

Academic Regulations 2017/18



IN THIS SECTION

[Compliance](#)

[Admission](#)

[Enrolment](#)

[College Calendar](#)

[Assessment](#)

[Award](#)

[Interruption, withdrawal,
suspension and termination](#)

[Student complaints](#)

[Academic Board and its
sub-structure](#)

Compliance

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

[View more on G1](#)

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

[View more on G2](#)

[View archived Academic Regulations](#)

[View programme specifications](#)

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

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

[View more on G4](#)

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

[View more on G5](#)



IN THIS SECTION

- Compliance
- Admission
- Enrolment
- College Calendar
- Assessment
- Award
- Interruption, withdrawal,
suspension and termination
- Student complaints
- Academic Board and its
sub-structure

Admission

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

[View more on G6](#)

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

[View more on G7](#)

Enrolment

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

[View more on G8](#)

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

[View more on G9](#)



IN THIS SECTION

[Compliance](#)

[Admission](#)

[Enrolment](#)

[College Calendar](#)

[Assessment](#)

[Award](#)

[Interruption, withdrawal, suspension and termination](#)

[Student complaints](#)

[Academic Board and its sub-structure](#)

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



IN THIS SECTION

- Compliance
- Admission
- Enrolment
- College Calendar
- Assessment
- Award
- Interruption, withdrawal,
suspension and termination
- Student complaints
- Academic Board and its
sub-structure

College Calendar

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

[View College Calendar](#)

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

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

[View more on AKC](#)

Assessment

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

[View more on G18](#)

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

[View more on PAA](#)



IN THIS SECTION

[Compliance](#)

[Admission](#)

[Enrolment](#)

[College Calendar](#)

[Assessment](#)

[Award](#)

[Interruption, withdrawal,
suspension and termination](#)

[Student complaints](#)

[Academic Board and its
sub-structure](#)

Award

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

[View more on G20](#)

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

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

[View more on G22](#)

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

[View more on certificates](#)



IN THIS SECTION

[Compliance](#)

[Admission](#)

[Enrolment](#)

[College Calendar](#)

[Assessment](#)

[Award](#)

[Interruption, withdrawal,
suspension and termination](#)

[Student complaints](#)

[Academic Board and its
sub-structure](#)

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

[View more on collaborative provision](#)

Interruption, withdrawal, suspension and termination

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

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

[View more on G26](#)

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

[View more on G27](#)



IN THIS SECTION

[Compliance](#)

[Admission](#)

[Enrolment](#)

[College Calendar](#)

[Assessment](#)

[Award](#)

[Interruption, withdrawal, suspension and termination](#)

[Student complaints](#)

[Academic Board and its sub-structure](#)

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

[View more on G28](#)

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

[View more on G29](#)

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

[View more on G30](#)

Student complaints

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

[View more on G31](#)

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

[View more on OIA](#)



IN THIS SECTION

[Compliance](#)

[Admission](#)

[Enrolment](#)

[College Calendar](#)

[Assessment](#)

[Award](#)

[Interruption, withdrawal, suspension and termination](#)

[Student complaints](#)

[Academic Board and its sub-structure](#)

Academic Board and its sub-structure

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

[View more on G35](#)

Academic Regulations 2017/18

GENERAL ACADEMIC REGULATIONS (G)

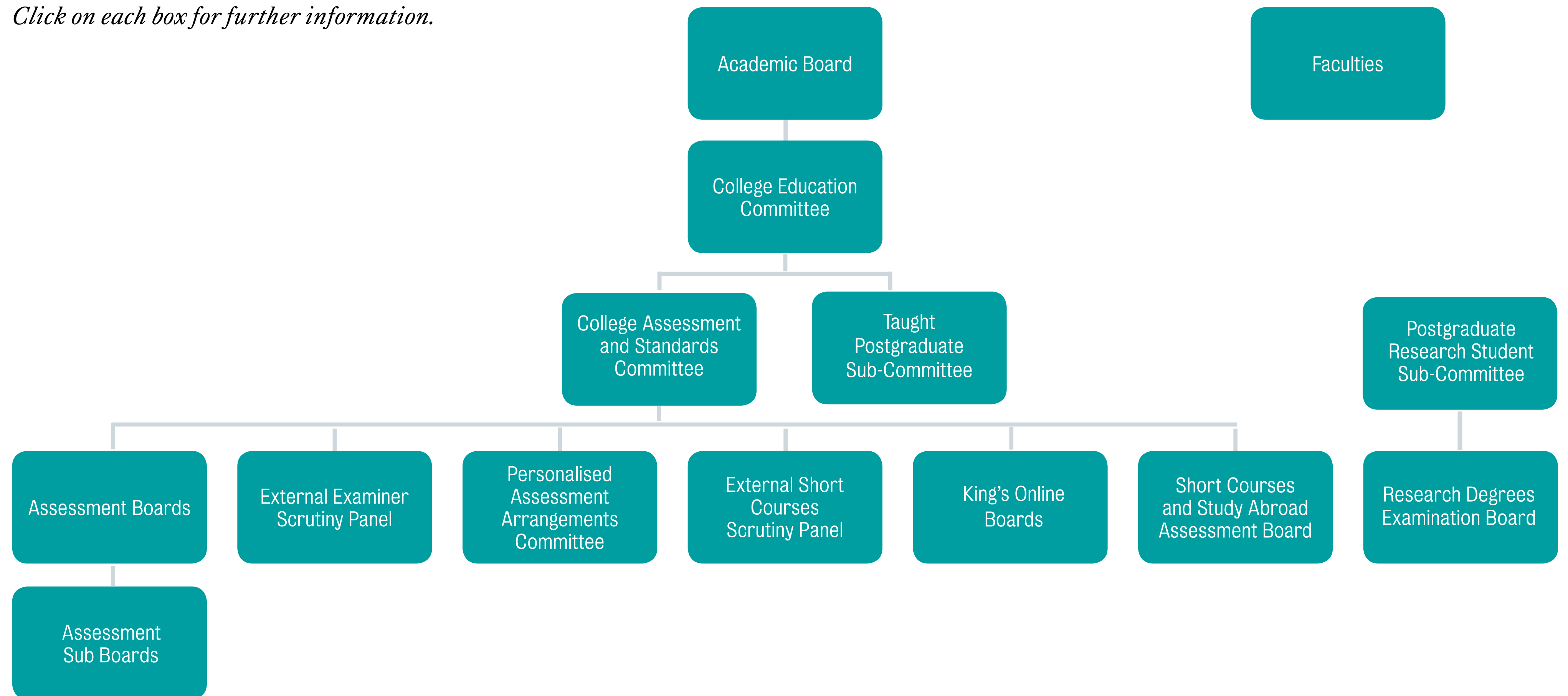
GENERAL ACADEMIC REGULATIONS (G)



IN THIS SECTION

- [Compliance](#)
- [Admission](#)
- [Enrolment](#)
- [College Calendar](#)
- [Assessment](#)
- [Award](#)
- [Interruption, withdrawal, suspension and termination](#)
- [Student complaints](#)
- [Academic Board and its sub-structure](#)

Click on each box for further information.



Quick Links

- [Mitigating Circumstances](#)
- [Student Complaints](#)
- [Student Appeals \(UG & PGT\)](#)
- [Student Appeals \(PGR\)](#)
- [KCLSU Advice](#)
- [Glossary](#)
- [Award Calculator](#)
- [Collaborative Provision](#)
- [Condonement](#)



IN THIS SECTION

[Compliance](#)

[Modules, programmes and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated Masters Degrees](#)

[Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation Degrees](#)

[Masters Degrees \(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and Postgraduate Certificates](#)

[Aegrotat degrees and Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

Compliance

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

[View more on T1](#)

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

[View more on T2](#)

Modules, programmes and progression

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

[View more on T3](#)

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

[View more on T4](#)



IN THIS SECTION

[Compliance](#)

[Modules, programmes and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated Masters Degrees](#)

[Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation Degrees](#)

[Masters Degrees \(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and Postgraduate Certificates](#)

[Aegrotat degrees and Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

T5 Programmes may define specific modules as having special status.

[View more on T5](#)

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

[View more on T6](#)

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

—

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

[View more on T8](#)

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

[View more on T9](#)

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

[View more on T10](#)



IN THIS SECTION

[Compliance](#)

[Modules, programmes
and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated
Masters Degrees](#)

[Undergraduate Certificates,
Undergraduate Diplomas,
Graduate Certificates,
Graduate Diplomas and
Foundation Degrees](#)

[Masters Degrees
\(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and
Postgraduate Certificates](#)

[Aegrotat degrees and
Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

Assessment

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

[View more on T11](#)

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

[View more on T12](#)

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

[View more on T13](#)

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

[View more on T14](#)

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

[View more on T15](#)

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

[View more on T16](#)



IN THIS SECTION

[Compliance](#)

[Modules, programmes
and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated
Masters Degrees](#)

[Undergraduate Certificates,
Undergraduate Diplomas,
Graduate Certificates,
Graduate Diplomas and
Foundation Degrees](#)

[Masters Degrees
\(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and
Postgraduate Certificates](#)

[Aegrotat degrees and
Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

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



IN THIS SECTION

[Compliance](#)

[Modules, programmes
and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated
Masters Degrees](#)

[Undergraduate Certificates,
Undergraduate Diplomas,
Graduate Certificates,
Graduate Diplomas and
Foundation Degrees](#)

[Masters Degrees
\(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and
Postgraduate Certificates](#)

[Aegrotat degrees and
Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

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

[View more on T22](#)

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

—

Off-site study

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

[View more on T24](#)

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

[View more on T25](#)

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

[View more on T26](#)



IN THIS SECTION

[Compliance](#)

[Modules, programmes
and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated
Masters Degrees](#)

[Undergraduate Certificates,
Undergraduate Diplomas,
Graduate Certificates,
Graduate Diplomas and
Foundation Degrees](#)

[Masters Degrees
\(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and
Postgraduate Certificates](#)

[Aegrotat degrees and
Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

Schemes for award

T27 Students who have transferred onto a programme from another institution transfer credits only and the student's classification shall be based entirely upon performance in modules assessed by the College.

T28 All final module marks will be used in the degree algorithm. Where credit has been awarded for a condoned fail, the final module mark will be the highest overall mark achieved. Where a substitute module is taken, the mark from this module is used.

T29 There are no exceptions to the award rules. Boundaries cannot be lowered and exceptions cannot be made.

IN THIS SECTION

[Compliance](#)

[Modules, programmes and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated Masters Degrees](#)

[Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation Degrees](#)

[Masters Degrees \(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and Postgraduate Certificates](#)

[Aegrotat degrees and Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

This scheme applies to Bachelor and Integrated Masters Degrees:

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

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

[View more on T30](#)

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

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

[View more on T31](#) [See also T42](#)

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



IN THIS SECTION

- Compliance
- Modules, programmes and progression
- Assessment
- Off-site study
- Schemes for award
- Bachelor and Integrated Masters Degrees
- Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation Degrees
- Masters Degrees (excluding Integrated Masters)
- Postgraduate Diplomas and Postgraduate Certificates
- Aegrotat degrees and Exit awards
- Mitigating circumstances
- Academic appeals

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

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

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

—

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

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

[See also T42](#)



IN THIS SECTION

[Compliance](#)

[Modules, programmes and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated Masters Degrees](#)

[Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation Degrees](#)

[Masters Degrees \(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and Postgraduate Certificates](#)

[Aegrotat degrees and Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

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

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

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

—

T36 To be eligible for award students require:

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

—

T37 Classifications are indicated by the following overall scores:

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

[See also T42](#)

IN THIS SECTION

[Compliance](#)

[Modules, programmes and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated Masters Degrees](#)

[Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation Degrees](#)

[Masters Degrees \(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and Postgraduate Certificates](#)

[Aegrotat degrees and Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

This scheme applies to Postgraduate Diplomas and Postgraduate Certificates:

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

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

T39 To be eligible for award students require:

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

T40 Classifications are indicated by the following overall scores:

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

[See also T42](#)



IN THIS SECTION

[Compliance](#)

[Modules, programmes and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated Masters Degrees](#)

[Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation Degrees](#)

[Masters Degrees \(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and Postgraduate Certificates](#)

[Aegrotat degrees and Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

Aegrotat degrees and Exit awards

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

[View more on T41](#)

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

[View more on T42](#)

Mitigating circumstances

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

[View more on T43](#)



IN THIS SECTION

[Compliance](#)

[Modules, programmes and progression](#)

[Assessment](#)

[Off-site study](#)

[Schemes for award](#)

[Bachelor and Integrated Masters Degrees](#)

[Undergraduate Certificates, Undergraduate Diplomas, Graduate Certificates, Graduate Diplomas and Foundation Degrees](#)

[Masters Degrees \(excluding Integrated Masters\)](#)

[Postgraduate Diplomas and Postgraduate Certificates](#)

[Aegrotat degrees and Exit awards](#)

[Mitigating circumstances](#)

[Academic appeals](#)

Academic appeals

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

[View more on T44](#)



IN THIS SECTION

[Compliance](#)

[Scope](#)

[Supervision](#)

[Registration](#)

[Progression](#)

[Assessment](#)

[Award](#)

[Academic appeals](#)

Compliance

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

[View more on R1](#)

Scope

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

[View more on R2](#)

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

[View more on R3](#)

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

[View more on R4](#)



IN THIS SECTION

[Compliance](#)

[Scope](#)

[Supervision](#)

[Registration](#)

[Progression](#)

[Assessment](#)

[Award](#)

[Academic appeals](#)

Supervision

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

[View more on R5](#)

Registration

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

[View more on R6](#)

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

[View more on R7](#)

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

[View more on R8](#)



IN THIS SECTION

[Compliance](#)

[Scope](#)

[Supervision](#)

[Registration](#)

[Progression](#)

[Assessment](#)

[Award](#)

[Academic appeals](#)

Progression

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

[View more on R9](#)

Assessment

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

[View more on R10](#)

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

[View more on R11](#)

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



IN THIS SECTION

[Compliance](#)

[Scope](#)

[Supervision](#)

[Registration](#)

[Progression](#)

[Assessment](#)

[Award](#)

[Academic appeals](#)

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

[View more on R13](#)

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

[View more on R14](#)



IN THIS SECTION

[Compliance](#)

[Scope](#)

[Supervision](#)

[Registration](#)

[Progression](#)

[Assessment](#)

[Award](#)

[Academic appeals](#)

Award

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

[View more on R15](#)

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

Pass

Pass subject to minor amendments

Pass subject to major amendments

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

Consideration for a lower, related award

Academic Fail

[View more on R16](#)

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

[View more on R17](#)



IN THIS SECTION

[Compliance](#)

[Scope](#)

[Supervision](#)

[Registration](#)

[Progression](#)

[Assessment](#)

[Award](#)

[Academic appeals](#)

Academic appeals

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

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

Neither appeal process can be used to challenge academic judgement.

[View more on R18](#)