

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 (<https://www.bath.ac.uk/topics/assessment-regulations/>) or agreed course-specific 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 regarding the progress of each student, granting 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 granting of awards and the final degree classifications.
- g) Boards of Studies will consider the recommendations of the Board of Examiners for Courses and will approve decisions on progressions, the granting and the classification of awards by the authority of Senate.
- h) No student shall be treated as having completed a particular course of study unless the student shall have complied with such conditions as the Senate may from time to time prescribe with relation thereto.

15.4 Academic Integrity principles

- a) Students are expected to commit to, and maintain, high standards of academic honesty and integrity, respecting the work and originality of others throughout their course of study.
- b) The University aims to ensure that every student's attention is clearly drawn from the outset, and wherever applicable throughout their course of study, to the nature of academic misconduct, the consequences of detection and the penalties that will follow.
- c) Students will be offered advice and guidance on academic misconduct in course handbooks and through information on the university website and resources.
- d) Students are responsible for maintaining their understanding of the meaning of, and rules defining, academic misconduct and its consequences, set out in Regulation 19, throughout their course of study.

15.5 Academic Integrity requirements

- a) Students registering for the first time are required to undertake mandatory academic training and pass the Academic Integrity Test within a defined initial period. The defined period starts with initial registration and ends at the first progression point encountered thereafter (or at the point of award if the course does not have progression points).
- b) Students who fail to pass the test by their next progression point will not be permitted to progress to the next stage of their course of study or, in the case of students in their final year or on a one year or shorter course, to be granted their award.
- c) Students are responsible for the accuracy and authenticity of the sources they have cited and referenced in their work before it is submitted for assessment.
- d) Students will be required to make a statement when they submit a piece of assessed coursework in either hard or electronic copy, that the work is their own.
- e) 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 similarity checking service for which the University has an institutional subscription.

15.6 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 submit a claim by the appropriate deadline.
- b) Depending on the nature of the claim, the University may require evidence.
- c) The deadlines for submitting claims for individual mitigating circumstances relating to examinations are those published on the University website (<https://www.bath.ac.uk/guides/individual-mitigating-circumstances-imcs/#making-a-claim>)
- d) The deadline for submitting claims for individual mitigating circumstances relating to coursework and practical assessments is no later than 3 working days after the assessment was due to be completed.
- e) A claim for individual mitigating circumstances submitted after the appropriate deadline may exceptionally be considered where a student could not reasonably be expected to submit on time. This is at the discretion of the University. Claims must in all cases be submitted in time for consideration by the appropriate Boards of Examiners.
- f) The University's principles and procedures for dealing with individual mitigating circumstances and assessment are set out in relation to the University assessment regulations (<https://www.bath.ac.uk/topics/assessment-regulations/>)
- g) Guidance on individual mitigating circumstances, including how to submit a claim, is published on the University website (<https://www.bath.ac.uk/guides/individual-mitigating-circumstances-imcs/>)

15.7 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 (<https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/>) is set out on the University website.

15.8 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) A student's position in relation to the maximum period for completion of study and assessment will also apply in the event of a transfer from one course to another at the University. A student can ask, but does not have the automatic right, to transfer and decisions to grant or deny requests to transfer will 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 a 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.

15.9 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 completions 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.
- 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 scheme of study and 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.

Suspension of study

15.10 Suspension of Studies (generally applicable)

- a) A student's studies may be suspended, which means that there is a formal pause in the student's studies during which they are not required to attend, engage with their studies or progress on their course, except where students have suspended to undertake supplementary assessment.
- b) On returning to their studies, a student is expected to attend, engage with their studies and fulfil the same progression criteria as if they had not suspended their studies.
- c) A student's studies may be suspended for the following reasons:
 - i. as the result of a University decision as set out in regulations or policy;
 - ii. as the result of a University decision due to externally set

requirements (such as funding agency or visa rules), where these apply;

- iii. to undertake supplementary assessment in a course year as set out in assessment regulations;
 - iv. on application by the student for personal reasons
- d) Applications to suspend studies for personal reasons are considered by the Director of Studies (or delegate). The Director of Studies (or delegate) will consider, in consultation with relevant professional services, the conditions under which suspension is approved, the appropriate timing for return to study, how the student will be supported to return to their studies, and any conditions for return the student must meet.
 - e) Tuition fees will be due up to the date of suspension, and tuition fee terms and conditions and guidance set out the refund policy. Tuition fees will not be charged for periods of agreed suspension of study.
 - f) Any outstanding tuition fees must normally be paid before a student is permitted to return to study following a period of suspension.
 - g) Periods of suspension of study may be subject to externally set requirements (such as funding agency or visa rules) where these apply.
 - h) Approval will not be given for retrospective requests for suspension.

15.11 If a student does not intend to return following the agreed period of suspense, a new application for suspense must be made. Provisions of Regulation 3 may apply in cases where a student does not return to study as expected and no such application is made or is not permitted.

15.12 Suspension of Studies (Undergraduate ONLY)

- a) A student on an undergraduate course may apply to suspend their study for personal reasons for a consecutive period of up to 12 months.

15.13 Suspension of Studies (Postgraduate Taught Courses ONLY)

- a) A student on a postgraduate taught course may apply to suspend their studies for personal reasons for a consecutive period of up to 12 months.
- b) Approval will not normally be given for periods of suspension totalling more than 12 months during a student's total period of registration.
- c) No fees shall be charged for a period of approved suspension of studies, neither, where applicable, will stipend/maintenance payments be paid.

15.14 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. Any such amendments are identified above and will take effect from the date shown.

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