# KING'S COLLEGE LONDON

# ACADEMIC REGULATIONS 2023/24

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# INTRODUCTION

The King's Academic Manual includes academic regulations, policies and procedures applicable to all King's College London taught and research students enrolled on a programme of study in 2023/24, including programmes and modules delivered by King's Online and King's Foundations, free-standing credit bearing modules and credit-bearing MOOCs. The regulations ensure the academic integrity of the university and form the framework for students' academic experience, including learning, teaching and assessment.

Academic regulations and policies are part of the formal contract between the university and its students. They apply to all members of the university, including all students, staff, and external examiners. The Manual should be read in conjunction with individual programme specifications and the Student Terms and Conditions.

Students are encouraged to familiarise themselves with relevant sections when they enrol and consult the Regulations and Policies at appropriate intervals during their studies. Further guidance and support for students can be found on Student Services Online.

**Governance, Approval and Amendment**

The academic regulations in force when students register will normally apply to them until completion of their programme. In-year changes are avoided. If changes are necessary, these will be communicated promptly on the Academic Manual webpages. Academic regulations for previous years are available here.

A university officer may delegate powers under these regulations to another university officer, providing that any person with delegated powers is in a position to act and be seen to act impartially.

Academic policies and the regulations in the following chapters are subject to regular review. Updated versions apply *irrespective* of the year of a student's registration:

- **Chapter 7: Academic Support and Appeals**
- **Chapter 8: Concerns, Conduct, and Complaints**

**Language used in King's academic regulations and policies.**

To ensure that King's Academic Regulations are as clear and unambiguous as possible, the following conventions are used:

| | |
|---|---|
| **Must** | Indicates a regulation that will be adhered to in all circumstances. Deviations from such regulations would only be granted by the Vice Principal (Education and Student Success) in exceptional circumstances via the exemptions procedure. For example, "All programmes **must** have an annually updated programme specification". |
| **Should** | Indicates a regulation that will be adhered to unless sound pedagogical, professional or practical reasons prevent this. For example, "A variety of assessment methods **should** be used across a programme of study to test different knowledge and skills". |
| **May** | Indicates where an action or regulation is allowed but not mandatory, and where there might therefore be variations across programmes and modules. For example, "Information may be provided in a number of formats including Student Handbooks, KEATS and KCL webpages". |

# CHAPTER 1: ADMISSIONS

This section outlines the requirements placed on students before their arrival at the College. To be admitted onto a programme, applicants must meet both the general entrance requirements and the specific requirements of an approved programme. They continue to apply to students once they are registered at the university. This section includes the conditions that apply for enrolment on a programme with recognition of previous learning, which includes enrolment with advanced standing, transfer enrolment, and enrolment with recognition of prior learning.

**General Entry Requirements**

1.1. To be admitted to the university students must:

a. satisfy the general admission requirements for the level of study and the entry criteria for the relevant programme as outlined in the online prospectus;

b. be proficient in English and able to apply this in an academic environment. Competency in English must be confirmed before registration with the exception of some modules. Specific requirements for the relevant programme are outlined on the online prospectus;

c. be aware of the standard of behaviour expected of applicants and the consequences of not meeting this as outlined in the Applicant Misconduct Policy;

d. disclose a criminal record as outlined in the Criminal Record Disclosure Policy (Student Admissions) and demonstrate a satisfactory Disclosure and Barring Service (DBS) check, where applicable;

e. have passed an occupational health assessment, where required;

f. have an appropriate visa and have satisfied the requirements of UK Visa and Immigration (UKVI), where applicable;

g. have satisfied any specific arrangements considered necessary, as detailed in the offer letter, if the applicant is under 18 years of age on the official start date of the programme;

h. comply with the enrolment procedure.

*Admission requirements for pre-undergraduate and undergraduate programmes*

1.2. Applicant's qualifications must satisfy the specific programme requirements outlined in the online prospectus.

1.3. Where applicable, applicants will also be required to complete an admissions test and take part in an interview to meet the admissions requirements. These requirements are outlined on the online prospectus.

*Admission requirements for taught postgraduate programmes*

1.4. The minimum entrance requirements for registration on a taught postgraduate programme are:

a. a Second-Class Honours degree of a UK university or equivalent overseas qualification obtained after at least two years study; or

b. 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

c. 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).

1.5. Applicants who do not meet the minimum entry requirements for the programme may be admitted if:

a. they hold an alternative qualification of an equivalent or higher level or;

b. they have experience which satisfies the faculty that the applicant can follow and complete the programme of study; or

c. they satisfy the faculty in any qualifying examination or other condition, including a qualifying period of study, that the programme can be followed and completed.

In the event of disagreement, the Vice-Principal (Education and Student Success), or nominee, will make the final decision.

*Admission requirements for postgraduate research degree programmes*

1.6. The minimum entrance qualification for registration on a postgraduate research programme is an Upper Second-Class Honours degree in a relevant subject, or an equivalent overseas qualification obtained after at least three years of study. Any additional requirements will be detailed in the online prospectus.

1.7. To be eligible for registration for the MD(Res) degree, an applicant must have obtained the MB BS 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.

1.8. 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 Associate-Dean for Doctoral Studies in the faculty that the applicant can follow and complete the programme.

1.9. It is the responsibility of the faculty to have transparent selection procedures in place in order to accept students 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 be made by the appropriate authority within the faculty and via the offer letter from the Postgraduate Admissions Office.

**Admission with Credit Transfer or Advanced Standing**

*General rules*

1.10. There is no general right of entry; the final decision rests with the admitting faculty. The faculty may make admission conditional upon students undertaking preparatory or supplementary studies, or particular modules in the programme. Any such conditions shall be agreed by the faculty and the students before admission. For students on joint programmes the relevant faculty or department should be consulted.

1.11. For undergraduate and postgraduate taught programmes, credit granted cannot exceed two thirds of the overall credit value of the programme.

1.12. Credit earned cannot be used towards an award more than once except in cases where students:

- are students registered on joint/dual degrees;
- are registered on programmes covered by articulation agreements; or
- have made a successful application to join the programme with recognition of prior certified learning where the prior certified learning formed part of an award.

1.13. 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 study 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.

a. In the case of undergraduate degree programmes, students entering the final year of a programme must take modules worth 120 credits. For a level 6 award, 90 of these credits must be at level 6; for a level 7 award, 120 credits must be at level 7;

b. Where students have successfully completed a Postgraduate Certificate or Diploma and register 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 university must include a dissertation or report.

1.14. Normally, credit for a completed award can only be used to seek advanced standing to an award at a higher level. Credit from a complete award can be used towards another award at the same level only if the following criteria are met:

- The award towards which the student is seeking credit is in a different subject, vocational or professional area to their prior award; or
- The award is at master's level and enables the student to advance their existing subject, professional or vocational area in a new or specialist direction.

1.15. To be eligible for an award, students admitted with credit and granted relevant waivers must:

a. meet the prescribed criteria for the award;

b. be assessed at the final level of the award as outlined in the programme specification; and

c. complete the remainder of the prescribed period of study at the College.

1.16. The final classification of an award shall be based solely on the studies undertaken at the College.

1.17. The period between first registration on the previous programme and the date of the award of the new King's award should be no more than 10 years for the previous programme's credit to count towards the new award.

1.18. Once admitted, students will be subject to the regulations and programme requirements that are applicable to the cohort that they join.

*Progression to higher awards*

1.19. Where students have completed a King's College London programme of study and wish to progress to the next level within two years, the previous award will be revoked and the student may progress to the next level. Where the period between the previous award and re-enrolment is greater than two years, the recognition of prior learning regulations apply (regulation 1.22-1.30).
*Exception to regulation 1.19: for programmes where students were originally awarded with registration to practice, the original award will stand and enrolment with recognition of prior learning (1.22-1.30) will apply.*

*Admission with advanced standing*

1.20. Where students have successfully completed an approved programme of study, they may be enrolled at an appropriate point on an approved programme in a similar field. This generally applies in cases where students have completed a lower-level award (e.g. UGDip or PGDip) and subsequently wish to register for a related higher-level award (e.g. BSc or MSc).

*Admission with transfer enrolment*

1.21. If students have successfully completed part of an approved programme of study, they may be enrolled at an appropriate point on an approved programme in a similar field. For example, a student may have completed year one of an undergraduate programme and may wish to transfer to year 2 of a similar programme. For students who wish to transfer within the university or to another institution, see regulation 2.19.

*Admission with recognition of prior learning (RPL)*

1.22. A faculty may permit students to enrol on a programme of study with recognition of prior learning gained elsewhere or at the university. The university recognises 2 types of prior learning:

- Prior certified learning (RPCL)
- Prior experiential learning (RPEL)

1.23. All prior certified or experiential learning must be assessed according to the recognition of prior learning procedure so that the student can demonstrate that they have met the learning outcomes of the modules being claimed.

1.24. The consideration of an application for prior certified or experiential learning towards an award is a matter of academic judgement.

1.25. If a student can demonstrate that the learning outcomes of prior certified or experiential learning meet the learning objectives of specific modules on their programme, those modules may be waived.

1.26. Recognition of prior learning can only be applied for specific full modules or levels of individual programmes. It cannot be awarded for credit or partial modules.

1.27. Marks are not awarded for prior certified or experiential learning except where the module being waived is using credit gained from one of the College's freestanding modules that has not been used as credit elsewhere within the College. In such cases, the marks can be used as part of the final degree calculation of the new degree programme.

1.28. Prior certified learning may only be recognised for college awards when the prior certified learning is at the higher education level (e.g., levels 4-7 of the FHEQ).

1.29. All prior certified learning must have been assessed and passed in order for the student to use it to demonstrate that they have met the learning outcomes of the module being claimed.

1.30. Marks for study at institutions other than King's will not normally be included in decisions on classification of awards, and Assessment Sub-Boards may need to approve an alternative method to derive the classification of awards for students with RPL.

**Policies and Procedures**

Admissions Policy
Admissions Interview Policy
Criminal Record Disclosure (Student Admissions) Policy
Applicant Complaints Policy (Student Admissions) Policy
Applicant Misconduct Policy
Recognition of Prior Learning Procedure

**Useful Links**

Undergraduate Admissions
Postgraduate Taught Admissions
Admissions Portal
Immigration and Visas
Undergraduate English language entry requirements
Postgraduate English language entry requirements
The framework for higher education qualifications of UK Degree Awarding Bodies
Glossary

# CHAPTER 2: REGISTRATION AND ATTENDANCE

This section outlines the enrolment, registration and attendance requirements of students enrolled on a programme. It includes information on minimum and maximum periods of study; the parameters for interrupting study; and the conditions under which concurrent registration, transfer of registration or registration for the same award are allowed. This section also includes information on attendance and engagement and participating in recreational activities on a Wednesday afternoon. It also includes information on the Associateship of King's College (AKC) award.

**Enrolment**

2.1. Students must complete online enrolment and ID verification within two weeks of the official start date of the programme or module. Enrolment or registration beyond this deadline is at the discretion of the College. Failure to enrol may result in loss of a deposit.

2.2. For King's Online Managed programmes, other distance learning programmes and short courses and credit bearing Massive Open Online Courses (MOOCs), initial registration must take place within two days of the official start date and in subsequent years, registration takes place at modular level.

2.3. 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.

2.4. Enrolment includes fulfilling academic requirements relating to the programme of study and clearance of financial debts to the College.

2.5. The primary email address for all registered students is the King's College London email address issued at enrolment. Students are responsible for:

a. regularly checking their King's College London email account; and

b. keeping the university informed of their current home and term-time address while they remain members of the university (this includes MB BS graduates undertaking Foundation Year One training).

2.6. All correspondence sent to students by the university using the contact details on their record will be considered to have been received by the student concerned, unless proof of non-delivery is subsequently provided.

*Postgraduate Research Student Enrolment*

2.7. Additional enrolment conditions may apply for students on postgraduate research programmes. Further information on mode of study, research hours and annual leave can be found in **Chapter 6: Framework for Postgraduate Research Awards.**

**Minimum and Maximum Periods and Interruption of Study**

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

2.9. The minimum and maximum periods of study are set out below. The maximum periods of study include periods of interruption. For awards not covered in the table, the maximum period of study is detailed in the programme specification.

| Programme type | Minimum period of study | Maximum period of study |
|---|---|---|
| Foundation Certificate | 1 year full-time | 2 years full-time |
| Undergraduate Diploma | 2 years full-time<br>4 years part-time<br>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<br>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)<br>For MB BS & BDS see relevant programme specifications for details | 3 years full-time<br>4 years full-time (MSci)<br>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<br>8 months part-time | 3 years full- and part-time |
| Graduate Diploma | 8 months full-time<br>16 months part-time | 4 years full- and part-time |
| Postgraduate Certificate | 4 months full-time<br>6 months part-time | 3 years full- and part-time |
| Postgraduate Diploma | 8 months full-time<br>16 months part-time | 4 years full- and part-time |
| Masters Degree | 12-24 months full- time<br>24-48 months part-time<br>(precise length to be stipulated in the programme specification) | 6 years full- and part-time |
| MClinDent | 24 months full-time<br>48 months part-time | 8 years full- and part-time |
| MNurs | 24 months full-time | 6 years full-time |
| DClinDent | 36 months full-time | 7 years full-time |
| PhD/MPhil/MPhil(Stud)/MD(Res) | 24 months full-time<br>48 months part-time | 7 years full-time<br>10 years part-time |
| Professional Doctorates | 36 months full-time<br>72 months part-time | 7 years full-time<br>10 years part-time |

2.10. A faculty may grant a student an interruption to a programme of study on grounds of illness or other adequate cause, provided that any single 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. For further information please see the Interruption of Study Policy and Procedure.

2.11. In no instance can the maximum period of study exceed ten years.

2.12. For King's Online Managed programmes there are six periods of teaching per year. Students can take a break 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 students from sitting a reassessment whereas an interruption of study does.

2.13. Credit bearing Massive Open Online Courses will have two advertised periods of teaching every year.

**Registration**

*Concurrent Registration*

2.14. Students may not be registered concurrently for more than one award within the higher education setting unless dual registration has been permitted as outlined in regulations 2.15 – 2.18.

2.15. 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.

2.16. Concurrent registration may be permitted for programmes offered with a collaborative partner.

2.17. Concurrent registration may be permitted for students intercalating from an MB BS or BDS programme to take a masters or doctorate, if approved by the Dean of Medical Education (MB BS) or Dean of Education (BDS).

2.18. Concurrent registration may be permitted for students on a PhD or MD programme to take a PGCert.

*Transfer of Registration and Registration for the same Qualification*

2.19. Students may transfer registration within the university or to another institution with the agreement of the faculties or institutions involved and under the following conditions:

a. there are good academic grounds in support of the transfer or other good cause; and

b. they have not already been awarded on the programme for which they were originally registered.

2.20. Where a student has enrolled on a programme and been awarded (including an exit award), or has been deemed an academic fail, the student may not register for the same qualification in the same subject, but they may register for the same qualification in a different subject provided that:

a. the procedures for enrolment are met;

b. modules previously taken are not reattempted; and

c. modules with substantially overlapping content are not taken.

2.21. Students who transfer registration within the university or who register for the same qualification in a different subject may not take modules with substantially overlapping content in which they have:

a. achieved a pass mark;

b. achieved a fail mark; or

c. been awarded credit due to meeting condonement or compensation rules.

The normal reassessment regulations relating to number of attempts apply.

*Students' Union Elected Officers*

2.22. Members of the Students' Union holding elected office may be granted student status by the Principal.

**Attendance**

2.23. Students must comply with the Student Engagement and Attendance Monitoring Policy.

2.24. Students must attend lectures, classes and tutorials, and departmental examinations to the satisfaction of the faculty. If students are absent from university 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 university.

2.25. On Wednesday afternoons after 1pm during term time, students should be free to participate in recreational activities and attendance should not normally be required at lectures, classes or practicals.
*Exception to Regulation 2.25: Diabetes: Clinical Care and Management (MSc) are permitted to teach on Wednesday afternoons as needed.*

2.26. 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 (AKC) lectures.

**Policies and Procedures**

Terms and Conditions for Students
Fee Payment Terms & Conditions
Student Engagement & Attendance Monitoring Policy
Interruption of Study Policy and Procedure
Student Fee FAQs

**Useful Links**

Visa and International Student Advice
Programme Specifications
Collaborative Provision
Module Registration
Associate of King's College London
Glossary

# CHAPTER 3: QUALIFICATION AND COURSE FRAMEWORK

This section outlines the awards currently offered by the College, including the level of each award and the corresponding descriptor for that level. Please note, exit awards that are not offered as standalone awards are detailed in **Chapter 5: Progression and Award for Taught Programmes**.

This section also outlines the relationship between the academic regulations and programme specifications; the difference between core and non-core modules; provides details about module level, status and value; and explains the marks required to pass a module component and an overall module.

Each taught 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. Programme specifications specify the duration of the programme in full-time and, where applicable, part-time mode, and 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 will normally be continuous unless the Academic Board has permitted an interruption, either generally by regulation or in an individual case. Amendments to programme specifications will not normally be introduced during an academic year. For some programmes, particularly those with Professional, Statutory or Regulatory Bodies (PSRB) accreditation, any additional programme regulations are contained within programme specifications.

**Awards of King's College London**

3.1. The university offers teaching and research at undergraduate, postgraduate taught and postgraduate research levels. The university also offers teaching at pre-undergraduate level. All programmes will be assigned to a level from the Quality Assurance Agency (QAA) Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ), except pre-undergraduate programmes which are assigned to a level from the Regulated Qualifications Framework (RQF), by the relevant Faculty Education Committee, as detailed below.

| Level | Awards |
|---|---|
| Level 3 | Foundation Certificate |
| Level 4 | Undergraduate Certificate (UGCert) (available as exit award only) |
| Level 5 | Undergraduate Diploma (UGDip) (available as exit award only) |
| Level 6 | Honours degree (Hons)<br>• Bachelor of Arts (BA)<br>• Bachelor of Engineering (BEng)<br>• Bachelor of Laws (LLB)<br>• Bachelor of Music (BMus)<br>• Bachelor of Science (BSc)<br>• Bachelor of Science (Engineering) (BSc (BEng))<br>• Intercalated Bachelor of Science (iBSc)<br>Professional Graduate Certificate in Education (PGCE Professional)<br>Graduate Certificate (GradCert)<br>Graduate Diploma (GradDip)<br>Ordinary degree (Ord) (available as exit awards only) |
| Level 7 | First degrees<br>• Bachelor of Dental Surgery (BDS)<br>• Bachelor of Medicine and Bachelor of Surgery (MB BS) |

| | |
|---|---|
| | First degrees - Integrated Masters degrees<br>• Master of Engineering (MEng)<br>• Master of Pharmacy (MPharm)<br>• Master in Science (MSci)<br>Postgraduate Certificate (PGCert)<br>Postgraduate Certificate in Education (PGCE)<br>Postgraduate Diploma (PGDip)<br>Masters degrees<br>• Master of Arts (MA)<br>• Master of Business Administration (MBA)<br>• Master of Clinical Dentistry (MClinDent)<br>• Master of Laws (LLM)<br>• Master of Music (MMus)<br>• Master of Nursing (MNurs)<br>• Master of Public Health (MPH)<br>• Master of Research (MRes)<br>• Master of Science (MSc)<br>• Master of Teaching and Learning (MTL) (not currently offered)<br>• Executive Master of Business Administration (EMBA)<br>• Executive Master of Public Administration (EMPA) |
| Level 7 – Research degrees | Master of Philosophy (MPhil)<br>Master in Philosophical Studies (MPhilStud) |
| Level 8 – Research degrees | Doctor in Clinical Psychology (DClinPsy)<br>Doctor in Education (EdD) (not currently offered)<br>Doctor in Health Care (DHC)<br>Doctor of Medicine (Research) (MD(Res))<br>Doctor of Medicine (MD)<br>Doctor in Theology and Ministry (DThM)<br>Doctor of Ministry (DMin) (not currently offered)<br>Doctor of Philosophy (PhD)<br>Doctor in Professional Studies (DrPS) |
| Level 8 – Higher Doctorates | Doctor of Science (DSc) (not currently offered)<br>Doctor of Letters (DLitt) (not currently offered)<br>Doctor of Clinical Dentistry (DClinDent) |
| Other awards – no corresponding level | Associateship of King's College London (AKC)<br>King's Experience Awards |

In addition, the university offers programmes that have no corresponding award, including Pre-Sessional English Programmes, Summer Programmes, and credit-bearing Massive Open Online Courses (MOOCs).

3.2. All awards must have regard to the SEEC Level Descriptors.

3.3. **Foundation Certificate (level 3):** An academically coherent programme of study that is aligned to the Regulated Qualifications Framework and designed to ensure students can demonstrate:

- the ability to identify and use relevant understanding, methods and skills to complete tasks;
- address problems that, while well defined, have a measure of complexity;
- take responsibility for initiating and completing tasks and procedures;
- exercise autonomy and judgment within limited parameters;
- an awareness of different perspectives or approaches within an area of study or work.

3.4. All awards, except pre-undergraduate awards, must have regard to the provisions of the QAA UK Quality Code for Higher Education and the more discipline-specific subject benchmark statements and QAA Characteristics Statements.

3.5. All awards leading to professional registration and practice must be designed and taught in accordance with the requirements of the respective Professional, Statutory or Regulatory Body. This includes but is not limited to the General Dental Council, General Medical Council, Nursing and Midwifery Council and Health and Care Professions Council.

3.6. The following level descriptors are aligned to the QAA FHEQ descriptors and outline the depth and complexity of each award level. These must be used as a reference point in the development of programmes and modules, including any local marking criteria.

3.7. **Undergraduate Certificates (level 4):** An academically coherent programme of study that is designed to ensure students can demonstrate:

- knowledge of the underlying concepts and principles associated with their area(s) of study;
- an ability to present, evaluate and interpret these concepts as well as qualitative and quantitative data to develop theories and sound judgements;
- an ability to evaluate different approaches to problem solving;
- an ability to communicate work reliably and accurately, and with structured and coherent arguments; and
- an ability to undertake further training and develop new skills.

3.8. **Undergraduate Diplomas and Foundation Degrees (level 5):** An academically coherent programme of study that is designed to ensure students can demonstrate:

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

- an ability to use a range of techniques to analyse information and propose solutions to problems, especially within a work context;

- an ability to communicate effectively information, arguments and analysis; and

- an ability to undertake further training to develop existing knowledge and skills.

In addition, for Foundation Degrees:

- the acquisition of skills relevant to employment; and

- an 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.

3.9. **First degrees (level 6 and 7):** An academically coherent programme of study that is designed to ensure students can demonstrate:

- conceptual understanding of key aspects of their field of study that enables students:
    - to devise and sustain arguments, and/or to solve problems, using a range of ideas and techniques;
    - to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline; and
    - to apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding;
- an ability to deploy accurately established techniques of analysis and enquiry within a discipline;
- capacity for independent and critical thought to evaluate and identify a range of solutions to a problem; and
- an ability to communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

3.10. **Postgraduate Taught degrees (level 7):** A programme of study beyond the standard first degree level which assumes the general level of educational competence required for the award of a first degree. 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. The programme of study should normally include:

- a research project in a form appropriate to the discipline concerned as a core component of the programme; and
- some part of the curriculum should be concerned with research methods including awareness of ethical issues and, where relevant, health and safety matters.

The programme and scheme of assessment should be designed to ensure students can demonstrate:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights in their academic discipline, field of study or area of professional practice;
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- a conceptual understanding that enables students:
    - to evaluate critically current research and advanced scholarship in the discipline;
    - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses;
    - to demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level; and
    - a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.

3.11. Additional criteria are specified for some awards as listed below. Further information on research degrees at level 8 can be found in regulation section 6.3 in the Framework for Postgraduate Research Awards**.**

3.12. **Bachelor of Engineering (BEng):** 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, social, environmental, and business environment.

3.13. **Master in Science (MSci):** The programme of study shall include a major project and provide a sound basis for a subsequent scientific or technically-based career or research.

3.14. **Master of Engineering (MEng):** 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 semester shall be full-time university based study (which may include a year at another institution of university status), and shall satisfy one or more of the following criteria:

- provide for study of a particular engineering discipline in greater depth than the Bachelor of Engineering;
- provide for multi-disciplinary study of a range of engineering disciplines;

together with all of the following criteria:

- include the teaching of design through the use of project work and case studies, preferably in an industrial context;

- include a major project;

- demand a level of study and attainment which is equivalent to that required for a postgraduate taught degree.

3.15. **Master of Pharmacy (MPharm):** The programme of study, taught in accordance with curricula that meet the requirements of the Royal Pharmaceutical Society of Great Britain, shall provide for the study of two or more elective disciplines and shall include a major research project.

3.16. **Master of Clinical Dentistry (MClinDent):** 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.

3.17. **Master of Public Health (MPH):** The programme of study should include a dissertation project which provides a sound basis for a subsequent career 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.

3.18. **Master of Nursing (MNurs):** The Master of Nursing will meet the characteristics associated with a Professional or Practice Master's degree:

- Learning and programme curricula will be in accordance with the requirements of the Nursing & Midwifery Council (NMC);

- Programmes with the MNurs award will include practice placements to allow students to complete the nursing proficiencies and practice hours required of registered nurses as part of their training, per the requirements of the NMC;

- Programmes with the MNurs award will include research methods training, and a 30-credit module assessed aby project completed through independent study;

- Award of the Master of Nursing will meet the requirements for registration or entry to the nursing profession in accordance with the requirements of the NMC.

3.19. **Master of Research (MRes):** The programme of study shall:

- be a free-standing and formally examined prescribed programme of fulltime study beyond the undergraduate degree level of at least one calendar year or its equivalent in part-time study;

- 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;

- 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;

- include a significant research component, which enables students 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;

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

3.20. **Doctorate in Clinical Dentistry (DClinDent):** The award will include a research project, plus three research-based modules. The portfolio element will consist of case studies, clinical portfolio, and work-based evaluations.

**Programme Title (undergraduate only)**

3.21. For single honours with a supporting discipline, the programme title will be the main discipline **with** the supporting discipline, on condition that students have obtained a minimum of 255 credits in the main discipline and a minimum of 90 credits in the supporting discipline.

3.22. For joint honours, the programme will be discipline A **and** discipline B, on condition that students have obtained a minimum of 120 credits in each discipline and an overall minimum of 255 credits across both disciplines.

3.23. For one-year intercalated BSc degree programmes:

a. where at least 75 credits have been gained in an appropriate subject the title will be the appropriate subject with Basic Medical Sciences, Basic Dental Sciences or Basic Veterinary Sciences.

b. where less than 75 credits have been gained, but at least 60 credits have been gained in an appropriate subject: 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.

**Programme Specifications**

3.24. A programme of study and its associated modules must comply with the criteria established for programmes of study (see above) and be approved by the relevant Faculty Education Committee in accordance with the procedures agreed by the Academic Board and/or its sub-committees before the programme may be offered. Modifications to programmes of study or modifications to modules cannot normally be implemented in the same year they are approved. Some programmes, such as those with PSRB requirements, may have programme regulations in addition to the general academic regulations. These will be detailed in the relevant programme specification.

3.25. Programme specifications must provide the following details:

a. the programme title;

b. the duration of the programme in full-time and, where applicable, part-time mode, including the minimum period of study for the award and the maximum period for which credit for the award may be counted;

c. credit and module options, including the credit value of all modules, the number of discipline specific credits that must be taken for both single and joint honours degrees, the status of modules, and if any conditions apply;

d. the combination of modules that students will have to take and pass and at what level in order to satisfy the requirements for the award and which, if any, must be attempted in order to complete the programme of study. In no case may the number of modules or level combinations be less than the minimum specified in the credit tables;

e. the maximum number of credits for which students may be registered in an academic year;

f. which faculty is responsible for offering reassessment for combined studies programmes and any associated conditions;

g. any additional programme or non-credit requirements, including:

- Professional, Statutory and Regulatory Body (PSRB) requirements;
- details of conditions applying to students on study abroad or year in industry programmes; and

h. any programme allowances:

- if any level 7 modules can be taken outside of the usual range of credit levels specified in the award credit tables; and
- if additional credits are permitted. Any additional credits will contribute to the degree algorithm.

**Modules**

3.26. All modules are required to have a module specification that includes:

a. the module credit level and credit value;

b. whether the module is assessed by one or more methods;

c. the relative weighting of each assessment component and whether a pass or qualifying mark must be achieved in that component in order to pass the module overall;

d. the scheduling of assessments and reassessment opportunities, which are normally held prior to the start of the next academic year;

e. whether the module is available for study abroad students.

3.27. Modules can be core or non-core. Non-core modules will be one or more of the following:

a. Compulsory
b. Optional
c. Introductory
d. Professional Practice
e. Study Abroad

In addition, modules may have pre-requisites or co-requisites. Further information on module definitions can be found in the Regulations Glossary.

3.28. All pre-undergraduate and undergraduate modules at levels 3-6 have credit values in multiples of 15. Exceptionally, College Education Committee may approve modules of a lower credit value.

3.29. All level 7 modules have credit values in multiples of 15. Level 7 research/dissertation modules are worth 60 credits, or 120 for MRes programmes. Some postgraduate modules have credit values of 5 or 10 for CPD or Executive Education purposes.
*Exception to regulation 3.29: Integrated Apprenticeship of MSc Clinical Pharmacology programme includes a 20 credit End Point Assessment module in order to comply with the mandated structure for an integrated apprenticeship.*

3.30. 5 and 10 credit modules at undergraduate level are only applicable to King's Health Partners short courses and credit bearing MOOCs.

3.31. In order to complete a module, students must undertake the prescribed period of study, which may include reaching a pass mark or qualifying mark for components of the module and satisfy any other conditions which may be set out by the College.

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

**Policies and Procedures**
Quality Assurance Handbook
Code of Practice for Research Governance and Dissertation Framework
Integrated Masters Programmes Policy
Sunset Clause for New Taught Programmes Policy
Short Course Policy
Module & Teaching Evaluation Policy
Professional, Statutory & Regulatory Body (PSRB) Policy
Interruption of Study Policy and Procedure
Validated Provision Procedures

**Useful Links**
Programme Specifications
KEATS
Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies
Glossary

# CHAPTER 4: ASSESSMENT FOR TAUGHT PROGRAMMES

This section outlines the assessment rules for taught programmes or taught components of research awards at King's and should be read in conjunction with programme and module specifications. This section includes the rules on assessment scheduling; the responsibilities of markers and internal examiners; the rules governing marking and the corresponding pass marks for different level modules; alternative assessment; mitigating circumstances; and the rules governing late submission of coursework. These regulations apply to all forms of summative assessment.

This section also outlines the rules governing reassessment, including the responsibilities of Assessment Boards and Sub-Boards for ensuring that examination and assessment procedures are carried out in accordance with academic regulations and academic policies in a fair and impartial manner. Module specifications will stipulate how students are to be reassessed and any conditions that apply 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.

Assessment and Feedback for Postgraduate Research Awards can be found in **Chapter 6: Framework for Postgraduate Research Awards.**

**General**

4.1. All students must abide by the regulations and policies governing assessments and examinations. Failure to do so is an offence and may be dealt with in accordance with the Academic Misconduct Policy & Procedure.

4.2. Assessment Sub-Boards are responsible for setting assessments and drawing up marking schemes.

4.3. Students registered for assessments are expected to be present or submit on the dates specified to them unless a mitigation has been granted.

4.4. Individual programme specifications may prescribe conditions for assessment where prior disclosure of questions is applicable. In such cases, the question papers must be made available to all students at the same time.

**Scheduling**

4.5. For on-campus programmes, the timetables of examinations scheduled during the three main examination periods are published by the Assessment and Examinations Office. These examination periods are normally:

- Period 1 –the second week of January;
- Period 2 – five weeks starting in May;
- Period 3 – two weeks in August.

4.6. The Assessment and Examinations Office may make alternative arrangements for students who are timetabled for two in-person examinations which overlap or coincide. For remote examinations**,** academic departments will make arrangements in such cases.

4.7. All other assessments (excluding examinations scheduled during the main examination periods) will have deadlines determined by the Department.

4.8. In exceptional circumstances, provision may be made for an international student to undertake an alternative form of assessment or be considered for alternative venue arrangements, if they have been granted the opportunity to sit a resit or replacement examination in their home country and the Assessment Sub-Board considers it impracticable to sit the original assessment due to time differences. Any alternative venue arrangements will be determined by the Assessment and Examinations Office and the examinations will not be scheduled before the published UK date and time.

**Conduct**

4.9. Students must comply with the rules set out in the Examination Information for Candidates as well as the Academic Misconduct Policy & Procedure and any instructions provided by the student's faculty or Department. Any breaches of these rules will be considered misconduct.

4.10. Students must write clearly in English, or the language specified for the assessment.

4.11. Examiners shall not be required to mark illegible answers to handwritten assessments. If any part of a script is deemed illegible, students 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.

**Examiners**

4.12. Examiners should maintain the secrecy of unseen examination papers until taken by students.

4.13. 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.

4.14. Examiners are required to maintain the secrecy of any individual questions that are intended to be used, or reused, for summative assessment.

4.15. Examiners should ensure that information relating to assessment is held securely in accordance with relevant university policies and procedures in relation to the processing of personal data.

4.16. Examiners should use the full range of marks.

4.17. Exam scripts and lists of marks are confidential. Examiners must make and retain a secure copy of mark lists or other assessment details before passing on scripts to another marker or to the Chair of the Assessment Sub-Board.

4.18. The identity of students will be withheld from all Examiners so far as is practicable until the marking process is complete.

**Alternative Assessment**

4.19. Under exceptional circumstances, provision may be made for alternative formats of assessment. Students given permission to undertake an alternative format of assessment will be assessed on equal terms with other students.

4.20. The Chair of the Assessment Sub-Board shall obtain the agreement of an External Examiner to the proposed alternative assessment and report the matter to the Chair of the Assessment Board.

4.21. Students may apply for mitigating circumstances if an unforeseen event prevents them from completing an assessment.

*Personalised Assessment Arrangements (PAA)*

4.22. Students may apply for Personalised Assessment Arrangements. If the Personalised Assessment Arrangements Applications Panel, in consultation with the Assessment Sub-Board, considers the original format of the assessment to be impracticable for that student, or if the duration of the examination with any additional arrangements in place extends over 4.5 hours, provision may be made for a student to undertake an assessment in an alternative format.

*Study Abroad*

4.23. The Assessment Sub-Board must make provision for students to take an alternative assessment if their study abroad activity prevents them from sitting an examination at the same time as the rest of their cohort.

**Mitigating Circumstances**

4.24. The university defines mitigating circumstances as 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 Policy applies to students on taught programmes. Marks will never be raised due to mitigating circumstances.

**Late Submission of Coursework**

4.25. A student who either fails to submit coursework for assessment or submits after the deadline will have an automatic penalty applied unless:

a. they have requested an extension; or

b. they have submitted a successful mitigating circumstances request giving valid reasons for submitting late work.

4.26. For coursework where the submission deadline is 10 working days or more after the coursework is set, work submitted within 24-hours of the deadline will be marked but 10 raw marks will be deducted where the assessment is marked out of 100. Where the assessment is not marked out of 100, the penalty should be adjusted accordingly and approved by the relevant Assessment Board. If the deduction takes a student below the pass mark, the coursework mark will be capped at the pass mark.

4.27. Where a student submits an assessment late but within 24 hours and subsequently fails the assessment, the late submission penalty of deducting 10 raw marks will not be applied.

4.28. For coursework where the submission deadline is 9 or fewer working days after the coursework is set, work submitted within 24-hours of the deadline will be marked but students who pass the coursework will have the coursework mark capped at the pass mark.

4.29. For assessments with a deadline within 24 hours of the assessment being set, the deadline will not be extended.

4.30. Work submitted after 24-hour of the deadline will receive a mark of zero and the reassessment rules will apply.

4.31. For remote examinations, students must take and submit the examination within the permitted timeframe. Examinations not submitted within the permitted timeframe will receive a mark of zero. In such instances a student may, at the discretion of the relevant Assessment Sub-Board, be permitted to attempt the examination again if the regulations for the programme permit such reassessment.

4.32. Students should refer to their programme specification for any PSRB requirements that might apply to their programme.

**Marking and Pass Marks**

4.33. All assessments are marked out of 100 in accordance with the university marking criteria; discipline specific criteria where issued; and the stepped marking scheme where applicable. The College Marking Framework is here.

4.34. Discipline-specific marking schemes may be adapted from the College Marking Criteria and schemes must be approved by the respective faculty on an annual basis.

4.35. All summative assessment must be subject to a form of second marking, details of which can be found in the College Marking Framework.

4.36. Modules at Level 3-6:

- The overall module pass mark is 40;
- The pass mark for each module component is 40, unless a qualifying mark has been set;
- Programme specifications and/or module specifications will outline conditions relating to qualifying marks (regulation 4.69).

4.37. Modules at Level 7:

- The overall module pass mark is 50;
- The pass mark for each module component is 50, unless a qualifying mark has been set;
- Programme specifications and/or module specifications will outline conditions relating to qualifying marks.

4.38. Programmes that lead to professional registration and the Executive LLM apply a pass/fail marking criteria.

4.39. Scaling of module marks or final overall scores to a predetermined distribution shall not be employed by the examiners.

4.40. All overall module marks shall be rounded up (≥ 0.5) or rounded down (< 0.5) to the nearest integer.

4.41. Where a module is assessed by more than one component of assessment and the module or programme specification do not specify a qualifying mark or core competency for any individual component of assessment, then a student will have achieved the learning outcomes of the module if they gain the relevant pass mark in the aggregate mark for the module.

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

4.43. A minimum level of attainment (a qualifying mark) may be required for a specific component within a module. In such instances, achieving the qualifying mark is a pre-requisite of passing the module.

*Provisional Marks*

4.44. Provisional marks are marks post-marking but prior to the meeting of the Assessment Sub-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 marks are clearly labelled as "provisional and may be subject to change".

*Ratified Marks*

4.45. Results of assessments are confidential until the Assessment Sub-Board has met to ratify them.

4.46. The only occasion when a decision relating to ratified results can be modified, is under the provisions of the academic appeals process. Where a department identifies or acknowledges an administrative error, it can be corrected by the department without the need for students to submit an academic appeal.

4.47. The assessment marks of individual students, other than grades for final examinations for the unclassified degrees in the Faculty of Life Sciences & Medicine and the Faculty of Dentistry, Oral & Craniofacial Sciences, may be released on request to government agencies and research councils for the purpose 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.

4.48. Assessment results are communicated to all students within a cohort at the same time and in the same manner once ratified by the relevant Assessment Sub-Board.
*Exception: MB BS students intercalating in their fourth year.*

**Feedback**

*Provision of Feedback*

4.49. Feedback (on assessment performance) and feedforward (on how students can improve for subsequent assessments) are an integral part of the assessment process. Feedback should relate to the assessment criteria, which in turn should relate to the relevant Learning Outcomes.

4.50. Regular opportunities for formative feedback should form part of a programme's structure. This is so students can receive indicative information about their performance and/or how they can build on skills and knowledge required for summative assessment.

Formative feedback can be provided in a variety of formats and further information on feedback delivery methods is detailed in the Feedback Policy.

4.51. Students must receive some form of feedback on ALL summative assessments. This can be provided in a variety of formats and further information on feedback delivery methods is detailed in the Feedback Policy. Students should have a clear understanding of how this feedback will be provided.

*Timeliness of Feedback*

4.52. Faculties and Departments must ensure that students have a clear understanding of when they will receive their feedback for both formative and summative assessment. For summative coursework this should normally be within four weeks of the submission deadline and any changes to this should be under exceptional circumstances only and communicated to students in advance of the four-week date.

**Reassessment**

*General*

4.53. Reassessment is at the discretion of the Assessment Sub-Board. Students will normally be offered one reassessment opportunity if they:

a. fail to obtain a qualifying mark in a module or module component; or

b. fail any module with a mark outside of the condonable range; or

c. fail to achieve a pass mark in a core module.

4.54. Where students do not achieve the aggregate pass mark in a module at the first attempt, the module specification will outline how they are to be reassessed, if reassessment may be in a different format to the original assessment, and any additional conditions attached to the reassessment.

4.55. Where students do not achieve the aggregate pass mark of a module due to failing one or more components of the module, they should only be reassessed in the failed components. Programmes with PSRB accreditation may require reassessment of all components and where this is required, this will be stipulated in the module specification. Any other exception to this must be approved via an exemption.

4.56. Following reassessment of any component of the module, the final overall module mark will be capped at the relevant pass mark, unless covered by the core competency clause below.

4.57. For reassessment of module components, individual assessment marks will be recorded uncapped on a student's record. If they do not achieve a pass mark at reassessment, the highest mark of any attempt will be recorded on the student's record and transcript.

4.58. Where students do not achieve a mark within the condonable range in a non-core module, an Assessment Sub-Board may permit students to register for a substitute module, if allowed in the programme specification.

*Pre-undergraduate*

4.59. Students will be offered one reassessment opportunity in failed core modules.

4.60. Students will not normally be offered a reassessment opportunity in non-core modules they have failed if:

a. they have achieved a mark in the condonable range, and they have not reached the overall condonable credit volume permitted; or

b. they have achieved a mark in the condonable range and have met the requirements for their registered award.

*Undergraduate*

4.61. Students will be offered one reassessment opportunity in failed core modules.

4.62. Students in the first year of their studies will not normally be offered reassessment opportunities in failed non-core modules if the compensation rules can be applied.

4.63. Students in year two and above will not normally be offered a reassessment opportunity in failed non-core modules if:

a. they have achieved a mark in the condonable range, and they have not reached the overall condonable credit volume permitted; or

b. they have achieved a mark in the condonable range and have met the requirements for their registered award.

4.64. Students can opt into a reassessment opportunity in a failed non-core module and if successful will achieve a capped pass mark. Students will be granted a single resit opportunity for each module.

*Postgraduate Taught*

4.65. Students will be offered one reassessment opportunity in core modules that they have failed.

4.66. Students can opt into a reassessment opportunity in a failed non-core module and if successful will achieve a capped pass mark. Students will be granted a single resit opportunity for each module.

4.67. Students will not normally be offered a reassessment opportunity in non-core modules they have failed if they have achieved a mark in the condonable range and have met the requirements for their registered award.

4.68. Students who do not meet the requirements of an award, but have been offered a reassessment opportunity, will normally be reassessed, and an Assessment Sub-Board convened to reconsider their award, within four calendar months and no longer than six calendar months, from the date that students were invited to resit or resubmit.

**Qualifying Marks**

4.69. Where a module is assessed by more than one component of assessment which have specified qualifying mark(s) then the module specifications will outline which one of the following will apply when students fail that specified component:

a. Students who do not achieve the qualifying mark will be reassessed in that component of assessment. The final module mark will be capped at the relevant pass mark;

b. Students who do not achieve the qualifying mark will be reassessed in all components of assessment of the module. The final module mark will be capped at the relevant pass mark.

**Core Competency Components**

4.70. If a module component is defined in the module specification as a core competency, students are required to achieve a minimum acceptable standard in that activity as part of their professional portfolio.

4.71. If the acceptable standard has been achieved at the first attempt, a numerical mark will be awarded in accordance with the published marking scheme.

4.72. Students who fail a core competency module component will be allowed a prescribed number of further attempts. The numerical mark awarded for the reassessed component will be capped at the pass mark; however, the overall module mark will not be capped.

**Scheduling and requirements for reassessment**

4.73. Programme specifications will clarify the responsibility for offering reassessment to students on joint honours programmes, including any conditions attached to the reassessment.

4.74. Where students have been offered a reassessment opportunity, the Assessment Sub-Board will determine whether they are required to sit the assessment with or without further attendance.

4.75. With the exception of cases where students are required to resit the assessment with attendance, all reassessment attempts will normally be held prior to the start of the next academic year.

4.76. Students who fail examinations held during Assessment Period 1 or 2 will be reassessed in Assessment Period 3. For specific rules for PGT reassessment please refer to regulation 4.68 which takes precedence.

4.77. 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.

4.78. Reassessment for credit-bearing Massive Open Online Courses (MOOCs) will take place during the next run of MOOCs. A formal calendar of dates will be published in advance.

**Termination**

4.79. Where an Assessment Sub-Board determines that students may not be permitted a further attempt at reassessment, and where this decision would prevent them from completing their programme of study, their registration will be terminated. The Assessment Sub-Board will consider if students are eligible for an exit award.

**Intellectual Property and Access to Examination Scripts**

4.80. Original scripts for written examinations are the property of the university and will not be returned to students. Provisions shall be made for students to view scripts. Other assessed material may be returned to students, unless prevented by the academic regulations.

4.81. 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 on Intellectual Property, Commercial Exploitation and Financial Benefit.

**Policies and Procedures**

Marking, College Framework
Feedback Policy
Mitigating Circumstances Policy
Armed Forces, Support for Students
International Athlete Support Policy
Academic Misconduct Policy & Procedure
Interruption of Study Policy and Procedure
Guidance for staff on providing examination scripts to students
Digital Education, Online Examinations Using KEATS
External Examiners Guidance

**Useful Links**

Academic Misconduct, Student Conduct and Appeals Office
Personalised Assessment Arrangements
Student Services Online
Assessment Boards, Assessment Sub-Boards and External Examiners
Glossary

# CHAPTER 5: PROGRESSION AND AWARD FOR TAUGHT PROGRAMMES

## PROGRESSION

This section outlines the progression rules for taught programmes at the College, including the minimum and maximum number and level of credits that a student must take each year; the way in which results are calculated and combined to determine whether a student can progress from one year of study to the next; and the maximum number and level of credits that may be condoned each year and at programme level. This section outlines progression with reassessment and deferrals as well as the rules surrounding substitute modules. The circumstances under which marks and/or credit can be transferred are also included in this section.

These regulations apply to all taught students who started year one of their programme in 2023/24. Direct entrants to year two of a programme in 2023/24 should refer to the 2022/23 regulations for details of the regulations that apply to them. Students taking an intercalated degree and direct entrants to year three of a programme in 2023/24 should refer to the 2021/22 regulations for details of the regulations that apply to them.

**All awards**

5.1. Students must meet minimum progression requirements. Any additions to minimum progression requirements are detailed in programme specifications.

5.2. Students can only progress if it remains possible for them to obtain the minimum credit required for their registered award.

**Programmes with a Semester/Year abroad or in industry**

5.3. For students who opt to study abroad for a semester where this is not part of the programme requirements, a semester abroad equates to 60 credits. This credit is included in the minimum credit required for award. Students must pass their semester for credit to be transferred. Further detail is included in the programme specification.

5.4. Where students take a semester abroad, they must pass King's modules worth 60 credits in the corresponding level in the other half of the year.

5.5. For students who opt to study abroad for a year where this is not part of their programme requirements, a year abroad equates to 120 credits. Students must pass their year abroad for credit to be transferred. This increases the standard minimum credit required for a 3-year undergraduate or a 4-year integrated masters degree, which is stated in the credit tables, by 120 credits.

5.6. Details of conditions applying to students on programmes where a semester or year in industry is part of the programme requirements, will be outlined in the programme specification.

**Compensated Credit (undergraduate and integrated masters, year one)**

5.7. Non-core modules at level 4 worth up to 30 credits may be compensated on condition that students have:

a. achieved a pass mark in all core modules and in a minimum of 90 credits overall; and

b. achieved a module mark of 1 in the module to be compensated, taking into consideration the outcome of any mitigating circumstances request.

Students who meet these conditions will be awarded 120 credits overall for year one, where required. Where PSRB requirements apply, details should be contained in the programme specifications.

**Condonement (all pre-undergraduate programmes, undergraduate programmes in year 2 onwards; all postgraduate taught programmes)**

5.8. Core modules cannot be condoned.

5.9. Non-core modules may be condoned where permitted in the programme specification and as outlined in the credit tables below. Condonement may not be possible where there are special requirements for some programmes e.g. Professional, Statutory and Regulatory Bodies regulations.

5.10. For non-core modules at level 3, 5 and 6, condonement will normally be granted after the first attempt, where students have achieved a mark in the range of 1-39 inclusive.

5.11. For non-core modules at level 7, condonement will normally be granted after the first attempt where students have achieved a mark in the range of 40-49 inclusive. For some modules in the departments of mathematics, informatics and physics, alternative condonement arrangements may apply and will be detailed in the programme specification.

5.12. For three-year programmes and four-year programmes that include a year abroad/year in industry, the maximum credit allowed for modules with marks in the condonable range across levels 5 and above will not exceed 30.

5.13. For four-year programmes or five-year programmes that include a year abroad/year in industry (where the final year consists of level 7 modules), the maximum credit allowed for modules with marks in the condonable range will not exceed 45. This includes no more than 30 credits at level 5 and 6 combined, and no more than 30 credits at level 7.

5.14. For all other programmes, the maximum credit allowed for modules with marks in the condonable range is outlined in the credit tables below.

5.15. Once a module has been condoned, a student cannot be reassessed in it at a later stage.

5.16. Having exhausted all reassessment opportunities and having reached the maximum credit allowed for modules with marks in the condonable range, a student will be considered for an exit award. Students who have exceeded the maximum credits allowed for modules with marks in the condonable range will not be able to register on further modules to achieve a better exit award.

**Additional Credit**

5.17. For all undergraduate and postgraduate taught programmes,

a. Students may take up to 30 additional credits at level 5 or above. Such credits will contribute to the degree algorithm;

b. Additional credits over and above the maximum permitted can be taken on a paid-for stand-alone basis and will not contribute to the degree algorithm;

c. Modules taken as part of the degree programme cannot be substituted with additional credit modules taken on a standalone basis.

In addition, for undergraduate programmes,

d. Students will not be expected to take additional credits in year one. In exceptional circumstances, and with the agreement of the Programme Director, it may be possible for a student to take a maximum of 15 additional level 4 credits on a paid-for standalone basis on condition that in doing so their main discipline is not compromised. Any 15 additional level 4 credits taken on a paid-for standalone basis will not contribute to the degree classification and will not contribute to progression requirements.

e. Students should not take level 4 credits in year two and above, unless taken on a paid for standalone basis. Such credits will not contribute to the degree classification. In exceptional circumstances, where the Programme Director deems the level 4 additional credit is pertinent to the main discipline of study, the level 4 credits may be taken in year two and there will be no cost attached.

**Substitute Modules (all programmes excluding pre-undergraduate)**

5.18. Where a student fails a non-core module at the first attempt with a mark that is not in the condonable range, an Assessment Sub-Board may permit a student to register for a substitute module, providing it is allowed in the programme specification. The following conditions apply:

a. the Assessment Sub-Board must be satisfied that on academic grounds students are unlikely to achieve a mark in the condonable range at the next attempt in the original module;

b. the substitute module must be of the same credit value and level as the original module;

c. if more than one substitute module is offered, these must cumulatively hold the same credit value of the module to be replaced;

d. the original module being substituted may not be compulsory or core to the programme of study;

e. substitute modules are included as part of the condonement allowance.

5.19. Under these circumstances, neither the credit nor the marks gained by students in the original module will be used by the Assessment Sub-Board in determining any final award classification.

5.20. Marks gained by students in substitute modules will be capped at the pass mark.

5.21. Students will only be allowed one assessment attempt at a substitute module.

**Credit Tables for Undergraduate and Integrated Masters**

5.22. The minimum progression requirements for a full-time undergraduate degree programme are:

a. year one to year two: 90 credits passed at the pass mark, excluding modules that have been compensated;

b. year two to year three: 210 credits, which must include 90 credits passed with a pass mark in year two;

c. year three to year four: 330 credits, which must include 90 credits passed with a pass mark in year three.

5.23. Students who defer modules worth up to 30 credits will be able to progress on the condition they achieve a pass mark in the remaining 90-105 credits.

5.24. Any module that has not received a pass or compensated pass in year one should normally be attempted and passed or compensated before the end of Assessment Period 1 of year two. All outstanding deferred modules from year one must be completed by the end of year two for the student to progress to further years of study.

5.25. For years two and above, students will be offered replacement assessment at the earliest opportunity and, where possible, students are encouraged not to carry deferrals beyond the end of Assessment Period 1 of the following academic year. All outstanding deferred assessments must be completed by the end of the following academic year for the student to progress to further years of study.

5.26. Students will not be able to progress beyond year two, or enrol on further modules, if they have marks within the condonable range in modules worth 30 credits at level 5 or above and fail a further module.

| 5.27. **THREE-YEAR HONOURS** | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **FHEQ Level** | **Minimum credit required for award including credit allowance that can be condoned** | **Minimum discipline specific credit over programme** | **Range of credit levels** | **Maximum credit at lowest level** | **Minimum credits at highest level** | **Compensation and condonement for non-core modules**<br>Unless specified, credit for modules that have been condoned will not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condonement allowance, even if they are passed at the normal pass mark. |
| Bachelor of Arts (BA)<br>Bachelor of Engineering (BEng)<br>Bachelor of Laws (LLB)<br>Bachelor of Music (BMus)<br>Bachelor of Science (BSc), excluding the Faculty of Nursing, Midwifery and Palliative Care and BSc Dental Therapy & Hygiene<br>Bachelor of Science (Engineering) (BSc (Eng)) | 6 | 360 | 255 | 4-6 | 120 | 90 | Compensation: Non-core modules worth up to 30 credits at level 4 may be compensated in year one<br><br>Condonement: Non-core modules worth up to 30 credits at level 5 and above may be condoned in years two and above (level 7 credits may be included but a level 7 condoned fail mark will be required) |
| Bachelor of Science pre-registration programmes in FNMPC (BSc),<br><br>Bachelor of Science (BSc) Dental Therapy & Hygiene | 6 | 360 | 360 | 4-6 | 120 | 120 | Compensation: Non-core modules worth up to 15 credits at level 4 may be compensated in year one<br><br>Condonement: No condonement permitted |

a. Students must normally take a minimum of 120 credits per year, including 120 credits at level 4 in year one.
b. For all study undertaken at King's, students must take a minimum of 75 discipline specific credits per year and a minimum of 255 discipline specific credits over three years. This excludes Bachelor of Science pre-registration programmes in FNMPC and Bachelor of Science (BSc) Dental Therapy & Hygiene where all module options are discipline specific.
c. In year two, students must take a minimum of 90 credits at level 5 or above. A further 30 credits at level 5 or 6 must be taken, as a minimum, as specified in the programme specification.

d. In year three, students must take a minimum of 90 level 6 credits. A further 30 credits at level 5 or 6 must be taken as a minimum, as specified in the programme specification.
e. For students on an LLB programme, all credits taken in years two and above will be level 6.

5.28. **INTEGRATED MASTERS**

| | **FHEQ Level** | **Minimum credit required for award including credit allowance that can be condoned** | **Minimum discipline specific credit over 4 years** | **Range of credit levels** | **Maximum credit at lowest level** | **Minimum credits at highest level** | **Compensation and condonement for non-core modules**<br>Unless specified, credit for modules that have been condoned will not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condonement allowance, even if they are passed at the normal pass mark. |
|---|---|---|---|---|---|---|---|
| Master of Engineering (MEng)<br>Master of Pharmacy (MPharm)<br>Master in Science (MSci) | 7 | 480 | 320 | 4-7 | 120 | 120 | Compensation: Up to 30 credits for level 4 modules may be compensated in year one<br><br>Condonement: The overall condonable credit will not exceed 45. This includes no more than 30 credits level 5 and 6 combined, and no more than 30 credits at level 7<br><br>Exceptionally, MSci and MEng programmes may have modules worth up to 30 credits with marks within the condonable range count towards the minimum 120 credits at level 7 |

a. The minimum number of credits that must be obtained over the programme is 480;
b. Students must take a minimum of 120 credits per year, including a minimum of 75 discipline specific credits;
c. Students must take a minimum of 120 credits at level 4 in year one;
d. Students must take a minimum of 90 credits at level 5 in year two. A further 30 credits at level 5 or above must be taken, as specified in the programme specification;
e. Students must take a minimum of 90 credits at level 6 in year three. A further 30 credits at level 5 or above must be taken as specified in the programme specification;
f. Students must take a minimum of 120 credits at level 7 in year four.

| 5.29. **ONE YEAR HONOURS** | | | | | | |
|---|---|---|---|---|---|---|
| | **FHEQ Level** | **Minimum credit required for award including credit allowance that can be condoned** | **Range of credit levels** | **Maximum credit at lowest level** | **Minimum credits at highest level** | **Compensation and Condonement for non-core modules**<br>Unless specified, credit for modules that have been condoned will not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condonement allowance, even if they are passed at the normal pass mark |
| Bachelor of Science Intercalated (iBSc) | 6 | 120 | 5-6 | 30 | 90 | 30 credits at levels 5-6 with a condoned fail mark (level 7 credits may be included but a level 7 condoned fail mark will be required) |
| a. Students must take a minimum of 90 discipline specific level 6 credits. A further 30 credits at level 5 or 6 must be taken, as a minimum, as specified in the programme specification;<br>b. Programme specifications will outline if level 7 modules are permitted or required. | | | | | | |

| 5.30. **PROGRAMMES WITH ADVANCED STANDING ENTRY REQUIREMENTS** | | | | | | |
|---|---|---|---|---|---|---|
| | **FHEQ Level** | **Minimum credit required for award including credit allowance that can be condoned** | **Range of credit levels** | **Maximum credit at lowest level** | **Minimum credits at highest level** | **Compensation and Condonement** |
| Specialist Community Public Health Nursing (BSc),<br>Bachelor of Science post-registration programmes in the Faculty of Nursing, Midwifery and Palliative Care (BSc – except Specialist Community Public Health Nursing) | 6 | 120 | 6 | N/A | 120 | No compensation<br>No condonement |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |

5.31. **BACHELOR OF DENTAL SURGERY (BDS)**

| | FHEQ Level | Minimum credit required for award | Range of credit levels | Maximum credit at lowest level | Compensation and Condonement |
|---|---|---|---|---|---|
| Three-year programme | 7 | 540 | 6 | 540 | No compensation<br>No condonement |
| Four-year programme | 7 | 660 | 5-6 | 120 | |
| Five-year programme | 7 | 780 | 4-6 | 120 | |
| a. All credit to be passed with a mark of 50. | | | | | |

5.32. **BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (MB BS)**

| | FHEQ Level | Minimum credit required for award | Range of credit levels | Maximum credit at lowest level | Minimum credits at highest level | Compensation and Condonement |
|---|---|---|---|---|---|---|
| Four-year programme | 7 | 675 | 4-6 | 135 | 510 | No compensation<br>No condonement |
| Five-year programme | 7 | 780 | 4-6 | 120 | 510 | |
| a. All core credit to be passed with a mark of 50, unless it is a Student Selected Component, Scholarly Project or Quality Improvement and Evidence Based Practice Project, all of which must be passed with a mark of 40. | | | | | | |

5.33. **PRE-UNDERGRADUATE PROGRAMMES**

| | RQF Level | Minimum credit required for award including credit allowance that can be condoned | Range of credit levels | Condonement for non-core modules |
|---|---|---|---|---|
| Foundation Certificate | 3 | 120 | 3 | Non-core modules worth up to 30 credits |
| a. Students must take 120 credits per year;<br>b. Students must achieve a pass mark in all core modules;<br>c. Students must achieve a pass mark of 40 in two of the three non-core modules. | | | | |

| 5.34. **FOUNDATION DEGREES** | | | | | | |
|---|---|---|---|---|---|---|
| | **FHEQ Level** | **Minimum credit required for award including credit allowance that can be condoned** | **Range of credit levels** | **Maximum credit at lowest level** | **Minimum credits at highest level** | **Compensation and Condonement for non-core modules** Unless specified, credit for modules that have been condoned will not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condonement allowance, even if they are passed at the normal pass mark. |
| Foundation Degree (FdA, FdSc) | 5 | 240 | 4-5 | 120 | 120 | 15 compensated credits at level 4 **or** 15 credits at level 5 with marks within the condonable range |
| Foundation Degree top-up year | 6 | 120 | 4-6 | 15 | 90 | 30 credits at levels 4-6 with marks within the condonable range if the marks fall within levels 5 and 6 |

| 5.35. **GRADUATE AWARDS** | | | | | | |
|---|---|---|---|---|---|---|
| | **FHEQ Level** | **Minimum credit required for award including credit allowance that can be condoned** | **Range of credit levels** | **Maximum credit at lowest level** | **Minimum credits at highest level** | **Compensation and Condonement for non-core modules** Unless specified, credit for modules that have been condoned will not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condonement allowance, even if they are passed at the normal pass mark. |
| Graduate Certificate (GradCert) | 6 | 60 | 4-6 | 15 | 30 | No condonement |
| Graduate Diploma (GradDip) | 6 | 120 | 4-6 | 30 | 90 | 30 credits at level 5-6 may be condoned (level 7 credits may be included but a level 7 condoned fail mark will be required) |

| | | | | | | |
|---|---|---|---|---|---|---|
| Professional Graduate Certificate in Education (PGCE Professional) | 6 | 120 | 6 | N/A | 120 | No condonement |

## Credit tables for Postgraduate Taught Awards

5.36. Any progression requirements for postgraduate taught programmes will be listed in the programme specification.

| 5.37. **MASTERS AND EXECUTIVE MASTERS** | | | | | | |
|---|---|---|---|---|---|---|
| | **FHEQ Level** | **Minimum credit required for award including credit allowance that can be condoned** | **Range of credit levels** | **Maximum credit at lowest level** | **Minimum credits at highest level** | **Condonement for non-core modules**<br>Unless specified, modules that have been condoned may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condonement allowance, even if they are passed at the normal pass mark |
| Master of Arts (MA)<br>Master of Business Administration (MBA)<br>Master of Laws (LLM)<br>Master of Music (MMus)<br>Master of Public Health (MPH)<br>Master of Research (MRes)<br>Master of Science (MSc)<br>Master of Teaching and Learning (MTL) | 7 | 180 – 360 | 6-7 | 30 | 150 (to include dissertation) | The condonement allowance is 30 credits at level 7 with a mark in the condonable range.<br><br>The dissertation cannot be condoned.<br><br>Any level 6 modules (even those passed at a mark greater than 50) will be included in this condonement allowance |
| Master of Clinical Dentistry (MClinDent) | 7 | 360 | 6-7 | 30 | 330 | |
| Master of Nursing (MNurs) | 7 | 180 | 6-7 | 30 | 330 | All credit to be passed with the minimum pass mark |
| Executive Master of Business Administration (EMBA)<br>Executive Master of Public Administration (EMPA) | 7 | 180 | 7 | N/A | 180 | The condonement allowance is 30 credits at level 7 with a mark in the condonable range |
| a. Students must achieve an overall average of at least 50 with no module mark below 40. | | | | | | |

b. Students must achieve a mark of at least 50 in 150 credits (300 credits for MClinDent) including the dissertation, and a mark of at least 40 in the remainder.
Regulations on marking (4.33-4.72) and condonement (5.8-5.16) apply and should be read in conjunction with these regulations.

5.38. **POSTGRADUATE CERTIFICATES AND DIPLOMAS**

| | **FHEQ Level** | **Minimum credit required for award including credit allowance that can be condoned** | **Range of credit levels** | **Maximum credit at lowest level** | **Minimum credits at highest level** | **Condonement for non-core modules**<br>Unless specified, modules that have been condoned may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condonement allowance, even if they are passed at the normal pass mark |
|---|---|---|---|---|---|---|
| Postgraduate Diploma (PGDip) | 7 | 120 | 6-7 | 30 | 90 | 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 Certificate (PGCert) | 7 | 60 | 6-7 | 15 | 45 | 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 |
| Postgraduate Certificate in Education (PGCE) | 7 | 120 | 6-7 | 60 | 60 | No condoned fails |

a. Students must achieve an overall average of at least 50 with no module mark below 40;
b. Students must achieve a mark of at least 50 in 90 credits (PGDip) or 45 credits (PCCert), and a mark of at least 40 in the remainder.

5.39. **DOCTOR OF CLINICAL DENTISTRY**

| | **FHEQ Level** | **Minimum credit required for award including credit allowance that can be condoned** | **Range of credit levels** | **Maximum credit at lowest level** | **Minimum credits at highest level** | **Condonement for non-core modules**<br>Unless specified, modules that have been condoned may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condonement allowance, even if they are passed at the normal pass mark. |
|---|---|---|---|---|---|---|

| | | | | | | |
|---|---|---|---|---|---|---|
| Doctor of Clinical Dentistry (DClinDent) | 8 | 540 | 7-8 | 30 | 510 | Maximum of 30 credits at level 7<br>No condoned fails |

# AWARD

This section explains how a degree, diploma or certificate (pre-undergraduate, undergraduate or postgraduate) is awarded following successful completion of a recognised programme of study; how a programme classification score is calculated using the level and weighting of modules; and the rules and methods used to determine the final classification of pre-undergraduate, undergraduate and taught postgraduate awards. This section also outlines the exit awards that are available to students who fail to meet the requirements for award on the programme for which they registered but who have completed a meaningful period of study and have satisfied the examiners that they have met learning outcomes. Exit awards must adhere to the College's agreed standard level of learning outcomes as detailed in the Quality Assurance Handbook. The grounds for revocation of an award are included in this section.

**Conferment**

5.40. Academic Board has the authority to award and revoke any degree, diploma, certificate or other award granted by the university in accordance with the Charter and Statutes of King's College London. Assessment Sub-Boards, the Research Degrees Examination Board and the Academic Standards Sub-Committee are the sole bodies with delegated authority to recommend the conferment of the awards for which they are responsible.

5.41. For awards made by the College, the date of award is the first of the month following ratification at an Assessment Sub-Board. The date of award may be different for joint, double or dual awards.

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

5.43. There are no exceptions to the award rules. Boundaries cannot be lowered, and exceptions cannot be made.

**Classification of Awards**

5.44. For the following programmes,

- Three-year and four-year honours programmes (including those with a semester or year abroad)
- Integrated Masters
- One-year honours programmes

awards are classified as follows:

| | |
|---|---|
| 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 |

5.45. The BDS and MB BS are awarded without classification.

a. Students who satisfy the examiners with distinction in specific parts of the BDS programme may be awarded a BDS with honours.

b. Within MB BS, a Merit is available at each stage and Distinctions are available for the programme as described in the MB BS marking scheme.

5.46. For the following programmes,

- Masters degrees (excluding integrated masters),
- Postgraduate Diplomas and Postgraduate Certificates (except PGCE, which is unclassified)

awards are classified as follows:

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

5.47. For the following programmes,

- Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation degrees awards are classified as follows:

| | |
|---|---|
| 70-100 inclusive | Pass with Distinction |
| 60-69 inclusive | Pass with Merit |
| 40-59 inclusive | Pass |
| 0-39 inclusive | Academic Fail |

**General Award Rules**

5.48. Module marks shall be rounded up (≥ 0.5) or rounded down (<0.5) to the nearest integer. The final overall degree classification score shall be rounded up (≥ 0.5) or rounded down (<0.5) to the nearest integer before the final classification of the award is made.

*Pre-undergraduate*

5.49. To qualify for a pre-undergraduate award, students must achieve:

- an overall classification score of 40 or greater for the entire programme; and
- a pass mark in all core modules; and
- a pass mark of 40 in two of the three non-core modules.

*Undergraduate Degrees, including Integrated Masters but excluding MB BS and BDS*

5.50. To qualify for a pre-undergraduate or undergraduate degree award, students must achieve an overall classification score of 40 or greater for the entire programme.

5.51. Module levels will normally be aligned to the year of study. Exceptions may apply to optional modules and details will be included in the programme specification.

5.52. Modules will be weighted in the degree algorithm according to the year a student registers on the module, rather than to the module level. For example, if level 6 modules are taken in year two, they will be weighted 2 and if taken in year three they will be weighted 3 in the final classification.

5.53. The module weighting of substitute modules will be the year of the initial registration on the module that has been replaced, rather than the year the substitute module was taken, if different.

5.54. The marks from modules taken in the first year will not be used to calculate the final degree classification score. Unless credit only has been awarded, the marks achieved from modules taken in year two and above will be included in the calculation. This will include marks for any modules taken over and above the minimum required for award, up to the maximum permitted, except those taken on a standalone basis. Where credit has been awarded for a module with a mark in the condonable range, the final module mark will be the highest overall mark achieved.

5.55. For students who achieve a Third-Class Honours or above and who fall within 2 per cent of a higher classification band (68/58/48), an upgrade will be applied automatically on condition that students have achieved a higher classification in at least 60 credits at level 6 or above in their final year.

5.56. For students on integrated masters programmes who achieve a Third-Class Honours or above and who fall within 2 per cent of a higher classification band (68/58/48), an upgrade will be applied automatically on condition that students have achieved a higher classification in at least 60 credits at level 7 in their final year.

*Masters degrees (excluding Integrated Masters)*

5.57. To qualify 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 MClinDent) including the dissertation, and a mark of at least 40 in the remainder.

Regulations on marking (4.33-4.48) and condonement (5.8-5.16) apply and should be read in conjunction with these regulations.

**Credit Transfer and Mark Translation**

5.58. A faculty may grant credit where it is permitted or required for students 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 Assessment Board on an annual basis;

d. that all mark translation and grade point matrix schemes are approved by the Academic Standards Sub-Committee every three years.

5.59. The aggregate period of study spent elsewhere shall be determined by the faculty in which the students are registered and detailed in the programme specification, provided that, for students following a full-time programme of study for an undergraduate degree, the minimum duration of the period of study on modules taught and assessed by the

university shall be at least two years. This excludes intercollegiate study completed at University of London Colleges.

5.60. The relevant Assessment Sub-Board shall ratify the results in respect of the period of study spent elsewhere providing that:

a. the conditions given above are satisfied;

b. the credit granted and results recommended are in accordance with the relevant programme regulations and Assessment Board marking schemes; and

c. for an undergraduate degree, the maximum credit granted will not exceed 120 credits in value.

*Intercollegiate modules taken at other University of London Colleges*

5.61. Students taking intercollegiate modules at other University of London Colleges can transfer marks and credits. The marks for level 5-7 modules will be assigned a credit value and level by the relevant Faculty Education Committee and will contribute to the degree classification score. Where an intercollegiate module has been assessed using a grade point matrix scheme, a mapping document will be required and is subject to approval by the Academic Standards Sub-Committee.

*Study Abroad modules or modules that are taken at institutions that are not University of London Colleges*

5.62. Students taking level 4-5 modules can transfer credits only.
*Exception: BA European Studies (approved by College Academic Standards Committee May 2014).*

5.63. Students taking level 6-7 modules can transfer marks and credits on condition that a mark translation scheme has been approved by the Academic Standards Sub-Committee. The marks will contribute to the degree algorithm.

*Modules taken at another Institution as part of a collaborative programme leading to a Joint, Double or Dual Award*

5.64. Students taking modules as part of a programme that leads to a Joint, Double or Dual Award can transfer marks and credits that contribute to the degree classification score, on condition that a mark translation scheme has been approved by the Academic Standards Sub-Committee at the outset and included in the Memorandum of Agreement.

*Transfer of registration to King's College London*

5.65. Students who have transferred onto a programme from another institution transfer credits only and the student's classification is based entirely upon performance in modules assessed by the College. For an award to be made, a minimum of one third of the programme must be taken at King's.

**Award Algorithm**

5.66. For bachelor and integrated masters degrees, the following algorithm is used to calculate the final classification score for the award:

$$\text{Classification Score} = \frac{\text{the sum of the weighted marks [mark } x \text{ relevant credit volume } x \text{ weight]}}{\text{the sum of credit volume } x \text{ weighting}}$$

| Programme | Weighting | The award classification score is calculated as follows: |
|---|---|---|
| **Three-year honours degrees, including programmes with a semester abroad**<br>• Bachelor of Arts (BA)<br>• Bachelor of Science (BSc)<br>• Bachelor of Engineering (BEng)<br>• Bachelor of Laws (LLB)<br>• Bachelor of Music (BMus)<br>• Bachelor of Science (Engineering) (BSc (Eng)) | 0:2:3 | • The marks for all credits taken in year one will be given a weighting of 0.<br>• The marks for all credits taken in year two will be given a weighting of 2.<br>• The marks for all credits taken in year three will be given a weighting of 3.<br>• Where students take a semester abroad as part of their degree, any marks obtained will be given a weighting of 0. Only the marks gained from modules taken at King's will be included.<br><br>Distinctions in oral languages are offered on some programmes where the criteria have been met. Details will be included in the programme specification. |
| **Four-year honours with a semester/full year abroad or year industry**<br>• Bachelor of Arts (BA)<br>• Bachelor of Science (BSc)<br><br>Details of the scheme that applies to four-year LLB degrees can be found in the programme specification. | 0:2:0:3 | • The marks for all credits taken in year one will be given a weighting of 0.<br>• Students may take their year abroad or year in industry in year two or year three. Any marks obtained from the year abroad or year industry will be given a weighting of 0. Only the marks gained from modules taken at King's will be included.<br>• The marks for all credits taken at King's in either year two or three will be given a weighting of 2.<br>• The marks for all credits taken in year four will be given a weighting of 3. |
| **Integrated Masters**<br>• Master of Engineering (MEng)<br>• Master of Pharmacy (MPharm)<br>• Master in Science (MSci) | 0:2:3:4 | • The marks for all credits taken in year one will be given a weighting of 0.<br>• The marks for all credits taken in year two will be given a weighting of 2.<br>• The marks for all credits taken in year three will be given a weighting of 3.<br>• The marks for all credits taken in year four will be given a weighting of 4.<br><br>For Integrated Masters degrees, individual programme specifications will detail any alternative level 7 weightings agreed by the Academic Standards Sub-Committee. |

| | | |
|---|---|---|
| **Four-year Integrated Masters with a semester abroad (MSci)**<br>• 4-year Master in Science (MSci) | 0:2:3:4 | • The marks for all credits taken in year one will be given a weighting of 0.<br>• The marks for all credits taken in year two will be given a weighting of 2.<br>• The marks for all credits taken in year three will be given a weighting of 3.<br>• The marks for all credits taken in year four will be given a weighting of 4.<br>• Where students take a semester abroad as part of their degree, any marks obtained will be given a weighting of 0. Only the marks gained from modules taken at King's will be included. |
| **Five-year Integrated Masters with a year abroad or year in industry**<br>• Five-year Master in Science (MSci) | 0:2:0:3:4 or 0:2:3:0:4 | • The marks for all credits taken in year one will be given a weighting of 0.<br>• The marks for all credits taken in year two will be given a weighting of 2.<br>• Students may take their year abroad or year in industry in year three or year four. Any marks obtained from the year abroad or year industry will be given a weighting of 0. Only the marks gained from modules taken at King's will be included.<br>• The marks for all credits taken at King's in either year three or four will be given a weighting of 3.<br>• The marks for all credits taken in year five will be given a weighting of 4. |

5.67. For the following awards, an overall score between 0 – 100 is calculated as follows: the weighted average of all individual module marks where each module is weighted by its credit volume.

**Bachelor of Medicine and Bachelor of Surgery (MB BS) and Bachelor of Dental Surgery (BDS).**
Students who satisfy the examiners with distinction in specific parts of the BDS programme may be awarded a BDS with honours**.** Within MB BS a Merit is available at each stage and Distinctions are available for the programme as described in the MB BS marking scheme.

**One-year Honours (intercalated or direct entrants to year three of a programme)**

- Bachelor of Science Intercalated (iBSc)

**Foundation Certificate**
**Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates (including Professional Graduate Certificate in Education), Graduate Diplomas and Foundation Degrees**

**Masters Degrees (excluding Integrated Masters)**

- Master of Arts (MA)
- Master of Business Administration (MBA)
- Master of Clinical Dentistry (MClinDent)
- Master of Laws (LLM)
- Master of Music (MMus)
- Master of Nursing (MNurs)
- Master of Public Health (MPH)
- Master of Research (MRes)
- Master of Science (MSc)
- Master of Teaching and Learning (MTL)
- Executive Master of Business Administration (EMBA)
- Executive Master of Public Administration (EMPA)

**Postgraduate Diplomas and Postgraduate Certificates (including PGCE)**

**Aegrotat Awards**

5.68. Where a final year undergraduate student has completed the full period of study and is absent from final year assessments through illness or death, the student may be eligible for consideration under the aegrotat regulations.

5.69. An aegrotat award is not required if students have satisfied the requirements for an award as outlined in the programme specification. The Assessment Sub-Board will approve the award of the degree with an honours classification. However, the relevant Assessment Sub-Board will 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 presented.

5.70. Aegrotat regulations 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;
f. BSc Dental Therapy and Hygiene; and
g. all Nursing, Midwifery and Specialist Community and Public Health programmes with/leading to registration.

*Qualifying for an aegrotat award*

5.71. If a student fails to satisfy the requirements for the award as outlined in the programme specification, an application for the award of an aegrotat degree must be submitted by the student or the student's representative to the relevant Assessment Sub-Board. This must be 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 assessment to which the application refers.

5.72. Where an application has been submitted and the Assessment Sub-Board 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 have reached a standard (and completed the necessary modules) to have qualified for the award. If the Assessment Sub-Board decides that the student meets the criteria, it will ratify the award. This is known as an aegrotat degree.

5.73. If an Assessment Sub-Board decides that the student does not meet the criteria for an Aegrotat Degree, it will consider the student for any relevant exit awards.

5.74. An Assessment Sub-Board will ratify an award of an Aegrotat degree where eligibility has been demonstrated. Where eligibility is not demonstrated, a relevant exit qualification will be awarded.

5.75. Students who have been awarded an Aegrotat degree will not be allowed to re-enter for the examination for a classified degree.

5.76. Aegrotat degrees will be awarded without classification.

**Exit Awards**

5.77. Where a student has failed one or more modules at level 5 or above and has exhausted all reassessment and condonement opportunities, or where a student has terminated their studies early, an exit award will be available under the conditions specified below, unless an exemption to the exit award provision has been granted.
*Exception to Regulation 5.77: For undergraduate programmes and MA Comparative Health Law, the School of Law has an exemption from the requirement to award exit awards.*

5.78. An Assessment Board may request an exemption to the requirement to award exit awards. All such requests must be approved by the Academic Standards Sub-Committee and must be applied consistently across the whole faculty. Programme specifications will provide full details of the exit awards available. The following exit awards are not classified:

a. awards at level 4
b. awards at level 5
c. Ordinary Degrees
d. Dental Studies BSc
e. Medical Science BSc

5.79. Exit awards at level 6 and 7 will be awarded with classification where students have 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.

5.80. 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.

5.81. The following credit table should be used for exit awards of King's College London:

| Award | FHEQ Level | Minimum credit required for award | Range of credit levels | Maximum credit at lowest level | Minimum credits at highest level | Additional rules |
|---|---|---|---|---|---|---|
| **Undergraduate Certificate** UGCert | 4 | 120 | 4 and above | 120 | NA | No compensated credit |
| **Undergraduate Diploma** UGDip | 5 | 240 | 4 and above | 120 | 90 at level 5 and above | Compensation: Modules worth 30 credits at level 4<br><br>Condonement: Modules worth 15 credits at level 5 or above |
| **Ordinary Degree** BA, BSc, BEng. BSc (Eng), BMus | 6 | 300 | 4 and above | 120 | 60 at level 6 and above | |
| **Dental Studies** BSc | 6 | 450 | 5-6 | 120 | 330 | All credit to be passed with a mark of 50 |
| **Medical Science** BSc | 6 | 405 | 4-6 | 180 | 165 | All core credit to be passed with a mark of 50. All non-core to be passed with a mark of 40 |

5.82. The title of an exit award must reflect the pattern of study completed successfully and must follow the naming conventions as set out in the King's College London Quality Assurance Handbook.

**Posthumous Awards**

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

**Certificates and Transcripts**

5.84. 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 the signatures of the Principal & President and the Chair of Council.

5.85. All modules, credits and marks (where appropriate) will appear on the student's record and transcript, including those taken on a standalone basis.

**Revocation**

5.86. Award type, award title or classification can be revoked and reissued, or an award can be revoked in its entirety under the following conditions:

a. when there is satisfactory proof that there was an administrative error in the award made;

b. when, subsequent to award, an Assessment Sub-Board takes into account information which was unavailable at the time its original decision was made;

c. following a recommendation or ruling by the Misconduct Committee;

d. following a recommendation or ruling by an Inquiry Panel established to investigate allegations of research misconduct;

e. where students have completed a programme at the university and wish to join the next level of the programme within two years (see regulations on Recognition of Prior Learning in Chapter 1).

**Policies and Procedures**

Marking, College Framework
Postgraduate Taught Students, Core Code of Practice
Quality Assurance Handbook
Integrated Masters Programmes Policy
Academic Misconduct Policy and Procedure

**Useful Links**

Programme Specifications
Faculties and Departments
Student Services Online
Assessment Boards, Assessment Sub-Boards and External Examiners
Glossary

# CHAPTER 6: FRAMEWORK FOR POSTGRADUATE RESEARCH AWARDS

The Regulations for Research Degrees apply to all students registered on research degree programmes at the university. For research degree programmes with taught elements, the Regulations for Taught Programmes will also apply. This section contains regulations on the following:

6.1. Research Degree Awards (programmes offered and criteria)
6.2. Registration
6.3. Minimum and maximum periods of registration
6.4. Collaborative Programmes and Off-Campus Study
6.5. Arrangements for off-campus study
6.6. Working and teaching during a research degree
6.7. Supervision
6.8. Progression
6.9. Extending and exceeding
6.10. Interruption of study
6.11. Examination entry requirements
6.12. Examinations
6.13. Examination Outcomes

These regulations are reviewed annually by the Centre for Doctoral Studies.

**6.1. Research Degree Awards (programmes offered and criteria)**

6.1.1. A research degree programme incorporates a substantial research component which is carried out during the period of registration, and which results in the submission of a thesis for examination. The university offers the following research degree programmes:

Level 7 – Research Degrees

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

Level 8 – Research Degrees

- Doctor of Philosophy (PhD)
- Doctor in Health Care (DHC)
- Doctor in Theology and Ministry (DThM)
- Doctor in Professional Studies (DrPS)
- Doctor of Medicine (Research) (MD(Res))
- Doctor in Clinical Psychology (DClinPsy)
- Doctor of Medicine (MD)
- Doctor in Education (EdD) (not currently offered)
- Doctor of Ministry (DMin) (not currently offered)

*Criteria for the award of MPhil*

6.1.2. 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 thesis 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 explanation 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. include a full bibliography and references;

f. be written in English and be of satisfactory literary presentation; and

g. 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.

*Additional requirements for programmes with a practice-based component*

6.1.3. For research with a practice-based, 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. A photographic exhibition or projection of film may also be acceptable. In this case the practical component shall be accompanied by a written textual component, as determined by the specific subject programme.

6.1.4. The written component will include as appropriate an exposition of the research question(s), 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.

*Criteria for the award of MPhil Stud*

6.1.5. The assessment for the MPhil Stud 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. The thesis shall:

a. consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken by the student during the period of registration;

b. be either a record of original work or an ordered and critical explanation 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, present the findings of research and include a discussion on those findings;

e. be written in English and with a satisfactory literary presentation;

f. not exceed 30,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts); and

g. where ethical approval is required, indicate that such approval has been granted by the appropriate body.

*Criteria for the award of PhD*

6.1.6. The PhD degree shall be assessed by a thesis submitted by the student against the relevant criteria listed below and by an oral examination. The thesis 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. 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 written in English and 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.

*Criteria for the award of MD(Res)*

6.1.7. 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 thesis 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.

*Criteria for the award of Professional Doctorates*

6.1.8. 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.

6.1.9. Unless stated otherwise in the programme specification, a student should meet the requirements of the examiners in all elements of the taught and practical assessment before being permitted to submit the thesis for examination.

6.1.10. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, or after six or at most seven years of part-time study. 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 the student 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.

*Funded students*

6.1.11. Students in receipt of externally funded studentships may have to adhere to funder's requirements which override university regulations.

6.1.12. The student's acceptance of the offer of funding and the terms and conditions of the funding will be taken as proof that the student accepts these requirements. The main funders' additional requirements will be clarified in the offer letter or supporting documentation.

6.1.13. Any student who received funding as part of their degree but who is in an unfunded period, such as pending submission, will still be considered a funded student and funder's regulations will continue to apply until completion of the degree.

**6.2. Registration**

6.2.1. Except as provided for under the regulations on Collaborative research degrees and Off-campus study for research degrees, students will centre their academic activities on the university and attend at such times as the university or faculty might require.

6.2.2. In addition to the general entrance requirements specified in Chapter 1: Admissions, the following research programme-specific registration requirements apply.

6.2.3. 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.

6.2.4. 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 Associate Dean for Doctoral Studies in the faculty of registration that the applicant can follow and complete the programme.

6.2.5. 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.

6.2.6. It is the responsibility of the faculties to have transparent selection procedures in place to accept students onto postgraduate research programmes. Following an initial screening, selection will be by interview either face to face or by another communication method as deemed appropriate by the faculty. Offers for a place can then only be made by the appropriate authority within the faculty and via an offer letter from the Postgraduate Admissions office.

*Advanced Standing*

6.2.7. 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*

6.2.8. Where a student has started an Mphil of PhD degree (or equivalent) at another university or from another department within the university, a faculty may have procedures in place to register the student for the Mphil or PhD degree with exemption from part of the programme of study already completed.

6.2.9. 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.

6.2.10. The period of time at the university 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.

6.2.11. 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.

6.2.12. Students must adhere to the university's regulations on Research Ethics and Research Misconduct.

6.2.13. 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.

*Registration Status*

6.2.14. For students registered for a research degree at university, there are five types of registration:

a. full-time;
b. part-time;
c. part-time non-resident;
d. pending submission (with access to library and computer facilities and supervision);
e. submitted (with access to library and computer facilities, and supervision).

6.2.15. The university may advise a student to enrol on part-time study where it is considered that the student's personal circumstances may hinder their ability to meet the requirements of a full-time programme. Examples of when this might be appropriate include but are not limited to:

- 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 or family member;

- students registered as internal postgraduate research students who are also employed as a member of staff of the university.

6.2.16. Full-time students are expected to spend 35 hours per week on their research degree on average throughout the year, apart from when on annual leave. Part-time students are expected to spend 17.5 hours per week on their research degree on average throughout the year apart from when on annual leave.

6.2.17. 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.

6.2.18. Students are not permitted to transfer mode of attendance in the final year leading up to their submission deadline.

6.2.19. Whether a student is full-time or part-time, they are entitled to annual leave of a minimum of 20 and up to a maximum of 40 working days per year, inclusive of public holidays and university closure dates. Students must agree their annual leave in advance with their supervisor. Excessive absences should be reported to the faculty via normal progress report procedures.

6.2.20. Some restrictions may apply to periods 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.

**6.3. Minimum and maximum periods of registration**

6.3.1. Students must adhere to the minimum and maximum periods of registration for the degree they undertake.

*Duration of programme*

6.3.2. Expected and required submission deadlines will be set out as part of the admissions offer letter and/or confirmed upon enrolment.

6.3.3. Students are expected to submit their thesis within the following timescales:

a. for the PhD programme: within three years of full-time or six years of part-time registration;

b. for the MD(Res) degree: within two years of full-time or four years of part-time registration;

c. for the MPhilStud: within two years of full-time or four years of part-time registration;

d. for professional doctorates: within three years of full-time or six years of part-time registration.

6.3.4. Excluding any period of interruption, students are required to submit their thesis within the following timescales:

| Type of Degree | Mode of Study | Minimum submission period | Maximum submission period |
|---|---|---|---|
| PhD | Full-time | 2 years (24 months) | 4 years (48 months) |
| PhD | Part-time | 4 years (48 months) | 7 years (84 months) |
| MPhil | Full-time | 2 years (24 months) | 3 years (36 months) |
| MPhil | Part-time | 4 years (48 months) | 5 years (60 months) |
| MDRes | Full-time | 2 years (24 months) | 3 years (36 months) |
| MDRes | Part-time | 4 years (48 months) | 5 years (60 months) |
| MPhilStud | Full-time | 2 years (24 months) | 2 years (24 months) |
| MPhilStud | Part-time | 4 years (48 months) | 4 years (48 months) |
| Professional Doctorate | Full-time | 2 years (24 months) | 4 years (48 months) |
| Professional Doctorate | Part-time | 4 years (48 months) | 7 years (84 months) |

6.3.5. For Professional Doctorates a period of study as defined in the programme specification must be spent on the taught elements of the programme.

6.3.6. 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 section 6.15 on academic appeals for research degrees.

### 6.4. Collaborative research degrees and Off-campus study

6.4.1. Students on joint, split-site or non-resident MPhil/PhD programmes must comply with the normal King's College London Regulations, with the exceptions listed below.

*Joint PhD programmes*

6.4.2. For joint PhD programmes run in collaboration between King's College London and a partner institution, leading to a jointly awarded qualification, admission is run in collaboration between the institutions and approval must be received from both i before an offer can be made.

6.4.3. Students are required to:

a. select a home institution at the application stage, where they will start and end their programme;

b. spend a specified minimum period of time at the partner institution during the course of their studies;

c. enrol at both institutions and re-enrol each year throughout their programme;

d. provide details of their travel plan at the application stage. Any changes to this must be discussed with supervisors and approved by both institutions;

e. follow the procedures for ethical approval set out by the Research Ethics Office of the Home institution. 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 its procedures;

f. refer requests for changes to registration status to both institutions, usually via supervisors in the first instance;

g. meet the examination and upgrade requirements 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;

h. submit final 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.

6.4.4. Students must have supervisors based in both institutions who will work together to monitor progress, though the majority of the administration will be managed by the home institution.

6.4.5. 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 completed progress reports whilst at the partner institution.

6.4.6. Examination is usually by a panel of at least three examiners. This will normally take place at the home institution and may involve the use of video conferencing.

6.4.7. 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 MPhil/PhD programmes*

6.4.8. The minimum period of residence in the UK for students on a split-site MPhil/PhD programme will depend on the agreement between their Research Institution and their faculty at King's, but will normally involve periods at induction, upgrade, submission and oral examination.

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

6.4.10. Supervisors should work together to monitor progress and comply with normal university processes and procedures for documenting this.

*Public Research Institutions and Industrial Laboratories (MPhil/PhD programmes only)*

6.4.11. 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 university for the degrees of MPhil or PhD. The student must demonstrate to the faculty that they are following a prescribed programme of study appropriate to lead towards the award and, if accepted, will carry out the major part or the whole of their research for the degree at the research centre concerned, subject to the conditions below. The nature of the programme offered by the institute or laboratory will determine the appropriate mode of registration.

6.4.12. The application for registration as a part-time or full-time non-resident student must have the support of the authorities of the institution or laboratory at which the research is conducted, who shall confirm that:

a. the student will be able to attend the faculty for the prescribed programme of study;

b. no additional restriction will be placed upon presentation for examination of the thesis;

c. a successful thesis shall be made available in accordance with the academic regulations;

d. except where these regulations make specific provision, the student will be required to comply with all relevant academic regulations both generally and those relating to progression, the transfer of registration from MPhil to PhD degree, and transfer pending submission 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 university procedures.

6.4.13. The prescribed programme of study should include elements requiring formal participation by the student, such as attendance at university lectures, tutorials, seminars, training sessions and appropriate consultation with the university supervisor.

6.4.14. 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 university. The external supervisor must be eligible to act in accordance with the supervision regulations and must maintain close contact with the university 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.

6.4.15. Students will normally have joint face-to-face meetings with both supervisors at least twice a year and monthly contact with the university supervisor. It is also expected that the external supervisor will ensure regular contact with the department at which the student is registered.

6.4.16. 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 meets 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 Student Administrative Services of any change in the place of research.

### 6.5. Arrangements for off-campus study

6.5.1. A 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;

a. at the beginning of the period of registration, including at induction;

b. at the period of upgrade; and

c. immediately before the submission of the thesis and any other times specified by the faculty.

Separate regulations and procedures govern students registered under collaborative research degree programmes.

6.5.2. The responsible authority within the faculty is the chair of the faculty PGR committee/Associate Dean for Doctoral Studies. They should establish that it is in the interests of the student's work that they should spend a period of study off-campus and that:

a. the institution or place in which the student proposes to study is suitable in terms of the facilities and academic supervision available;

b. the institution is willing to provide the necessary facilities and supervision; and

c. the student will be adequately insured.

6.5.3. A student may be permitted to spend part of their programme in off-campus study under the following conditions. Additional requirements will be outlined by the respective faculty:

a. Prior permission to study off-campus is obtained by the student from the faculty;

b. 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;

c. The conditions set by the faculty ensure that the regulatory requirements of the university regarding attendance and programme of study are met;

d. Regular contact with the supervisors is maintained;

6.5.4. Students not based in the UK for the duration of their programme must ensure that:

a. prior to registration, permission is obtained by the student from the responsible authority within the faculty;

b. a plan for monitoring the study progress is agreed with the student by the responsible authority by the first formal progress report sign-off.

6.5.5. The arrangements for monitoring the progress of the student will include the appointment of a local supervisor, who will supervise the student on a day-to-day basis, and maintain frequent contact with the student's first supervisor at King's. In addition to this it is expected that formal monitoring will continue to take place in line with normal procedures.

6.5.6. Any student wishing to spend less than the six months required at the faculty of registration must gain the permission of their faculty, in order that an exemption to the regulations can be sought from the college.

6.5.7. Timelines for submission are the same as for students whose studies are centred at the university and therefore off-campus study will not be permitted as a reason for late submission.

6.5.8. A student registered as off-campus will receive a research degree of King's College London and not of an external institution, unless they are registered under a formal collaborative research degree programme for a joint award.

6.5.9. Students must complete an off-campus study form in accordance with procedures in the faculty of registration and submit this to the relevant Registry office. Any changes to the plan must be communicated to the Registry office.

### 6.6. Working and teaching during a research degree

*Working during a research degree*

6.6.1. 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 work not directly related to their degree in their own time.

6.6.2. It is essential that the supervisor and student ensure that this work 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.

6.6.3. 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. Where it is a condition of a fellowship, students may be permitted to do up to 0.2 full-time equivalent (FTE) clinical work to maintain their clinical skills. For craft specialists (e.g. surgeons), this can be increased to 0.4 FTE.

6.6.4. Students who are studying on a student visa must comply with the restrictions placed on
their working hours and if in doubt consult with the Visa Compliance team.

*Teaching During a Research Degree*

6.6.5. Students may be given the opportunity, with the approval of the supervisor(s), to engage in education support by contributing to undergraduate teaching, such as:

a. lecturing;
b. demonstrating practical classes;
c. project supervision;
d. taking tutorials; and/or
e. being involved in both formative and summative assessment activities for undergraduate degrees.

6.6.6. The student's teaching responsibilities must:

a. clearly defined in writing;
b. be compatible with their research responsibilities;
c. be supported by their supervisor(s); and/or
d. not exceed a maximum of six hours per week on average.

6.6.7. All students must be provided with appropriate training before commencing any teaching.

6.6.8. Students must be fairly paid for any teaching work.

6.6.9. Research students who engage in education support under the Post-graduate research students involvement with teaching and learning policy should be mentored by an academic member of staff and receive feedback on their activities from the students they have taught.

**6.7. Supervision**

6.7.1. Faculties are responsible for arranging the supervision of a research degree student and will ensure that a supervisory team (a first 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.

6.7.2. The roles and responsibilities of the faculty Postgraduate Research Students Committee, Head of Department/Division, faculty Associate Dean for Doctoral Studies, supervisors and students are detailed in guidance provided by the Centre for Doctoral Studies.

6.7.3. Each student will be allocated a provisional first supervisor at the time of offer of a place. The supervisory team will be confirmed within the first month of registration.

6.7.4. For professional doctorate programmes, the appointment of a supervisory team should take place within three months of the student successfully completing the taught elements of the programme.

6.7.5. Students and supervisors are required to read and sign a student-supervisor agreement within the first month of registration, the format of which may vary. Please refer to the admitting faculty for relevant details.

6.7.6. It is the responsibility of Heads of Departments, line managers, and Associate Deans of Doctoral Studies, or their delegates, to ensure that all supervisors are aware of the standards of conduct and performance expected of them in the Roles and responsibilities for PGR supervisors. If the faculty Associate Dean believes these standards are not being met, the Associate Dean should raise their concerns with the Heads of Departments, who may escalate the matter further in line with university HR disciplinary procedures.

6.7.7. The faculty Associate Dean for Doctoral Studies, or their delegate, is responsible for ensuring that staff who supervise students on research degrees are trained and informed about the processes of supervision and progression.

6.7.8. It is the responsibility of the Head of Department with support from the faculty. Associate Dean for Doctoral Studies, or their delegate, to ensure appropriate cover is provided in case of planned or unplanned absence of the first supervisor of more than thirty calendar days, for example because of illness; to make new supervisory arrangements within an appropriate timeframe where it is deemed necessary, and it is feasible to do so.

6.7.9. The roles and responsibilities of the Faculty Postgraduate Research Students Committee, Head of Department/Division, Faculty Associate Dean for Doctoral Studies, supervisors and students are detailed in guidance provided by the Centre for Doctoral Studies.

*Supervisory Team*

6.7.10. The supervisory team for a research student must consist of a minimum of two:

- a first and second supervisor; or
- co-first supervisors; or
- a panel of supervisors.

6.7.11. For co-supervision models, both supervisors are considered to be first supervisors.

6.7.12. To be eligible, supervisors must have obtained a PhD or equivalent degree relevant to the student/topic in question.

- not be studying for a research degree themselves;
- have completed supervisory development;

- attend a formal refresher supervisory development session once every five years;
- 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.

In addition, at least one of the student's supervisors must:

- have an employment contract with the university that extends beyond the duration of the student's degree. This includes adjunct appointed clinical academic staff;

- have supervised a PhD (or equivalent research degree as relevant to the student in question) to completion.

6.7.13. The maximum number of students a member of staff may supervise as first supervisor or co-first supervisor at any one point in time is eight research degree students (part-time or full-time).

6.7.14. The maximum number of students a member of staff may supervise as either first, co-first, second or third supervisor at any one point in time is twenty research degree students (part-time or full-time).

*1st supervisor*

6.7.15. The first supervisor role for a research degree student can be undertaken by:

*a.* a member of academic staff of the university appointed by the faculty;

*b.* adjunct academic staff who are employed by one of the King's Health Partner Trusts;

*c.* a career development fellow, who has full salary support from a personal award with 4 years or more duration, including research funding, with an expectation of leading an independent research programme and equivalent status to Lecturer or above.

6.7.16. The first supervisor should have regular supervision meetings with the student either in person, via video conference or by phone, normally at least once every month, or part-time equivalent.

*2nd supervisor*

6.7.17. The second supervisor role for a research degree student can be undertaken by:

a. staff who meet the criteria to act as first supervisor; and

b. external colleagues, with or without honorary academic contract with the university, who provide external academic expertise and enhance the research degree through a collaboration with the King's first supervisor and student, for example, academic staff in other universities, NHS staff, cultural leaders such as Head of Collections at British Museum, industrial partners for iCASE awards, or legal professionals.

6.7.18. The second supervisor should play a clearly defined role in the student's supervision and should meet the student at least every three months, or part-time equivalent, and should be able to act independently of the first supervisor.

6.7.19. The second supervisor is expected to support the student, to assist in the monitoring of the student's progress and to stand in in the first supervisor's absence. Therefore, in cases where the second supervisor does not meet the eligibility criteria to act as the first supervisor, the faculty Associate Dean for Doctoral Studies, or their delegate, will appoint a new first supervisor if the first supervisor is absent for more than one month.

6.7.20. Post-doctoral researchers are not normally eligible to act as first or second supervisor for research degree students. On a case-by-case basis, senior post-doctoral researchers who meet specific criteria may apply, with the support of their faculty Associate Dean for Doctoral Studies, to be considered for an exemption to this regulation to act as a second supervisor.

*Third Supervisor*

6.7.21. The third supervisor, where appointed, would bring specialist knowledge or supervisory experience to the research project but is not responsible for monitoring the academic progression of the student. A third supervisor will be appointed via the faculty and could include the following:

a. staff who meet the criteria to act as first or second supervisor;

b. members of staff who hold a post-doctoral researcher position;

c. members of staff who hold a teaching fellow position;

d. individuals who are external to the university but can provide expert knowledge as set in regulation 6.7.17b;

e. individuals who are external to the university but can provide local support for students who carry out fieldwork abroad or elsewhere in the UK.

**6.8. Progression**

6.8.1. All students and members of staff, including supervisors, must comply with, and have access to, the university's rules in place for progress monitoring. The rules in this section represent a minimum level to which all faculties will adhere, although faculties may choose to implement stricter procedures. For this reason, it is important that this is read in conjunction with the guidelines set out in the appropriate faculty and departmental handbooks.

*Skills training*

6.8.2. Research project work constitutes the major training component of the programme. In line with Research Council requirements and QAA recommendations, students should also demonstrate that they are acquiring generic skills and skills in research methods.

6.8.3. All research students have the right to undertake the equivalent of 10 days (FTE) of training and development activities per year of study.

6.8.4. The development needs for each new student must be assessed individually by their supervisory teams at the start of the study programme and a training plan must be agreed between students and supervisors. The training plan should be reviewed as part of the progress reviews of all students.

6.8.5. The student's training record must also be reviewed at the upgrade to PhD stage and any deficiencies highlighted and addressed.

6.8.6. 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 or external to the university.

6.8.7. Attendance at training sessions run by the Researcher Development Programme and other training providers at the university will be recorded and students should use their progress reports to log training undertaken outside of the university.

*Regular review of progress*

6.8.8. The progress of all students will be subject to regular, formal review. Progress reviews, including upgrade reviews, must involve three assessors, at least one of whom is independent of the student's supervisory team.

6.8.9. During their first year of study, both full- and part-time students must have their progress formally reviewed within three months of initial registration and again after a further period of nine months registration. Thereafter, the progress of all students will be reviewed at least every six months.

6.8.10. A formal progress review will have one of three possible outcomes:

a. Satisfactory progress: the student's registration is allowed to continue unconditionally until the next review;

b. 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 by the assessing panel 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 assessors' conditions;

c. Unsatisfactory progress: the student has not made the normal academic progress expected of all students and compulsory removal proceedings will begin in line with regulations 8.2-8.25. A finding of 'unsatisfactory progress' and removal proceedings shall only commence where:

- there has been an earlier finding of 'conditional progress' and the follow-up review determines that the student has failed to make satisfactory progress; or

- the student has otherwise received prior written warning from the faculty in the manner specified in the regulations on academic progress.

In the event of removal under regulations 8.2-8.25, the student has a right of appeal against the termination of their studies.

6.8.11. Whenever 'conditional progress' 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:

a. Satisfactory progress: the student's registration is allowed to continue unconditionally until the next review; or

b. Unsatisfactory progress: the student has not made the normal academic progress expected of all students and compulsory removal proceedings will begin under regulations 8.2-8.25. In the event of removal under these regulations, the student has a right of appeal.

6.8.12. The result of all progress reviews must be proposed by the student's first supervisor and signed off by the PG/research co-ordinator for the subject area via the university's online progress monitoring system.

*Upgrade from MPhil to PhD*

6.8.13. 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 outlined by the faculty of registration.

6.8.14. The upgrade from MPhil to PhD registration is classed by the university as a formal milestone to be satisfactorily attained by students in their progress towards attaining their PhD. The upgrade does not lead to a qualification in its own right.

6.8.15. 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 eighteen months part-time study; but before eighteen months of full-time study, or thirty-six months part-time study.

6.8.16. Transfer from MPhil to PhD status must be completed within the above timeframes. A student will only be allowed to undertake a maximum of two formal reviews to upgrade. A second attempt at the upgrade, if necessary, plus the completion of any associated tasks in order to complete the transfer.

6.8.17. Students must satisfy any conditions prescribed by the faculty of registration before being considered for upgrade.

6.8.18. The key principle for upgrading is for an academic panel, at least one of whom has to be independent to the supervisory team, to assess that the student is on course to produce research of the required standard for the final degree within the permitted timescale.

6.8.19. The upgrade from MPhil to PhD 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;
- evidence of a clear methodology;
- set of research procedures or framework of inquiry;
- a work plan to completion;
- a record of training and development activities undertaken.

Plus, a formal review meeting must take place to assess the submitted work.

6.8.20. The upgrade review, including any following reviews, will normally take place in person with the student physically present. In exceptional circumstances, where a physical meeting is not possible, alternative arrangements may be agreed by the faculty in line with university recommendations.

6.8.21. Where a student is registered for a joint 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.

6.8.22. 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 the final degree level.

6.8.23. The faculty Associate Dean for Doctoral Studies is responsible for ensuring that the procedures are followed within the faculties. Where this responsibility is devolved to a PGR Committee based in departments or research centres, the Associate 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.

6.8.24. Faculty representatives on the university's Postgraduate Research Students Subcommittee will be required to address the effectiveness of the process and any issues arising from it in their faculty's annual report.

6.8.25. Progression timelines and requirements for professional doctorate degrees may vary. These will be outlined in the relevant programme specification.

*First attempt at the upgrade*

6.8.26. There are 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. This will follow the same process as the first review.

The student will be required to either:

- complete minor amendments for the current upgrade attempt. Where minor amendments have been completed and submitted, the panel will determine the final outcome of the upgrade attempt as either an unconditional pass or a fail (see 6.8.26c); or

- repeat a second attempt at the full upgrade process including re-submission of documents and a panel meeting, at which the student must be physically present.

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 regulations 8.2-8.25 should commence.

6.8.27. Formal notification of outcome (b) above to the student shall be classed as a written warning under academic regulations 8.2-8.25, provided that this is made clear to the student in the notification.

*Second attempt at the upgrade (if necessary)*

6.8.28. There will be two possible outcomes to a second formal upgrade review:

a. unconditional pass: the student's registration is transferred from MPhil to PhD with immediate effect;

b. fail: the review determines:
   - that the student's registration should remain at MPhil; or
   - that proceedings to terminate the student's registration under academic regulation 8.2-8.25 should commence.

*Post upgrade review*

6.8.29. Removal under academic regulations 8.2-8.25 shall only be permitted after a second upgrade review, unless the student was formally notified prior or after the first upgrade review in the manner specified in the academic regulations that their progress was not satisfactory.

6.8.30. Students can appeal the outcome of an upgrade review in accordance with the procedure set out within the academic appeals regulations (6.13.44 – 6.13.79).

6.8.31. Students who remain at MPhil level will need to submit a final thesis and have an examination as per the normal examination regulations. The upgrade meeting

does not automatically lead to an MPhil award. Students on the MPhil route will be expected to adhere to the submission periods for that programme.

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

*MD(Res) review for transfer to year two*

6.8.33. At one year from registration (or two years if part-time), MD(Res) students are required to give a presentation to the academic members of the relevant progression committee in order to transfer to the second year of the programme. This is a mandatory requirement and a satisfactory transfer review is required for the student to continue their registration. The aim is to satisfy the academic panel that the student's research is progressing satisfactorily, to ensure the student is on track to successfully complete their degree, and to help the student and supervisors anticipate any potential problems.

6.8.34. The key principle for MDRes review is for an academic panel, at least two of whom have to be independent to the supervisory team, to assess that the student is on course to produce research of the required standard for the final degree within the permitted timescale. This is a mandatory requirement, and a satisfactory review is required for the student to continue their registration.

6.8.35. The review is classed by the university as a formal milestone to be satisfactorily attained by students in their progress towards attaining their MDRes degree.

6.8.36. The MDRes review will be considered:

a. after the student has completed nine months of full-time study, or eighteen months' part-time study;

b. before the student has completed fifteen months of full-time study, or thirty months' part-time study.

6.8.37. The MDRes review must be completed within the above timeframes. This includes the first and, if necessary, the second attempt, plus the completion of any associated tasks or conditions prescribed by the faculty of registration.

6.8.38. There are three possible outcomes to a formal review:

a. <u>Unconditional pass</u>

b. <u>Refer for further review</u>
The student does not meet the requirements at this time and is required to meet conditions set by the panel and undertake a further formal review. This will follow the same process as the first review. The student will be required to either:

- complete minor amendments; or
- repeat the full review process including re-submission of documents, if appropriate, and a panel meeting, at which the student must be present.

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

c. Fail

The review determines:

- that proceedings to terminate the student's registration under academic regulation 8.2-8.25 should commence.

6.8.39. Removal under academic regulations 8.2-8.25 shall only be permitted after a second review, except where the student was formally notified prior to their first review in the manner specified in the academic regulations that their progress was not satisfactory.

6.8.40. A student will only be allowed to undertake a maximum of two formal reviews, i.e., the initial review and one additional review.

6.8.41. Students can appeal against the outcome of the review, in accordance with the procedure set out within the Academic appeals for research degree students.

*Transfer to 'pending submission' status*

6.8.42. When a student has completed the data collection and research required for their research degree, they may apply to transfer status from registration as a full-time or part-time student to that of 'pending submission' status according to the procedure established by the faculty of registration.

6.8.43. Transfer to pending submission status will only be approved following three years of full-time study, or six years of part-time study.

6.8.44. Transfer to pending submission status 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 supervisory teams.

6.8.45. The maximum pending submission registration period for both full- and part-time students is one year.

6.8.46. If a student does not submit within the one year allowed for pending submission but is permitted to continue their degree, they must be transferred back to full- or part-time status and charged the appropriate fee.

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

6.8.48. Pending submission fees will not be charged pro-rata.

6.8.49. Progress during the period of pending submission must be monitored by use of regular progress reports.

6.8.50. Where students are required to resubmit their thesis within eighteen months, as noted in the research degree examination outcomes regulations, they will be transferred back to upending submission status in order that their progress towards resubmission can be monitored via regular progress reports, and therefore will be charged pending submission fees. This period of 'pending submission' is separate to any pending submission status that may have been in place pre-exam.

**6.9. Extending and exceeding**

*Extending the thesis submission deadline*

6.9.1. In exceptional cases, students may apply for an exemption to the regulations to extend their submission deadline. Extensions can be requested for circumstances that would otherwise be classified as a reason for interruption, for example illness or personal difficulties. Another reason might be the sudden unexpected absence of the supervisor. Extensions will not be permitted in cases of bad planning, lack of academic progress or poor communication.

6.9.2. If an exemption is requested based on medical/health problems, appropriate supporting evidence (e.g. medical certificate, counsellors report) must be provided by the student, usually noted by the supervisor and kept on the student file for future reference where required. These problems may have been ongoing throughout the research period. Without supporting documentation, an extension may not be granted.

6.9.3. If an exemption is requested for purely financial reasons it will be considered. However, an exemption is not guaranteed and students should prioritise their studies and adhere to the expectations relating to work that are covered in the regulations on research degree entrance requirements and mode of study, and on working and teaching during a research degree.

6.9.4. Requests for an extension to a submission deadline must be made by the Associate Dean for Doctoral Studies for the faculty of registration by completing the exemption request form in advance of the deadline. Where possible, this should be 3 months in advance of the submission deadline.

6.9.5. Once submitted by the Associate Dean for Doctoral Studies, exemption requests for postgraduate research programmes are approved via the Centre for Doctoral Studies. A centralised record is kept to monitor requests.

6.9.6. Exemptions relating to taught elements of professional doctorates will also require approval from the faculty Board of Examiners.

6.9.7. 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.

6.9.8. The Centre for Doctoral Studies may decide to change applications to extend the deadline to be approved under the category of exceeding 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*

6.9.9. Where an extension to the submission deadline has been rejected or in exceptional cases, students may apply for an exemption to the regulations in order to exceed their submission deadline. Applications 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.

6.9.10. 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.

6.9.11. 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.

With both of the above types of exemption, the student must submit within the extended period or termination of studies procedures will be started.

*Late submission of thesis*

6.9.12. Where a student submits their thesis later than 24 hours after the submission deadline, they must apply for an exemption to exceed their submission deadline.

**6.10. Interruption of study**

6.10.1. An interruption of studies is a supportive mechanism where a student is permitted by their faculty (and funder, where appropriate) to formally step away from their studies for an agreed period.

6.10.2. Although submission deadlines are adjusted accordingly for approved interruptions, the interrupted period does count towards the maximum registration period, as detailed in the regulations on research degree minimum and maximum periods of registration. Students should be aware of, and adhere to, the maximum period of registration for their programme.

6.10.3. Students will be permitted to interrupt their studies for periods between one and twelve months in most circumstances, with a maximum of twenty-four months interruption during their degree. The total period of interruption across a research degree programme will be a cumulative total of any/all periods of interruption. For periods of interruption between twelve and twenty-four months, approval should be sought from the Associate Dean for Doctoral Studies within the faculty of registration.

6.10.4. Interruptions to the course of study may be requested for a number of reasons, such as:

- illness;
- maternity/paternity leave;
- personal and family reasons;
- financial hardship;
- internships not directly related to the research project;
- periods of investigation of research misconduct or student complaints; and
- major restructuring of the department or research group.

These reasons are not exhaustive, and faculties may grant interruptions for other reasons they consider acceptable.

6.10.5. Interruptions will not normally be permitted based on:

- a change of research topic;
- lack of progress;
- fieldwork; or
- time spent training or in industry where this is part of the research programme.

6.10.6. In cases of illness or injury, the student should inform the supervisors and department of absences of more than one week, and medical certification must be provided.

6.10.7. Retrospective interruptions are not allowed. In such cases an exemption request should be submitted in order to extend or exceed the registration period.

**6.11. Examination entry requirements**

6.11.1. 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;
- the student meets the requirements of the programme; and
- that they conform to submission timescales as set out in the regulations on research degree minimum and maximum periods of registration.

*Entrance to examinations*

6.11.2. A student must give written notice to the university of their intention to submit via the examination entry form (RD1). This form has to be submitted to the Research Degrees Examinations Team at least four months prior to submission.

6.11.3. The supervisor must use the examination entry form (RD1) to nominate the examiners.

6.11.4. Following the submission of the RD1, the university will appoint the examiners in accordance with the regulations on conduct of research degree examinations.

6.11.5. The RD1 is valid for a maximum of eighteen months. If a student fails to submit their thesis within this period, they will be required to submit a new form.

6.11.6. A thesis must be presented for examination in accordance with the procedures and in the format specified by the university, which includes a requirement to submit an electronic version of the thesis (e-thesis).

6.11.7. The oral examination will normally take place within three months of dispatch of the thesis, subject to examiners' availability and the timely submission of the RD1.

6.11.8. Once students submit, they will not be charged any further fees, even if their registration period crosses over into a new academic year. They should continue to receive access to library, computer facilities and supervisory support as required to assist with preparation for their oral examination.

**6.12. Examinations**

*Appointment of examiners*

6.12.1. For each student the Research Degrees Examinations Board shall oversee the appointment of normally two individuals to act as examiners.

6.12.2. Both examiners should be external to King's College London. In exceptional circumstances the Research Degrees Examinations Board can allow the appointment of an internal examiner.

6.12.3. If the student is a member of King's staff, then the examiners will both have to be external to the university.

6.12.4. The Board may, if it considers it appropriate or if it is a requirement of a programme, permit the appointment of three examiners to act jointly or an Independent Chair and two examiners.

6.12.5. The examiners formally approved by the Subject Area Board or university are expected to perform this role through the entire examination process, including re-examination if applicable.

6.12.6. In the case of major amendments or re-examination, changes to approved examination panels following first examination will only be allowed in exceptional circumstances when the appointed examiners are not available. In these cases, the Research Degrees Examinations Team will contact the supervisor with the request to propose a new examiner using the examination entry form (RD1).

6.12.7. For students registered for a research degree that is jointly awarded with another institution, the Research Degrees Examinations 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 will be detailed in the relevant Schedule of Activity).

6.12.8. The criteria for examiners is as follows:

a. examiners shall be expert in the field of the thesis and able to make an independent assessment of the student;

b. between them, the examiners should have examined at least three research degrees in the UK of appropriate level;

c. examiners should not have had any significant research or other contact with the student. The student's supervisor should not be an examiner nor should they have had any role in the assessment or supervision of the student;

d. There should be no personal link between the examiner and student;

e. an internal examiner will not have been involved in the supervision of the student during the research period;

f. an internal examiner will not have been part of the upgrade assessment panel of the student;

g. an internal examiner will not have been supervised by the student's supervisors for their own degree or post-doc;

h. an internal examiner will not have a close personal relationship with the student's supervisor;

i. reciprocal examining with a supervisor from another institution is not permitted within a two-year period;

j. The repeated nomination of an examiner by a supervisor will not normally be permitted within a two-year period;

k. a supervisor will not be able to use the same internal examiner more than once per academic year;

l. former lay members of Council, students or employees of King's shall not normally be appointed before a period of three academic years has elapsed.

6.12.9. An examiner from outside the UK or the Republic of Ireland shall be appointed where the faculty can demonstrate that they are the most appropriate examiner for the thesis. If an examiner from outside the UK or the Republic of Ireland is appointed, the Board must be satisfied that the examiner is familiar with the British higher education system and the general requirements and procedures for the award of research degrees.

6.12.10. Visiting professors, retired, emeritus and industry professionals can be appointed where the faculty can demonstrate they are the most appropriate examiner for the thesis, and providing one of the examiners holds a current and active position at a UK university.

*Conduct of examinations*

6.12.11. Examiners are required to:

- prepare independent preliminary written reports on the thesis to assist in conducting the oral examination;

- submit the preliminary reports to the Research Degrees Exams office prior to the oral examination for quality assurance purposes.

- exchange preliminary reports prior to the oral examination.

6.12.12. If the examiners suspect cases of plagiarism or other research misconduct in the thesis they must inform the Research Degrees Examinations Office before the oral examination is due to take place. The Research Degrees Examinations Team will ensure that the research misconduct process is followed and that the oral examination does not take place.

6.12.13. The examiners, after reading the thesis, shall conduct an oral examination with the student in accordance with university guidelines.

6.12.14. The oral examination may be conducted in face-to-face, fully remote or hybrid format. Students are required to present themselves for oral, practical or written examinations at such place and time as the university may direct. Students are recommended to have a copy of their thesis to hand, either in hard copy or electronic format.

6.12.15. Where exams take place face-to-face, these will normally be conducted in London, or at other King's College London premises. The university may, however, exceptionally agree, via the Research Degrees Examinations Board, that the examination be conducted elsewhere if there are circumstances which make this expedient.

6.12.16. Different examination arrangements may be in place for joint awards involving a partner institution. Details will be set out in the relevant partnership agreement.

6.12.17. 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.

6.12.18. After an oral examination, a joint final report of the examiners and list of required amendments (if applicable) must be submitted to the Research Degrees Examinations Board via the Research Degrees Exams Office within three weeks of the examination taking place.

6.12.19. The joint final report shall indicate whether the thesis meets the requirements listed in the criteria for research degree thesis and award regulations and shall include a reasoned statement of the examiners' judgment of the student's performance. Where applicable, the report should also include a list of required amendments for the student to make.

6.12.20. The examiners can inform the student of the outcome of the examination after the oral examination.

6.12.21. Following ratification by the Research Degrees Examinations Board, all examiner reports and any list of required amendments will be released to the student by the Research Degrees Exams Office.

6.12.22. Examiners have the right to make comments in confidence to the university in a separate report. Such comments should not normally be concerned with the performance of the student but may cover, for example, matters which they wish to draw to the attention of the Research Degrees Examinations Board or the Centre for Doctoral Studies.

6.12.23. 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 university, are removed.

**6.13. Examination Outcomes**

6.13.1. The options open to examiners in determining the result of the examination for ratification by the Research Degree Exams Board are as follows and apply to all research degree students regardless of when they first registered:

- Pass;
- Pass subject to minor amendments;
- Pass subject to major amendments;
- Re-examination of thesis (with or without second examination);
- Consideration for a lower, related award;
- Academic fail.

The result is recorded on the decision form.

*Pass*

6.13.2. 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 Examinations Board.

*Pass subject to minor amendments*

6.13.3. Where the student's thesis broadly meets the criteria for the specified award and the student satisfies the examiners in all other elements of the assessment, the examiners will make a formal recommendation for award to the Research Degrees Examinations Board, subject to the completion of minor amendments.

6.13.4. Where the examiners have recommended 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 Research Degrees Examinations Board.

6.13.5. One examiner will be required to confirm that the amendments are appropriate and have been made within the specified timeframe. Which examiner will do this will be agreed between the examiners themselves and will be confirmed on the Decision form.

6.13.6. If the student fails to make the amendments in the timeframe 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' below will apply.

*Pass subject to major amendments*

6.13.7. 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 Research Degrees Examinations Board subject to the completion of major amendments within six months.

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

6.13.9. Where the examiners have recommended 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 Research Degrees Examinations Board.

6.13.10. Both examiners must confirm that the amendments are appropriate and have been made within the specified timeframe.

6.13.11. If the student fails to make the amendments in the specified timeframe 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' below will apply.

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

6.13.12. 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. This will be within eighteen months for the PhD or Professional Doctorate examination and twelve 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 Research Degrees Examinations Board.

6.13.13. The examiners must indicate on the examination decision form whether a further oral examination is required. This decision cannot be changed upon receipt of the revised thesis.

6.13.14. 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 eighteen months (twelve 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 Research Degrees Examinations Board.

6.13.15. As this is a re-examination to confirm degree, the examiners will examine the amended thesis, submit preliminary reports (when a second oral examination 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.

6.13.16. If the student fails to make the amendments in the specified timeframe 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' below will apply.

6.13.17. Students whose thesis examiners require them to resubmit within eighteen months will be transferred back to pending submission status in order that their progress towards resubmission can be monitored, and therefore will be charged writing-up fees.

*Consideration for a lower, related award*

6.13.18. 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).

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

6.13.20. 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.

6.13.21. For examination for the PhD 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 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).

6.13.22. If the student's thesis does not meet the criteria, the examiners will recommend to the Research Degrees Examinations Board that the student be recorded as an academic fail.

6.13.23. For examination of Professional Doctorates only: Where the individual programme specification permits, the final reports and outcome will be sent by the examiners to the Research Degrees Examinations Team, who will forward the information to the relevant Postgraduate Assessment Board for consideration of an exit award.

*Academic Fail*

6.13.24. 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-presentation within eighteen months the examiners will recommend to the Research Degrees Examinations Board that the student be recorded as an Academic Fail.

6.13.25. 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*

6.13.26. 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 Research Degrees Examinations Board 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).

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

6.13.28. In both cases the student has the right to appeal under section 6.15 on Academic appeals for research degree students.

*Additional examiner*

6.13.29. When the examiners appointed are unable to reach agreement when approving amendments or following a re-examination, they shall report this to the Research Degrees Examinations Board, which shall appoint an additional examiner who is external to the university.

6.13.30. 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.

*Thesis award*

6.13.31. With the exception of students registered for joint 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.

6.13.32. The greater proportion of a student's investigations must be carried out during the period of registration.

6.13.33. All theses for university 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 Examinations Board. In this instance, an abstract in English of up to 5,000 words shall be submitted at the same time as the thesis.

6.13.34. The contribution 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.

6.13.35. 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.

6.13.36. 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.

*Thesis incorporating publications*

6.13.37. Students are allowed to include in their thesis work that is already published, or accepted for publication, at the time of submission of the thesis, either by the student alone or jointly with others.

6.13.38. The majority of the research making up the publication must have been done under supervision at the university during the period of registration.

6.13.39. The thesis will require additional chapters and information for it to meet the requirements for a PhD degree, particularly that of the thesis being an integrated whole and presenting a coherent argument.

6.13.40. A series of papers alone, whether published or otherwise, is not acceptable for submission as a thesis.

6.13.41. A thesis incorporating publications should include at least one paper published, or a paper accepted for publication, in a peer reviewed publication. This should be presented in its final accepted form with appropriate referencing from the relevant publication.

6.13.42. 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.

6.13.43. 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. Further information can be found in Guidelines on submitting a thesis incorporating publications.

*Appeals*

6.13.44. 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

6.13.45. The appeal procedure in respect of upgrade decisions should be completed at faculty level before the university will consider any appeal by the student under the regulations on failure to make sufficient academic progress (regulations 8.2-8.25).

6.13.46. An appeal must be requested in writing on the upgrade appeal form and lodged with the relevant faculty registry office within 15 working days of the upgrade decision. The grounds of the appeal must be clearly stated in the appeal and appropriate documentation supplied.

6.13.47. The Associate Dean for Doctoral Studies in the faculty will normally advise the student in writing of their decision on the appeal request within 10 working days of receipt of the appeal, subject to collecting all relevant information and interviewing people. The Associate Dean for Doctoral Studies will allow an appeal to be heard if they are satisfied that one or more of the following criteria apply:

a. where there is evidence that the student's performance may have been adversely affected by mitigating circumstances which the student was unable, or for valid reasons unwilling, to divulge to the examiners before the decision was reached;

b. where there is clear evidence of a significant administrative or procedural error on the part of the university in the conduct of the upgrade process and that this accounted for the student's performance.

6.13.48. The Associate Dean for Doctoral Studies will have the discretion to take into account grounds (including grounds of compassion) other than those stated above in deciding whether to allow an appeal to be heard.

6.13.49. 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 Associate Dean for Doctoral Studies, requires an investigation which falls outside the remit of the appeal regulations and which constitutes a complaint under the Student Complaints Policy, then the matter shall be referred for consideration under that policy. In these circumstances, the appeal may be suspended, at the discretion of the Associate Dean for Doctoral Studies, until the consideration of the matter under the Student Complaints Regulations has been concluded.

6.13.50. Any information supplied by the student at a later date will only be considered if, in the judgment of the Associate Dean for Doctoral Studies, there are valid reasons why it could not have been submitted as part of the initial appeal. However, the student shall have the right to receive copies of any documents provided to the appeals panel (including the information from the upgrade panel, the statement of the student's supervisor, and any referee's reports), and may submit comments for the panel's consideration within five working days of being sent this information.

6.13.51. An appeals panel shall be established comprising:

- the Associate Dean for Doctoral Studies or nominee, who shall act as Chair;
- two members of the faculty Postgraduate Research Committee;

and will be supported by a representative from the relevant faculty or registry office.

6.13.52. The panel shall not include anyone involved in the original upgrade decision 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.

6.13.53. 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.

6.13.54. 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.

6.13.55. The student's first supervisor will be asked to provide a statement indicating whether they support the appeal and whether they think that the student should be allowed to upgrade and the reasons for their recommendation.

6.13.56. 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.

6.13.57. Before making a decision the panel, at the discretion of the Chair, may decide to:

a. request a further referee's report;

b. seek clarification from any party involved;

c. interview the student and/or supervisor.

6.13.58. 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.

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

6.13.60. The panel may take one of the following decisions:

a. to reject the appeal and uphold the decision to terminate the student's registration;

b. to reject the appeal and uphold the decision that the student's registration should continue at MPhil level;

c. to uphold the appeal and allow the MPhil to PhD upgrade;

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

6.13.61. In the event of a) being the decision of the panel, removal proceedings shall commence under the Academic Progress Regulations. The student has the right to appeal against the removal in accordance with academic regulations 8.2-8.25.

*Appeals concerning decisions of examiners: thesis and oral examination*

6.13.62. An appeal must be requested in writing on a form provided for the purpose and lodged with the Head of Student Conduct and Appeals (HoSCA) on behalf of the Principal within 15 working days of the date of notification to the student of the result of the examination. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied within the deadline for submission of the appeal.

6.13.63. The Principal will normally advise the student in writing of their decision on the appeal request within 30 working days of receipt of the appeal. An appeal will be permitted if the Principal is satisfied that one or more of the following criteria apply:

a. where there is evidence that the student's performance at the oral examination may have been adversely affected by mitigating circumstances which the student was unable, or for valid reasons unwilling, to divulge to the examiners before the decision was reached;

b. where there is clear evidence of significant administrative or procedural error on the part of the university in the conduct of the examination and that this accounted for the student's performance.

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

6.13.65. Where a student submits an appeal that their examination was adversely affected by alleged harassment, bullying or discrimination, or by any other factor, which, in the opinion of the Principal, requires an investigation which falls outside the remit of these appeal regulations and which constitutes a complaint under the Student

Complaints Policy, then the matter shall be referred for consideration that policy and procedure. In these circumstances, the appeal may be suspended, at the discretion of the Principal, until the consideration of the matter under the Student Complaints Policy has been concluded.

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

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

6.13.68. If the student is to be represented and/or accompanied then the names of the attendees must be received in writing by the HoSCA at least forty-eight hours in advance of the hearing. The Chair of the Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.

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

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

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

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

a. the written submissions of the student and of the examiners (should they wish to make a written submission);

b. the final report(s) and the preliminary independent reports of the examiners;

c. any documentation that either the student or the examiners wish to submit.

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

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

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

a. to reject the appeal, in which case the result of the outcome of the examination appealed stands;

b. to request the examiners to reconsider their decision. The examiners shall normally be expected to hold another oral examination before reaching a decision as to whether the result should be changed;

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

i. For an appeal following the first examination, normally the new examiners will be sent the original thesis submission and will have all the examination outcome options available to them. They will not have access to the original examiners' reports.

ii. For an appeal following any subsequent examinations, normally the new examiners shall have access to the outcome appealed, i.e. be sent the original examiners' reports and the most recently examined thesis. A new revised thesis is not permitted under this outcome.

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

6.13.77. When a new examination is to be held, new examiners shall be appointed in accordance with the academic regulations for research degrees. However, all examiners should be external to the university. The examiners may make any of the decisions open to the original examiners. The examiners will not be given any detailed information about the previous examination except the single fact that they are conducting a new examination following an appeal.

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

6.13.79. The result of the original examination having been cancelled; the result of the new examination shall be considered by the Research Degrees Examination Board.

*Availability of thesis*

6.13.80. It is a requirement that a thesis resulting from a research degree undertaken at the university 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 university.

6.13.81. 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.

6.13.82. 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 after the date of award but before the final thesis is submitted to the library.

6.13.83. Where approved, a restriction of access will normally be granted for a period of one or five years. A permanent restriction of access 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.

6.13.84. Theses funded by a Research Council UK training grant must be placed in the public domain within a maximum of twelve months following award.

6.13.85. The availability of theses produced as part of a joint programme must also conform to the publication requirements of the partner institution.

*Revocation*

6.13.86. An award type, award title or classification can be revoked and reissued, or an award can be revoked in its entirety under the following conditions:

a. where there is satisfactory proof that there was an administrative error in the award made;

b. when, subsequent to award, the Research Degrees Examination Board takes into account information which was unavailable at the time its original decision was made;

c. following a recommendation or ruling by the Misconduct Committee; or

d. following a recommendation or ruling by an Inquiry Panel established to investigate allegations of research misconduct.

**Policies and Procedures**

Postgraduate Research Students, Involvement in Teaching & Learning
Data Protection Policy
Academic Misconduct Policy & Procedure
Non-Academic Misconduct Policy & Procedure
Complaints Policy
Interruption of Study Policy and Procedure

**Useful Links**

Centre for Doctoral Studies
Research Degree Examinations
Office of the Independent Adjudicator
Student Conduct and Appeals
Glossary

# CHAPTER 7: ACADEMIC SUPPORT AND APPEALS

*The following regulations are subject to regular review and updated versions apply irrespective of the year of a student's registration.*

This section outlines the regulations, policies and procedures in place to support students during their studies at King's. This includes information on:

- Personalised Assessment Arrangements
- Mitigating Circumstances
- Support for Study
- Academic Appeals

In accordance with the Equality Act 2010, the university will consider any reasonable adjustments to these regulations to take into account the needs of individual students.

**Personalised Assessment Arrangements**

7.1. Students may apply for Personalised Assessment Arrangements in certain circumstances and depending on qualifying criteria currently published here.

7.2. Provision may be made for a student to undertake an alternative format of assessment, if the Personalised Assessment Arrangements Applications Panel, in consultation with the Assessment Sub-Board, 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.

**Mitigating Circumstances**

7.3. Where recognisably disruptive or unexpected events beyond the student's control might have a significant and adverse impact on their academic performance, a student should submit a mitigating circumstances form and consult the Mitigating Circumstances Policy.

**Support for Study**

7.4. There may be occasions where a student's physical or mental health may give rise to concerns about the student's support for study and capacity to engage with their studies or about the appropriateness of their behaviour in relation to the university community. Where this is considered to be the case, the university may interrupt a student if it is in the best interests of the student or the King's community.

7.5. The aim of Support for Study Policy is to enable a student to succeed and progress in a supportive environment, whilst being mindful of the need to ensure safety and wellbeing of the student themselves and of other university members.

**Academic Appeals for pre-undergraduate, undergraduate and postgraduate taught students**

7.6. Pre-undergraduate, undergraduate and postgraduate taught students may submit an academic appeal. This cannot be used to challenge academic judgement.

7.7. Postgraduate Research Students should refer to Chapter 6, Framework for Postgraduate Research Awards for the two academic appeals processes available:

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

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

7.8. The Head of Student Conduct and Appeals (HoSCA) holds delegated responsibility for the appeals process from the Director of Students and Education.

7.9. Other than the below, no decision of an Assessment Sub-Board, acting in accordance with university regulations, may be modified. The appeals process cannot be used to challenge academic judgment; appeals based on academic judgment will not be considered.

7.10. Marks will never be raised following an academic appeal based on regulation 7.17a.

7.11. 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.

7.12. The university may pause or stop the consideration of any appeal submitted where students are suspected to be in breach of regulation 8.26 (Misconduct) or regulations 8.27-8 (Fitness to Practise), and action should be taken under those regulations.

7.13. If an appeal contains matters which fall under regulations 8.41-8.43 (Student Complaints), 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.

7.14. Group appeals are permitted. 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 university on behalf of the group. Any outcome of an appeal will apply to all members of the group.

*Collaborative Provision*

7.15. Where students from another institution takes an intercollegiate module with the university as the host institution, the university will manage the academic appeal process under these regulations.

*Stage One Appeal*

7.16. Students should submit a Stage One Appeal Form within 15 working days of the release of ratified results. Appeals received after this deadline will only be accepted at the discretion of the HoSCA.

7.17. Student may appeal on either or both of the following grounds:

a. where there is evidence that assessment(s) may have been adversely affected by mitigating circumstances which they were unable, or for valid reasons unwilling, to make known before the original decision was reached;

b. where there is clear evidence that assessment(s) may have been adversely affected by a significant administrative error on the part of the university or in the conduct of the assessment.

7.18. Students who are dissatisfied with the outcome of the mitigating circumstances process, may submit an academic appeal once their results have been ratified on either or both of the following grounds:

a. that there is new evidence that could not have been, or for good reason was not, made available at the time of the submission of the mitigating circumstances form and that sufficient evidence remains that their mitigating circumstances warrant further consideration;

b. that evidence can be produced of significant procedural error on the part of the university in the consideration of the mitigating circumstances, and that sufficient evidence remains that the original mitigating circumstances warrant further consideration.

7.19. A Stage One appeal may be rejected before forwarding to the Assessment Board for consideration in the following circumstances:

a. where the appeal is not made on the correct form, or the form is incomplete;

b. where the appeal has been submitted late;

c. where, if appealing on grounds of reasonable adjustments in accordance with the Equality Act there is no independent third-party evidence of the mitigating circumstances; or the evidence provided is not a certified translation;

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.

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

7.21. Any contestation submitted must be submitted to the HoSCA within 5 working 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 Assessment Board for consideration. If the contestation is rejected, there are no further opportunities for the appeal to be considered.

7.22. The Assessment Board will normally consider the appeal and report its decision to the HoSCA within 30 working days of the release of results.

7.23. The Assessment Board 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 the original decision made by the Assessment Sub-Board. Where the ground(s) have not been met, the original decision of the Assessment Sub-Board stands. The Board may also

reject the appeal on any of the grounds set out in regulation 7.19, or where students have challenged academic judgment.

7.24. 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*

7.25. Students may appeal the decision of an Assessment Board on the following grounds:

a. that there is new evidence that could not have been, or for good reason was not, made available at the time of the Stage One submission and that sufficient evidence remains that the appeal warrants further consideration; and/or

b. that evidence can be produced of significant procedural error on the part of the university in considering the appeal, and that sufficient evidence remains that the appeal warrants further consideration; and/or

c. giving due consideration to the evidence and representations previously provided, the decision of the Assessment Board was unreasonable.

7.26. Students should submit a Stage Two Appeal Form within 10 working days of the Stage One Appeal outcome. Appeals received after this deadline will only be accepted at the discretion of the HoSCA.

7.27. The HoSCA (or their nominee) will normally advise students in writing of their decision on the appeal request within 30 working 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.

*Stage Two Appeal – Appeal Committee*

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

7.29. Additionally, students 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.

7.30. If students are 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.

7.31. Written notice of the Committee will normally be sent to students, together with the names of the Committee members and the Chair, and all documentary evidence, at least 10 working days before the Committee date. Any concerns regarding documentation or membership of the Committee should be raised in writing, by students at the earliest opportunity to the HoSCA.

7.32. 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 5 working days before the Committee date. The Chair of the Appeal Committee may accept or reject new evidence, and their decision will be final.

7.33. The Appeal Committee shall consider the documentary evidence and invite the student and the Assessment Board Chair (or their nominee) to give evidence. Other persons shall be asked to attend to give evidence if the Committee wishes.

7.34. The absence of the student or the Chair of the Assessment Board will not prevent the Committee from taking place nor invalidate the proceedings. If a student has indicated they will attend but then cannot do so for good reason, an adjournment would generally be considered.

7.35. 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 Assessment Board and replace it with one of its own, or it can refer the case back to the Assessment Board 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.

7.36. 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 university regulations and the relevant programme requirements.

7.37. An Appeal Committee is not an Assessment Board, and cannot raise marks in assignments or modules, amend marks from fail to pass, raise degree classifications, or make awards. If a successful appeal is regarding an award or classification the student's appeal will be referred back to the relevant Assessment Board for reconsideration.

7.38. The decision of the Appeal Committee is final. There is no further right to appeal and no right to appeal against the decision of the Assessment Board if the case has been referred back to the Board.

7.39. The decision of the Appeal Committee shall normally be communicated in writing by the HoSCA to the student, and the Chair of the Assessment Board, within 5 working days of the decision of the Appeal Committee.

7.40. 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.

**Policies and Procedures**

Support for Study Policy
Academic Misconduct Policy & Procedure
Non-Academic Misconduct Policy & Procedure
Mitigating Circumstances Policy

Complaints Policy
Fitness to Practise Policy
Interruption of Study Policy and Procedure
Personal Tutor Code of Practice

**Useful Links**
Student Conduct and Appeals webpages
Office of the Independent Adjudicator
Academic appeals for research students
Student Conduct and Appeals Committees
Glossary

# CHAPTER 8: CONCERNS, CONDUCT AND COMPLAINTS

*The following regulations are subject to regular review and updated versions apply irrespective of the year of a student's registration.*

This section outlines the rights and responsibilities given to students registered at the university, including the rules on behavioural and discipline requirements, and the action(s) the university can take if they are breached. This section includes:

- Failure to make sufficient academic progress;
- Academic and Non-Academic Misconduct;
- Fitness to Practise;
- Emergency powers to exclude or suspend a student;
- Suspension for late payment of tuition fees;
- Student Complaints;
- Termination of registration due to inaccurate or untrue information.

**General**

8.1. In accordance with the Equality Act 2010 the university will consider any reasonable adjustments to these regulations to take into account the needs of individual students. If a student states the behaviour giving rise to a disciplinary concern is related to their disability, the university may consider carefully whether to proceed with disciplinary action under these regulations, or to refer the student to support under other regulations, policies and procedures.

**Insufficient Academic Progress**

8.2. The College will ensure that students are fully aware of the possible consequences of failure to make sufficient academic progress.

8.3. A student's registration may be terminated for failure to make sufficient academic progress, including for any of the following reasons:

a. inability to meet the programme requirements;
b. lack of industry, including poor attendance;
c. lack of ability or aptitude;
d. persistent failure to respond to university communications or instructions;
e. for any other good academic cause.

8.4. 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*

8.5. 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.

8.6. The university may pause or stop the consideration of any appeal submitted where a student is suspected to be in breach of regulation 8.26 and regulations 8.27-8, and action should be taken under those regulations.

8.7. If an appeal contains matters which fall under regulation 8.41, 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.

8.8. Students should submit a Progression Appeal Form within 10 working days of the final notification of removal. Appeals received after this deadline will only be accepted at the discretion of the Principal.

8.9. Students may appeal on the following grounds:

a. 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;

b. 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;

c. there are other grounds considered applicable by the Principal, including compassion.

8.10. The Principal will normally advise the student in writing of their decision on the appeal within 30 working 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.

*Representation*

8.11. 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).

8.12. Additionally, the student may be accompanied by a family member or a friend. This person 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.

8.13. 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.

8.14. 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 10 working 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.

8.15. 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 7 days before the Committee date. The Chair of the Appeal Committee may accept or reject new evidence, and their decision will be final.

8.16. 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.

8.17. 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.

8.18. The Appeal Committee will determine whether there is sufficient reason to challenge the original decision to withdraw. If there is sufficient 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.

8.19. The decision of the Appeal Committee shall normally be communicated in writing by the HoSCA to the student and Executive Dean of Faculty, within 5 working days of the decision of the Appeal Committee.

8.20. 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**

8.21. 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.

8.22. Students 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.

8.23. Where possible and appropriate, the university will arrange for students to undertake an alternative placement, in accordance with the procedures and practice of the relevant faculty.

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

8.25. If the university considers the reasons for the removal would require a misconduct investigation under regulation 8.26 or a fitness to practise investigation under regulation 8.27-8, the student's removal from the external environment will be temporary, pending the outcome of the proceedings. Students 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.

**Conduct**

8.26. Students are expected to maintain good conduct at all times whilst on university premises or engaged in university activities. This includes:

a. adhering to the regulations, procedures and policies of the College, including the Academic Misconduct Policy & Procedure and Non-Academic Misconduct Policy & Procedure;

b. showing respect for the persons within and for the property of the King's community;

c. behaving in a way that does not interfere with the proper functioning or activities of the College.

Failure to do so is considered misconduct. Where concerns about a student's conduct have been identified, the Academic Misconduct Policy and/or the Non-Academic Policy and procedure will be invoked.

**Fitness to Practise**

8.27. Student 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 university 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.

8.28. King's College London is committed to ensuring students are safe and suitable entrants to their given profession. Where concerns about the health, behaviour and/or professional conduct of a student have been identified as adversely affecting the student's fitness to practise, the Fitness to Practise Policy and Procedure will be invoked.

**Emergency powers to exclude or suspend**

8.29. A student who is the subject of misconduct proceedings, has a pending Fitness to Practise hearing, has a pending Support for Study meeting, or 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. Students may also be suspended or excluded on health and safety grounds, or where they are considered a danger to other members of the King's community.

8.30. Failure to comply with the terms of a suspension or exclusion is an offence of student conduct under the Non-Academic Misconduct Policy.

8.31. The Principal may delegate the emergency powers to a Vice-Principal, who will be responsible for reporting any suspensions or exclusions.

8.32. Exclusion is selective restriction on attendance at or access to, the university and on participation in university activities. Suspension is a total prohibition on attendance at, or access to, the university and on participation in university 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.

8.33. 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.

8.34. 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 students in the letter of suspension.

8.35. Suspensions and exclusions shall normally start with immediate effect. The reasons for the decision will be communicated to students in writing, as well as information about their right to submit representations against it. Representations must be submitted within 5 working days of the suspension or exclusion and will normally be reviewed within a further five working days.

8.36. Should the suspension or exclusion remain in place, the Head of Student Conduct and 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.

**Suspension for late payment of tuition fees**

8.37. Students are required to pay their fees in accordance with the Student Terms and Conditions and via the fee payment procedures.

8.38. Students who have received notification of impending suspension because of late payment of tuition fees will be required to sit examinations and/or submit coursework.

8.39. If students are suspended for the late payment of tuition fees following the completion of their assessments, indicative marks will not be released and marks will not be ratified. Where a suspension is subsequently lifted, indicative marks will be released, and marks will be ratified as soon as possible (including by Chair's action if no meeting of the Assessment Sub-Boards is scheduled to take place within a reasonable timeframe).

8.40. Students who miss an examination or assessment deadline as a result of suspension for late payment of tuition fees 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.

**Complaints**

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

8.42. King's College London is committed to considering and investigating genuine complaints from students. The university defines a complaint as an expression of dissatisfaction that warrants a response, and this policy provides a clear mechanism for that to happen. The university 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. For more information see the Student Complaints Policy.

8.43. A student may ask the Office of the Independent Adjudicator to consider any unresolved complaint against the College.

**Termination**

8.44. If a student or a third party on behalf of the student, is found to have provided untrue or inaccurate information, or to have omitted information at enrolment or during the application process, registration can be terminated without notice. However, the student will have a right to appeal that decision.

**Policies and Procedures**

Support for Study Policy and Procedure
Mitigating Circumstances Policy
Safeguarding Policy
Drugs & Alcohol Misuse Policy
Academic Misconduct Policy & Procedure
Fitness to Practise Policy
Non-Academic Misconduct Policy & Procedure
Complaints Policy
Residences Discipline Policy
Data Protection Policy

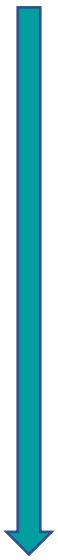
Missing Persons Procedure
Home Visit Procedure
Student Emergency Contact Procedure
Prolonged Lack of Contact Guidance

**Useful links:**
Academic Appeals
KCLSU Advice
Student Conduct and Appeals webpages
Office of the Independent Adjudicator
Personalised Assessment Arrangements
Student Services Online
Glossary

# CHAPTER 9: GOVERNANCE

This section outlines important information on academic governance structures and oversight of the King's academic regulatory framework. This includes the circumstances when exceptions or exemptions can be made to the Academic Regulations as well as the emergency regulations that may be invoked by the Principal in the case of a campus wide emergency.

The following committees of the university are responsible for maintaining the academic integrity of a King's award. The academic regulations are reviewed annually via following the route through the committees. The university delegation chart is available here.



Academic Standards Sub-Committee (ASSC): The Academic Standards Sub-Committee is responsible for advising CEC on:

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

ASSC recommends amendments to the academic regulations to CEC.

College Education Committee (CEC): CEC is the committee of Academic Board responsible for ensuring that the academic provision for all programmes is of the highest possible standard. CEC recommends amendments to the academic regulations to Academic Board

Academic Board: The Academic Board is the committee responsible on behalf of the Council for the academic work of the university in teaching and examining and in research. Academic Board approves amendments to the academic regulations.

Every taught programme of study that leads to an award and all free-standing credit bearing modules are assigned to an Assessment Sub-Board. Each Sub-Board reports to its faculty Assessment Board and each Faculty Assessment Board reports to ASSC.

The Postgraduate Research Student Sub-Committee, which reports to the College Research Committee, reviews the academic regulations in Chapter 6: Framework for Postgraduate Research Awards before they are submitted to ASSC.

**Deviations from the Academic Regulations**

*Exceptions*

9.1. Where a cohort exemption to a specific regulation has been approved and will continue to apply, it will be listed with the respective regulation as an ongoing exception. Any exceptions to policy will be detailed in the respective policy document and will include any associated conditions.

*Exemptions*

9.2. Exemptions to the regulations may be considered in exceptional circumstances. Advice should be sought from Academics Regulations, Quality & Standards.

9.3. For exemption requests relating to pre-undergraduate, undergraduate or postgraduate taught regulations, the approving authority is the Vice-Principal (Education and Student Success) or delegate on behalf of Academic Board. All exemption requests should be submitted via the Exemptions Procedure by the Assessment Board Chair or delegate. Requests will be processed normally within 7 working days.

9.4. For exemption requests relating to postgraduate research regulations, the approving authorities are the Deputy-Deans for Doctoral Studies on behalf of Academic Board. All exemption requests should be submitted via the PGR Exemption request form.

9.5. For exemptions for a cohort relating to programme specifications, it is usually a condition of approval that a programme modification form will be submitted to eliminate the need for the same exemption request in the future.

9.6. Any exemptions to the regulations will be reported annually to the Academic Standards Sub-Committee and to Academic Board.

9.7. Policies cannot be exempted. Where there is an issue with an existing academic policy, the Academic Regulations, Quality & Standards team should be notified as soon as possible.

**Emergency Regulations**

9.8. 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.

9.9. 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*

9.10. 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 Academic Standard Sub-Committee, use an alternative marking model. This may include relaxing some of the rules contained within the marking models.

9.11. If External Examiners are unable to fulfil their duties, the assessment process may proceed, with the approval of the Chair or Deputy Chair of Academic Standard Sub-Committee.

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

9.12. 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.

9.13. 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 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*

9.14. 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.

9.15. Decisions may be made using the information available to Assessment Sub-Boards and/or 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*

9.16. 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*

9.17. Regulations 5.43 and 6.12 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.

**Policies and Contractual Documents**

Terms and Conditions for Students
Student Protection Plan
Programme Closure & Suspension Policy
Faculty Governance Functions

**Useful links**

Exemptions process for undergraduate and postgraduate taught
Exemptions process for postgraduate research
Governance, policies and procedures
Committees Terms of Reference and Membership
Glossary

# Appendix A

This appendix includes information on the following:

- Assessment Boards Terms of Reference and Membership
- Assessment Sub-Boards Terms of Reference and Membership
- College/Faculty Chief External Examiner
- External Examiners
- Research Degree Examination Board Terms of Reference and Membership
- Student Conduct & Appeals Committee Procedures

## Assessment Boards

1. Within each Faculty, there shall normally be two Assessment Boards, 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 Assessment Board and the Assessment Sub-Board for the programme concerned can be one and the same.

3. Assessment Boards shall work with their Chief Faculty External Examiners to assure the College that the conduct of the Assessment Sub-Boards/Assessment Boards are consistent with the College's regulations and policies and procedures for the operation of Assessment Sub-Boards and Assessment Boards.

4. Assessment Boards shall be required to work with the Assessment Standards Sub-Committee on producing the Degree Outcome Statement.

**Key Roles**

5. Every taught, credit-bearing module must have an internal examiner who is an academic member of staff, appointed by the College, who is responsible for the assessment and awarded marks of the module. They must be appropriately qualified and experienced to take responsibility for awarded marks. In some circumstances, suitably qualified staff who are not on academic contracts may be appointed as an internal examiner at the discretion of the Assessment Board chair. Internal examiners are responsible for the awarded marks and for the planning and implementation of appropriate marking, second-marking and internal moderation processes on a programme or group of modules. Usually, the internal examiner for a module is the module leader or module convenor, but departments may appoint another individual to act as internal examiner if appropriate.

6. Markers, sometimes known as assessors (particularly in relation to clinical and practical assessments), normally work under the supervision of an internal examiner to assist with the assessment of students' work. They are responsible for assessing student work against the published marking criteria, assigning each student a mark according to the relevant marking

scale and providing students with feedback on their work. Markers, which may include external subject matter experts, must follow the requirements set out in the College Marking Framework and act in accordance with faculty processes. The internal examiner remains responsible for the awarded marks and for ensuring that the final marks are submitted to the Assessment Sub-Board for ratification.

7. In exceptional circumstances, where the internal examiner is unavailable, the Vice-Dean Education will be responsible for ensuring that the final marks are submitted to the Assessment Sub-Board for ratification. If the Assessment Sub-Board is not available, its responsibility to ratify marks is devolved upwards as follows:

    a. Faculty Assessment Board, or if unavailable;

    b. Executive Dean of Faculty

    It is the responsibility of the Assessment Sub-Board to ensure that all markers, including post-doctoral markers have suitable training and support to carry out these duties and that any individual involved in the marking process has appropriate experience and expertise at the required level. If the Assessment Sub-Board is not available, this responsibility is devolved upwards as follows:

    a. Faculty Assessment Board, or if unavailable;

    b. Executive Dean of Faculty

**Terms of Reference**

8. Assessment Boards will conduct their business according to the following terms of reference:

    a. to provide the Assessment Board membership for approval by the Assessment Standards Sub-Committee, on an annual basis. The approval should be completed at the start of the academic year;

    b. to ensure that each taught programme of study registered within a Faculty, which leads to an award, is assigned to an Assessment Sub-Board and that Internal Examiners and External Examiners are nominated to serve on each Assessment Sub--Board;

    c. to report to Academic Standards Sub-Committee on any relevant matters concerning assessment policy, procedures and issues raised by External Examiners;

    d. to report any changes to the following local policies, in line with the process determined by Academic Regulations, Quality and Standards:

        - exemption requests;
        - word limit penalties;
        - marking models.

    e. to receive the minutes from each Assessment Sub-Board;

    f. to approve changes to discipline specific marking criteria;

g. to approve changes to mark translation schemes

h. to make exemption requests;

i. to ensure a proper record is kept of the proceedings and decisions, and that the confidentiality of these is preserved;

j. to consider appeals;

k. to review Faculty Level Assessment related policy;

l. to review and discuss College and Faculty level award data (HESA data analysis), including attainment gap, Exit Awards and Academic Fails data;

m. to review and discuss Mitigating Circumstances data;

n. to receive and discuss the following reports from ASSC:

- Exemptions report;
- Examinations Annual Report;
- Student Conduct and Appeals Office annual report;
- External Examiners Annual Overview Reports (Undergraduate and Taught Postgraduate).

**Membership**

9. The membership of an Assessment Board shall normally be:

a. a Chair, appointed by the Vice-Dean Education for a period of four years with a one-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 Assessment Board;

c. the Chairs of Assessment Sub-Boards;

d. a Senior Tutor or their nominee may be co-opted into membership as appropriate;

e. Faculty Chief External Examiner.

10. In attendance shall be the Faculty Quality Assurance Manager and other designated administrative staff deemed relevant to attend the meeting, they are excluded from the quorum.

11. The Head of Quality Assurance (Assessment), may attend meetings as an observer only, thus is excluded from the quorum.

12. No persons other than the members and designated administrative staff shall be permitted to attend meetings of Assessment Boards, unless invited by the Chair with the agreement of the Board.

13. In Faculties with a single programme for which there is a single-tiered Assessment Board and no Assessment Sub-Board members shall be recommended by the Assessment Board Chair and approved by the Academic Standards Sub-Committee. In such cases, the External Examiners may also be members of the Assessment Board with full rights of membership including voting rights.

**Quoracy**

14. The quorum for any meeting is:

    a. the Chair or Deputy Chair;

    b. half of the internal members (to include External Examiners for single-tier boards). For single-tiered boards which have more than 20 internal examiners, the number of internal examiners required at the Assessment Board meeting should be approved by the Assessment Board Chair and endorsement sought from Academic Regulations, Quality and Standards;

    c. Faculty Chief External Examiner;

    d. Programme Director (for single-tiered boards).

15. Decisions of the Assessment Board shall be arrived at by a majority vote. Only those members who make up the quorum of the meeting and are in attendance at the meeting shall have voting rights. The Chair shall have the casting vote where necessary.

16. The Faculty Chief External Examiner is expected to be present at the Assessment Board meetings. Any Chief External Examiner unable to attend the meeting through illness or other good cause will not render the meeting invalid.

17. Each Undergraduate Assessment Board must meet at least twice (October and March) and each Postgraduate Assessment Board must meet at least once (April) in each academic year to conduct its business.

**Executive Committee of an Assessment Board**

18. An Assessment Board may establish an Executive Committee to consider appeals or specific, urgent, or unscheduled business.

19. The membership of an Executive Committee shall comprise of members from the relevant Assessment Sub-Board. Appeals will not be considered if the relevant Assessment Sub- Board member is not in attendance.

20. The quorum for an Executive Committee is three, to include the Chair or Deputy and the Chair of the relevant Assessment Sub-Board. The Chair or Deputy shall have the casting vote, where necessary.

**Chair's Action**

21. Chair's Action may be used for making exemption requests.

# Assessment Sub-Boards

1. Every taught programme of study that leads to an award, and all free-standing credit bearing modules will be assigned to an Assessment Sub-Board (known as Module Assessment Sub-Board where a faculty has a King's Digital Programme). Where appropriate, programmes can be grouped for convenience under a single Assessment Sub-Board. Credit bearing Massive Open Online Courses (MOOCs) will be assigned to the relevant Assessment Sub-Board. Each Sub-Board reports to its Assessment Board and each Module Assessment Sub- Board reports to the Academic Standards Sub-Committee.

2. For undergraduate Medicine and Dentistry, the Assessment Boards will have responsibility for ensuring that Sub-Boards are established for each part of the programme.

3. Where a programme is interdisciplinary, one Faculty will have responsibility for the award of students registered on that programme.

4. Sub-Boards shall be responsible for ensuring assessment procedures are carried out in accordance with the Academic Regulations and Programme Regulations in a fair and impartial manner.

**Key Roles**

5. Every taught, credit-bearing module must have an internal examiner who is an academic member of staff, appointed by the College, who is responsible for the assessment and awarded marks of the module. They must be appropriately qualified and experienced to take responsibility for awarded marks. In some circumstances, suitably qualified staff who are not on academic contracts may be appointed as an internal examiner at the discretion of the Assessment Board chair. Internal examiners are responsible for the awarded marks and for the planning and implementation of appropriate marking, second-marking and internal moderation processes on a programme or group of modules. Usually, the internal examiner for a module is the module leader or module convenor, but departments may appoint another individual to act as internal examiner if appropriate.

6. Markers, sometimes known as assessors (particularly in relation to clinical and practical assessments), normally work under the supervision of an internal examiner to assist with the assessment of students' work. They are responsible for assessing student work against the published marking criteria, assigning each student a mark according to the relevant marking scale and providing students with feedback on their work. Markers, which may include external subject matter experts, must follow the requirements set out in the College Marking Framework and act in accordance with faculty processes. The internal examiner remains responsible for the awarded marks and for ensuring that the final marks are submitted to the Assessment Sub-Board for ratification.

7. In exceptional circumstances, where the internal examiner is unavailable, the Vice-Dean Education will be responsible for ensuring that the final marks are submitted to the Assessment Sub-Board for ratification. If the Assessment Sub-Board is not available, its responsibility to ratify marks is devolved upwards as follows:

    a. Faculty Assessment Board, or if unavailable;

    b. Executive Dean of Faculty

8. It is the responsibility of the Assessment Sub-Board to ensure that all markers, including post-doctoral markers have suitable training and support to carry out these duties and that any individual involved in the marking process has appropriate experience and expertise at the required level. If the Assessment Sub-Board is not available, this responsibility is devolved upwards as follows:

    a. Faculty Assessment Board, or if unavailable;

    b. Executive Dean of Faculty

**Terms of Reference**

9. Sub-Boards will conduct their business according to the following terms of reference:

    a. to provide the Assessment Sub-Board membership for approval by the relevant Assessment Board, or where relevant, the Academic Standards Sub-Committee, on an annual basis. The approval should be completed at the start of the academic year. Membership to include Chair, Deputy Chair, Internal Examiners Programme Director and External Examiners. In instances where there are more than 20 internal examiners, the number of internal examiners required at Assessment Sub-Board meetings should be approved by the Assessment Sub-Board Chair and endorsement sought from Academic Regulations, Quality and Standards;

    b. to nominate External Examiners for approval by the relevant Assessment Board, or, where relevant, the Academic Standards Sub-Committee;

    c. 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;

    d. to be responsible for the setting, scrutiny and approval of assessments for which it is responsible;

    e. to agree marking schemes, in accordance with the discipline specific marking criteria and the generic marking criteria for approval by the Assessment Board;

    f. 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;

    g. to notify students of the arrangements for submission of assessments subject to the provision of the individual programme specification;

    h. to scrutinise the results of individual assessments and approve progression and awards;

    i. to consider cases for reassessment according to the policy determined by the Assessment Board; to appoint a nominee to consider mitigating circumstance claims, or to set up a Mitigating Circumstances Panel, as appropriate;

    j. to report to the Assessment Board on procedural and regulatory matters and action taken in such cases;

    k. to consider requests for exemptions;

l. to deal with and formally respond to matters raised by External Examiners and action taken, including reporting these to the Assessment Board;

m. to keep formal minutes of Assessment Sub-Board meetings, including all results and awards, for report to the Assessment Board and to ensure that the confidentiality of these is preserved;

n. to approve revocation requests;

o. to determine the course of action to allow students to proceed with their studies in cases where they have been re-instated following suspension.

p. to report any changes to the following local policies, in line with the process determined by Academic Regulation, Quality and Standards:

- exemption requests;
- word limit penalties;
- marking models

q. to receive and discuss the following reports from the Faculty Assessment Board:

i. College and Faculty level award data (HESA data analysis), including attainment gap, Exit Awards and Academic Fails data

ii. Mitigating Circumstances data.

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

11. Members of an Assessment Sub-Board shall have the right to see the scripts and any other assessed work, including coursework, of any student on a module for which the Assessment Sub- Board is responsible.

**Membership**

12. The membership of a Sub-Board shall normally be, as a minimum:

a. a Chair, appointed by the Vice Dean Education 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 Sub-Board Chair shall not normally be the Programme Director;

b. a Deputy Chair;

c. Internal Examiners, who shall be members of the academic staff of the College;

d. Programme Director;

e. an External Examiner. If a Sub-Board wishes to have more than three External Examiners a request must be submitted to Academic Standards Sub-Committee for approval.

13. All the above members have voting rights. In attendance shall be designated administrative staff involved in the programmes and/or Faculty, with no voting rights.

14. Where the Academic Board has approved a collaborative provision arrangement for a particular programme of study, an Internal Examiner may be appointed to the Sub-Board from amongst the academic staff of the collaborating institutions. In all such cases, prior approval must be sought from the Academic Standards Sub-Committee.

15. The Head of Quality Assurance (Assessment) may attend meetings as an observer only, thus is excluded from the quorum;

16. No persons other than the members and designated administrative staff shall be permitted to attend meetings of any Sub-Board unless invited by the Chair with the agreement of the Board.

**Quoracy**

17. The quorum for the main meeting of a Sub-Board held to determine the final award recommendations is:

    a. the Chair or Deputy Chair;

    b. one half of the internal membership of the Board. In instances where there are more than 20 internal examiners, the number of internal examiners required at the meeting will be approved at the start of the academic year (see 7a above);

    c. Programme Director;

    d. an External Examiner.

18. At all other meetings of a Sub-Board, the quorum is:

    a. the Chair or Deputy Chair;

    b. one-third of the total internal membership. The absence of an External Examiner will not render the meeting invalid.

19. Decisions of a Sub-Board shall be arrived at by a majority vote. Only those members who make up the quorum of the meeting and are in attendance at the meeting shall have voting rights. The Chair shall have the casting vote where necessary.

20. Internal Examiners from the approved membership list are expected to be present at the Sub-Board 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.

21. A Sub-Board shall meet as often as may be necessary to conduct its business.

22. A Module Assessment Sub-Board shall 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.

23. Module Assessment Sub-Board External Examiners will give a verbal report at each relevant Module Assessment Sub-Board that they attend, and a formal written annual report.

24. Sub-Board meetings which are not quorate will not be permitted to proceed.

**Executive Committee of an Assessment Sub-Board/Module Assessment Sub-Board**

25. A Sub-Board may establish an Executive Committee to determine any final award recommendations made outside the main meeting of the Board and to consider any other urgent, unscheduled business.

26. The membership of an Executive Committee shall comprise of members from the relevant Sub-Board where results are being considered.

27. 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.

**Chair's Action**

28. Chair's Action may be used for approving late marks, mark corrections and any resulting degree awards. Chair's action is not intended for the routine ratification of awards.

# College/Faculty Chief External Examiner

**Eligibility and selection**

1. In the selection of a nominee for appointment as a Chief External Examiner, the following criteria shall apply:

    a. An appointee should have a minimum of three years' experience as an External Examiner (either at King's College London or another UK HEI). Permission from the Academic Standards Sub-Committee to appoint an External Examiner from overseas is required;

    b. An appointee must have an appropriate level of academic and/or professional expertise and should be recognised as a figure of authority in their subject area;

    c. An appointee should be able to comment on the effectiveness of processes across disciplines (including those outside their own subject area) and across range of delivery methods;

    d. If an appointee has recently retired, they must demonstrate how they have retained an ongoing involvement in UK HEI activity, thereby ensuring the currency of their knowledge and skills;

    e. An appointee shall not hold a current external examiner role with King's College London.

**Appointment**

2. A College/Faculty Chief External Examiner is normally appointed for a period of four years with no option for an extension.

3. Except as provided for below on completion of the appointment, they 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).

4. On completion of the appointment a Faculty Chief External Examiners may be eligible for re-appointment in the role of College Chief External Examiner without any time having elapsed.

5. 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 College/Chief External Examiner and will coincide with the start of the academic year.

6. If a College/Faculty 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).

7. 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.

**Duties College Chief External Examiner**

8. The College's Chief External Examiner has a broad remit and provides a strategic oversight of the soundness and robustness of the College's assessment framework.

9. The College's Chief External Examiner will attend Academic Standards Sub-Committee, contributing to discussions on regulations and assessment policies.

10. The College's Chief External Examiner will provide advice on assessment and progression regulations and guidance relating to Assessment Board and Assessment Sub-Board meetings.

11. The College's Chief External Examiner will contribute to discussions on any perceived grade inflation within the College, including providing advice on sector comparisons.

12. The College's Chief External Examiner will contribute to discussions when a review is undertaken on the College's degree algorithm.

13. The College's Chief External Examiner will provide oversight of the College's Degree Outcome Statement.

14. The College's Chief External Examiner will provide advice on sector developments relating to assessment.

15. The College's Chief External Examiner will review Faculty summaries of External Examiner reports and provide input into the annual summary report of External Examiner reports (UG and PGT).

16. The College's Chief External Examiner will Chair an annual meeting with Faculty Chief External Examiners.

17. The College's Chief External Examiner plays no role in the verification of academic standards or in the award of degree qualifications by Assessment Sub-Boards.

**Duties Faculty Chief External Examiner**

18. The Faculty Chief External Examiner will attend Assessment Boards, contributing to the strategic decisions around assessment practice.

19. The Faculty Chief External Examiner will comment on assessment process and marking/classification schemes used within the Faculty, highlighting good practice where appropriate.

20. The Faculty Chief External Examiner will provide oversight of the effectiveness of the Faculty's moderation process and comment on such to the Assessment Board.

21. The Faculty Chief External Examiner will contribute to discussions on grade/progression data, available to the Assessment Board, identifying areas of grade inflation for further investigation and comment.

22. The Faculty Chief External Examiner will review the minutes and other relevant documentation relating to the Assessment Sub-Boards reporting into the Assessment Board.

23. The Faculty Chief External Examiner will review Faculty summary of External Examiner reports and summarise key comments and recommendations from the report, commenting to Assessment Boards areas for action to be taken.

24. The Faculty Chief External Examiner will act as External Examiner for any Faculty interdisciplinary module or innovation module where it is deemed a subject specialist is unable to fulfil the role. This would include attending the Assessment Sub-Board meeting.

25. The Faculty Chief External Examiner will attend an annual meeting with the College's Chief External Examiner.

26. The Faculty Chief External Examiner will submit an annual report to the Academic Standards Sub-Committee once per academic year. The headings in the report template will be tailored to the specifics of the above duties and will be informed by the discussions and observations at the Assessment Board meetings.

# External Examiners

**Eligibility and selection**

1. In the selection of a nominee for appointment as an External Examiner, the following criteria shall apply:

    a. an appointee shall be external to the College;

    b. an appointee shall normally be an academic member of staff from another UK higher education institution. Assessment Boards must seek permission from the Academic Standards Sub-Committee 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 Academic Standards Sub-Committee by the Chair of the relevant Sub-Board;

    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 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**

2. 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).

3. 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.

4. 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.

5. 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).

6. 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.

7. A Sub-Board may request an extension of an External Examiner's appointment beyond four years in order to meet local requirements. Such a request must be approved by the Chair of the relevant Sub-Board and submitted through the Faculty for approval by the Assessment Board Chair who will then notify the Quality, Standards and Enhancement team. Extensions will not normally be granted for more than one year.

8. An External Examiner is normally appointed to one programme or components of a programme. Additional programmes may only be assigned to an External Examiner's duties on approval from the Chair of Academic Standards Sub-Committee. Where required, King's Online Managed Programmes may be exempt from this requirement, but in no instance should they have more than 4 External Examiners appointed.

**Induction and information**

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

**Duties**

10. 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.

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

12. 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.

13. In cases where part of the programme is delivered by partner institutions the External Examiner shall have oversight of the assessments being delivered.

14. 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.

15. 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.

16. 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.

17. External Examiners may be called upon to adjudicate in cases of conflict between internal examiners.

18. External Examiners may not change individual marks (except where adjudicating) but may recommend appropriate action to ameliorate systematic issues in marking.

19. External Examiners are ex-officio members of Sub-Boards and are invited to attend all meetings of the Sub-Boards to which they are appointed. They must, as a minimum requirement, attend the main meeting of the Sub-Board 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 Sub-Board any areas of good practice and key issues identified during the year.

20. 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 Sub-Board.

21. 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.

22. External Examiners shall approve the results and the final award recommendations of the Sub-Board.

23. 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, students on the programme or module, the Chair of the relevant Sub-Board, the Chair of the relevant Assessment Board and the Executive Dean of Faculty. Academic Standards Sub-Committee will consider an annual report on action taken further to issues raised in External Examiners' reports.

24. 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.

25. External Examiners may be invited to attend any meeting convened to consider an appeal against the decision of the Sub-Board of which they are members.

26. External Examiners shall observe the Academic Regulations and Academic Policies regarding confidentiality of setting and marking assessments, proceedings of Sub-Boards and all results and awards.

27. 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.

28. It is the responsibility of Chairs of Sub-Boards to ensure that External Examiners are given adequate notice of any meeting which they are required to attend. An External Examiner unable to attend a meeting due to illness or other good cause should endeavour to be available for consultation. In such circumstances the absence of the External Examiner from the meeting will not render it invalid.

29. The Chair of a Sub-Board will determine the distribution of work between External Examiners. In those cases where External Examiners see a selection of scripts, the guiding principle for such selection must be that the External Examiners should have enough evidence to carry out their duties. In general, all scripts should be made available to the External Examiners on request, but their attention should be drawn to a sample of scripts from the top, the middle and the bottom of the range (including a sample of scripts assessed internally as first class/distinctions or failures) and to the scripts of students with a borderline overall classification. An External Examiner should also see all scripts where the examiners have been unable to reach agreement on the marks.

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

30. External Examiners should raise issues or concerns they may have about academic standards and quality with the Sub-Board and in their report to the Principal. External Examiners have the right to raise any matter of serious concern in confidence in a separate report to the Principal.

31. 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.

32. If the person who has raised the concern remains dissatisfied following the response from the Department/Division or Faculty, they 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 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.

33. 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.

# Research Degrees Examinations 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.

3. The RDEB shall meet a minimum of three times per year.

4. The Chair of the RDEB shall consider any applications for extensions to the minor corrections, major corrections, resubmission and the discretionary calendar month for further minor amendments, in accordance with the process laid down by the College.

**Membership**

5. 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 Associate 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 reappointment 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, Principal Research Fellow, Senior Research Fellow);

d. a representative of the Centre for Doctoral Studies.

**Quoracy**

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

7. 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.

# Student Conduct & Appeals Committee Procedures

**General (all committees)**

1. Staff or students of the same Department as the student who is making an appeal or 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 on the Committee.

2. The quorum of the Committee shall be three. If necessary, the Chair shall have the casting vote.

3. Proceedings of the Committee shall normally be held in private. Any request for the hearing to be held in public will considered by the Chair, whose decision is final.

4. For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.

**Misconduct Committee**

5. 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 Academic Misconduct Policy & Procedure and Non-Academic Misconduct Policy and Procedure;
    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 Academic Standards Sub-Committee on assessment-matters.

6. 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.

    Where appropriate to the case, one senior member of the College staff may be replaced on the Committee by another member, who is external to the College.

**Fitness to Practise Committee**

7. The terms of reference of the Fitness to Practise Committee shall be:

    a. to consider cases referred by Student Conduct & Appeals to determine whether the students are unfit for registration and practice;
    b. to make appropriate decisions, as detailed in the Fitness to Practise Policy and Procedures; 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.

**Fitness to Practise Appeal Committee**

9. The terms of reference of the Fitness to Practise Appeal Committee shall be:
    a. to consider appeal cases referred to it; to determine whether the ground(s) of appeal have been met;
    b. to make appropriate decisions as detailed in the Fitness to Practise Policy and Procedures; and
    c. to advise the Academic Board on fitness for registration and practice matters.

10. 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.

**Appeal Committees convened under the following academic regulations and policies:**

- **6.15 Academic Appeals for Research Students**
- **7.6 - 7.40 Academic Appeals for Undergraduate and Postgraduate Taught Students**
- **8.2 - 8.25 Insufficient Academic Progress**
- **Academic Misconduct Policy & Procedure**
- **Non-Academic Misconduct Policy & Procedure**
- **Complaints Policy**

11. 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;
    c. to make appropriate orders as detailed in the associated academic regulations and policies; and
    d. to advise the Academic Board on appeal matters.

12. 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 Where appropriate to the case, one senior member of the College staff may be replaced on the Committee by another member, who is external to the College.