

GLOSSARY

# Academic Regulations 2018/19



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## Compliance

- G1** All stakeholders are required to comply with the Academic Regulations, Appendices and associated Academic Policies.  
[View more on G1](#)
- G2** Academic Regulations and programme specifications in force when a student registers will normally apply to that student until completion of the programme. Academic Policies are subject to regular review and updated versions apply irrespective of the year of a student's registration.  
[View more on G2](#)    [View archived Academic Regulations](#)    [View programme specifications](#)
- G3** The College offers teaching and research at undergraduate, postgraduate taught and postgraduate research levels, leading to a range of awards.  
[View more on G3](#)
- G4** Deviations 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.

[View more on G6](#)

**G7** Conditions apply for enrolment on a programme with recognition of previous experience.

[View more on G7](#)

## Enrolment

**G8** Completion of online enrolment and ID verification must take place within two weeks of the official start date of the programme or module. For King's Online Managed programmes and credit bearing MOOCs, 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.

[View more on G8](#)

**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.

[View more on G9](#)



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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 attendance.  
[View more on G13](#)
- G14** Members of the Students' Union holding elected office may be granted student status by the Principal.  
[View more on elected KCLSU officers](#)



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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.

—

**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.

[View more on G18](#)

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

[View more on 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 Faculty 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 but may register for the same qualification in a different subject provided that the procedures for enrolment are met, modules previously taken are not reattempted and overlapping modules are not taken.

[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.

—

**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.

[View more on G27](#)



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

[View more on G28](#)

**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 2018/19

## GENERAL ACADEMIC REGULATIONS (G)

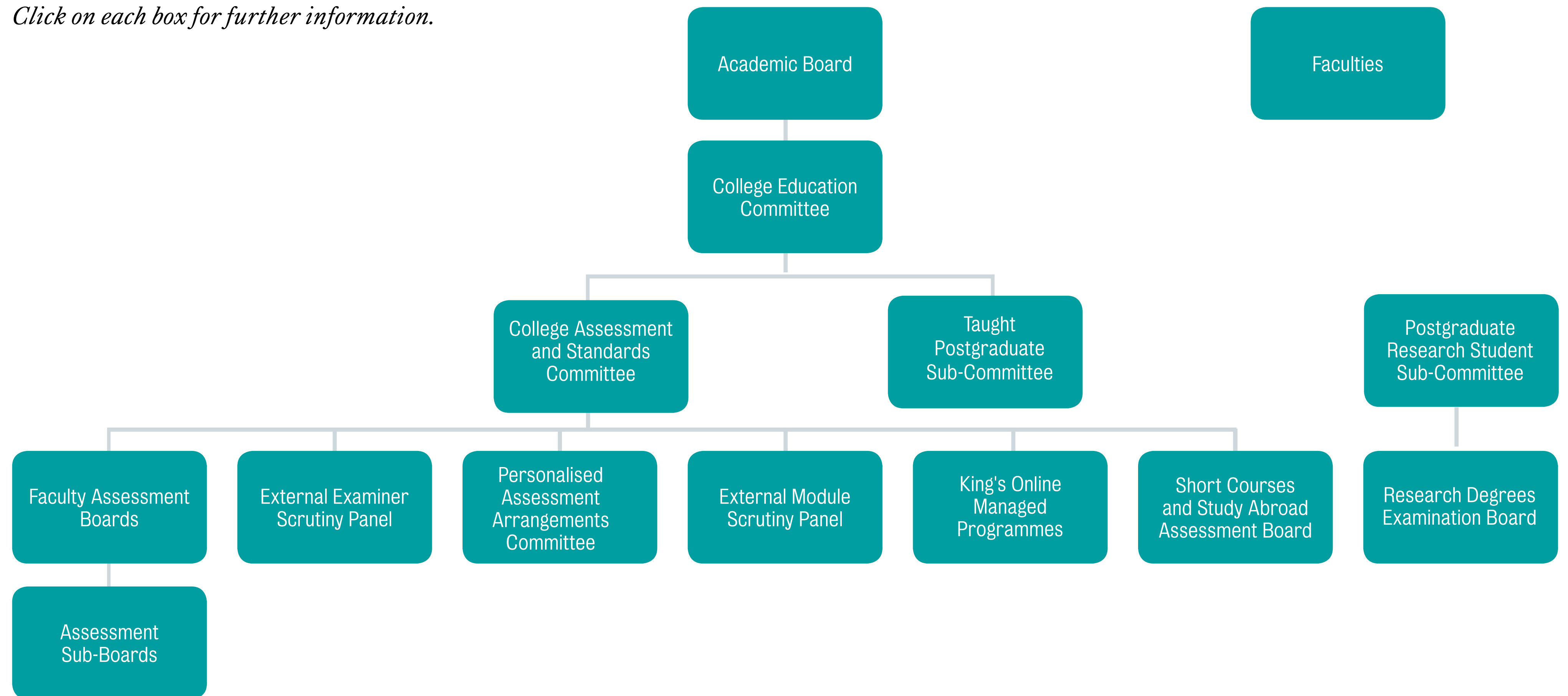


## GENERAL ACADEMIC REGULATIONS (G)

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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 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.

[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.

[View more on T3](#)

**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** To be awarded credit the whole module must be passed.  
[View more on T7](#)
- 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 as defined in the module specification.

[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.

—

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

[View more on T15](#)

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

[View more on T16](#)



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- T17** Examination scripts are the property of the College but provisions shall be made for students to view scripts.  
[View more on T17](#)
- T18** Results of assessments are confidential until the Faculty 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 once ratified by the relevant Faculty Assessment Board.  
[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.  
[View more on T20](#)
- T21** Reassessment is at the discretion of the Assessment Sub Board. For failed assessment, two reassessment opportunities may be permitted at levels 3 or 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.

[View more on T26](#)



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## Schemes for award

- 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:

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

[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
40–59 inclusive	Pass
0–39 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 Procedure applies to students on taught programmes. Marks will never be raised due to mitigating circumstances.

[View more on T43](#)



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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** Policies and guidance attached to these regulations setting out the framework for the management of research degrees and research degree students are reviewed annually by the Centre for Doctoral Studies.

[View more on R2](#)

- R3** A research degree programmes extends over at least two years of full-time or four years part-time study and incorporates a substantial research component resulting in the submission of a thesis for examination at doctoral level. Students are required to pursue a formal programme of study including induction and training programmes where prescribed or desired.

[View more on R3](#)

- R4** Students may enrol on PhD programmes that are offered in formal collaboration with external partner institutions.

[View more on R4](#)



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**R5** Faculties may register students under the Advanced Standing and Transfer Appendix.

[View more on R5](#)

**R6** Students may be permitted to undertake paid work during their Research Degree.

[View more on R6](#)

## Supervision

**R7** Faculties are responsible for arranging the supervision of a research degree student as governed by the Supervision Appendix.

[View more on R7](#)





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## Progression

**R8** 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 R8](#)

## Assessment

**R9** Students are expected to submit their thesis within timescales set out in the Regulations.

[View more on R9](#)

**R10** 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 R10](#)

**R11** The method of assessment for research degrees is by oral examination.

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**R12** 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 R12](#)

**R13** 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 R13](#)



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## Award

**R14** The criteria for thesis and award vary according to the specific research degree.

[View more on R14](#)

**R15** 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 R15](#)

**R16** 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 Availability of thesis Appendix.

[View more on R16](#)



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## Academic appeals

**R17** 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 R17](#)

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), enrolled on:
  - Programmes of study
  - Free-standing credit bearing modules
  - Credit bearing Massive Online Open Courses (MOOCs)
- 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

Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

Last reviewed: May 2018  
Updates approved: CASC May 2018, AB June 2018

G2 Academic Regulations and programme specifications in force when a student registers will normally apply to that student until completion of the programme. Academic Policies are subject to regular review and updated versions apply irrespective of the year of a student's registration.

## 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:

- Fee payment terms and conditions (G12)
- 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)
- Committee Structure
- Faculty Assessment Boards
- Assessment Sub Boards
- Personalised Assessment Arrangements Committee
- Research Degrees Examination Board
- Short Courses and Study Abroad Board
- King's Online Managed Programmes
- Academic appeals for students on taught programmes (T44)
- Results of the examination (R15)
- Academic appeals for students on Research Degree programmes (R17)

### Useful links

(See above)

Glossary

Terms and Conditions for Students

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

Last reviewed: May 2018  
Updates approved: CASC May 2018, AB June 2018

G3 The College offers teaching and research at undergraduate, postgraduate taught and postgraduate research levels, leading to a range of awards.

## Awards of King's College London

### Taught awards at level 4

- Undergraduate Certificate (UGCert)

### Taught awards at level 5

- Undergraduate Diploma (DipHE)
- Foundation Degree (Fd)
  - Foundation Degree Arts (FdA)
  - Foundation Degree Sciences (FdSc)
- Ordinary degree (Ord) (available as exit awards only): BA, BSc, BEng, BSc(Eng), BMus, LLB

### Taught awards at level 6

- Honours degrees (Hons)
  - Bachelor of Arts (BA)
  - Bachelor of Engineering (BEng)
  - Bachelor of Laws (LLB)
  - Bachelor of Music (BMus)
  - Bachelor of Science (BSc)
  - Bachelor of Science (Engineering) (BSc (Eng))
- Professional Graduate Certificate in Education (PGCE Professional)
- Graduate Certificate (GradCert)
- Graduate Diploma (GradDip)

### Taught awards at level 7

- First degrees
  - Bachelor of Dental Surgery (BDS)
  - Bachelor of Medicine and Bachelor of Surgery (MB BS)
- First degrees - integrated Masters degrees
  - Master of Engineering (MEng)
  - Master of Pharmacy (MPharm)
  - Master in Science (MSci)
- Postgraduate Certificate (PGCert)
- Postgraduate Certificate in Education (PGCE)
- Postgraduate Diploma (PGDip)
- Masters degrees
  - Master of Arts (MA)
  - Master of Business Administration (MBA)
  - Master of Clinical Dentistry (MClinDent)
  - Master of Laws (LLM)
  - Master of Music (MMus)
  - Master of Public Health (MPH)
  - Master of Research (MRes)
  - Master of Science (MSc)
  - Master in Teaching and Learning (MTL)

G3 The College offers teaching and research at undergraduate, postgraduate taught and postgraduate research levels, leading to a range of awards.

## Research degrees at level 7

- Master of Philosophy (MPhil)
- Master in Philosophical Studies (MPhilStud)

## Research degrees at level 8

- Doctor in Clinical Psychology (DClinPsy)
- Doctor in Education (EdD)
- Doctor in Health Care (DHC)
- Doctor of Medicine (Research) (MD(Res))
- Doctor of Medicine (MD)
- Doctor in Theology and Ministry (DThM)
- Doctor in Ministry (DMin)
- Doctor of Philosophy (PhD)
- Doctor in Professional Studies (DrPS)

## Higher doctorates

- Doctor of Science (DSc)
- Doctor of Letters (DLitt)

## Other awards/programme

Associateship of King's College London (AKC)

King's Experience Awards

International Science foundation programmes

International pre-masters programmes

Pre-sessional English programmes

Massive Open Online Courses (MOOCs) – credit bearing

## [Useful links](#)

[Glossary](#)

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).



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

G4.1 Deviations from the Academic Regulations are categorised in three ways: exceptions, exemptions and emergency regulations. See below for further details on each.

### Exceptions

G4.2 Where appropriate, exceptions to specific regulations are detailed in the relevant Appendix.

### Exemptions

G4.3 Exemptions may be considered in exceptional circumstances beyond those specified above. Each Regulation Appendix or Policy states whether exemptions are anticipated or not.

G4.4 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.

G4.5 Where it is stated that exemptions are not anticipated, this does not mean that they are prohibited, however, advice should be sought from [Exemptions](#) in the first instance.

G4.6 For exemptions for an entire cohort, relating to programme specifications, it is usually expected that a programme modification form will be submitted.

### Emergency Regulations

G4.7 The Principal or nominee may declare a College-wide or campus specific emergency which will authorise the Emergency Regulations to be implemented for a prescribed period of time.

G4.8 The Emergency Regulations provide a framework to allow progression and/or award where performance is prevented by acts or events which may be beyond the control of the College.

#### *Marking during a College-wide or campus specific emergency*

G4.9 In the event that marking cannot be completed in accordance with the marking model assigned to a module, an Assessment Board may, with the approval of the Chair or Deputy Chair of CASC/ASSC, use an alternative marking model. This may include relaxing some of the rules contained within the marking models.

G4.10 In the event that External Examiners are unable to fulfil their duties, the assessment process may proceed, with the approval of the Chair or Deputy Chair of CASC/ASSC.

#### *Progression during a College-wide or campus specific emergency*

G4.11 In the event that students are unable to be assessed in the original format, the method of assessment of a module and/or the relative weighting of the assessment components, as defined in the module specification, may be modified by the Assessment Board.

G4.12 In the event that students are unable to be assessed in any format and/or results are unavailable for some or all students, Assessment Boards may, if appropriate, progress students pending assessment

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

and/or ratification at a later date, unless prohibited by a Professional, Statutory and Regulatory Body.

*Boards during a College-wide or campus specific emergency*

G4.13 In the event that the Assessment Sub Board and/or the Assessment Board is inquorate, the Head of Faculty, in consultation with the Chair or Deputy Chair of the Assessment Board, may allow progression, ratify results and/or ratify awards.

G4.14 Decisions may be made using the information available to Assessment Boards at the time, however the decision could be reviewed if new information became available at a later stage which was not available at the time the original decision made.

*Research Degree considerations during a College-wide or campus specific emergency*

G4.15 Thesis submission deadlines and maximum duration of study may need to be extended to cover the period of the College-wide or campus specific emergency by the Faculty Vice Dean for Doctoral Studies.

*Awards during a College-wide or campus specific emergency*

G4.16 Regulations **T29** and **R12** will continue to apply in the event of a College-wide or campus specific emergency. There are no exceptions to the award rules. Boundaries cannot be lowered and exceptions cannot be made. The method of assessment for research degrees is by oral examination.

[Useful links](#)

[Marking, College Framework](#)

[Glossary](#)

For any queries relating to exemptions please contact [Exemptions](#).

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

Glossary

**Exemptions:** not permitted. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

Last reviewed: May 2017  
Updates approved: CASC June 2017, AB July 2017

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 on the official start date of the programme, as detailed on the offer letter;
  - 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;
  - act reasonably and fairly, and treat the admissions process in a respectful manner.
- 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 through means described on the admissions webpages (see useful links below). The entry requirements are outlined in the Online Prospectus.

- G6.3 For recognition of prior learning see G7.

### Admission requirements for undergraduate programmes

- G6.4 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

- G6.5 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.

G6.6 Provided that Admissions and the relevant department are in agreement, 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, or satisfies the Faculty in any qualifying examination or other condition, including a qualifying period of study, required by the Faculty. In the event of disagreement, the Vice-Principal (Education), or nominee, will make the final decision.

### [Admission requirements for postgraduate research degree programmes](#)

G6.7 The minimum entrance qualification is an Upper Second Class Honours degree in a relevant subject, or an equivalent overseas qualification obtained after at least three years study. Any additional requirements will be detailed in the online prospectus.

G6.8 Students who do not meet the minimum entrance requirements may be admitted if they hold an alternative qualification of an equivalent or higher level in a relevant subject, or can prove relevant professional experience which satisfies the Vice-Dean for Doctoral Studies in the Faculty that the applicant can follow and complete the programme.

G6.9 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 from a higher education institution and be eligible for full registration or hold limited registration with the General Medical Council.

G6.10 It is the responsibility of the Faculties to have transparent selection procedures in place in order to accept student onto postgraduate research programmes. Following an initial screening, selection will be by interview either face to face or, for some international students, by another communication method as deemed appropriate by the Faculty. Offers for a place can then only be made by the College Admissions Office with the approval of the Head of Department (or nominee) via an offer letter.

### [Useful links](#)

[Recognition of previous experience \(G7\)](#)

[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](#)

[Admissions portal](#)

[Glossary](#)

**Exemptions:** not anticipated. For advice contact [admissions.confidential@kcl.ac.uk](mailto:admissions.confidential@kcl.ac.uk)

G7 Conditions apply for enrolment on a programme with recognition of previous experience.

## Recognition of previous experience

- G7.1 Where a student has completed a programme at the College and wishes to progress to the next level within two years, the previous award made by the College will be revoked and progression to the next level may commence. Where the period between the previous award and re-enrolment is greater than two years, the recognition of previous experience regulations below apply.
- G7.2 A Faculty may permit a student to enrol on a programme of study with recognition for previous study or experiential learning undertaken elsewhere or at the College as follows:
- Enrolment with advanced standing:*** the student will have successfully completed an approved programme of study and may be enrolled at the College at an appropriate point on an approved programme in a similar field of study. 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 R5 (Advanced Standing Transfer);
  - Transfer enrolment:*** the student will have successfully completed a part of an approved programme of study and may be enrolled 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 R5 (Advanced Standing Transfer);
  - Enrolment with recognition of prior learning:*** the student will have credits accumulated from prior certificated learning or via prior experiential learning and may be enrolled on an approved programme at the College. Such prior learning should be relevant/applicable to the intended programme of study and allow exemption from specific modules.
- G7.3 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.
- G7.4 For undergraduate and taught postgraduate programmes credit granted shall not exceed two thirds of the overall credit value of the programme.
- G7.5 Credit earned cannot be used towards an award more than once. The only exceptions to this are students registered on joint/dual degrees, on articulation agreements or on nested awards.
- 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 enrolment on a programme with recognition of previous experience.

- 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 (R5)  
Periods of Registration and Interruption (G9)  
Transfer of Registration (G11)  
Glossary

**Exception:** to G7.1 for programmes where the student was originally awarded with registration to practice, the original award would stand and G7.2 c) would apply.

**Exemptions:** can be submitted by the Executive Dean or Vice Dean (Education) 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 official start date of the programme or module. For King's Online Managed programmes and credit bearing MOOCs, 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.
- G8.2 All students are required to re-enrol annually. Failure to re-enrol will affect access to Library Services, teaching materials via KEATS, online facilities and receipt of funding.
- G8.3 Enrolment includes completion of the online enrolment form as well as fulfilling academic requirements relating to the programme of study and clearance of financial debts to the College.
- G8.4 Students enrolling on a new programme who have withdrawn, not completed or been recorded as an Academic Fail on a previous programme at the College may not take modules which are deemed to be overlapping or modules in which they have:
- achieved a pass mark;
  - achieved a fail mark (having exhausted all attempts); or
  - achieved a condoned fail mark (having exhausted all attempts);
- The normal reassessment regulations relating to number of attempts will still apply.

## Postgraduate Research Students only

- G8.5 Students can enrol for full-time or part-time study.
- G8.6 Students whose personal circumstances are considered by the College to prevent full-time study may be considered for part-time study, examples of which include:
- students engaged in earning their own livelihood who provide evidence from their employer to that effect at registration;
  - students who are registered as unemployed;
  - students who are acting as a full-time carer for a spouse and or/family member
  - students registered as internal postgraduate research students who are also employed as a member of staff of the College
- G8.7 Registration for MPhil or PhD is permitted under the full-time employees' guidance.
- G8.8 Full-time students are expected to undertake a full working week of 35 hours on their research degree on average throughout the year, apart from when on annual leave.
- G8.9 It is expected that part-time students will spend at least the equivalent of 17.5 hours per week on their research degree on average throughout the year.
- G8.10 Students will be allowed to change mode of study from full-time to part-time or vice versa only once during their period of study unless this is a funder's requirement.



# G8 ACADEMIC REGULATION (APPENDIX)

2018/19

G8 Completion of online enrolment and ID verification must take place within two weeks of the official start date of the programme or module. For King's Online Managed programmes and credit bearing MOOCs, 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.

- G8.11 Students are not permitted to transfer mode of attendance in the final year leading up to their submission deadline.
- G8.12 Regardless of mode of attendance status, students are entitled to annual leave between a minimum of four weeks and up to a maximum of eight weeks per year, inclusive of public holidays and College closure dates. Students should agree their annual leave with their supervisor. Excessive absences should be reported to the Faculty via normal progress report procedures.
- G8.13 Some restrictions may apply to period of leave for students holding international visas to study in the UK. These students may be under obligation to report annual leave periods to the Visa Compliance team for monitoring purposes, as defined by Home Office Tier 4 immigration policy and internal College procedures which underpin Home Office requirements.

## Contact details for all students

- G8.14 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.
- G8.15 It is the responsibility of all students, and MBBS graduates undertaking Foundation Year One training, to keep the College informed of their current home and term-time address at all times while they remain members of the College.
- G8.16 All correspondence sent to students by the College using the contact details on their record 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  
Reassessment (T21)  
Full-time employees' guidance (MPhil/PhD)  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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. A break of study does not exempt a student from sitting a reassessment whereas an interruption of study does.
- G9.3 Credit bearing Massive Open Online Courses (MOOCs) will have two advertised periods of teaching every year.
- G9.4 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) <i>For MBBS &amp; BDS see relevant programme specifications for details</i>	3 years full-time 4 years full-time (MSci) 6-8 years part-time (precise length to be stipulated in the programme specification)	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 48 months part-time	7 years full-time 10 years part-time
Professional Doctorates	36 months full-time 72 months part-time	7 years full-time 10 years part-time

# G9 ACADEMIC REGULATION (APPENDIX)

2018/19

**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.**

- G9.5 For awards not covered in the table above, the maximum period of study is detailed in the programme specification.
- G9.6 **In no instance can the maximum period of study exceed ten years.**

## Useful links

Programme Specifications

Centre for Doctoral Studies

Recognition of previous experience (G7)

Glossary

**Exemptions:** UG/PGT - can be submitted by Faculty 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.

Last reviewed: May 2018

Updates approved: CASC May 2018, AB June 2018

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 For students who have completed active study and are awaiting results only, an overlap period of registration, normally no longer than three months, is permissible.
- G10.2 Dual/concurrent registration may be permitted under the College's definitions of Collaborative Provision.

### [Useful links](#)

[Collaborative Provision](#)

[Glossary](#)

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

Last reviewed: May 2018  
Updates approved: CASC May 2018, AB June 2018

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, with the agreement of the Faculties involved, under the following conditions:
- a) if there are good academic grounds in support of the transfer or other good cause;  
AND
  - b) if the student has not already been awarded on the programme for which they were originally registered.
- G11.2 Students who transfer registration within the College may not take modules which are deemed to be overlapping or modules in which they have:
- achieved a pass mark;
  - achieved a fail mark (having exhausted all attempts); or
  - achieved a condoned fail mark (having exhausted all attempts);
- The normal reassessment regulations relating to number of attempts will still apply.

### [Useful links](#)

[Faculties and Departments](#)

[Reassessment \(T21\)](#)

[Glossary](#)

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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 in respect of dishonoured cheques.

### Tuition and tuition-related fees (King's Online on final page)

- 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 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 Faculty Assessment Board (FAB) or the Research Degrees Examination Board (RDEB), 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 FAB or the RDEB.
- G12.6 A student who fails to make payment within the 14 days of the notification of impending suspension will be sent a formal letter by the College informing them that they have been suspended. 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;
  - 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 (ASB) shall use its discretion to determine the most reasonable course of action to enable the student to proceed with their studies.
- 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

# G12 ACADEMIC REGULATION (APPENDIX)

2018/19

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.

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 ASB 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. 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.

G12.12 A student who withdraws or interrupts from the programme during the academic year may be charged pro rata tuition fees to the date of withdrawal or interruption, and is required to pay the sum owing within 14 days of the date of invoice.

## Undergraduate Student Loans Company funded students

G12.13 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.

G12.14 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).

G12.15 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

G12.16 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.

G12.17 The deposit paid will be credited against the first instalment of fees that are due to be paid.

G12.18 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.

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

G12.19 No payment of fees is required ahead of or at enrolment.

G12.20 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 ACADEMIC REGULATION (APPENDIX)

2018/19

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.

- G12.21 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.

G12.22 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

G12.23 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.

G12.24 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.

G12.25 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

G12.26 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.

G12.27 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

G12.28 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.

G12.29 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 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

G12.30 Deposits and tuition fees payable by English Language Centre students are due in accordance with the English Language Centre Fee Payment Terms and Conditions.



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.

G12.31 In the event of withdrawal from the course, the student will normally still be liable for the full balance of the programme fees.

### For King's Online Managed Programmes

G12.32 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 12<sup>th</sup> calendar day of the module if payment is received; 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.

G12.33 A student whose registration on a module is cancelled due to non-payment will not remain liable for the fees for that module.

G12.34 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 from the College showing the balance to be paid and instructions on how to make payment on the 1<sup>st</sup> day of the teaching period. Students are required to make payment by the 7<sup>th</sup> calendar day of the teaching period.

G12.35 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.

G12.36 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 8<sup>th</sup> teaching day. If the withdrawal takes place after the 8<sup>th</sup> teaching day, the fee will not be refunded.

### Useful links

Fee payment Terms & Conditions

Difficulties paying on time

King's Online Managed Programmes Payments

English Language Centre Fee Payment Terms & Conditions

Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

G13 Students must comply with the Academic Policy on attendance.

## Attendance

- G13.1 Students must attend lectures, classes and tutorials, and departmental examinations to the satisfaction of the Faculty. If a student is absent from College through illness, a medical certificate may be required. 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. 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.
- 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 (G27)  
Medical Certificates  
Medical Centre  
KCLSU advice  
Academic Progress (G28)

Glossary

Exemptions: not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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 timetables for the three main examination periods are published by the Examinations Office.
- G18.2 The Examinations Office may make alternative arrangements for students who are timetabled for two examinations which overlap or coincide.
- G18.3 All other assessments will have deadlines determined by the department.

### Useful links

Faculties and Departments  
Examinations webpage  
Examination timetable  
Mitigating circumstances (T43)  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

Last reviewed: May 2018  
Updates approved: CASC May 2018, AB June 2018

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 of Awards

- 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 Faculty Assessment Boards (FABs), acting on the recommendations of their constituent Assessment Sub Boards (ASBs), the Research Degrees Examination Board (RDEB) and the College Assessment and Standards Committee (CASC) are the sole bodies having delegated authority to recommend the conferment of the awards for which they are responsible.

### Revocation

- G20.3 Award type, award title or classification can be revoked and reissued, or an award can be revoked in its entirety under the following conditions:
- when there is satisfactory proof that there was an administrative error in the award made;
  - when, subsequent to award, a Faculty Assessment Board takes into account information which was unavailable at the time its original decision was made;
  - following a recommendation or ruling by the Misconduct Committee or by an Inquiry Panel established to investigate allegations of research misconduct; or
  - where a student has completed a programme at the College and wishes to join the next level of the programme within two years (see Recognition of previous experience G7).

### Awards

- G20.4 Awards must have regard to the provisions of the *QAA UK Quality code for higher education* and meet the following requirements:

### Undergraduate Certificates (level 4)

- G20.5 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)

- G20.6 An academically coherent programme of study, followed over a period of time, equivalent to two years full-time, which is designed to ensure:
- a critical understanding of the concepts and principles of the area of study and the way in which these have developed;
  - a knowledge of the main methods of enquiry in the area of study and an ability to evaluate their application; and
  - an ability to apply underlying concepts and principles within a wider context;

In addition for Foundation Degrees:

- the acquisition of skills relevant to employment.

# G20 ACADEMIC REGULATION (APPENDIX)

2018/19

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*.

- G20.7 The achievement of a satisfactory overall standard of assessment which would assess students':
- 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)

- G20.8 An academically coherent programme of study, followed over a period of time equivalent to three years full-time (which includes Intercolated Degrees where a one year programme of study builds on a two year programme of basic medical, dental or veterinary sciences 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.

- G20.9 The achievement of a satisfactory overall standard in a scheme of assessment which tests students':
- 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.

- G20.10 Additional criteria are specified for some first degrees as listed below.

### *Bachelor of Engineering*

- G20.11 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; All Nursing, Midwifery and Specialist Community and Public Health programmes with/leading to registration; First Degrees in Health Sciences which are regulated by Act of Parliament*

- G20.12 These degrees shall be taught in accordance with curricula that meet the requirements of the relevant Registering Body (General Dental Council, General Medical Council, Nursing and Midwifery Council and Health Professions Council). BDS and MBBS degree programmes shall

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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:

- a) 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 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)*

- G20.13 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*

- G20.14 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*

- G20.15 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)**

- G20.16 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.

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*.

## Postgraduate Certificates (level 7)

- G20.17 Postgraduate Certificates are normally the equivalent of a minimum of one third of a calendar year of full-time study.

## Postgraduate Diplomas (level 7)

- G20.18 Postgraduate Diplomas are normally the equivalent of a minimum of two thirds of a calendar year of full-time study.

## Postgraduate or Professional Graduate Certificate in Education

- G20.19 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)

- G20.20 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.
- G20.21 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. King's Online Managed Programmes may choose not to offer a dissertation or research project.
- G20.22 A satisfactory overall standard in a scheme of assessment appropriate to the Masters programme concerned.
- G20.23 Additional criteria are specified for some postgraduate taught degrees as listed below.

### *Master of Clinical Dentistry*

- G20.24 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*

- G20.25 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*

- G20.26 The programme of study shall:
- 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-

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*.

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

## Research degrees (level 8)

G20.27 See Components of Research Degrees (R3)

### Useful links

Recognition of previous experience (G7)

QAA UK Quality Code for Higher Education

Misconduct (G27)

Appeals for taught programmes (T44)

Appeals for research degrees programmes (R17)

Mitigating Circumstances (T43)

Components of Research Degrees (R3)

Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).



G22 Once awarded a student may not register for the same qualification in the same subject but may register for the same qualification in a different subject provided that the procedures for enrolment are met, modules previously taken are not reattempted and overlapping modules are not taken.

- G22.1 Modules which have been previously taken, or modules which are deemed to be overlapping include those in which a student achieved a pass mark, a fail mark or a condoned fail mark and those that a student failed at the first attempt or after reassessment.

### Supplementary programmes

- G22.2 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.
- G22.3 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  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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 misconduct complaint, has a pending Fitness for Practice Committee, or who is the subject of police investigation or criminal proceedings, may be suspended or excluded by the Principal pending the outcome of the investigation, the Committee or the trial. A student may also be suspended or excluded on health and safety grounds, or where they are considered a danger to themselves or other members of the King's community.
- G26.2 Failure to comply with the terms of a suspension or exclusion is an offence of misconduct (G27).
- G26.3 The Principal may delegate the emergency powers to a Vice-Principal, who will be responsible for reporting any suspensions or exclusions.
- G26.4 Exclusion is selective restriction on attendance at or access to, the College and on participation in College activities. Suspension is a total prohibition on attendance at, or access to, the College and on participation in College activities. It may be subject to conditions, such as permission to attend an examination. A suspension will only be used where an exclusion is deemed to be inadequate.
- G26.5 The terms of a suspension or exclusion may include a No Contact Agreement, requiring the student to have no contact with a named person or persons.
- G26.6 Suspensions and exclusions are not penalties; the Principal will only impose such measures when it is urgent and necessary to do so. Written reasons for the decision will be recorded and made available to the student in the letter of suspension.
- G26.7 Suspensions and exclusions shall normally start with immediate effect. The reasons for the decision will be communicated to the student in writing, as well as information about their right to submit representations against it. Representations must be submitted within five working days of the suspension or exclusion and will normally be reviewed within a further five working days.
- G26.8 Should the suspension or exclusion remain in place, the Head of Student Conduct & Appeals (or nominee) and a Vice-Principal will review the suspension or exclusion every 28 days, in the light of any developments, or of any representations made by the student. Reviews of suspensions and exclusions will not involve hearings or meetings.

### Useful links

Misconduct (G27)

KCLSU Advice

Interruption on grounds of student wellbeing (G30)

Glossary

Exemptions: not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

Last reviewed: May 2018

Updates approved: CASC May 2018, AB June 2018

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. This appendix extends to alleged misconduct by a student occurring on College premises 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 or to alleged misconduct occurring during College activities (including on placements and field trips).
- 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 this Regulation (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 Additionally, the student may be accompanied by a family member or a friend who will not be able to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter.
- G27.6 If the student is to be represented or accompanied, the name of the person who is to attend must be received in writing by the Head of Student Conduct and Appeals (HoSCA) at least 48 hours in advance of the Committee. 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 College Misconduct Committee or Appeal Committee. The Chair of the College Misconduct Committee or Appeal Committee has the absolute discretion to accept or reject an application for alternative representation and their decision will be final.

## Misconduct Procedure

- G27.8 There will be a presumption of innocence until a case has been fully considered.

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.

- G27.9 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 General Data Protection Regulations, the Freedom of Information Act 2000 and any other relevant legislation.
- G27.10 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 Committee and provided that those conducting the Committee 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.
- G27.11 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.

## Non-Assessment related Misconduct

### Investigating an allegation of misconduct

- G27.12 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(s) 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.
- G27.13 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.
- G27.14 The College defines major misconduct as an offence which is sufficiently serious enough that it calls into question the student's registration. Instances of major misconduct may also include, but are not limited to, repeated or persistent minor offences, multiple concurrent minor offences or refusal to comply with a penalty imposed under this regulation.
- G27.15 In all cases where the gravity of the offence appears to warrant it, or the appropriate penalty may be beyond the limit for a minor offence, the HoSCA may refer a case to a Misconduct Committee.
- G27.16 If the HoSCA determines there is insufficient evidence to form the basis of a charge of misconduct, that decision will be sent to the student.

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.

- G27.17 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 further formal action will be taken but that a record of the offence and penalty shall be placed on the student's file. The student can contest the allegations and penalty, in which case the HoSCA will refer the matter to a Misconduct Committee.
- G27.18 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.
- G27.19 Where an allegation of misconduct is referred to a Misconduct Committee, the HoSCA will act as the College Representative to present the case to a Misconduct Committee.

### Misconduct which is also a criminal offence

- G27.20 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.
- G27.21 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 Faculty, in writing, of any criminal convictions subsequently imposed.
- G27.22 Students imprisoned for a period of 21 days or more will be automatically withdrawn from the College. Any such students will have the right to submit written representations to the HoSCA against this decision, within 21 days of the date of notification of the decision to withdraw. Representations received after this deadline will only be accepted at the discretion of the HoSCA.

### Assessment related Misconduct

- G27.23 On receipt of an allegation of misconduct the Faculty, normally the Assessment Sub Board Chair (ASB Chair), will review whether it is a case of alleged minor or major misconduct. The Faculty will follow the process as outlined in the College Guidance for Staff on Academic Honesty and Integrity (known as the expedited procedure). Where it is deemed to be a case of major misconduct, the matter will be referred to the Faculty Assessment Board Chair (FAB Chair) who will report this to the Misconduct Committee. Where it is deemed to be a case of minor misconduct the ASB Chair may invite the student to a meeting and determine whether:
- it is not a case of assessment related misconduct in which case no further action will be taken;
  - the student has committed poor academic practice rather than misconduct;
  - the student has committed minor misconduct; or
  - the student may have committed major misconduct, the matter will be referred to the FAB Chair who will report this to the Misconduct Committee.

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.

- G27.24 Where the ASB Chair finds the student has committed minor misconduct the student can either accept the finding and penalty or can contest the allegation in which case the matter will be referred to a Misconduct Committee.
- G27.25 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 this regulation.
- G27.26 Any material presented for assessment may be submitted to a plagiarism and collusion detection service for text analysis and the findings considered as part of an investigation under this regulation. Submitted work 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.

## Misconduct Committee

### Misconduct Committee procedure

- G27.27 Written notice of the Committee 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 the Committee date.
- G27.28 The student may present documentary material or witnesses in their defence or mitigation. Documentary evidence 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 at least seven days in advance of the Committee. This evidence will be sent immediately to the Committee by the HoSCA. Documentary evidence and/or witnesses received after this deadline will only be accepted at the discretion of the Chair of the Committee
- G27.29 The Chair has the discretion to adjourn the Committee 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 Committee will not normally be adjourned due to the unavailability of a witness, and any decision to adjourn is the sole discretion of the Chair.
- G27.30 The student facing the charge will have the right to be present during the Committee except if the Committee requires private discussions where only the Committee and the Clerk will be present.
- G27.31 The College Representative will present the charge and evidence gathered to the Committee. The student facing the charge (or their representative) will be invited to reply. Either party may call witnesses to the fact.
- G27.32 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 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.

- G27.33 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.
- G27.34 The Committee will deliberate in private and will normally reach a decision and outcome without adjournment.
- G27.35 At any time during the proceedings, the Chair may adjourn the Committee, 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.
- G27.36 A decision of the Committee will be reached by a majority vote of the members of the Committee present at the Committee 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 the casting vote.

### Outcome of Misconduct Committee

- G27.37 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 Committee.
- G27.38 Where the Misconduct Committee determines that a charge of misconduct has been substantiated on the balance of probabilities the Committee may decide one or more of the following measures:

#### *Assessment related misconduct*

- a) a formal warning, with the requirement that the examiners assess those parts of the student's work that is unaffected by the offence;
- b) a warning, with the requirement that the examiners assess those parts of the student's work that is unaffected by the offence with the assessment/s capped at the pass mark;
- c) the assignment of the minimum pass mark to a paper or papers, or assessed work, or both;
- d) the cancellation of the results in an assessment/s and a mark of zero returned. The final module mark following reassessment is capped at the relevant pass mark;
- e) the cancellation of the results in an assessment/s and a mark of zero returned and any mark resulting from a resit capped at the condoned fail level (see glossary);
- f) the cancellation of the results in an assessment/s 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);
- g) the student's right to re-register for the assessment/s withdrawn;
- h) the student's right to be considered for an exit award withdrawn;
- i) the results for an assessment/s in a year or stage not to be considered by the relevant Faculty Assessment Board for a specified period of up to one calendar year;
- j) conditions for the continuation of student status;
- k) suspension for an indefinite period, with an agreed review date;

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.

- l) a recommendation to the Academic Board that the student's award be revoked;
- m) expulsion (with or without credit retained)

*Non-assessment related misconduct*

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

G27.39 The decision and outcome of the Committee will normally be sent to the student within seven days of the date of the decision of the Committee. For assessment-related offences, these will be communicated to the student, FAB and ASB Chairs, 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 other College officers as appropriate. 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.

G27.40 The Misconduct Committee may decide that the outcome be imposed immediately or be deferred. The conditions of any such deferment will be clearly stated as part of the decision of the Committee.

G27.41 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.

G27.42 Where a student is following a programme of study leading to a professional qualification which is registrable with a statutory regulatory body the decision of the Committee will also be sent to the Executive Dean of Faculty for consideration in accordance the Fitness for Registration and Fitness to Practise Regulations (G29).

G27.43 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 for Registration and Fitness to Practise Regulations (G29).



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.

## Appeal

- G27.44 Students may appeal the decision of a Misconduct or Residences Disciplinary Panel on either or both of the following grounds:
- there is new evidence that could not have been, or for good reason was not, made available at the time of the Committee, and the case warrants further consideration;
  - evidence can be produced of significant procedural error on the part of the College before or during the Committee, and the case warrants further consideration.
- G27.45 Students should submit a Misconduct Appeal Form to the HoSCA, on behalf of the Principal, within 14 days of the date of the Misconduct Committee outcome. Misconduct Appeal Forms received after this deadline will only be accepted at the discretion of the Principal.
- G27.46 The Principal will normally advise the student of their decision on the appeal within 42 days of receipt. If the appeal is to be heard, an Appeal Committee will be appointed. If the appeal is rejected, reasons will be given.

## Appeal Committee procedure

- G27.47 Written notice of the Committee date will normally be sent to the student and College Representative/Faculty Assessment Board Representative, together with the names of the Committee members and all documentary evidence, at least 14 days before the Committee date.
- G27.48 The student may present documentary evidence for consideration by the Committee. This evidence must be sent to the HoSCA at least seven days in advance of the Committee. This evidence will be sent immediately to the Committee by the HoSCA. Documentary evidence received after this deadline will only be accepted at the discretion of the Chair
- G27.49 The student facing the charge will have the right to be present during the Committee except if the Committee requires private discussions. Only the Committee and the Clerk to the Committee will be entitled to be present at such times.
- G27.50 The student making the appeal, or their representative, will present their case against the decision or outcome of the Misconduct Committee.
- 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. In the event of a tie, the Chair will have the casting vote.

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.

## Appeal Committee outcome

- G27.54 The decision and outcome of an Appeal Committee will normally be sent to the student within seven days of the date of the decision of the Appeal Committee. For assessment related offences, these will be communicated to the student, FAB and ASB Chairs, 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 other College officers as appropriate. A copy of the decision and outcome will be placed on the student's file.
- G27.55 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:
- modify or reverse the findings of a Misconduct Committee or a Residences Disciplinary Panel;
  - modify or reverse the order of a Misconduct Committee or a Residences Disciplinary Panel.
- G27.56 Where an Appeal Committee rejects the appeal, the findings and decision of the Misconduct Committee stands.
- G27.57 A decision of an 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  
Discipline Policy (see under "Important Documents")  
List of breaches students need to inform their Faculty (G27.2)  
Glossary

**Exemptions:** not anticipated. For advice contact [appeals@kcl.ac.uk](mailto: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 make sufficient academic progress.
- G28.2 The College may remove any student for any of the following reasons:
- inability to meet 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 should normally receive a written warning specifying the improvements or actions to be undertaken within a specified timeframe, and stating the consequences of not doing so. The student's tutor or supervisor should also be consulted.

## Appeals against removal on academic grounds

- G28.4 It is expected that all parties involved in an academic appeal will act reasonably and fairly, and treat the process in a respectful manner. If inappropriate behaviour is displayed, action may be taken.
- G28.5 The College may pause or stop the consideration of any appeal submitted where the student is suspected to be in breach of the Misconduct Regulations (G27) or the Fitness for Registration and Fitness to Practise Regulations (G29), and action should be taken under those regulations.
- G28.6 If an appeal contains matters which fall under the Student Complaints Regulations (G31), consideration of the appeal may be paused until the complaints process is complete. In such cases, the findings of the complaint investigation may be considered as evidence for the appeal.
- G28.7 Students should submit a Progression Appeal Form within 14 days of the final notification of removal. Appeals received after this deadline will only be accepted at the discretion of the Principal.
- G28.8 A student may appeal on either or both of the following grounds:
- there is new information which could not have been provided to 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 the written warning 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;
- G28.9 The Principal will normally advise the student in writing of their decision on the appeal within 42 days of receipt. If it is determined that an appeal should be heard, an Appeal Committee will be arranged, in accordance with the Appeal Committee Structure.

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

## Representation

- G28.10 The student may be represented the Appeal Committee by another member of the College, a member of the student's professional organisation (where applicable), or a member of the King's College London Students' Union (KCLSU).
- G28.11 Additionally, the student may be accompanied by a family member or a friend, who will not be able to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter.
- G28.12 If the student is to be represented or accompanied, the name of the person who is to attend must be received in writing by the Head of Student Conduct and Appeals (HoSCA) at least 48 hours in advance of the Appeal Committee. The Chair of the Appeal Committee may accept or reject a request, and their decision will be final. The Chair may refuse to permit a representative, friend or family member to attend where 48 hours' notice has not been received.
- G28.13 Written notice of the Appeal Committee will normally be sent to the student, together with the names of the Committee members and the Chair, and all documentary evidence, at least 14 days before the Appeal Committee date. Any concerns regarding documentation or membership of the Committee should be raised in writing by the student at the earliest opportunity to the HoSCA.
- G28.14 New 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 evidence this must be done at least seven days before the Committee date. The Chair of the Appeal Committee may accept or reject new evidence, and their decision will be final.
- G28.15 The Appeal Committee shall consider the documentary evidence, and invite the student and the Executive Dean of Faculty (or nominee) to give evidence. Other persons shall be asked to attend to give evidence if the Committee wishes.
- G28.16 The absence of the student or the Executive Dean of Faculty will not prevent the Appeal Committee from taking place nor invalidate the proceedings. In the event that a student has indicated they will attend but then cannot do so for good reason, an adjournment would generally be considered.
- G28.17 The Appeal Committee will determine whether there is sufficient reason to challenge the original decision to withdraw. If there is insufficient reason, the Appeal Committee can set aside the decision and replace it with one of its own, or it can refer the case back for fresh consideration with commentary. If there is insufficient reason, the appeal will be dismissed and the original decision will stand.
- G28.18 The decision of the Appeal Committee shall normally be communicated in writing by the HoSCA to the student and Executive Dean of Faculty, within seven days of the decision of the Appeal Committee.

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

G28.19 Students have no automatic right to continue with their studies or to progress to the next stage of their programme pending the outcome of an appeal; the Faculty may exercise their discretion to allow this attendance, if applicable and permitted by the programme regulations.

### 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) UK or overseas HEIs;
- d) offices and other industrial facilities;
- e) teaching schools;
- f) law courts;
- g) health centres;
- h) firms.

G28.21 A student undertaking a placement may be removed without notice from that environment by the supervisor/mentor within that environment or the College, where there are concerns with the student, or for any other reason. Examples of concerns 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) a health condition which would render the student unsuitable or unsafe to continue in the external environment;
- e) 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 arrange for the student to undertake an alternative placement, in accordance with the procedures and practice of the relevant Faculty.

G28.23 Where the removal is temporary or for a specified period, conditions may be placed on the student before re-entry to the external environment will be allowed. Such conditions may constitute a written warning.

G28.24 If the College considers the reasons for the removal would require a misconduct investigation (G27) or a fitness to practise investigation (G29), the student's removal from the external environment will be temporary, pending the outcome of the proceedings. The student may attend classes and sit assessments that are not in the external environment during this period. As part of its outcome, the Committee will confirm the status of the student's removal from the external environment; if this is permanent and the student will be unable to complete their programme of study, their registration will be terminated.

# G28 ACADEMIC REGULATION (APPENDIX)

2018/19

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

## Useful Links

Student Conduct and Appeals webpages

Misconduct (G27)

Office of the Independent Adjudicator

Committee Structure

Student Complaints (G31)

Fitness to Practise (G29)

Glossary

**Exemptions:** not anticipated. For advice contact [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk).

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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.

## 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 This appendix is specific to students following a programme 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) MBBS
  - 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 appendix 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).
- G29.8 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 appendix.

## Representation

- G29.9 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).
- G29.10 Additionally, the student may be accompanied by a family member or a friend who will not be able to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter.
- G29.11 If the student is to be represented or accompanied the name of the person who is to attend must be received in writing by the Head of Student Conduct & Appeals (HoSCA) at least 48 hours in advance of the Committee. 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.
- G29.12 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

- G29.13 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 General Data Protection Regulation, the Freedom of Information Act and any other relevant legislation.
- G29.14 None of the proceedings will be invalidated or postponed by reason of absence from any Committee of any party called to attend, provided that both the student against whom a case



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

## Faculty Fitness to Practise Procedure

G29.15 Where a Faculty has concerns about a student's fitness for registration and to practise they shall investigate internally in accordance with the Faculty's fitness to practise procedures.

G29.16 A Faculty's fitness to practise procedures will make one of the following decisions:

- a) no further action be taken;
- b) appropriate remedial action or supportive measures be taken by the student with a date for review; or
- c) the case be referred for consideration by a Fitness to Practise Committee.

G29.17 Where a case is referred for consideration by the Fitness to Practise Committee, the Faculty shall notify the HoSCA in writing as soon as possible.

G29.18 A student may not contest a decision that there is no case to answer or that the case be referred for consideration by the Fitness to Practise Committee.

G29.19 In the event of failure to agree to remedial action or supportive measures, imposed in accordance with the Faculty's fitness to practise procedures, the Faculty will refer the case for consideration by the Fitness to Practise Committee, the Faculty shall notify the HoSCA in writing as soon as possible.

## Referral to the Fitness to Practise Committee

G29.20 There are two 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 HoSCA for consideration by the Fitness to Practise Committee. Where a Fitness to Practise issue is present within a Misconduct Case, the HoSCA will notify the Faculty as soon as possible in order to allow the Faculty to determine whether any precautionary action should be taken.
- 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

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 to Practise Committee. 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.

- G29.21 Upon receiving notification from the Executive Dean of Faculty (or their nominee), the HoSCA shall convene a meeting of the Fitness to Practise Committee.
- G29.22 Where a case is referred to the HoSCA and the student is appealing the findings of the Misconduct Committee, the Fitness to Practise Committee will be paused until the misconduct process, in accordance with the Misconduct Regulations (G27), is complete.
- Fitness to Practise Committee procedure**
- G29.23 Written notice of the hearing date will normally be sent to the student and Executive Dean of the Faculty, together with the names of the Committee members, any witnesses, and all documentary evidence, at least 14 days before the Committee date.
- G29.24 The decision of a Misconduct Committee cannot be challenged.
- G29.25 The student may present documentary evidence or witnesses in their defence or mitigation. Documentary evidence for consideration by the Committee and/or the names of any witnesses and written copies of their evidence, must be sent to the HoSCA at least seven days in advance of the Committee. This evidence will be sent immediately to the Committee and Executive Dean of Faculty by the HoSCA. Documentary evidence and/or witnesses received after this deadline will only be accepted at the discretion of the Chair of the Committee.
- G29.26 The Executive Dean of Faculty (or nominee) will present the Faculty's case to the Committee. The student (or their representative) will be invited to reply. Both parties may call witnesses and present documentary evidence, provided that any such evidence or the names of witnesses had previously been received and circulated by the HoSCA.
- 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. The representative of the Faculty and the student may raise questions through the Chair of the Committee.
- G29.29 At the conclusion of the Faculty representative and student's presentations and questions, the student may address the Committee and the Chair may make a statement.
- G29.30 The Committee may, at its discretion, at any time during the proceedings have a private discussion where only the Committee and the Clerk will be present.
- G29.31 The Committee will consider its decision in private.

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.

G29.32 At any time during the proceedings, the Chair may adjourn the Committee, for a period not normally exceeding seven days, for the purpose of deciding on the verdict 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 the casting vote.

G29.34 The decision of the Committee will normally be sent, to the student and the Executive Dean of Faculty, within seven days of the date of the decision of the Committee. Where a student has been found unfit for registration and practise, the relevant regulatory body will be informed.

### Outcome of Fitness to Practise Committee

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 fit for registration and practise.

G29.36 A student shall be presumed to be 'fit' 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 decisions:

- 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, their registration on the programme of study will be terminated.

G29.38 Where the Committee finds that the student is fit for registration and to practise, no further action will be taken.

### Appeal

G29.39 Students may appeal the decision of the Committee on either or both of the following grounds:

- a) there is new evidence, that could not have been, or for good reason was not, made available at the time of the Committee, and sufficient evidence remains that the appeal warrants further consideration;
- b) that evidence can be produced of significant procedural error on the part of the College before or during the Committee, and sufficient evidence remains that the appeal warrants further consideration.

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.

- G29.40 Students should submit a Fitness to Practise Appeal Form with the HoSCA, on behalf of the Principal, within 14 days of the Fitness to Practise Committee outcome. Fitness to Practise Appeal Forms received after this deadline will only be accepted at the discretion of the Principal.
- G29.41 The Principal will normally advise the student of their decision on the appeal within 42 days of receipt. If the appeal is to be heard an Appeal Committee will be appointed. If the appeal is rejected, reasons will be given.
- Appeal Committee procedure**
- G29.42 Written notice of the Committee date will normally be sent to the student and Executive Dean of Faculty, together with the names of the Committee members and all documentary evidence, at least 14 days before the Committee date.
- G29.43 The student and Executive Dean of Faculty may present documentary evidence and/or witnesses. Documentary evidence for consideration by the Committee and/or the names of any witnesses and written copies of their evidence, must be sent to the HoSCA at least seven days in advance of the Committee. This evidence will be sent immediately to the Committee and other party by the HoSCA. Documentary evidence and/or witnesses received after this deadline will only be accepted at the discretion of the Chair.
- G29.44 The student making the appeal, or their representative, will present their case. The Executive Dean of Faculty (or their nominee) will present the Faculty's case to the Committee. Both parties 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.
- G29.45 The Committee may ask questions of all those called before it. The representative of the Faculty and the student may raise questions through the Chair of the Committee.
- G29.46 At the conclusion of the Faculty representative and student's presentations and questions, the student may address the Committee and the Chair may make a statement
- G29.47 The Committee may, at its discretion, at any time during the proceedings, have a private discussion where only the Committee and the Clerk will be present.
- G29.48 The Committee will consider its decision in private.
- G29.49 The Appeal Committee will normally reach its decision without adjournment but may adjourn for a period not exceeding seven days.
- G29.50 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.

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.

## Appeal Committee Outcome

- G29.51 The Appeal Committee may reject or uphold the appeal. Where the Appeal Committee upholds the appeal, the Committee may decide on one of the following measures:
- that the decision of the Fitness to Practise Committee be set aside and that the Fitness to Practise Committee re-hear the case;
  - that the decision of the Fitness to Practise Committee be modified or reversed.
- G29.52 The decision of the Committee will normally be sent, to the student and the Executive Dean of Faculty and Chair of the Fitness to Practice Committee, within seven days of the date of the decision of the Appeal Committee. Where a student has been found unfit for registration and practise, the relevant regulatory body will be informed.
- G29.53 Where the Appeal Committee reject the appeal, the decision of the Fitness to Practise Committee will stand.
- G29.54 A decision of an Appeal Committee will be final.

## Useful Links

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

**Exemptions:** not anticipated. For advice contact [appeals@kcl.ac.uk](mailto: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](#)

[Glossary](#)

Exemptions: not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

Last reviewed: May 2018  
Updates approved: CASC June 2017, AB July 2017

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 procedure 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 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. 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.
- G31.3 Group complaints are permitted. In the first instance a group should raise any issues with the programme lead via their student representative, or a nominated member of the group. If the matter is not resolved, the nominated student will submit the complaint and communicate with the College on behalf of the group. The outcome of the complaint will apply to all members of the group.
- G31.4 It is expected that all parties involved in a complaint will act reasonably and fairly, and treat the process in a respectful manner. If inappropriate behaviour is displayed, action may be taken.
- G31.5 The College may stop the consideration of any complaint submitted where the student is suspected to be in breach of the Misconduct Regulations (G27) or the Fitness for Registration and Fitness to Practise Regulations (G29), and action should be taken under those regulations.

## Scope

- G31.6 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 complain:
- provision or delivery of programmes or parts of programmes;
  - inadequate supervision on a research degree programme;
  - inadequate services or facilities of the Faculty;
  - decisions, actions or perceived lack of action taken by a member of College staff;
  - decisions, actions or perceived lack of action taken by a central College service; or a member of staff acting on its behalf;
  - complaints relating to discrimination, harassment or bullying.
- G31.7 The Student complaints procedure *does not* cover the following areas:
- Complaints arising from action taken under the Misconduct Regulations (G27).
  - 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 R17, Research Degree Programme Academic Appeals. Students cannot use the Student complaints procedure following an unsuccessful appeal under the regulations listed above.



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

- 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.
- e) Complaints against King's College London Students' Union (KCLSU). Students are referred to KCLSU Student Complaints (non-election) Procedure.
- 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.

G31.8 In certain circumstances complaints may be investigated in conjunction with other departments or with due regard to other College regulations and procedures. If the investigator determines that this would be appropriate, the student shall be informed of this. If a complaint is referred for consideration under another procedure any further action under this regulation shall normally be paused, pending the outcome of the other procedure.

G31.9 The scope of the Student complaints procedure extends to former students of the College, provided that any time limitations are observed.

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

G31.10 Examples of frivolous or vexatious complaints include the following:

- a) complaints which are obsessive, harassing, prolific 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.

G31.11 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.

G31.12 The College will not consider anonymous complaints.

### Confidentiality and record keeping

G31.13 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 General Data Protection Regulation, the Freedom of Information Act and any other relevant legislation.

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

- G31.14 If a student makes a formal complaint, a record will not be held on their student file, but kept securely in the Student Conduct & Appeals Office.

### Victimisation: declaration of intent

- G31.15 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 a complaint.

### Mediation

- G31.16 At any point during Stage One or Stage Two of this procedure, a student may request mediation, run by the King's Legal Clinic. It will be for the Clinic to ascertain whether the complaint is suitable for mediation, and their decision in this regard is final. If mediation is deemed appropriate, and the other party/ies agree to participate, consideration of the complaint under this procedure will be paused whilst mediation takes place. If mediation is unable to resolve the complaint, consideration of the complaint under this procedure will be resumed.

### Stage One: local informal resolution

- G31.17 Complaints should, in the first instance, be raised informally with the relevant person, at the earliest opportunity. Often, this will be the student's Personal Tutor, Graduate Tutor, Senior Tutor, Supervisor or Programme Tutor. If the complaint is concerned with the delivery of a service by a central College Department, the student should raise the matter informally with the relevant manager or Head of Department. If the complaint is concerned with a staff member who would ordinarily be the first point of contact, the student should complain to their line manager, or seek advice from the persons listed on the Student Conduct and Appeals webpages.
- G31.18 The relevant person, as defined above, will listen to and discuss the nature of the complaint. Although they will not carry out a formal investigation, they can advise on how the matter could be resolved, and will normally keep informal notes.
- G31.19 If the complaint requires a more thorough investigation or is particularly complex, the relevant person may refer the student to Stage Two of this procedure.

### Stage Two: formal investigation

- G31.20 Students who are dissatisfied with the outcome of informal resolution may submit a Stage Two Complaint, for a formal investigation by the Faculty/Department to be undertaken.
- G31.21 Students should submit a Stage Two Complaint Form to the Head of Student Conduct and Appeals (HoSCA) within 3 months of the incident complained about or the last event in a series of incidents. Complaints received after this deadline will only be accepted at the discretion of the HoSCA.
- G31.22 The HoSCA will appoint an investigator in the Faculty/Department responsible for the issues complained about.

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

- G31.23 The investigator will look into the circumstances of the complaint, as well as considering the College's procedures. The investigation may involve interviewing the student making the complaint and others directly involved, as well as seeking opinion and information from anyone with an interest in, or knowledge of, the matter being complained about.
- G31.24 The investigator will consider the merits of the complaint and if, upheld in part or in full, will make proposals for the resolution of the complaint and may recommend further appropriate action
- G31.25 The decision of the investigator shall normally be communicated in writing to the student and the HoSCA, within 21 days of receipt of the Stage Two complaint.

### Stage Three: appeal

- G31.26 Students who are dissatisfied with the outcome of a Stage Two complaint may submit an appeal on either or both of the following grounds:
- 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;
  - 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.
- G31.27 Students should submit a Stage Three Complaints Form within 14 days of the Stage Two Complaint outcome. Appeals received after this deadline will only be accepted at the discretion of the Principal.
- G31.28 The Principal will normally advise the student in writing of their decision on the appeal within 42 days of receipt. If it is determined that an appeal should be heard, an Appeal Committee will be arranged, in accordance with the Appeal Committee structure.
- G31.29 The student may be represented at the Appeal Committee by another member of the College, a member of the student's professional organisation (where applicable), or a member of the KCLSU.
- G31.30 Additionally, the student may be accompanied by a family member or a friend who will not be able to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter.
- G31.31 If the student is to be represented or accompanied, the name of the person who is to attend must be received in writing by the HoSCA at least 48 hours in advance of the Committee. The Chair of the Appeal Committee may accept or reject a request, and their decision will be final. The Chair may refuse to permit a representative, friend or family member to attend where 48 hours' notice has not been received.
- G31.32 Written notice of the Committee will normally be sent to the student, together with the names of the Committee members and the Chair, and all documentary evidence, at least 14 days before the Committee date. Any concerns regarding documentation or membership of the Committee should be raised in writing by the student at the earliest opportunity to the HoSCA.

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

- G31.33 New 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 evidence this must be done at least seven days before the Committee date. The Chair of the Appeal Committee may accept or reject new evidence, and their decision will be final.
- G31.34 The Appeal Committee shall consider the documentary evidence, and invite the student and any parties involved in the dispute to give evidence. Other persons shall be asked to attend if the Committee wishes.
- G31.35 The absence of the student or the other party/parties will not prevent the Committee from taking place nor invalidate the proceedings. In the event that a student has indicated they will attend but then cannot do so for good reason, an adjournment would generally be considered.
- G31.36 The Appeal Committee will determine whether there is sufficient reason to challenge the Stage Two Complaint outcome. If there is sufficient reason, the Appeal Committee will consider the merits of the complaint, and if upheld in part or in full, will determine proposals for the resolution of the complaint, and may recommend further appropriate action. If there is insufficient reason, the Stage Two Complaint outcome will stand.
- G31.37 The decision of the Appeal Committee shall normally be communicated in writing by the HoSCA to the student and other College Officers as appropriate, within seven days of the decision of the Appeal Committee.
- G31.38 The decision of the Appeal Committee is final. There is no further right of appeal.

## Useful Links

Office of the Independent Adjudicator (OIA)  
Data Protection Policy  
Misconduct (G27)  
Academic Progress (G28)  
Fitness to Practice (G29)  
Taught Programme Academic Appeals (T44)  
Research Degree Programme Academic Appeals (R17)  
Appeal Committee Structure  
Student Conduct and Appeals webpages  
Glossary

**Exemptions:** not anticipated. For advice contact [appeals@kcl.ac.uk](mailto: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  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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](#)

[Glossary](#)

Last reviewed: May 2017  
Updates approved: CASC June 2017, AB July 2017



## Faculty Assessment Boards

1. Within each Faculty, there shall normally be two Faculty Assessment Boards (FABs), one with responsibility for undergraduate programmes and one with responsibility for taught postgraduate programmes, which includes the taught element of professional doctorate degrees and the options element of the MPhilStud.
2. In Faculties with a single programme at either level, the FAB and the Assessment Sub Board (ASB) for the programme concerned can be one and the same, will be given the status of a FAB and shall report directly to the College Assessment and Standards Committee (CASC).
3. FABs shall be responsible for ensuring assessment procedures within the Faculty are carried out in accordance with the Academic Regulations and regulations governing the programmes registered within the Faculty, in a fair and impartial manner.

### Terms of Reference

4. FABs will conduct their business according to the following terms of reference:
  - a) to ensure that each taught programme of study registered within a Faculty, which leads to an award, is assigned to an ASB and that Internal and External Examiners are nominated to serve on each ASB;
  - b) to recommend marking schemes to CASC;
  - c) to approve results and award recommendations from the ASBs;
  - d) to consider recommendations for aegrotat applications from ASBs;
  - e) to approve revocation requests;
  - f) to make exemption requests;
  - g) to receive the minutes of the meetings of the ASBs;
  - h) to receive reports from the ASBs on assessment policy and procedures;
  - i) to report to CASC on any relevant matters concerning assessment policy, procedures and issues raised by External Examiners;
  - j) to ensure a proper record is kept of the proceedings and decisions, and that the confidentiality of these is preserved.

### Membership

5. The membership of a FAB shall normally be:
  - a) a Chair, appointed by the Executive Dean for a period of three years with a two year extension option. Following this a Chair will not normally be eligible for re-appointment for a further two years;
  - b) a Deputy Chair, appointed from amongst the members of the FAB;
  - c) the Chairs of ASBs;
  - d) the Senior Tutor or their nominee may be co-opted into membership as appropriate.
6. No persons other than the members and designated administrative staff shall be permitted to attend meetings of FABs, unless invited by the Chair with the agreement of the Board.

## Faculty Assessment Boards

7. In Faculties with a single programme for which there is a single-tiered Assessment Board, members shall be recommended by the FAB Chair and approved by CASC. In such cases, the External Examiners may also be members of the FAB with full rights of membership including voting rights.

### Quoracy

8. The Chair of an ASB, or their nominee appointed from the membership of the ASB, shall be required to be present at any meeting where their results and recommendations are being considered. Failure to attend will result in results and recommendations being held in abeyance.
9. The quorum for any meeting is:
- the Chair or Deputy Chair;
  - one-third of the total voting membership (to include External Examiners for single-tier boards).

10. Decisions of the FAB shall be arrived at by a majority vote of those members in attendance. The Chair shall have the casting vote where necessary.

11. FAB meetings which are not quorate will not be permitted to proceed.

12. Each FAB must meet at least twice in each academic year, or more as may be necessary, to conduct its business.

### Executive Committee of an Assessment Board

13. A FAB may establish an Executive Committee to consider urgent or unscheduled business.
14. The membership of an Executive Committee shall comprise of members from the relevant FAB.
15. The quorum for an Executive Committee is three, to include the Chair or Deputy. The Chair or Deputy shall have the casting vote, where necessary.

### Chair's Action

16. Chair's Action may be used for approving mark corrections, revocation requests and making exemption requests.
17. In exceptional circumstances, where there is urgent business and it has not been possible to convene an Executive Committee of a FAB, the Chair may take action to approve results and recommendations provided that these have been recommended at a quorate ASB meeting.

### Useful links

Faculties and departments  
Guidance for Chairs and Deputy Chairs  
Faculty Assessment Board membership  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

# ACADEMIC REGULATION (APPENDIX)

2018/19



Faculty Assessment Boards

Last reviewed: May 2018  
Updates approved: CASC May 2018, AB June 2018

## Assessment Sub Boards

1. Each free-standing credit bearing module and taught programme of study leading to an award will be assigned to an Assessment Sub Board (ASB). Where appropriate, programmes can be grouped for convenience under a single ASB. Credit bearing Massive Open Online Courses (MOOCs) will be assigned to the relevant ASB or Module Assessment Sub Board (MASB).
2. For undergraduate Medicine and Dentistry the Faculty Assessment Boards (FABs) shall have responsibility for ensuring that ASBs are established for each part of the programme. These shall have the status of an ASB.
3. Where a programme is interdisciplinary, one Faculty will have responsibility for the award of students registered on that programme.
4. Each ASB reports to its FAB.
5. An ASB is responsible for ensuring that the assessment procedures for the awards for which it is responsible are carried out in accordance with the Academic Regulations and regulations governing the programmes registered within the Faculty, in a fair and impartial manner.

### Terms of Reference

6. ASBs will conduct their business according to the following terms of reference:
  - a) to nominate External Examiners for approval by the relevant FAB, or, where relevant, the College Assessment and Standards Committee (CASC);
  - b) to provide External Examiners with appropriate information relating to the programme of study on an annual basis, including assessment questions which they are requested to approve where the assessment forms a majority part of the module;
  - c) to be responsible for the setting, scrutiny and approval of assessments for which it is responsible;
  - d) to agree marking schemes, in accordance with the discipline specific marking criteria and the generic marking criteria for approval by the FAB;
  - e) to ensure summative assessments are marked in accordance with the College marking framework and that the most appropriate marking model is assigned to each element of assessment;
  - f) to notify students of the arrangements for submission of assessments subject to the provision of the individual programme specification;
  - g) to scrutinise the results of individual assessments and make results and awards recommendations to the FAB;
  - h) to consider cases for reassessment according to the policy determined by the FAB;
  - i) to consider mitigating circumstance claims, or to set up a Mitigating Circumstances Panel, as appropriate;
  - j) to advise the FAB on matters concerning the progression of students;
  - k) to report to the FAB on procedural and regulatory matters and action taken in such cases;
  - l) to consider requests for exemptions;
  - m) to deal with and formally respond to matters raised by External Examiners and action taken, including reporting these to the FAB;
  - n) to keep formal minutes of ASB meetings, including all recommendations for results and awards, for report to the FAB and to ensure that the confidentiality of these is preserved.

## Assessment Sub Boards

7. Where a student has been granted Personalised Assessment Arrangements the ASB shall not make further adjustments in light of the condition when considering the student's results.

### Membership

8. The membership of an ASB shall normally be, as a minimum:
- a Chair, appointed by the Executive Dean for a period of three years with a two year extension option. Following this a Chair will not normally be eligible for re-appointment for a further two years. The ASB Chair shall not normally be the Programme Director;
  - a Deputy Chair;
  - an Internal Examiner, who shall be a member of the academic staff of the College;
  - an External Examiner. If an ASB wishes to have more than two External Examiners a request must be submitted to CASC for approval.
9. Assessors with particular expertise or knowledge may be appointed by the Chair to assist an ASB in setting papers, marking assessments and to attend practical examinations. An Assessor shall not be a member of an ASB but, at the discretion of the Chair, may attend meetings in a non-voting capacity to advise the Board.
10. Where the Academic Board has approved a collaborative provision arrangement for a particular programme of study, an Internal Examiner may be appointed to the ASB from amongst the academic staff of the collaborating institutions. In all such cases, prior approval must be sought from CASC.
11. No persons other than the members, Assessors and designated administrative staff shall be permitted to attend meetings of any ASB, unless invited by the Chair with the agreement of the Board.

### Quoracy

12. The quorum for the meeting of an ASB held to determine the final award recommendations on assessment is:
- the Chair or Deputy Chair;
  - one half of the internal membership of the Board eligible to vote;
  - an External Examiner.
13. At all other meetings of an ASB, the quorum is:
- the Chair or Deputy Chair;
  - one-third of the total voting membership, which includes External Examiners. The absence of an External Examiner will not render the meeting invalid.
14. Decisions of an ASB shall be arrived at by a majority vote of those members in attendance. The Chair shall have the casting vote where necessary.
15. All Internal Examiners are expected to be present at the ASB meetings at which final results are to be determined. Any Internal Examiner unable to attend such a meeting through illness or other good cause will not render the meeting invalid, however, where possible should be available for consultation.

## Assessment Sub Boards

16. An ASB shall meet as often as may be necessary to conduct its business.

17. ASB meetings which are not quorate will not be permitted to proceed.

### Executive Committee of an Assessment Sub Board

18. An ASB may establish an Executive Committee to consider urgent, unscheduled business.

19. The membership of an Executive Committee shall comprise of members from the relevant ASB.

20. The quorum for an Executive Committee is three, to include the Chair or Deputy Chair. The Chair or Deputy Chair shall have the casting vote, where necessary.

### External Examiners

#### *Eligibility and selection*

21. 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. FABs must seek permission from CASC to appoint an External Examiner from overseas;
- c) an appointee must have relevant current experience and expertise in the discipline being assessed, 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 the 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 with staff or students 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 the College 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 CASC by the Chair of the relevant ASB;
- j) an appointee shall not belong to an institution to which an existing or exiting examiner belongs;
- k) an appointee shall not have been significantly involved in recent or current substantive

## Assessment Sub Boards

- collaborative research activities with a member of staff closely involved in the delivery management or assessment of the programmes or modules in question;
- l) an appointee shall not hold an external examiner role for more than two universities.

### *Appointment*

22. 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. In exceptional circumstances reappointment may occur earlier on agreement with the Vice Principal (Education).
23. External Examiners appointed to MBBS and BDS Part Boards 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.
24. 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.
25. 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).
26. 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.
27. An ASB 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 ASB and submitted through the Faculty for approval by the FAB Chair who will then notify the Quality and Academic Support. Extensions will not normally be granted for more than one year.
28. 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 CASC.

### *Induction and information*

29. The College will provide External Examiners with appropriate information relating to the Academic Regulations and procedures on an annual basis.

### *Duties*

30. 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.
31. External Examiners shall seek to ensure that assessment processes are fair, rigorous and operated

## Assessment Sub Boards

equitably.

32. 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.
33. In cases where part of the programme is delivered by partner institutions the External Examiner shall have oversight of the assessments being delivered.
34. 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. A record will be kept of all approvals.
35. External Examiners have the right to inspect any script or other assessed material relevant to the duties of the appointment and are required to sample scripts or other assessed material, including coursework.
36. External Examiners are required to advise whether marking schemes and schemes for the classification of honours or award of degrees and diplomas are consistent with internal and external standards.
37. External Examiners may be called upon to adjudicate in cases of conflict between internal examiners.
38. External Examiners may not change individual marks (except where adjudicating) but may recommend appropriate action to ameliorate systematic issues in marking.
39. External Examiners are ex-officio members of ASBs and are invited to attend all meetings of the ASBs to which they are appointed. They must, as a minimum requirement, attend the main meeting of the ASB held to determine the results of assessments. They may be requested to attend other meetings as notified by the Chair. External Examiners should report to the ASB any areas of good practice and key issues identified during the year.
40. 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 ASB.
41. 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.
42. External Examiners shall approve the results and the final award recommendations of the ASB.
43. External Examiners are required to submit to the Principal, at the conclusion of the assessment 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 assessment 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,



## Assessment Sub Boards

students on the programme or module, the Chair of the relevant ASB, the Chair of the relevant FAB and the Executive Dean of Faculty. CASC will consider an annual report on action taken further to issues raised in External Examiners' reports.

44. 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.
45. External Examiners may be invited to attend any meeting convened to consider an appeal against the decision of the ASB of which they are members.
46. External Examiners shall observe the Academic Regulations and Academic Policies regarding confidentiality of setting and marking assessments, proceedings of ASBs and all results and awards.
47. 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.
48. It is the responsibility of Chairs of ASBs 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 External Examiner from the meeting will not render it invalid.
49. The Chair of an ASB 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.

### Procedure for investigating concerns about academic standards and quality

50. External Examiners should raise issues or concerns they may have about academic standards and quality with the ASB 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.
51. 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.
52. 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 within 14 days of the response being issued. The Vice Principal (Education) will normally

## Assessment Sub Boards

respond within 60 days of receipt of the request for a review and the response 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.

53. 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

Faculty Assessment Boards

Guidance for Chairs and Deputy Chairs

Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

## King's Online Managed Programmes

1. Each Faculty with a King's Online Managed Programme has a Module Assessment Sub Board (MASB).
2. Each MASB will report to the College Assessment and Standards Committee (CASC).
3. A MASB is responsible for ensuring that the assessment procedures for the awards for which it is responsible are carried out in accordance with the Academic Regulations and those governing the programmes registered within the Faculty, in a fair and impartial manner.

### Terms of Reference

4. MASBs will conduct their business according to the following terms of reference:
  - a) to nominate External Examiners for approval by CASC;
  - b) to provide External Examiners with appropriate information relating to the programme of study on an annual basis;
  - c) to be responsible for the setting, scrutiny and approval of assessments for which it is responsible;
  - d) to scrutinise and approve the results of individual module assessments, to include credit bearing MOOCs where appropriate;
  - e) to scrutinise and make final awards recommendations to CASC;
  - f) to consider cases for reassessment and set reassessment according to the Academic Regulations;
  - g) to consider mitigating circumstances claims or to set up a Mitigating Circumstances Panel, as appropriate;
  - h) to advise CASC on matters concerning the progression of students;
  - i) to report to CASC on procedural and regulatory matters and action taken in such cases;
  - j) to consider requests for exemptions;
  - k) to keep formal minutes of MASB meetings, including all approved results and recommendations for awards for report to CASC.
5. Where a student has been granted Personalised Assessment Arrangements, the MASB shall not make further adjustments in light of the condition when considering the student's results.

### Membership

6. The membership of a MASB shall normally be, as a minimum:
  - a) a Chair, appointed by the Executive Dean for a period of three years with a two year extension option. Following this a Chair will not normally be eligible for re-appointment for a further two years. Exceptionally, the MASB Chair may also be the Programme Director;
  - b) a Deputy Chair;
  - c) an Internal Examiner, who shall be a member of academic staff of the College;
  - d) an External Examiner, expected to attend in person once a year at an annual meeting and all other attendance may be via skype.

## King's Online Managed Programmes

7. Assessors with particular expertise or knowledge may be appointed by the Chair to assist a MASB in setting papers, marking assessments and to attend practical examinations. An Assessor shall not be a member of the MASB but, at the discretion of the Chair, may attend meetings in a non-voting capacity to advise the Board.
8. No persons other than the members, Assessors and designated administrative staff shall be permitted to attend meetings of any MASB unless invited by the Chair with the agreement of the Board.
9. Meetings are permitted to make use of web or telephone conferencing software, however the Chair or Deputy must attend the meeting in person on campus.

### Quoracy

10. The quorum for the meeting a MASB is:
  - a) the Chair or Deputy ;
  - b) one half of the internal membership of the Board with responsibilities for the modules being examined in that teaching period;
  - c) the External Examiners for those modules being considered.
11. Decisions of an MASB shall be arrived at by a majority vote of those members in attendance. The Chair shall have the casting vote where necessary.

### Frequency of meetings

12. Each MASB will meet as frequently as necessary to consider the business of the Board and in addition there will be one annual meeting where all External Examiners must attend in person.
13. External Examiners will give a verbal report at each relevant MASB that they attend, and a formal written report annually.

### Useful links

King's Online  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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 (CASC).

### PAAC

#### Terms of Reference

2. The terms of reference of the 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 Appeal Sub Committee of PAAC for report to CASC;
  - 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 CASC to include a summary of PAA appeals;
  - h) to meet as often as is necessary to fulfil the requirements given above.

#### Membership

3. The membership of the PAAC shall comprise:
  - a) the Chair of CASC or nominee;
  - b) at least one member from each Faculty: the Chair of a Faculty Assessment Board (FAB) or nominee;
  - c) the Disability Advisory Service Manager or nominee;
  - d) the Examinations Manager or 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 (medical assessor);
  - f) a KCLSU sabbatical officer

#### Quoracy

4. The quorum for any meeting of the PAAC shall be five, to include the current Chair or nominee. The Chair or nominee shall have a casting vote where necessary.

## Personalised Assessment Arrangements Committee

### Application Panel

#### Terms of Reference

5. The terms of reference of the Application Panel of the PAAC shall be as follows:
- to consider applications for personalised assessment arrangements for reasons of learning or medical conditions;
  - to consider applications for alternative examination venues;
  - to keep records of decisions reached for report to the PAAC;
  - to convene regularly prior to each application deadline. Further meetings shall be convened as necessary by the Examinations Manager;
  - to consult with the relevant FAB Chairs and Assessment Sub Board Chairs where necessary.

#### Membership

6. The membership of the Application Panel shall comprise:
- the Examinations Manager or nominee;
  - the Head of the Disability Advisory Service or nominee;
  - the Chair of PAAC or nominee;
  - an academic representative from the PAAC;
  - a medical assessor

#### Quoracy

7. The quorum for any meeting of the Application Panel shall be three, to include the Examinations Manager and the Head of the Disability Advisory Service.

#### *Representations concerning decisions of the Applications Panel of the PAAC*

8. Except as provided below, no decision of a properly convened and constituted Applications Panel of the PAAC may be modified.
9. A decision of the Applications Panel may be reviewed by the Appeal Sub 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'):
- where evidence is submitted that the student was unable to divulge before the Applications Panel reached its original decision;
  - where there is clear evidence of a significant administrative error on the part of the Applications Panel or that the application was not considered in accordance with the regulations.
10. Any representation must be submitted on the form provided for the purpose, and lodged with the Examinations Manager. Representations must be made within seven days of the date the original decision was released. Representations received after this deadline will only be accepted at the discretion of the Examinations Manager.

## Personalised Assessment Arrangements Committee

11. 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.
12. At the discretion of the Examinations Manager 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.
13. If, at the discretion of the Examinations Manager, any of these circumstances are applicable, the request will not be forwarded to the Appeal Sub Committee.
14. The Examinations Manager will arrange for the Appeal Sub Committee to meet to consider representations that satisfy the criteria for review. The Appeal Sub Committee shall normally meet within 14 days of the final deadline for submission of PAA applications for the forthcoming examination period.

### Appeal Sub Committee

#### Terms of Reference

15. The terms of reference of the Appeal 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.

#### Membership

16. The membership of the Appeal Sub Committee of the PAAC shall comprise:
  - a) the Chair of CASC or nominee;
  - b) at least one member from the Faculty to which each student belongs;
  - c) the Examinations Manager or nominee
  - d) a medical assessor.

#### Quoracy

17. The quorum for any meeting of the Appeal Sub Committee shall be three, to include the Chair or nominee and at least one member from the Faculty to which each student belongs. The Chair or nominee shall have the casting vote, where necessary.
18. When considering a request the Appeal Sub Committee will determine whether the criteria for a review have been met. Where the criteria have been met and a review is conducted the Appeal Sub Committee will decide whether to modify the original decision of the Application Panel or to confirm its original decision.

## Personalised Assessment Arrangements Committee

19. A written statement of the outcome, including an adequately detailed and clear explanation of the reasons behind the decision reached by the Appeal Sub Committee will normally be provided within seven days of the meeting.

### Useful links

Personalised Examination Arrangements webpages

Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

Last reviewed: May 2018

Updates approved: CASC May 2018, AB June 2018



## Research Degrees Examination Board

1. The Research Degrees Examination Board (RDEB) 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 RDEB operates independently of any academic Department, Division or Faculty.

### Terms of Reference

2. 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 Faculty 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.

### Membership

3. The membership of the RDEB 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. Following this, 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.

### Quoracy

4. The quorum of a meeting of the RDEB shall be the Chair or Deputy Chair and five other members.

## Research Degrees Examination Board

5. The Chair of the RDEB shall receive the preliminary and joint reports of the examiners and consider for approval their recommendations for award on behalf of the RDEB.

### Frequency

6. The RDEB shall meet as often as may be necessary to conduct its business.
7. The Chair of the RDEB 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 Examination webpages  
Centre for Doctoral Studies  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

Last reviewed: May 2018  
Updates approved: PRSS May 2018, AB June 2018

## 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](mailto:exemptions@kcl.ac.uk).

## Committee Structure

### For Misconduct Committees convened under G27

1. The terms of reference of the Misconduct Committee are:
  - a) to consider cases referred to it to determine whether a charge has been substantiated on the balance of probabilities;
  - b) to make appropriate decisions, as set out in the associated Appendix (G27);
  - c) to report its decisions to relevant staff for information/action;
  - d) to advise the Academic Board on misconduct matters; and
  - e) to advise the College Assessment and Standards Committee on assessment-matters.
2. The Misconduct Committee shall be arranged with the following membership:
  - a) a Chair;
  - b) two senior members of the College's staff; and
  - c) a student member, nominated by the Student's Union.
3. Staff or students of the same Department 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 their case, may not sit on the Misconduct Committee.
4. The quorum of the Misconduct Committee shall be three. If necessary, the Chair shall have the casting vote.
5. The Misconduct Committee shall normally be held in private. Any request for the hearing to be held in public will be considered by the Chair, whose decision is final.
6. For the purpose of the Committee, a decision by the Committee on any point of procedure will be binding.

### For College 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 Student Conduct & Appeals Office (SCAO), to determine whether the students are unfit for registration and practice;
  - b) to make appropriate decisions, as detailed in the associated Appendix (G29); and
  - c) to advise the Academic Board on fitness for registration and practice matters.
8. The Fitness to Practise Committee shall be arranged with the following membership:
  - a) a Chair;
  - b) a senior member of the College's staff;
  - c) a senior member of the student's given profession. This may be a member of the College's academic staff or of another higher education institution; and
  - d) a student, nominated by the Student's Union.

## Committee Structure

9. Staff of the same Department as the student against whom the case has been made, or who have had prior knowledge of or contact with the student or their case, may not sit the Fitness to Practise Committee.
  10. The quorum of the Fitness to Practise Committee shall be three. If necessary, the Chair shall have the casting vote.
  11. The Fitness to Practise Committee shall normally meet in private. Any request for the hearing to be held in public will be considered by the Chair, whose decision is final.
  12. For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.
- For Fitness to Practise Appeal Committees convened under G29**
13. The terms of reference of the Fitness to Practise Appeal Committee shall be:
    - a) to consider appeal cases referred to it;
    - b) to determine whether the ground(s) of appeal have been met;
    - c) to make appropriate decisions as detailed in the associated Appendix (G29); and
    - d) to advise the Academic Board on fitness for registration and practice matters.
  14. The Fitness to Practise Appeal Committee shall be arranged with the following membership:
    - a) a Chair;
    - b) a senior member of the College's staff;
    - c) a senior member of the student's given profession. This member may be a member of the College's academic staff or of another higher education institution; and
    - d) a student, nominated by the Students' Union.
  15. Staff or students of the same Department as the student making the appeal, or who have had prior knowledge of or contact with the student or their case, may not sit on the Fitness to Practise Appeal Committee.
  16. The quorum of the Fitness to Practise Appeal Committee shall be three. If necessary, the Chair shall have the casting vote.
  17. 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 considered by the Chair whose decision is final.
  18. For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.

**For Appeal Committees convened under Regulations T44, R17, G27, G28 and G31**

19. The terms of reference of the Appeal Committee shall be:
  - a) to consider appeal cases referred to it;
  - b) to determine whether the ground(s) of appeal have been met;

## Committee Structure

- c) to make appropriate orders as detailed in the associated Appendices (T44, R17, G27, G28 or G31); and
  - d) to advise the Academic Board on appeal matters.
20. The Appeal Committee shall be arranged with the following membership:
- a) a Chair;
  - b) two senior members of the College's staff; and
  - c) a student, nominated by the Students' Union.
21. Staff or students of the same Department as the student making the appeal, or who have had prior knowledge of or contact with the student or their case, may not sit on the Appeal Committee.
22. The quorum of the Appeal Committee shall be three. If necessary, the Chair shall have the casting vote.
23. Proceedings of the Appeal Committee shall normally be held in private. Any request for the hearing to be held in public will be considered by the Chair, whose decision is final.
24. For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.

### 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 (R17)  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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

Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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

### Examination rules

- T2.1 Students are required to attend their designated examination venue, present their student ID card and comply with venue security arrangements to gain entry.
- T2.2 Students must not wear earplugs, headphones or any form of non-religious headgear during examinations.
- T2.3 Students wearing religious headgear may be required to prove their identity to an invigilator of the same sex, in private if necessary.
- T2.4 Students are required to bring the correct equipment necessary to complete their examination.
- T2.5 Students must comply with the instructions given in the Examination Information for candidates and those given at the venue, both via the examination candidate instruction sheet and the announcements.
- T2.6 Students must write legibly. Examiners shall not be required to mark illegible answers to hand written assessments. If deemed illegible the student concerned may be required, at the discretion of the examiners, either to undertake an oral examination or to have the assessment transcribed under secure conditions, line for line, page for page and at the student's expense. 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.

### Alternative venue arrangements

- T2.7 Alternative venue arrangements will only be considered for international students taking resit and/or replacement examinations in their home country. These arrangements will be determined by the Examinations Office and the examinations will never be scheduled before the published UK date and time.

### Examination offences

- T2.8 Examination offences are dealt with under the Misconduct Regulations (G27).

### Useful links

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

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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:
- 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;
  - 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:
- 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;
  - where less than 75 credits have been gained but at least 60 credits have been gained in an appropriate subject: 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.
- T4.6 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.
- T4.7 Amendments to programme regulations will not normally be introduced during an academic year. Unless otherwise published, programme regulations are contained within programme specifications.
- T4.8 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

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

(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.

- T4.9 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.
- T4.10 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 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](#)

[Programme Specifications](#)  
[Glossary](#)

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

*Credit table on next page.*

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

T5 Programmes may define specific modules as having special status.

## Special status modules

T5.1 Special status modules include:

- Prerequisite
- Core
- Compulsory
- Optional
- Introductory
- Professional practice
- Study abroad
- Substitute

T5.2 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.

T5.3 Where it is permitted by the programme specification and with the consent of the Assessment Sub Board (ASB) 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. The marks arising from the assessment of any additional modules will be used by the ASB in determining any final classification.

### Useful links

Programme specifications

Substitute modules (T22)

Programme specifications and credits (T4)

Glossary (for definitions of special status modules)

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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):
- Year 1 to Year 2: 90 credits excluding condoned fails
  - Year 2 to Year 3: 210 credits excluding condoned fails
  - Year 3 to Year 4: 330 credits excluding condoned fails

- T6.3 In addition, progression is only permitted if it remains possible for the student to obtain the minimum required credits for the intended award (see T4 credit tariff table).

### 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  
Credit tariff table (T4)  
Glossary

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

# T7 ACADEMIC REGULATION (APPENDIX)

2018/19

T7 To be awarded credit the whole module must be passed.

- T7.1 In order to complete a module a student must undertake the prescribed period of study (which may include reaching a pass or qualifying mark for in-course assessment) and satisfy any other conditions which may be set out by the College.
- T7.2 Credit for a module cannot be divided.

## [Useful links](#)

[Programme specifications](#)

[Glossary](#)

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

Last reviewed: May 2018  
Updates approved: CASC May 2018, AB June 2018

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

- T8-10.1 The total number of modules condoned may not exceed the credit tariff given in the table in Regulation Appendix T4.
- T8-10.2 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.

### Useful links

Programme specifications

Departments and Faculties

Programme specifications and credits (T4)

Glossary (for definitions)

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

Last reviewed: May 2018

Updates approved: CASC May 2018, AB June 2018

T11 Modules have credit values as defined in the module specification.

### Undergraduate modules (including Level 3)

T11.1 Undergraduate modules have credit values in multiples of 15. Exceptionally College Education Committee may approve modules of a lower credit value.

### Postgraduate modules

T11.2 Postgraduate modules have credit values in multiples of 15 or 20.

T11.3 Exceptionally, postgraduate modules may have credit values of 5 or 10 for CPD or Executive Education purposes.

### Level 7 research/dissertation

T11.4 The maximum credit value for a level 7 research/dissertation module is 60, or 120 for MRes programmes.

### King's Health Partners and credit bearing Massive Online Open Courses (MOOCs)

T11.5 5 and 10 credit modules at undergraduate level are only applicable to King's Health Partners short courses and credit bearing MOOCs.

### Useful links

King's Health Partners

Core Code of Practice for PGT Research Governance and Dissertation Framework

For module specifications contact the relevant department

Glossary

**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 and reassessment shall normally be held prior to the start of the next academic session.
- T12.3 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

- T12.4 Oral examinations may be employed as assessment methods if prescribed in the relevant programme and module specifications. More than one examiner should be involved directly in the assessment event. The date, time and place of oral examinations shall be specified in the programme regulations or determined by the Assessment Sub Board.
- T12.5 Module specifications can be obtained from the relevant department.

### Useful links

Examination timetable

Departments and Faculties

For module specifications contact the relevant department

Glossary

**Exemptions:** can be submitted by Faculty 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 Module specifications may determine that reassessment is in a different format to the original assessment.
- T13.2 A student given permission to undertake alternative assessment shall be assessed on equal terms with other students.
- T13.3 The Chair of the Assessment Sub Board (ASB) shall obtain the agreement of an External Examiner to the proposed alternative assessment and shall report the matter to the Chair of the Faculty Assessment Board (FAB).
- T13.4 Alternative assessment may be applicable in the following scenarios:
- a) **Personalised Assessment Arrangements**  
Exceptionally, provision may be made for a student to undertake an alternative form of assessment, if the Personalised Assessment Arrangements Committee, in consultation with the ASB, considers the original format of the assessment to be impracticable for that student, or the duration of the examination, with any additional arrangements in place, would extend over 4.5 hours.
  - b) **Overseas examinations**  
Exceptionally, provision may be made for an international student to undertake an alternative form of assessment, if they have been granted the opportunity to sit a resit or replacement examination in their home country and the ASB deems it impracticable to sit the original examination paper due to time differences.
  - c) **Study Abroad**  
The ASB must make provision for a student to take an alternative assessment if a student's Study Abroad activity prevents them from sitting an examination at the same time as the rest of the cohort.
  - d) **Unforeseen event**  
If an unforeseen event prevents a student from sitting any assessment the mitigating circumstances procedure applies.

### Useful links

Personalised Assessment Arrangements  
Faculties and Departments  
Assessment Sub Boards  
Mitigating Circumstances (T43)  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).



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.
- T15.3 Individual programme regulations may prescribe conditions for assessment where prior disclosure of questions is applicable. In such cases the question papers must be made available to students 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.

### [Useful links](#)

[Data Protection Policy](#)

[Library regulations](#)

[Academic Staff Disciplinary Procedure](#)

[Assessment Sub Boards](#)

[Glossary](#)

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

Last reviewed: May 2018

Updates approved: CASC May 2018, AB June 2018

T16 The identity of students shall be withheld from 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 Assessment Sub Board (ASB) 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 ASB.
- 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 ASB shall have the right to see the scripts and any other assessed work, including coursework, of any student on a module for which the ASB is responsible.
- T16-17.6 Scripts for written examinations are the property of the College and will not be returned to students. However, save where the regulations otherwise provide, other assessed material may be returned to students.
- T16-17.7 If a Faculty wishes to make a completed assessment available for consultation or borrowing this must be done in accordance with the College Code of Practice for Intellectual Property.

### Useful links

Examination script viewing, guidance for students

Examination script viewing, guidance for staff

Code of Practice for Intellectual Property, Commercial Exploitation and Financial Benefit

Glossary

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

Last reviewed: May 2018

Updates approved: CASC May 2018, AB June 2018

T18 Results of assessments are confidential until the Faculty 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 once ratified by the relevant Faculty Assessment Board.

## Publication of assessment results

T18-19.1 There are provisional marks and ratified marks/results.

### Provisional marks

T18-19.2 These are marks post-marking but prior to the meeting of the Faculty Assessment Board (FAB). Provisional marks relating to individual elements of assessment may be released to students provided the work in question has been marked in accordance with the College Marking Framework and marks are clearly labelled as “provisional and may be subject to change”.

### Ratified marks/results

T18-19.3 These are marks/results post FAB.

T18-19.4 The only occasion when a decision relating to results ratified by the FAB can be modified, is under the provisions of the academic appeals process.

T18-19.5 Students will be advised of their marks routinely after the results have been ratified by the relevant FAB.

T18-19.6 The assessment 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 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.

### Useful links

Data protection policy

College Marking Framework

Glossary

**Exceptions:** MBBS students intercalating in their fourth year.

For further details as to when these exceptions apply contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk)

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

# T20 ACADEMIC REGULATION (APPENDIX)

2018/19

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.

- T20.1 Scaling of module marks or final overall scores to a predetermined distribution shall not be employed by the examiners.
- T20.2 Module marks shall be rounded up ( $\geq 0.5$ ) or rounded down ( $<0.5$ ) to the nearest integer. The final overall mark for a programme of study shall be rounded up ( $\geq 0.5$ ) 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

Glossary

**Exemptions:** can be submitted by Faculty 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 levels 3 or 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 Faculty Assessment Board (FAB), be reassessed in that module on two further occasions for a level 3 or 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 assessment and is permitted reassessment, the Assessment Sub Board (ASB) shall determine whether the student is required to sit the assessment 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 module 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 levels 3 or 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 ASB 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 FAB may require further attendance.

T21.11 Reassessment for King's Online Managed programmes will normally take place in the next teaching period unless a student submits a mitigating circumstances request or takes a formal interruption of study. An informal interruption of study will not exempt a student from reassessment.

T21.12 Reassessment for credit-bearing MOOCs will take place during the next run of the MOOC. A formal calendar of dates will be published in advance.

T21.13 Where an ASB 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 ASB will consider the student for any exit award for which they may be eligible.

T21.14 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 ASB convened to reconsider their award, within four calendar months, and no longer than six calendar months, from the date that the reassessment(s) was first offered.

# T21 ACADEMIC REGULATION (APPENDIX)

2018/19

T21 Reassessment is at the discretion of the Assessment Sub Board. For failed assessment, two reassessment opportunities may be permitted at levels 3 or 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.

## Useful links

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

Examination timetable

Exit Awards (T42)

Substitute Modules (T22)

Glossary

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

Last reviewed: May 2018

Updates approved: CASC May 2018, AB June 2018

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 an Assessment Sub Board (ASB) may permit a student 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 ASB in determining any final award classification.
- T22.2 In addition:
- the module being substituted may not be compulsory or core to the programme of study;
  - the ASB must be 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)

Glossary

**Exemptions:** can be submitted by Faculty 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 Intercollegiate modules taken by a student of the 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 grant credit where it is permitted or required for a student to spend part of their programme of study taking modules taught and assessed by another higher education institution, or an organisation relevant and suitable to the field of study, 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 the study carried out is necessary for the fulfilment of the objectives of the programme of study to which it will contribute;
- c) that satisfactory arrangements for the assessment of the student's performance while attending the institution have been reviewed by the appropriate Faculty Assessment Board (FAB) 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 and detailed in the 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 Robust mark translation schemes must be approved by the College Assessment and Standards Committee (CASC) every three years.

T24-26.5 The relevant FAB 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 FAB marking schemes; and
- c) that for a first degree the maximum credit granted shall not exceed 120 credits in value.

### Useful links

Faculties and Departments

Glossary

**Exceptions:** BA European Studies as approved by College Assessment Board May 2014.

For more information on this exception and when it applies please contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk)

**Exemptions:** can be submitted by Faculty 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

Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

# T31 ACADEMIC REGULATION (APPENDIX)

2018/19

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.
- T31.2 Students who satisfy the examiners with distinction in specific parts of the BDS programme may be awarded a BDS with honours.
- T31.3 Within MBBS a Merit is available at each stage and Distinctions are available for the programme as described in the MBBS marking scheme.
- T31.4 Distinctions in oral languages are offered on some programmes where the criteria have been met.

### Useful links

BDS Programme Specification  
Distinctions on the MBBS  
Oral Distinction in French  
Oral Distinction in German  
Oral Distinction in Spanish or Portuguese  
Programme specifications  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto: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 (ASB) 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:
- a) MBBS
  - b) BDS
  - c) MPharm
  - d) BSc Physiotherapy
  - e) BSc Nutrition and Dietetics <sup>Ⓔ</sup>
  - f) All Nursing, Midwifery and Specialist Community and Public Health programmes with/leading to registration.
- T41.3 If a student has satisfied the requirements for the award of a degree as laid down in the programme specification, the ASB shall recommend the award of the degree with an honours classification. The relevant Faculty Assessment Board (FAB) 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 If a student fails to satisfy the requirements for the award of a degree an application for the award of an aegrotat degree must be submitted by the student, or the student's representative, to the relevant ASB 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 ASB is unable to recommend the award of a degree with Honours, the Board shall consider whether there is sufficient evidence to suggest that had the student completed the final assessment 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. If the ASB determines that the student meets the criteria for award of the Aegrotat Degree it will make the recommendation to the FAB.
- T41.6 If an ASB determines that the student does not meet the criteria for an Aegrotat Degree, it will then consider the student for any relevant exit awards and make a recommendation to the FAB.
- T41.7 An FAB will ratify a recommendation for the award of an Aegrotat degree where eligibility has been demonstrated by the ASB or an exit award where eligibility has not been demonstrated.

# T41 ACADEMIC REGULATION (APPENDIX)

2018/19

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.

T41.8 A student who has been awarded an Aegrotat degree will not be eligible thereafter to re-enter for the examination for a classified degree.

T41.9 Aegrotat degrees will be awarded without distinction or class.

## [Useful links](#)

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

[Glossary](#)

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

Last reviewed: May 2018

Updates approved: CASC May 2018, AB June 2018

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:

- a) has exhausted any available reassessment opportunities or has terminated their studies early; and
- b) 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 and is detailed in the programme specification.

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 A Faculty Assessment Board may request a waiver to the requirement to award exit awards; all such requests must be approved by the College Assessment and Standards Committee.

## Posthumous awards

T42.5 Based on the credits attained, the highest level exit award, or an Aegrotat may be awarded posthumously.

### Useful links

Programme specifications  
QA handbook  
Credit tariff table (T4)  
Aegrotat Degrees (T41)  
Glossary

**Exceptions:** The School of Law has waived the requirement to award Exit Awards (King's Online Managed Programmes excluded).

**Exemptions:** can be submitted by Faculty 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 Procedure 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 so to do; 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 (ASB), 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 mitigating circumstances form 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 ASB, 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 mitigating circumstances form or within 21 calendar days of the date of the affected assessment.
- T43.5 In exercising their discretion, the Chair of the ASB must be satisfied that the mitigating circumstances would:
- prevent or have prevented the student from sitting the examination or submitting the assessment within the given timeframe; or
  - 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 ASB 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:
- the student will be deferred in the assessment and take a replacement

# T43 ACADEMIC REGULATION (APPENDIX)

2018/19

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 Procedure applies to students on taught programmes. Marks will never be raised due to mitigating circumstances.

- 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 ASB. The ASB 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 ASB, 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 ASB 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 ASB, 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)

2018/19

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 Procedure applies to students on taught programmes. Marks will never be raised due to mitigating circumstances.

## Useful Links

Mitigating circumstances guidance and form

Alternative assessment (T13)

Medical certificates

Medical centre

KCLSU advice

Personalised Assessment Arrangements

Board Membership

Counselling service

Glossary

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

Last reviewed: May 2018

Updates approved: CASC May 2018, AB June 2018

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 Other than the below, no decision of a Faculty Assessment Board (FAB), acting in accordance with College regulations, may be modified.
- T44.3 The appeals process cannot be used to challenge academic judgment; appeals based on academic judgment will not be considered.
- T44.4 It is expected that all parties involved in an academic appeal will act reasonably and fairly, and treat the process in a respectful manner. If inappropriate behaviour is displayed, action may be taken.
- T44.5 The College may pause or stop the consideration of any appeal submitted where the student is suspected to be in breach of the Misconduct Regulations (G27) or the Fitness for registration and Fitness to Practise Regulations (G29), and action should be taken under those regulations.
- T44.6 If an appeal contains matters which fall under the Student Complaints Regulations (G31), consideration of the appeal may be paused until the complaints process is complete. In such cases, the findings of the complaint investigation may be considered as evidence for the appeal.
- T44.7 Group appeals are permitted. In the first instance a group should raise any issues with the programme lead via their student representative or a nominated member of the group. If the matter is not resolved, the 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.

### Stage One Appeal

- T44.8 Students should submit a Stage One Appeal Form within 21 days of the release of ratified results. Appeals received after this deadline will only be accepted at the discretion of the HoSCA.
- T44.9 A student may appeal on either or both of the following grounds:
- 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 make known 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.
- T44.10 A Stage One appeal may be rejected before forwarding to the FAB 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 late;
  - where, if appealing on ground T44.9 a), there is no independent third party evidence of the mitigating circumstances; or the evidence provided is not a certified translation;

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

- d) where the appeal contains no evidence that either of the grounds for review has been met;
- e) where the appeal is frivolous or vexatious; and/or
- f) where the appeal does not fall within the scope of this regulation and should be considered under an alternative regulation.

T44.11 If the appeal is rejected at this stage a student can contest this decision but is not able to submit additional evidence.

T44.12 Any contestation submitted must be submitted to the HoSCA within 7 days of the date of notification of the decision. The HoSCA will consider whether the decision to reject the appeal was made in accordance with these regulations. If the contestation is accepted, the appeal will be passed to the FAB for consideration. If the contestation is rejected, there are no further opportunities for the appeal to be considered.

T44.13 The FAB will normally consider the appeal and report its decision to the HoSCA within 42 days of the release of results.

T44.14 The FAB will decide whether the grounds for appeal have been met or not. Where the ground(s) have been met, the Board will decide whether to modify or confirm its original decision. Where the ground(s) have not been met, the original decision of the Board stands. The Board may also reject the appeal on any of the filter grounds set out in T44.10, or where the student has challenged academic judgment.

T44.15 A written statement confirming the decision of the Board and the reasons for this will be prepared by the Chair of the Board. This statement should be sent to the HoSCA and included in the outcome letter which is sent to the student.

## Stage Two Appeal

T44.16 Students may appeal the decision of a FAB on either or both of the following grounds:

- a) the FAB's handling or consideration of the case was not undertaken in accordance with the procedure outlined in these regulations; and if sufficient evidence remains that the request for a review warrants further consideration;
- b) giving due consideration to the evidence and representations previously provided, the decision of the FAB was unreasonable.

T44.17 Students should submit a Stage Two Appeal Form within 14 days of the Stage One Appeal outcome. Appeals received after this deadline will only be accepted at the discretion of the HoSCA.

T44.18 New evidence submitted as part of a Stage Two Appeal will not normally be considered.

T44.19 The HoSCA will normally advise the student in writing of their decision on the appeal request within 42 days of receipt. If it is determined that an appeal should be heard, and Appeal Committee will be arranged in accordance with the Appeal Committee Structure.

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

## Stage Two Appeal – Appeal Committee

- T44.20 The student may be represented at the Appeal Committee 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).
- T44.21 Additionally, the student may be accompanied by a family member or a friend who will not be able to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter.
- T44.22 If the student is to be represented or accompanied, the name of the person who is to attend must be received in writing by the HoSCA at least 48 hours in advance of the Committee. The Chair of the Appeal Committee may accept or reject a request, and their decision will be final. The Chair may refuse to permit a representative, friend or family member to attend where 48 hours' notice has not been received.
- T44.23 Written notice of the Committee will normally be sent to the student, together with the names of the Committee members and the Chair, and all documentary evidence, at least 14 days before the Committee date. Any concerns regarding documentation or membership of the Committee should be raised in writing by the student at the earliest opportunity to the HoSCA.
- T44.24 New 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 evidence this must be done at least seven days before the Committee date. The Chair of the Appeal Committee may accept or reject new evidence, and their decision will be final.
- T44.25 The Appeal Committee shall consider the documentary evidence, and invite the student and the FAB Chair (or their nominee) to give evidence. Other persons shall be asked to attend to give evidence if the Committee wishes.
- T44.26 The absence of the student or the Chair of the FAB will not prevent the Committee from taking place nor invalidate the proceedings. In the event that a student has indicated they will attend but then cannot do so for good reason, an adjournment would generally be considered.
- T44.27 The Appeal Committee will determine whether there is sufficient reason to challenge Stage One Appeal outcome. If there is sufficient reason, the Appeal Committee can set aside the decision of the FAB and replace it with one of its own, or it can refer the case back to the FAB for fresh consideration with commentary. If there is insufficient reason, the appeal will be dismissed and the outcome of the Stage One Appeal will stand.
- T44.28 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 these must comply with the College regulations and the relevant programme requirements.

# T44 ACADEMIC REGULATION (APPENDIX)

2018/19

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

- T44.29 An Appeal Committee is not a FAB, and cannot raise marks in assignments or modules, amend marks from fail to pass, raise degree classifications or make awards. If a successful appeal is regarding an award or classification the student's appeal will be referred back to the relevant FAB for reconsideration.
- T44.30 The decision of the Appeal Committee is be final. There is no further right to appeal and no right to appeal against the decision of the FAB if the case has been referred back to the Board.
- T44.31 The decision of the Appeal Committee shall normally be communicated in writing by the HoSCA to the student, and the Chair of the FAB, within seven days of the decision of the Appeal Committee.
- T44.32 Students have no automatic right to continue with their studies or to progress to the next stage of their programme pending the outcome of an appeal; the Faculty may exercise their discretion to allow this attendance, if applicable and permitted by the programme regulations.

## Useful Links

Office of the Independent Adjudicator (OIA)

Data Protection Policy

Academic appeals for students on research degree programmes (R17)

Misconduct (G27)

Appeal Committee Structure

Student Complaints (G31)

Student Conduct and Appeals webpages

Glossary

**Exemptions:** not anticipated. For advice contact [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk).

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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
- R1.2 The Academic Regulations, Academic Policies and programme specifications for research degrees involving taught elements, set out the minimum requirements of the University. The Faculty of registration may specify additional and more stringent requirements.
- R1.3 Faculties may establish joint or dual research degrees, or blended research degrees in accordance with the University'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 Processes and Guidance  
Departments and Faculties  
Programme specifications  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

R2 Policies and guidance attached to these regulations setting out the framework for the management of research degrees and research degree students are reviewed annually by the Centre for Doctoral Studies.

## Research Degrees Policies

### Research Ethics and Research Misconduct

R2.1 Students will adhere to the College regulations on Research Ethics and Research Misconduct.

### Students on Scholarships

R2.2 Students on fully funded studentships from Government sources (such as Research Council, NIHR, BHF etc) may have to adhere to funder's requirements which override King's College London regulations.

R2.3 The student's acceptance of the offer of funding and the terms of conditions of the funding will be taken as proof that the student accepts these requirements. The main funders' additional requirements are clarified on the Centre for Doctoral Studies' Processes and Guidance intranet pages.

R2.4 Any student who received funding from either a Government source as part of their degree but who is in an unfunded period, such as writing up, will still be considered a funded student and Funder's regulations will continue to apply until completion of the degree.

### Useful links

Centre for Doctoral Studies Processes and Guidance  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

R3 A research degree programme extends over at least two years of full-time or four years part-time study and incorporates a substantial research component resulting in the submission of a thesis for examination at doctoral level.

## Components of Research Degrees

- R3.1 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.

- R3.2 Except as provided for under the Appendix on Collaboration with external organisations (R4) and the below, students will centre their academic activities on the College and attend at such times as the College or Faculty might require.

### Skills Training

- R3.3 It is recognised that the research project work itself constitutes the major training component of the study programme, but in line with Research Council requirements and QAA recommendations, students should also demonstrate that they are acquiring generic skills and skills in research methods.
- R3.4 The College recommends that all research students should undertake the equivalent of 10 days (FTE) of training and development activities per year of the studies.
- R3.5 The Researcher Development Programme (RDP) run by the Centre for Doctoral Studies provides a wide range of workshops which are reviewed annually to cover these requirements and students should identify courses that would be useful to them prior to a discussion with their supervisor.
- R3.6 The development needs for each new student must be assessed individually by the supervisors at the start of the study programme, and suitable arrangements made to provide and monitor the effectiveness of such training.
- R3.7 The Researcher Development Framework specifies the skills that should be developed by all research students. These skills should be assessed at admission, and a training plan agreed between student and supervisors. This should be reviewed as part of the three-six monthly reviews of all students.
- R3.8 Faculties must ensure that students are supported to develop an appropriate training plan based on their individual development needs, and the activities to fill these needs can be drawn from workshops run centrally by the Centre for Doctoral Studies or by other providers within King's or external to the College.
- R3.9 Attendance at training sessions run by the RDP and other training providers at King's will be recorded and students should use Skills Forge to book courses, record other development activities and to reflect on their progress.
- R3.10 The student's training record must be reviewed at the upgrade to PhD stage and any deficiencies highlighted.



R3 A research degree programme extends over at least two years of full-time or four years part-time study and incorporates a substantial research component resulting in the submission of a thesis for examination at doctoral level.

## Off-campus Study

- R3.11 A student may be permitted to spend part of their programme in 'off-campus study' under conditions prescribed by the Faculty and the Academic Regulations. Such conditions must ensure that:
- 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;
  - that the conditions set by the Faculty ensure that the regulatory requirements of the College regarding attendance and programme of study are met;
  - that regular contact with the supervisors is maintained;
  - 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;
  - 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 (R4) may also apply.

## Interruption of Studies

- R3.12 An interruption to studies may be requested in case of mitigating circumstances.
- R3.13 An interruption of studies is when a student is formally permitted by their faculty (and funder, where appropriate) to interrupt their studies for an agreed period.
- R3.14 Although submission deadlines are adjusted accordingly for approved interruptions, the interrupted period does count towards the maximum registration period set out in the General Academic Regulations and students should be aware of the maximum period of registration for their programme.
- R3.15 Students will be permitted to interrupt their studies for periods between 2 and 12 months in most circumstances.
- R3.16 Interruptions to the course of study may be validly requested for a number of reasons, such as: illness, maternity/paternity leave, personal and family reasons, internships, periods of investigation of research misconduct, and major restructuring of the department or research group. It should be noted that these reasons are not exhaustive, and faculties may grant interruptions for other reasons they consider acceptable.
- R3.17 Interruptions will not normally be permitted based on a change of research topic, lack of progress, expeditions, sport or time spent training or in industry.
- R3.18 In cases of illness or injury, the student should inform the supervisors and department of absences of more than two weeks, and medical certification must be provided.

R3 A research degree programme extends over at least two years of full-time or four years part-time study and incorporates a substantial research component resulting in the submission of a thesis for examination at doctoral level.

- R3.19 Retrospective interruptions are not permitted for Research Degree students. In such cases an exemption request should be submitted in order to extend or exceed the registration period.
- R3.20 For maternity leave, up to nine months' interruption will be approved automatically and the date of submission extended. Students can apply for up to three further months, and again, the date of submission would be extended.
- R3.21 For paternity leave, students can take up to 10 days automatically (which will not affect the date of submission); students may also take up to 13 weeks within 12 months of the birth or whatever is permitted by government legislation. If the additional time is taken, the date of submission will be extended appropriately.

### Extending the thesis submission deadline

- R3.22 In exceptional cases, students may apply for an exemption to the regulations in order to extend their submission deadline.
- R3.23 Requests to extend a deadline will change the final submission deadline; however the student will be classed as on-time submission provided they submit within the approved extended period.
- R3.24 Extensions can be requested for circumstances that would otherwise be classified as a reason for interruption, for example illness or personal difficulties. Another possible example might be the sudden unexpected absence of the supervisor.
- R3.25 Extensions will not be permitted in cases of bad planning, lack of academic progress or poor communication, for example if the supervisor is away at a conference at a time when the student needs to submit.
- R3.26 Requests for an extension to a submission deadline must be made in advance of the deadline. Retrospective extensions cannot be granted.
- R3.27 If an exemption is requested based on medical/health problems, appropriate supporting evidence (e.g. medical certificates, counsellors reports, etc.) must be provided by the student, noted by the supervisor and kept on the student file for future reference where required. These medical problems may have been ongoing throughout the research period. Without supporting documentation, an extension may not be granted.
- R3.28 Extensions on the basis of purely financial reasons will not be considered, unless the circumstances of the individual case are deemed extreme enough and beyond the student's control.
- R3.29 Extensions will not be considered where a student has undertaken paid work during their research degree programme; this includes taking up full-time employment during the Writing-Up period. Any working commitments must be approved in advance by the student's supervisor, and must not be detrimental to the student's progress.
- R3.30 Applications for exemptions should be made through the Vice-Dean for Doctoral Studies by completing the exemption request form. Exemptions relating to taught elements of professional doctorates will also require approval from the Faculty Board of Examiners.

R3 A research degree programme extends over at least two years of full-time or four years part-time study and incorporates a substantial research component resulting in the submission of a thesis for examination at doctoral level.

- R3.31 Once submitted by the Vice-Dean for Doctoral Studies, exemption requests for postgraduate research programmes are approved by the Dean for Doctoral Studies through a process managed by the exemptions team. A centralised record is kept to monitor requests.
- R3.32 Applications to extend the deadline may be changed to be approved under the category of exceeding the deadline if it is not considered that a sufficiently strong case has been made or the application is submitted after the original deadline has passed.

### Exceeding the thesis submission deadline

- R3.33 In exceptional cases, students may apply for an exemption to the regulations in order to exceed their submission deadline.
- R3.34 Requests to exceed a deadline will leave the original submission deadline unchanged, but the student will be permitted to exceed their submission date and to remain registered in order that they can submit their thesis within an approved period of registration.
- R3.35 Exceeding the submission deadline will result in a late submission within the key performance indicators. It is designed to enable a student who is close to submission but who will miss their deadline to submit rather than have their studies terminated.
- R3.36 Applications in these circumstances could include requests for students who are approaching or have exceeded their original submission deadline where there is no strong reason for this, for example lack of organisation, planning or progress.
- R3.37 With both of these types of exemption, the student must submit within the extended period or termination of studies procedures will be actioned.

### [Useful links](#)

Centre for Doctoral Studies Processes and Guidance  
Collaboration with external organisations (R4)  
Interruption and Registration periods (G9)  
Exemptions  
Termination of studies procedure  
Researcher development framework  
Glossary

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

R4 Students may enrol on PhD programmes that are offered in formal collaboration with external partner institutions.

## Collaboration with external organisations

### Joint PhD Programmes

- R4.1 A joint PhD is a programme run in collaboration between King's and a partner institution, leading to a jointly awarded qualification.
- R4.2 Students must select a home institution at the application stage, where they will start and end their programme. King's-home students must comply with the College's Academic Regulations, with the exceptions listed below.
- R4.3 Students will be required to spend a specified minimum period of time at the partner institution during the course of their studies.
- R4.4 Students will be required to provide details of their travel plan at the application stage. Any changes to this must be discussed with supervisors and approved by both institutions.
- R4.5 Admission to joint PhD programmes is run in collaboration with the partner institution and approval must be received from both institutions before an offer can be made.
- R4.6 Students must have supervisors based in both institutions who will work together to monitor progress, though the bulk of the administration will be managed by the home institution.
- R4.7 Students must enrol at both institutions and re-enrol each year throughout their programme.
- R4.8 The progress of students on joint PhD programmes will be monitored according to the procedures of the home institution. In some cases students may also be required to complete progress reports whilst at the partner institution.
- R4.9 Students must follow the upgrade procedures of their home institution. Any King's-home students who do not upgrade to PhD may be awarded an MPhil, but this will be awarded solely by King's College London.
- R4.10 Any requests for changes to registration status should be referred to both institutions, usually via supervisors in the first instance, so that both hold accurate records.
- R4.11 Students will follow the examination procedures of their home institution and will usually be examined by a panel of at least three examiners. This will normally take place at the home institution and may involve a video link to one of the examiners.
- R4.12 Students must submit copies of their thesis to both institutions. Students should check with the partner institution for confirmation of the number of copies required and method of submission.
- R4.13 Students must follow the procedures for ethical approval set out by the Research Ethics Office. If a student intends to conduct research requiring ethical approval in the country of the partner institution, approval must also be gained from that institution according to their procedures.

R4 Students may enrol on PhD programmes that are offered in formal collaboration with external partner institutions.

R4.14 Students on joint PhD programmes who wish to make a complaint will normally do so through the process of the institution where they are resident at the time, in so far as the complaint relates to their study at that particular university. Students who wish to make an appeal in respect of academic progress or concerning a decision of the examiners will do so by using the procedures of the designated home institution.

### Split-Site PhD programmes

R4.15 Students on agreed split-site PhD programmes should comply with the College's Academic Regulations, with the exceptions listed below.

R4.16 The minimum period of residence in London for each student on an agreed split-site MPhil/PhD programme will depend on the agreement between their Research Institution and their faculty at the College, but will normally involve periods at induction, upgrade and submission and viva.

R4.17 Students on split-site programmes must have supervisors based in both institutions. The external supervisor will need to be approved by the King's College London faculty where the student is based, using their normal procedures.

R4.18 Supervisors should work together to monitor progress and comply with normal King's College London processes and procedures of documenting this

### Public Research Institutions and Industrial Laboratories

R4.19 This applies to MPhil and PhD programmes only.

R4.20 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.

R4.21 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 fulltime non-resident registration is applicable.

R4.22 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 College's Academic Regulations.

R4.23 External supervisors will 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

R4 Students may enrol on PhD programmes that are offered in formal collaboration with external partner institutions.

formal participation by the student, such as attendance at College lectures, tutorials, seminars, training sessions and appropriate consultation with the College supervisor.

- R4.24 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.
- R4.25 The application for registration as a part-time or full-time non-resident 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 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.
- R4.26 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

### Written Agreements and Contracts

- R4.27 For any work in collaboration with an external organisation a contract or written agreement will detail the terms of the collaboration.
- R4.28 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.
- R4.29 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.
- R4.30 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

R4 Students may enrol on PhD programmes that are offered in formal collaboration with external partner institutions.

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:

- a) amendments to the thesis; and
- b) 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.

- R4.31 The student and their academic supervisors shall undertake to notify their Faculty if:
- a) 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
  - b) 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.
- R4.32 The contract may be terminated after the normal procedures for review of research students' work as prescribed by the Faculty have been completed.
- R4.33 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.

### Useful links

Centre for Doctoral Studies Processes and Guidance  
Supervision (R7)  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

R5 Faculties may register students under the Advanced Standing and Transfer Appendix.

## Advanced standing and transfer

### Advanced Standing

- R5.1 With the approval of the relevant Faculty, a student who is exceptionally well qualified may be permitted to register for the PhD without first registering for the MPhil. In such cases, the programme of study followed may not be less than two years of full-time or four years of part-time study.

### Transfer

- R5.2 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.
- R5.3 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.
- R5.4 The period of time at the College following the transfer has to be at least one calendar year for full-time students or two years for part-time students. Students who have completed their research and have submitted their thesis for examination may not transfer.
- R5.5 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 Processes and Guidance  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).



## R6 Students may be permitted to undertake paid work during their Research Degree

### Working and teaching during research degree programmes

#### Working during Research Degree

- R6.1 During the registration period, the priority of a student and supervisor(s) is the completion of the research degree. However, with the prior approval of the supervisor, a student may undertake a certain level of work not directly related to their degree, which is undertaken in their own time outside of their degree.
- R6.2 It is essential that the supervisor and student ensure that any such work undertaken is not detrimental to the studies. If it becomes apparent that a student's progress is being affected by additional work then the supervisor should deal with this as a performance issue, and may require a change of mode of registration from full-time to part-time.
- R6.3 Students who are studying on a visa must comply with the restrictions placed on their working hours at all times and if in doubt consult with the Visa Compliance team.

#### Teaching during Research Degree

- R6.4 Students may be given the opportunity by Heads of Department, with the approval of the supervisor(s), to engage in education support by contributing to undergraduate teaching, lecturing, demonstrating practical classes, project supervision and taking tutorials. In addition, where appropriate, full-time students may also undertake one clinical session (not related to their studies) per week, and/or contribute towards research-related projects, not directly related to their studies.
- R6.5 Students may also be given the opportunity to be involved in both formative and summative assessment activities for undergraduate degrees, with the agreement of their supervisor(s) and receive support from an academic mentor as well as complete the appropriate training.
- R6.6 The student's teaching responsibilities must be clearly defined in writing, be compatible with their research responsibilities, supported by their supervisor(s), and should not exceed a maximum of six hours per week on average .
- R6.7 All students must be provided with appropriate training before commencing any teaching.
- R6.8 Students must be fairly paid for any teaching work as per the GTA guidelines.
- R6.9 Research students who engage in education support should be mentored by an academic member of staff and receive feedback on their activities from the students they have taught.

#### Useful links

Centre for Doctoral Studies Processes and Guidance  
GTA guidelines  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

R7 Faculties are responsible for arranging the supervision of a research degree student as governed by the Supervision Appendix.

## Supervision

- R7.1 The roles and responsibilities of the Faculty, Faculty Postgraduate Research Students Committee, Head of Department/Division, Faculty Vice-Dean for Doctoral Studies, Supervisors and Students are detailed in guidance provided by the Centre for Doctoral Studies
- R7.2 Each student will be allocated a provisional principal (first) supervisor at the time of offer of a place. The first supervisor and further supervisory team (at least one additional supervisor) will be confirmed at enrolment or shortly thereafter, but at least within the first month of registration.
- R7.3 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.
- R7.4 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.
- R7.5 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.
- R7.6 It is the responsibility of the supervisor to inform the student and the appropriate authority in the Faculty if they are suddenly unable to perform their duties as supervisor for more than one month.
- R7.7 It is the responsibility of the Head of Department or Vice-Dean for Doctoral Studies in the Faculty to ensure appropriate cover is provided in case of unplanned absence, for example because of illness of the principal supervisor.
- R7.8 It is the responsibility of the Head of Department/Vice-Deans for Doctoral Studies to make appropriate arrangements in the case of students changing or wishing to change their supervisor/supervisory team where it is deemed necessary or possible.
- R7.9 Students and supervisors are required to read and sign a student/supervisor agreement within the first three months of registration, the format of which may vary according to Faculty.

## Supervisory Team

- R7.10 A supervisor must not be studying for a research degree themselves.
- R7.11 At least one member of the supervisory team must have obtained a PhD or equivalent research degree.
- R7.12 At least one of the supervisory team must have supervised a PhD or equivalent research degree to completion.
- R7.13 Staff may not supervise, as first supervisor, more than eight research degree students (headcount) at any one time.

R7 Faculties are responsible for arranging the supervision of a research degree student as governed by the Supervision Appendix.

- R7.14 The maximum number of students staff may supervise is twenty research degrees students (headcount).
- R7.15 All staff who supervise research degree students must have received supervisory training. The Head of Department, or nominee, is responsible for ensuring that staff who supervise students on research degrees are trained and informed about the processes of supervision and progression.
- R7.16 All staff who supervise should attend a formal refresher session once every 5 years.
- R7.17 Supervisors should hold regular formal supervision meetings with their students, on an individual basis, and keep a record of those meetings.

### First Supervisor

- R7.18 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.
- R7.19 The principal supervision of the research degree can be undertaken by:
- a member of the academic staff of the College appointed by the Faculty;
  - staff who have an honorary contract with the College for the duration of the student's study; or
  - an independent academic in receipt of funding for their salary from a personal fellowship (such as RCUK, Leverhulme or Wellcome fellowship)

### Second Supervisor or Advisory Panel

- R7.20 A second supervisor or advisory panel will be nominated to assist in the monitoring of the student's progress and to stand in the principal supervisor's absence. A second supervisor need not necessarily be a specialist in the area of research under study, but should be of sufficient academic standing to contribute meaningfully to supervising the student's research. It is important that the second supervisor should be able to act independently of the principal supervisor.
- R7.21 The second supervisor may be external to the College.
- R7.22 Although principal supervisors should bear the main brunt of the supervisory workload and will have lead responsibility for the pastoral care of their students, second supervisors/advisory panels should play a significant part in the student's supervision. They can assume a number of different roles, and it is therefore recommended that the supervisors agree in outline the part each will play at the outset. Some roles for second supervisors that should be considered are:
- to stand in during the principal supervisor's absence;
  - to provide complementary expertise that is required for the project. In this case a second supervisor may have a more significant supervisory role;
  - to provide a second opinion on the research topic;
  - to provide additional pastoral support for the student, particularly if difficulties arise with the principal supervisor;
  - to provide supervisory advice and/or mentoring support for first time principal supervisors;
  - to obtain supervisory experience under the tutelage of a more experienced supervisor.

# R7 ACADEMIC REGULATION (APPENDIX)

2018/19

R7 Faculties are responsible for arranging the supervision of a research degree student as governed by the Supervision Appendix.

## Useful links

Centre for Doctoral Studies Processes and Guidance

Postgraduate Research Students Sub-Committee (PRSS)

Glossary

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

Last reviewed: May 2018  
Updates approved: PRSS May 2018, AB June 2018

R8 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

- R8.1 For students registered at the University 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).
- R8.2 The principles agreed within the College for monitoring the progress of research students are set out below. They represent a minimum level to which all Faculties will adhere, although there will be some flexibility in their implementation in different Faculties, which may choose to implement stricter procedures than those set out below. For this reason, it is important that they should be read in conjunction with the guidelines set out in the appropriate Faculty and departmental handbooks.
- R8.3 All students and members of staff, including supervisors, Postgraduate coordinators and independent assessors, must comply with, and have access to, the College's system in place for progress monitoring.
- R8.4 Research Degrees students are required to pursue a formal programme of study including induction and training programmes where prescribed.

## Regular review of progress

- R8.5 The progress of all students will be subject to regular, formal review. The nature and management of formal progress reviews, including upgrade reviews, must involve three assessors, at least one of whom is independent of the student's supervisory panel.
- R8.6 During their first year of study both full-time and part-time students must have their progress formally reviewed within three months of initial registration and again after a period of nine months registration. Thereafter, the progress of all students will be reviewed at every six months.
- R8.7 A formal progress review will have one of three possible outcomes:
- satisfactory progress:** the student's registration is allowed to continue unconditionally;
  - conditional progress:** there is cause for concern about the student's progress such that continued registration is subject to completing whatever conditions are set out in writing prior to a subsequent follow-up review. This may include cases where the lack of progress is due to supervision problems. In such cases the assessors should ensure that steps are taken to resolve those problems as part of the conditions set down;
  - unsatisfactory progress:** the student has not made the normal academic progress expected of all students and compulsory removal proceedings will begin in line with the College's Academic Progress Regulations (G28). A determination of 'unsatisfactory progress' and removal proceedings under the Regulations shall only commence where there has been an earlier determination of 'conditional progress' and the follow-up review determines that the student has failed to make satisfactory progress; or where the student has otherwise received prior written warning from the faculty in the manner specified the Academic Progress

R8 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.

Regulations. In the event of removal under the Academic Progress Regulations, the student has a right of appeal against the termination of their studies.

- R8.8 Whenever 'conditional progression' is recommended the student must undergo a follow-up progress review to determine whether progress is satisfactory or if the student should be removed for failure to make the normal academic progress expected of all students. In the case of first year students undergoing their nine month review, this follow-up review must occur before the end of the first year. For other students the follow-up review must occur no later than six months from the date of the initial review. The result of any such follow-up review will either be:
- satisfactory progress*: student's registration is allowed to continue unconditionally until the next review; or
  - unsatisfactory progress*: the student has not made the normal academic progress expected of all students and compulsory removal proceedings will begin under the Academic Progress Regulations (G28). In the event of removal under the Academic Progress Regulations, the student has a right of appeal.

- R8.9 The result of all progress reviews must be proposed by the student's principal or lead supervisor and signed off by the Postgraduate/research co-ordinator for the subject area via the College's Online Progress Monitoring system.

### Upgrade from MPhil to PhD

- R8.10 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.
- R8.11 Transfer of registration from the MPhil degree to the PhD degree will be considered:
- after the student has completed nine months full-time study, or 18 months part-time study; but
  - before eighteen months of full-time study, or 36 months part-time study.
- R8.12 Students must satisfy any conditions prescribed by the Faculty of registration before being considered for upgrade.
- R8.13 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.
- R8.14 If it is a funder's requirement that the student should be registered directly for the doctoral degree, then the student will still have to go through the upgrade process to confirm final degree level.
- R8.15 The upgrade from MPhil to PhD registration is classed by the College as a formal milestone to be satisfactorily attained by students in their progress towards attaining their PhD.
- R8.16 The upgrade from MPhil to PhD registration should occur as the result of a formal review, but does not lead to a qualification in its own right. It will involve the student producing either a substantial report, draft chapters or other pieces of work, along with a research schedule, a clear research question and evidence of a clear methodology, set of research procedures or framework of inquiry and a formal review meeting to assess the submitted work. The key principle for upgrading is that

R8 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.

the student is well on course to produce research of the required standard within the permitted timescale.

R8.17 There will be three possible outcomes to a formal upgrade review:

- a) *unconditional pass*: the student's registration is transferred from MPhil to PhD with immediate effect;
- b) *refer for further review*: the student does not meet the requirements to upgrade at this time and is required to meet conditions set by the panel and undertake a further formal review. The student will be required to either:
  - complete minor amendments for the current upgrade attempt; or
  - repeat the full upgrade process including re-submission of documents and a panel meeting.

Following review of these amendments, the panel will determine the final outcome of the upgrade attempt as either an unconditional pass or a fail with the options as below;

- c) *fail*: the review determines:
  - that the student's registration should remain at MPhil; or
  - that proceedings to terminate the student's registration under Academic Progress Regulations should commence.

R8.18 Formal notification of outcome "refer for further review" above to the student shall be classed as a written warning under Regulation G28 of the General Academic Regulations, provided that this is made clear to the student in the notification

R8.19 Removal under the General Academic Regulations shall only be permitted after a second upgrade review, except where the student was formally notified prior to their first upgrade review in the manner specified in the General Academic Regulations that their progress was not satisfactory.

R8.20 A student will only be allowed to undertake a maximum of two formal reviews to upgrade from MPhil to PhD registration, i.e. the initial upgrade review and one additional review.

R8.21 Students have the opportunity to appeal against a "fail" outcome, in accordance with the procedure set out within the Academic Appeals Regulations (R17).

R8.22 All students must have transferred from MPhil to PhD status within 18 months of commencing their studies for full-time students (36 months for part-time students), although some faculties may prescribe an earlier time period.

R8.23 Students who remain at MPhil level do need to submit a final thesis and have an examination as per the normal examination regulations below. The Upgrade meeting does not automatically lead to an MPhil award.

R8.24 Students should not be allowed to continue their research without their registration status being clear.

R8.25 Students must produce a record of training and development activities undertaken for review at the upgrade stage.

R8 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.

R8.26 The Faculty Vice-Dean for Doctoral Studies is responsible for ensuring that the procedures outlined above are followed within the faculties. Where this responsibility is devolved to a PRS Committee based in departments or research centres, the Faculty Vice-Dean for Doctoral Studies should ensure that the monitoring mechanisms are effective and that improvements are being made towards submission and successful completion times and to the quality of the supervisory process.

R8.27 Faculty representatives on the College Postgraduate Research Students Subcommittee will be required to make an annual report describing the process in operation, and indicating the effectiveness of the process.

### Transfer to 'Writing Up' Status

R8.28 When a student has completed the data collection and research required for the PhD they 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.

R8.29 Transferring to writing-up registration is not an automatic right and the decision on whether to permit the transfer of registration status should not be made solely by the student's supervisors.

R8.30 The maximum period permitted for the writing-up registration period for both full-time and part-time students is one year. Students must not be allowed to continue on the writing-up status beyond this period. If a student does not submit within the one year allowed for writing-up but is permitted to continue their degree, they must be transferred back to full-time or part-time status and charged the appropriate fee.

R8.31 Should the transfer to writing-up take place after the three years' full-time registration point (or six years' part-time registration), then the student will not be entitled to the full year usually permitted for writing-up. In this instance, the required submission deadline will come before the end of the writing-up year and must always take precedence.

R8.32 Writing up fees will not be charged pro-rata.

R8.33 Progress during the period of writing-up must be monitored by use of regular reports.

### Useful links

Centre for Doctoral Studies Processes and Guidance

Monitoring attendance (G13)

Academic Progress (G28)

Glossary

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



R9 Students are expected to submit their thesis within timescales set out in the Regulations.

## Submission timescales

- R9.1 Expected and required submission deadlines will be set out as part of the admissions offer letter and/or confirmed upon registration.
- R9.2 Students are expected to submit their thesis within the following timescales:
- for the MPhil or PhD programme - within three years of full-time or six years of part-time registration;
  - for the MD(Res) degree - within two years;
  - for the MPhilStud - within two years full-time or four years part-time registration;
  - for professional doctorates – within three years of full-time registration or six years part-time registration.
- R9.3 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 full-time or seven years of part-time registration;
  - for the MD(Res) programme – within three years of full-time or six years of part-time registration;
  - for the MPhilStud programme – within two years of full-time or four years of part-time registration;
  - for professional doctorates - within four years full-time study or seven years part-time registration. A period of study as defined in the programme specification must be spent on the taught elements of the programme.
- R9.4 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 R17 Regulation for Academic Appeal.

### Useful links

Centre for Doctoral Studies Processes and Guidance  
Appeals for students on research degree programmes (R17)  
Glossary

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

R10 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

- R10.1 A student will present for examination in accordance with the timescales set out in the Submission Timescales Academic Regulation Appendix (R9).
- R10.2 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.
- R10.3 Following notification of the intention to submit, the College will appoint the examiners in accordance with the Appointment of Examiners Academic Regulation Appendix (R12).
- R10.4 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.
- R10.5 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).
- R10.6 Once students submit they will not be charged any further fees, even if their registration period crosses over into a new academic year.
- R10.7 Students whose thesis examiners require them to resubmit within either 12 or 18 months will be transferred back to writing up status in order that their progress towards resubmission can be monitored, and therefore will be charged writing-up fees.
- R10.8 Once a student has submitted their thesis they should continue to receive access to library, computer facilities and supervisory support as required to assist with preparation for their oral examination (viva).

### Useful links

Centre for Doctoral Studies Processes and Guidance  
Research Degree Examination webpages  
Submission Timescales (R9)  
Appointment of Examiners (R12)  
Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

R12 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

- R12.1 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.
- R12.2 The examiners formally appointed by the Research Degrees Examination Board are expected to perform this role through the entire examination process including re-examination if applicable.
- R12.3 Changes to approved examination panels following first examination will be allowed only in exceptional circumstances when the appointed examiners are not available in the case of major amendments or re-examination. In these cases the Research Degrees Examinations team will contact the supervisor with the request to propose a new examiner using the RD1 form.
- R12.4 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).
- R12.5 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
  - c) the examiners should have examined at least three research degrees of appropriate level between them;
  - d) 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;
  - e) 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;
  - f) 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;
  - g) both examiners shall normally be external to the College, except, where in the opinion of the Board, this would be impracticable or inappropriate;
  - h) the student's supervisor shall not be an examiner;
  - i) all the examiners shall be external to the College when the student is also a member of the academic staff of the College.
- R12.6 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

# R12 ACADEMIC REGULATION (APPENDIX)

2018/19

R12 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.

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 Processes and Guidance](#)

[Collaborative Provision](#)

[Glossary](#)

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

Last reviewed: May 2018

Updates approved: PRSS May 2018, AB June 2018

R13 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

- R13.1 The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination.
- R13.2 The examiners should submit the preliminary reports to the Research Degrees Examinations team prior to the viva for quality assurance purposes.
- R13.3 The examiners should exchange preliminary reports prior to the oral examination.
- R13.4 After any oral examination a joint final report and list of required amendments (if applicable) shall be prepared for submission to the Research Degrees Examinations Board (RDEB) via the Research Degrees Examinations team.
- R13.5 The examiners can inform the student of the outcome of the examination after the viva.
- R13.6 Following ratification by the RDEB, the joint final report and list of required amendments (if applicable) will be released to the student by the Research Degrees Examinations team.
- R13.7 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 (R14) and shall include a reasoned statement of the examiners' judgment of the student's performance. Where applicable the report should also have a list of required amendments for the student to make.
- R13.8 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 RDEB or the Centre for Doctoral Studies.
- R13.9 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.
- R13.10 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.
- R13.11 The examiners, after reading the thesis, shall conduct an oral examination with the student in accordance with College guidelines.
- R13.12 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.

# R13 ACADEMIC REGULATION (APPENDIX)

2018/19

R13 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.

## Useful links

Centre for Doctoral Studies Processes and Guidance

Research Degrees Examination webpages

Criteria for thesis and award (R14)

Glossary

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

Last reviewed: May 2018  
Updates approved: PRSS May 2018, AB June 2018

R14 The criteria for thesis and award vary according to the specific research degree.

## Criteria for thesis and award

- R14.1 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.
- R14.2 The greater proportion of a student's investigations must be carried out during the period of registration.
- R14.3 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.
- R14.4 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.
- R14.5 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.

## Thesis incorporating publications

- R14.6 A series of papers alone, whether published or otherwise, is not acceptable for submission as a thesis.
- R14.7 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.
- R14.8 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.
- R14.9 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.

## PhD

- R14.10 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 full-time study, or six or at most seven years of part-time study. 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;

## R14 The criteria for thesis and award vary according to the specific research degree.

- b) form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
- c) be an integrated whole and present a coherent argument;
- d) give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the 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

R14.11 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 full-time study, or four to five years part-time study. 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.

R14.12 The thesis may incorporate one or more published articles as described above.

R14.13 More specific and additional requirements for particular programmes of study are set out below.



R14 The criteria for thesis and award vary according to the specific research degree.

## Arts & Humanities Research with a Practice-based Component

- R14.14 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 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.
- R14.15 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

- R14.16 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.
- R14.17 The recommendations of the Assessment Sub Board in respect of the assessment of the options shall be considered by the appropriate Postgraduate Faculty Assessment Board under the provisions of the relevant sections of the Taught Academic Regulations (T).
- R14.18 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:
- 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;
  - 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;
  - be an integrated whole and present a coherent argument;
  - give a critical assessment of the relevant literature, present the findings of research and include a discussion on those findings;
  - be written in English and with a satisfactory literary presentation;
  - 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
  - where ethical approval is required, indicate that such approval has been granted by the appropriate body.

R14 The criteria for thesis and award vary according to the specific research degree.

## MD(Res)

- R14.19 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:
- 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

- R14.20 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.
- R14.21 The recommendations of the Assessment Sub Board in respect of the taught and practical elements of professional doctorate programmes shall be considered by the appropriate Postgraduate Faculty 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 Faculty Assessment Board may consider the student for an appropriate exit award where available as specified in the relevant programme specification.
- R14.22 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.

R14 The criteria for thesis and award vary according to the specific research degree.

- R14.23 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 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 Processes and Guidance  
Glossary

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

R15 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

R15.1 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

R15.2 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 (RDEB).

### Pass subject to Minor amendments

R15.3 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 RDEB, subject to the completion of minor amendments.

R15.4 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 from the Research Degrees Examinations team following ratification of the report by the RDEB.

R15.5 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.

R15.6 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 re-examination' will apply.

### Pass subject to Major amendments

R15.7 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 RDEB subject to the completion of major amendments within six months.

R15.8 A further oral examination will not be required where a six month amendment period is given.

R15.9 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 the joint examination report and notification of the corrections required by the Research Degrees Examinations team following ratification of the report by the RDEB.

R15 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

R15.10 The examiners will confirm, using the relevant pro forma, that the amendments are appropriate and have been made within the specified time-frame.

R15.11 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 re-examination' will apply.

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

R15.12 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 thesis in a revised form within 18 months for the PhD, or Professional Doctorate examination and 12 months for the MPhil.

R15.13 The examiners should indicate on the examination pro-forma whether a further oral examination must be held.

R15.14 If the examiners decide that a second oral examination should be held, then they cannot change this result at the point of the re-examination and the second viva must take place.

R15.15 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 the joint examination report and notification of the corrections required by the Research Degrees Examinations team following ratification of the report by the RDEB.

R15.16 As this is a re-examination to confirm degree, the examiners will examine the amended thesis, submit preliminary reports (when a second viva was required) and will provide a second joint examination report. The examiners will be asked to confirm whether the amended thesis now meets the criteria to award the degree.

R15.17 If the student fails to make the amendments in the specified time-frame or the examiners are unable to confirm that the amendments are satisfactory, the procedure outlined under 'Failure to satisfy after minor or major amendments or after re-examination' will apply.

### Consideration for a lower, related award

R15.18 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).

R15 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

R15.19 Minor or major amendments, or the re-examination of the thesis within 18 months may be permitted by the examiners before the student is considered for the related, lower degree.

R15.20 Where additional time has already been granted for major or minor amendments or after the re-examination of the thesis, no further additional time will normally be given to the student to prepare the thesis for examination under option.

R15.21 *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).

R15.22 If the student's thesis does not meet the criteria, the examiners will recommend to the RDEB that the student be recorded as an Academic Fail.

R15.23 *For examination of professional doctorates only:*

Where the individual programme specification permits, the examiners will forward the thesis to the relevant Postgraduate Faculty Assessment Board for consideration of an exit award.

### Academic Fail

R15.24 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-examination within 18 months the examiners will recommend to the RDEB that the student be recorded as an Academic Fail.

R15.25 A student who fails to satisfy the examiners will not be permitted to re-enter for the examination.

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

R15.26 Where a student fails to satisfy the examiners after minor or major amendments or after the re-examination of the thesis the examiners will either:

- a) recommend to the RDEB that the student be recorded as an Academic Fail; or
- b) recommend the student for consideration for a related, lower degree (as set out above).

R15.27 The examiners have the discretion to permit an additional calendar month for the student to make further minor amendments before making a final decision.

# R15 ACADEMIC REGULATION (APPENDIX)

2018/19

R15 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

R15.28 In both cases the student has the right to appeal under regulation R17.

## Additional Examiner

R15.29 When the examiners appointed are unable to reach agreement when approving major amendments or following a re-examination, they shall report this to the RDEB, which shall appoint an additional examiner who is external to the College.

R15.30 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.

R15.31 Policy and guidance on the process of appointing additional examiners, their role and responsibilities can be found via the link to the Centre for Doctoral Studies Processes and Guidance.

## Useful links

Centre for Doctoral Studies Processes and Guidance

Academic Appeals for students on Research Degree Programmes (R17)

Glossary

**Exemptions:** not anticipated. For advice contact [exemptions@kcl.ac.uk](mailto:exemptions@kcl.ac.uk).

R16 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 Availability of Thesis Appendix.

## Availability of thesis

- R16.1 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.
- R16.2 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.
- R16.3 Theses funded by a Research Council UK training grant must be placed in the public domain within a maximum of 12 months following award.
- R16.4 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.
- R16.5 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 Processes and Guidance](#)  
[Glossary](#)

**Exemptions:** can be submitted by the student for consideration by the Chair of Research Degrees Examination Board. [Apply here](#). All outcomes are reported to PRSS.



R17 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

- R17.1 It is expected that all parties involved in an academic appeal will act reasonably and fairly, and treat the process in a respectful manner. If inappropriate behaviour is displayed, action may be taken.
- R17.2 The College may pause or stop the consideration of any appeal submitted where the student is suspected to be in breach of the misconduct regulations (G27) or the fitness for registration and practice regulations (G29), and action should be taken under those regulations.
- R17.3 If an appeal contains matters which fall under the Student Complaints Regulations (G31), consideration of the appeal may be paused until the complaints process is complete. In such cases, the findings of the complaint investigation may be considered as evidence for the appeal.

### Appeals against PhD upgrade and MD(Res) transfer decisions

- R17.4 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).
- R17.5 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.
- R17.6 The Vice-Dean for Doctoral Studies in the Faculty 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 in the Faculty will allow an appeal to be heard if they are satisfied that one or more of the following criteria apply:
- 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;
  - 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.
- R17.7 The Vice-Dean for Doctoral Studies in the Faculty 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.
- R17.8 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 in the Faculty, 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

# R17 ACADEMIC REGULATION (APPENDIX)

2018/19

R17 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.

Studies in the Faculty, be held in abeyance until the consideration of the matter under the Student Complaints Regulations has been concluded.

- R17.9 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 in the Faculty, 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.
- R17.10 An appeals panel shall be established comprising:
- the Vice-Dean for Doctoral Studies in the Faculty or nominee, who shall act as chair;
  - two members of the Faculty Postgraduate Research Committee;
- and supported by a representative from the relevant Faculty or Campus academic centre or records office.
- R17.11 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.
- R17.12 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.
- R17.13 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.
- R17.14 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.
- R17.15 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.
- R17.16 Before making a decision the panel, at the discretion of the chair, may decide:
- to request a further referee's report;
  - to seek clarification from any party involved;
  - to interview the student and/or supervisor.
- R17.17 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.

# R17 ACADEMIC REGULATION (APPENDIX)

2018/19

R17 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.

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R17.18 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.

R17.19 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

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

R17.20 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

R17.21 Students should submit an Appeal Form within 21 days of the release of the examination result. Appeals received after this deadline will only be accepted at the discretion of the Principal.

R17.22 A student may appeal on either or both of the following grounds:

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 make known before the decision was reached;

b) where there is clear evidence that the examination may have been adversely affected by a significant administrative or procedural error on the part of the College.

R17.23 The Principal will normally advise the student in writing of their decision on the appeal within 42 days of receipt. If it is determined that an appeal should be heard, an Appeal Committee will be arranged, in accordance with the Appeal Committee Structure.

R17.24 The student may be represented at the Appeal Committee by another member of the College, a member of the student's professional organisation (where applicable), or a member of the King's College London Students' Union (KCLSU).

R17.25 Additionally, the student may be accompanied by a family member or a friend, who will not be able to speak on the student's behalf, unless this is a reasonable adjustment, such as a sign language communicator or interpreter.

R17.26 If the student is to be represented or accompanied then the name of the person who is to attend must be received in writing by the Head of Student Conduct and Appeals (HoSCA) at least 48 hours in advance of the Committee. The Chair of the Appeal Committee may accept or reject a request, and their decision will be final. The Chair may refuse to permit a representative, friend or family member to attend where 48 hours' notice has not been received.

# R17 ACADEMIC REGULATION (APPENDIX)

2018/19

R17 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.

- R17.27 Written notice of the date of the hearing will normally be sent to the student, together with the names of the Committee members and the Chair, and all documentary evidence, at least 14 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 to the HoSCA.
- R17.28 New 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 evidence, this must be done at least seven days before the Committee date. The Chair of the Appeal Committee may accept or reject new evidence, and their decision is final.
- R17.29 The Appeal Committee shall consider the documentary evidence, and invite the student and the examiners (or their nominee) to give evidence. Other persons shall be asked to attend to give evidence if the Committee wishes.
- R17.30 The absence of the student or the examiners will not prevent the Hearing from taking place nor invalidate the proceedings. In the event that a student has indicated they will attend but then cannot do so for good reason, an adjournment would generally be considered.
- R17.31 The Appeal Committee shall take one of the following decisions:
- to reject the appeal, in which case the result of the original examination stands;
  - 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 the result should be changed;
  - to determine that the original examination be cancelled and that a new examination be conducted. The new examination shall be conducted by examiners who were not involved in the original examination or the appeal.
- R17.32 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 information about the previous examination except the fact that they are conducting a new examination following an appeal. The result of the original examination having been cancelled, the result of the new examination will be considered by the RDEB.
- R17.33 The decision of the Appeal Committee shall normally be communicated in writing by the HoSCA to the student and the examiners, within seven days of the decision of the Appeal Committee.
- R17.34 The decision of the Appeal Committee shall be final. There is no further right of appeal.

# R17 ACADEMIC REGULATION (APPENDIX)

2018/19

R17 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.

## 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)

Glossary

**Exemptions:** not anticipated. For advice contact [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk).

Last reviewed: May 2018

Updates approved: PRSS May 2018, AB June 2018

## 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.

## Academic Standards Sub-Committee

The Academic Standards Sub-Committee is responsible for advising College Education Committee on:

- The strategic development of assessment policy and regulation.
- The level of college compliance with the assessment framework.
- The extent to which assessment policies are transparent, fair, impartial, consistent and compliant with the values of King's.

*Also known as ASSC*

*Formerly known as College Assessment and Standards Committee, CASC*

[Useful links](#)

[Academic Standards Sub-Committee Terms of Reference](#)

## 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 cohorts 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 RPL) 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: Assessment Boards, Faculty Boards, Faculty Assessment Boards, AB, ABs, FAB, FABs, School Boards.*

*Formerly known as Faculty Assessment Boards*

[Useful links](#)

[G51 Faculty Assessment Boards](#)

[G35 Membership and organisation of Faculties](#)

[Faculties and Departments](#)

### 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 Partner

Another institution where the College has an agreement in place for offering a learning opportunity to students.

*Also known as: collaborative partnership.*

[Useful links](#)

[Collaborative Provisions webpages](#)

[Register of collaborative partners](#)

## 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](#)

## Collaborative Provision Sub-Committee

The Collaborative Provision Sub-Committee is responsible for advising College Education Committee on the conduct of the College's collaborative arrangements with partner institutions and for the strategic development of policies relating to collaborative provision.

*Also known as CPSC*

[Useful links](#)

[Collaborative Provisions Sub-Committee Terms of Reference](#)

## College Assessment and Standards Committee

*Also known as CASC*

*See Academic Standards Sub-Committee*

## 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 Terms of Reference](#)

[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 specified 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](#))

## Credit-bearing short course

A block of learning where credit is awarded that may be used towards an award of a higher education institution in the UK, in accordance with King's Academic Regulations and the Framework for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ). These short courses are usually reported to HESA and a transcript detailing credit awarded will be provided alongside the certificate of attendance. A programme of study may use these short courses as Recognition of Prior Learning

*Also known as: Free standing module, Free-standing module.*

## 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, OSCE.*

## 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 Module Scrutiny Panel

*Also known as EMSP*

[Useful links](#)

[External Module Scrutiny Panel](#)

## External Examiner Scrutiny Panel

*Also known as EESP*

[Useful links](#)

[External Examiner Scrutiny Panel](#)

## 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 Membership and organisation of Faculties](#)

[Faculties and Departments](#)

## Faculty Assessment Boards

*See Assessment Boards*

## 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 Managed Programmes

[Useful links](#)

[King's Online Managed Programmes](#)

## 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.

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

[Useful links](#)

[T43](#)

## 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.*

## Overlapping modules

Modules will be deemed to overlap if both the content and the level of complexity of the two modules are similar.

[Useful links](#)

[G22](#)

## 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

*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 Development and Approval Sub-Committee

The Programme Development and Approval Sub-Committee brings together representatives from all Faculties (Institutes/Schools) to recommend initial approval of new programmes to the College Education Committee.

*Also known as PDASC*

*Formerly known as Programme Development and Approval Committee (PDAC)*

[Useful links](#)

[Programme Development and Approval Sub-Committee Terms of Reference](#)

## 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](#)

## Provisional marks/results

Marks/results post-marking but prior to the meeting of the Faculty Assessment Board. Provisional marks relating to individual elements of assessment may be released to students provided the work in question has been marked in accordance with the College Marking Framework and they are clearly labelled as “provisional and may be subject to change”.

[Useful links](#)

[T18-19](#)

[College Marking Framework](#)

## 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](#)

[Faculty Assessment Boards](#)

[Assessment Sub Boards](#)



## Ratified marks/results

Marks/results post Faculty Assessment Board as displayed on student records and any formal documentation (transcript/HEAR).

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

[Useful links](#)

[T18-19](#)

[College Marking Framework](#)

## 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, resit.*

[Useful links](#)

[Programme specifications](#)

[T21](#)

## Recognition of Prior Experience

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: Recognition of prior learning, RPE, RPL.*

[Useful links](#)

[G7](#)

## 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](#)

## Residences Disciplinary Panel

All students living in College residences are expected to adhere to the King's Residences Licence Agreement. Where a student is suspected of being in breach of this agreement they may be invited to attend a disciplinary meeting conducted by the Residences Disciplinary Panel who have a range of penalties available to them.

*Also known as: Residences Committee, disciplinary meeting.*

[Useful links](#)

[Discipline Policy](#) (see under "Important Documents")

## 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.

## Short Courses and Study Abroad Assessment Board

[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

*Also known as TPSC*

[Useful links](#)

[Taught Postgraduate Sub-Committee](#)

## 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](mailto:exemptions@kcl.ac.uk)