make further minor amendments before making a final decision.
- R16.10 In both cases the student has the right to appeal under regulation R18.

Useful links

Centre for Doctoral Studies

Core Code of Practice for Postgraduate Research Degrees

Academic Appeals for students on Research Degree Programmes (R18)

Exemptions: not anticipated. For advice contact exemptions@kcl.ac.uk.

R17 Theses resulting from a research degree undertaken at the College must be placed within the public domain once awarded. Theses will be made available electronically, via the system determined by the College, and a hard copy placed in the College library. Students may apply for restriction of access on certain grounds as defined in the Restriction of Access and Embargoes on Theses Appendix.

Availability of Thesis

- R17.1 It is a requirement that a thesis resulting from a research degree undertaken at the College is placed within the public domain once it has been awarded and ratified. Theses will be made available electronically, via the system determined by the College, and a hard copy placed in the College library.
- R17.2 A thesis will normally be placed in the public domain immediately after the award of the degree. Departure from this requirement will only be made when the student can demonstrate circumstances such as grounds of commercial exploitation or patenting, or where the thesis includes material which is of significance to national security or personal safety and/or where a funding body allows, and will be granted for a maximum period of five years from the date of the award. Theses funded by a Research Council UK training grant must be placed in the public domain within a maximum of 12 months following award. A student may apply to the Chair of the Research Degrees Examination Board for restriction of access to their thesis, subject to the conditions noted above. The student's application must be submitted prior to, or at the same time as, submission of the examination entry form. For e-theses only, a permanent embargo may be sought on very limited grounds relating to personal or national security or where permission to include third party copyright material could not be obtained, and exclusion of this material would significantly reduce the academic value of the thesis.

[Useful links](#)

Centre for Doctoral Studies

Core Code of Practice for Postgraduate Research Degrees

Exemptions: can be submitted by Faculty Vice Deans (Doctoral Studies) for consideration by the Vice-Principal (Research). Apply here. All outcomes are reported to PRSS.

R18 There are two academic appeals processes available to research degrees students:

a) to appeal the PhD upgrade and MD(Res) transfer decisions

b) to appeal the outcome of the thesis and oral examination.

Neither appeal process can be used to challenge academic judgement.

Academic Appeals for students on Research Degree programmes

Appeals against PhD upgrade and MD(Res) transfer decisions

- R18.1 The appeal procedure in respect of upgrade decisions should be completed at Faculty level before the College will consider any appeal by the student under the Academic Progress Regulations (G28).
- R18.2 An appeal must be requested in writing on a form provided for the purpose and lodged with the relevant Faculty or Campus academic centre or records office within 21 days of the upgrade decision. The grounds of the appeal must be clearly stated in the appeal and appropriate documentation supplied.
- R18.3 The Vice Dean for Doctoral Studies will normally advise the student in writing of their decision on the appeal request within 42 days of receipt of the appeal. The Vice Dean for Doctoral Studies will allow an appeal to be heard if they are satisfied that one or more of the following criteria apply:
- a) where there is evidence that the student's performance may have been adversely affected by mitigating circumstances which the student was unable, or for valid reasons unwilling, to divulge to the examiners before the decision was reached;
 - b) where there is clear evidence of a significant administrative or procedural error on the part of the College in the conduct of the upgrade process and that this accounted for the student's performance.
- R18.4 The Vice Dean for Doctoral Studies will have the discretion to take into account grounds (including grounds of compassion) other than those stated above in deciding whether to allow an appeal to be heard.
- R18.5 Where a student submits an appeal that their examination was adversely affected by alleged harassment, bullying or discrimination, or by any other factor, which, in the opinion of the Vice Dean for Doctoral Studies, requires an investigation which falls outside the remit of these appeal regulations and which constitutes a complaint under the provisions of the Student Complaints Regulations then the matter shall be referred for consideration under those regulations (G31). In these circumstances, the appeal may, at the discretion of the Vice Dean for Doctoral Studies, be held in abeyance until the consideration of the matter under the Student Complaints Regulations has been concluded.
- R18.6 Any information supplied by the student at a later date will only be considered if, in the judgment of the Vice Dean for Doctoral Studies, there are valid reasons why it could not have been submitted as part of the initial appeal. However, the student shall have the right to receive copies of any documents provided to the appeals panel (including the information from the upgrade panel, the statement of the student's supervisor, and any referee's reports), and may submit comments for the panel's consideration within seven days of being sent this information.
- R18.7 An appeals panel shall be established comprising:
- a) the Vice Dean for Doctoral Studies or nominee, who shall act as chair;

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- b) two members of the Faculty Postgraduate Research Committee;

and supported by a representative from the relevant Faculty or Campus academic centre or records office.

R18.8 The panel shall not include anyone involved in the original decision not to approve the upgrade or the student's supervisors. At the discretion of the chair, the panel may be supplemented with additional member(s) with expertise in the academic area of the appeal.

R18.9 The quorum for the panel shall be the chair and two other members. The decision of the panel shall be reached by a majority vote of the members, which may be conducted by email correspondence. The chair shall have an additional casting vote where necessary.

R18.10 The upgrade panel which made the original decision will submit the outcome provided to the student together with a more detailed account of the factors which informed the decision.

R18.11 The student's first supervisor will be asked to provide a statement indicating whether or not they support the appeal and whether they think that the student should be allowed to upgrade and the reasons for their recommendation.

R18.12 The panel will consider the upgrade outcome provided to the student, the supplementary information from the upgrade panel, the statement from the student's supervisor(s), the written submission from the student appealing against the decision, and any further comments received from the student.

R18.13 Before making a decision the panel, at the discretion of the chair, may decide:

- a) to request a further referee's report;
- b) to seek clarification from any party involved;
- c) to interview the student and/or supervisor.

R18.14 The panel is not required to meet unless it is decided to interview the student and/or supervisor. In such circumstances, the student and the supervisor will be invited to attend the meeting of the panel and may each give evidence to the panel. The student may be accompanied by a colleague, friend or representative of the King's College London Students' Union.

R18.15 The panel shall normally reach a decision on the appeal within 60 days of receipt, subject to the need to compile the above information and to meet as appropriate.

R18.16 The panel may take one of the following decisions:

- a) reject the appeal and uphold the decision to terminate the student's registration;
- b) reject the appeal and uphold the decision that the student's registration should continue at MPhil level;
- c) uphold the appeal and allow the MPhil to PhD upgrade

R18 There are two academic appeals processes available to research degrees students:

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b) to appeal the outcome of the thesis and oral examination.

Neither appeal process can be used to challenge academic judgement.

d) uphold the appeal and allow the student a further opportunity to attempt the MPhil to PhD upgrade

R18.17 In the event of a) being the decision of the panel, removal proceedings shall commence under the Academic Progress Regulations (G28). The student has the right to appeal against the removal in accordance with the Academic Progress Regulations.

Appeals concerning decisions of examiners: thesis and oral examination

R18.18 An appeal must be requested in writing on a form provided for the purpose and lodged with the Head of Student Conduct and Appeals (HoSCA) on behalf of the Principal within 21 days of the date of notification to the student of the result of the examination. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied within the deadline for submission of the appeal.

R18.19 The Principal will normally advise the student in writing of their decision on the appeal request within 42 days of receipt of the appeal. An appeal will be permitted to be heard if the Principal is satisfied that one or more of the following criteria apply:

- a) where there is evidence that the student's performance at the oral examination may have been adversely affected by mitigating circumstances which the student was unable, or for valid reasons unwilling, to divulge to the examiners before the decision was reached;
- b) where there is clear evidence of significant administrative or procedural error on the part of the College in the conduct of the examination and that this accounted for the student's performance.

R18.20 The Principal will have the discretion to take into account grounds (including grounds of compassion) other than those stated above in deciding whether to allow an appeal to be heard.

R18.21 Where a student submits an appeal that their examination was adversely affected by alleged harassment, bullying or discrimination, or by any other factor, which, in the opinion of the Principal, requires an investigation which falls outside the remit of these appeal regulations and which constitutes a complaint under the provisions of the Student Complaints Regulations (G31), then the matter shall be referred for consideration under those regulations. In these circumstances, the appeal may, at the discretion of the Principal, be held in abeyance until the consideration of the matter under the Student Complaints Regulations has been concluded.

R18.22 If the Principal decides to allow an appeal to be heard they will appoint an Appeal Committee, and will advise the student in writing of their decision on the appeal application. If an appeal is rejected reasons will be given.

R18.23 The student has the right to appear before the Appeal Committee. The student may be represented by another member of the College or a member of the King's College London Students' Union or, where the student is registered on a programme associated with professional practice, a member of their professional organisation. The student may also be accompanied by a family member or a friend (either from inside or outside the College) but that person will not be allowed to speak at the hearing. However, the Chair of the Appeal Committee will have the

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discretion to consider representations from the person accompanying the student to make a statement.

R18.24 If the student is to be represented and/or accompanied then the name(s) of the person/persons who is/are to attend must be received in writing by the HoSCA at least 48 hours in advance of the hearing. The Chair of the Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.

R18.25 The examiners shall be invited to attend the meeting of the Appeal Committee. The College reserves the right to call any other relevant individuals to present evidence to the Committee.

R18.26 The Committee shall normally conduct the proceedings in the presence of both the student and the examiners. The student and/or their representative have the right to be present throughout the meeting of the Appeal Committee, as have the examiners, until such time as the Committee retires to consider its findings. The absence of the student or the examiners will not prevent the Hearing from taking place nor invalidate the proceedings.

R18.27 Written notice of the date of the hearing will be sent to the student as soon as possible following the Principal's decision to refer the matter to an Appeal Committee. The names of the Committee members together with all documentary evidence will normally be sent to the Committee and to the student at least seven days before the hearing date. Any concerns regarding documentation or membership of the Committee should be raised in writing by the student at the earliest opportunity in advance of the hearing to the HoSCA.

R18.28 The documentation with which the Committee is provided shall include:

- a) the written submissions of the student and of the examiners (should they wish to make a written submission);
- b) the final report(s) and the preliminary independent reports of the examiners;
- c) any documentation that either the student or the examiners wish to submit.

R18.29 In addition the Committee may request to see any other documentation it considers relevant to the appeal.

R18.30 The procedure is for the student to address the Committee first and, during this part of the proceedings; they may call witnesses, if this has been agreed by the Chair of the Committee at least seven days in advance of the hearing. The examiners shall be invited to make any observations. Any questions by the student or the examiners shall be put through the Chair. The student may make any concluding remarks. The members of the Appeal Committee may put questions to any of those present at any time during the proceedings. The Chair has the discretion to vary the procedure in any case where they consider it just to do so.

R18.31 The Appeal Committee shall take one of the following decisions:

- a) to reject the appeal, in which case the result of the original examination stands;
- b) to request the examiners to reconsider their decision. The examiners shall normally be expected to hold another oral examination before reaching a decision as to whether

R18 ACADEMIC REGULATION (APPENDIX)

2017/18

R18 There are two academic appeals processes available to research degrees students:

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b) to appeal the outcome of the thesis and oral examination.

Neither appeal process can be used to challenge academic judgement.

the result should be changed;

- c) to determine that the original examination be cancelled and that a new examination be conducted. The new examination shall be conducted by examiners who did not take part in the original examination and were not involved in the appeal.

R18.32 The decision of the Appeal Committee shall be final and shall be provided to the student in writing normally within seven days of the appeal hearing. The Committee shall provide reasons for its decision.

R18.33 When a new examination is to be held, new examiners shall be appointed in accordance with the Academic Regulations and associated policies for Research Degrees. However, all examiners should be external to the College. The examiners may make any of the decisions open to the original examiners. The examiners will not be given any detailed information about the previous examination except the single fact that they are conducting a new examination following an appeal.

R18.34 The result of the original examination having been cancelled, the result of the new examination shall be considered by the Research Degrees Examination Board.

Useful Links

Office of the Independent Adjudicator (OIA)

Academic Progress (G28)

Student Complaints (G31)

Committee Structure

Student Conduct and Appeals webpages

Academic appeals for students on taught programmes, for research degrees with taught elements (T44)

Exemptions: not anticipated. For advice contact appeals@kcl.ac.uk.

Academic Board

Academic Board exercises powers and duties to maintain and enhance the academic quality of the College's academic provision and to assure academic standards for all of its awards.

[Useful links](#)

[Academic Board](#)

Academic Calendar

Academic calendar dates as approved by Academic Board which include the dates for the Academic Year, Welcome Week, Teaching Dates and Examination Periods.

Also known as: College calendar, term dates.

[Useful links](#)

[Academic Calendar](#)

Academic Fail

Awarded to a student who has exhausted all opportunities, failed to meet the criteria for award and is not eligible for an exit award.

Also known as: AF.

[\(see T and R regulations\)](#)

Academic Staff

Academic staff of the College include Professors, Readers, Senior Lecturers and Lecturers. This may also include appropriately qualified and trained staff, provided that they have a current honorary contract with the College.

Aegrotat degree

A degree which may be awarded to a final year student in certain circumstances.

[Useful links](#)

[T41](#)

Articulation agreement

A partnership arrangement whereby cohorts⁷⁵ of students who satisfy academic criteria on a programme offered by a Partner are automatically entitled to be considered for admission with advanced standing (with or without RPL⁷⁶) to a subsequent stage of the specified programme or whereby selected students, who have met the admissions criteria, may be granted entry from a programme of study offered by another institution/body to a specified programme of study at the College without advanced standing.

Also known as: Progression agreement.

[Useful links](#)

[G7](#)

Assessment

Methods or tools used to evaluate a student's learning or progression. Examples include, but are not limited to: examinations, coursework, class tests, presentations.

Also known as: examination, coursework, in course assessment, essays, tests, exam, c/w, cswk, in-course assessment, viva, orals, MCQ, multiple choice questions, assignment, report, OSCE.

(see [G, T and R regulations](#))

Assessment Boards

Assessment Boards are responsible for ensuring that examination and assessment procedures within the Faculty are carried out in accordance with College regulations and those governing the programmes registered within the Faculty.

Also known as: Faculty Boards, AB, ABs, FAB, FABs, School Boards.

[Useful links](#)

[Assessment Boards](#)

Assessment Sub Boards

Assessment Sub Boards are responsible for ensuring that examination and assessment procedures for the award(s) for which it is responsible are carried out in accordance with Academic Regulations, Academic Policies and other relevant College regulations in a fair and impartial manner.

Also known as: Programme Boards, ASB, ASBs, Part Boards.

[Useful links](#)

[Assessment Sub Boards](#)

Award

A degree, diploma or certificate (undergraduate or postgraduate) awarded following successful completion of a recognised programme of study.

Also known as: degree, diploma, certificate, testamur.

(see [G, T and R regulations](#))

Award rules

The rules and methods used to determine the award of undergraduate and taught postgraduate awards.

Also known as: c-score, c score, overall score, degree algorithm, classification method, award of honours.

(see [T regulations](#))

Collaborative Provision

Any type of educational opportunity where the achievement of the relevant learning outcomes for a King's module or programme of study is dependent on the arrangement made with a Partner.

Also known as: collaborative activity, collaborative partnership, collaborative arrangement, managing higher education provision with others.

[Useful links](#)

[Collaborative Provisions webpages](#)

College Assessment and Standards Committee

The College Assessment and Standards Committee is responsible for advising the College Education Committee on the conduct of the College's quality assurance mechanisms and assessment processes.

Also known as: CASC.

[Useful links](#)

[College Assessment and Standards Committee webpages](#)

College Education Committee

The College Education Committee is the committee of Academic Board responsible for ensuring that the academic provision for all programmes is of the highest possible standard.

Also known as: CEC.

[Useful links](#)

[College Education Committee webpages](#)

Collusion

Collusion is when two or more students collaborate, without permission, to produce individual assessments that when compared significantly overlap in content, order, structure and/or format.

Also known as (and see also): Plagiarism.

[Useful links](#)

[Academic Honesty and Integrity](#)

Compensation

The process by which an Assessment Sub Board (or equivalent) may decide that a strong performance by a student in one part of the curriculum may be used to mitigate a failed or poor performance elsewhere. Compensation across modules is not permitted however compensation across elements within a module is permitted.

Compulsory module

A module that must be taken.

[Useful links](#)

[T5](#)

Condoned Fail

A fail mark, within a specified range, given to a module where credit is awarded for the module but is non-transferable. For levels 4, 5 and 6, where permitted, a condoned fail is a mark between 33 and 39 inclusive. For level 7, where permitted, a condoned fail is a mark between 40 and 49 inclusive. For modules in the departments of Mathematics, Informatics or Physics condoned fails are permitted, at the discretion of the Assessment Board, for marks in the range of 33-39 for level 4, 1-39 for levels 5 and 6 and 1-49 for level 7.

Also known as: condone, condonement.

[Useful links](#)

[T10](#)

Conferment

A term used to describe the act of ratifying an award.

Also known as: ratification.

[Useful links](#)

[G20](#)

Core module

A module that must be taken and passed in order to be eligible for award. This will be detailed on the programme specification.

[Useful links](#)

[T5](#)

[Programme specifications](#)

Credit

A quantified means of expressing equivalence of learning. Credit is awarded to a learner in recognition of the verified achievement of designated learning outcomes at a specific level. Under the UK credit system, one credit = 10 notional learning hours (this includes contact time, assessment and self-directed study).

([see T regulations](#))

Day

A calendar day excluding bank holidays in England/Wales and College closure days.

[Useful links](#)

[Academic Calendar](#)

Dissertation

An ordered and critical exposition of existing knowledge in any field or part of a field of study. It may vary in length but does not normally exceed 30,000 words unless otherwise stated in the regulations for a specific degree. There should be evidence that the field has been surveyed thoroughly. A full bibliography and references would normally be required.

Also known as: research dissertation, research project, final project.

[Useful links](#)

[Programme specifications](#)

English Language Centre

Provides Academic Preparation Courses.

Also known as: ELC, Academic Preparation Courses, APC.

[Useful links](#)

[Academic Preparation Courses](#)

Enrolment

The act of enrolling or registering for a programme or module.

Also known as: registration.

[Useful links](#)

[G8](#)

Estates regulations

[Useful links](#)

[Estates regulations](#)

Essay

A brief description, typically based on secondary sources, of a particular topic within a field of study.

Also known as: assignment, coursework, c/w, cswk, exam, examination, in course assessment, in-course assessment.

Examination

An assessment or test which is counted towards an award conferred by the College or which is employed as a means of checking a student's progress on a programme of study (also known as summative and formative assessment). General and programme specific regulations prescribe the conditions under which examinations take place and the methods and timing of assessment. The term can be used to indicate the methodology employed – for example, “unseen written examination” – or the test itself – for example, “the date, time and place of each examination shall be determined by the examiners”.

Also known as: test, exam, assessment, assignment.

Examination periods

Examination period 1 – normally the second week of January

Examination period 2 – a period of five weeks commencing in May

Examination period 3 – a period of two weeks held in August.

Also known as: exam period, assessment period, January exams, January examinations, May exams, May examinations, August exams, August examinations, resit period, replacement period.

[Useful links](#)

[Examination timetable](#)

Exclusion

Selective restriction on attendance at or access to the College. This includes selective prohibition on exercising the functions or duties of any office or committee membership in the College or Students' Union.

Exemptions from regulatory framework

An approved suspension of the Academic Regulations including those for individual programmes.

Also known as: suspension of regulations, suspensions of regulations.

[Useful links](#)

[G4](#)

Exit award

An award which is available to a student who is unable to meet the requirements for the award on which they are registered but nevertheless has completed a meaningful period of study, has met the criteria for a lower award and has satisfied the examiners that they have met identifiable learning outcomes.

[Useful links](#)

[T42](#)

External Examiner

An approved examiner from outside of the College who has oversight of an individual programme(s). Their role is to help maintain academic standards and monitor assessment.

[Useful links](#)

[Assessment Sub Boards](#)

External Examiner Scrutiny Panel

[Useful links](#)

[External Examiner Scrutiny Panel webpages](#)

External Short Courses Scrutiny Panel

[Useful links](#)

[External Short Courses Scrutiny Panel webpages](#)

Faculty

Faculties are responsible for such administrative and academic matters as may be assigned to them by Academic Board. The term Faculty also includes the English Language Centre which operates as a “virtual” Faculty for the purposes of academic governance and quality assurance.

Also known as: Faculties, Schools.

[Useful links](#)

[G35](#)

[Faculties and Departments](#)

Feedback

The practice of giving students information about their performance, either individually or as a group or cohort.

Formative assessment

Assessment which is used in a developmental way to assist a student's learning and which does not count towards the final mark of a module.

Also known as: informal assessment.

Group Appeals

An appeal by a group of students raising the same matter of concern, at the same stage of the same College procedure, wanting the same outcome.

[Useful links](#)

[Student Conduct and Appeals Office webpages](#)

Introductory module

A module within a programme whose designated level falls below the permitted level for the programme and will not be included in the credit tariff for the programme nor included in the classification calculation. It may be a prerequisite for another module.

[Useful links](#)

[T5](#)

Interruption

An approved break from the programme of study on the grounds of illness or other adequate cause.

[Useful links](#)

[G9](#)

IT regulations

[Useful links](#)

[IT regulations](#)

King's Online Boards

[Useful links](#)

[King's Online Boards](#)

Learning outcomes

These identify what a student will know, be able to do and be able to demonstrate by the end of a module or programme.

[Useful links](#)

[Programme specifications](#)

Level

An indicator of the relative demand, complexity and depth of learning and of learner autonomy. The QAA Quality Code for Higher Education sets out five levels (4, 5, 6, 7 & 8). Bachelors degrees are level 6 qualifications, Masters degrees are level 7 qualifications and PhDs and equivalent are level 8 qualifications.

[Useful links](#)

[QAA Quality Code for Higher Education](#)

Library regulations

[Useful links](#)

[Library regulations](#)

Misconduct Procedure

The procedure followed if a student falls below the expected standards set out in the guidance.

[Useful links](#)

[Guidance from Misconduct Working Group](#)

Mitigating Circumstances

The College considers mitigating circumstances to be recognisably disruptive or unexpected events beyond the student's control that might have a significant and adverse impact on their academic performance.

[Useful links](#)

[Mitigating Circumstances \(T43\)](#)

Also known as: Extenuating circumstances, MCF, mitigation, exceptional circumstances.

Module

A module is an individual element of a programme of study which is taught and assessed under the approved regulations for that programme.

[Useful links](#)

[Programme specifications](#)

Nested award

A lower volume award which shares some of the learning outcomes of a larger volume award, eg a Masters degree may have a nested postgraduate diploma and/or postgraduate certificate within it (same level of study, lower volume of credit), and a MSci degree may have a BSc nested within it (lower level, lower volume). Students can register for nested awards and may progress from a nested award to the "parent" award; in such cases they do not then receive both awards.

[Useful links](#)

[Programme specifications](#)

Optional module

A module offered as an integral part of a degree programme, but which students are not required to take as part of that programme. Students will normally be required to take a limited number of optional modules which will be listed in the programme specification.

Also known as: electives, elective module.

Oral examination

An oral examination of an element of a programme or a module involving oral means of communication and applicable to the whole cohort of students on that programme or module. For research degree students see "viva voce examination".

Also known as: viva, viva voce.

Pass mark

The mark required to pass an assessment or module. Some programmes leading to professional registration may, for specific or all modules, require a higher level of attainment than the College pass marks given in regulation T8 and this will be stated in the programme specification. For the Executive LLM pass/fail marking criteria apply.

[Useful links](#)

[T8](#)

Personalised Assessment Arrangements

A mechanism to provide an environment that gives all students an equal opportunity for assessment.

Also known as: PAA, Personalised Examination Arrangements, Personalised Examination Provision, PEP, Special Examination Arrangements, SEA, Special Arrangements, reasonable adjustments.

[Useful links](#)

[Personalised Assessment Arrangements webpages](#)

[Personalised Assessment Arrangements Committee](#)

Personalised Assessment Arrangements Committee

The Committee responsible for the procedures to consider Personalised Assessment Arrangements for reasons of physical conditions and/or Specific Learning Disabilities (SpLD), and for students wishing to sit examinations at an alternative venue.

Also known as: PAAC, Personalised Examination Provisions Committee, PEPC, Special Examination Arrangements Committee, SEAC.

[Useful links](#)

[Personalised Assessment Arrangements Committee](#)

Plagiarism

Plagiarism is the most common form of academic misconduct, and may arise intentionally or otherwise (e.g. through negligence, poor scholarship or lack of understanding). At King's plagiarism is defined as the taking of another person's thoughts, words, results, judgements, ideas, images etc., and presenting them as your own.

Also known as (and see also): Self-Plagiarism, Collusion.

[Useful links](#)

[Academic Honesty and Integrity](#)

Prerequisite module

A module that must be taken and passed in order to progress to another specified module.

[Useful links](#)

[T5](#)

Professional practice module

A module which is taken on a pass/fail basis. These modules have no level assigned, they are not included in the credit tariff for the programme and are not included in the classification calculation. A module of this type may need to be passed in order to meet progression or award requirements.

[Useful links](#)

[T5](#)

Programme of study

The approved curriculum followed by a student for a specified award upon which the student is registered.

Also known as: course, degree programme.

[Useful links](#)

[Programme specifications](#)

Programme specification

A concise description of the intended learning outcomes of a programme of study, and the means by which the outcomes are achieved and demonstrated. It provides all of the key information about the programme, including the structure of modules, assessment methods and awards.

Also known as: programme approval form.

[Useful links](#)

[Programme specifications](#)

Qualifying mark

A minimum level of attainment for a specific element of assessment within a module. Achieving the qualifying mark is a prerequisite of passing the module.

[Useful links](#)

[T8-10](#)

Quoracy

Having the required number of members to carry out business, as detailed in the Terms of Reference.

Also known as: quorate.

[Useful links](#)

[Assessment Boards](#)

[Assessment Sub Boards](#)

Ratified results

Marks post Assessment Board.

Also known as: approved results, confirmed results, final results, ratification of results.

[Useful links](#)

[T18-19](#)

Raw marks

Marks post-marking but prior to a meeting of an Assessment Sub Board.

Also known as: unapproved marks, unconfirmed marks, unratified marks, indicative marks.

[Useful links](#)

[T18-19](#)

Reassessment

A general term that encompasses any form of assessment which is taken again. General regulations and individual programme regulations prescribe the conditions under which reassessment may take place. See also “Replacement” and “Resit”.

[Useful links](#)

[Programme specifications](#)

[T21](#)

Recognition of Prior Learning

A process for giving recognition to the skills and experience gained before starting a traditional programme of study. It normally involves collecting a portfolio of evidence and is often designed to allow an individual to gain entry without the usual entry qualifications, or to permit exemption from certain modules.

Also known as: RPL.

[Useful links](#)

[G7](#)

Recommended results

Marks post Assessment Sub Board but prior to an Assessment Board.

Also known as: unapproved results, unconfirmed results, unratified results.

[Useful links](#)

[T18-19](#)

Regulatory Framework

The regulatory framework includes the Academic Regulations as well as the associated Appendices and Policies.

Also known as: regs, regulations, Academic Regulations.

[Useful links](#)

[Academic Regulations homepage](#)

Replacement

A term used to describe an assessment offered to a student who has been prevented from attending or completing an examination or submitting an assessment because of illness or other good cause.

This includes those granted replacements following appeal who may have been present or submitted originally. Where a replacement is offered the original attempt is annulled.

[Useful links](#)

[Student Conduct and Appeals Office](#)

[Mitigating Circumstances \(T43\)](#)

Research Degrees Examination Board

The Research Degrees Examination Board is responsible for the conduct of the final examinations for the College's research degrees, including the research component of professional doctorates.

Also known as: RDEB.

[Useful links](#)

[Research Degrees Examination Board](#)

Resit

A term used to describe an assessment offered to a student due to failure.

[Useful links](#)

[T21](#)

Revocation

A term used to describe the process of either changing or removing an award.

Also known as: revoked award.

[Useful links](#)

[G20](#)

Self-Plagiarism

Self-plagiarism is submitting material for academic credit which has been submitted, previously or simultaneously for academic credit from King's or any other awarding body or work produced by the student for other purposes (e.g. published articles). Previously submitted work may be included as long as permission to do so has been granted and where such work is properly referenced so that it is clear it has previously been submitted, or where resubmission of previously failed work has expressly been permitted.

Also known as (and see also): Plagiarism.

[Useful links](#)

[Academic Honesty and Integrity](#)

Short course

A group of lectures/seminars/workshops/sessions with articulated learning outcomes, completion of which leads to a certificate of attendance and/or award of credit of King's College London and which consists of 300 hours or less "learning time" (which includes contact time, assessment and self-directed study) but which is not an integral part of a degree programme. For the purposes of the regulations the term "short course" refers only to credit-bearing short courses.

[Useful links](#)

[Short Courses and Study Abroad Assessment Board](#)

Short Courses and Study Abroad Assessment Board

The Board responsible for ensuring that the examination and assessment procedures for Short Courses, King's Experience Awards, King's Health Partners and semester one Study Abroad students are carried out in accordance with the Academic Regulations.

[Useful links](#)

[Short Courses and Study Abroad Assessment Board](#)

Stakeholders

Stakeholders are enrolled students, academic staff, professional services staff and external examiners.

[Useful links](#)

[G1](#)

Student Conduct and Appeals Office

The office that provides procedural advice on matters concerning student conduct and appeals regulations.

Also known as: SCAO.

[Useful links](#)

[Student Conduct and Appeals webpages](#)

Study abroad module

A module specifically for study abroad students from other academic institutions in attendance at the College for one semester only. The method of assessment will be detailed in the module specification.

Subject Area Boards

The Boards which advise on the expertise and suitability of the nominations of examiners for research degrees theses.

Also known as: SAB, SABs.

[Useful links](#)

[Research Degrees Examination Board](#)

Substitute module

A module which may substitute a failed non-core, non-compulsory module with another module or modules totalling the same credit level. The mark gained on the substitute module or modules will be capped at the relevant pass mark and the marks from the originally taken module will not be used in determining the final award classification.

[Useful links](#)

[T5](#)

[T22](#)

Summative assessment

Assessment which contributes towards the final mark of a module.

Also known as: formal assessment.

Suspension

A total prohibition on attendance at or access to the College and on any participation in College activities.

[Useful links](#)

[Student Conduct and Appeals Office](#)

Taught Postgraduate Sub-Committee

The Sub-Committee that brings together Faculty representatives with responsibilities for taught postgraduates.

[Useful links](#)

[Taught Postgraduate Sub-Committee webpages](#)

Thesis

Outcome of a research degree programme.

[Useful links](#)

[Research Degrees webpages](#)

[Centre for Doctoral Studies](#)

Viva voce examination

An examination used to help determine a research degree student's result.

Also known as: viva, oral.

[Useful links](#)

[Research Degrees webpages](#)

[Centre for Doctoral Studies](#)

Year

The word year when used without limitations means a calendar year.

[Useful links](#)

[Academic Calendar](#)

[General useful links](#)

If you are unable to find a definition in the above please email exemptions@kcl.ac.uk