

Academic regulations
Regulations concerning
students
Academic governance and
management regulations
Library Services and
Information Services
regulations

Academic session 2014/15

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1. Introduction

- 1.1 These Regulations are made by the Academic Board under delegated authority from the Council in accordance with Article 8 of the Charter and Ordinance B8.8, after consultation with the Academic Board, and may be amended from time to time by the Academic Board.
- 1.2 Students registered to follow programmes of study or to undertake research at the College are subject to the Regulations made by or under the authority of the Academic Board.
- 1.3 College Regulations governing the conduct of academic activity and student discipline are published annually in September.
- 1.4 New or amended Regulations which are approved by the Academic Board during an academic year will be published in the Regulations for the following academic year.
- 1.5 Amendments to the Regulations (mid-session) shall be advertised on the College website.
- 1.6 A copy of the Regulations, as amended from time to time, shall be kept in the Directorate of Students and Education, each School Office or other relevant administrative unit, each Campus Library and also made available electronically on the College website and shall be available for scrutiny by members of the College.
- 1.7 These Regulations are supplemented by a number of policies and procedures approved by the Academic Board, or its sub-committees acting under delegated authority of the Academic Board. A list of policies are available on the College Policy Zone.

A1 General academic regulations

1. Awards of King's College London¹

- 1.1 Taught awards below level 4
 - International foundation programme in Humanities and Social Sciences
 - International Science foundation programme
 - International pre-masters programme
- 1.2 Taught awards at level 4
 - Undergraduate Certificate (UGCert)
- 1.3 Taught awards at level 5
 - Undergraduate Diploma (DipHE)
 - Foundation Degree (Fd)
 - Foundation Degree Arts (FdA)
 - Foundation Degree Sciences (FdSc)
 - Ordinary degree (Ord) (available as exit awards only): BA, BSc, BEng, BSc(Eng), BMus, and LLB
- 1.4 Taught awards at level 6
 - Honours degrees (Hons)
 - Bachelor of Arts (BA)
 - Bachelor of Engineering (BEng)
 - Bachelor of Laws (LLB)
 - Bachelor of Music (BMus)
 - Bachelor of Science (BSc)
 - Bachelor of Science (Engineering) (BSc (Eng))
 - Professional Graduate Certificate in Education (PGCE Professional)
 - Graduate Certificate (GradCert)
 - Graduate Diploma (GradDip)
- 1.5 Taught awards at level 7
 - First degrees
 - Bachelor of Dental Surgery (BDS)
 - Bachelor of Medicine and Bachelor of Surgery (MB BS)
 - First degrees - integrated Masters degrees
 - Master of Engineering (MEng)
 - Master of Pharmacy (MPharm)
 - Master in Science (MSci)
 - Postgraduate Certificate (PGCert)
 - Postgraduate Certificate in Education (PGCE)
 - Postgraduate Diploma (PGDip)

¹ For awards of the University of London see the Regulations for the academic session 2009/10. There are no new registrations onto University of London awards.

- Masters degrees
 - Master of Arts (MA)
 - Master of Business Administration (MBA)
 - Master of Clinical Dentistry (MClinDent)
 - Master of Laws (LLM)
 - Master of Music (MMus)
 - Master of Public Health (MPH)
 - Master of Research (MRes)
 - Master of Science (MSc)
 - Master in Teaching and Learning (MTL)
- 1.6 Research degrees at level 7
 - Master of Philosophy (MPhil)
 - Master in Philosophical Studies (MPhilStud)
- 1.7 Research degrees at level 8
 - Doctor in Clinical Psychology (DClinPsy)
 - Doctor in Education (EdD)
 - Doctor in Health Care (DHC)
 - Doctor of Medicine (Research) (MD(Res))
 - Doctor in Theology and Ministry (DThM)
 - Doctor of Philosophy (PhD)
 - Doctor in Professional Studies (DrPS)
- 1.8 Higher doctorates (*Currently suspended*)
 - Doctor of Science (DSc)
 - Doctor of Letters (DLitt)
- 1.9 Other awards
 - Associateship of King's College London (AKC)
 - King's Experience Awards
- 2. Academic year**
- 2.1 The College's 'academic year' is the period from 1 September to the subsequent 31 August.
- 2.2 The word 'year' when used without limitations means a calendar year.
- 3. Approved programmes of study**
- 3.1 A programme of study offered by the College must comply with the criteria established by the Academic Board.
- 3.2 The timetable for the approval and introduction of new or amended programmes of study and associated modules will be in accordance with that specified annually by the relevant committee of the Academic Board. Amendments to programme regulations will not normally be introduced during an academic year.²

² Unless otherwise published, programme regulations are contained within programme specifications.

- 3.3 A programme of study and its associated modules and regulations must be approved by the relevant Faculty Committee in accordance with the procedures agreed by the Academic Board and/or its sub-committees³ and must conform to the criteria established for programmes of study (given in Appendix 2) before the programme may be offered. The regulations for the programme of study must specify which, if any, modules or combinations of modules must be passed before a student is eligible for the award and which, if any, must be attempted in order to complete the programme of study.
- 3.4 A student may apply, or be required by the Faculty⁴ in which s/he is registered, to spend part of their programme of study abroad. The period spent in study abroad shall be determined by the student's Faculty in accordance with the regulations for the award, provided that for students following a full-time programme of study for a first degree the minimum duration of the period of study at the College shall be at least two years.
- 3.5 The regulations for each programme of study shall specify the duration of the programme in full-time and, where applicable, part-time mode and shall also specify the minimum period of study for the award and the maximum period for which credit for the award may be counted. The period of study shall normally be continuous unless the Academic Board has permitted its interruption, either generally by regulation or in an individual case.
- 3.6 Under authority delegated by the Academic Board, a Faculty may, at its discretion, grant an interruption of a programme of study to a student on grounds of illness or other adequate cause, provided that the period of interruption does not exceed two years and that the total duration of the student's programme of study, including any such interruption, does not exceed the maximum period specified for the currency of credit for the award.
- 3.7 The maximum periods of currency for full-time or part-time awards of the College are specified in Regulation 3.2 of A3 *Regulations for taught programmes* and Regulation 4.2 of A4 *Regulations for research degrees*. For awards not covered by Regulation 3.2 the maximum period of currency shall be specified in the relevant programme specification. In no instance shall the currency of any award of the College be more than ten years.
- 3.8 A student who has been awarded a qualification by the College may not subsequently be awarded the same qualification in the same subject or field of study.
- 3.9 Except where the regulations for any award provide otherwise, a student who has been awarded a qualification by the College may apply to register again for that same qualification in a different subject or field of study, provided that on each occasion the student registers anew and complies with all regulations for the qualification as if s/he were registering for the first time. No further attempts at modules previously attempted will be permitted.
- 3.10 Subject to the regulations for the qualification in question, a student who has already been awarded a qualification may, with the approval of the Academic Board, register

³ *Procedures for programme and module approval and modification*

⁴ Throughout these Regulations the term "Faculty" also includes the grouping of free standing global institutes and the English Language Centre which operate as a "virtual" Faculty for the purposes of academic governance and quality assurance.

for a supplementary programme of study under the regulations for that same qualification and may enter the corresponding examination after a period of study which will be prescribed in each case. Students who complete a supplementary programme of study and pass the corresponding examination will be provided by the College with a statement which will include the following information:

- Name of student
- Qualification already obtained
- Period of supplementary study
- Standard of honours or other mark of distinction attained (where appropriate)
- Examinations passed
- Marks awarded

3.11 All questions related to the modification of programmes of study shall be referred to the Academic Board.

4. College dates and times of lectures

4.1 The dates for teaching will be determined by the Academic Board.

4.2 No lectures or other classes at which attendance is obligatory will normally be held:

- (a) between midday and 13.00 on Mondays during the first and second semesters (when lectures for the AKC Diploma will be held), except where alternative arrangements are made for the students concerned to fulfil the attendance requirements for the Diploma; and at other times and on other campuses as are specified by the Principal;
- (b) at such times and on such campuses on the first and last days of each term as may be specified by the Principal for the holding of College services.

4.3 It is the policy of the College that any student who wishes to take part in sport or other recreational activities on Wednesday afternoon shall normally be free to do so. No lectures, classes or practicals shall normally be held on Wednesdays after 13.00, if attendance at them is obligatory or if failure to attend is likely to prejudice a student's academic progress.

5. Award and revocation of degrees and other awards

5.1 The authority to award and revoke any degree, diploma, certificate or other award granted by the College in accordance either with the Ordinances of the University of London or with the Charter and Statutes of King's College London and all privileges connected therewith shall be exercised by the Academic Board.

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

5.3 Examinations for awards in Regulation 5.1 above shall be conducted in accordance with A1 *General academic regulations*, A3 *Regulations for taught programme*, A4 *Regulations for research degrees* and with the relevant programme regulations. There may also be special instructions for particular awards which should be read in conjunction with this document. For a glossary of terms see Appendix 1.

- 5.4 A student taking an examination leading to an award conferred by the College, whether at a first or subsequent attempt, will be examined in accordance with the programme and award regulations that were current when the student enrolled.
- 5.5 Except under the provisions of *A6 Regulations for Academic appeals*, no decision of a properly convened and constituted Assessment Board acting within its terms of reference and within the regulations governing the degree may be modified.
- 5.6 The Academic Board may revoke any degree, diploma, certificate or other award granted by the College in accordance either with the Ordinances of the University of London or with the Charter and Statutes of King's College London and all privileges connected therewith, if it is discovered at any time and proved to the satisfaction of the Academic Board that:
- (a) there was an administrative error in the award made under the procedures required by University of London Ordinances or King's College London regulations;
 - or
 - (b) subsequent to award, an Assessment Board, having taken into account information which was unavailable at the time its decision was made, determines that a student's classification should be altered.
- 5.7 The Academic Board may additionally revoke any degree, diploma, certificate or other award granted by the College following a recommendation by the Examinations Misconduct Committee (see Regulation 7.2(i) of *B3 Misconduct regulations*) or by an Inquiry Panel established to investigate allegations of research misconduct (see paragraph 13.1(b) of the *Procedure for investigating and resolving allegations of research misconduct*).

6. Suspension of regulations

- 6.1 The Academic Board (or the Chair/Deputy Chair acting on its behalf) may consider applications for suspension of College *Academic regulations*, including those prescribed for individual programmes and for examinations.
- 6.2 Applications for suspension of College *Academic regulations* should be made through the Dean of Faculty/Institute/School (or Head of Graduate Studies for postgraduate research degrees) responsible for the degree programme for which the suspension is sought or on which the student(s) is enrolled, to the Director of Students and Education (or nominee), and should be accompanied by a statement from the Dean of Faculty/Institute/School giving a reasoned case in support of the application. Applications for suspension of examination regulations should be made through the Chair of the relevant Faculty/Institute/School Assessment Board after consideration by the relevant Assessment Sub Board to the Director of Students and Education (or nominee).

7. Procedure for investigating concerns about academic standards and quality

- 7.1 Students who wish to complain about the provision or delivery of a programme or parts of programmes should do so using the *B6 Student complaints procedure*. External Examiners should raise issues or concerns they may have about academic standards and quality with the Assessment Sub Board and in their report to the

Principal (*A3 Regulations for taught programmes*, Regulations 24.17 and 24.20). In accordance with the QAA's Quality Code, External Examiners have the right to raise any matter of serious concern in confidence in a separate report to the Principal.

- 7.2 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 Dean of Faculty/Institute/School, who shall normally respond within 14 days. The Head of Department/Division or Dean of Faculty/Institute/School may delegate the investigation of the concern to another senior staff member who may respond on behalf of the Head of Department/Division or Dean of Faculty/Institute/School.
- 7.3 If the person who has raised the concern remains dissatisfied following the response from the Department/Division or Faculty, he/she may request a review of the Department/Division or Faculty's response by the Vice-Principal (Education). The request for a review must be submitted in writing to the Vice-Principal (Education) within 14 days of the response from the Department/Division or Faculty being issued. The Vice-Principal (Education) will normally respond within 60 days of receipt of the request for a review. The response from the Vice-Principal (Education) shall be final. The Vice-Principal (Education) may delegate the review to another senior staff member who may respond on the Vice-Principal's behalf.
- 7.4 This procedure shall not be used for concerns or issues which have been or should more appropriately be raised under another College procedure, such as the *B6 Student Complaints Procedure*, the Admissions Appeal Procedure, the academic appeal procedures and the procedures available to staff members for submitting grievances. 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 (such as the *B6 Student Complaints Procedure* and the academic appeals procedures) for doing so.

A2 Regulations for admission and registration

1. Admission of students

- 1.1 Students who meet the general entrance requirements of the College and the specific requirements of an approved programme of study may be admitted to the College by a Dean of Faculty¹/Institute/School on behalf of the Principal, subject to the procedures for enrolment established by the College.

2. General entrance qualifications and requirements

- 2.1 In order to be admitted to King's College London a student must:

- (a) satisfy the general entrance requirements of the College for the level of study (see Regulations 3, 4 or 5 below);
- (b) have demonstrated to the College's satisfaction, taking into account individual circumstances, the intellectual maturity necessary to gain full advantage from the educational experience offered by the programme of study;
- (c) have satisfied the College about any arrangements which are considered necessary if the student is under 18 years of age;
- (d) satisfy the additional academic and non-academic criteria for the relevant programme;²
- (e) demonstrate a satisfactory criminal records check as applicable;
- (f) disclose a criminal record as applicable;
- (g) have an appropriate visa, where applicable and have satisfied the requirements of the UK Border Agency;
- (h) comply with the enrolment procedure laid down by the College.

- 2.2 Except for specified modules, the language of instruction in the College is English and all students must be proficient in the English language. An applicant must have a good command of English and be able to apply this in an academic environment. Applicants will be required to provide certificated proof of their competence in English prior to registration. This requirement may be waived, but only if the College is satisfied that the applicant's previous academic record clearly demonstrates their ability to study and be examined in the English language. The standard of proficiency required by the College will be published annually in the prospectuses.

3. Admission requirements for undergraduate programmes

- 3.1 An applicant will be required to demonstrate a standard of education, both general and specific to the discipline to be studied, to equip them to benefit from instruction at levels 4, 5 and 6 of *The framework for higher education qualifications in England, Wales and Northern Ireland* (FHEQ) as appropriate.

¹ Throughout these Regulations the term "Faculty/Institute/School" also includes the grouping of free standing global institutes and the English Language Centre which operate as a "virtual" Faculty for the purposes of academic governance and quality assurance.

² Given in the relevant programme approval documents.

4. Admission requirements for taught postgraduate programmes

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

- (a) a Second Class Honours degree of a UK university or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university or educational institution of university rank, in a subject appropriate to that of the programme to be followed; or
- (b) a Masters degree of the Royal College of Art; or
- (c) a registrable qualification appropriate to the programme to be followed awarded by a UK university in Medicine or Dentistry, or a qualification of an equivalent standard appropriate to the programme to be followed awarded by a university outside the UK; or
- (d) a professional or other qualification obtained by a formal examination and approved by the Faculty/Institute/School in consultation with the Director of Students and Education (or nominee).

4.2 An applicant possessing alternative qualifications which do not conform with those normally prescribed in Regulation 4.1 above may be considered for registration if the applicant, by evidence of their background and experience or general education, scholarship or training, satisfies the Faculty/Institute/School as to their fitness to follow and complete the programme of study, and satisfies the Faculty/Institute/School in any qualifying examination or other condition, including a qualifying period of study, required by the Faculty/Institute/School.

5. Admission requirements for postgraduate research degree programmes

5.1 Except as detailed in Regulation 5.3 below, the minimum entrance qualification for registration for a postgraduate research degree programme is normally an Upper Second Class Honours degree and/or a higher degree in a relevant subject, or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university or educational institution of university rank.

5.2 An applicant possessing alternative qualifications which do not conform with those prescribed in Regulation 5.1 above may be considered for registration if the applicant, by evidence of their background and experience or general education, scholarship or training, satisfies the Faculty/Institute/School as to their fitness to follow and complete the programme of study, and satisfies the Faculty/Institute/School in any qualifying examination or other condition, including a qualifying period of study, required by the Faculty/Institute/School.

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

6. Credit transfer – incoming students

- 6.1 A Faculty/Institute/School may permit a student to register on a programme of study with recognition for previous study or experiential learning undertaken elsewhere or at the College as follows:
- (a) an advanced student is a student who, having successfully completed an approved programme of study at King's College London or another institution of higher education, is admitted at an appropriate point on an approved programme in a similar field of study to the College. This generally applies in cases where a student has completed a lower level award (eg DipHE or PGDip) and subsequently wishes to register for a related higher level award (eg BSc or MSc). Admission with advanced standing to postgraduate research degrees is covered in Regulation 5 of A4 *Regulations for research degrees*;
 - (b) a transfer student is a student who, having successfully completed a part of an approved programme of study at another institution of higher education, is admitted to the College at an appropriate point on an approved programme in a similar field of study. Admission to a postgraduate research degree as a transfer student is covered in Regulation 5 of A4 *Regulations for research degrees*;
 - (c) an APEL student is a student who is admitted to an approved programme at the College with credits accumulated from prior experiential learning. Such prior learning should be relevant/applicable to the intended programme of study and allow exemption from specific modules.
- 6.2 There is no general right of entry; the final decision rests with the admitting Faculty/Institute/School. The admitting Faculty/Institute/School may, in order to ensure that such students fulfil the objective of the programme of study, make admission conditional upon the undertaking of preparatory or supplementary studies, or the inclusion of particular modules in the programme to be taken by the student. Any such conditions shall be agreed by the Faculty/Institute/School and the student before admission.
- 6.3 An applicant will not be admitted if there is any outstanding disciplinary matter, any outstanding resit examination or other assessment, or any debt to their previous institution.
- 6.4 For undergraduate and taught postgraduate programmes credit granted shall not exceed two thirds of the overall credit value of the programme.
- 6.5 With the exception of students registered for the joint or dual degrees, the same period of study and examinations cannot be credited towards an award of King's College London and an award of any other institution or towards separate awards of King's College London.
- 6.6 Once admitted, a student will be subject to the regulations and programme requirements that are applicable to the cohort that they join.
- 6.7 Except as given in (b) below, students will only be admitted to the start of a specific year of study and will not be admitted at a point beyond the start of the final year of full-time studies or its part-time equivalent. Students entering the final year of a programme must complete and pass the approved programme of study for that year.

- (a) In the case of undergraduate degree programmes organised under A3 *Regulations for taught programmes*, students entering the final year of a programme must take 120 credits. For a level six award 90 of these credits must be at level six; for a level seven award all 120 credits must be at level seven.
- (b) Where a student has successfully completed a Postgraduate Certificate or Diploma and registers for another postgraduate programme in the same subject, the reduced programme of study must extend over a minimum of one third of the normal period of full-time or part-time study prescribed for the programme and the student must fulfil the requirements of Table 3 in A3 *Regulations for taught programmes*. For a Masters degree the period of study and assessment conducted under the direction of the College must include a dissertation or report.
- (c) Where a student has successfully completed a Masters degree in Dentistry and registers for the two year MClindent programme in a related subject, the reduced programme of study must extend over a minimum of 12 months.

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

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

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

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

7. Enrolment and registration of students

7.1 Students registered to follow a programme of study or to undertake research at the College are required to enrol annually according to the procedures laid down by the Director of Students and Education. Initial registration on a programme of study must take place within one month of the official start date of the programme. Where applicable, a student failing to register may forfeit their deposit.

7.2 A student must enrol on their programme of study and register for all their modules by the deadlines determined annually by the Director of Students and Education. Any enrolment or registration beyond these deadlines will be permitted only at the discretion of the Director of Students and Education.

7.3 Students subject to visa regulations are required to comply with College requirements for the monitoring of attendance.

7.4 Annual enrolment for a programme of study and its constituent modules includes the registration for the relevant core examinations. The conditions governing admission

to, or withdrawal from, an examination and eligibility for an award are given in A3 *Regulations for taught programmes* and individual programme specifications.

- 7.5 A student will not be permitted to register and study concurrently for more than one award of the College or of any other higher education institution unless the scheme under which concurrent registration will operate has been approved by the Academic Board³.
- 7.6 Students may apply to transfer their registration to another programme of study offered by the College or by another higher education institution. Transfer of registration is permitted under the following conditions:
- (a) if the Head of Faculty/Institute/School responsible for the programme of study on which the student is enrolled agrees; and
 - (b) if there are good academic grounds in support of the transfer or if there is other good cause.
- 7.7 The Principal, on behalf of the Council, has the discretion to confer student status on members of the King's College London Students' Union holding elected office in the Union.

8. Communications from the College

- 8.1 Communications sent from the College to an individual student must be regarded as applying to that student only.

9. Termination of studies

- 9.1 Decisions on admission are taken in good faith by the College on the basis that the information given is accurate and correct. If it is subsequently discovered that information given is untrue or inaccurate, the College may refuse admission or terminate without notice a student's registration.
- 9.2 Current students should inform the Faculty/Institute/School of registration of any breaches of the law during their programme of study which fall within the category of those required to be disclosed at admission. Where a specific breach of the law would render the student ineligible for continuing on their programme of study, the student's registration will be terminated without notice. Failure to disclose a breach of the law may result in disciplinary action under B3 *Misconduct regulations*.
- 9.3 A student's registration may also be terminated for lack of academic progress (see B4 *Academic progress regulations*), failure to meet the requirements of the programme including failure at examinations (see Regulation 19 of A3 *Regulations for taught programmes*), inappropriate behaviour in an external environment (see Regulation 3 of B4 *Academic progress regulations*), as a result of a fitness for registration and practise hearing (see B5 *Fitness for registration and practise regulations*) and as a misconduct penalty (see Regulation 7 of B3 *Misconduct regulations*).

³ An overlap period, normally no longer than three months, is permissible for interrupting MBBS students returning from a research degree programme.

A3 Regulations for taught programmes

1. Introduction and scope

- 1.1 These regulations apply to all taught programmes offered by the College, excluding the following: the Associateship of King's College (AKC), the King's Experience Awards, the BA in Acting at RADA, and programmes of less than four months run by the English Language Centre. The taught elements of professional doctorates, the options element of the MPhilStud and programmes below level 4 are not within the credit framework as set out in Regulations 2 – 16 below but are examined in accordance with Regulations 17 – 33 below unless otherwise indicated.
- 1.2 Students will be examined in accordance with the programme and award regulations that were current when the student first registered.

2. Credit levels and credit values

- 2.1 All taught programmes will be assigned to a level from *The framework for higher education qualifications in England, Wales and Northern Ireland* by the relevant Faculty/Institute/School Education/Teaching Committee¹ as shown in Table 1 below.

Table 1: The national system of levels and awards appropriate for the College

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

3. Period of study

- 3.1 The period of study shall be continuous unless the Academic Board has permitted its interruption, either generally by regulation or in an individual case (see Regulation 3.6 of A1 *General academic regulations*).

¹ Throughout these Regulations the term "Faculties/Institutes/School" also includes the grouping of free standing global institutes and the English Language Centre which operate as a "virtual" Faculty for the purposes of academic governance and quality assurance.

- 3.2 Except as provided by specific regulation approved by the Academic Board, the minimum and maximum periods of study shall be as given in Table 2 below. The maximum periods of study include any periods of interruption.

Table 2: Minimum and maximum periods of study

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

4. Programmes of study

- 4.1 Each programme of study will have a programme specification approved by the relevant Faculty/Institute/School Education/Teaching Committee as part of the programme approval procedure and updated on an annual basis.
- 4.2 The programme title will be descriptive of the content of the programme. For undergraduate programmes other than single honours degrees, the title of the programme shall be determined as follows:
- (a) where two subjects have approximately equal importance “and” will be used; each subject will be expected to have modules with a minimum value of 120 credits;
 - (b) where a subject is studied with an essentially supporting subject “with” will be used; the supporting subject will be expected to have modules with a minimum value of 90 credits; the main subject in this case will have modules with a minimum value of 180 credits;

- 4.3 For one year intercalated BSc degree programmes the title of the programme shall be determined as follows:
- (a) where at least 75 credits have been gained in an appropriate subject the title will be the appropriate subject with Basic Medical Sciences, Basic Dental Sciences, or Basic Veterinary Sciences;²
 - (b) where less than 75 credits have been gained but at least 60 credits have been gained in an appropriate subject: either Basic Medical Sciences, Basic Dental Sciences, or Basic Veterinary Sciences with the appropriate subject or if 60 credits have been gained in each of two of these subjects Basic Medical Sciences, Basic Dental Sciences, or Basic Veterinary Sciences with one appropriate subject and the other of these subjects.
- 4.4 The programme specification will indicate the combination of modules that the student will have to take and pass and at what level (the credit tariff) in order to satisfy the examiners for the award. However, in no case may the number of modules or level combinations be less than the minimum specified in Table 3 below.
- 4.5 The programme specification will also indicate any additional non-credit requirements necessary to meet the requirements for award.

² The use of Basic Medical Sciences, Basic Dental Sciences, or Basic Veterinary Sciences will reflect the programme from which the student has intercalated, eg MB BS, BDS or BVetMed respectively.

Table 3: Minimum and maximum credit tariffs

| Qualification | FHEQ level | Minimum overall credits | Range of credit levels | Highest level required³ | Minimum credits at highest level |
|--|-------------------|--|-------------------------------|---|---|
| Master of Clinical Dentistry (MClinDent) | 7 | 360 | 6, 7 | 7 | 330 (to include dissertation) |
| Masters (MA, MBA, LL.M, MMus, MPH, MRes, MSc, MTL) | 7 | 180-360 | 6, 7 | 7 | 150 (to include dissertation) |
| Postgraduate Diploma (PGDip) | 7 | 120 | 6, 7 | 7 | 90 |
| Postgraduate Certificate (PGCert) | 7 | 60 | 6, 7 | 7 | 45 |
| Integrated Masters (five year programme) | 7 | To be stated in programme specification but at least 480 | 4, 5, 6, 7 | 7 | 90 |
| Integrated Masters (MSci, MEng, MPharm) | 7 | 480 | 4, 5, 6, 7 | 7 | 90 |
| Bachelor of Dental Surgery (BDS) (five year programme) | 7 | 795 | 5, 6 | 6 | 675 |
| Bachelor of Dental Surgery (BDS) (four year programme) | 7 | 675 | 6 | 6 | 675 |
| Bachelor of Dental Surgery (BDS) (three year programme) | 7 | 525 | 6 | 6 | 525 |
| Bachelor of Medicine and Bachelor of Surgery (MB BS) (five and six year programme) | 7 | Take 780 Pass 750 | 4, 5, 6 | 6 | 465 |

³ A student may, should the programme specification permit, take modules of a higher level.

Table 3: Minimum and maximum credit tariffs

| Lowest level permitted | Maximum credits at lowest level | Maximum number of credits permitted with a condoned fail (core modules excluded). Condoned fails may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condoned fail quota, even if they are passed at the normal pass mark. |
|-------------------------------|--|---|
| 6 | 30 | 30 credits at level 7 with a condoned Masters fail mark permitted, dissertation excluded. Any level 6 modules (even those passed at a mark greater than 50) will be included in this maximum |
| 6 | 30 | 30 credits at level 7 with a condoned Masters fail mark permitted, dissertation excluded. Any level 6 modules (even those passed at a mark greater than 50) will be included in this maximum |
| 6 | 30 | 30 credits at level 7 with a condoned Masters fail mark permitted, dissertation excluded. Any level 6 modules (even those passed at a mark greater than 50) will be included in this maximum |
| 6 | 15 | 15 credits at level 7 with a condoned Masters fail mark permitted, dissertation excluded. Any level 6 modules (even those passed at a mark greater than 50) will be included in this maximum |
| 4 | 150 | 45 credits at levels 4, 5 or 6 with a condoned fail mark with a maximum of 30 credits at levels 7 with a condoned Masters fail mark |
| 4 | 150 | 45 credits at levels 4, 5 or 6 with a condoned fail mark with a maximum of 30 credits at levels 7 with a condoned Masters fail mark |
| 5 | 120 | All credit to be passed with a mark of 50 |
| 6 | N/A | All credit to be passed with a mark of 50 |
| 6 | N/A | All credit to be passed with a mark of 50 |
| 4 | 225 | All core credit to be passed with a mark of 50, all non-core to be passed at 40 |

Table 3: Minimum and maximum credit tariffs (continued)

| Qualification | FHEQ level | Minimum overall credits | Range of credit levels | Highest level required ⁴ | Minimum credits at highest level |
|--|------------|---|------------------------|-------------------------------------|----------------------------------|
| Bachelor of Medicine and Bachelor of Surgery (MB BS) (four year programme) | 7 | Take 705 Pass 675 | 4, 5, 6 | 6 | 465 |
| Postgraduate Certificated in Education (PGCE) | 7 | 120 | 6, 7 | 7 | 60 |
| Professional Graduate Certificate in Education (PGCE Professional) | 6 | 120 | 6 | 6 | 120 |
| Graduate Diploma (GradDip) | 6 | 120 | 4, 5, 6 | 6 | 90 |
| Graduate Certificate (GradCert) | 6 | 60 | 4, 5, 6 | 6 | 30 |
| Dental Studies (BSc) ⁵ | 6 | 450 | 5, 6 | 6 | 330 |
| Medical Science (BSc) ⁶ | 6 | Take 435 Pass 405 | 4, 5, 6 | 6 | 165 |
| Honours degree (four and five years) | 6 | To be stated in programme specification (between 360 and 480) | 4, 5, 6 | 6 | 90 |
| Honours degree (BA, BSc, BEng, BMus, BSc(Eng), LLB) (excluding Nursing and Midwifery, see below) | 6 | 360 | 4, 5, 6 | 6 | 90 |
| Intercalated Bachelor of Science (BSc) Foundation Degree top-up year | 6 | 120 | 4, 5, 6 | 6 | 90 |

Table 3: Minimum and maximum credit tariffs (continued)

⁴ A student may, should the programme specification permit, take modules of a higher level.

⁵ Exit qualification only.

⁶ Exit qualification only.

| Lowest level permitted | Maximum credits at lowest level | Maximum number of credits permitted with a condoned fail (core modules excluded). Condoned fails may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condoned fail quota even if they are passed at the normal pass mark. |
|-------------------------------|--|--|
| 4 | 75 | All core credit to be passed with a mark of 50, all non-core to be passed at 40 |
| 6 | 60 | No condoned fails |
| 6 | N/A | No condoned fails |
| 4 | 30 | 30 credits at levels 4, 5 or 6 with a condoned fail mark (level 7 credits may be included but a level 7 condoned fail mark will be required) |
| 4 | 15 | No condoned fails |
| 5 | 120 | All credit to be passed with a mark of 50 |
| 4 | 180 | All core credit to be passed with a mark of 50, all non-core to be passed at 40 |
| 4 | 150 | 45 credits at levels 4, 5 or 6 with a condoned fail mark (level 7 credits may be included but a level 7 condoned fail mark will be required) |
| 4 | 150 | 45 credits at levels 4, 5 or 6 with a condoned fail mark (level 7 credits may be included but a level 7 condoned fail mark will be required) |
| 4 | 15 | 30 credits at levels 4, 5 or 6 with a condoned fail mark (level 7 credits may be included but a level 7 condoned fail mark will be required) |

Table 3: Minimum and maximum credit tariffs (continued)

| Qualification | FHEQ level | Minimum overall credits | Range of credit levels | Highest level required⁷ | Minimum credits at highest level |
|--|-------------------|--------------------------------|-------------------------------|---|---|
| Bachelor of Science post-registration programmes in the Faculty of Nursing and Midwifery (BSc) (except as below) | 6 | 120 | 5, 6 | 6 | 105 |
| Primary Care Nursing (BSc), Specialist Community Public Health Nursing (BSc) | 6 | 120 | 6 | 6 | 120 |
| Bachelor of Science pre-registration programmes in the Faculty of Nursing and Midwifery (BSc) | 6 | 360 | 4, 5, 6 | 6 | 120 |
| Ordinary degree (BA, BSc) ⁸ | 5 | 300 | 4, 5, 6 | 6 | 60 |
| Diploma in Higher Education Nursing and Midwifery (DipHE) | 5 | 240 | 4, 5 | 5 | 120 |
| Undergraduate Diploma (UGDip) | 5 | 240 | 4, 5 | 5 | 90 |
| Foundation Degree (FdA, FdSc) | 5 | 240 | 4, 5 | 5 | 120 |
| Undergraduate Certificate (UGCert) | 4 | 120 | 4 | 4 | 120 |

Table 3: Minimum and maximum credit tariffs (continued)

⁷ A student may, should the programme specification permit, take modules of a higher level.

⁸ Exit qualification only.

| Lowest level permitted | Maximum credits at lowest level | Maximum number of credits permitted with a condoned fail (core modules excluded). Condoned fails may not count towards the minimum credits required at the highest level. Substitute modules are included as part of the condoned fail quota even if they are passed at the normal pass mark. |
|-------------------------------|--|--|
| 5 | 15 | No condoned fails |
| 6 | N/A | No condoned fails |
| 4 | 120 | No condoned fails |
| 4 | 150 | 30 credits at levels 4, 5, or 6 with a condoned fail mark |
| 4 | 120 | No condoned fails |
| 4 | 150 | 15 credits at levels 4 or 5 with a condoned fail mark |
| 4 | 120 | 15 credits at levels 4 or 5 with a condoned fail mark |
| 4 | N/A | No condoned fails |

5. Modules

- 5.1 Each module will have a module specification approved by the relevant Faculty/Institute/School Education/Teaching Committee. Some modules may have special designations; these include introductory, core, compulsory, prerequisite, professional practice, study abroad and substitute modules.
- 5.2 Unless the programme specification makes explicit provision as part of the requirements for reassessment, a student may not enrol on a module that the student has already taken at either undergraduate or postgraduate level. Neither may a student enrol for a module that overlaps with another module that the student has already taken. Modules will be deemed to overlap if both the content and the level of complexity of the two modules are similar.
- 5.3 The programme specification will indicate the maximum number of credits for which a student may be registered in an academic year. Where a student follows a module during the long vacation, the credit value of that module shall be pre-assigned to either the previous or the next academic year as appropriate, but in neither year, except as provided for below, may the total credit exceed that specified in the programme specification.
- 5.4 Where it is permitted by the programme specification and with the consent of the Assessment Sub Board and the Department, a student may take modules, and acquire credit in addition to that required by their programme. An additional fee may be payable. Additional modules will be limited to a maximum value of 30 credits above the 'minimum overall credits' tariff in Table 3. The marks arising from the assessment of any additional modules will be used by the Assessment Sub Board in determining any final classification.
- 5.5 Under exceptional circumstances, (see Regulation 19.8 below) an Assessment Sub Board may permit a student to register for a substitute module in place of a non-core and non-compulsory module failed at the first attempt with a mark outside the condonable range (see Regulation 8.5 below). The substitute module must be of equivalent credit weighting and level as the original module. Under these circumstances neither the credit nor the marks gained by the student in the original module will be used by the Assessment Sub Board in determining any final award classification.

6. Off campus study and credit transfer

- 6.1 A Faculty/Institute/School may permit or require a student to spend part of their programme of study in another higher education institution, or organisation having a function relevant and suitable to the field of study, in the United Kingdom or elsewhere and may grant the student credit for the study undertaken elsewhere under the following conditions:
- (a) that the institution and programme of study have been approved for the purpose under the procedures established by the relevant committee of the Academic Board;
 - (b) that in the opinion of the student's teachers the study carried out in that institution is necessary for the fulfilment of the objectives of the programme of study to which it will contribute - for example, by acquisition of fluency in a

- modern language - and/or the study forms a coherent whole with the remainder of the programme;
- (c) that satisfactory arrangements for the assessment of the student's performance while attending the institution have been approved by the appropriate Assessment Board on an annual basis.
- 6.2 The aggregate period of study spent elsewhere shall be determined by the Faculty/Institute/School in which the student is registered in accordance with the regulations for the award and will be detailed in the relevant programme specification, provided that for students following a full-time programme of studies for a first degree the minimum duration of the period of study spent at the College shall be at least two years.
- 6.3 The period of study spent elsewhere will count for credit only towards the final award, except for students studying away from the College during their final year at level 6 and/or 7 where the marks will also count towards the final award. An Assessment Board that intends to permit study away from the College during the final year of a programme must ensure that a robust mark translation scheme has been approved by the College Assessment Board on an annual basis.
- 6.4 The relevant Assessment Board shall ratify the results recommended by the relevant Assessment Sub Board in respect of the period of study spent elsewhere subject to the following provisions:
- (a) that the conditions given in Regulation 6.1 above are satisfied;
- (b) that the credit granted and results recommended are in accordance with the relevant programme regulations and Assessment Board marking schemes; and
- (c) that for a first degree the maximum credit granted shall not exceed 120 credits in value.

7. Module assessment

- 7.1 The assessment for an individual module will be appropriate to the level descriptor attached to that module and will be specified in the module specification. Each module may be assessed by one or more assessment methods.
- 7.2 Where a module has more than one element of assessment, the module specification shall state the relative weighting of each element of assessment and whether a pass or qualifying mark must be achieved in that particular element in order to pass the module overall.
- 7.3 The timing of assessment shall be specified in individual module specifications but reassessment shall normally be held prior to the start of the next academic session (see Regulation 19.9 below).
- 7.4 A student taking a module must be examined in all parts of the assessment prescribed for that module. Therefore, unless prevented by illness or other adequate cause for which certification must be provided (see Regulations 17 and 18 below), a student must take each prescribed (re)assessment and submit sufficient work to enable her/him to be examined.

- 7.5 Where an element of assessment associated with an activity is defined in the module specifications as a "core competency" then a student is required to demonstrate a minimum acceptable standard in that activity. In such instances a student will be allowed a prescribed number of attempts at achieving the minimum acceptable standard, with a numerical mark only being awarded once the minimum acceptable standard has been achieved (see Regulation 19.7(c) below).
- 7.6 The credit for a module, whatever the value, cannot be divided. A student must satisfy the examiners for a whole module to be awarded the credit attached to that module.

8. Pass marks

- 8.1 In order to satisfy the examiners in a module and to achieve the credit attached to a module, a student must achieve the overall level of attainment specified for the level of the module and achieve the level of attainment required by the programme. Students registered on the same module may need to reach different levels of attainment to meet the requirements of their programme of study.
- 8.2 A student may also be required to achieve a qualifying mark in a specific assessment element of the module.⁹ The relevant module specification will state whether a qualifying mark for an assessment element is required and whether failure in a qualifying element will require the student to be reassessed for the whole module or for the qualifying element only.
- 8.3 Except as indicated in Regulations 8.4 or 8.5 below, a student will be required to achieve an Honours Pass (a mark of at least 40) to satisfy the examiners in a level 4, 5 or 6 module and a Masters Pass (a mark of at least 50) to satisfy the examiners in a level 7 module.
- 8.4 Some programmes leading to professional registration may, for specific or all modules, require a higher level of attainment than the College pass marks given in 8.3 above and this will be stated in the programme specification.
- 8.5 If specified in the relevant programme specification, the examiners may permit a student to be awarded non-transferable credit for a limited number of non-core modules where the student has failed the module but has attained a minimum mark for condonement, subject to the following restrictions:
- (a) in no case may the condoned fail mark be lower than 33 for a level 4, 5 or 6 module or lower than 40 for a level 7 module; and
 - (b) the total number of modules condoned may not exceed the credit tariff given in Table 3 above.
- 8.6 Condonement will be considered for students who have failed a condonable module with a mark within the condonable range as detailed in individual programme specifications. For non finalists, condonement will be applied only once the student has exhausted any reassessment opportunities. Finalists who have failed a module within the condonable range but who have met the requirements for award should normally be classified and no re-assessment offered.

⁹ For a definition of a qualifying mark see the Glossary of terms at Appendix 1.

- 8.7 Credit attained at the lower level (Regulation 8.5 above) will be deemed non-transferable within the College.

9. Progression requirements

Foundation Degree programmes

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

Undergraduate Degree programmes

- 9.2 The minimum progression requirements for students enrolled on a full-time undergraduate programme are as follows (pro rata for part-time students):

- Year 1 to Year 2: 90 credits excluding condoned fails
- Year 2 to Year 3: 210 credits excluding condoned fails
- Year 3 to Year 4: 330 credits excluding condoned fails

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

9.3 *Taught Postgraduate Degree programmes*

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

10. Award requirements

- 10.1 To be considered for an award a student must have:¹⁰

- (a) completed the minimum period of study (see Regulation 3 above);
- (b) have completed to the satisfaction of the relevant teaching staff the programme of study prescribed in the regulations for the award for which the student is registered;
- (c) completed and passed to the satisfaction of the relevant Assessment Sub Board the minimum number of modules at the required level prescribed in Table 3 for the award and have met the requirements detailed in the relevant programme specification.

Exit awards

- 10.2 Where a student has failed to satisfy the examiners in one or more elements of a programme and:

- (a) has exhausted any available reassessment opportunities or has terminated their studies early; and
- (b) has met the criteria for a lower level or lower volume exit award as detailed in table 3

except where a waiver has been granted under Regulation 10.4 below, the Assessment Sub Board will in accordance with College policy and criteria, recommend the award of the relevant exit qualification. The title of the exit award will reflect the pattern of study completed successfully by the student.

¹⁰ See also Regulation 5.5 in B1 *General student regulations* concerning outstanding debts.

- 10.3 Exit awards at Level 6 and 7 will be awarded with classification where the student has satisfied the requirements for such an award. Where the credit accumulated exceeds the requisite amount for the exit award being conferred only the credits with the best marks that make up the required amount will be selected to calculate the overall average.
- 10.4 An Assessment Board may request a waiver to the requirement to award exits awards; all such requests must be approved by the College Assessment Board.
- 10.5 Once an award has been conferred there will be no further assessment opportunities for any element of the programme leading to that award.

11. Undergraduate marking schemes

- 11.1 Examinations and other forms of assessment will be marked numerically out of 100 in accordance with the generic marking criteria¹¹ (and discipline specific criteria, where issued, by an Assessment Board. Examiners should use the full range of marks, according to the following scheme, which is used for the classification of degrees where applicable:

| | |
|--------|---|
| 70-100 | First class |
| 60-69 | Second class (upper division) |
| 50-59 | Second class (lower division) |
| 40-49 | Third class (Honours pass) |
| 33-39 | Fail (may be condoned for modules within specific programmes) |
| 0-32 | Fail |

- 11.2 Confirmed marks of 69, 59, 49, 39 and 32 will be taken to indicate the agreement of the examiners that a script or other form of assessment is not deserving of the class above.
- 11.3 The MB BS and BDS are awarded without classification. However, students who satisfy the examiners with distinction in specific parts of the BDS programme may be awarded a BDS with honours.
- 11.4 When a student is granted credit under the provisions of Regulation 6 of A2 *Regulations for admission and registration*, the examiners will determine the student's classification entirely upon performance in modules assessed by the College.

12. Scheme for the award of honours for Bachelor degrees and Integrated Masters degrees

- 12.1 All marks will be used in the calculation for the award of honours, except for marks awarded for modules designated as introductory or professional practice or for failed, non-core, non-compulsory modules that have been replaced by substitute modules (see Regulation 19.7 below).

Weighting scheme

- 12.2 For the purpose of considering students for the award of honours, module marks will be weighted as follows:

¹¹ See the generic marking criteria for undergraduate programmes.

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

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

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

- the marks for the best 120 credits at level 7 will normally be given a weighting of 7¹²
- the marks for any remaining level 7 credits and all level 6 credits will be given a weighting of 5
- the marks for all level 5 credits will be given a weighting of 3
- the marks for all level 4 credits will be given a weighting of 1

'C score'

- 12.3 An indicator 'C' on a scale between 0-100 will be calculated according to the following formula:

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

- 12.4 The C indicator is used for assessing the class of honours of all students. In order to be eligible for an award a student must have achieved a C score indicator of at least 40. Honours classifications are indicated by the following C scores:

| | |
|-------------------------------|-----------------------------|
| First class | greater than or equal to 70 |
| Second class (upper division) | 60-69 inclusive |
| Second class (lower division) | 50-59 inclusive |
| Third class | 40-49 inclusive |

- 12.5 A student who has not met the requirements for a particular classification but who is within a two percent margin of a higher classification boundary (ie 68/58/48) will be awarded the higher classification provided that at least 60 credits at level 6 or above (level 7 for integrated masters programmes) have marks at or above the higher classification.

13. Scheme for the award of Undergraduate Certificates, Undergraduate Diplomas, Graduate Diplomas, Graduate Certificates and Foundation degrees

- 13.1 The final overall average mark is determined as the weighted average of all the individual module marks such that each module is weighed by its relative credit volume.
- 13.2 Students who have completed the requirements for the award, and who have achieved an overall weighted average mark of at least 40 will be awarded a Pass.

¹² Exceptions to the weighting that have been agreed by the College Assessment Board will be detailed in individual programme specifications.

13.3 In order to be eligible for the award of Merit a student should achieve a weighted average mark across all modules of 60 to 69 inclusive.

13.4 In order to be eligible for the award of Distinction a student should achieve a weighted average mark across all modules of 70 or above.

14. Taught postgraduate marking schemes (excluding Integrated Masters degrees)

14.1 Examinations and other forms of assessment will be marked numerically out of 100 in accordance with the generic marking criteria¹³ (and discipline specific criteria where issued). Examiners should use the full range of marks, according to the following scheme, which is used for classification:

| | |
|--------|---|
| 70-100 | Distinction |
| 60-69 | Merit |
| 50-59 | Pass |
| 40-49 | Fail (may be condoned for modules within specific programmes) |
| 0-39 | Fail |

14.2 Confirmed marks of 69, 59, 49, and 39 will be taken to indicate the agreement of the examiners that a script or other form of assessment is not deserving of the class above.

14.3 When a student is granted credit under the provisions of Regulation 6 of A2 *Regulations for admission and registration*, the examiners will determine the student's classification entirely upon performance in modules assessed by the College.

15. Scheme for the award of Masters degrees (excluding Integrated Masters degrees)

15.1 The final overall average mark is determined as the weighted average of all the individual module marks such that each module is weighed by its relative credit volume.

15.2 In order to be eligible for the award of a Masters degree, a student should achieve:

- (a) an overall weighted average mark of at least 50, with no mark for any module falling below 40; and
- (b) a mark of at least 50 in 300 credits for the MClintDent degree and 150 credits for all other Masters degrees, including the dissertation module, and a mark of at least 40 in the remainder.

15.3 In order to be eligible for the award of a Masters degree with Merit, a student should achieve a weighted average mark across all modules of 60 to 69 inclusive.

15.4 In order to be eligible for the award of a Masters degree with Distinction, a student should achieve a weighted average mark across all modules of 70 or above.

¹³ See the generic marking criteria for taught postgraduate programmes.

16. Scheme for the award of Postgraduate Certificates and Postgraduate Diplomas

- 16.1 The final overall average mark is determined as the weighted average of all the individual module marks such that each module is weighed by its relative credit volume.
- 16.2 In order to be eligible for the award of a Postgraduate Certificate or Postgraduate Diploma, a student should achieve:
- (a) an overall weighted average mark of 50, with no mark for any module falling below 40; and
 - (b) a mark of at least 50 in 90 credits (Postgraduate Diploma) or 45 credits (Postgraduate Certificate) and a mark of at least 40 in the remainder.
- 16.3 In order to be eligible for the award of a Postgraduate Certificate or Postgraduate Diploma with Merit, a student should achieve a weighted average mark across all modules of 60 to 69 inclusive.
- 16.4 In order to be eligible for the award of a Postgraduate Certificate or Postgraduate Diploma with Distinction, a student should achieve a weighted average mark across all modules of 70 or above.

17. Absence from “timed” examinations, including in-course examinations, through illness or other good cause¹⁴

- 17.1 A student may be granted an authorised absence from an examination for which s/he is registered at the discretion of the Chair of the relevant Assessment Sub Board, provided that s/he provides evidence of illness or other good cause not more than seven calendar days after the date of the missed examination. Evidence should be submitted on the form provided for this purpose.¹⁵
- 17.2 In exercising their discretion the Chair of the Assessment Sub Board must be satisfied that:
- (a) the illness or other good cause would render the student unfit to enter the examination; and
 - (b) that the illness or other good cause would either:
 - (i) have a significant and adverse impact on the student’s performance in the examination; or
 - (ii) would prevent the student from sitting the examination.
- 17.3 Where the Chair is satisfied that the above conditions have been met, the student will be granted an authorised absence from the examination and one of the following applied:
- (a) the student will be deferred in the examination and take a replacement examination at a later date;
 - (b) the student will be deferred in the examination and take an alternative form of examination at a later date (see Regulation 20 below);

¹⁴ Timed examinations see glossar.

¹⁵ Notification of Examination Absence (NEA) form available from Faculties/Institutes/School/Campus Offices or at: www.kcl.ac.uk/college/policyzone.

- (c) the examination will be declared void and the module mark re-scaled such that the module mark is based only on those elements of assessment the student has completed;

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

- 17.4 A student who presents themselves for an examination will be deemed to have considered themselves fit to undertake the examination, and any mark achieved in that examination will stand.
- 17.5 Except as provided for in Regulation 17.6 below, a student who is absent from an examination for which s/he is registered without having been granted authorisation according to the provisions of Regulation 17.1 above, will be regarded as having attempted the examination, and will be awarded a mark of zero for that examination. Such a student may, at the discretion of the relevant Board of Examiners, be permitted to attempt the examination again if the regulations for the programme permit such reassessment (see Regulation 19 below).
- 17.6 Exceptionally a student who presents her/himself for an examination but is unable to complete it may, at the discretion of the relevant Assessment Sub Board, be retrospectively granted an authorised absence from that examination provided that s/he provides evidence of illness or other good cause normally within seven days of the examination having taken place. Evidence should be submitted on the form provided for this purpose¹⁶.
- 17.7 In exercising its discretion the Assessment Sub Board must be satisfied that:
 - (a) the illness or other good cause prevented the student from completing the examination; and
 - (b) the illness or other good cause had a significant and adverse impact on the student's performance in the examination.
- 17.8 Additionally, the Assessment Sub Board must be satisfied that the student was, for good reason, unable at the time of entry to recognise that s/he was unfit to undertake the examination during the specified time-frame.
- 17.9 Where the Assessment Sub Board is satisfied that the above conditions have been met, the student will be granted an authorised absence from the examination and one of the following applied:
 - (a) the student will be deferred in the examination and take a replacement examination at a later date;
 - (b) the student will be deferred in the examination and take an alternative form of examination/assessment at a later date (see Regulation 20 below);
 - (c) the examination will be declared void and the module mark re-scaled such that the module mark is based only on those elements of assessment the student has completed;

¹⁶ Notification of Examination Absence (NEA) form available from Faculties/Institutes/School/Campus Offices or at: www.kcl.ac.uk/college/policyzone

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

- 17.10 Where a student is deferred in an examination according to the provision of Regulations 17.3 or 17.9 above, the student will be required to enter a replacement examination where s/he will be examined as if for the first time (or second/third time if the deferred examination was itself a subsequent attempt), normally at the next occasion when the examination is offered and the mark for the original attempt will not be considered by the Assessment Sub Board. Where a student is deferred in an examination and required to enter a replacement examination, the Assessment Sub Board shall determine whether the student is required to sit the examination with or without further attendance.
- 17.11 Under no circumstances may examination marks be raised due to illness or other good cause in relation to a student's performance in an examination.

18. Inability to meet an assessment submission deadline through illness or other good cause

- 18.1 A student may be granted an extension to an assessment submission deadline at the discretion of the Chair of the relevant Assessment Sub Board/, provided that s/he provides evidence of illness or other good cause before the original published deadline. Requests made after the published deadline will not be accepted. Evidence should be submitted on the form provided for this purpose.¹⁷
- 18.2 In exercising their discretion the Chair of the Assessment Sub Board must be satisfied that:
- (a) the illness or other good cause would render the student unable to complete the assessment by the deadline; and/or
 - (b) that the illness or other good cause would either:
 - (i) have a significant and adverse impact on the student's performance in the assessment; or
 - (ii) would prevent the student from submitting the assessment within the given time-frame
- 18.3 Where the Chair is satisfied that the above conditions have been met, the student will be set a new submission deadline.
- 18.4 Where a student submits an extension request before the published deadline and, as a result of illness or other good cause, submits work after the published deadline, the student's work will be marked without penalty provided the Chair is satisfied that the conditions in Regulation 18.2 above have been met.
- 18.5 A student who either fails to submit material for assessment or submits after the deadline and has not made a request for an extension under Regulations 18.1 or 18.4 above, or who has not satisfied the Chair of the Assessment Sub Board that their mitigating circumstances offer valid reasons for submitting late work, will have an automatic penalty applied. Work submitted within 24 hours of the deadline will be marked but the mark awarded will be no greater than the pass mark. Work submitted

¹⁷ Extension Request Form (ERF) available from Faculties/Institutes/School/Campus Offices or at: www.kcl.ac.uk/college/policyzone

after the 24 hour deadline will receive a mark of zero; such a student may, at the discretion of the relevant Assessment Sub Board, be permitted to attempt the assessment again if the regulations for the programme permit such reassessment.

19. Reassessment/failure

- 19.1 Students who have failed a module within the condonable range (for those programmes permitting condonable fails) but who have met the requirements for award should normally be classified and no reassessment offered in accordance with 8.6 above.
- 19.2 A student who fails a module at the first attempt may, at the discretion of the Assessment Board, be reassessed in that module on two further occasions for a level 4 module or on one further occasion for a level 5, 6 and 7 module. The programme specification will clearly delineate the responsibility for offering reassessment to students undertaking a combined studies programme. Any conditions attached to reassessment will be specified in the regulations of the programme of study concerned.
- 19.3 Where a student fails an examination and is permitted to re-enter the examination, the Assessment Sub Board shall determine whether the student is required to sit the examination with or without further attendance.
- 19.4 When a student is reassessed in an element of assessment, in no case shall the final module mark be higher than the relevant pass mark (see Regulation 8 above).¹⁸ Where the student fails to achieve a pass level for reassessment, the highest mark of any attempt will be recorded.
- 19.5 Where a module is assessed by more than one element of assessment and the module/programme specifications do not specify a qualifying mark or core competency for any individual element of assessment, then a student will be deemed to have achieved the learning outcomes of the module if they gain the relevant pass mark (see Regulation 8 above) in the aggregate mark for the module.
- 19.6 In cases where a student fails to gain the relevant aggregate pass mark in a module at the first attempt, the module/programme specification will stipulate how the student is to be reassessed in order to determine whether the learning outcomes of the module have been achieved, taking into consideration that the final module mark will be capped at the relevant pass mark (see Regulation 8.3 above).¹⁹
- 19.7 Where a module is assessed by more than one element of assessment and one or more elements have a specified qualifying mark or define a core competency then the module specifications will make clear which one of the following will apply when a student fails that specified element of assessment:
- (a) the element of assessment requires the student to achieve a specified qualifying mark. A student who fails to achieve the qualifying mark will be reassessed in that element of assessment. The final module mark will be capped at the relevant pass mark (see Regulation 8.3 above);²⁰

^{18/19/20} The individual assessment marks will be recorded uncapped on the student administration system but the overall mark will be capped.

- (b) the element of assessment requires the student to achieve a specified qualifying mark. A student who fails to achieve the qualifying mark will be reassessed in all elements of assessment of the module. The final module mark will be capped at the relevant pass mark (see Regulation 8.3 above);²¹
- (c) the element of assessment is defined as a core competency, requiring a student to achieve a minimum acceptable standard in that activity as part of their professional portfolio. A student who fails to achieve the minimum acceptable standard will be allowed a prescribed number of further attempts, with a numerical mark for the element of assessment only being awarded once the minimum acceptable standard has been achieved. Where the minimum acceptable standard is achieved at the first attempt the numerical mark awarded for the element of assessment will be in accordance with the published marking scheme. Where the minimum acceptable standard is achieved at anything other than the first attempt, the numerical mark awarded for the element of assessment will be capped at the relevant pass mark (see Regulation 8.3 above), however this will not result in the overall module mark being capped.

19.8 Where a student fails a module with a mark outside the condonable range (see Regulation 8.5 above) an Assessment Sub Board may, subject to provision within the programme specification, permit a student to register for a substitute module under the following conditions:

- (a) the substitute module must be of equivalent credit weighting and level to the original module;
- (b) the module being substituted is neither compulsory nor core to the programme of study;
- (c) the Assessment Sub Board is satisfied that, on academic grounds, the candidate is unlikely to achieve a condonable mark at the next attempt;
- (d) the mark gained by the candidate in the substitute module will be capped at the pass mark (40% Levels 4,5,6; 50% Level 7);
- (e) the aggregate credit value of substitute modules and modules with condoned fail marks will not exceed the maximum number of credits permitted with a condoned fail mark (programme specific);
- (f) the number of attempts the candidate is allowed at the original module and the substitute module combined will not exceed the total number of attempts allowed at any single module.

19.9 For level 4, 5 and 6 modules (and level 7 modules taken as part of an integrated Masters programme) a second attempt at summative assessment for the purpose of reassessment shall be held prior to the start of the next academic session. Formal written examinations for the purpose of reassessment following failure in examinations held during Examination Period One or during Examination Period Two will take place during Examination Period Three.²² A third attempt at a formal written examination (level 4 only) may be deferred until the subsequent year and the Assessment Board may require further attendance.

19.10 For level 7 modules (excluding those taken as part of an integrated Masters programme) reassessment will normally be offered at the next occasion but may be offered at an earlier date at the discretion of the Assessment Sub Board.

²¹ The individual assessment marks will be recorded uncapped on the student administration system but the overall mark will be capped.

²² For a definition of Examination Periods see the Glossary of terms at Appendix 1

- 19.11 Where an Assessment Sub Board determines that a student may not be permitted a further attempt at an examination, and where this decision would prevent a student from completing their programme of study, the student's registration will be terminated. The Assessment Sub Board will consider the student for any exit award for which they may be eligible in accordance with Regulation 10.2 above.
- 19.12 A student on a taught programme who has failed to satisfy the requirements of an award, and has been offered a reassessment opportunity, will normally be reassessed, and an Assessment Sub Board convened to reconsider their award, where practicable within four calendar months and no longer than six calendar months, from the date that the reassessment(s) was first offered.

20. Alternative assessment

- 20.1 An Assessment Sub Board may exceptionally make provision for a student to undertake an alternative form of assessment where it is impracticable for a student to be assessed or reassessed in the prescribed elements and/or methods of the examination. In such cases, the Chair of the Assessment Sub Board/ shall seek the agreement of an External Examiner to the proposed alternative assessment and shall report the matter to the Chair of the Assessment Board.
- 20.2 A student given a replacement examination or replacement assessment opportunity or given permission to undertake alternative assessment as in Regulation 20.1 above shall be assessed on equal terms with other students.

21. Internal Examiners

- 21.1 Internal Examiners shall be members of the academic staff (Professors, Readers, Senior Lecturers or Lecturers) of the College.
- 21.2 Where the Academic Board has approved a collaborative provision arrangement for a particular programme of study, an Internal Examiner may be appointed to the Assessment Sub Board from among the academic staff of the collaborating institution(s). In all such cases, prior approval must be sought from the Chair of the College Assessment Board.
- 21.3 Internal Examiners shall serve as ex-officio members of the relevant Assessment Sub Board to which they are appointed.
- 21.4 The duties of Internal Examiners will be determined by the Chair of the relevant Assessment Sub Board, and may include setting and marking examinations and other forms of assessment and attending oral and practical examinations for the purpose of assessing individual students.
- 21.5 All Internal Examiners are expected to be present at the Assessment Sub Board meetings at which the final results of examinations are to be determined. However, any Internal Examiner unable to attend such a meeting through illness or other good cause should endeavour to be available for consultation.
- 21.6 All Assessment Sub Board Chairs are expected to attend the Assessment Board meeting and present the recommendations for final awards of the Assessment Sub Board for which they are responsible. The Deputy Chair should attend if necessary in place of the Assessment Sub Board Chair. Failure of the Chair or Deputy Chair to attend may result in any recommendations being held in abeyance.

22. Assessors

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

23. External Examiners

Eligibility and selection

- 23.1 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 College Assessment Board to appoint an External Examiner from overseas;
 - (c) an appointee must have relevant current experience and expertise in the discipline being examined, including the design and operation of assessment, in order to speak authoritatively on academic standards germane to the discipline and should be familiar with the standards and procedures of university-level education in the United Kingdom;
 - (d) an appointee should have relevant academic and/or professional qualifications to at least the level of the qualification being externally examined and/or extensive practitioner experience where appropriate;
 - (e) 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;
 - (e) 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;
 - (f) an appointee shall not have any close personal professional or contractual relationship with staff involved in the delivery of the programme nor be involved in any activity that could be considered a conflict of interest;
 - (g) an appointee shall not normally belong to an institution in which a member of staff of King's College London is appointed to act as an External Examiner in the same subject and at the same level. It is recognised that, in certain subjects, this situation might be unavoidable. In such instances a case must be referred to the College Assessment Board by the Chair of the relevant Assessment Sub Board.

Appointment

- 23.2 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.

- 23.3 External Examiners appointed to Part Boards of Examiners for the MB BS and BDS programmes will normally be appointed for a period of five years with no option for an extension. On completion of the appointment, an External Examiner will not normally be eligible for re-appointment until a further five years have elapsed.
- 23.4 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.
- 23.5 If an External Examiner is no longer eligible to hold office under Regulation 23.1 above or is unable or unwilling to fulfil the duties under Regulations 23.9 to 23.27 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).
- 23.6 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 month's notice by either party.
- 23.7 An Assessment Sub Board may request an extension of an External Examiner's appointment beyond four years in order to meet local requirements. Such a request must be approved by the Chair of the relevant Assessment Sub Board and submitted through the Faculty/Institute/School for approval by the College Assessment Board. Extensions will not normally be granted for more than one year.

Induction and information

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

Duties

- 23.9 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.
- 23.10 External Examiners shall seek to ensure that assessment processes are fair, rigorous and operated equitably.
- 23.11 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.
- 23.12 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.
- 23.13 External Examiners have the right to inspect any script or other assessed examination material relevant to the duties of the appointment and are required to sample scripts or other assessed material, including coursework.
- 23.14 External Examiners are required to advise whether marking schemes and schemes for the classification of honours or award of degree and diplomas are consistent with internal and external standards.

- 23.15 External Examiners may be called upon to adjudicate in cases of conflict between internal examiners.
- 23.16 External Examiners may not change individual marks (except in Regulation 23.15 above) but may recommend appropriate action to ameliorate systematic issues in marking.
- 23.17 External Examiners are ex-officio members of Assessment Sub Boards and are invited to attend all meetings of the Assessment Sub Board(s) to which they are appointed. They must, as a minimum requirement, attend the main meeting of the Sub Assessment Board held to determine the results of examinations. They may be requested to attend other meetings as notified by the Chair Board. External Examiners should report to the Assessment Sub Board any areas of good practice and key issues identified during the year.
- 23.18 In the case of first degrees in Medicine and Dentistry, External Examiners appointed solely for the purpose of conducting clinical examinations shall not be required to attend meetings of the Assessment Sub Board.
- 23.19 External Examiners shall approve the pass list and final award recommendations of the Assessment Sub Board.
- 23.20 External Examiners are required to submit to the Principal at the conclusion of the examination period a written report on the form provided. The report shall be submitted within one calendar month of the main meeting held to determine the results of students in the relevant academic year. The report shall include comment on the adequacy of the standard of the examination and other matters relevant to the teaching and assessment of the programme or modules courses. The contents of the report will be brought to the attention of those teaching the programme or module, students on the programme or module, the Chair of the relevant Assessment Sub Board, the Chair of the relevant Assessment Board and the Dean of Faculty/Institute/School. The College Assessment Board will consider an annual report on action taken further to issues raised in External Examiners' reports (see Regulations 12.1(h) and 13.5(j) of C1 *The Academic Board and its sub-structure*).
- 23.21 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 (see Regulations 23.5 and 23.6 above).
- 23.22 External Examiners may be invited to attend any meeting convened to consider an appeal against the decision of the Assessment Sub Board of which they are members.
- 23.23 External Examiners shall observe the regulations regarding confidentiality of setting and marking of examination papers, of the proceedings of Assessment Sub Board and of the results of examinations.
- 23.24 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.
- 23.25 It is the responsibility of Chairs of Assessment Sub Boards to ensure that External Examiners are given adequate notice of any meeting which they are required to attend. An External Examiner unable to attend a meeting due to illness or other good cause should endeavour to be available for consultation. In such circumstances the absence of the Examiner from the meeting will not render it invalid.

- 23.26 The Chair of an Assessment Sub Boards 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 with particular regard to Regulations 23.10, 23.11 and 23.14 above. 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 (Regulation 23.15 above).
- 23.27 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 Dean of Faculty/Institute/School/Institute concerned.

24. Setting examination question papers

- 24.1 Each Assessment Sub Board shall appoint one or more of its members to be jointly and severally responsible for the first draft and final accuracy of each examination question paper.
- 24.2 Each Assessment Sub Board shall be responsible for ensuring that all examination question papers within its purview are considered and approved. An Assessment Sub Board may meet before the examination to discuss the questions to be set and the standard to be adopted.
- 24.3 All examination question papers set by an Assessment Sub Board must be approved in advance of the examination by an External Examiner (or Examiners) appointed to the relevant Assessment Sub Boards. A record shall be kept indicating the approval of the External Examiner(s) concerned in respect of each question paper.

25. Marking schemes

- 25.1 Each Assessment Sub Board shall draw up a marking scheme for the degree or award for which it is responsible. The Assessment Sub Board may adopt such conventions as it considers appropriate within its own marking scheme, providing that they are consistent with Regulations 11 and 14 above and the generic marking criteria.²³
- 25.2 Marking schemes shall be submitted for approval to the Assessment Board, which is responsible for monitoring and reviewing all such schemes.
- 25.3 Each Programme Board shall be responsible for ensuring that each element of assessment whose primary purpose is summative is marked in accordance with the College Marking Framework. An Assessment Board shall be responsible for ensuring that the most appropriate marking model is assigned to each element of assessment in line with College policy.

²³ See the generic marking criteria for undergraduate and for taught postgraduate programmes.

25.4 The normative scaling of module marks or final overall scores shall not be employed by the examiners.

25.5 Module marks shall be rounded up (≥ 0.5) or rounded down (<0.5) to the nearest integer. The final overall mark for a programme of study shall be rounded up (≥ 0.5) or rounded down (<0.5) to the nearest integer before the final classification of the award is made.

26. Confidentiality and security in relation to examinations

26.1 Examiners are required to preserve absolutely the secrecy of papers for unseen examinations at all stages until the papers have actually been worked by the students. The contents must not be disclosed to any persons other than members of the Assessment Sub Board or officials of the College or of the Faculty/Institute/School concerned who are specially appointed to deal with papers. 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.

26.2 Examiners are required to preserve the secrecy of any individual questions that are intended to be used, or reused, for summative assessment. When questions are to be re-used, the examiners should inform the relevant officers of the College that removal of a question paper from the examination venue by the student is prohibited and that a copy of the paper should not be lodged with the library.

26.3 Individual programme regulations may prescribe conditions for assessment where prior disclosure of questions is applicable. Where examination questions are disclosed to students in advance, arrangements must be in place to ensure that all students receive the question papers at the same time.

26.4 Examiners should ensure that information relating to assessment is held securely in accordance with relevant College policies and procedures (see Regulations 11.22 - 11.25 of *D Library Services and Information Technology regulations*). See also Regulation 31.8 below in relation to the processing of personal data.

26.5 Proceedings and any records kept of meetings of Assessment Sub Boards held to determine results, to discuss the content of unseen examination question papers, or at which matters pertaining to individual students are discussed are confidential. Scripts and lists of marks are confidential (see Regulation 29.4 below).

26.6 Chairs and examiners must not communicate with students on behalf of the Assessment Sub Boards about the students' performance in the examination until the final meeting of the Assessment Board responsible for determining the results has taken place.

26.7 The results of examinations are confidential until the final meeting of the Assessment Board responsible for determining the results has taken place and the official pass list has been issued (see also Regulation 32 below).

27. Timing of assessment

27.1 The timing of examinations due to be held during the established examination periods shall be published by the Examinations Office.

- 27.2 On application to the Examinations Office special arrangements may be made for students who are timetabled for two examinations which overlap or coincide.
- 27.3 Where a student has been granted alternative examination arrangements, the timing of the alternative arrangements will be determined by the Examinations Office. All alternative arrangements will be scheduled for the earliest opportunity following the published examination date and in no case shall a student be permitted to sit an examination before the normal scheduled time.

28. Admission to examinations and other forms of assessment

- 28.1 Annual enrolment for a programme of study and its constituent modules includes registration for the relevant examinations (see Regulation 7.2 of A2 *Regulations for admission and registration*).
- 28.2 In order to be eligible for admission to an examination, a student must complete to the satisfaction of relevant teaching staff the prescribed period of study (which may include reaching a minimum threshold mark for in-course assessment) and satisfy any other conditions which may be prescribed by the College in the regulations or otherwise, including making full payment of College fees.
- 28.3 It is the responsibility of an Assessment Sub Board/Part Boards of Examiners to notify students of the arrangements for submission of essays, reports and dissertations and other assessed material subject to the provisions of the individual programme specifications. An Assessment Sub Board may require a student to submit material for assessment in more than one format, including electronically via a third-party submission or plagiarism detection service.
- 28.4 All students will be expected to present themselves for all examinations for which they are registered and eligible and to submit material for assessment, including essays, reports and dissertations, by the date specified in the relevant programme specifications or that specified by the relevant Assessment Sub Board.
- 28.5 The venues for formal written examinations will be designated by the College and published in advance of the examination.
- 28.6 Students are required to present themselves at the designated venue for the examination(s) for which they are registered. Students are required to present their student identity cards in order to gain entry to the examination venue. Students must display their identity cards on their desks during each examination, as identity checks will be conducted. Students are not permitted to wear any form of non-religious headgear during examinations. Students wearing religious headgear may be required to prove their identity, by removing their headgear to reveal their head and face to an invigilator of the same sex, in private if necessary. Students unwilling to prove their identity may be prevented from continuing with their examination.
- 28.7 Students unable to present themselves for examination at the designated venue due to exceptional circumstances may be considered by the Personalised Examination Provision Committee for alternative arrangements. Requests for alternative venue arrangements will only be considered for students taking either resit and/or replacement examinations. Requests should be submitted to the Examinations Office, on the form provided for such use, within ten days of the publication of the examination timetable.

29. Examination scripts, other written assignments and marking

- 29.1 All answers to examination questions must be written in English, in black or blue ink, unless instructions are given to the contrary. Dictionaries are not permitted unless specified in the examination rubric.
- 29.2 Examiners shall not be required to mark illegible answers to examination questions or other written assessments. In cases where the examination script or other written assessment is illegible the student concerned may be required, at the discretion of the examiners, either: to undertake an oral examination; or to undertake to have the examination script or other written assessment transcribed under secure conditions at the student's own expense. The examiners may order any other appropriate measure at their discretion. No concessions may be granted for illegibility in respect of specified awards where a registering body imposes such conditions.
- 29.3 Scripts shall be distributed to Examiners and/or Assessors in accordance with the instructions from the Chair.
- 29.4 Scripts and lists of marks are confidential. They may be delivered by hand (including by courier) or through 'recorded delivery'. Internal mail arrangements should not be used, unless circumstances prevent all other forms of delivery.
- 29.5 Examiners must make and retain a written copy of mark lists or other assessment details before passing on scripts, etc to another marker or to the Chair of the Assessment Sub Board.
- 29.6 The identity of students shall be withheld from all Examiners so far as is practicable until the complete marking process has been conducted.
- 29.7 Members of an Assessment Sub Board shall have the right to see the scripts and any other assessed work, including coursework, of any student for the purposes of conducting the examination.
- 29.8 Scripts for written examinations taken at the end of a module are the property of the College and will not be returned to students. However, save where the regulations otherwise provide, essays, reports, dissertations and other assessed material may be returned to students.
- 29.9 If the College or a Faculty/Institute/School or an Assessment Sub Board wishes to make essays, reports and dissertations available for consultation or borrowing after the completion of the examination, appropriate arrangements must be made with the student.

30. Oral examinations

- 30.1 Oral examinations may be employed as examination methods if prescribed in the relevant programme and module specifications (see Regulation 7 above).
- 30.2 Oral examinations must be conducted by not less than two examiners acting together. The date, time and place of oral examinations shall be specified in the programme regulations or determined by the Assessment Sub Board.
- 30.3 The Assessment Sub Board shall determine who may be present at an oral examination and shall advise the student accordingly.

31. Publication of examination results

- 31.1 Post-marking but prior to a meeting of an Assessment Sub Board there are raw marks. Raw marks relating to individual elements of assessment can be released to students, subject to the permission of the Chair of the Assessment Sub Board or the programme leader, provided that the work in question has been marked in accordance with the College Marking Framework and that such marks are clearly labelled as “provisional and may be subject to change”.
- 31.2 Post Assessment Sub Board but before an Assessment Board there are recommended results. Recommended results can be published subject to the permission of the Chair of the Assessment Board, provided they are clearly labelled as “recommend and may be subject to change”. Recommended degree classifications must not be published but an indicative pass/fail list clearly labelled as “recommend and may be subject to change” may be published subject to the permission of the Chair of the Assessment Board.
- 31.3 Any information relating to assessment performance must be communicated to all students in a cohort in the same manner and at the same time.
- 31.4 After the Assessment Board has held a meeting to determine the results of the examinations for which it is responsible, the Director of Students and Education will issue the official pass list for the programme in question, in alphabetical order, and by classification if appropriate. The pass lists will be amalgamated to form the public record of the graduating cohort.
- 31.5 The results of examinations are confidential until the official pass list has been issued, but recommended results may be displayed in accordance with Regulations 31.1 – 31.3 above.
- 31.6 The examination marks of individual students, other than grades for final examinations for the unclassified degrees in the Faculties of Medicine and Dentistry, may be released on request to Government agencies such as BIS and Research Councils for the purposes of assessing applications for studentships for postgraduate degrees; and to institutions of higher education within the United Kingdom and overseas for the purposes of credit transfer.
- 31.7 Students will be advised of their marks for their personal information routinely after the results have been determined by the relevant Assessment Board. The issuing of marks will be undertaken administratively by the Faculties under the authority of the Director of Students and Education.
- 31.8 The College and all examiners are required to comply with the Data Protection Act 1998 which establishes legal rights for individuals with regard to the processing of personal data, including examination marks and results, on computing, word processing or similar equipment or manually. All examiners are required to comply with instructions issued by the College in furtherance of the requirements of the Data Protection Act.

32. Issue of Certificates

- 32.1 Certificates for awards of King’s College London will be issued under the seal of the College and shall state the name of the College, the title of the award, the

classification or other distinction where appropriate and the field of study where appropriate, and shall carry the signatures of the Principal of the College and the Chair of Council.

- 32.2 The date of the award shall normally be the first day of the month following the date of the meeting held to ratify the results (see Regulation 31.4 above).

33. Examination offences

- 33.1 Students and staff of the College are required to abide by the relevant general and specific regulations governing examinations. Failure to observe any of the regulations will constitute an examination offence and will be dealt with in accordance with B3 *Misconduct regulations*. However, minor, non-contentious, first offences involving plagiarism or related forms of cheating may be considered under the expedited examination misconduct procedure.²⁴
- 33.2 The removal of examination answer books or other examination stationery by students or their use by students for any purpose or any occasion other than participation in a recognised College examination will constitute misconduct under the College regulations and be liable to disciplinary procedures.
- 33.3 Any material presented for assessment may be submitted to a plagiarism/collusion detection service for text analysis and the findings considered as part of an investigation under B3 *Misconduct regulations* or the expedited procedure. Any student work submitted will be stored in a database (along with the student's name, email address, programme/module details and institution) and will form part of the body of student work against which future submissions from this and other institutions will be compared.

²⁴ See Guidelines for examiners: plagiarism and related forms of cheating.

A4 Regulations for research degrees (DClinPsy, DHC, DThM, DrPS, EdD, MD(Res), MPhil, MPhilStud and PhD)

Entry requirements for research degrees are set out in Regulation 5 of A2 Regulations for admission and registration

1. Research degrees: scope

- 1.1 A research degree programme of study must extend over at least two years of full-time study, or part-time equivalent, and incorporate a substantial research component resulting in the submission of a thesis for examination at doctoral level (level 8 in the *Framework for higher education qualifications in England, Wales and Northern Ireland*).
- 1.2 In addition to Regulation 1.1 above, 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.
- 1.3 In addition to Regulation 1.1 above, 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.
- 1.4 A *Core code of practice for postgraduate research degrees* shall be published annually which will set out the framework for the management of research degrees and research degree students covering admission, supervision, progression and submission. The *Core code of practice* is updated for publication each academic year and each new version supersedes any previous versions. Supervisors and research students are required to adhere to the *Core code* in operation in each academic year.
- 1.5 These regulations, the *Core code of practice* and programme specifications for research degrees involving taught elements, set out the minimum requirements of the College; the Faculty/Institute/School of registration may specify additional and more stringent requirements.
- 1.6 Faculties/Institutes/School¹ may establish joint or dual research degrees, or blended learning research degrees in accordance with the College's partnership policy and the procedures established for such degrees.² Such a degree will require a student to engage in study equivalent to at least one year in the partner institution.

2. Minimum period of registration

- 2.1 Except for students with advance standing under Regulation 5.2 below, the minimum period of registration shall be two calendar years of full-time study, or the part-time equivalent, for a student registered on a PhD, MPhil, MPhil(Stud) or MD(Res)

¹ Throughout these Regulations the term "Faculty/Institute/School" also includes the grouping of free standing global institutes and the English Language Centre which operate as a "virtual" School for the purposes of academic governance and quality assurance.

² Procedures for the approval and monitoring of collaborative provision

programme. For a student registered on a professional doctorate programme, the minimum period of registration shall be three years' full-time study, or the part-time equivalent. However, the requirements of research degree theses under Regulation 4 below should be adhered to and the expected and required submission times noted.

3. Registration status

3.1 Unless exceptionally exempted from this requirement (see Regulation 3.6 below), a student following a PhD programme will initially be registered for the MPhil degree and will be permitted to upgrade from the MPhil degree to the PhD degree according to the procedures prescribed by the Faculty/Institute/School of registration. Transfer of registration from the MPhil degree to the PhD degree will not normally be considered:

- (a) before a student has completed nine months full-time study, or its part-time equivalent; or
- (b) after eighteen months of full-time study, or the part-time equivalent.

Students must satisfy any conditions prescribed by the Faculty/Institute/School of registration before being considered for upgrade.

3.2 A Faculty/Institute/School may grant periods of interruption to the period of registration (see Regulation 3.6 of A1 *General academic regulations*).

3.3 A Faculty/Institute/School may permit a student's registration date to be backdated by up to six months in accordance with College policy.³

3.4 A student who is not registered will not be permitted to submit a thesis for examination.

3.5 Where a student is registered for a joint or dual degree with an institution that does not offer the MPhil degree or where it is an explicit condition of the funding of a studentship that a student must register directly for a doctoral degree, the student will be registered directly onto the PhD degree, but will be required to undertake a formal review equivalent to the upgrade at the appropriate time in order to continue their registration, and will be subject to the same outcomes as an upgrade review.

3.6 A student registered for a three year research degree may apply to transfer status from registration as a full-time or part-time student to that of 'writing-up' status according to the procedure established by the Faculty/Institute/School of registration. The decision on whether to permit the transfer of registration status should not be made solely by the student's supervisors⁴ and the transfer of status is permitted only when the student's thesis is nearing completion. A student will only be permitted to be registered as 'writing-up' (see Regulation 3.8 below) for a maximum period of one year.

3.7 Students are required to participate fully in the procedures that the College and the Faculties/Institutes/School have in place to monitor their progress, and failure to do so will result in their registration being terminated.

³ See Policy Zone for Policy on Backing Registration for Research Degrees.

⁴ See relevant Faculty/Institute/School procedures for sign-off on transfer to writing-up

3.8 For students registered at the College for a research degree under these regulations there will be five bands of registration, as follows:

- full-time registration
- full-time non-resident (see Regulation 7 below)
- part-time registration
- part-time non-resident (see Regulation 7 below)
- 'writing-up' (with access to library and computer facilities, and supervision)
- Submitted (with access to library and computer facilities, and supervision as required)

4. Timescales for the submission of thesis

4.1 Notwithstanding the provisions of Regulation 4.2 below, students are expected to submit their thesis within the following timescales:

- (a) for the MPhil or PhD programme - within three or four years of full-time registration as appropriate or six years of part-time registration⁵;
- (b) for the MD(Res) degree - within two years;
- (c) for the MPhilStud - within two years full-time or the part time equivalent;
- (d) for professional doctorates – within three years of full-time registration or six years part-time registration .

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

- (a) for MPhil and PhD programmes - within four years of registration for full-time study or within seven years for part-time study⁶;
- (b) for the MD(Res) programme – within three years of registration for full-time study or the part-time equivalent;
- (c) for the MPhilStud programme – within two years of registration for full time study or the part time equivalent;
- (d) for professional doctorates - within four years of registration for full-time study or seven years part-time. A period of study as defined in the programme specification must be spent on the taught elements of the programme.

5. Advanced standing and transfer

5.1 Where a Faculty/Institute/School considers that an applicant for registration as a research student is exceptionally well qualified or has exceptional ability, such a student may, on the approval of the Dean of Faculty/Institute/School concerned or nominee, be permitted to register initially for the PhD. In such cases, the programme of study followed may not be less than two calendar years or the part-time equivalent.

5.2. Faculties/Institutes/School may prescribe procedures to register a person who has commenced a programme of study for the MPhil or PhD degree (or equivalent

⁵ This may be varied in certain circumstances and only for formally approved programmes. Expected and required submission deadlines will be set out as part of the admissions offer letter and/or confirmed upon registration.

⁶ This may be varied in certain circumstances and only for formally approved programmes. Expected and required submission deadlines will be set out as part of the admissions offer letter and/or confirmed upon registration

degree) of another university of appropriate standing for the MPhil or PhD degree with exemption from part of the programme of study. Registration for the degree to which transfer has been made should normally date from initial registration for the degree from which transfer has been made, although this may be varied in exceptional circumstances on the approval of the Dean of Faculty/Institute/School concerned or their nominee. The period of time at the College may not normally be less than one calendar year or its part-time equivalent, and may not occur after a student has entered the examination process.

- 5.3 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, subject to the requirements set out in Regulation 5.2 above.

6. Arrangements concerning work undertaken in collaboration with external organisations

- 6.1 The Faculty/Institute/School of registration will ensure that a student whose programme of study is supported by industrial or other external sponsorship has a written agreement or contract which includes the following:

- (a) the programme of research to be carried out;
- (b) the financial contribution and other assistance to be provided by the sponsor;
- (c) the names and addresses of the sponsor's industrial supervisor, where appropriate, and the College academic supervisor(s);
- (d) the period of sponsorship.

The contract will make provision for the supervisor(s) identified in the contract to assist the student with the work; hold regular consultative meetings (at least two in each semester) between the parties involved, and will define the responsibilities of the parties in respect of publication, disclosure of confidential information and of intellectual property rights.

- 6.2 The written agreement or contract shall not preclude the inclusion in the thesis submitted for examination of some or all of the information, or the conclusions, generated during the programme of study, subject to the delivery of a complete final draft of the thesis to the sponsor not less than nine weeks prior to submission for examination. The College and the student will give sympathetic consideration to any suggestion received from the sponsor not less than five weeks prior to submission concerning:

- (a) amendments to the thesis; and
- (b) the lodging of a copy of the thesis in the Library, with such limitations as may be requested by the sponsor in the event that publication would in the sponsor's opinion be prejudicial to the obtaining of patent and/or other intellectual property protection, or would harm the commercial interests of the sponsor. (See also Regulation 15.2 below).

- 6.3 The student and their academic supervisors shall undertake to notify the Faculty/Institute/School of registration in the event that:

- (a) work is terminated early or interrupted for a continuous period of more than three months without prior permission of the Faculty/Institute/School and the sponsor; and
- (b) if the sponsor and the Faculty/Institute/School of registration agree that performance is unsatisfactory due to lack of reasonable diligence by the

student and/or due to premature termination or interruption for a continuous period of more than three months, the contract may be terminated after the normal procedures for review of research students' work as prescribed by the Faculty/Institute/School have been completed.

- 6.4 Other terms will be as specified by contract, but the Faculty/Institute/School of registration will ensure that arrangements for students whose research is subject to a studentship agreement are no less favourable than those for other students registered in the Faculty/Institute/School and that the regulations of the College which govern research students are observed.

7. Registration under the Public Research Institutions and Industrial Research Laboratories Schemes (applicable to the MPhil/PhD degree programmes only)

- 7.1 A person engaged in research in a non-degree awarding, government or other public research institution, or in an industrial research laboratory shall be eligible to apply for registration as a part-time non-resident student of the College or as a full-time non-resident student of the College for the degrees of MPhil or PhD and, if accepted, to carry out the major part or the whole of their research for the degree at the research centre concerned, subject to the special provisions in Regulations 7.2 to 7.7 below.
- 7.2 Notwithstanding the special provision for research in Regulation 7.1 above, the student must satisfy the Faculty/Institute/School of registration that they are following a prescribed programme of study appropriate to lead towards the award of MPhil/PhD. The nature of the programme offered by the institute or laboratory will determine whether part-time non-resident or fulltime non-resident registration is applicable.
- 7.3 For non-resident students under this scheme, the prescribed programme of study shall be carried out under the primary supervision of an external supervisor at the institution or laboratory at which the student is based. A second supervisor shall be appointed from an appropriate Department at the College. The external supervisor must be eligible to act in accordance with the *Core code of practice for postgraduate research degrees*.
- 7.4 It is expected that the external supervisor will, as far as is practicable, maintain close contact with the College supervisor in regard to the general strategy of the research and, in order that the student may acquire background knowledge and skills relevant to their research, the prescribed programme of study should include elements requiring formal participation by the student, such as attendance at College lectures, tutorials, seminars, training sessions and appropriate consultation with the College supervisor.
- 7.5 The institution or laboratory at which the research is conducted must be so located as to make practicable genuine contact with the Department at which the student is registered. It is expected that students will normally have joint face-to-face meetings with both supervisors at least twice a year and monthly contact with the College supervisor.
- 7.6 The application for registration as a part-time non-resident or a 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/Institute/School for the prescribed programme of study (Regulations 7.4 and 7.5 refer);
- (b) no restriction will be placed upon presentation for examination of the thesis (except as provided for in Regulation 6.2 above);
- (c) a successful thesis shall be made available in accordance with Regulation 19 below;
- (d) except in so far as these regulations make specific provision, the student will be required to comply with all relevant College regulations and procedures both generally and those relating to progression, the transfer of registration from MPhil to PhD degree, and transfer to writing-up status specifically. If the institution or laboratory at which the research is conducted has progression monitoring procedures that the Faculty/Institute/School of registration considers are appropriate, these procedures may be used in place of the College procedures.

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

8. Registration under the full-time employees scheme (applicable to the MPhil/PhD degree programmes only)

- 8.1 Registration under this scheme is intended for persons described below who are unable to comply with the normal entrance qualifications.
- 8.2 A person who has for three years been in the full-time employment of the College, or who is an employee of a Research Council financed by public funds, or of the National Health Service and has for three years been working at a Faculty/Institute/School of the College and who is not otherwise eligible under the Regulations, may apply for registration in any Faculty/Institute/School for the degree of MPhil/PhD, subject to the following:
- (a) s/he must have demonstrated, normally by published work to which s/he is a major contributor, exceptional ability in research;
 - (b) their general education, scholarship and training must be regarded as suitable preparation for an MPhil degree; **or**
 - (c) s/he may be required to pass a qualifying examination. The examiner shall assess the student's personal contribution to any research publications of which s/he is joint author and shall be satisfied that the student has made a substantial individual contribution to research and that their expert knowledge extends beyond their immediate research.
- 8.3 A person in full-time employment is understood to be a person whose salary is paid wholly by the College and who is entirely responsible to the Faculty/Institute/School in question for their work. An employee of a public research council or the National Health Service working at a Faculty or Institute is understood to be a person whose salary is paid or reimbursed by the Research Council concerned or the National Health Service and whose work is carried out under the direct supervision of academic staff of the Faculty/Institute/School concerned. The person should, whether an employee of the College or of a public research council or of the National

Health Service, be entitled to the normal privileges available to members of the staff of the College.

- 8.4 When a student ceases to be employed or to work at the Faculty/Institute/School at which their registration has been approved at any time prior to the completion of their prescribed programme of study, their registration as a student for the MPhil/PhD degree shall cease at the same time.
- 8.5 Except with the special permission of the Academic Board via a suspension of regulations, a student registered under the provisions of this section will not be permitted to count as part of their programme for the MPhil/PhD degree any part of the period prior to the date on which s/he passed the qualifying examination.
- 8.6 A student registering for the MPhil/PhD degree under these regulations will usually be required to pursue a part-time programme of study extending over at least the equivalent of two calendar years of full-time study (see [Policy Zone](#) for guidance on the circumstances in which College staff may be registered as full-time students).
- 8.7 Except insofar as the above paragraphs make special provision a student will be required to comply with the regulations of the College.

9. Attendance and programme of study

- 9.1 Every student registered for a research degree at the College is required to pursue a formal programme of study including induction and training programmes where prescribed.
- 9.2 The principal supervision of the research element leading to the submission of a thesis shall be undertaken by a member of the academic staff of the College appointed by the Faculty/Institute/School of registration.⁷ Faculties/Institutes/School will have in place procedures for the appointment of supervisors which will ensure that a main supervisor and a second supervisor, or panel of supervisors, is appointed to supervise the research of each student and that the supervisors have appropriate research experience. A supervisor must not be studying for a research degree her/himself and at least one of the supervisory team must have obtained a PhD or equivalent research degree. For professional doctorate programmes, the appointment of the supervisors should take place within three months of the student successfully completing the taught elements of the programme. For all other programmes, the appointment of the main supervisor should be confirmed at registration and the appointment of a second supervisor, or panel of supervisors confirmed within one month of registration.
- 9.3 Faculties/Institutes/School shall ensure that at least one of the student's supervisors or member of the supervisory panel has a contract that extends beyond the duration of the student's degree.
- 9.4 Except as provided for in Regulations 7 above and 9.5 below, a student is required to centre their academic activities on the College and to attend personally for studies at such times as the College or Faculty/Institute/School might require.
- 9.5 A student may be permitted to spend part of their programme in 'off-campus study' under conditions prescribed by the Faculty/Institute/School of registration and within

⁷ This includes appropriately qualified and trained staff, provided that they have an appropriate honorary contract with the College that covers the student's period of study.

the framework of the *Core code of practice for postgraduate research degrees*. Such conditions must ensure that:

- (a) prior permission is obtained by the student from the responsible authority within the Faculty/Institute/School and that a plan for monitoring the off-campus study is agreed with the student by the responsible authority before any period of off-campus study is undertaken;
- (b) that the conditions set by the Faculty/Institute/School ensure that the regulatory requirements of the College regarding attendance and programme of study are met;
- (c) that regular contact with the supervisors is maintained;
- (d) that, where the period of off-campus study exceeds three months, arrangements are made through the supervisors for reports on the student's progress to be made at regular (at least six-weekly) intervals;
- (e) that the student must centre their academic activities on the Faculty/Institute/School of registration for a period of at least six months, of which defined periods of attendance must be at the beginning of the period of registration and immediately before the submission of the thesis and any other times specified by the Faculty/Institute/School. It should be noted that separate regulations govern students registered under the Public Research Institutions and Industrial Research Laboratories Scheme (see Regulation 7 above).

10. Entry to and examination of thesis

- 10.1 The decision to submit a thesis for examination rests with the student, subject to the Faculty/Institute/School of registration confirming that the student has completed the programme of study and that the student meets the provisions for submission under these Regulations.
- 10.2 A student will be required to present her/himself for examination in accordance with the timescales given in Regulation 4 above and is required to give written notice to the College, by submitting an examination entry form, of their intention to submit a thesis for examination at least six months prior to submission. This form will also be signed by the student's supervisor.
- 10.3 Following notification of the intention to submit, the College will appoint the examiners in accordance with Regulation 12 below. The student's examination entry form should be accompanied by a short description of the content of the thesis (about 300 words) to assist in the appointment of suitable examiners.
- 10.4 Where a student fails to submit their thesis within the notice period stated in the examination entry form the student will be required to start the examination entry procedure again.
- 10.5 A thesis must be presented for examination in accordance with the procedures and in the format specified by the College, which includes a requirement to submit an electronic version of the thesis (E-thesis).
- 10.6 For the MD(Res), MPhil and PhD degree, students may opt to submit a thesis incorporating publications, in accordance with requirements specified by the College. In addition to Regulation 11.5 below governing the presentation of a thesis presented for the PhD, a thesis incorporating publication(s) should include at least one paper published in a peer reviewed publication, or a paper accepted for publication in a peer reviewed publication and presented in its final accepted form with appropriate

referencing from the relevant publication. The inclusion of a paper(s) accepted for publication within the thesis does not guarantee that the thesis as an entity will be judged to have met the standards required for the award of a PhD. The thesis must be accompanied by a signed declaration by the student that the work presented in the thesis is their own and explaining their contribution to jointly authored publications.

10.7 The method of examination for research degree theses shall be by oral examination.

11. Criteria for thesis and award

11.1 With the exception of students registered for joint or dual degrees, a student will not be permitted to submit as their thesis one which has been or will be submitted for a degree or comparable award of this or any other university or institution. However a student shall not be precluded from incorporating work in a thesis covering a wider field of work which s/he has already submitted for a degree or comparable award of this or any other university or institution provided that s/he shall indicate on their entry form and also on their thesis any work which has been so incorporated. This is subject to the requirements under Regulations 11.5 to 11.18 below, the scope of the thesis, which requires that the greater proportion of a student's investigations shall have been carried out during the period of registration.

11.2 The part played by the student in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the student and certified by the supervisor.

11.3 A series of papers alone, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or accepted for publication, at the time of submission of the thesis, either by the student alone or jointly with others, may be included in the thesis. However the thesis will typically require additional chapters and information for it to meet the requirement set out in Regulation 11.5 below. For any thesis, publications derived from the work in the thesis but not forming a main part of the work described may be bound as supplementary material at the back of the thesis.

11.4 All theses for College degrees shall be written in English with the exception of students studying for modern foreign language degrees, who may produce their thesis in the language of their subject provided that they have stated their intention to submit in a language other than English at the point of application to the programme of study and that this has been agreed by their supervisors and approved in writing by the Faculty/Institute/School. In this instance, an abstract in English of up to 5,000 words shall be submitted at the same time as the thesis. Students whose direct subject of study is not a modern foreign language, but whose subject involves an element of study of a modern foreign language may apply at the start of their degree to submit their thesis in a language other than English; all such applications will need the support of the supervisor and will be considered by the Research Degrees Examination Board.

PhD

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

- (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; 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;
- (e) be of satisfactory literary presentation;
- (f) 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);
- (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.

See Regulations 11.7 to 11.10 below for further information relating to additional requirements in the field of Music, Drama, Theatre Studies and English/Writing for the submission of the outcome of research in a practical format. The thesis may incorporate one or more published articles as described in Regulation 10.6 above.

MPhil

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

- (a) consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken by the student during the period of registration under supervision for the degree;
- (b) be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
- (c) be an integrated whole and present a coherent argument;
- (d) give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;
- (e) be of satisfactory literary presentation;
- (f) include a full bibliography and references;
- (g) shall not exceed 60,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts); and
- (h) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

The thesis may incorporate one or more published articles as described in Regulation 10.6 above.

MPhil/PhD in Music

- 11.7 In the field of Music only, a student may choose to submit the main outcome of their research in a practical format. This may take the format of a portfolio of compositions showing artistic skill, coherence and originality and should include recordings of as many of the works as possible. Alternatively, it may consist of performance material whether presented as concert(s)/recital(s) or recordings. The performances should show artistic skill, insight and technical mastery. Whether composition or performance based, the material to be considered as part of the 'thesis' should bear relation to the research questions outlined in the written component described below.
- 11.8 In submissions as described in Regulation 11.7 above, a student shall also submit a textual component which for composition portfolios shall not exceed 15,000 words and for performance materials shall not exceed 50,000 words, as an accompaniment to the practice-based material. The textual component should establish the research questions relating to either composition or performance that govern the submission as a whole and also the manner of its presentation. However presented, this work textual component must be accompanied by an adequate and approved form of retainable documentation. In all cases, the submitted material must together fulfill the criteria for the PhD or MPhil set out in Regulations 11.5 and 11.6 above.

PhD in Drama and Theatre Studies

- 11.9 In the field of Drama and Theatre Studies, a student may either register to undertake research leading to a thesis submitted in accordance with the normal provisions, or register to undertake original research in performance practice on the understanding that the material is submitted concurrently and is examined as an integrated whole. In the latter case the thesis should include evidence in the form of practical performance which exemplifies and illustrates the ideas contained in the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation as required by the College.

PhD in English/Writing

- 11.10 In the field of English/Writing, a student may register to undertake research leading to a thesis submitted in accordance with the normal provisions. Alternatively, a student may submit, as part of a thesis, an original literary text written specifically for the degree. This text should show coherence and originality and attain a publishable standard, as determined by the examiners, who will include those qualified in academic research as well as in the professional practice of writing. This text shall form the basis for a commentary on its structure, its use of dramatic, narrative or poetic technique, its relation to other literary works, and an exposition of the aims and concerns that lay behind its composition. The commentary should make clear that the student is well acquainted with the history and contemporary developments of the genre in which he or she is working in the creative portion of the thesis, and the critical field associated with it, and is able independently to analyse, interpret and evaluate debates and theoretical positions associated with it.

MPhilStud

- 11.11 The assessment for the MPhilStud degree is in two parts; the assessment of the taught components and the assessment of the thesis. Students are required to pass both parts but may undertake the research and taught components concurrently.
- 11.12 The recommendations of the Assessment Sub Board in respect of the assessment of the options shall be considered by the appropriate Postgraduate Assessment Board under the provisions of the relevant sections of *A3 Regulations for taught programmes*.

- 11.13 The scope of the thesis shall be what might reasonably be expected after two years or at the most three years of study, or the part-time equivalent. It shall:
- (a) consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken by the student during the period of registration;
 - (b) be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been thoroughly surveyed;
 - (c) be an integrated whole and present a coherent argument;
 - (d) give a critical assessment of the relevant literature, present the findings of research and include a discussion on those findings;
 - (e) be written in English and with a satisfactory literary presentation;
 - (f) not exceed 30,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts); and
 - (g) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

MD(Res)

- 11.14 The MD(Res) degree shall be assessed by a thesis submitted by the student against the relevant criteria listed below and by an oral examination. The scope of the thesis shall be what might reasonably be expected after two, or at most three, years of study. It shall:
- (a) deal with any branch of medicine, or surgery or medical science;
 - (b) consist of the student's own account of their investigations, the greater proportion of which shall have been undertaken by the student during the period of registration under supervision for the degree;
 - (c) form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
 - (d) be an integrated whole and present a coherent argument;
 - (e) give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the student to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the student being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;
 - (f) be written in English and with a satisfactory literary presentation;
 - (g) not exceed 50,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts);
 - (h) include a full bibliography and references;
 - (i) demonstrate research skills relevant to the thesis being presented;
 - (j) be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals); and
 - (k) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

Professional doctorates

- 11.15 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.

- 11.16 The recommendations of Assessment Sub Board in respect of the taught and practical elements of professional doctorate programmes shall be considered by the appropriate Postgraduate Assessment Board under the provisions of the relevant sections of *A3 Regulations for taught programmes*. Where a student has completed the taught and practical elements but is not eligible, or is not able, to progress to the research element of the programme the Postgraduate Assessment Board may consider the student for an appropriate exit award where available as specified in the relevant programme specification.
- 11.17 Unless stated otherwise in the programme specification, a student should satisfy the examiners in all elements of the taught and practical assessment before being permitted to submit the thesis for examination.
- 11.18 The scope of the thesis shall be what might reasonably be expected after three or at most four years of study, or the part-time equivalent. It shall
- (a) be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;
 - (b) consist of the student's own account of their investigations and must indicate in what respects they appear to her/him to advance the study of the subject;
 - (c) form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
 - (d) be an integrated whole and present a coherent argument;
 - (e) be at least 25,000 words in length and not exceed 55,000 words (inclusive of footnotes but exclusive of appendices and bibliography, the word limit not applying to editions of a text or texts);
 - (f) be written in English and with a satisfactory literary presentation;
 - (g) include a full bibliography and references;
 - (h) demonstrate research skills relevant to the thesis being presented;
 - (i) be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals); and
 - (j) where ethical approval is required, indicate that such approval has been granted by the appropriate body.

12. Appointment of examiners

- 12.1 For each student the Research Degrees Examination Board shall oversee the appointment of two individuals to act as examiners, but the Board may, if it considers it desirable, permit the appointment of three individuals to act as examiners jointly or an independent Chair and two individuals. For students registered for a research degree dually or jointly with another institution, the Research Degrees Examination Board may, at its discretion and on application to it by the Faculty/Institute/School concerned, approve a different composition to the oral examination (details of specific arrangements must be detailed in the relevant Memorandum of Agreement).
- 12.2 The criteria for examiners shall be as follows:
- (a) examiners shall be expert in the field of the thesis and able to make an independent assessment of the student;
 - (b) at least one examiner shall have experience in the examination of research degrees in the UK and the examiners should have examined at least three research degrees of appropriate level between them;

- (c) examiners should not have had any significant research or other contact with the student, nor should they have had any role in the assessment or supervision of the student. There should be no personal link between the examiner and student;
- (d) reciprocal examining with a supervisor from another institution is not permitted. The repeated nomination of an examiner by a supervisor will not normally be permitted within a two year period;
- (e) former lay members of Council, students or employees of King's College London shall not normally be appointed before a period of three academic years has elapsed;
- (f) both examiners shall normally be external to the College, except ,where in the opinion of the Board, this would be impracticable or inappropriate;
- (g) the student's supervisor shall not be an examiner;
- (h) all the examiners shall be external to the College when the student is also a member of the academic staff of the College.

12.3 An examiner from outside the UK or the Republic of Ireland shall be appointed where the Faculty/Institute/School can demonstrate that there is no suitable examiner within the UK or the Republic of Ireland. If an examiner from outside the UK or the Republic of Ireland is appointed, the Board must be satisfied that the examiner is familiar with the British higher education system and the general requirements and procedures for the award of research degrees.

13. Conduct of examinations

13.1 All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a student's thesis until such time as any restrictions on access to the thesis, which have been granted by the College, are removed.

13.2 The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination. The examiners should exchange preliminary reports prior to the oral examination.

13.3 After any oral examination a joint final report shall be prepared for submission to the College and should be accompanied by copies of the preliminary reports. The preliminary and joint final report will be released routinely to students for their personal information.

13.4 Each joint final report of the examiners shall indicate whether the thesis meets the requirements specified in Regulation 11 above as appropriate and shall include a reasoned statement of the examiners' judgment of the student's performance.

13.5 Examiners have the right to make comments in confidence to the College in a separate report. Such comments should not normally be concerned with the performance of the student but may cover, for example, matters which they wish to draw to the attention of the Research Degrees Examination Board or the Graduate School.

13.6 The student may indicate on their examination entry form whether their principal supervisor shall be present at the oral examination as an observer. The supervisor 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.

- 13.7 The oral examination will normally be conducted in London. The College may, however, exceptionally agree that the examination be conducted elsewhere if there are circumstances which make this expedient.
- 13.8 The examiners, after reading the thesis, shall conduct an oral examination with the student in accordance with College guidelines and shall also, at their discretion, examine the student by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on subjects relevant to the thesis.
- 13.9 Students are required to present themselves for oral, practical or written examinations at such place and time as the College may direct, and to bring with them to the oral examination an additional copy of their thesis.

14. Results of the examination

- 14.1 The options open to examiners in determining the result of the examination are as follows:⁸
- (a) where the student's thesis meets the criteria for the specified award (see Regulation 11 above) and the student satisfies the examiners in all elements of the assessment, the examiners will make a formal recommendation for award to the Research Degrees Examination Board; or
 - (b) where the student's thesis broadly meets the criteria for the specified award and the student satisfies the examiners in all other elements of the assessment, the examiners will make a formal recommendation for award to the Research Degrees Examination Board, subject to the completion of minor amendments (see Regulation 14.3 below); or
 - (c) 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 to the Research Degrees Examination Board that the student be permitted to make major amendments within six months. A further oral examination will not normally be required where a six month amendment period is given (see Regulation 14.4 below); or
 - (d) where the student's thesis, though inadequate, is thought to be able to meet the criteria for the specified award, the examiners may determine that the student be permitted to re-present their thesis in a revised form within 18 months for the PhD, or Professional Doctorate examination and 12 months for the MPhil. The examiners may at their discretion require a further oral examination to be held (see Regulation 14.5 below); or
 - (e) where the student's thesis meets the criteria but the student fails to satisfy the examiners in any other element, including the oral examination, the examiners may permit re-examination in that element without resubmission of the thesis. If the student fails to satisfy the examiners at re-examination the examiners will either:
 - (i) recommend to the Research Degrees Examination Board that the student be recorded as a fail; or
 - (ii) recommend the student for consideration for a related, lower degree (where available) under the procedure outlined in Regulation 14.7 below; or
 - (f) where the student's thesis does not meet the criteria for the specified award but is suitable for consideration for a related, lower degree (where available) the procedure in Regulation 14.7 below should be followed. Major or minor amendments, or the re-presentation of the thesis within 18 months may be

⁸ All the oral examination outcomes apply to all students regardless of when they first registered.

- permitted by the examiners before the student is considered for the related, lower degree; or
- (g) where the student's thesis does not meet the criteria for the award of a research degree and the thesis is unsuitable for minor or major amendments or re-presentation within 18 months the examiners will recommend to the Research Degrees Examination Board that the student be failed. A student who fails to satisfy the examiners will not be permitted to re-enter for the examination.
- 14.2 When the two examiners appointed are unable to reach agreement, they shall report this to the Board, which shall appoint an additional examiner who is external to the College. The examiners may also recommend the appointment of a third examiner at any time, if they consider it desirable. Whenever possible the additional examiner shall be of Professorial status and shall have considerable experience of examining for a research degree of the University of London.

Minor amendments

- 14.3 Where the examiners have made a recommendation for award subject to minor amendments the student will be given up to three months from the date on which the student receives notification of the corrections required. One examiner will be required to confirm, using the appropriate pro forma, that the amendments are appropriate and have been made within the specified time-frame. Which examiner will do this will be agreed between the examiners themselves. If the student fails to make the amendments in the time-frame or the examiner is unable to confirm that the amendments are satisfactory the procedure outlined in Regulation 14.6 below will be followed.

Major amendments

- 14.4 Where the examiners have made a recommendation that the student be permitted to make major amendments to their thesis, the student will be given up to six months from the date on which the student receives notification of the corrections required. The examiners will confirm, using the relevant pro forma, that the amendments are appropriate and have been made within the specified time-frame. If the student fails to make the amendments in the specified time-frame or the examiner is unable to confirm that the amendments are satisfactory, the procedure outlined in Regulation 14.6 below will be followed.

Re-presentation of the thesis

- 14.5 Where the examiners have determined under Regulation 14.1(d) above that the student's thesis, though inadequate, is thought to be able to meet the criteria for the specified award, the student will be given 18 months (12 months for the MPhil) from the date on which the student receives notification of the corrections required to re-present their thesis in a revised form and may be required to attend a further oral examination to be held. The examiners will confirm, using the relevant pro forma, that the amendments are appropriate and have been made within the specified time-frame. If the student fails to make the amendments in the specified time-frame or the examiner is unable to confirm that the amendments are satisfactory, the procedure outlined in Regulation 14.6 below should be followed.

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

- 14.6 Where a student fails to satisfy the examiners after minor or major amendments or after the re-presentation of the thesis under Regulations 14.3 or 14.4 or 14.5 above, the examiners will either:

- (a) recommend to the Research Degrees Examination Board that the student be recorded as a fail; or
- (b) recommend the student for consideration for a related, lower degree under the procedure outlined in Regulation 14.7 below. The examiners have the discretion to permit an additional calendar month for the student to make further minor amendments before making a final decision.

Consideration for a related lower award

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

- (a) *for examination for the PhD degree only* - where the examiners have recommended that the student be considered for a related, lower degree, the examiners may consider whether the student has met the criteria for the award of an MPhil degree given in Regulation 11.6 above.⁹ If the student's thesis does not meet the criteria, the examiners will recommend to the Research Degrees Examination Board that the student be failed;
- (b) *professional doctorates* – where the individual programme specification permits, the examiners will forward the thesis to the relevant Postgraduate Assessment Board for consideration under the relevant regulations.

15. Availability of thesis

- 15.1 It is a requirement that a thesis resulting from a research degree undertaken at the College is placed within the public domain once it has been awarded and ratified. Theses will be made available electronically, via the system determined by the College, and a hard copy placed in the College library.
- 15.2 A thesis will normally be placed in the public domain immediately after the award of the degree. Exceptions to this requirement will only be made in very exceptional 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 allows¹⁰, and will be granted for a maximum period of two years from the date of the award. A student may apply to the Academic Board for restriction of access to her/his thesis, subject to the conditions noted above¹¹. The student's application must be supported by the Head of the School in which the student was registered and must be submitted prior to, or at the same time as, submission of the examination entry form.

⁹ This option will not be available to students who are registered for a joint or dual degree with an institution that does not offer the MPhil degree, although if appropriate, the student may be offered an MPhil from King's College London only.

¹⁰ For theses funded by a Research Council UK training grant, theses must be placed in the public domain within a maximum of 12 months following award.

¹¹ Applications should be made via the Directorate of Students and Education.

A6 Academic Appeal Regulations

1. General

- 1.1 Academic appeals will be considered in accordance with the Academic Appeal Regulations which are applicable to the student's appeal. These regulations will be updated each academic year and will supersede previous versions and will apply to all students irrespective of their first year of registration.
- 1.2 The appeals process cannot be used to challenge academic judgement. Appeals based upon a challenge to academic judgement are not permitted and will not be considered.
- 1.3 All references to the Principal, the Director of Students and Education and an Assessment Board (formerly known as a Board of Examiners) will include officers and members of staff who, respectively, are authorised to act on their behalf in dealing with and responding to appeals under these regulations. Appeals and any related documentation submitted under these regulations should be sent to the Student Conduct and Appeals Office.

2. Appeals concerning decisions of Assessment Boards of Taught Programmes

- 2.1 The following procedure will apply in respect of appeals concerning decisions of examiners by students registered on taught programmes and for students registered on the MPhilStud and professional doctorates for elements of an examination other than the thesis and oral examination.
- 2.2 Except as provided below, no decision of a properly convened and constituted Assessment Boards, acting in accordance with these and any other relevant College regulations may be modified.
- 2.3 A decision of an Assessment Board may be reviewed by the Assessment Board at the request of a student. However, requests which are based upon a challenge to the academic judgement embodied in the decision of the Examiners will not be considered.
- 2.4 An Assessment Board may delegate, where practicable, the responsibility for a review of its decisions to an Assessment Board Executive Committee.
- 2.5 Subject to the provisions of Regulation 2.6, below, an Assessment Board will review a decision if it is satisfied that one or both of the following conditions are relevant and applicable to the request for a review (Stage One Appeal):
- (a) where there is evidence that the student's examination may have been adversely affected by illness or other factors which the student was unable, or for valid reasons unwilling, to divulge to the Assessment Board before its decision was reached;
 - (b) where there is clear evidence of a significant administrative error on the part of the College or in the conduct of the examination and that this accounted for the student's performance.

- 2.6 Any Stage One Appeal must be submitted in writing, on a form provided for the purpose¹, and lodged with the Director of Students and Education on behalf of the relevant Assessment Board. Stage One Appeals must be lodged within 21 days² of the publication of the results of the relevant examinations. Stage One Appeals received after this deadline will only be accepted at the discretion of the Director of Students and Education.
- 2.7 Any Stage One Appeal concerning illness or other factors of mitigation must be accompanied by independent third party evidence. It is the student's responsibility to obtain all evidence by the deadline for submission. If evidence is in a foreign language it is the student's responsibility to have it independently translated prior to submission.
- 2.8 At the discretion of the Director of Students and Education any Stage One Appeal may be rejected in the following circumstances:
- (a) that the appeal is not made on the correct form, or that the form is incomplete in some way;
 - (b) that appeal has been submitted after the prescribed deadline;
 - (c) that if relevant to a submission under Regulation 2.5(a), the appeal does not include third party evidence of illness or other factors of mitigation;
 - (d) that the appeal contains no prima facie evidence that either of the criteria detailed in Regulation 2.5 has been met;
 - (e) that the appeal is based upon a challenge to academic judgement.
- 2.9 If in the view of the Director of Students and Education any of the circumstances detailed in Regulation 2.8 above are applicable the appeal will not be forwarded to the Assessment Board. A student will have the opportunity contest the decision in writing to the Director of Students and Education but this is not an opportunity to submit new or updated documents. Should a contestation be successful the appeal will be forwarded to the Assessment Board in accordance with Regulation 2.13 below. Should a contestation be unsuccessful there will be no further opportunities for appeal and the procedure shall be completed.
- 2.10 Any contestation submitted under Regulation 2.9, above, must be received in writing by the Director of Students and Education within 7 days from the date of notification of the decision. The matter to be determined will be whether the decision was properly taken in accordance with these regulations at the time it was made. This determination will be made by a person nominated by the Director of Students and Education to consider the contestation who was not the person who made the decision to reject the appeal.
- 2.11 Where a student submits an appeal under Regulation 2.5 above that their examination or assessment performance or result, or the decision of the Assessment Board, was adversely affected by alleged harassment, bullying or discrimination, or by any other factor, which, in the opinion of the Director of Students and Education, requires an investigation which falls outside the remit of the Assessment Board and which constitutes a complaint under the provision of B6 *Student complaints procedure*, then the matter shall be referred for consideration under the B6 *Student complaints procedure*. In these circumstances, the appeal may, at the discretion of

¹ Stage One Appeal form

² For a definition of the term 'day' see the Glossary.

the Director of Students and Education, be held in abeyance until the consideration of the matter under the B6 *Student complaints procedure* has been concluded.

- 2.12 In such cases the final findings determined under the provisions of B6 *Student complaints procedure* will be submitted to the Assessment Board as evidence under Regulation 2.5 above. In order to avoid any perception of bias, no member of an Assessment Board against whom an allegation or complaint has been made may sit to consider the request to review the decision of that Assessment Board.
- 2.13 On receipt from the Director of Students and Education of a Stage One Appeal, it will be the responsibility of the Chair of the Board (or their Deputy) to arrange for the Assessment Board to meet to consider the appeal and after the meeting to ensure that the decision of the Board is communicated to the Director of Students and Education. The Board of Examiners shall normally meet and communicate its decision to the Director of Students and Education within 42 days of the publication of the results of the relevant examination or decision to which the appeal relates, unless the Director of Students and Education has granted an extension to this deadline where they are satisfied that there is good reason for so doing.
- 2.14 When considering an appeal the Assessment Board will determine whether the criteria for a review have been met or not. Where the criteria have been met and a review is conducted the Board will decide whether to modify its original decision or to confirm its original decision.
- 2.15 Where an Assessment Board is conducting a review of its decision under Regulation 2.5 (a) above, the provisions of Regulations 2.6 and 2.7 above will apply. Additionally, in the case of a student who has presented themselves for an examination and who has failed that examination, the Board must be satisfied that the illness or other good cause was the principal cause of the student's failure.
- 2.16 Where an Assessment Board is conducting a review of its decision under Regulation 2.5(b) above, the Board must be satisfied that the error was substantive and serious enough to have accounted for the student's performance, and that had the error not occurred, the Board's decision probably would have been different.
- 2.17 A written statement of the outcome of the meeting will be prepared by the Chair of the Board (see Regulation 2.13 above) and shall include the reasons behind any decision. The reasons given shall provide the student with an adequately clear explanation of how those reasons were arrived at by the Board in the context of the provisions of Regulations 2.6 and 2.7 above. Failure to supply such an explanation will give grounds to a student to request the Director of Students and Education to exercise their discretion under Regulation 2.19, below, to convene an Appeal Committee.
- 2.18 Where the Board agrees to modify its decision an External Examiner should be consulted and, where appropriate, it must be ratified by the relevant Assessment Board. Once approved, the statement should be sent to the Director of Students and Education for notification of the outcome to be provided to the student.
- 2.19 Following the publication of a decision by the relevant Assessment Board in accordance with these regulations the hearing of a formal appeal against that decision may be allowed, at the discretion of the Director of Students and Education, in the following circumstances ('Stage Two Appeal'):

- (a) if, in the view of the Director of Students and Education the Assessment Board has not supplied an adequately clear and reasoned explanation of its reasons for any decision taken under Regulation 2.17, above, and if sufficient evidence remains that the request for a review warrants further consideration;
 - (b) if, in the view of the Director of Students and Education, the Assessment Board has failed to communicate its decision within a reasonable time-frame, and if sufficient evidence remains that the request for a review warrants further consideration.
- 2.20 A Stage Two Appeal must be requested in writing and lodged with the Director of Students and Education. The request must be received within 14 days of the date of notification of the Assessment Board's written statement. Stage Two Appeals received after this deadline will only be accepted at the discretion of the Director of Students and Education.
- 2.21 New or updated documents submitted as part of a Stage Two Appeal will not normally be considered. Only in the most exceptional circumstances and at the discretion of the Director of Students and Education will such documents be accepted for consideration with a Stage Two Appeal.
- 2.22 The Director of Students and Education will normally advise the student in writing of their decision on the appeal request within 60 days of receipt of the appeal. If the Director of Students and Education determines that an appeal should be heard, they will make arrangements for an Appeal Committee to be convened in accordance with the provisions set out below.
- 2.23 The Director of Students and Education shall convene an Appeal Committee with the following membership:
- (a) a Chair, either the Chair or former Chair of the College Assessment Board, or a Chair or Deputy Chair of an Assessment Board (but not a Board Chair from the Faculty/Institute/School of the student);
 - (b) a student, nominated by the Students' Union;
 - (c) two senior members of the academic teaching staff, unconnected with the case. Staff or students of the same Department/Division/Group as the student making the appeal or who have had prior knowledge of or contact with the student shall be excluded from membership of the Appeal Committee.
- 2.24 The quorum of the Appeal Committee shall be three and shall include the Chair and the student member. The Chair shall have an additional casting vote where necessary.
- 2.25 Proceedings of the Appeal Committee shall normally be held in private. Any request for the hearing to be held in public will be for determination by the Chair and shall be at their absolute discretion.
- 2.26 The student may be represented at the Appeal Hearing by another College member or a member of the student's professional organisation (where applicable) or a member of the King's College London Students' Union.
- 2.27 The student may also be accompanied by a family member or a friend (either from inside or outside the College) but that person will not be allowed to speak on the student's behalf. However, the Appeal Committee will have the discretion to consider representations from the person accompanying the student to make a statement.

- 2.28 If the student is to be represented and/or accompanied, the name(s) of the person/persons who is/are to attend must be received in writing by the Director of Students and Education at least forty-eight hours in advance of the hearing. The Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been received.
- 2.29 If a student wishes to be represented by an individual not listed in Regulation 2.26 above, they should make representations to the Chair of the Appeal Committee at least forty-eight hours in advance of the hearing. The Chair of the Appeal Committee has the absolute discretion to accept or reject an application for alternative representation and their decision will be final.
- 2.30 Written notice of the hearing will be sent to the student. The names of the Committee members and the Chair of the relevant Assessment Board together with all documentary evidence will normally be sent to the student at least ten days before the hearing date.
- 2.31 New documentary evidence that has not already been submitted as part of the appeal will not normally be considered by the Appeal Committee. Should either party wish to submit new documentary evidence this must be done at least five working days before the hearing date. The Chair of the Appeal Committee has the absolute discretion to accept or reject new documentary evidence.
- 2.32 The Appeal Committee shall consider the documentary evidence. The student shall be invited to give evidence. The Chair of the relevant Assessment Board, or their nominee, shall be invited to give evidence. Other persons shall be asked to attend to give evidence if the Committee so wishes.
- 2.33 The absence of the student or the Chair of the relevant Assessment Board will not prevent the Hearing from taking place nor invalidate the proceedings.
- 2.34 For the purpose of the hearing, a decision by the Appeal Committee on any point of procedure will be binding.
- 2.35 The Appeal Committee will determine whether there is sufficient reason to challenge the decision of the Assessment Board. If there is insufficient reason to challenge the decision of the Board the appeal will be dismissed. If there is sufficient reason to challenge the decision of the Board the Appeal Committee can set aside the decision of the Assessment Board and replace it with one of its own, or it can refer the representation back to the relevant Assessment Board for fresh consideration.
- 2.36 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. The Appeal Committee has the discretion to consider other decisions, but any decision of the Appeal Committee must be consistent with the College regulations and the relevant Programme requirements. In all cases clear deadlines for re-assessment should be set in consultation with the Assessment Board.
- 2.37 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 representation will be referred back to the relevant Assessment Board for reconsideration.

- 2.38 A decision of the Appeal Committee shall be final. There is no further right to appeal and no right to appeal against the decision of the Assessment Board if the representation has been referred
- 2.39 The decision of the Appeal Committee shall be communicated in writing by the Director of Students and Education to the student, and the Chairs of the relevant Assessment Boards, normally within seven days of the meeting of the Appeal Committee. The decision of the Appeal Committee shall be communicated by the Chair of the relevant Assessment Board to the External Examiner(s).
- 2.40 Until the appeal procedure is completed, the student shall be allowed to continue attending their programme of study, where this is applicable and permitted by the relevant programme regulations, unless otherwise directed by the relevant Head of School or Dean of Faculty/Institute. The student has no automatic right to progress to the next stage of the programme pending the outcome of an appeal without having met the prerequisite conditions.

3. The Office of the Independent Adjudicator for Higher Education (OIA)

- 3.1 Student members of the College may ask the OIA to consider any unresolved complaint against the College. For further information see Appendix 3.

4. Appeals concerning decisions of examiners: Postgraduate research degrees - thesis and oral examination

- 4.1 Appeals relating to the outcome of a formal upgrade review on whether to transfer a student from MPhil to PhD will be considered under the appeal procedures provided at Regulation 6 below. All other appeals relating to progress prior to submission of the thesis will be considered under B4 *Academic progress regulations* where the decision is to remove the student under such regulations.
- 4.2 The following procedure will apply in respect of appeals concerning decisions of examiners by students registered for the following degrees where the result of the examination was that the degree was not awarded:
- (a) the degrees of PhD, MD(Res);
 - (b) the degree of MPhil other than the MPhilStud;
 - (c) the degree of MPhilStud in respect of the thesis/oral examination only;
 - (d) a professional doctorate in respect of the thesis/oral examination only.
- 4.3 Following notification of the decision not to award the degree, an appeal submitted by the student against the decision may be allowed, subject to the discretion of the Principal as specified in Regulation 4.5 below.
- 4.4 An appeal must be requested in writing and lodged with the Director of Students and Education on behalf of the Principal within 21 days of the date of notification to the student of the result of the examination. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied within the deadline for submission of the appeal.

- 4.5 The Principal 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 at the oral examination may have been adversely affected by circumstances such as illness or other factors which the student was unable, or for valid reasons unwilling, to divulge to the examiners before the decision was reached;
 - (b) where there is evidence of significant administrative or procedural error on the part of the College in the conduct of the examination and that this accounted for the student's performance.
- 4.6 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.
- 4.7 Where a student submits an appeal under Regulation 4.5 above 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 these appeal regulations and which constitutes a complaint under the provisions of B6 *Student complaints procedure*, then the matter shall be referred for consideration under the B6 *Student complaints procedure*. In these circumstances, the appeal may, at the discretion of the Principal, be held in abeyance until the consideration of the matter under the B6 *Student complaints procedure* has been concluded.
- 4.8 If the Principal decides to allow an appeal to be heard they will appoint an Appeal Committee, and will advise the student in writing of their decision on the appeal application. If an appeal is rejected reasons will be given.
- 4.9 The Appeal Committee shall be constituted as follows:
- (a) a Vice-Principal, or other senior staff member nominated by the Principal to chair Appeal Committees under these Regulations who shall be Chair of the Appeal Committee. The Chair may not be the student's supervisor; and
 - (b) two senior members of the academic and research staff (Professor, Reader, Senior Lecturer, Professorial Research Fellow, Principal Research Fellow, Senior Research Fellow), appointed by the Principal, who may not be the student's supervisor.

No person shall be appointed as a member of an Appeal Committee who has been involved in the examination concerned.

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

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

- 4.11 If the student is to be represented and/or accompanied then the name(s) of the person/persons who is/are to attend must be received in writing by the Director of Students and Education at least 48 hours in advance of the hearing. The Chair of the Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.
- 4.12 The examiners shall be invited to attend the meeting of the Appeal Committee.
- 4.13 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.
- 4.14 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 five working days before the hearing date.
- 4.15 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.

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

- 4.16 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.
- 4.17 The Appeal Committee shall take one of the following decisions:
- (a) to reject the appeal, in which case the result of the original examination stands;
 - (b) to request the examiners to reconsider their decision. The examiners shall normally be expected to hold another oral examination before reaching a decision as to whether 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.
- 4.18 The decision of the Appeal Committee shall be final and shall be provided to the student in writing normally within seven days of the appeal hearing. The Committee shall provide reasons for its decision.
- 4.19 When a new examination is held in accordance with Regulation 4.16(c) above, new examiners shall be appointed in accordance with the A4 Regulations for Research Degrees. However, all examiners should be external to the College. The examiners may make any of the decisions open to the original examiners. The examiners will not be given any detailed information about the previous examination except the single fact that they are conducting a new examination following an appeal.
- 4.20 The result of the original examination having been cancelled, the result of the new examination shall be considered by the Research Degrees Examination Board.

5 The Office of the Independent Adjudicator for Higher Education (OIA)

- 5.1 Student members of the College are entitled to ask the OIA to consider any unresolved complaint against the College. For further information see Appendix 3.

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

- 6.1 A student may appeal against a decision not to approve an upgrade from MPhil to PhD as set out the Core Code of Practice for Postgraduate Research Degrees.
- 6.2 The appeal procedure in respect of upgrade decisions should be completed at Faculty/Institute/School level before the College will consider any appeal by the student under the B4 Academic Progress Regulations.
- 6.3 An appeal must be requested in writing and lodged with the relevant Faculty/Institute/School or Campus academic centre or records office within 21 days of the upgrade decision. The grounds of the appeal must be clearly stated in the appeal and appropriate documentation supplied. A student may appeal against an upgrade decision where there is evidence of significant administrative or procedural error on the part of the College in the conduct of the upgrade process and that this accounted for the student's performance. Appeals based on a challenge to academic judgement are not permitted.
- 6.4 Any information supplied by the student at a later date will only be considered if, in the judgment of the Head of Graduate Studies (or their nominee serving on the appeals panel), there are valid reasons why it could not have been submitted as part of the initial appeal. However, the student shall have the right to receive copies of any documents provided to the appeals panel (including the information from the upgrade panel, the statement of the student's supervisor, and any referee's reports), and may submit comments for the panel's consideration within seven days of being sent this information.

- 6.5 An appeals panel shall be established comprising:
- i) the Head of Graduate Studies or nominee, who shall act as chair;
 - ii) two members of the Faculty/Institute/School Postgraduate Research Committee;
and supported by a representative from the relevant Faculty/Institute/School or Campus academic centre or records office.
- 6.6 The panel shall not include anyone involved in the original decision not to approve the upgrade or the student's supervisors. At the discretion of the chair, the panel may be supplemented with additional member(s) with expertise in the academic area of the appeal.
- 6.7 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.
- 6.8 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.
- 6.9 The student's first supervisor will be asked to provide a statement indicating whether or not they support the appeal and whether they think that the student should be allowed to upgrade and the reasons for their recommendation.
- 6.10 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.
- 6.11 Before making a decision the panel, at the discretion of the chair, may decide:
- i) to request a further referee's report;
 - ii) to seek clarification from any party involved;
 - iii) to interview the student and/or supervisor.
- 6.12 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 The panel shall normally reach a decision on the appeal within 60 days of receipt, subject to the need to compile the above information and to meet as appropriate.
- 6.14 The panel may take one of the following decisions:
- i) reject the appeal and uphold the decision to terminate the student's registration;
 - ii) reject the appeal and uphold the decision that the student's registration should continue at MPhil level;
 - iii) uphold the appeal and allow the MPhil to PhD upgrade
 - iv) uphold the appeal and allow the student a further opportunity to attempt the MPhil to PhD upgrade

- 6.15 In the event of 6.14(i) being the decision of the panel, removal proceedings shall commence under the B4 Academic Progress Regulations. The student has the right to appeal against the removal in accordance with the B4 Regulations.

B1 General student regulations

1. Authority

- 1.1 Students are required to comply with the College's regulations and policies as a condition of enrolment. The Regulations Concerning Students will be updated each academic year and will supersede previous versions and will apply to all students irrespective of their first year of registration.

2 College regulations

- 2.1 In order to qualify for admission to College examinations and to receive payment of awards and grants, students must attend lectures, classes and tutorials, and departmental examinations to the satisfaction of the Head of Faculty. If a student is absent from College through illness (for full-time students for a period of a week or more), or for any period involving absence from a College examination, a medical certificate should be sent to the appropriate Departmental/Divisional/Faculty/Institute/School/campus Office. The absence through illness of 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 sent to the appropriate Departmental/Divisional/Faculty/Institute/School/campus Office, before the student's return to College. Students who are absent from an examination or unable to meet an assessment deadline due to illness or other good cause must comply with Regulations 17 and 18 of A3 *Regulations for taught programmes* and must notify the College using the Notification of Examination Absence Forms or the Extension Request Form as appropriate.
- 2.2 The primary email address for all registered students shall be the King's College email address issued at enrolment. Students are responsible for ensuring that they regularly check their King's College email account. Where students have additionally informed the College of their personal email address it is the responsibility of such students to inform the College of any changes to that address.
- 2.3 It is the responsibility of the students to keep the College informed of their current home and term-time address at all times while they remain members of the College. Students on placements or attachments, including MB BS graduates undertaking Foundation Year One training, are not exempt from this requirement.
- 2.4 All material sent by hand (including by courier) by post or by email to the last address notified by a student to the College shall be deemed to have been received by the student concerned, unless proof of non-delivery is subsequently provided.

3. Payment of fees and other charges

- 3.1 Fees are set, reviewed and published by the College on an annual basis. Details of tuition charges may be obtained from the Office of the Director of Students and Education.
- 3.2 Fees are payable in accordance with the College's Fee Payment Terms and Conditions available on the College's web site. The payment of the correct fees is the responsibility of the student.

- 3.3 The College reserves the right to charge interest at a statutory rate, to pass on commission fees incurred as a result of instructing a third party collection agent and to take legal action, through the courts, to recover any outstanding debts. For the avoidance of doubt, suspensions and cancellation of registration under Regulations 5.5 and 5.6 below will only be imposed for the non-payment of debts for tuition fees or tuition related fees (eg bench fees).
- 3.4 All cheques must be made payable to King's College London. The College reserves the right to charge an administration fee of £25 in respect of dishonoured cheques.

Tuition and tuition-related fees

- 3.5 A student who has not settled all outstanding debts for tuition or tuition-related fees (e.g. bench fees) will be sent a notification of impending suspension from the Director of Students and Education and given 14 days to make full payment. With immediate effect:
- (a) access to Student Records will be restricted;
 - (b) coursework / examination results will not be ratified by the Assessment Board or the Research Degrees Board of Examiners, and;
 - (c) the student will not be permitted to graduate or re-enrol.

Until they are formally suspended, a student who has received a notification of impending suspension will be required to sit examinations/submit coursework, but will not have indicative marks released nor have the marks for any examination or assessment taken ratified by the Assessment Board or the Research Degrees Board of Examiners.

A student who fails to make payment within the 14 days of the notification of impending suspension will be suspended from the College. In addition to the above restrictions, the act of suspension from the College means a total prohibition on attendance at or access to the College and the student:

- (a) will not be permitted to sit examinations/submit coursework;
 - (b) will not be permitted to use library or computing facilities or services¹;
 - (c) will not be permitted to attend classes;
 - (d) will not be permitted to access Student Records
- 3.6 A student who misses an examination or assessment deadline as a result of suspension under Regulation 5.5 above will not be considered to have attempted that examination or assessment. Students who subsequently have their suspension lifted will be permitted to sit the examination or assessment at the next available opportunity without further penalty.
- 3.7 Where a student misses a coursework deadline as a result of suspension but subsequently has their suspension lifted, the Assessment Sub Board shall use its discretion to determine the most reasonable course of action to enable the student to proceed with their studies: for example, by re-scaling marks to take into account the missing piece of coursework, permitting an extended deadline for submission, or requiring the student to wait until the next available opportunity before attempting the coursework.

¹ Suspended students should normally continue to have access to email.

- 3.8 Students who take examinations/submit coursework but are subsequently suspended will not have their indicative marks released or their marks ratified in accordance with Regulation 5.5 above. Should the student subsequently have their suspension lifted, their indicative marks will be released and consideration of their results should follow as soon as possible (including by chair's action if no meeting of the Assessment Sub Board is scheduled to take place within a reasonable timeframe), unless the student's registration has been cancelled under Regulation 5.9 below.
- 3.9 A student who is suspended under Regulation 5.5 above may have their College registration cancelled after 14 days written notice from the Director of Students and Education. They will have an opportunity to discuss any unpaid charges with a member of the Finance Department.
- 3.10 Students whose registration is cancelled under Regulation 5.9 above remain liable for payment of fees owing. Students who subsequently pay the outstanding sums must re-apply to re-register for their programme. Acceptance on to the programme and accreditation of previous study will be subject to the College's admissions requirements applicable at the time of re-application.

Home/EU undergraduate tuition fees

- 3.11 Any private contribution determined by current UK legislation will be due for payment by 31 January.

All other students responsible for the payment of their tuition fees

- 3.12 Fees will be payable in two equal instalments. The first instalment is due for payment by 31 October or 14 days from date of invoice if later. The second instalment is due for payment by 31 January or 14 days from date of invoice if later. An Early Settlement refund of 2 per cent of total fees will be forwarded to students who make full payment of their tuition fees prior to 31 October.

Sponsored students

- 3.13 Where a student provides a valid sponsor letter from an external corporate body agreeing to pay tuition fees, the invoice will be sent direct to the sponsoring organisation and payment of the invoice is due immediately. A student who is sponsored by a friend or relative will be regarded as responsible for their own fees. In the event of non payment of part or all fees by the sponsoring organisation, the outstanding amount will be invoiced to the student and be payable within 14 days.
- 3.14 A student who withdraws from the programme during the academic year will be charged pro rata tuition fees to the date of withdrawal plus an administrative charge to cover the College's additional costs.

B2 The Principal's emergency powers to suspend and exclude students

1. Suspension and exclusion

- 1.1 A student who is the subject of a complaint of misconduct or against whom a criminal charge is pending, or who is the subject of police investigation may be suspended or excluded by the Principal pending the disciplinary hearing or the trial.
- 1.2 A student who has breached their responsibilities under the College's policy statements on health, safety and environmental protection and/or is considered a danger to her/himself or others may be excluded or suspended by the Principal.
- 1.3 Failure by a student to comply with an order for suspension or exclusion will constitute misconduct under Regulation 1.1 of B3 *Misconduct regulations*.
- 1.4 The Principal may delegate her/his powers under these emergency provisions to a Vice-Principal or an Assistant Principal either generally or in respect of a particular case. When the Principal has delegated the power under these regulations a full report shall be made to the Principal of any suspension or exclusion.
- 1.5 Suspension involves a total prohibition on attendance at or access to the College and on any participation in College activities; but it may be subject to qualification, such as permission to attend for the purpose of an examination.
- 1.6 Exclusion involves selective restriction on attendance at or access to the College and selective prohibition on exercising the functions or duties of any office or committee membership in the College or the Students' Union, the exact details to be specified in writing.
- 1.7 Suspension will be used only where exclusion from specified activities or facilities is deemed to be inadequate.
- 1.8 An order of suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.
- 1.9 Suspension or exclusion will not be used as a penalty. The power to suspend or exclude under this provision is to protect the members of the College community in general or a particular member or members, and the power shall be used only where the Principal or the person to whom the power has been delegated under Regulation 1.4 above is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be recorded and made available to the student.
- 1.10 Suspension or exclusion shall normally be with immediate effect. The reasons for the suspension or exclusion shall be communicated to the student who shall also be informed in writing of their immediate right to submit written representations. Representations must be received from the student within five working days of the date of the suspension or exclusion and will be reviewed within a further five working days of receipt by the persons provided in Regulation 1.11 below. Should the suspension or exclusion continue beyond that point, further representations from the student will be reviewed at 28 day intervals as provided in Regulations 1.11-1.12 below.

B2 The Principal's emergency powers to suspend and exclude students

- 1.11 A decision to suspend, or exclude from academic activities associated with the student's programme of study (other than access to the Library), shall be subject to review, at the request of the student, where it has continued for 28 days. Such a review will not involve a hearing or submissions made in person, but the student shall be entitled to submit written representations as provided in Regulation 1.10 above. The review will be conducted by the Director of Students and Education (or their nominee) and a Vice-Principal who did not make the original suspension or exclusion decision.
- 1.12 Following the review at Regulation 1.11 above, the Director of Students and Education (or their nominee) and a Vice-Principal who did not make the original suspension or exclusion decision shall review the suspension or exclusion every 28 days thereafter in the light of any developments and of any representations made by the student or anyone else on her/his behalf.

B3 Misconduct regulations

1 Misconduct

1.1 Students are expected to maintain good conduct at all times whilst on College premises or engaged in any College activities and must comply with instructions given by the Principal and other officers or staff of the College.¹ Improper interference, in the broadest sense, with the proper functioning or activities of the College, or with those who work or study in the College; or action which otherwise damages the College, or action that deviates from accepted institutional, professional, academic or ethical standards, will be regarded as misconduct and an infringement of these regulations. Misconduct also includes:

- (a) misconduct committed by any means or medium including via the internet;
- (b) any offence against the English Criminal Law committed by a member of the College on College premises or whilst engaged in College activities.²

Presumption of innocence

1.2 In all misconduct proceedings a student will be presumed to be innocent of the allegation or charge until the contrary is proved on the balance of probabilities.

2. General provisions

Emergency powers

2.1 Nothing in these regulations will prevent the Principal from taking action under his emergency powers (see B2 *The Principal's emergency powers to suspend and exclude students*).

Delegation

2.2 The Principal may delegate his powers under these regulations to a Vice-Principal either generally or in respect of a particular case, providing always that any person to whom these powers may be delegated will be in a position to act and be seen to act impartially, either generally or in respect of a particular case.

2.3 The Director of Students and Education may depute to another senior administrative officer any or all of the responsibilities ascribed to the Director of Students and Education in these regulations.

Representation

- 2.4 (a) A student facing a charge of misconduct³ may be represented at any point in the proceedings by another College member or by a member of the King's College London Students' Union or, where the student is registered on a programme with professional registration, a member of their professional organisation.
- (b) The student may also be accompanied by a family member or a friend (either from inside or outside the College) but that person will not be allowed to speak on the student's behalf. However, as provided for in Regulation 2.6 below, the Chair of the relevant College Misconduct Committee or Appeal

¹ Moved from B1 3.2 and 3.3

² Moved from B1 3.3

³ Note that a student is not deemed to be facing a charge unless, and until, the Director of Students and Education determines that there is sufficient evidence to form the basis of a charge - see Regulation 3.3 below.

Committee will have the discretion to consider representations from the student for the friend or family member to make a statement.

- 2.5 If the student is to be represented and/or accompanied, the name(s) of the person/persons who is/are to attend must be received in writing by the Director of Students and Education at least 48 hours in advance of the hearing. The Chair of the relevant College Misconduct Committee or Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.
- 2.6 If a student wishes to be represented by an individual not listed in Regulation 2.4(a) above, they should make representations to the Chair of the Committee. The Chair of the Committee has the absolute discretion to accept or reject an application for alternative representation and their decision will be final.

Confidentiality

- 2.7 The College will do all in its power to limit the disclosure of information as is consistent with conducting an investigation and the provisions of the Human Rights Act 1998, the Data Protection Act 1998, the Freedom of Information Act 2000 and any other relevant legislation.
- 2.8 All disciplinary proceedings, whether conducted by the Disciplinary Committee or the Examinations Misconduct Committee, will normally be held in private.

Communications between the College and the student

- 2.9 All correspondence concerning proceedings under these regulations will be sent to the student at the last term time address notified by the student to the College by first class post. In addition, correspondence may also be sent by hand or recorded delivery to the student's last home address notified by the student to the College, and/or to the student's King's College email address and/or to any personal email address notified by the student to the College.

Attendance

- 2.10 None of the proceedings outlined in these regulations will be invalidated or postponed by reason of the absence of the student who is required to attend a preliminary enquiry interview conducted by the Director of Students and Education or an Examinations Misconduct Committee hearing or a Disciplinary Committee hearing, or an Appeal hearing, provided that the student has been given written notice of the interview or hearing within the timescale laid down in these regulations and provided that those conducting the hearing believe that all the evidence and representations are before it. In the event that a student has indicated they will attend but then cannot do so for good reason an adjournment would generally be considered.

3. Suspected misconduct

Reporting offences

- 3.1 Where any academic or administrative official of the College, or any member of the staff, or invigilator, or any student of the College believes that misconduct may have been committed by a student of the College, they should notify the Director of Students and Education in writing as soon as possible. Allegations of research misconduct will be considered in accordance with the *Procedures for investigating and resolving allegations of research Misconduct*.

Investigating an allegation of misconduct

- 3.2 On receipt of an allegation of misconduct, the Director of Students and Education will conduct a preliminary enquiry. The Director may deem it necessary as part of the enquiry to conduct an interview with the student or students against whom the allegation has been made. Where an interview is held, the student or students will be required to attend. However, a student will not be obliged to make a statement or give any explanation.
- 3.3 On completion of the Director of Students and Education's preliminary enquiry the Director will determine, normally within 14 days, whether:
- (a) there is insufficient evidence to form the basis of a charge of misconduct; or
 - (b) there is sufficient evidence to form the basis of a charge of misconduct which constitutes a minor infringement of the regulations; or
 - (c) there is sufficient evidence to form the basis of a charge of misconduct which constitutes a major infringement of the regulations.
- 3.4 If the Director of Students and Education determines there is insufficient evidence to form the basis of a charge of misconduct under Regulation 3.3(a) above, that decision will be communicated in writing to the student and any other persons involved in the case.
- 3.5 If the Director of Students and Education determines that there is sufficient evidence to form the basis of a charge of misconduct which constitutes a minor infringement of the regulations, the Director may, at their discretion, issue a written rebuke to the student detailing the allegations that have been made, informing the student that no further formal action will be taken but that a record of the rebuke shall be placed on the student's file. Such a rebuke shall give the student an opportunity to contest the allegations and the rebuke, in which case the Director of Students and Education will refer the matter to the appropriate misconduct committee.
- 3.6 If the Director of Students and Education determines that there is sufficient evidence to form the basis of a charge of misconduct which constitutes a major infringement of the regulations, the Director will refer the matter to a misconduct committee of the College, either the Examinations Misconduct Committee for examination related misconduct or the Disciplinary Committee for other types of misconduct. Matters which are referred under the *Procedures for investigating and resolving allegations of research misconduct* will normally proceed to the Examinations Misconduct Committee in accordance with these regulations.
- 3.7 Where a matter is referred to a misconduct committee under Regulation 3.6 above, the Director of Students and Education shall provide the student who is the subject of the allegation with a letter outlining the nature of the allegation and copies of the evidence which forms the basis of the decision to refer the matter to a misconduct committee. The letter and evidence will be provided at the point when the decision is made to refer the matter to a misconduct committee.
- 3.8 Where an allegation of misconduct is referred to a misconduct committee of the College, the Director of Students and Education or their nominee will act as the College Representative to present the case to the misconduct committee.
- Misconduct which is also a criminal offence*
- 3.9 Where the alleged misconduct could also constitute an offence under the criminal law special provisions will apply and the College's own misconduct investigations or

proceedings may be delayed until such time as the police and/or courts have completed their investigations and proceedings.

- 3.10 Students following a programme of study where it is a requirement to undergo a Criminal Records Bureau check as a condition of enrolment are required to notify the Director of Students and Education, in writing, of any criminal convictions subsequently imposed.

4. Examinations Misconduct Committee

4.1 The terms of reference of the Examinations Misconduct Committee are:

- (a) to consider cases referred to it by the Director of Students and Education to determine whether a charge has been substantiated on the balance of probabilities, and to make orders as set out in Regulation 7.2 below;
- (b) to report to the relevant Assessment Sub Board its finding(s) and order(s) for consequential action;
- (c) to advise the Academic Board on disciplinary matters relating to examination misconduct;
- (d) to advise the College Assessment Board on any assessment or related issues that may arise from the proceedings.

4.2 The membership of the Examinations Misconduct Committee shall be:

- (a) a Chair, who shall be a member of the College's academic staff appointed by the Chair of the College Assessment Board⁴ with current or previous experience of service on a Assessment Board or Assessment Sub Board;
- (b) two members, drawn from the College's academic staff, appointed by the Chair of the College Assessment Board with current or previous experience of service on a Assessment Board or Assessment Sub Board;
- (c) a student member, nominated by the Students' Union.

4.3 The membership of the Examinations Misconduct Committee to hear a case of misconduct arising from the *Procedure for investigating and resolving allegations of research misconduct* shall be:

- (a) a Chair, who shall be a member of the College's academic staff appointed by the Chair of the College Assessment Board with current or previous experience of service on a Assessment Board or Assessment Sub Board;
- (b) one member, drawn from the College's academic staff, appointed by the Chair of the College Assessment Board with current or previous experience of service on a Assessment Board or Assessment Sub Board
- (c) one member from the Research Degrees Board of Examiners;
- (d) a student member, nominated by the Students' Union.

The Committee may, at the discretion of the Chair, seek the advice of academic specialists in the general discipline area of the alleged research misconduct.

4.4 No person directly involved with the examination or assessment in question or connected with the allegation will serve when the Committee considers the case.

⁴ The Chair of the College Assessment Board may be appointed by the Vice-Principal (Education) to serve as the Chair or as a member of the Examinations Misconduct Committee.

4.5 The quorum for a hearing of the Examinations Misconduct Committee will be the Chair and two other members, one of whom must be the student member.

5. Disciplinary Committee

5.1 The terms of reference of the Disciplinary Committee are:

- (a) to consider cases referred to it by the Director of Students and Education to determine whether a charge has been substantiated on the balance of probabilities, and to make orders as set out in Regulation 7.4 below;
- (b) to advise the Academic Board on disciplinary matters.

5.2 The membership of the Disciplinary Committee shall be as provided for the Examinations Misconduct Committee under Regulation 4.2 above.

5.3 No person from the same Department/Division/Group as the student against whom the charge(s) of misconduct is/are made will serve when the Committee considers the case.

5.4 No one will serve on the Disciplinary Committee who has prior knowledge of the misconduct to be considered by the Committee or who has other knowledge of, or prior contact with, the student which might cause that person to be biased against the student who is before the Disciplinary Committee.

5.5 The quorum for a hearing of the Disciplinary Committee will be the Chair and two other members, one of whom must be the student member.

6. Examination Misconduct Committee and Disciplinary Committee hearing procedure

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

6.2 The student may present documentary material or witnesses in their defence or mitigation. Documentary material for consideration by the Examinations Misconduct Committee or the Disciplinary Committee, and/or the names of any additional witnesses and written copies of their evidence, must be sent to the College Representative, via the Director of Students and Education, to be received at least seven days in advance of the hearing. This evidence will be sent immediately to the Committee by the Director of Students and Education.

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

6.4 For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.

- 6.5 The student facing the charge will have the right to be present during the hearing except as provided for in Regulation 6.8 below.
- 6.6 The facts in possession of the College relating to the charge(s) will be presented to the Committee by the College Representative. The student facing the charge(s) (or their representative) will be invited to reply. Either party may call witnesses to the fact. Written statements of witnesses should normally have been exchanged under Regulation 6.2 above.
- 6.7 The Committee may ask questions of all those called before it, and the College Representative and the student may raise questions through the Chair of the Committee.
- 6.8 The Committee may, at its discretion, at any time during the proceedings, order the room to be vacated, or may themselves retire to another room for private discussions. Only the Committee and the Clerk to the hearing will be entitled to be present at such times.
- 6.9 At the conclusion of the presentations and questions the student facing the allegation may address the Committee and the Chair of the Committee may make a statement.
- 6.10 The Committee will consider its finding(s) and/or order(s) in private and will normally reach its finding(s) without adjournment.
- 6.11 At any time during the proceedings, the Chair may order the Committee to adjourn, for a period not normally exceeding seven days, for the purpose of deciding on the order(s) to be made or for other good cause.
- 6.12 A decision of the Committee will be reached by a majority vote of the members of the Committee present at the hearing but will be announced as a decision of the Committee. The votes of the individual Committee members will be treated as confidential. In the event of a tie, the Chair will have an additional casting vote.
- 6.13 The Chair of the Committee will announce the finding(s) and order(s) and indicate the grounds on which the decisions have been reached. The Committee may order one or more of the measures detailed in Regulations 7.2 or 7.4 below and order the timing where appropriate. A written copy of the finding(s) and order(s) will normally be sent out to the student by letter within seven days of the date of the hearing.

7. Outcome of hearings

- 7.1 Should the Examinations Misconduct Committee or the Disciplinary Committee decide that the charge was not established, that decision will be communicated to all persons involved in the case, normally within seven days of the date of the hearing.

Examinations Misconduct Committee

- 7.2 Where the Examinations Misconduct Committee determines that a charge of misconduct has been substantiated on the balance of probabilities the Committee may order one or more of the following measures:
- (a) an admonishment, with the requirement that the examiners assess the student on the basis of such of their work that is unaffected by the offence;
 - (b) the assignment of the minimum pass mark to a paper or papers, or assessed work, or both;

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

7.3 The finding(s) and order(s) of the Committee will be notified in writing, normally within seven days of the hearing, and communicated to the student and Chairs of the relevant Assessment Board and Assessment Sub Board, where appropriate, to the relevant Dean of Faculty/Institute/School. A copy of the finding(s) and order(s) will be placed on the student's file. A student will also be advised that the finding(s) may be taken into consideration in the event of a future substantiated offence.

Disciplinary Committee hearing

7.4 Where the Disciplinary Committee determines that a charge of misconduct has been substantiated on the balance of probabilities the Committee may order one or more of the following measures:

- (a) a warning;
- (b) a reprimand;
- (c) payment of compensation for damage;
- (d) conditions for the continuation of student status;
- (e) exclusion for a stated period from specified activities or specified parts of the College, conditions for re-admittance may be specified;
- (f) suspension for a stated period, conditions for re-entry may be specified;
- (g) community service;
- (h) a fine, up to £1,000 payable to a charity (not being King's College);
- (i) expulsion.

7.5 The Disciplinary Committee may order that the measures agreed will be imposed immediately or that the imposition will be deferred. The conditions of any such deferment will be clearly stated as part of the decision of the Committee.

7.6 The finding(s) and order(s) of the Disciplinary Committee will be notified in writing, normally with seven days of the hearing, to the student and the relevant Dean of Faculty/Institute/School and any other interested parties. A copy of the finding(s) and order(s) will be placed on the student's file. A student will also be advised that the finding may be taken into consideration in the event of a future offence.

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

- 7.8 Where a Dean of Faculty/Institute/School determines in response to the notification of the findings of an Examinations Misconduct Committee under Regulation 7.3 above or the findings of a Disciplinary Committee under Regulation 7.6 above that a student is unfit for registration and practise, the Dean of Faculty/Institute/School shall notify the Director of Students and Education in accordance with Regulation 10.1 of B5 *Fitness for registration and practise regulations* for consideration by a Fitness to Practise Committee.
- 7.9 Where a student who has been found guilty of misconduct holds a professional qualification which is registerable with a professional, statutory or regulatory body, the College may report the student to that body under Regulation 1.4 of B5 *Fitness for registration and practise regulations*.

8. Appeal

- 8.1 Following a hearing by the Examinations Misconduct Committee, the Disciplinary Committee or the Residences Disciplinary Panel (see B2 *Residence regulations*), an appeal submitted by the student against the finding(s) or order(s) or both may be allowed, subject to the discretion of the Principal as specified in Regulation 8.3 below.
- 8.2 An appeal must be requested in writing and lodged with the Director of Students and Education on behalf of the Principal, within 14 days of the date of written notification of the decision or the order which is to be the subject of the appeal. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied.
- 8.3 The Principal will allow an appeal to be heard if he is satisfied that either or both of the following criteria apply:
- (a) that there is new evidence that could not have been, or for good reason was not, made available at the time of the hearing, and sufficient evidence remains that the appeal warrants further consideration;
 - (b) that evidence can be produced of significant procedural error on the part of the College before or during the hearing.
- 8.4 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.
- 8.5 If the Principal decides to allow an appeal to be heard he will appoint an Appeal Committee. He will normally advise the student, in writing, of his decision on the appeal application within 60 days of its receipt. If an appeal is rejected reasons will be given.

Appeal Committee

- 8.6 The terms of reference of the Appeal Committee shall be:
- (a) to consider appeal cases referred to it by the Principal and to determine whether the evidence is of sufficient significance to cast doubt upon the reliability of the decision arrived at by the original committee;
 - (b) to make orders as detailed in Regulation 8.18 below;

(c) to advise the Academic Board on disciplinary matters.

8.7 The membership of the Appeal Committee shall be:

- (a) a Vice-Principal, or other senior staff member nominated by the Principal to chair Appeal Committees under these *Regulations*, who will be the Chair;
- (b) one member, appointed by the Principal from among the senior members of the College's academic staff;
- (c) one member, appointed by the Students' Union from among the full-time sabbatical trustees or other student trustees of the Students' Union.

No member of the Appeal Committee will be:

- (d) a member of the Examinations Misconduct Committee or the Disciplinary Committee or the Residence Disciplinary Panel which made the order or decision against which the appeal is made;
- (e) a member of staff or student of the same Department/Division/Group as the student;
- (f) someone who has been directly concerned with matters relating to the order;
or
- (g) someone who has a direct interest in the case.

8.8 The quorum for the Appeal Committee will be three.

Appeal Committee procedure

8.9 For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.

8.10 The Director of Students and Education will send written notice of the Appeal date, together with copies of all papers to be considered by the Appeal Committee, including a statement from the College Representative, to the student at least 14 days before the hearing date. If the student wishes to present any further evidence, this material must be supplied to the Director of Students and Education at least 14 days before the Appeal date. The Director of Students and Education will supply the members of the Appeal Committee, a minimum of five days in advance of the hearing, with the grounds for appeal with supporting documentation, the papers presented at the hearing from which the appeal arises and a statement from the College Representative in response to the grounds for appeal.

8.11 The student will have the right to be present during the hearing except as provided for in Regulation 8.14 below.

8.12 The student making the appeal, or their representative, will present their case against the decision or order made.

8.13 The Appeal Committee will consider the documents outlined in Regulation 8.10 above and may call persons connected with the proceedings from which the appeal arises to address the Committee.

8.14 The Appeal Committee may, at its discretion, at any time during the hearing of an appeal, order the room to be vacated, or may itself move to another room for private discussion. Only the Committee and the Clerk to the hearing will be entitled to be present at such times.

8.15 The Appeal Committee will normally reach its decision without adjournment, but may adjourn for a period not exceeding seven days for the purpose of deciding on the order to be made upon the appeal.

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

Appeal Committee outcome

8.17 The Appeal Committee may reject the appeal or uphold the appeal.

8.18 Where the Appeal Committee upholds the appeal, the Committee may order one or more of the following measures:

- (a) modify or reverse the findings of the Examinations Misconduct Committee or the Disciplinary Committee or the Residences Disciplinary Panel;
- (b) modify or reverse the order of the Examinations Misconduct Committee or the Disciplinary Committee or the Residences Disciplinary Panel.

8.19 The decision of the Appeal Committee and the order made will be announced by the Chair and will be sent in writing, normally within seven days of the appeal hearing, to the student, and to the Chair of the Committee/Panel from which the appeal arose, as appropriate. In communicating the findings of the Appeal Committee, the Chair will indicate the grounds upon which the findings are based.

8.20 A decision of the Appeal Committee will be final.

9. The Office of the Independent Adjudicator for Higher Education (OIA)

9.1 Student members of the College are entitled to ask the OIA to consider any unresolved complaint against the College. For further information see Appendix 3.

B4 Academic progress regulations

1. Removal of students for failure to make sufficient academic progress

1.1 Subject to the provisions of Regulation 1.4 below, a Dean of Faculty/Institute/School or nominee, acting for the Principal may remove any student of the College on any of the following grounds:

- (a) inability for any reason to fulfil the requirements of the programme;
- (b) lack of industry, including a poor attendance record;
- (c) lack of ability or aptitude;
- (d) persistent failure to respond to College communications or instructions;
- (e) for any other good academic cause.

The period of removal may be temporary, eg one semester; or permanent, ie the student's registration will be terminated.

Removal proceedings under these Regulations may be commenced against postgraduate research students for unsatisfactory progress or for failure at upgrade review as provided in the *Core Code of Practice for Postgraduate Research Degrees*. Where removal proceedings under these Regulations are commenced in accordance with the *Core Code*, Regulations 1.4 to 1.6 below shall not apply and:

(a) a determination of 'unsatisfactory progress' under 9.2.3 of the *Core Code* or the decision of an upgrade appeal panel under Regulation 6 of the *Academic Appeal Regulations* shall be treated as the final removal decision for the purposes of Regulation 1.6 below; and

(b) any subsequent appeal by the student must be submitted under Regulation 2.1.

1.2 Heads of Department/Division shall ensure that students are at all times made fully aware of the possible consequences of failure to maintain the required academic standard.

1.3 Prior to the final removal of a student under Regulation 1.6 below, the Dean of Faculty/Institute/School (or their nominee) will consult as appropriate with the student's tutor or supervisor.

1.4 No student shall normally be removed upon the grounds specified in Regulation 1.1 above, unless they have been issued with a clear written warning from the Faculty/Institute/School. The warning notice shall specify the improvements or actions which must be taken by the student within a defined period and that failure to do so will lead to the student's removal.

1.5 Failure by a student to comply with the conditions of the Faculty's/Institute's/School's warning notice under Regulation 1.4 shall lead to removal of the student. The Dean of Faculty/Institute/School (or their nominee) shall notify the student in writing of the Faculty's/Institute's/School's intention to remove the student. The student will have 14 days from the date of such notification in which to reply and make any further representations. The Dean of Faculty/Institute/School (or their nominee) shall consider the student's representations and will normally notify the student in writing of the final decision within 14 days of the date of receipt of the student's representations

- 1.6 In addition to the provisions of these regulations, a student's registration may be terminated in accordance with Regulation 19.11 of *A3 Regulations for taught programmes* as a result of a decision of an Assessment Board that the student should not be permitted any further attempts at an examination. Any appeal against a decision of an Assessment Board must proceed in accordance with the provisions of Regulation *A6 Regulations for taught programmes*.

2. Appeals against removal on academic grounds

- 2.1 Following the removal of a student on grounds set out in Regulation 1.1 above, the hearing of an appeal against the decision to remove may be allowed, subject to the discretion of the Principal, as specified in Regulations 2.3 and 2.4, below. The Principal may delegate his powers under these Regulations to a Vice-Principal either generally or in respect of a particular case, providing always that any person to whom these powers may be delegated will be in a position to act and be seen to act impartially, either generally or in respect of a particular case
- 2.2 An appeal must be requested in writing and lodged with the Director of Students and Education on behalf of the Principal within 14 days of the date of the final notification of removal. The ground, or grounds, on which the appeal is to be based, must be clearly stated as part of the request.
- 2.3 The Principal may allow an appeal to be heard if the Principal is satisfied that either or both of the following criteria apply:
- (a) that new information is to hand which could not have been made available for consideration by the Faculty/Institute/School at or before the time the decision to remove was taken;
 - (b) that there is evidence of significant administrative or procedural error, including error arising from non-compliance with Regulation 1.4 and 1.5, above, made at or before the time the decision to remove was taken.
- 2.4 The Principal has discretion to take into account grounds (including grounds of compassion) other than those stated above in deciding whether to allow an appeal to be heard.
- 2.5 Where a student makes representation under Regulation 2.3 above that the student's academic progress was adversely affected by alleged harassment, bullying or discrimination the Principal will hold the appeal procedure in abeyance until the Director of Students and Education has arranged for the complaint to be investigated under the formal complaint mechanism of the College's *Student complaints procedure* or dealt with under *B3 Misconduct regulations* as appropriate. The final report of the investigation or the outcome of any hearing under the *Misconduct regulations* will be submitted as evidence under Regulation 2.3 above.
- 2.6 If the Principal decides to allow an appeal to be heard they will instruct the Director of Students and Education to proceed as follows:
- (a) set a date for the Appeal Committee to meet, the said date being normally not more than six weeks after the Principal's decision that the appeal shall be heard;
 - (b) advise the student of the procedure, informing them that they may be accompanied and/or represented in accordance with Regulation 2.10 below, and invite the student to submit evidence to the Appeal Committee;

- (c) advise the Dean of the Faculty/Institute/School in question of the student's appeal and ask them to provide all documentation relevant to the student's appeal; and
- (d) through the Principal (or their nominee) and the Students' Union, identify the members of the Appeal Committee, arrange for a copy of each document that will be presented to the Committee to be sent to each member of the Committee, the student making the appeal, and the Dean of the Faculty/Institute/School making the decision to remove the student, along with a notice of the purpose of the hearing and the time and place at which it will be held. The documents and notice shall normally be sent not less than seven days before the date set for the Appeal Committee hearing.

2.7 The membership of the Appeal Committee shall be:

- (a) a Vice-Principal, or other senior staff member nominated by the Principal to chair Appeal Committees under these *Regulations* who will be the Chair;
- (b) two senior academic members of staff, drawn from among the Dean of the Faculty/Institute/School and Heads of Department/Division;
- (c) a student, nominated by the Students' Union.

Provided that no member of the Appeal Committee shall be a member of staff or student of the same Department/Division/Group as the student making the appeal.

2.8 A member of the Appeal Committee who has prior knowledge of the removal which is the subject of the appeal, or other knowledge of or prior contact with the student, shall disclose this information before the relevant hearing begins. The student may request through the Chair that the member concerned should not be a member of the Appeal Committee while the relevant appeal is being considered. The Chair shall have discretion to accept or reject this request.

2.9 The quorum of the Appeal Committee shall be three.

Representation

- 2.10 The student may be represented at any point in the proceedings by another College member or by a member of the King's College London Students' Union or, where the student is registered on a programme with professional registration, a member of their professional organisation.
- 2.11 The student may also be accompanied by a family member or a friend (either from inside or outside the College) but that person will not be allowed to speak on the student's behalf. However, the Appeal Committee will have the discretion to consider representations from the student for the friend or family member to make a statement.
- 2.12 If the student is to be represented and/or accompanied the name(s) of the person/persons who is/are to attend must be received in writing by the Director of Students and Education at least 48 hours in advance of the hearing. The Chair of the Appeal Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.
- 2.13 If the student wishes to be represented by an individual not listed in Regulations 2.10 and 2.11 above, they should make representations to the Chair of the Appeal Committee. The Chair of the Appeal Committee has the absolute discretion to accept or reject an application for alternative representation and their decision will be final.

Appeal Committee procedure

- 2.14 The Appeal Committee meeting shall be conducted in the following way:
- (a) Dean of the Faculty/Institute/School making the decision to remove the student, or a deputy of senior status, eg Head of Department/Division, will present the case for removing the student.
 - (b) The student and/or the person accompanying the student (if appropriate) will present their case appealing against the decision of the Faculty/Institute/School.
 - (c) At the discretion of the Chair, other persons may be called to address the Appeal Committee.
 - (d) The order in which the presentations are made shall normally be that given above in paragraphs (a) to (c), though this may be varied at the Committee's discretion.
 - (e) The Chair may require persons to reappear before the Committee in the course of its deliberations.
 - (f) Exceptionally the Committee may consider the evidence of any party in private.
 - (g) The Chair may order the Committee to adjourn for a period not normally exceeding seven days for the purpose of receiving further evidence or for other good cause.
 - (h) The decision of the Appeal Committee shall be reached by a majority vote of the members of the Committee and shall be announced as the decision of the Committee. The Chair shall have an additional casting vote.
 - (i) The votes of individual Committee members shall be treated as confidential.
 - (j) The decision of the Committee is final.
- 2.15 Pending the convening and the decision of the Appeal Committee the student making the appeal shall normally have the right to attend classes and sit examinations.
- 2.16 The Director of Students and Education will normally notify, in writing, the student making the appeal and the relevant Dean of the Faculty/Institute/School of the decision of the Committee within seven days of the meeting at which the final decision is reached. In communicating the decision of the Appeal Committee, the Director of Students and Education shall indicate the grounds upon which the decision has been based.
- 2.17 Proceedings of the Appeal Committee shall normally be held in private. The Chair of the Appeal Committee has the absolute discretion to accept or reject a request from the student for the hearing to be held in public.

3. Removal of a student from an external environment

- 3.1 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:
- (a) hospitals, GP clinics, dental surgeries and other NHS facilities;
 - (b) Faculties;
 - (c) other UK HEIs;
 - (d) overseas HEIs;
 - (e) offices and other industrial facilities.

- 3.2 A student undertaking a placement may be removed without notice from that environment at the discretion of the authorised supervisor within that environment or Dean of the Faculty/Institute/School, where the authorised supervisor or Dean of the Faculty/Institute/School forms the view that the student is failing to conform to such requirements, or for any other reason. Examples of failure to conform to such requirements may include:
- (a) behaviour which is deemed offensive or unacceptable in the external environment;
 - (b) behaviour or actions in breach of the regulations of the external environment;
 - (c) behaviour which compromises the activities of the external environment;
 - (d) demonstration of a health condition which would render the student unsuitable or unsafe to continue in the external environment;
 - (e) demonstration of a level of competence which would compromise the professional standards of the external environment;
 - (f) failure to observe health and safety requirements of the external environment;
 - (g) behaviour which gives rise to concerns about the student's fitness to practise.
- 3.3 Where a student is removed from an external environment under Regulation 3.2 above by an authorised supervisor, the Dean of the Faculty/Institute/School will be notified. Where possible and appropriate, the Dean of the Faculty/Institute/School will make arrangements for the student to undertake an alternative placement, in accordance with the procedures and practice of that Faculty/Institute/School relating to the programme of study.
- 3.4 The removal from the external environment may be temporary, for a specified period, or permanent (see Regulations 3.5 and 3.6 below).
- 3.5 Where the removal is temporary or for a specified period, conditions may be placed on the student before re-entry to the working environment will be permitted. Such conditions will constitute a written warning under Regulation 1.4 above.
- 3.6 Where the Dean of the Faculty/Institute/School forms the view that it would not be appropriate for the student to undertake an alternative placement due to matters arising from the removal that would require investigation under B3 *Misconduct regulations* and/or referral under B5 *Fitness for registration and practice regulations*, the student's removal from the working environment will be confirmed as temporary pending the outcome of proceedings under these regulations. Pending the convening and decision of the appropriate committee under either B3 *Misconduct regulations* or B5 *Fitness for registration and practice regulations*, the student may attend classes and sit examinations, except where classes or examinations take place in an external working environment.¹ Following the outcome of the proceedings under B3 *Misconduct regulations* and/or B5 *Fitness for registration and practice regulations*, the Dean of the Faculty/Institute/School will confirm the status of the student's removal from the working environment. Where the removal is confirmed as permanent and the student is unable to complete the programme of study the student's registration will be terminated.

4. The Office of the Independent Adjudicator for Higher Education (OIA)

- 4.1 Student members of the College may ask the OIA to consider any unresolved complaint against the College. For further information see Appendix 3.

¹ Inserted from B5 15.6.

B5 Fitness for registration and practice regulations

1. Introduction

- 1.1 The College has a particular responsibility in respect of students who are following a programme of study leading to a professional qualification which is registrable with a statutory regulatory body.
- 1.2 In addition to conferring the appropriate qualification, the College must be satisfied that the student would be a safe and suitable entrant to the given profession, and thus would be fit for registration and fit to practise.
- 1.3 In order that the College may discharge these responsibilities, these regulations are specific to students following a course of study leading to the following professional qualifications:
- (a) All programmes in Midwifery with registration
 - (b) All programmes in Nursing with registration
 - (c) BSc Nutrition and Dietetics
 - (d) BSc Physiotherapy
 - (e) MSc Physiotherapy
 - (f) MB BS
 - (g) BDS
 - (h) PGDip Dietetics
 - (i) MSc Dietetics
 - (j) PGCE Postgraduate Certificate in Education
 - (k) PCE Professional Graduate Certificate in Education
 - (l) MPharm
 - (m) DClinPsych
- 1.4 These regulations do not apply to students who already hold a professional qualification which is registrable with a professional, statutory or regulatory body, unless they are also following a programme of study leading to one of the professional qualifications listed in Regulation 1.3 above. However, nothing in these regulations shall prevent the College from informing a professional, statutory or regulatory body about a student who is already registered with that body, where:
- (a) the student has been found guilty of misconduct by an Examinations Misconduct Committee or a Disciplinary Committee under *B3 Misconduct Regulations*; or
 - (b) the student demonstrates behaviour and/or health issues which do not constitute misconduct under the terms of *B3 Misconduct Regulations*, but raise issues of their fitness for registration and practise; and
 - (c) there is a legal obligation to inform the professional, statutory or regulatory body about the matters covered by (a) and (b), or in the judgment of the Principal it would be in the public interest to do so.

2. Foundation Year One

- 2.1 These regulations also apply to MB BS graduates of the College during their Foundation Year One training, as the College is responsible for ensuring that such graduates are following an approved training programme and for certifying successful completion of this training programme. This certification entitles full registration with the General Medical Council.

2.2 For the purpose of these regulations, the term 'student' shall include Foundation Year One students as noted in Regulation 2.1 above.

2.3 For the purpose of these regulations, the term 'programme of study' shall include the Foundation Year One training.

3. Definition and remit

3.1 A student shall be deemed to be unfit for registration and practise if s/he is found by the Fitness to Practise Committee to demonstrate any health condition, behaviour or attitude which would render that student a person not fit to be admitted to and practise the given profession.

3.2 Failings in academic performance shall not fall within the remit of these regulations, but instead should be dealt with under the provisions of A3 *Regulations for taught programmes* and B4 *Academic progress regulations*.

4. Emergency powers

4.1 Nothing in these regulations will prevent the Principal from taking action under their Emergency Powers (see B7 *The Principal's emergency powers to suspend and exclude students*).

5. Delegation

5.1 The Principal may delegate their powers under these regulations to a Vice-Principal either generally or in respect of a particular case, providing always that any person to whom these powers may be delegated will be in a position to act and be seen to act impartially, either generally or in respect of a particular case.

5.2 The Director of Students and Education may delegate to another senior administrative officer any or all of the responsibilities ascribed to the Director of Students and Education in these regulations.

6. Representation

6.1 A student facing an allegation of being unfit for registration and practise may be represented at any point in the proceedings by another College member or by a member of the King's College London Students' Union or a member of the student's professional organisation (where applicable).

6.2 The student may also be accompanied by a family member or a friend (either from inside or outside the College) but that person will not be allowed to speak on the student's behalf. However, the Chair of the Fitness to Practise Committee or Appeal Hearing Committee will have the discretion to consider representations from the student for the friend or family member to make a statement.

6.3 If the student is to be represented and/or accompanied the name(s) of the person/persons who is/are to attend must be received in writing by the Director of Students and Education at least 48 hours in advance of the hearing. The Fitness to Practise Committee or Appeal Hearing 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.

- 6.4 If a student wishes to be represented by an individual not listed in Regulation 6.1 above they should make representations to the Chair of the Fitness to Practise Committee or Appeal Hearing Committee. The Chair of the Fitness to Practise Committee or Appeal Hearing Committee has the absolute discretion to accept or reject an application for alternative representation and their decision will be final.

7. Confidentiality

- 7.1 The College will do all in its power to limit the disclosure of information as is consistent with conducting an investigation and the provisions of the Human Rights Act, the Data Protection Act, the Freedom of Information Act and any other relevant legislation.
- 7.2 All proceedings of the Fitness to Practise Committee will normally be held in private.

8. Attendance

- 8.1 None of the proceedings outlined in these *Regulations* will be invalidated or postponed by reason of absence from any hearing of any party called to attend, provided that both the student against whom a case has been made and the Dean of the Faculty/Institute/School bringing the case have been sent written notice of the hearing and provided that those conducting the hearing believe that all the evidence and representations are before it. In the event that a student has indicated that s/he will attend but then cannot do so for good reason, an adjournment would generally be considered.

9. Referral to the Fitness to Practise Committee

- 9.1 There shall be two possible routes of referral to the Fitness to Practise Committee:
- (a) *Misconduct*: where a student faces an allegation of misconduct under the terms of B3 *Misconduct regulations*, the case shall be considered by either the Examinations Misconduct Committee or the Disciplinary Committee, as appropriate. Where such a student is found guilty of misconduct, the findings of the committee shall be notified to the appropriate Dean of the Faculty/Institute/School. The Faculty/Institute/School shall consider the findings, in accordance with the Faculty's/Institute's/School's fitness to practise procedures, to determine whether the case should be referred to the Director of Students and Education for consideration by the Fitness to Practise Committee.
 - (b) *Other matters justifying referral*: where a student demonstrates behaviour and/or health issues which do not constitute misconduct under the terms of B3 *Misconduct regulations* but raise issues of fitness for registration and practise, the Faculty/Institute/School shall investigate internally, in accordance with the Faculty's/Institute's/School's fitness to practise procedures, and determine whether the case should be referred to the Director of Students and Education for consideration by the Fitness to Practise Committee.

Where the Faculty/Institute/School determines that a case should be referred for consideration by the Fitness to Practise Committee, the Faculty shall notify the Director of Students and Education in writing as soon as possible.

- 9.2 The Director of Students and Education may only act in those cases that have been notified to her/him under Regulations 9.1 (a) or 9.1 (b).
- 9.3 Upon receiving notification from the Dean of the Faculty/Institute/School, the Director of Students and Education shall convene a meeting of the Fitness to Practise Committee.
- 9.4 Where a case is referred to the Director of Students and Education under Regulations 9.1 (a) and the student is appealing the findings of the Examination Misconduct Committee or the Disciplinary Committee, the Director of Students and Education shall not take action to convene a meeting of the Fitness to Practise Committee until the appeal has been heard, and subject to the provision that the Appeal Committee, under the provisions of B3 *Misconduct regulations*, has rejected the appeal.

10. Fitness to Practise Committee

- 10.1 The terms of reference of the Fitness to Practise Committee shall be:
- (a) to consider cases referred to it by the Director of Students and Education;
 - (b) to determine, on the basis of the findings and evidence presented to it, whether students referred to it are unfit for registration and practise;
 - (c) to make orders as set out in Regulations 12.2 and 12.3 below; and
 - (d) to advise the Academic Board on issues relating to fitness for registration and practise.

In reaching a view with regard to fitness for registration and practise, the Committee shall take account of any relevant codes of practise or guidelines issued by the appropriate regulatory body.

- 10.2 The membership of the Fitness to Practise Committee shall be:
- (a) a Chair, who shall be appointed by the Principal;
 - (b) two professional members, who shall be senior members of the given profession. The professional members may, but need not, be members of the academic staff of the College or of any other higher education institution;
 - (c) one further member, who shall be a member of the academic staff of the College from a Faculty/Institute/School other than that in which the student is registered and shall not be a member of any profession which falls within the remit of these regulations. The role of this member is to represent the interests of the general public.

No one will serve on the Fitness to Practise Committee who has prior knowledge of the case to be considered or who has other knowledge of, or prior contact with, the student which might cause the person to be biased against the student who is before the Committee.

- 10.3 All members must be present for a hearing of the Fitness to Practise Committee.

11. Fitness to practise hearing procedure

- 11.1 The Director of Students and Education will write to both the Dean of the Faculty/Institute/School bringing the case and the student against whom the case is

being brought, normally giving both parties at least 28 days notice of the hearing and inviting submissions of documentary evidence and names of any witnesses the parties will be calling. The term 'witness' includes any person who is able to offer an informed opinion on the case being heard.

- 11.2 Neither the student nor the Committee may challenge the findings as previously determined by either the Examinations Misconduct Committee or the Disciplinary Committee.
- 11.3 Both the Dean of the Faculty/Institute/School and the student may present documentary evidence or call witnesses. The names of witnesses and all documentary material, including written witness evidence, must be submitted by the Dean of the Faculty/Institute/School to the Director of Students and Education normally at least 21 days in advance of the hearing. This material will be sent immediately to the student against whom the case is being brought. The names of witnesses and all documentary material, including written witness evidence, must be submitted by the student to the Director of Students and Education normally at least ten days in advance of the hearing.
- 11.4 The names of all witnesses and copies of all documentary evidence to be presented shall be sent to the Committee members and to both parties by the Director of Students and Education normally at least five days before the hearing date.
- 11.5 For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.
- 11.6 Both the Dean of the Faculty/Institute/School (or their nominee) and the student will have the right to be present throughout the hearing except as provided for in Regulation 11.10 below.
- 11.7 The Dean of the Faculty/Institute/School, or their nominee, will present the Faculty's/Institute's/School's case to the Committee. The student (or their representative) will be invited to reply. Either party may call witnesses and present documentary evidence, provided that any such evidence or the names of witnesses had previously been received by the Director of Students and Education and made available to the other party.
- 11.8 The Committee may also call upon other persons (whether members of the College or not) to provide advice on specific aspects of the case, either in person or in writing, provided that the names of any such persons have previously been made available to all parties.
- 11.9 The Committee may ask questions of all those called before it, and the Dean of the Faculty/Institute/School or the student may raise questions through the Chair of the Committee.
- 11.10 The Committee may, at its discretion, at any time during the proceedings order the room to be vacated, or members may themselves retire to another room for private discussions. Only the Committee and the Secretary will be entitled to be present at such times.
- 11.11 At the conclusion of the presentations and the questions, the student may address the Committee and the Chair may make a statement.
- 11.12 The Committee will consider its verdict and order in private.

- 11.13 At any time during the proceedings, the Chair may order the Committee to adjourn, for a period not normally exceeding seven days, for the purpose of deciding on the verdict or order to be made or for other good cause.
- 11.14 All decisions of the Committee will be reached by a majority vote of the Committee members but will be announced as a decision of the Committee. The votes of the individual Committee members will be treated as confidential. In the event of a tie, the Chair will have an additional casting vote.
- 11.15 The Chair of the Committee will announce the decision and order and indicate the grounds on which the decision has been reached. A written copy of the decision and order will normally be sent out to the student within seven days of the date of the decision being announced.

12. Outcome of hearings

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

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

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

- 12.2 Where the Committee finds that the student is unfit for registration and practise, it will make one of the following orders:

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

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

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

13. Appeal

- 13.1 Following a hearing by the Fitness to Practise Committee, an appeal submitted by the student against the decision of the Committee may be allowed, subject to the discretion of the Principal as specified in Regulations 13.3 and 13.4 below.
- 13.2 An appeal must be requested in writing and lodged with the Director of Students and Education on behalf of the Principal, within 14 days of the date of written notification of the decision which is to be the subject of the appeal. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied.
- 13.3 The Principal will allow an appeal to be heard if s/he is satisfied that either or both of the following criteria apply:
- (a) that there is new evidence that could not have been, or for good reason was not, made available at the time of the hearing, and sufficient evidence remains that the appeal warrants further consideration;
 - (b) that evidence can be produced of significant procedural error on the part of the College before or during the hearing.
- 13.4 The Principal will have the discretion to take into account grounds other than those stated above in deciding whether to allow an appeal to be heard.
- 13.5 If the Principal decides to allow an appeal to be heard he will appoint an Appeal Committee. S/he will advise the student, in writing, of his decision on the appeal application, normally within 28 days of its receipt. In the event that an appeal is rejected, reasons will be given.
- 13.6 The Appeal Committee will have the following terms of reference:
- (a) to consider appeal cases referred to it by the Principal and determine whether the evidence is of sufficient significance to cast doubt upon the reliability of the decision arrived at by the original committee;
 - (b) to make orders as detailed in Regulation 13.18 below;
 - (c) to advise the Academic Board on issues relating to fitness for registration and practise.
- 13.7 The membership of the Appeal Committee shall be:
- (a) a Vice-Principal, or other senior staff member nominated by the Principal to chair Appeal Committees under these *Regulations* who will be the Chair;
 - (b) one member, appointed by the Principal from among the senior members of the College's academic staff;
 - (c) one member, appointed by the Principal from among the full-time trustees or part-time other student trustees of the Students' Union.

No member of the Appeal Committee will be:

- (d) a member of the Fitness to Practise Committee which made the decision against which the appeal is made;
- (e) a member of staff or student of the same Faculty/Institute/School as the student;

- (f) someone who has been directly concerned with matters relating to the order;
or
- (g) someone who has a direct interest in the case.

13.8 The quorum for the Appeal Committee will be three.

Appeal Committee procedure

13.9 For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.

13.10 The Director of Students and Education will send written notice of the Appeal date, together with copies of all papers to be considered by the Appeal Committee, to the student at least 14 days before the hearing date. If the student wishes to present any further evidence, this material must be supplied to the Director of Students and Education at least seven days before the Appeal date. The Director of Students and Education will supply the members of the Appeal Committee, at least seven days in advance of the hearing, with the grounds for appeal with supporting documentation, the papers presented at the hearing from which the appeal arises and a statement from the Dean of the Faculty/Institute/School and/or Chair of the Fitness to Practise Committee in response to the grounds for appeal.

13.11 The student will have the right to be present during the hearing except as provided for in Regulation 13.14 below.

13.12 The student making the appeal or their representative will present their case against the decision.

13.13 The Appeal Committee will consider the documents outlined in Regulation 13.10 above and may call persons connected with the proceedings from which the appeal arises to address the Committee, provided that the names of any such persons have previously been made available to all parties.

13.14 The Appeal Committee may, at its discretion, at any time during the hearing of an appeal order the room to be vacated, or may itself move to another room for private discussion. Only the Committee and the Secretary to the hearing will be entitled to be present at such times.

13.15 The Appeal Committee will normally reach its decision without adjournment, but may adjourn for a period not exceeding seven days for the purpose of deciding on the order to be made upon the appeal.

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

Appeal Committee outcome

13.17 The Appeal Committee may reject the appeal or uphold the appeal.

13.18 Where the Appeal Committee upholds the appeal, the Committee may order one of the following measures:

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

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

13.20 A decision of the Appeal Committee will be final.

14. Removal of a student from an external environment

14.1 A student may be removed without notice from an external working environment or clinical environment (eg hospital or school) in accordance with the provisions of Regulation 4 of the B4 Academic progress regulations, where the student's behaviour gives rise to concerns about the student's fitness to practise.

15. The Office of the Independent Adjudicator for Higher Education (OIA)

15.1 Student members of the College are entitled to ask the OIA to consider any unresolved complaint against the College. For further information see Appendix 3.

B6 Student complaints procedure

1. Introduction

- 1.1 King's College London is committed to considering and investigating genuine complaints from students. The College defines a complaint as an expression of dissatisfaction that warrants a response and through this procedure provides a clear mechanism for that to happen. The College will review what led to the complaint and where appropriate seek an early resolution. Outcomes can also be used to improve services to all members of the College.
- 1.2 The basis of this procedure, which can be used when making a complaint within a School or Division or a central College service area, is that it is fair, efficient and transparent. The procedure has one informal and three formal elements:
- (a) Stag One: local informal resolution (dealt with at the most local relevant level);
 - (b) Stage Two: investigation by relevant Head of Department, Division, School or service area, or equivalent;
 - (c) Stage Three: investigation by the Director of Students and Education;
 - (d) Stage Four: appeal.
- 1.3 The majority of cases are satisfactorily resolved through informal discussions without the need for a formal complaint to be made. To facilitate this, the College emphasises the importance of seeking a resolution through informal discussions at the earliest opportunity to avoid a protracted investigation. Where a complaint relates to the provision or delivery of a programme or part of a programme students are encouraged to use their course representative system in the first instance.
- 1.4 Where it is appropriate to make a complaint, the student should raise the matter her/himself; this procedure is not intended to be used by a third party making a complaint on behalf of a student.
- 1.5 The Director of Students and Education may depute to another senior administrative officer any or all of the responsibilities ascribed to the Director of Students and Education in these regulations.
- 1.6 The Vice-Principal (Education) may delegate their powers under these regulations to another Vice-Principal either generally or in respect of a particular case, providing always that any person to whom these powers may be delegated will be in a position to act and be seen to act impartially, either generally or in respect of a particular case.

2. Advice and guidance for students

- 2.1 Students are encouraged to seek advice both prior to and during the use of the procedure from any of the following sources:
- (a) their Personal Tutor or Graduate Tutor;
 - (b) a campus Welfare Adviser;
 - (c) the Disability Advisory Service;
 - (d) the Equalities Unit;
 - (e) a Students' Union Academic Caseworker;
 - (f) the Student Conduct and Appeals Office;
 - (g) a course or student representative;

- (h) their PhD or project supervisor;
- (i) the Graduate School Office;
- (j) a nominated person in the relevant service area, eg in Students and Education, Estates and Facilities, Library Services and Information Technology Services as appropriate.

3. Scope of the procedure

3.1 The *Student complaints procedure* can be used for complaints within the following areas, the consequences of which have an alleged adverse affect on the student wishing to make the complaint (the complainant):

- (a) provision or delivery of programmes or parts of programmes;
- (b) inadequate supervision on a PhD research degree programme;
- (c) inadequate services or facilities of the School/College;
- (d) decisions, actions or perceived lack of action taken by a member of College staff;
- (e) decisions, actions or perceived lack of action taken by a central College service; or a member of staff acting on its behalf.
- (f) complaints relating to discrimination, harassment or bullying. *The Guidance on harassment, bullying and discrimination for students* provides further information and support on making a complaint within these areas. In such cases students are also encouraged to seek advice from the Equalities Unit. Students can use the *Student complaints procedure* in cases where their complaint relates to the activities of a member of staff, or a College service, provision or facility. Students can further seek advice from the Equalities Unit where a complaint relates to another student, if related to bullying, harassment and discrimination, but any subsequent formal process for student complaints against other students will be investigated under B3 *Misconduct regulations* and will not be dealt with under these regulations (also see Regulation 3.2c below).

3.2 The *Student complaints procedure* does not cover the following areas:

- (a) Complaints arising from action taken under B3 *Misconduct regulations*. Students are referred to the appeal procedure provided in Regulation 8 of B3 *Misconduct regulations*.
- (b) Complaints arising from matters related to fitness to practise, academic progression, assessment or examination. Students are referred to the appeals procedures of the respective regulations; Regulation 13 of B5 *Fitness for registration and practise regulations*, Regulation 2 of B4 *Academic progress regulations*, Regulation A6 *Regulations for Academic Appeals*. Students cannot use the *Student complaints procedure* following an unsuccessful appeal under the Regulations listed above. However, where an academic appeal submitted in accordance with the provisions of Regulation A6 *Regulations for Academic Appeals* is based, in the view of the Director of Students and Education, on a complaint not wholly related to the conduct of the assessment and which requires an investigation which falls outside the competence of the Board of Examiners then, at the discretion of the Director of Students and Education, those aspects of the appeal may be dealt with under the provisions of this *Student complaints procedure* before the findings are reported to the Board of Examiners. See Regulation 2.11 of A6 *Regulations for Academic Appeals*.
- (c) Complaints relating to the activities of another student (including complaints related to bullying, harassment and discrimination by another student), which

will be investigated as allegations of misconduct under B3 *Misconduct regulations*.

3.3 The scope of the Student complaints procedure extends to former students of the College, provided that any time limitations are observed (see Regulation 8 below).

4. Complaints made without foundation, in bad faith or anonymously

4.1 If the College considers that a student has brought a complaint under this procedure without foundation or in bad faith, the College will consider taking disciplinary action under B3 *Misconduct regulations*. Additionally the College will not consider anonymous complaints.

5. Victimization: declaration of intent

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

6. Resolution of complaints

6.1 Where a complaint is upheld in whole or in part, possible outcomes may include an apology, a clear explanation of the events or context that led to the incident in question, a change in procedures to ensure that the circumstances do not recur, referral of the complaint for consideration under another College procedure (e.g. the disciplinary procedures for academic and non-academic staff) or a combination of these or other outcomes.

6.2 Students who are seeking an academic resolution to their complaint, such as a change in progression outcome, should seek redress for their complaint through the appropriate College regulations (Regulation A6 *Regulations for Academic Appeals* and Regulation 2 of B4 *Academic progress regulations*) not the *Student complaints procedure*.

6.3 At each stage of the procedure, complainants will receive the reasons for the outcome of their complaint.

6.4 If at any stage in the investigation of a complaint, the person charged with investigating the complaint determines that the complaint should more appropriately be considered under another College procedure (e.g. the disciplinary procedures for academic and non-academic staff), they shall refer the complaint for consideration under that procedure. The student who has submitted the complaint shall be informed that the complaint has been referred to another College procedure and the reasons for the referral, to the extent that this information can be conveyed without prejudice to the rights of other parties. Any further action under the Student Complaints Procedure shall normally be halted pending the outcome of the process under the other College procedure.

6.5 At any point during Stage One, Stage Two or Stage Three of this procedure, a complaint from an undergraduate or taught postgraduate student may be referred to the College Senior Tutor for informal mediation if requested by the student or by the College with the agreement of the student. Further consideration of the complaint under this procedure shall be suspended while informal mediation to seek to resolve the complaint takes place. If informal mediation by the College Senior Tutor is unable

to resolve the complaint, consideration of the complaint under this procedure shall be resumed.

7. Confidentiality and record keeping

- 7.1 The College will seek to do all within its power to limit the disclosure of information as is consistent with conducting a fair investigation and the implementation of any recommendations following investigation into the complaint. However, if a student names another member of the College, then the person(s) named will normally have the right to know the complaint made against her/him in order to be able to reply to the complaint. This is consistent with the duties owed to the College's staff and students. If a student refuses to name a person who is relevant to their complaint, the College will not be able to consider or investigate the case.
- 7.2 Once a student has made a formal complaint, records will not be held on the student file but in the Student Conduct and Appeals Office. Heads of Department or Schools investigating a complaint will be able to keep their own informal notes as an aide memoir but these should not be held on the student file. Professional Service areas can retain records for a reasonable period as a way of monitoring service enhancement but original copies of formal complaints must be sent to the Student Conduct and Appeals Office.

8. Timescales

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

9. Stage One: local informal resolution

- 9.1 The complainant should first of all raise the complaint informally with the relevant person at the earliest opportunity. In many cases the first point of contact will be the complainant's personal tutor, graduate tutor, senior tutor or programme tutor. Postgraduate research students can approach their first or second supervisor or the Head of Graduate Studies or equivalent in their School, Division or Department in the first instance. However if the complaint is in relation to a student's disability or bullying, harassment or discrimination it may be appropriate for the student to seek advice from the Disability Advisory Service/Equalities Unit in the first instance. Both

staff and students can approach the Disability Advisory Service/Equalities Unit for advice.

- 9.2 If the complaint is to do with the conduct of services delivered by a central College department the complaint should initially be raised informally with the relevant line manager or Head of Section/Department.
- 9.3 If the complaint concerns the person nominated as the first point of contact, such as the personal tutor or the head of a service area, a complainant should seek advice as appropriate from the persons listed in Regulation 2.1 above.
- 9.4 The person nominated as the first point of contact, as defined above, will listen to and discuss informally the nature of the complaint. Although the nominated person(s) will not carry out a formal investigation they can advise on how the matter could be resolved swiftly and will keep informal notes for their own purposes.
- 9.5 If the outcome of the discussion is that no resolution can be agreed to the satisfaction of the complainant, they will be made aware of the opportunity to submit a formal complaint. Although not obliged, a complainant would normally be expected to wait for the outcome of the informal stage before making a formal complaint under Stage Two of this procedure. The nominated member of staff may themselves wish to refer the complainant to Stage Two of this procedure should they feel that the matter requires a more thorough investigation or the complaint appears to be particularly complex. If the complainant does not agree to submitting a formal complaint this is the end of the matter as far as this procedure is concerned.

10. Stage Two: investigation by relevant Head of Department/Division, School or service area or equivalent

- 10.1 Should a complaint not be dealt with informally to the satisfaction of the complainant s/he may initiate a formal complaint. Stage Two of the formal complaint procedure involves an investigation by the relevant Head of Department, Division, School or service area. In cases of discrimination, bullying or harassment, a complainant should bypass this stage and move directly to Stage Three.
- 10.2 The complainant must submit a completed Student Complaints Form (SCF) to the relevant Head of Department, Division, School or service area, or her/his nominee. The SCF will outline the nature of the complaint, steps that have been taken to resolve the issue, the timings involved to date and how the complainant wishes to see the complaint resolved. The Head of Department, Division, School or service area or her/his nominee will have up to 14 days to investigate and respond in writing to the complainant.
- 10.3 The investigation will include looking into the circumstances of the complaint as well as whether or not any members of staff involved followed published College, School or department procedures.
- 10.4 At the conclusion of the investigation the Head of Department, Division, School or service area will form a judgement on the merits of the complaint and will write to the complainant outlining her/his findings. The findings will include the judgement regarding the merits of the complaint and, if applicable, proposals for a resolution of the complaint and/or recommendations for further action arising from the complaint. The letter will also inform the complainant of the right to move to Stage Three of this procedure if s/he remains dissatisfied with the findings.

- 10.5 The Head of Department, Division, School or service area will send to the Director of Students and Education all relevant documentation, including the complainant's completed SCF and a copy of the letter of findings.

11. Stage Three: investigation by the Director of Students and Education

- 11.1 Should a complaint not be dealt with at Stage Two (or Stage One in cases of discrimination, bullying or harassment) to the satisfaction of the complainant s/he may move to Stage Three of this procedure. Stage Three involves a formal investigation by the Director of Students and Education.
- 11.2 If the complaint relates to the conduct of the Director of Students and Education or to her/his office, the complaint shall be referred to the Head of Administration and College Secretary who will decide on an appropriate mechanism for investigation.
- 11.3 The complainant must submit the following to the Director of Students and Education, within 14 days of the date of the Stage Two letter of findings (or Stage One in cases of discrimination, bullying or discrimination):
- Complaints other than those relating to discrimination, bullying or harassment*
- (a) a copy of the original SCF;
 - (b) a copy of the letter of findings received in response to the submission at Stage Two;
- All complaints*
- (c) a freshly completed SCF, explaining why s/he does not accept the outcome of Stage Two;
 - (d) all other relevant documentation that the complainant would like to be taken into consideration.
- 11.4 Except in cases of bullying, harassment or discrimination, a complaint will normally only be considered at Stage Three if evidence can be provided that Stage Two has been fully exhausted.
- 11.5 The Director of Students and Education (or such other investigator decided by the Head of Administration and College Secretary under 11.2 above) will conduct an investigation into the complaint. The investigation may involve interviewing the complainant and other persons directly involved. The Director of Students and Education may seek opinion and information from any person with an interest in or knowledge of the matter being complained about.
- 11.6 At the conclusion of the investigation, the Director of Students and Education will produce a written report. The report shall comprise (in addition to a summary of the complaint, the attempts made to resolve the complaint previously and the way in which the investigation was conducted), the Director of Students and Education's findings in relation to the complaint. The findings shall include the Director of Students and Education's judgement regarding the merits of the complaint, and, if applicable, proposals for a resolution of the complaint and/or recommendations for further action arising from the complaint.
- 11.7 The Director of Students and Education will send to the complainant a copy of her/his report, normally within 60 days of receipt of the SCF submitted at Stage Three of this

procedure. The complainant will also be informed of the right to move to Stage Four of this procedure if s/he remains dissatisfied with the findings.

12. Stage Four: appeal

- 12.1 An appeal against the findings of the Director of Students and Education may be allowed, subject to the discretion of the Vice-Principal (Education) or their nominee as specified in Regulation 12.3 below.
- 12.2 An appeal must be requested in writing and submitted to the Vice-Principal (Education) via the Student Conduct and Appeals Office within 14 days of receipt of written notification of the decision or the order which is to be the subject of the appeal. The grounds for the appeal must be clearly stated as part of the request and appropriate documentation supplied.
- 12.3 The Vice-Principal (Education) will allow an appeal to be heard if s/he is satisfied that either or both of the following criteria apply:
- (a) that there is new evidence that could not have been, or for good reason was not, made available at the time of the investigation by the Director of Students and Education and that sufficient evidence remains that the complaint warrants further consideration;
 - (b) that evidence can be produced of significant procedural error on the part of the College in investigating the complaint, and that sufficient evidence remains that the complaint warrants further consideration.
- 12.4 The Vice-Principal (Education) has discretion to take into account grounds (including grounds of compassion) other than those stated above in deciding whether to allow an appeal to be heard.
- 12.5 If the Vice Principal (Education) decides to allow an appeal to be heard s/he will appoint an Appeal Committee. S/he will normally advise the student, in writing, of his/her decision on the appeal application within 60 days of its receipt. If an appeal is rejected reasons will be given.
- 12.6 The terms of reference of the Appeal Committee shall be:
- (a) to consider appeal cases referred to it by the Vice Principal (Education) and to determine whether the evidence is of sufficient significance to cast doubt upon the reliability of the decision arrived at during Stage Three;
 - (b) if the conditions of (a) are met, to make a judgment on the complaint and if appropriate proposals or recommendations for further actions.
- 12.7 The membership of the Appeal Committee shall be:
- (a) a Chair appointed by the Vice-Principal (Education) who will be a current or former Dean or Head or Deputy Head of School;
 - (b) one member, appointed by the Vice-Principal (Education) from senior academic or professional services College staff;
 - (c) a student member nominated by the Students' Union.
- 12.8 No member of the Appeal Committee will be a member of staff from a department of the College previously involved in the case; or someone who has been directly involved in the case.

- 12.9 The quorum for the Appeal Committee will be three.
- 12.10 All documentary evidence relating to the complaint and the hearing of the Committee shall be circulated to the Committee members, to the complainant and to all person(s) and/or Department(s) complained about not less than seven days prior to the hearing.
- 12.11 Such documentation shall include the following:
- (a) the composition of the Appeal Committee;
 - (b) the date, time and place of the hearing;
 - (c) a brief summary of the purpose of the hearing;
 - (d) all documentation submitted by the complainant at Stages One, Two and Three;
 - (e) the report of the Director of Students and Education (or other investigator) at Stage Three;
 - (f) the letter from the Vice-Principal (Education) at Stage Four confirming the reasons for the granting of the hearing;
 - (g) all written responses;
 - (h) any other documentation, correspondence or written submissions relevant to the hearing, including witness statements submitted at any stage prior to Stage Four.
- 12.12 The complainant and all person(s) and representatives of Departments complained about shall normally be expected to attend the hearing to give evidence. Any other persons may be asked to attend to give evidence, or for any other reason, if the Committee so wishes. The complainant and person(s) complained about shall have the right to invite a reasonable number of relevant witnesses to give evidence to the Committee. The names of any witnesses must be submitted to the Student Conduct and Appeals Office at least two working days prior to the hearing. The person(s) or Department(s) complained about will be notified by the Student Conduct and Appeals Office in advance of the hearing of the names of any witnesses which the complainant intends to invite. It is the complainant's responsibility to invite any witnesses they wish to attend, and it is the complaint's responsibility to ensure witnesses can attend, and provide them with any documentation. The appeal will not normally be postponed due to the unavailability of a witness, and any decision to postpone is the sole discretion of the Chair.
- 12.13 The complainant may be represented at the Committee by another College member or, where the complainant is registered on a programme with professional registration, a member of the relevant professional organisation.
- 12.14 The complainant may also be accompanied by a family member or a friend (either from inside or outside the College) but that person will not normally be allowed to speak on the student's behalf. However, the Committee will have the discretion to consider representations from the student for the friend or family member to make a statement.
- 12.15 If the complainant is to be represented and/or accompanied, the name(s) of the person/persons who is/are to attend must be received in writing by the Student Conduct and Appeals Office at least two working days prior to the hearing. The Committee has the discretion to refuse to permit a representative or friend or family member to attend where prior written notice has not been given.

- 12.16 If the complainant wishes to be represented by an individual not listed above s/he must make representations in writing to the Committee Chair via the Student Conduct and Appeals Office, at least two working days prior to the hearing. The Committee Chair has the absolute discretion to accept or reject an application for alternative representation and her/his decision will be final.
- 12.17 Each party's evidence or statement(s) will be given in the presence of the other party/parties) involved in the dispute and, through the Chair, questions may be asked about each presentation by all parties. The Committee may also ask questions of all parties.
- 12.18 The Appeal Committee's findings shall be arrived at by a majority vote of the members of the Committee. All votes cast shall be confidential to the Committee and the decision shall be announced as the decision of the Committee. The Committee may have reason to adjourn for a specified period to allow for the collation of additional information that may have subsequently come to light. This will be at the discretion of the Chair.
- 12.19 The findings shall include the Committee's judgement regarding the merits of the complaint and, if applicable, proposals for the resolution of the complaint, recommendations for a review of procedures or practices that may have contributed to the complaint, or any further action arising from the complaint.
- 12.20 The Chair will give confidential written confirmation of the decision of the Committee to the complainant and to all named individuals or parties directly involved in the dispute (including the School, Division, Department or service area), normally within 14 days of the meeting at which the decision was made. The written confirmation will state the reasons for the decision made.
- 12.21 The decision of the Committee shall be final and will be the end of the internal procedure.
- 12.22 The Committee may make recommendations to the Vice-Principal (Education) concerning the implementation of a decision to resolve a complaint. The Committee may also make recommendations to the Director of Students and Education concerning possible action under the relevant provision(s) of B3 *Misconduct regulations* in the case of a student held to have brought forward an alleged complaint under this procedure without foundation, knowing the alleged complaint to be in bad faith. The Committee may make other relevant recommendations to the Vice-Principal (Education) or to the Director of Students and Education/ Director of the relevant Service Directorate, as appropriate. All outcomes will be recorded and monitored by the Student Conduct and Appeal Office.
- 12.23 The implementation of any recommendation of the Committee made under Regulation 12.19 above is at the discretion of the Vice-Principal (Education) or Director of Students and Education/relevant Director, as appropriate.

13. The Office of the Independent Adjudicator for Higher Education (OIA)

- 13.1 Student members of the College are entitled to ask the OIA to consider any unresolved complaint against the College. For further information see Appendix 3.

C1 The Academic Board and its sub-structure¹

1. Purpose

1.1 Article 8 of the College's Charter provides that:

“There shall be an Academic Board whose members shall be as prescribed in the Ordinances and it shall, subject to the powers of the Council prescribed in this Our Charter and the Statutes, be the body responsible under delegated authority from the Council for the regulation of the academic work of the College in teaching and examining and in research. It shall also advise the Council on academic matters affecting the Council.”

2. Terms of reference

2.1 The Academic Board exercises its powers and duties as prescribed in Article 8 of the Charter and will conduct its business according to the following terms of reference:

- (a) to maintain and enhance the academic quality of the College's academic provision and to assure academic standards for all of its awards, in keeping with the College's strategic goals;
- (b) to award Degrees, Diplomas, Certificates and other academic distinctions in accordance with the prescriptions of the Charter, Statutes and Ordinances;
- (c) to approve award titles, programmes of study, and research programmes leading to an award;
- (d) to promote research and innovation within the College and to monitor the effective operation of key policies concerning research;
- (e) to make recommendations to the Council on any matters referred to the Academic Board by the Council or on any other matter relating to academic quality and standards assurance or institution-wide academic policy and strategy; thereby providing Council with access to the opinions of students and academic staff in such matters;
- (f) to establish Standing Committees as are appropriate for the expedient execution of business, clearly stating limits of delegated authority, responsibility and reporting arrangements in each case;
- (g) to regulate academic misconduct and student discipline;
- (h) to add, amend and revoke regulations, to manage its delegated responsibilities as laid down in the Charter, Statutes and Ordinances; and
- (i) to do such other acts or things as the Council shall authorise.

3. Chair

3.1 The Principal shall be the Chair of the Academic Board.

3.2 The Principal may appoint from amongst the academic members of the College a Deputy Chair to act in his absence.

4. Membership

Ex-officio members

4.1 The Principal, Vice-Principals, the Reverend The Dean, and the President of the Students' Union are ex-officio members of the Academic Board.

¹ The Academic Board and its sub-structure is shown in diagrammatic form in Appendix 4.

- 4.2 The Deans of Faculties/Institutes/School who are members of the Academic Board shall be the Deans of Faculties/Institutes/School of King's College London as defined in Ordinance B3.
- 4.3 The Heads of Professional Services who are members of the Academic Board shall be the Head of Administration and College Secretary, the Director of Students and Education and the Director of Research Management.
- 4.4 The Assistant Principals, the Chairs of the Committees/Boards that report to the Academic Board, the Director of the King's Learning Institute and the Director of the Graduate School shall also be ex-officio members of the Academic Board.
- 4.5 When a Dean of Faculty is also an ex-officio member of the Academic Board in another capacity, eg as Chair of one of the Board's committees, the Dean of Faculty/Institute/School may appoint a deputy as a replacement member to the Board in the Dean of Faculty/Institute/School category. Acting Deans of Faculties/Institutes/School formally appointed as such shall be ex-officio members of the Academic Board for the period of their appointment.
- 4.6 Ex-officio members shall not be eligible to serve on the Academic Board under any other category of membership.

Student members

- 4.7 The student members shall number four.
- 4.8 One undergraduate student member and one postgraduate student member shall be elected by and from among the undergraduate and postgraduate students registered with the Faculties of Arts and Humanities, Natural and Mathematical Sciences, Social Science and Public Policy and School of Law.
- 4.9 One undergraduate student member and one postgraduate student member shall be elected by and from among the undergraduate and postgraduate students registered with the Faculties of Life Sciences and Medicine, Nursing and Midwifery, Medicine, the Dental Institute and the Institute of Psychiatry.
- 4.10 The Students' Union of the College shall be responsible for the election of the student members, subject to the approval by the Academic Board of the method employed. Student members of the Academic Board shall be elected for one year and shall be eligible for re-election for one further year but not thereafter as student members.
- 4.11 A student member who fails to attend three consecutive meetings without good cause found acceptable by the Chair of the Board will be deemed to have resigned.

Faculty members²

- 4.12 The other members shall number 27, three to be drawn from each Faculty.
- 4.13 Each Dean of Faculty/Institute/School shall appoint one member who shall be a Professor, Reader or Senior Lecturer for a term not less than two academic years and not greater than four.

² Throughout these Regulations the term "Faculty" also includes the grouping of free standing Global Institutes and the English Language Centre which operate as a "virtual" Faculty for the purposes of academic governance and quality assurance.

- 4.14 Two members will be elected by and from among the teaching and research staff of each Faculty in accordance with the staff grades recognised for this purpose by the Academic Board, provided that at least one member from each Faculty is drawn from the junior members of staff of the Faculty.
- 4.15 Members in this category will be eligible to serve for a period of four years in the first instance and will be eligible for reappointment or re-election for a second or further period provided that there is an interval of at least one year between any two of these periods. However, members seeking reappointment or re-election having previously filled a casual vacancy will not be required to leave an interval of one year between appointments.
- 4.16 Members in this category who fail to attend three consecutive meetings will be required to demonstrate good cause for an absence; members who fail to attend meetings for twelve consecutive calendar months without good cause found acceptable by the Chair of the Board will be deemed to have resigned.
- 4.17 If an elected member in this category (see Regulation 4.14 above) is promoted and ceases to be eligible for office in the capacity in which s/he was elected s/he shall cease to be a member from the start of the next academic session.
- 4.18 The full membership of the Academic Board is given below.

Ex-officio

| | |
|---------------------------------------|---|
| The Principal | 1 |
| The Vice-Principals | 6 |
| The Assistant Principals | 1 |
| The Reverend The Dean | 1 |
| Deans of Faculties/Institutes/School | 9 |
| The President of the Students' Union | 1 |
| Director of King's Learning Institute | 1 |
| Director of the Graduate School | 1 |

Heads of Professional Services

| | |
|--|---|
| Head of Administration and College Secretary | 1 |
| Director of Students and Education | 1 |
| Director of Research Management | 1 |

Chairs or Deputies of Academic Board sub-committees

| | |
|-----------------------------|---|
| College Assessment Board | 1 |
| College Education Committee | 1 |
| College Research Committee | 1 |

Sub-total 27

Student members

| | |
|--|---|
| 1 undergraduate and 1 postgraduate from each group of Faculties (Health and Arts and Sciences) | 4 |
|--|---|

Sub-total 4

Faculty/Institute/School members

| | |
|---|---|
| Arts and Humanities | 3 |
| Dental Institute | 3 |
| Law | 3 |
| Life Sciences and Medicine | 3 |
| Natural and Mathematical Sciences | 3 |
| Nursing and Midwifery | 3 |
| Institute of Psychiatry | 3 |
| Social Science and Public Policy | 3 |
| Global Institutes/English Language Centre | 3 |

Sub-total 27

Grand total 58

General provisions

- 4.19 A member of the Academic Board shall immediately cease to be a member if, by notice in writing to the Secretary of the Board, s/he resigns their membership.
- 4.20 Ex-officio members of the Academic Board (see Regulations 4.1 to 4.6 above) and appointed members of the Academic Board (see Regulation 4.13 above) unable to attend a meeting may send a replacement providing that the Secretary is notified in advance of the meeting. Replacements will count for quoracy and have voting rights.
- 4.21 The Academic Board may from time to time propose adjustments to its membership. Such adjustments shall require the approval of the Council.
- 4.22 All members of the Academic Board shall have equal status, rights, powers and duties.
- 4.23 Except as provided for in Regulation 4.3 above, officers of the College whose attendance is required at meetings of the Academic Board shall attend meetings as officers of the College but not as members of the Academic Board.

5. Meetings

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

6. Quoracy

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

7. Voting

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

8. Conduct of business

- 8.1 Subject to the provisions of the Charter, the Statutes, the Ordinances and these Regulations, the Academic Board may make standing orders governing the conduct of its meetings, and may otherwise regulate its own procedure.
- 8.2 Any proceedings of the Council, in so far as they affect matters within the competence of the Academic Board, shall be reported at the next meeting of the Board.
- 8.3 Under its terms of reference, the Academic Board may set up committees and ad hoc working groups, with or without power to set up subcommittees, to consider and report on any relevant matters (see Regulation 10 below).
- 8.4 Minutes shall be kept of all resolutions and proceedings of meetings of the Academic Board and of its committees and sub-committees and shall be submitted for approval at the next such meeting and when approved shall be signed by the Chair of that meeting.
- 8.5 The minutes of the Academic Board shall be available for inspection by members of the College subject to the limitations set out in Ordinance B9.
- 8.6 All members of the College may attend a meeting of the Academic Board as an observer except in the consideration of reserved items of business or when the Board determines that it shall meet in camera. Observers will be able to participate in discussions at the Chair's discretion.

9. Method of election for elected members in the Faculty/Institute/School members category

Eligibility

- 9.1 Any teaching or research member of staff on a full-time, or percentage full-time, contract employed within a Faculty within a junior or senior grade recognised for this purpose will be eligible to stand and vote in the elections under Regulation 4.14 above.

9.2 The grades recognised for this purpose shall be as follows:

- (a) Junior: Lecturer (Grade 6), Lecturer (Grade 7), Research Fellow, Research Associate, Research Assistant and their clinical equivalents; Teacher, Teaching Assistant, Senior Demonstrator, Demonstrator/Prosecutor; and those not employed by the College but having Recognised Teacher Status within a Faculty of the College.
- (b) Senior: Professor, Reader and Senior Lecturer (and their clinical equivalents); Professorial Research Fellow, Principal Research Fellow and Senior Research Fellow.

Conduct of elections

9.3 The Secretary to the Academic Board shall organise the elections and shall be the Returning Officer.

9.4 Elections will be conducted by secret ballot by and from among the eligible members of the staff within each Faculty.

9.5 To ensure that there is a junior member under Regulation 4.14 above, the ballot and election shall be organised as follows:

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

10. Academic Board sub-structure

10. Under its terms of reference (see Regulation 2.1(f) above) the Academic Board has established committees covering the follow activities, as specified in Article 8 of the College's Charter (see Regulation 1.1 above) which operate under the provisions of Regulations 11 - 19 below:

- (a) teaching
- (b) programme development and approval
- (c) examining
- (d) research

11. College Education Committee

11.1 The College Education Committee will ensure that the College's academic provision for all programmes leading to an award of the College (or of the University of London where relevant) is of the highest quality and standard, and enhances students' learning experience. The Committee's modus operandi will facilitate risk-management approaches in relation to quality assurance. It will conduct its business according to the following terms of reference:

- (a) to formulate, approve and monitor policy and strategy for admissions, learning, teaching, supervision, assessment, student welfare, quality

- assurance and quality enhancement, to include collaborative, flexible and distributed and distance learning provision, taking into account best practice regionally, nationally and internationally across the sector;
- (b) to promote a culture of professional practice in learning, teaching and supervision so as to ensure the development of quality and effectiveness in teaching and supervisory practice;
 - (c) to monitor and evaluate processes to assure the quality and standards of programmes and to analyse relevant performance indicators in relation to student performance and achievement;
 - (d) to evaluate and enhance the quality of students' learning opportunities and learning experiences;
 - (e) to oversee the implementation of College and Faculty learning and teaching strategies and the monitoring of targets;
 - (f) to consider for approval reports from periodic programme review and to discuss and approve actions relating to these reviews;
 - (g) to discuss and agree actions to be taken in relation to the quality assurance and monitoring activity of external agencies, including: HEFCE, QAA, Ofsted, PSRBs, NHS, HE Academy, Research Councils, and to monitor follow-up actions as required;
 - (h) to monitor the equality and diversity dimensions of learning and teaching;
 - (i) to receive reports, including annual monitoring reports from Faculty committees as required;
 - (j) to receive reports from the College Assessment Board on its activity and to work with the Board on matters of mutual interest;
 - (k) to report as required to the Academic Board;
 - (l) to set up a sub-structure as required to undertake specific tasks relating to quality assurance and quality enhancement for report back to the Committee. Such a sub-structure to comprise as necessary standing bodies or bodies established for a one-off specific purpose.

11.2 The membership of the College Education Committee shall be:

- (a) a Chair who shall be the Vice-Principal (Education);
- (b) one member nominated by each Faculty and one member to represent the Global Institutes/English Language Centre; a second member to be nominated as an alternate to attend if required
- (c) ex officio members as follows:
 - (i) Director of the Graduate School
 - (ii) Head of Taught Postgraduate Studies
 - (iii) Director of King's Learning Institute
 - (iv) Director of Technology Enhanced Learning
 - (v) Chair of the College Assessment Board
 - (vi) three nominees from the Students' Union

The Committee may co-opt additional staff as necessary.

The following shall be in attendance:

- (a) Director of Students and Education
- (b) Head of Quality and Academic Support
- (c) Director of Student Services
- (d) Director of Library Services and Employability
- (e) Director of Estates and Facilities (or nominee)
- (f) Head of Postgraduate Policy & Operation
- (g) Senior Administrator (Quality Assurance)
- (h) other officers of the College as required

If members cannot attend a particular meeting they can send an alternate to attend in their place. In the case of members representing Faculties and the Global Institutes/English Language Centre the alternate member should be a member of academic staff.

- 11.3 There shall be at least six meetings of the College Education Committee in every academic year.
- 11.4 The Taught Postgraduate Sub-Committee and Students Opportunity and Skills Sub-Committee is established under Regulation 11.1(l) above. The Postgraduate Research Students Sub-Committee is established under Regulation 11.1 (l) above and has a dual reporting line to the College Education Committee and the College Research Committee.

12. College Assessment Board

- 12.1 The College Assessment Board will have specific responsibility for advising the Academic Board on the conduct of the College's assessment processes and for the strategic development of assessment policy. It will conduct its business according to the following terms of reference:
- (a) to ensure that the procedures for the examination and assessment of programmes of study within the College are conducted in accordance with College regulations and in a manner which is fair, impartial and consistent;
 - (b) to advise the Academic Board on matters concerning College examination policy and procedures;
 - (c) to advise the Academic Board and/or College Education Committee on matters concerning quality assurance procedures and on the monitoring of standards as they apply to examination and assessment processes;
 - (d) to formulate policies and strategies on matters of assessment;
 - (e) to design and pilot innovative assessment processes;
 - (f) to receive notice of proposed amendments to examination/assessment regulations and to advise the Academic Board on such proposals;
 - (g) to receive award data and make recommendations on any issues raised;
 - (h) to receive an overview of External Examiners' reports;
 - (i) to receive and scrutinise the annual report from the Research Degrees Examination Board;
 - (j) to receive and scrutinise the annual report from the Examinations Office (to include a report from Personalised Examination Provision Committee);
 - (k) to receive and scrutinise the annual report from Faculty annual reports in relation to assessment issues;
 - (l) to receive and approve the results from the Study Abroad Board of Examiners;
 - (m) to monitor the appointment of all Internal and External Examiners to ensure that Boards are compliant with relevant membership regulations;
 - (n) to report as required to the Academic Board;
 - (o) to liaise with the College Education Committee on matters of mutual interest.
- 12.2 The membership of the College Assessment Board shall be:
- (a) a Chair, nominated by the Chair of the Academic Board;
 - (b) a Deputy Chair, nominated from among the members of the College Assessment Board;

- (c) one member nominated by each Faculty and one member to represent the Global Institutes/English Language Centre; a second member to be nominated as an alternate to attend if required
- (d) the Chair of the Research Degrees Examination Board;
- (e) the Director of Technology Enhanced Learning;
- (f) one member to represent King's Learning Institute;
- (g) one representative from the Students' Union.

The following shall be in attendance:

- (a) Head of Quality and Academic Support
- (b) Senior Assistant Registrar (Examinations)
- (c) Assistant Registrar (Assessment)
- (d) other officers of the College as required

If members cannot attend a particular meeting they can send an alternate to attend in their place. In the case of members representing Faculties and the Global Institutes/English Language Centre the alternate member should be a member of academic staff.

12.3 There shall be at least five meetings of the College Assessment Board in every academic year.

12.4 The governance structure for assessment also includes Assessment Boards, the Research Degrees Examination Board, the Personalised Examination Provision Committee (PEPC) which all report to the College Assessment Board. In addition, Assessment Sub Boards report to Assessment Boards.

12.5 The quorum of a meeting of the College Assessment Board shall be:

- (a) the Chair or Deputy Chair;
- (b) one third of the internal membership of the Board eligible to vote.

13. Assessment Boards

13.1 According to provision within the Faculty, there shall normally be within each Faculty of the College an Assessment Board with responsibility for undergraduate programmes and an Assessment Board with responsibility for taught postgraduate programmes, which includes the taught element of professional doctorate degrees and the options element of the MPhilStud.

13.2 In the cases of undergraduate programmes in Medicine and in Dentistry the Assessment Boards shall have responsibility for ensuring that a Board of Examiners is established for each relevant subdivision or part of the programme of study. Such Boards of Examiners ('Part Boards of Examiners') shall have the status of Assessment Sub Boards.

13.3 An Assessment Board shall be responsible for ensuring that examination and assessment procedures within the Faculty are carried out in accordance with College regulations and those governing the programmes registered within the Faculty, whether at undergraduate or taught postgraduate levels, and in a fair and impartial manner. Assessment Boards will conduct their business according to the following terms of reference:

- (a) to be responsible for ensuring that an Assessment Sub Board is established for each programme of studies registered within the Faculty which leads to an

award and that Internal and External Examiners are nominated to serve on each Assessment Sub Board for which the Faculty is responsible in accordance with College regulations and procedures;³

- (b) to recommend marking schemes for submission to the College Assessment Board;
- (c) to approve the recommendations of the Assessment Sub Boards for which it is responsible for results and awards;
- (d) to consider, on the recommendation of the Assessment Sub Boards, individual student's circumstances as they affect their examination, especially where these concern the final recommendation for an award;
- (e) to consider recommendations for aegrotat applications from Assessment Sub Boards;
- (f) to receive the minutes of the meetings of the Assessment Sub Boards for which it is responsible;
- (g) to receive and consider responses made by the Assessment Sub Boards for which it is responsible to External Examiners' reports;
- (h) to receive reports from the Assessment Sub Boards for which it is responsible on matters concerning examination policy and procedures;
- (i) to endorse applications for suspensions of regulations from Assessment Sub Boards for which it is responsible;
- (j) to report as required to the College Assessment Board on any relevant matters and to report on action taken to address points raised in External Examiners' reports and on those concerning examination policy and procedures as part of the Faculty annual reports to the College Education Committee.

13.4 The membership of an Assessment Board shall normally be:

- (a) a Chair, appointed by the Head of Faculty for a period of three years with a two year extension option to be approved by the Head of Faculty. On completion, a Chair will not normally be eligible for re-appointment until a further two years interval have elapsed;
- (b) a Deputy Chair, appointed by the Head of Faculty from among the members of the Assessment Board in preparation to be the next Chair;
- (c) other members, who shall be the Chairmen of the Boards of Examiners responsible for examining undergraduate/taught postgraduate programmes within the Faculty;
- (d) the Senior Tutor or their nominee may be co-opted into membership as appropriate.

13.5 With the exception of Inspectors appointed under Act of Parliament for examinations leading to registrable qualifications, no persons other than the members and designated administrative staff shall be permitted to attend meetings of any Board of Examiners, except that Assessors may be invited to attend for discussion as required by the Chair.

13.6 The Chair of a Board of Examiners shall be responsible for all arrangements relating to the meetings of examiners. The Chair shall ensure that a proper record is kept of the proceedings and decisions of the Board of Examiners; that the confidentiality of such proceedings and decisions and the record of them are preserved; and that a copy of the confidential record is passed to the Directorate of Students and Education.

³ See Regulation 13.2 above for special provisions for undergraduate Assessment Boards in Medicine and Dentistry.

- 13.7 Subject only to the provisions of Regulation 15.6 below and Regulation 25.25 of A3 *Regulations for taught programmes*, the quorum for any meeting of a Board of Examiners held to determine the final recommendations on examinations/assessment, as specified in Regulation 13.5(c) above for Assessment Boards operating in accordance with Regulation 13.2 above, shall be:
- (a) the Chair or Deputy Chair;
 - (b) the External Examiner(s);
 - (c) one half of the internal membership of the Board eligible to vote.
- 13.8 At all other meetings of a Board of Examiners, the quorum shall be:
- (a) the Chair or Deputy Chair;
 - (b) one-third of the total voting membership (which includes External Examiners for Assessment Boards as constituted according to Regulation 13.8 above).
- 13.9 Decisions of the Assessment Board shall be arrived at by a majority vote of Examiners present and eligible to vote. The Chair shall have an additional casting vote.
- 13.10 An Assessment Board shall meet at least three times in each academic year or as often as may be necessary to conduct its business.

14. Assessment Sub Boards

- 14.1 For each undergraduate and taught postgraduate programme of study leading to an award there shall be an Assessment Sub Board. Where appropriate, programmes should be grouped for convenience under a single named Board of Examiners. Programmes may be taught by more than one Faculty but will be registered with a single Faculty which will have responsibility for the examination of students registered on the programme concerned.
- 14.2 Each Assessment Sub Board shall report in the first instance to the Assessment Board. In the cases of combined or joint honours degrees or those grouped under a single Board (see Regulation 14.1 above), the Board of Examiners shall report to the Assessment Board for the Faculty in which the programme is registered.
- 14.3 Boards of Examiners are appointed annually to act for examinations to be held in the year beginning 1 September, or 1 January for Masters degrees organised on a calendar year basis. The Directorate of Students and Education shall keep a record of the membership of all Boards of Examiners.
- 14.4 An Assessment Sub Board shall be responsible for ensuring that the examination and assessment procedures for the award(s) for which it is responsible are carried out in accordance with the regulations governing the programme(s) and award(s) concerned and other relevant College regulations and in a fair and impartial manner. Assessment Sub Boards will conduct their business according to the following terms of reference:
- (a) to nominate External Examiners for approval by the relevant Assessment Board, or, where relevant, the College Assessment Board;
 - (b) ensure that new External Examiners are briefed on their role and receive an appropriate induction;

- (c) to provide External Examiners with appropriate information relating to the programme of study on an annual basis;
- (d) to be responsible for the setting, scrutiny and approval of examination papers and other assessments for which it is responsible as required by the relevant regulations;
- (e) to determine the final recommendations on examinations/assessments for awards for which it is responsible on:
 - (i) the results of individual examinations/assessments;
 - (ii) the pass lists;
 - (iii) the classification (where appropriate) for each student who is recommended for an award; and
 - (iv) make such recommendations to the relevant Assessment Board;
- (f) to consider cases for reassessment according to the policy determined by the relevant Assessment Board;
- (g) to consider cases made on grounds of illness or other extenuating circumstance affecting a student's examination, including recommendations for aegrotat degrees, deferral of examination/assessment and to make recommendations on such cases to the relevant Assessment Board;
- (h) to advise the relevant Assessment Board and/or body responsible for progression within the Faculty on matters concerning the progression of students within its purview;
- (i) to keep formal minutes, in accordance with College guidance, of the proceedings of each formal meeting of the Assessment Sub Board, including recording the attendance of External Examiners, and of decisions reached, including those concerning individual students and those concerning examination policy and procedures, for report to the Assessment Board;
- (j) to deal with matters raised in External Examiners' reports, respond formally to External Examiners on action being taken in response to their reports and report such action to the relevant Assessment Board;
- (k) to report to the relevant Assessment Board on issues concerning procedural and regulatory matters (for example, appeals against decisions of Assessment Sub Boards, examination irregularities/offences) and action taken in such cases;
- (l) to consider requests for suspension of regulations, as appropriate;
- (m) to meet as often as is necessary to fulfil the requirements given above.

14.5 Where a student has been granted personalised examination provision for a physical or learning disability, the relevant Assessment Sub Board shall not make further allowances/adjustments in light of the condition when considering the student's results. See also Regulation 16.5 below concerning personal examination provision for students following programmes leading to registerable qualifications.

14.6 The membership of an Assessment Sub Board shall normally be, as a minimum:

- (a) a Chair; appointed by the Dean of Faculty/Institute/School for a period of three years with a two year extension option to be approved by the Dean of Faculty/Institute/School. On completion, a Chair will not normally be eligible for re-appointment until a further two years' interval has elapsed;
- (b) a Deputy Chair;
- (c) an Internal Examiner;
- (d) an External Examiner.

The Assessment Sub Board Chair shall not normally also be the programme director.

If an Assessment Sub Board wishes to have more than two External Examiners per Assessment Sub Board, then a request must be submitted to the Chair of the College Assessment Board for approval.

- 14.7 With the exception of Inspectors appointed under Act of Parliament for examinations leading to registrable qualifications, no persons other than the members and designated administrative staff shall be permitted to attend meetings of any Board of Examiners, except that Assessors may be invited to attend for discussion as required by the Chair.
- 14.8 Nominations for Internal and External Examiners serving on an Assessment Sub Board will be recommended by the Board concerned to the relevant Assessment Board on an annual basis. Heads of Departments or other academic divisions will be responsible for nominating Chairs and Deputy Chairs of Assessment Sub Boards of Examiners, and in the case of a newly established Assessment Sub Boards, Internal and External Examiners, to the relevant Assessment Board on an annual basis. In the cases noted at Regulation 13.3 above, the Dean of Faculty/Institute/School will be responsible for such nominations.
- 14.9 The Chair of an Assessment Sub Board shall be responsible for all arrangements relating to meetings of examiners. The Chair shall ensure that a proper record is kept of the proceedings and decisions of the Board; that the confidentiality of such proceedings and decisions and the record of them are preserved; and that a copy of the confidential record is passed to the Directorate of Students and Education.
- 14.10 Subject only to the provisions of Regulations 15.6 below and Regulation 25.25 of A3 *Regulations for taught programmes*, the quorum for any meeting of an Assessment Sub Board held to determine the final recommendations on examinations/assessment, as specified in Regulation 14.4(e) above, shall be:
- (a) the Chair or Deputy Chair;
 - (b) the External Examiner(s) - (main meeting only, the absence of an external examiner at any other meeting will not render it invalid);
 - (c) one half of the internal membership of the Board eligible to vote.
- 14.11 At all other meetings of an Assessment Sub Board, the quorum shall be:
- (a) the Chair or Deputy Chair;
 - (b) one-third of the total voting membership (which includes External Examiners).
- 14.12 Decisions of the Assessment Sub Board shall be arrived at by a majority vote of Examiners present and eligible to vote.
- 14.13 An Assessment Sub Board shall meet at least three times in each academic year or as often as may be necessary to conduct its business.

15. Executive Committee of a Board of Examiners

- 15.1 An Assessment Sub Board or an Assessment Board may establish an Executive Committee to consider urgent, unscheduled business, including but not limited to requests from students for a review of a Board of Examiners' decision and late results.
- 15.2 The membership of an Executive Committee shall comprise of members from the relevant Board of Examiners.

15.3 The quorum for an Executive Committee of a Board of Examiners shall be three, to include the relevant Chair/Deputy Chair. The relevant Chair/Deputy Chair shall have an additional casting vote, where necessary.

15.4 An Executive Committee shall meet as often as may be necessary to conduct its business.

16. Personalised examination provision

16.1 The Academic Board shall prescribe the procedures for consideration of Personalised Examination Provisions for reasons of medical and/or learning disabilities, and for students wishing to sit examinations at an alternative venue.

16.2 The terms of reference of the Personalised Examination Provision Committee (PEPC) shall be as follows:

- (a) to be responsible for ensuring that the alternative examination arrangement procedures are carried out in accordance with the regulations, in a fair and impartial manner;
- (b) to formulate policies and strategies on matters pertaining to personalised examination provisions;
- (c) to keep formal minutes in accordance with College guidance of the proceedings of each meeting of the PEPC, and of decisions reached by the Executive Committee of PEPC for report to the College Assessment Board;
- (d) to meet as often as is necessary to fulfil the requirements given above.

16.3 The membership of the PEPC shall comprise:

- the Chair or Deputy Chair of the College Assessment Board or his/her nominee;
- at least one member from each Faculty/Institute/School, members to be drawn from the Chairs and Deputies of the Assessment Boards;
- the Head of the Disability Advisory Service or his/her nominee;
- the Head of Examinations and Awards or his/her nominee;
- a member of the Faculty of Life Sciences and Medicine, appointed by the Dean of the Faculty of Life Sciences and Medicine, who shall be a medical practitioner.

16.4 The quorum for any meeting of the PEPC shall be five, to include the current Chair or Deputy Chair. The current Chair or Deputy Chair shall have a casting vote, where necessary.

16.5 The terms of reference of the Executive Committee of the PEPC shall be as follows:

- (a) to be responsible for conducting reviews of the decisions of the Application Panel
- (b) to report decisions reached to the PEPC;
- (c) to meet as often as is necessary to fulfil the requirements given above.

16.6 The membership of the Executive Committee of the PEPC shall comprise:

- the Chair or Deputy Chair of the College Assessment Board or his/her nominee;
- at least one member from the Faculty/Institute/School to which each applicant belongs;
- a member of the Faculty of Life Sciences and Medicine, appointed by the Dean of the Faculty of Life Sciences and Medicine, who shall be a medical practitioner.

- 16.7 The quorum for any meeting of the Executive Committee shall be two, to include the current Chair or Deputy Chair and at least one member from the Faculty/Institute/School to which each applicant belongs. The current Chair or Deputy Chair shall have a casting vote, where necessary. The Executive Committee shall consult the Head of Examinations and Awards or his/her nominee, and the Head of the Disability Advisory Service or his/her nominee as and when necessary.
- 16.8 The terms of reference of the Application Panel of the PEPC shall be as follows:
- (a) to consider applications for personalised examination provisions for reasons of learning or medical disability, from candidates registered with the College on first degrees, diplomas, certificates, taught postgraduate programmes (written examination element only) or research degrees;
 - (b) to consider applications for alternative examination venues from candidates registered with the College on first degrees, diplomas, certificates or taught postgraduate programmes;
 - (c) to keep records of decisions reached for report to the PEPC;
 - (d) to convene regularly prior to each application deadline. Further meetings shall be convened as necessary by the Head of Examinations and Awards (or his/her nominee).
- 16.9 The membership of the Application Panel shall comprise:
- the Head of Examinations and Awards or his/her nominee;
 - the Examination Team Manager (Examinations Office) or his/her nominee;
 - the Head of the Disability Advisory Service or his/her nominees.
- 16.10 The quorum for any meeting of the Application Panel shall be two, to include the Head of Examinations and Awards or his/her nominee and the Head of the Disability Advisory Service or his/her nominee. The Application Panel shall consult the PEPC Chair/Deputy Chair, relevant Assessment or Assessment Sub Board Chairs and PEPC medical advisor as and when necessary.

Representations concerning decisions of the Applications Panel of the PEPC

- 16.11 Except as provided below, no decision of a properly convened and constituted Applications Panel of the PEPC (acting in accordance with these and any other relevant College regulations) may be modified.
- 16.12 A decision of the Applications Panel may be reviewed by the Executive Committee of the PEPC if it is satisfied that one or both of the following conditions are relevant and applicable to the request for a review ('representations'):
- (a) where the student has submitted evidence that he/she was unable to divulge before the Applications Panel reached its decision;
 - (b) where there is clear evidence of a significant administrative error on the part of the Applications Panel or that the application was not considered in accordance with the regulations.
- 16.13 Any representation must be submitted in writing, on the form provided for the purpose, and lodged with the Head of Examinations and Awards or his/her nominee. Representations must be made within 7 days of the date the original decision was released. Representations received after this deadline will only be accepted at the

Head of Examinations and Awards or his/her nominee's discretion.

- 16.14 Any representation must be accompanied by independent third party evidence. It is the student's responsibility to obtain all evidence by the deadline for submission. If evidence is in a foreign language, it is the student's responsibility to have it independently translated prior to submission.
- 16.15 At the Head of Examinations and Awards or his/her nominee's discretion any representation may be rejected in the following circumstances:
- (a) that the representation is not made on the relevant form, or that the form is incomplete;
 - (b) that the representation has been submitted after the deadline without a valid reason;
 - (c) that the representation contains no prima facie evidence that either of the criteria detailed in Regulation 16.12 has been met.
- 16.16 If in the view of the Head of Examinations and Awards or his/her nominee's discretion any of these circumstances are applicable the request will not be forwarded to the Executive Committee.
- 16.17 The Head of Examinations and Awards or his/her nominee will arrange for the Executive Committee to meet to consider representations that satisfy Regulation 16.12 above. The Executive Committee shall normally meet within 14 days of the final deadline for submission of PEP applications for the forthcoming examination period.
- 16.18 When considering a request the Executive Committee will determine whether the criteria for a review have been met. Where the criteria have been met and a review is conducted the Executive Committee will decide whether to modify the original decision of the Application Panel or to confirm its original decision.
- 16.19 A written statement of the outcome of the meeting will be provided normally within seven days of the meeting of the Executive Committee, and shall include the reasons behind any decision. The reasons given shall provide the candidate with an adequately detailed and clear explanation of how those reasons were arrived at by the Executive Committee.

17. Research Degrees Examination Board

- 17.1 The Research Degrees Examination Board shall be responsible for the conduct of the final examination of students for the College's research degrees, including the research component of professional doctorates and for the appointment of the examiners for, and the conduct of, the final examination of research degree students. The Research Degrees Examination Board shall operate independently of any academic Department, Division or Faculty/Institute/School. The Board will conduct its business according to the following terms of reference:
- (a) to ensure that the examiner appointment process is informed by the advice of experts, such advice being obtained from Subject Area Boards (SAB)

- established within the College. A SAB shall normally consist of no fewer than four members of staff;⁴
- (b) to ensure that the examiners are expert in the field of the thesis and are able to make an independent assessment of the student;
 - (c) in respect of professional doctorates, to receive notification from the relevant Assessment Board that a student has satisfied all elements of any assessment arising from practical or taught elements of the programme;
 - (d) to ensure that the final examination contributing to the award of the degree is conducted in such a way as to test the thesis against the stated criteria (see Regulation 11 of A4 *Regulations for research degrees*) 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 College Assessment Board.
- 17.2 The membership of the Research Degrees Examination Board shall be:
- (a) a Chair, appointed by the Principal who shall not be the Chair of an Assessment Sub Board for a professional doctorate degree offered by the College nor the Director of the Graduate School. The appointment will be for a period of three years with a two year extension option to be approved by the Chair of College Assessment Board. On completion, a Chair will not normally be eligible for re-appointment until a further two years have elapsed;
 - (b) a Deputy Chair;
 - (c) one representative from each Faculty/Institute/School, each of whom shall be a senior member of the academic and research staff (Professor, Reader, Senior Lecturer, Professorial Research Fellow, Principal Research Fellow, Senior Research Fellow);
 - (d) a representative of the Graduate School.
- 17.3 The Chair of the Research Degrees Examination Board shall receive the preliminary and joint reports of the examiners and consider for approval their recommendations for award on behalf of the Research Degrees Examination Board.
- 17.4 The Research Degrees Examination Board shall meet as often as may be necessary to conduct its business.
- 17.5 The quorum of a meeting of the Research Degrees Examination Board shall be the Chair or Deputy Chair and five other members (see Regulation 17.2 (c) and (d) above).
- 17.6 The Chairs of the Assessment Sub Boards for the College's professional doctorate degrees will be invited to attend when the results of the students on the relevant programme of study are being presented to the Research Degrees Examination Board.
- 17.7 The Chair of the Research Degrees Examination Board shall consider any applications for extensions to the three and six month periods permitted for minor and major corrections, and the discretionary calendar month for further minor amendments, in accordance with the process laid down by the College (see Regulations 14.3, 14.4 and 14.5 of A4 *Regulations for research degrees*)

⁴ For definition of a SAB see the Glossary of terms at Appendix 1.

18. College Research Committee

18.1 The College Research Committee shall conduct its business according to the following terms of reference:

- (a) to advise the College through Academic Board on the development of College strategy and policy affecting research;
- (b) to advise the College through Academic Board on quality assurance and regulatory issues and on the sharing of good practice;
- (c) to identify and facilitate opportunities for interdisciplinary research and inter-departmental, inter-Faculty/Institute/School and inter-institutional co-operation;
- (d) to liaise with Faculty/Institute/School Research Committees (or their equivalent) and other bodies as appropriate;
- (e) to consider research initiatives from HEFCE and other external bodies and the College's response to them;
- (f) to allocate such resources in support of research as the College may from time to time make available to the Committee;
- (g) to monitor the implementation and effectiveness of the College's strategy and policies on research;
- (h) to keep under review the support structures in place for research;
- (i) to report as required to the Academic Board.

18.2 The membership of the College Research Committee shall be:

- (a) a Chair who shall be the Vice-Principal (Research and Innovation);
- (b) Chairs of Faculty/Institute/School Research Committees (or equivalent) plus one member to represent the Global Institutes
- (c) ex officio members as follows:
 - (i) Director of the Graduate School (or nominee)
 - (ii) Director of Research Management (or nominee)
 - (iii) Director of Research Development
 - (iv) Director of Research, King's Health Partners (or nominee)
 - (v) Director of Research Grants and Contracts (or nominee)
 - (vi) Director of Library Services and Employability (or nominee)
 - (vii) Head of Research and Graduate School Support
 - (viii) Chair of the College Research Ethics Committee
 - (ix) a sabbatical officer from the Students' Union
 - (x) two research student members nominated by the Students' Union
 - (xi) two postdoctoral researchers

The Committee may co-opt additional staff as necessary.

The following shall be in attendance:

- (a) Assistant Director of the Graduate School (Researcher Training and Development)
- (b) Head of Arts and Sciences Research Office
- (c) Research Administrator (Research and Graduate School Support)
- (e) other officers of the College as required

If members cannot attend a particular meeting they can send an alternate to attend in their place. In the case of members representing Faculties and the Global Institutes the alternate member should be a member of academic staff.

- 18.3 There shall be at least four meetings of the College Research Committee in every academic year.
- 18.4 Reporting to the College Research Committee are the College Research Ethics Committee and the Postgraduate Research Students Sub-Committee which has a dual reporting line to the College Research Committee and the College Education Committee.

19. Programme Development and Approval Committee

- 19.1 The Programme Development and Approval Committee will consider full programme proposals for recommendation to the Academic Board. It will support and expedite approval processes, and will convene, when needed, virtually to ensure that and will endeavour to clarify and simplify the process of programme approval. The Committee will also consider proposed collaborations with outside partners that might lead to joint awards, partnership programmes or articulation arrangements. It will conduct its business according to the following terms of reference:
- (a) To provide a strategic overview of the development of new programmes at all levels;
 - (b) To support, coordinate and expedite the development and approval of new programmes, including collaborative programmes;
 - (c) To consider for approval outline proposals for new programmes to ensure that such proposals:
 - (i) are consistent with College and Faculty/Institute/School strategic plans
 - (ii) have a sound academic basis
 - (iii) have researched and considered the relevant market
 - (iv) have been fully costed
 - (d) To consider for approval outline proposals for the development of collaborative arrangements and associated programmes with external partners to ensure that:
 - (i) such proposals are consistent with College and Faculty/Institute/School strategic plans and, if appropriate, the College's International Strategy
 - (ii) the academic standing and educational objectives of the external partner are compatible with those of the College and relevant Faculty/Institute/School
 - (iii) consideration is given to reputational and other risks and that such risks can be effectively managed
 - (iv) the external partner operates quality assurance systems that are compatible with UK expectations in relation to academic standards and quality
 - (e) To recommend final approval of full programme proposals and collaborations to the Academic Board;
 - (f) To review new programmes against their original business case at regular intervals after first approval so that the College can learn from the process;
 - (g) To take a strategic view as to the necessity to suspend or withdraw programmes;
 - (h) To review collaborative provision at the point where agreements are due for renewal;
 - (i) To take an annual overview of the College's Register of collaborative programmes to ensure it is always up to date;
 - (j) To solicit annually the views of members of the College Education Committee as to its operational effectiveness.

19.2 The membership of the Programme Development and Approval Committee shall be:

- (a) Vice-Principal (Education) Chair
- (b) One academic member from each Faculty/Institute/School and one to represent the Global Institutes/ ELC
- (c) Director of the Graduate School
- (d) Head of Quality and Academic Support
- (e) Director of Admissions
- (f) Director of External Relations or nominee
- (g) Director of Finance or nominee
- (h) Director of Library Services and Employability
- (i) Representative from Residential Services
- (j) Other staff to be co-opted as necessary

19.3 The Committee will meet four times a year and can convene virtually at other times as required.

C2 Membership and organisation of Faculties

1. A list of the Faculties is given in Ordinance B3.
2. The Faculties shall be responsible under the Academic Board for such administrative and academic matters, including matters concerning Departments and Divisions associated with the Faculty, as may be assigned to them by the Academic Board.
3. The Faculties shall consist of members of the full-time academic staff and full-time research fellows employed within them. The Head of Administration and College Secretary shall maintain a list of members of each Faculty and of members entitled to vote in each Faculty to vote in elections for the Academic Board. No one shall be eligible to vote in elections for the Academic Board in more than one Faculty. Where a person is assigned to more than one Faculty, s/he may choose in which Faculty s/he has the right to vote in elections subject to the approval of the Academic Board.
4. The Academic Board may require the setting up of staff-student committees in Faculties, Divisions or Departments.
5. The Faculties shall from time to time appoint members of the Academic Board in accordance with Regulation 4.13 of C1 *The Academic Board and its sub-structure*.
6. All elections in Faculties shall, when contested, be conducted by secret ballot.
7. The Council shall delegate to the Principal the appointment of one Professor in each Faculty or, where it considers this to be appropriate, another senior member of staff, to be Dean of the Faculty/Institute/School.
8. All appointments to Headships of Faculty shall be for a limited period not exceeding five years.
9. An appointment may be renewed for an additional period or periods of not more than five years.
10. Before making an appointment or reappointment, the Principal shall ascertain the views of the Faculty.
11. The duties of Deans of Faculty/Institute/School will include, inter alia, responsibility for the discipline and organisation of their Faculty. In discharging this responsibility they shall consult members of the staff of their Faculty.
12. In the temporary absence of the Dean of the Faculty/Institute/School the Principal may appoint another member of the staff to be acting Head for such period as they may determine.
13. Appointment to the headship of a Division or Department shall be in accordance with Regulations 7 to 12 above, with the substitution of the word 'Division' or 'Department', as appropriate, for 'Faculty/Institute/School'.

C3 Use of College buildings

1. Accommodation and facilities in the College buildings may be allocated to Faculties, Departments, and administrative departments by the Estates Strategy Committee, to be used for designated purposes. Any proposed change of use shall be submitted to the Estates Strategy Committee for approval.
2. Accommodation shall be allocated to King's College Students' Union for purposes to be agreed from time to time with the Estates Strategy Committee. Permission will be required from the Head of Administration and College Secretary or her/his appointee on each occasion for any use of this accommodation for extra-Collegiate purposes.
3. Notwithstanding Regulation 2 above, the College may, after due notice, use for examination purposes rooms allocated to the Students' Union. The College may, after consultation between the Head of Administration and College Secretary or his appointee and the President of the Students' Union, use such rooms for other College functions when suitable accommodation is not available elsewhere in the College.
4. Nothing in this regulation shall fetter the power of the Principal to exclude any person from access to any property of the College.

D Library Services and Information Technology (IT) regulations

1. Introduction and scope

- 1.1 The aim of these regulations is to help ensure that College Library and IT facilities can be used safely, lawfully and equitably. The issues covered by these regulations are complex and you are strongly urged to read the accompanying guidance document, available in the Policy Zone. This gives more detailed information that you will find useful.

These regulations apply to anyone using the Library and IT sites, services, facilities and resources (hardware, software, data, network access, third party services, online services or IT credentials) provided or arranged by the College

They cover all sites, services, facilities and resources provided or managed by the services including:

- (a) Libraries;
- (b) Archives;
- (c) IT

It is a requirement that all Users of College sites, services, facilities and resources provided or managed by Library and IT Services follow these Regulations. These Regulations reflect the College's commitment to ensuring that its members may work safely and effectively in a community which recognises the rights and responsibilities of the individual to equality, respect and privacy. In addition, users must comply with the relevant policies and procedures detailed in Policy Zone.

For the purpose of these regulations the term 'book' is also used to cover journals, theses, multi-media and all other library materials.

Books supplied on Interlibrary Loan from libraries outside the College are subject both to these regulations and to any other conditions that may be imposed by those libraries.

2 Governance and the primacy of law

- 2.1 All Users are required to use, lawfully at all times College sites, services, facilities and resources provided or managed by Library and IT Services
When using electronic or virtual services you remain subject to the same laws and regulations as in the physical world. It is expected that your conduct is lawful. Furthermore, ignorance of the law is not considered to be an adequate defence for unlawful conduct. When accessing services from another jurisdiction, you must abide by all relevant local laws, as well as those applicable to the location of the service. You are bound by College general regulations when using Library and IT facilities

3 IT specific governance

- 3.1 For IT specifically, you must abide by the regulations applicable to any other organisation whose services you access such as Janet, Eduserv and Jisc Collections. When using services via eduroam, you are subject to both the regulations of the College and the institution where you are accessing services.

Some software licences procured by the College will set out obligations for the user – these should be adhered to. If you use any software or resources covered by a Chest agreement, you are deemed to have accepted the Eduserv User Acknowledgement of Third Party Rights. (See Policy Zone and the IT Intranet for more detail.) Breach of any applicable law or third party regulation will be regarded as a breach of these IT regulations

4 Breaches of regulations

- 4.1 Breach of these regulations by members of the College is covered by B3 *Misconduct regulations*, the College's *Ordinances* and relevant *Human Resources Regulations (academic staff)*, and the College's *Capability and disciplinary procedures (for staff other than lecturers, senior lecturers, readers and professors)*. Breach of the regulations and/or the policies and procedures outlined in these Regulations and specific policies as laid out on the College intranet by any User may result in the exclusion of that individual from any or all College sites, removal from any or all College sites and/or the suspension or cessation of services provided by telephone, email or individually by appointment.
- 4.2 It is a requirement that all Users of College sites, services, facilities and resources provided or managed by Library and IT Services follow all policy, regulations and procedures as written and amended from time to time. These procedures reflect the College's commitment to ensuring that its members may work safely and effectively in a community which recognises the rights and responsibilities of the individual to equality, respect and privacy.

Relevant policies and procedures are available on the College website, notably at: www.kcl.ac.uk/college/policyzone.

- 4.3 The content of these policies and procedures will not be repeated in the *Library Services and Information Technology Services regulations* but are reflected as necessary in guidance notes available for the use of relevant facilities and services.

5. Authority

- 5.1 These regulations are issued under the authority of Academic Board who is also responsible for their interpretation and enforcement, and who may also delegate such authority to other people.
- As a user of College facilities you are deemed to be using the facilities under the governance of these regulations. You must not use the IT or Library facilities in any way that contravenes these regulations or the subsidiary usage and other policies as published by the College
 - You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations. If you feel that any such instructions are unreasonable or are not in support of these regulations, you may appeal to Student Conduct and Appeals Office.

6. Intended use and entitlement

- 6.1 The Library and IT facilities are provided for use in furtherance of the mission of the College for example to support a course of study, research or in connection with your employment by the institution. Use of these facilities for personal activities (provided that it does not infringe any of the regulations, and does not interfere with others' valid use) is permitted, but this is a privilege that may be withdrawn at any point. Use of these Library and IT facilities for non-institutional commercial purposes or for personal gain requires the explicit approval of the Principal or nominated deputy. Use of certain licences is only permitted for academic use and where applicable to the code of conduct published by the Combined Higher Education Software Team (CHEST). <http://www.eduserv.ac.uk/services/Chest-Agreements>

7. Admission

Libraries and Student Computing Rooms

- 7.1 The following are entitled to use all services and facilities provided for use by the Library and IT Services:
- (a) College staff of King's College London;
 - (b) registered students of King's College London.

Other categories and individuals may use the facilities, although some services, notably electronic resources for which there are specific licensing constraints and email, may not be available to them.

Some individuals may have dual entitlement to services, for example being employed as staff and also studying part time. In such cases, only a single account may be valid at any time and the right to designate the most appropriate for the individual is reserved by the Chief Information Officer.

- 7.2 Others requiring access to services must apply to the Director of Library Services and Employability or Chief Information Officer as appropriate.

8 Identity

- 8.1 Users must carry a valid College identity card or library ticket whenever they are using Library and/or IT facilities. They must use it to access libraries or student computing rooms. The card must be presented each time an item is borrowed and whenever it is requested by a member of Library Services staff, a College porter or a member of security staff. Where the photograph is not clear, additional confirmation of identity may be required

- You must take all reasonable precautions to safeguard any IT credentials (for example a username and password, email address, smart card or other identity hardware) issued to you.
- You must not allow anyone else to use your IT credentials. No-one has the authority to ask you for your password, and you must not disclose it to anyone.
- You must not attempt to obtain or use anyone else's credentials.
- You must not impersonate someone else or otherwise disguise your identity when using the IT facilities.

- 8.2 The Director of Library Services and Employability and Chief Information Officer

reserve the right to make a charge for any service or activity provided by Library and IT Services at any time without notice.

8.3 All College Users must present a valid College identity card on arrival at the reading rooms. External users must present two forms of identification, one photographic and one proof of address.

8.4 Users of the Archives will be required to complete a Reader Registration form on their first visit agreeing to abide by the rules governing the use of the Archives. This includes specific conditions with regard to publication. Visitors to the Foyle Special Collections Library are required to sign the visitors' book on arrival.

9 Use of resources: borrowing and reference

Libraries

9.1 Except for items listed in Regulation 3.2 below, a User may borrow books up to the limits specified by the Director of Library Services and Employability.

9.2 The following may not be borrowed:

- (a) journals and law reports;
- (b) abstracting journals and indexing journals;
- (c) items designated as reference or not for loan;
- (d) theses submitted by students of the College. Any User wishing to consult a thesis must first sign an undertaking to respect the author's copyright;
- (e) such other material as specified by the Director of Library Services and Employability.

9.3 No material may be removed from a library without first having been properly issued.

9.4 Books may only be borrowed for the use of an individual User, and may not be passed on to any other person.

9.5 The User to whom a book is issued is individually responsible for its return, undamaged, to the library.

9.6 The User will be charged the replacement cost of any book lost, stolen, damaged or not returned to the library, together with a handling charge per item. Where the User supplies an acceptable copy of the book, the handling charge alone will be made. These charges are levied in addition to any outstanding fines and until they are cleared in full a User may not be allowed to borrow or renew books.

9.7 The User is responsible for notifying the appropriate library immediately if a book is lost or stolen.

9.8 Every book must be returned, or its loan renewed, by the end of the loan period. The renewal of a loan is subject to the book not having been reserved by another User.

9.9 A User who fails to return a book, or renew its loan by the end of the loan period, is liable to pay a fine according to the loan category of the book, as described in the *Library Services charges user guide* regardless of whether a notice has been received.

9.10 A User who owes more than the current fines limit may not be allowed to borrow or

renew books until the debt has been cleared in full.

- 9.11 Students who fail to return all books and clear all debts at the end of their programme will be liable to suspension in accordance with Regulation 5 of B1 *General student regulations*.
- 9.12 Users may make copies of material supplied to them only as allowed under general legislative provisions or by specific licences and contracts.
- 9.13 Where access to information held electronically is provided, it must be used only in accordance with the appropriate licensing and legislative provisions, including the copying, storing, amending and transmission of information.
- 9.14 Users may not make any electronic service provided by Library or IT Services available to any other person who is not entitled to view, access or use it.
- 9.15 It is the responsibility of the individual User to ensure that Library Services have her/his up to date contact details.

E-resources (databases, e-books, and e-journals)

- 9.16 Use of e-resources is governed by supplier terms and conditions which Users accept by making use of the resources.
- 9.17 Passwords issued for use of e-resources, including Shibboleth, may not be shared with any other person.

Archives and Special Collections

- 9.18 Items in Archives and Special Collections may be consulted in designated reading rooms only, the Michael Howard Reading Room for Archives and the Foyle Special Collections Library for Special Collections.
- 9.19 Archives will be retrieved from vaults on receipt of signed application slips. They may not, however, be borrowed and neither closed access storage areas nor vaults may be browsed or made available digitally.
- 9.20 The Director of Library Services and Employability, or designated manager, reserves the right to restrict access to these collections for any reason including the following:
- (a) further use prior to conservation would cause damage to the original;
 - (b) the item is being displayed in an exhibition or being digitised;
 - (c) the collection is un-catalogued;
 - (d) it is covered by the *Data Protection Act* or an access exemption under the *Freedom of Information Act*.

10 Conduct in Library or IT facilities

- 10.1 Mobile phones must be switched to silent at all times. Phones may only be used in accordance with the current Library Zoning Policy.
- 10.2 Smoking and the consumption of hot food and alcohol are not allowed in any area. Hot and cold soft drinks may be consumed so long as they are in non-spill sealable containers. Cold food may be consumed in those areas clearly designated in the current Library Zoning Policy, provided all rubbish is disposed of responsibly. Food and drinks must not be consumed at, or placed on, student computers or other

electrical equipment.

- 10.3 No User may enter or leave the facilities by any entrances or exits other than those designated for the purpose, except in an emergency.
- 10.4 Only official notices approved by local Library or IT managers with responsibilities for sites may be displayed or distributed within libraries or student computer rooms. No flyers, handbills, newspapers or literature of any kind may be distributed without prior approval.

Libraries and Student Computing rooms

- 10.5 Library Services does not accept responsibility for personal belongings and these must not be left unattended at any time or used to reserve seats. Books and personal items left unattended may be removed by library staff, porters or security staff.
- 10.6 Responsibility for the security of laptops loaned within Libraries remains with the person who signs out the laptop until return. Conditions of loans are set out at <http://www.kcl.ac.uk/library/libraries/using/laptops.aspx>
- 10.7 Lockers within library premises must not be used to store un-issued library materials or any material that might be considered illegal, offensive or hazardous. Lockers will be inspected to ensure Users are acting in compliance with this regulation. Those who contravene it will forfeit their material, their locker and any deposit paid. Library Services does not accept any responsibility for materials stored in lockers.

Archives and Special Collections

- 10.8 Because of the uniqueness or rarity of items in the Archives and in Special Collections, the consumption of all food and drink, including water, is forbidden in the designated reading rooms.
- 10.9 Only pencils (not ink or biro) or electronic devices may be used for taking notes.
- 10.10 Neither notes nor electronic equipment may be rested on original materials, and book cradles, cushions and snakes are supplied to facilitate the careful use of materials and should be used as directed by staff.
- 10.11 Self-service photocopying is not permitted but serviced copying and digitisation is available at the discretion of designated staff. The use of digital cameras is also permitted subject to permit and at the discretion of designated staff.

11 Use of the IT facilities and services

Behaviour and Acceptable use

- 11.1 IT facilities are made available to users on a conditional basis. All users of College facilities must comply with the *College Acceptable use policy (IT facilities)*, which additionally incorporates the *JANET Acceptable use policy*.
- 11.2 Unacceptable use includes but not limited to, the following activities (other than for properly supervised and lawful research purposes):
- (a) creating, transmitting, storing or displaying offensive, indecent or obscene material;

- (b) creating, transmitting or displaying of material that deliberately and unlawfully discriminates, or encourages deliberate and unlawful discrimination, on the grounds of race, ethnicity, gender, sexual orientation, marital status, age, disability, political or religious beliefs;
 - (c) creating or transmitting defamatory material or material which risks bringing the College's name into disrepute;
 - (d) obtaining, transmitting or storing material where this would breach the intellectual property rights of another. This includes downloading and file sharing of music, video and image files without permissions and/or appropriate payment to third parties;
 - (e) commercial uses unrelated to the interests of the College;
 - (f) uses of the College email system that is likely to cause annoyance or inconvenience, eg sending unsolicited email chain letters.
- 11.3 Real world standards of behaviour apply online and on social networking platforms, such as Facebook, Blogger and Twitter. You must not cause needless offence, concern or annoyance to others. You should also adhere to College guidelines on social media. You must not send spam (unsolicited bulk email). When mailing to open groups, Users must take care not to disclose the identity and addresses of all members of the group inadvertently to all other recipients
You must not deliberately or recklessly consume excessive IT resources such as processing power, bandwidth or consumables. You must not use the Library or IT facilities in a way that interferes with others' valid use of them.
- 11.4 Deliberate activities with any of the following characteristics:
- (g) waste of staff effort or IT facility resources;
 - (h) corruption or destruction of another User's data or violation of their privacy;
 - (i) use of the IT facilities in a way that denies services to other users;
 - (j) deliberate introduction, execution or transmission of malware;
 - (k) deliberate disabling or compromising of College IT security systems.
- 11.5 Personal use of College IT facilities is permitted on a conditional basis. Personal use must comply with the College's *Acceptable use policy (IT facilities)* and guidance on personal use.
- 11.6 Personal use of the IT facilities should not cause unwarranted expense or liability to be incurred by the College or otherwise impact upon the delivery of services to others through its scale or nature.
- Use of email*
- 11.7 The use of the email system is governed by the terms of the College's *Email policy*.
- 11.8 Standard email accounts will be made available to all students and staff who are properly recorded within the relevant College administrative databases. Certain other groups who are attached to the College may also apply for accounts. These special associate accounts are created and maintained entirely at the discretion of the College.
- 11.9 Messages to circulation lists must be submitted for prior approval according to published College procedures. Moderation is undertaken by appropriate staff in central professional services departments, or within Schools in accordance with

published College guidance.

- 11.10 When mailing to open groups, Users must take care not to disclose the identity and addresses of all members of the group inadvertently to all other recipients. Such a disclosure may breach any duty of confidence owed to these individuals or breach King's College's obligations under the *Data Protection Act*.
- 11.11 Users must in all instances avoid using their College address in ways that are likely to attract excessive or unwanted mail. Users should avoid providing their College email address when using public websites for any purpose other than that of official College business.

Use of the web

- 11.12 Creating and publishing HTML pages (including in the content management system) within the internet domains owned or controlled by King's College London, may only be carried out by Users registered as an Information Provider (IP) or Content Provider (CP) with the IT (requests may be made via the IT Service Desk). IPs and CPs will be required to sign that they have read and understood the *Authoring and publication of website content procedures*.
- 11.13 Other Users may contribute to web applications set up to capture content from those who are not IPs or CPs (for example social networking tools such as blogs and wikis) but must adhere to the general regulations governing the use of IT facilities.
- 11.14 The Principal or nominated deputy will have final authority over the content, presentation and style of any web content appearing within the internet domains owned or controlled by King's College London.
- 11.15 Web pages appearing within the internet domains owned or controlled by King's College London may not be used for the placing and distribution of commercial advertisements except where the Principal or nominated deputy has given agreement explicitly and in writing.
- 11.16 All websites and web applications developed or acquired for use by King's staff, students and stakeholders must meet the W3C guidelines to AA standard and the King's coding standards. In addition the design must be approved by the Marketing Department to ensure consistency of online branding.
- 11.17 All sub-domains of kcl.ac.uk (eg *name.kcl.ac.uk*) must be approved by the Chief Information Officer or nominated deputy.
- 11.18 Authorised Users may only set up a web server on equipment owned by, or situated on the premises of, King's College London or its partner institutions They must also have completed a registration form for each server via IT Services.

Information security

- 11.19 Secure use of the College IT facilities is governed by the *Information security policy*.
- 11.20 Users must use and keep secure their King's username and password.
- 11.21 Users may not:
 - (a) disclose their system passwords to any other person. Those who have a

- legitimate reason to access another User's email account must be given explicit permission by that other User;
- (b) bypass or attempt to bypass any security measures including passwords, firewalls or network protocols;
 - (c) seek to gain access to restricted areas of the King's College London network including accessing or trying to access data which they know or ought to know is confidential;
 - (d) introduce any form of computer virus or carry out any unauthorized access to systems or services (hacking);
 - (e) connect any item of equipment to the College data network, unless fully compliant with the terms and conditions set out in the *Network connection policy*;
 - (f) upload NHS patient data to the College data network unless it is covered by an appropriate information sharing agreement and has Research Ethics/Caldicott sign-off.

11.22 Users must:

- (a) never reveal their password except when logging in. This includes requirements in relation to security which will inevitably be bogus;
- (b) utilize up-to-date anti-virus software;
- (c) ensure that material relating to College business which is created or used outside the College is virus checked before uploading to the College network;
- (d) encrypt personal data as set out in the *Encryption policy*.

11.23 In the event of a theft of any computer equipment or mobile device on which work is carried out connected to College business, Users should inform Estates and Facilities, Information Technology Systems and the Police as soon as possible. Should the equipment include any personal data the Legal Compliance team should also be informed and the College *Data loss and reporting procedure* followed .

11.24 When working remotely, Users must ensure that work relating to College business is password protected and either saved directly onto the College network or transferred to it as soon as possible.

11.25 College information must remain secure when it is away from College premises. Responsibility for data housed on mobile devices (notebooks, laptops, smart cards, USB devices, digital pens, mobile phones etc) rests with the User in control of the device. They should take appropriate measures to secure both the data and the device. If personal data relating to third parties is held on any mobile devices it must be encrypted to the current standard of equivalent.

12 Use of audio visual services

12.1 Audio-visual equipment must only be used in the location in which it is provided. Equipment must always be treated with care.

12.2 Portable media (including memory sticks) that are used on College equipment should be virus free. Users are responsible for ensuring that media are entirely clean.

12.3 Where AV staff are involved in off-air recording or in the duplication of video or audio material and lecture capture, the terms of the College's ERA and Open University licences will be adhered to. Copyright material cannot be dubbed outside the terms of a licence or without the written consent of the copyright holder.

13 Telephony

- 13.1 Telephone accounts are issued to staff subject to the approval of their local budget holder. Budget holders are responsible for call charges from staff extensions and from mobile phones and must approve new line installations and enhanced services such as international calling rights.
- 13.2 Only equipment specified on the IT Services website or of an equivalent specification may be connected to the College telephone network. Requests for specific equipment and/or services from external vendors such as BT, Cable and Wireless, Vodafone should be made via the IT Services service desk.
- 13.3 Misuse of the system includes unauthorised personal phone calls, unauthorised access to other staff members' voicemail accounts and unauthorised auto forwarding of incoming calls to external numbers.
- 13.4 Pincodes issued to Users, for example for teleconferencing or enhanced calling rights, may not be disclosed to others.
- 13.5 Personal use of the telephone system is permitted on a conditional basis and should not cause unwarranted expense or liability to be incurred by the College or otherwise impact on the College by its scale or nature.
- 13.6 The College reserves the right to reclaim the cost of personal calls.
- 13.7 Users may not seek access to the voicemail accounts of other Users without their permission or that of an appropriate line manager.
- 13.8 Auto forwarding of incoming calls to external numbers may only be arranged via IT Services Telephone Services.
- 13.9 All IT users are encouraged to use Microsoft Lync as a cost effective alternative and preferable in most instances to telephony. Lync supports instant messaging, voice communications, conference calls and meetings and much more.

14 Procurement of IT

- 14.1 All IT procurements shall comply with College procurement policies and IT standards. Waivers to the IT standards may be considered by the IT Design Authority. Requests for advice and procurement assistance may be logged with the IT Service Desk. The IT Service desk shall advise the appropriate IT and purchasing staff accordingly.

15 IT Infrastructure

- 15.1 You must not do anything to jeopardise the integrity of the IT infrastructure by, for example, doing any of the following without approval:
 - Damaging, reconfiguring or moving equipment;
 - Loading software on College equipment other than in approved circumstances;

- Reconfiguring or connecting equipment to the network other than by approved methods;
- Setting up servers or services on the network;
- Deliberately or recklessly introducing malware;
- Attempting to disrupt or circumvent IT security measures.

16 Information

- 16.1 If you handle personal, confidential or sensitive information, you must take all reasonable steps to safeguard it and must observe College Data Protection and Information Security policies and guidance, available on the Policy Zone, particularly with regard to removable media, mobile and privately owned devices.
- You must not infringe copyright, or break the terms of licences for software or other material.
 - You must not attempt to access, delete, modify or disclose information belonging to other people without their permission, or explicit approval from the College
 - You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, threatening or discriminatory. The College has procedures to approve and manage valid activities involving such material; these are available on the Policy Zone
 - You must abide by the College's publication policy available on the Policy Zone when using the IT facilities to publish information.

17 Monitoring

- 17.1 The College monitors and records the use of its Library and IT facilities for the purposes of:
- The effective and efficient planning and operation of the Library and IT facilities;
 - Detection and prevention of infringement of these regulations;
 - Investigation of alleged misconduct;
 - The College will comply with lawful requests for information from government and law enforcement agencies.
- 17.2 Designated systems staff may monitor College communications within the terms of the *Regulation of Investigatory Powers Act* and the *Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations*. This will include monitoring telephone, email and internet-traffic data (including sender, recipient, subject, non-business attachments to email, numbers called and duration of calls, domain names of websites visited, duration of visits and non-business files downloaded from the internet) at a network level.
- 17.3 This monitoring does not disclose the content of communications but, for the purposes of maintaining personal privacy, Users should be aware that such monitoring might reveal sensitive personal data about them. For example, if Users regularly visit websites which detail the activities of a particular political party or religious group, then those visits might indicate their political opinions or religious beliefs. By carrying out such activities using King's College London facilities, Users consent to the College processing any sensitive personal data about them which may be revealed.

- 17.4 Individual Users' messages may additionally be subject to access and disclosure for a limited range of legitimate reasons in accordance with the terms of the *Regulation of Investigatory Powers Act*, the *Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations*, the *Data Protection Act* and with due regard to the *Human Rights Act*. These reasons include compelling business need and concerns about breaches of these regulations and of the law. In these circumstances access and disclosure will only be undertaken via the College Legal Compliance Manager. The procedures to be followed are set out in the *IT Security Framework*.
- 17.5 By making personal use of the King's College London communications infrastructure Users signify their agreement to abide by the regulations imposed on its use, and signify their consent to the College's lawful monitoring as outlined above.

Infringing these regulations may result in sanctions under the College's disciplinary processes. Penalties may include withdrawal of services and/or fines. Offending material will be taken down. Information about infringement may be passed to appropriate law enforcement agencies, and any other organisations whose regulations you have breached. The College reserves the right to recover from you any costs incurred as a result of your infringement. You must inform the College's Legal Compliance Manager if you become aware of any infringement of these regulations.

Appendix 1: Glossary of terms

APEL - Accreditation of Prior Experiential Learning

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

Assessment

Sometimes used in place of the word examination to convey a more general usage - for example, 'written examinations and other forms of assessment, including coursework', or may be used interchangeably with the word examination.

Award

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

Bundling

The process by which small related modules are bundled together to form a larger module.

Compensation

The process by which a Board of Examiners (or equivalent) may decide that a strong performance by a student in one part of the curriculum may be used to mitigate a failed or poor performance elsewhere. Compensation across modules is not permitted under the *Regulations for taught programmes*. Compensation across elements within a module is permitted.

Condonement

The process by which a Board of Examiners, in consideration of the overall performance of a student, decides that, without incurring a penalty, a part of the programme that has been failed does not need to be redeemed.

Condoned fail

A fail mark, within a specified range, given to a module where credit is awarded for the module but is non-transferable.

For level 4, 5 and 6 modules where permitted - a mark between 33 and 39 (inclusive).

For level 7 modules where permitted - a mark between 40 and 49 (inclusive).

Compulsory module

A module that must be taken.

Core module

A module that must be both taken and passed.

Co-requisite module

A module that must be taken at the same time as another, specified, module.

Credit

A quantified means of expressing equivalence of learning. Credit is awarded to a learner in recognition of the verified achievement of designated learning outcomes at a specified level.

Under the UK credit system, one credit = 10 notional learning hours (this includes direct contact time, self-directed study and examination).

Dissertation

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

Essay

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

Examination

An assessment or test which is counted towards an award conferred by the College or which is employed as a means of checking a student's progress on a programme of study (also known as summative and formative assessment). General and programme-specific regulations prescribe the conditions under which examinations take place and the methods and timing of assessment.

The term can be used to indicate the methodology employed - for example, 'unseen written examination' - or the test itself - for example, 'the date, time and place of each examination shall be determined by the examiners.'

Examination periods

Examination period 1 = normally the second or third week of January.

Examination period 2 = a period of four weeks normally commencing in May

Examination period 3 = a period of two weeks normally in the second half of August

Exit award

An award, which is available to a candidate unable to meet the credit volume and/or credit level requirements for the award on which they are registered but nevertheless has completed a meaningful period of study and has satisfied the examiners that they have met identifiable learning outcomes.

Formative assessment

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

Introductory module

A module within a programme whose designated level falls below that designated for the level of the programme. It may be a pre-requisite for another module.

Learning outcomes

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

Level

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

Module

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

Nested award

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

Oral examination

An examination of an element of a programme or a module involving oral means of communication and applicable to the whole cohort of students on that programme or module.

Pass mark

Honours Pass: A pass at levels 4, 5 and 6 requires a mark of at least 40.

Masters Pass: A pass at level 7 requires a mark of at least 50.

Pre-requisite module

A module that must be taken and passed before registration on another, specified, module.

Professional practice modules

Designated professional practice components of a programme of study which are assessed on a pass/fail basis only and therefore are not considered when determining a student’s overall classification. Other modules may include professional practice elements but these are assessed using the full range of marks.

Programme of study

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

Qualifying mark

A minimum level of attainment for a specific element of assessment within a module.

Achieving the qualifying mark is a prerequisite of passing the module.

Reassessment

A general term that encompasses any form of examination which is taken again because of failure. General regulations and individual programme regulations prescribe the conditions under which reassessment may take place. The term resit is also used to mean reassessment.

Replacement examination/assessment

A term used to describe an examination or other type of assessment offered to a student who has been prevented from attending or completing an examination or submitting an assessment because of illness or other good cause. Where a replacement is offered the original attempt is annulled. Special conditions apply to replacement examinations, and these are given in Regulation 22 of A3 *Regulations for taught programmes*. Replacement examinations should not be confused with resit examinations or other examinations taken again because of failure.

Resit examination

See Reassessment.

Report

An account of the study of a specified topic based on experiments, observations or review of literature. A relevant bibliography would normally be expected.

Subject Area Board

Subject Area Boards (SABs) have two functions:

- (a) to advise on the expertise and suitability of the nominations of examiners for research degree theses; and
- (b) to check for any potential conflicts of interest the supervisor may have with the nominees (eg collaborations, recent publications, joint grant funding); nominees are also required to state if they know the candidate in any capacity.

The responsibility and final decision on appointment of examiners lies with the Research Degrees Examination Board.

Substitute module

When permitted by a Programme Board of Examiners, a student may substitute a failed non-core, non-compulsory module with another module of equivalent credit weighting and level. The marks gained in the substitute module will be capped at the pass mark and the marks in the original module will not be used in determining the final award classification.

Summative assessment

Assessment which contributes towards the final mark of a module.

Viva voce examination

An examination which may be used to help determine a candidate's overall result in addition to the normal methods of assessment.

Appendix 2: Criteria for degrees

1. All awards

- 1.1 All awards should have regard to the provisions of the QAA's *UK Quality code for higher education* and meet the following requirements specified for King's College London degrees, diplomas and certificates.

2. Undergraduate Certificates (level 4)

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

3. Undergraduate Diplomas and Foundation Degrees (level 5)

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

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

In addition for Foundation Degrees:

- (d) the acquisition of skills relevant to employment.

- 3.2 The achievement of a satisfactory overall standard of assessment which would assess the student's:

- (a) command of an appropriate body of skills and knowledge;
- (b) ability to use a range of techniques to analyse information and propose solutions to problems, especially within a work context;
- (c) ability to communicate effectively information, arguments and analysis; and
- (d) ability to undertake further training to develop existing knowledge and skills;

In addition for Foundation Degrees:

- (e) 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.

4. First degrees (levels 6 and 7)

- 4.1 An academically coherent programme of study, followed over a period of time equivalent to three years full-time¹, or longer where appropriate to the degree and/or subject concerned, which is designed to ensure:

¹ Includes the degrees of Intercolated Bachelor of Science and Bachelor of Medical Science where a one-year programme of study builds on a two-year programme of basic medical sciences at the College or another university in the UK, EU or EFTA.

- (a) academic progress in terms of depth of study;
 - (b) ability to study at an advanced level, to assimilate, assess, interpret and apply information and to communicate effectively.
- 4.2 The achievement of a satisfactory overall standard in a scheme of assessment which tests the student's:
- (a) command of an appropriate body of knowledge and skills;
 - (b) familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
 - (c) capacity for independent and critical thought.
- 4.3 Additional criteria are specified for some first degrees as listed below.

Bachelor of Engineering

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

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

- 4.5 These degrees shall be taught in accordance with curricula that meet the requirements of the relevant Registering Body (General Dental Council, General Medical Council and Health Professions Council). BDS and MB BS degree programmes shall involve not less than 56 months of full-time study, at least the final 33 months of which shall have been undertaken while registered at a College of the University of London except:
- (a) in the case of BDS and MB BS degree courses which are integrated into a combined programme with a BSc or BMedSci degree and a PhD degree, the overall length of the combined programme shall not be less than 93 months of which the final 57 months must be spent at a College of the University of London; and
 - (b) in the case of the accelerated Graduate Entry Programme for the MB BS degrees, when the overall length of the programme shall be not less than 45 months, of which the final 33 months must be spent at a College of the University of London.

Master in Science (MSci)

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

Master of Engineering

- 4.7 The programme of study shall be followed over a period of time equivalent to four years full-time, of which not less than three academic years and two semesters shall be full-time College-based study (which may include a year at another institution of university status), and shall satisfy one or more of the following criteria:
- (a) provide for study of a particular engineering discipline in greater depth than the Bachelor of Engineering;
 - (b) provide for multi-disciplinary study of a range of engineering disciplines;

- (c) provide for study of a particular engineering discipline in depth and incorporate a significant proportion of industrial and business studies as an integral part of the curriculum;

together with all of the following criteria:

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

Master of Pharmacy

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

5. Graduate Certificates and Graduate Diplomas (level 6)

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

6. Postgraduate Certificates (level 7)

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

7. Postgraduate Diplomas (level 7)

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

8. Postgraduate or Professional Graduate Certificate in Education

- 8.1 The Professional Graduate Certificate in Education is at level 6 and the Postgraduate Certificate in Education is at level 7.

9. Postgraduate taught degrees (level 7)

- 9.1 A prescribed programme of study beyond the standard first degree level which assumes the general level of educational competence implicit in the award of a first degree and which extends over a period equivalent to a minimum of one calendar year full-time.²
- 9.2 The programme of study should include as a core element of the programme a research project in a form appropriate to the discipline concerned. At least some part of the curriculum should be concerned with research methods including awareness of ethical issues and, where relevant, health and safety matters.

² 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.

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

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

Master of Clinical Dentistry

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

Master of Public Health

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

Master of Research

9.7 The programme of study shall:

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

10. Research degrees (level 8)

Incorporated into Section A4, *Regulations for research degrees*.

Appendix 3: The Visitor of the College and Office of the Independent Adjudicator

1. The Visitor of the College

- 1.1 The Visitor of the College pro tempore is the Most Reverend and Right Honourable Rowan Williams, Lord Archbishop of Canterbury. The office of 'Visitor' to a university institution is an ancient one, probably dating back in this country to the fifteenth century.
- 1.2 Only the 'chartered' universities (ie those established by Royal Charter) have Visitors, the appointment of whom is a prerogative of the Crown (the Queen in Council).
- 1.3 The function of the Visitor is to act as a final 'court of appeal' or adjudicator in disputes which may arise between members of the institution or between the institution and its members, present - or, in certain circumstances, former. In respect of King's College, the Visitor is appointed by Her Majesty, in accordance with the provisions of the Charter, and he has 'authority to do all those things which pertain to visitors. He shall be empowered to visit the College or any part thereof at such times as he considers appropriate. He shall adjudicate in disputes between members of the College or between the College and one or more of its members on any matters which lie within the jurisdiction of the Visitor if such disputes can be resolved in no other way.'
- 1.4 Prior to January 2005, student members of the College were entitled to petition the Visitor if and when all other appeal mechanisms or channels for the redress of grievance had been fully pursued. However, Part 2 of the Higher Education Act 2004 established a statutory scheme from 1 January 2005, through the Office of the Independent Adjudicator, for the consideration of student complaints and removed the Visitor's jurisdiction in such matters.

2. The Office of the Independent Adjudicator for Higher Education (OIA)

- 2.1 With effect from 1 January 2005, student members of the College have been entitled to ask the OIA to consider any unresolved complaint against the College. The OIA has replaced the Visitor as the final stage of appeal for student complaints. A complainant can bring a complaint to the OIA's office as soon as he or she has exhausted the internal procedures of the College.
- 2.2 In order to bring a complaint the student member will need to obtain a Completion of Procedures letter from the College. This Completion of Procedures letter, together with an OIA application form, needs to be lodged with the OIA's office within three months from the date of the Completion of Procedures letter. A student member will also need to provide grounds for the complaint and copies of any relevant documentary evidence.
- 2.3 The OIA will not deal with a complaint to the extent that the complaint concerns an application for admission to the College, or it relates to a matter of academic judgement, or it is the subject matter of Court or Tribunal proceedings or has been the subject of Court proceedings which have been concluded or it concerns a student employment matter.

- 2.4 An OIA scheme application form can be obtained from the Student Conduct and Appeals Office and may be downloaded from the OIA website: www.oiahe.org.uk
- 2.5 Full guidance on the OIA scheme can also be obtained from the OIA website.

Committee structure 2014/15

