

15. ASSESSMENT OF UNDERGRADUATE AND TAUGHT POSTGRADUATE COURSES

15.1 Scope

These regulations apply to undergraduate and postgraduate taught courses leading to an award of the University.

15.2 Regulatory Framework

- a) Undergraduate and postgraduate taught courses are regulated by University assessment regulations or agreed course-specific assessment regulations.
<https://www.bath.ac.uk/topics/assessment-regulations/>
 - i. The University assessment regulations that apply to a course are specified in the Course Specification.
 - ii. Where a course is regulated by course-specific assessment regulations, these regulations are referenced in the agreed Course Specification.
- b) Detailed policies and guidelines relating to assessment procedures and the conduct of Boards of Examiners are included in the University's Quality Assurance Code of Practice.
<https://www.bath.ac.uk/guides/quality-assurance-code-of-practice/>
- c) The Director of Academic Registry, in consultation with Boards of Studies, may from time to time prescribe the procedure of preparing question papers, invigilation arrangements, and any other matters relating to assessment. These procedures will be published as University Rules.
<https://www.bath.ac.uk/publications/rule-2-conduct-of-examinations/>

15.3 Assessment Procedure

- a) A Board of Examiners for Units will be responsible for determining the marks achieved by students taking units under its academic authority.
- b) External examiners will be involved in agreeing the marks for any final assessments. Final assessments are defined as those assessments the results of which count in determining the award or the level of the final award (Degree, Diploma or Certificate of the University).
- c) Examinations will be conducted by a Board of Examiners for Units and will be subject to the provisions of Ordinance 15.
- d) All examinations will be conducted in English unless otherwise specified. All other forms of assessment will be submitted in English unless the Board of Studies approves a presentation in another specified language.
- e) Unit results will be forwarded to the appropriate Board(s) of Examiners for Courses. Boards of Examiners for Courses will assess the performance of each student and will make recommendations to the appropriate Board of Studies concerning the progress of each student, conferment of awards, and classification of awards, taking account of individual mitigating circumstances as appropriate. These recommendations will be based on the impartial application of the relevant assessment regulations. In the case of students who have failed to satisfy the criteria for progression, a Board of Examiners for Courses will specify any supplementary assessment that will need to be successfully completed.

- f) External examiners will be involved in reaching all decisions relating to the conferment of awards and the determination of final degree classifications.
- g) Boards of Studies will consider the recommendations of the Board of Examiners for Courses and will approve decisions on progression, the conferment of awards and the classification of awards by the authority of Senate. Boards of Studies will be responsible for the publication of their decisions.

15.4 Academic Integrity

- a) Any student who is requested by their Director of Studies to do so must provide an electronic version of a piece of work to be assessed, selected by the Director of Studies, for submission to a plagiarism detection service of the Director of Studies' choosing.
- b) Students will be required to make an appropriate declaration regarding the academic integrity of their work when they submit a piece of work to be assessed.

15.5 Individual Mitigating Circumstances

- a) A student who wishes any individual mitigating circumstances to be taken into account by the Board of Examiners for Courses should notify the appropriate Director of Studies no later than three working days after an individual assessment is due to be completed, or, for multiple assessments, no later than three working days after the end of a formal assessment period. Evidence will be required.
- b) Where individual mitigating circumstances exist prior to the assessment period, students will normally be expected to have notified the Director of Studies of those circumstances before the start of the assessment period.
- c) The University's principles and procedures for dealing with IMCs and assessment are set out in relation to the University assessment regulations.
[Assessment regulations \(bath.ac.uk\)](#)
- d) Guidance for IMCs is set out on the University website.
<https://www.bath.ac.uk/guides/individual-mitigating-circumstances-imcs/>

15.6 Appealing an Academic Decision

- a) A student may appeal against a Board of Studies' decision on any of the grounds listed in Regulation 17. Regulation 17 outlines the appeal procedures to be adopted in such a case.
- b) Guidance for appealing an academic decision is set out on the University website.
<https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/>

15.7 Maximum Period for Completion of Study and Assessment for undergraduate courses

- a) Undergraduate courses have a maximum period during which students must complete all study and assessment.
- b) The maximum period for completion of study and assessment for undergraduate courses regulated by Undergraduate Assessment Regulations (UGAR) is the length of the course as specified in the course specification plus two years.

- c) The maximum period for completion of study and assessment for undergraduate courses not regulated by UGAR is normally the length of the course specified in the course specification.
- d) Any individual pattern of study and/or assessment considered for approval by a Board of Studies must fall within the provisions of this regulation.
- e) When calculating a student's position in relation to the maximum period for completion of study and assessment, any whole academic year (or whole twelve-month period, or as necessitated by the structure of a thin-sandwich course an equivalent pre-arranged period or periods not exceeding twelve months) for which a period of suspension of study has been granted will not be counted.
- f) For the purposes of this regulation, decisions to grant or deny requests to transfer from one course to another are considered to be made at the University's discretion. Where a transfer between courses is permitted, the period already elapsed in the former course will be counted as elapsed in the latter course at the point of transfer. A transfer between courses subject to different maximum periods may only be permitted in accordance with the following provisions:
 - i. a student who transfers to a longer course may only subsequently transfer back to a shorter course if the latter can be completed within its maximum period.
 - ii. a student who, at the point of being considered for transfer from a longer course to a shorter course, would be able to complete either within the respective maximum period, must accept the limit of the maximum period for the latter course.
 - iii. a student who, at the point of being considered for transfer from a longer course to a shorter course, would be able to complete the longer course within its maximum period but would not be able to complete the shorter course within its maximum period, may be permitted to transfer and to complete the shorter course within the longer maximum course.
 - iv. a student who, at the point of being considered for transfer, would not be able to complete the current course within its maximum period, will not be permitted to transfer and will only be eligible to be awarded any exit award available from the current course.
- g) A Board of Examiners for Courses considering a student's eligibility for a final award may determine that an award from a Designated Alternative Course be made without consideration of the maximum period specified for that course.
- h) A Board of Studies may make a recommendation to Senate to agree specific arrangements for any student who might be deemed, for good reason, to be unable to meet the terms of the regulation.

15.8 Maximum Period for Completion of Study and Assessment for postgraduate taught courses

- a) Postgraduate taught courses have a maximum period during which students must complete all study and assessment.

- b) The maximum period for completion study and assessment for courses regulated by Postgraduate Taught Assessment Regulations (PGTAR) is the maximum period of study specified in those regulations.
- c) The maximum period for completion study and assessment for courses regulated by New Framework for Assessment: Assessment Regulations Phases 2 & 3 for Postgraduate Taught Programmes (NFAAR-PGT) is normally the length of the course specified in the course specification.
 - i. A student whose course is regulated by NFAAR-PGT may apply to extend their registration for a period of up to twelve months in order to complete outstanding assessment. The Board of Studies may grant such an extension once only.
 - ii. Each application must be considered by the Director of Studies for the course on its merits. The following will not normally be acceptable as grounds for permitting extension of registration:
 - issues more properly addressed by means of suspension of studies.
 - lack of progress/attendance on the part of the student.
 - iii. A student who during their period of extended registration requires continued supervision and use of University facilities at a reduced level will pay a continuation fee.
- d) The maximum period for completion of study and assessment for courses not regulated by PGTAR or NFAAR-PGT is normally the length of the course specified in the course specification.
- e) Any individual pattern of study and/or assessment considered for approval by a Board of Studies must fall within the provisions of this regulation.
- f) A Board of Examiners for Courses considering a student's eligibility for a final award may determine that an award from a Designated Alternative Course be made without consideration of the maximum period specified for that course.
- g) A Board of Studies may make a recommendation to Senate to agree specific arrangements for any student who might be deemed, for good reason, to be unable to meet the terms of the regulation.

15.9 Suspension of Studies (Postgraduate Taught Courses ONLY)

- a) A student on a postgraduate taught course may apply to suspend their studies for a period of up to 12 months.
- b) Each application must be considered by the Director of Studies for the course on its merits and will not normally be granted for reasons other than the following:
 - i. A serious or incapacitating injury, illness, or medical condition (or a sudden, marked deterioration in an on-going or longer-term condition), or an emergency operation.

- ii. Significant disruption of personal life including maternity, paternity, childbirth and, in the case of part-time students only, pressure from other business/employment.
 - iii. Election as a Students' Union Officer.
 - iv. To attend a work placement or internship opportunity.
- c) Appropriate corroborating evidence (such as a medical certificate) will normally be required in support of requests for suspension.
 - d) Approval will not normally be given for retrospective requests for suspension.
 - e) Approval will not normally be given for periods of suspension totalling more than 12 months during a candidate's total period of registration.
 - f) No fees shall be charged during a period of approved suspension of studies, neither, where applicable, will stipend/maintenance payments be paid.

15.10 Constraints on publication of work (Postgraduate Taught Courses ONLY)

- a) Any constraint on publication of a dissertation/project must be approved by the relevant Board of Studies.
- b) If constraint relates to a period of confidentiality longer than three years, the Board of Studies decision must be reported to Senate.

Amendments to these Regulations are approved by Senate.

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