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**Regulations for the Degrees of
Master of Chemistry, Master of Computing Science,
Master of Mathematics, Master of Natural Sciences,
Master of Pharmacy and Master of Sciences
(MChem, MComp, MMath, MNatSci, MPharm, MSci)**

1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the award of degrees of Master of Chemistry (MChem), Master of Computing Science (MComp), Master of Mathematics (MMath), Master of Natural Sciences (MNatSci), Master of Pharmacy (MPharm) and Master of Sciences (MSci). For the purposes of these regulations, the degrees of Master of Sciences, Master of Pharmacy, Master of Natural Sciences, Master of Mathematics, Master of Computing Science and Master of Chemistry shall be referred to as Integrated Masters awards.
- 1.2 An Integrated Masters award is a four-year programme of study integrating study to Honours level with the equivalent of one academic year's study (120 credits) undertaken at Masters level. Modules at Honours level will be assessed in accordance with the principles approved within the University Common Course Structure. Modules at Masters level will be assessed in accordance with the principles approved within the University common regulatory framework for Masters level study.
- 1.3 These Regulations apply to full-time students. Where appropriate, these regulations also apply to Visiting or Exchange students at the undergraduate level.
- 1.4 Once published, alterations to these Regulations may be made only with the approval of the Learning and Teaching Committee of the Senate.
- 1.5 All references to Instructions in these Regulations shall refer to the *Instructions to Examiners for Integrated Masters Awards*.

2 DEFINITIONS

Within these Regulations, the following terminology shall apply:

Course	a grouping of modules leading to an award.
Programme Specification	an outline of a course which specifies its content and requirements.
Stage	The equivalent of one year's full time study on a course.
Module	a discrete block of study for which a student enrolls. Each module is classified by its level and its credit value.

Level	<p>modules shall be classified at one of the following levels:</p> <p>(a) Introductory degree level, not normally counting towards the final degree classification, except for a student following a degree course in subjects which are not cognate (level 1);</p> <p>(b) Honours Degree level, counting towards the final degree classification (level 2/ 3). Level 2 modules would normally precede level 3 modules as these may form the pre-requisites or provide a broader context to the subject matter, compared to level 3 modules.</p> <p>(c) Masters Degree level, available only in the final two years of study. Achievement in a Masters level module may be counted towards the achievement of an Integrated Masters award and its final degree classification in the manner set out in the regulations. (level M).</p> <p>In these Regulations, modules assessed at levels 1-3 shall be referred to collectively as <i>undergraduate modules</i>.</p>
Credit	an indicator of the volume of study associated with a module .
Core Module	a module designated as one that forms an essential component of the degree course. Students must attain the pass mark in all modules designated core for their chosen course.
Compulsory Module	a module designated as one which students must take in their chosen course.
Optional Module	a module included within a range of options from which a student must select, subject to the approval of the Board of their School of Studies.
Free Choice Module	a module that may be selected by a student subject to the approval of the Board of their School of Studies.
Mark	marks are expressed as a percentage except for some specified modules or components of modules, where marks may be expressed as Fail/Pass.
Good Cause	sufficient and reasonable grounds to indicate that a student was prevented from taking an examination(s) by factors outside the student's own control.
Delayed First Sit	A deferred assessment opportunity, normally in an examination or course test, granted by the Learning and Teaching Committee where there is evidence that it was not a reasonable examination or course test attempt.

3 GENERAL PRE-CONDITIONS TO THE AWARD OF A DEGREE

In order to qualify for the award of an Integrated Masters degree of the University a student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the degree course. For example, where students have undertaken level 0 study as part of a Foundation year to an Honours Degree programme, students must achieve the pass mark in 120 credits or meet the specific conditions of the University's offer, irrespective of the standard progression requirements as set out below;
- (b) satisfactorily complete a programme of study in accordance with these Regulations and any specific criteria set out in the relevant programme specification;
- (c) present for assessment at the due time;
- (d) satisfy the examiners as prescribed under these Regulations.

4 COURSE REQUIREMENTS

4.1 The University shall:

- (a) publish the lists of modules required or available to students at the appropriate Stage, and may specify other requirements to be met by a student before successful completion of a course;
- (b) publish the form of assessment and reassessment for the modules it offers.

4.2 An Integrated Masters degree course shall consist of:

- (a) 480 credits as specified in the relevant programme specification, divided into four Stages of 120 credits;
- (b) 360 credits of undergraduate modules, 240 credits of which must be taken in Stages 1 and 2, with the remaining 120 taken either in Stage 3 alone, or divided across Stages 3 and 4;
- (c) 120 credits of Masters level modules, which may be taken across Stages 3 and 4 or in Stage 4 alone.
- (d) no more than 40 credits of Free Choice modules (level 0 modules are not allowed to be chosen as Free Choice modules) within Stage 2 and/or 3, where permitted in the relevant programme specification.

4.3 Students (including Visiting and Exchange students) shall be required to enrol on a full-time basis for modules that amount to the credit values specified for each Stage of their course in each academic year. No student may enrol for modules totalling more than 120 credits in any Stage (or academic year) except via concession from the Learning and Teaching Committee of Senate.

5 DURATION OF COURSE

- 5.1 Students must enrol for and complete within four years the course in accordance with the description published by the University.
- 5.2 On the recommendation of the Head of a student's School of Studies, the Learning and Teaching Committee of the Senate may vary or amend the requirements of these Regulations in respect of a particular student. This variation may include the extension, by intercalation or repetition, of a student's period of study for a degree to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.

6 MODULE ENROLMENT

- 6.1 Students are required to enrol formally for each module that they wish to take and must do so by the deadline published by the School offering the module.
- 6.2 A reference in a Regulation to a particular course or module does not mean:
- (a) either that the course or module will necessarily be available in any particular session. The availability of any course or module may be subject to conditions such as the minimum or maximum size of classes, the availability of accommodation and other constraints;
 - (b) or that the module will necessarily be offered to a student. The choice of modules to be taken by a student (other than modules that a student is required to take in a particular Stage of a course) is subject to the approval of the Board of the student's School of Studies as well as approval from the School offering the module.
- 6.3 Within the modules taken in Stages 2 and 3, students shall not take modules totalling more than 120 credits which are wholly assessed by coursework as defined by the Learning and Teaching Committee of Senate. There are no limits on the volume of Masters level modules which are wholly assessed by coursework. Programme specifications for some courses may further restrict the selection of modules wholly assessed by coursework.
- 6.4 Where the course profile permits students to select modules from an options range/Free Choice, students wishing to make or change their module enrolments for a semester must do so by the Friday of Week 4 of that semester. Students wishing to make or change their module enrolments after this date must obtain the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of their School. Fines will be applied for enrolments or enrolment changes made after deadlines.

- 6.5 On the recommendation of the appropriate Course Director, the Head of a student's School of Studies may vary a student's course by permitting that student to take modules which are not included in the specified range of modules. This variation will total no more than 40 credits out of the total number of credits required for the degree. Such variation shall not apply to core or compulsory modules nor to the substitution of a Masters level module or an Honours level module by a module of a lower level, either of which, would require a concession from the Learning and Teaching Committee of Senate.
- 6.6 Only in exceptional circumstances will a student be permitted to repeat a module, i.e. re-enrol for a module in which the student has failed at assessment and reassessment. Such permission may be granted by concession of the Learning and Teaching Committee, on the recommendation of the Board of their School of Studies. In such a case, the mark for the retaken module will count for assessment purposes.
- 6.7 A student may be suspended from a module including a practice placement or from the practice placement element of a module, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is prima facie evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession

7 STUDY ABROAD AND IN INDUSTRY

- 7.1 As a requirement of the degree, a student may spend up to two consecutive semesters at an approved institution in another country or within an industrial setting in the UK provided that no such semester forms part of the student's final Stage of study. The marks obtained from the period of study abroad or in industry may count towards degree classification, in accordance with the requirements specified in the programme specification.
- 7.2 The School may stipulate additional criteria to govern progression to a period of study abroad and shall publish any such criteria in advance.
- 7.3 The Head of School may require a student to transfer from a degree course which includes a required period of study abroad or an industrial placement to a course of otherwise similar content spent wholly in the UK or for which an industrial placement is not required under the following circumstances:
- (a) if the student has failed to meet the criteria stipulated by the School as noted in regulation 7.2;

or

- (b) on the recommendation of a Board of Examiners following a required period of study abroad or placement in industry.

7.4 Where a student has registered on a degree course that does not include a required period of study abroad, but his/her School of Studies offers module(s) under an approved SOCRATES scheme, the student may seek approval from the Head of the School to spend up to two consecutive semesters abroad. This period abroad:

- (a) must constitute a designated SOCRATES exchange administered by the University;
- (b) shall not form part of the student's final Stage of study;
- (c) must include the study of appropriate modules that will fulfil the normal course requirements;
- (d) shall count in all respects towards student's degree in accordance with the description in the relevant programme specification.

8 STUDENT PROGRESS MEETING

There shall be a Student Progress Meeting after each Autumn Semester spent at UEA. The appropriate Board of Examiners or sub-group of Examiners shall review each student's academic progress to date, in accordance with Instruction 4, and:

- (a) refer students whose performance is unsatisfactory to the Head of their School for appropriate academic guidance and advice;
- (b) confirm the marks for any Autumn Semester Visiting or Exchange students. Under these circumstances, the marks thus confirmed cannot be adjusted subsequently by the Module Assessment Board in accordance with Instruction 5.2. Where the Visiting or Exchange student has failed to achieve the pass mark in (a) module(s) studied at UEA, and his/her home institution requires pass marks in all modules undertaken, the Board shall offer the opportunity of reassessment to the student.

9 MODULE ASSESSMENT

9.1 Each module shall be assessed by one of the following methods:

- (a) wholly by coursework (CW modules);
- (b) wholly by examination (EX modules);
- (c) as a project (PR modules);
- (d) wholly by assessment of practice (AP modules);
- (e) by a combination of two or more of the following: course work, examination, project, assessment of practice (WW for modules which include an examination; CP for modules which include a

project and coursework; CA for modules which include coursework and assessment of practice.)

- 9.2 For CP, CA and WW modules at Honours level, the proportion of marks derived from the coursework component shall not be greater than 50%.
- 9.3 The pass mark for undergraduate modules shall be 40.00% unless otherwise stated.
- 9.4 The pass mark for Masters level modules shall be 50.00% unless otherwise stated.
- 9.5 In some modules, candidates may additionally be required:
- (a) to achieve a mark at a minimum specified level in one or more elements within the module in order to obtain a pass in the module as a whole (with the prior approval of the Learning and Teaching Committee of Senate);
 - (b) to attend a minimum specified number of sessions.
- Any such requirements for each module will be set out in the relevant course or module handbook.
- 9.6 Individual modules or components of modules may be assessed on a Pass or Fail basis with the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of the School concerned.
- 9.7 Each module shall be assessed in accordance with the following timetable:
- (a) CW, CP, PR, CA and AP modules: by the end of the semester in which they are studied;
 - (b) EX modules: shall be examined at the end of the Spring Semester;
 - (c) WW modules: the examined element of all WW modules shall be examined at the end of the Spring Semester; the non-examined element by the end of the semester in which the module is studied.
- 9.8 In circumstances where a student has been permitted by the Learning and Teaching Committee of Senate to take a delayed first sit of an examination or course test, the assessment shall be carried out at the earliest appropriate opportunity. This shall normally be the next scheduled sitting of the examination(s) or course test(s) in that module.
- 9.9 There shall be a Module Assessment Board at which the Board of Examiners shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5;
- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, in accordance with Instruction 5.

Prior to confirmation by the Module Assessment Board, all marks shall be regarded as provisional and may be subject to amendment by the Board of Examiners. Where a module is taken over two semesters, the performance of students shall normally be reviewed at the end of the first semester (at the Student Progress Meeting as set out in Regulation 8) and marks confirmed by the Module Assessment Board at the end of the second semester.

10 STAGE ASSESSMENT

10.1 When students have attempted the assessment for modules with a credit total that equates to a Stage as defined in Regulation 2 above and in the programme specification, the Stage Assessment Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall review the module marks and overall performance to date in accordance with Instruction 6. This will normally fall at the end of the academic year.

10.2 The Stage Assessment Board shall consider:

- (a) the confirmed marks awarded by Module Assessment Boards for modules attempted by students registered in its School, and confirm whether students should be referred to reassessment or progress to the next Stage or to Final Assessment as appropriate;
- (b) any extenuating circumstances reported by staff and/or students in accordance with Regulation 15.

10.3 The Board of Examiners shall, in accordance with Instruction 6, confirm that a student has satisfactorily completed the Stage where the student has achieved the following results at the appropriate Stage of their registered course:

- (a) For **Stages One, Two and Three** of the Master of Pharmacy
 - (i) an overall aggregate for the whole of the Stage of at least 40.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass in all modules designated core for the course.
- (b) For **Stages One, Two and Three** of the Master of Computing Sciences, Master of Mathematics, Master of Natural Sciences

and the Master of Sciences in the School of Environmental Sciences

- (i) an overall aggregate for the whole of the Stage of at least 60.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (c) For **Stages One and Two** of the Master of Sciences in the School of Biological Sciences
- (i) an overall aggregate for the whole of the Stage of at least 60.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (d) For **Stages One and Two** of the Master of Chemistry (except for courses with a required period of study abroad or year long industrial placement)
- (i) an overall aggregate for the whole of the Stage of at least 50.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (e) For **Stages One and Two** of the Master of Chemistry with a required period of study abroad or year-long industrial placement
- (i) an overall aggregate for the whole of the Stage of at least 55.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (f) For **Stage Three** of the Master of Sciences in the School of Biological Sciences and the Master of Chemistry
- (i) an overall aggregate for the whole of the Stage of at least 50.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.

- (g) for the **Year Abroad** or **Year in Industry** Assessment, the criteria set out above, or a pass where the year is assessed on a pass / fail basis.
- (h) for all courses at the final Stage (**Stage Four**):
 - (i) an overall aggregate of at least 50.00% in Masters level modules undertaken;
 - (ii) at least the pass mark in all modules designated core for the course;
 - (iii) at least the pass mark in any undergraduate module attempted at the final Stage;
 - (iv) at least the pass mark in at least 80 credits of Masters level modules (which may be attempted across Stage Three and final Stage combined);
 - (v) a module mark of at least 45.00% in a further 40 credits at Masters level (which may be attempted across Stage 3 and Final Stage combined).

In considering students under this Instruction, the Board of Examiners may exercise a limited amount of discretion to permit progression where the student's failure to complete a Stage satisfactorily is within bounds stipulated by the Instruction 6.3.3(a).

Visiting / Exchange students

The Board of Examiners does not consider whether students may progress (as this is regulated by the students' home institutions), but shall review the marks achieved by Visiting / Exchange students and confirm whether they have achieved the same standard of satisfactory completion in accordance with 10.3 above and report this to the students' home institutions.

In the event that a Visiting / Exchange student has not achieved the pass mark in (a) module(s) for which they have enrolled and the home institution requires the pass mark to be achieved in all modules, the Board of Examiners shall offer the opportunity of reassessment in all failed modules.

- 10.4 In the event that a student has not completed a Stage satisfactorily, the Board of Examiners shall recommend a transfer to an Honours degree course or Ordinary degree course for which the requirements have been met or shall offer the option of reassessment in any failed modules. The Board of Examiners may not offer the option of reassessment where a student has passed a module, but has not met the higher progression threshold for an Integrated Masters programme. Where the option of reassessment is offered, the student may:
- (a) either undertake reassessment; or
 - (b) request a transfer to an Honours degree course or Ordinary degree course for which the requirements have been met,

- subject to the agreement of the appropriate Course Director; or
- (c) withdraw from the course and receive an award where appropriate (in accordance with Regulation 14).

11 REASSESSMENT

- 11.1 Each module shall be reassessed by a method published by the School and which is compatible with the overall learning outcomes of the module.

Where passing a module depends on passing specific elements within that module, reassessment shall include all such failed elements.

- 11.2 A student may be reassessed in a module or an element within a module on one occasion only.

- 11.3 Reassessment for each module shall normally be completed:

- (a) either by the end of the ensuing Summer Vacation in accordance with a timetable specified by the University;
- (b) or, in respect of AP and CA modules, by timescales prescribed by the Board of Examiners;
- (c) or, where the Learning and Teaching Committee has approved a delayed first sit of an examination or course test (Instruction 13), at the next scheduled sitting of the examination(s) or course test(s) in that module in accordance with Regulation 9.8.

11.4 Module Reassessment

In respect of reassessed students, there shall be a Module Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5;
- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, as set out in Instruction 5.

11.5 Stage Reassessment

There shall be a Stage Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall consider the confirmed marks achieved at reassessment and:

- (a) consider whether students should progress to the next Stage or Final Assessment (with reference to the academic requirements for completing the Stage, as set out in Regulation 10.3 and

Instruction 6) or alternatively, take one of the courses of action set out in Instruction 8.4;

- (b) consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 15, in respect of students in this Stage of their study;
- (c) perform all the duties of a Stage Assessment Board in respect of students who have undertaken a delayed first sit.

12 FINAL ASSESSMENT

There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all students after their final Stage of study. The Final Assessment shall be carried out by the appropriate Board of Examiners with the external examiner(s) in attendance and in accordance with the Instructions to Examiners. The examiners shall receive the results of all Assessments and Reassessments of modules which count towards the degree and shall:

- (a) perform the duties of a Stage Assessment Board for Final Stage students in accordance with Regulation 10 and Instruction 9.2, including the referral of students to reassessment where appropriate;
- (b) consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 15;
- (c) recommend to Senate the conferment of awards to all students who have met the requirements of their course as specified in the programme specification and the standards laid out in the Instructions to Examiners;
- (d) in respect of students who have met the requirements of their course as well as any other requirements specified in the programme specification, rank such students in three classes, the second class being in two divisions, in accordance with Instruction 9.

13 FINAL REASSESSMENT

13.1 There shall be a Final Reassessment Board at which the appropriate Board of Examiners shall review the marks achieved at reassessment and:

- (a) determine whether the Final Stage students have satisfactorily completed the last Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 10 and Instruction 9.2) and accordingly, perform all the duties of a Final Assessment Board in respect of Final Stage students, in accordance with Instruction 10;
- (b) consider any extenuating circumstances reported by staff and/or students in accordance with Regulation 15;
- (c) perform all the duties of a Stage Assessment Board in respect of

Final Stage students who have undertaken a delayed first sit;

- (d) where applicable, consider the eligibility of the student for another award under Regulation 14.

14 CONSIDERATION FOR OTHER AWARDS

14.1 Where a student withdraws, or is withdrawn, from any Stage of an Integrated Masters award, or is not recommended for an Integrated Masters award following Final Assessment or Reassessment, the Board of Examiners shall consider the student's eligibility to receive:

- (a) any Honours Bachelor's Degree or an Ordinary Degree for which they have fulfilled the requirements (including students who fulfil the requirement for an Integrated Masters award but who wish to be considered instead for an Honours Bachelor's or Ordinary Degree);
- (b) a discretionary recommendation for any Honours Bachelor's Degree or Ordinary Degree for which the student does not fulfil the normal published requirements, but for which the Board resolves that an Integrated Masters award student should be eligible for recommendation;
- (c) either the Certificate of Higher Education or the Diploma of Higher Education as set out under Instructions 6.4 and 6.5.

14.2 In all circumstances, a student shall not be permitted to count any credit achieved while studying for an Integrated Masters award towards more than one qualification.

15 CONSIDERATION OF MEDICAL EVIDENCE / EXTENUATING CIRCUMSTANCES

15.1 Examiners should take account only of factors which are formally reported, by a deadline to be published by the School, in one of the following ways:

- (a) a student (or a third party authorised by the student) may report in writing to the Head of their School any factors affecting themselves;
- (b) a member of academic staff or the Director of University Services (Learning and Teaching) may, with agreement from the student, report in writing to the Head of a student's School any factors concerning the performance of that student in any part of an assessment for a course or module.
In either case, the Head shall pass this information to the Chair of the appropriate Board(s) of Examiners before the examiners' meeting(s).

15.2 Boards shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Board. Where circumstances are particularly sensitive, students may ask the Head of School to limit disclosure of the information. In such cases, the

Head of School shall consult the Chair of the appropriate Board(s) of Examiners.

16 GOOD CAUSE / DELAYED FIRST SITS

If a student is absent from an examination or course test, the Head of the student's School shall consider whether there appears to be sufficient evidence on which to recommend and seek a ruling of Absence with Good Cause from the Learning and Teaching Committee of the Senate.

Additionally, the Head of a student's School may recommend and seek approval for a Delayed First Sit where a student has attempted and failed an examination or course test and where there appears to be sufficient evidence that notwithstanding the student's attendance at the examination or course test it was not a reasonable assessment opportunity.

In each case, the Head of School shall inform the Chair of the appropriate Board of Examiners whether a recommendation for Good Cause or a Delayed First Sit has been made, as well as the decision of the Learning and Teaching Committee of the Senate. The Chair shall draw each case to the attention of the Board under Instruction 13.

In accordance with Instruction 13, students who have been absent with Good Cause or for whom a Delayed First Sit has been approved shall normally be required to take the examination(s) or course test(s) covered by the ruling at a time to be stipulated by the Board of Examiners. Such rescheduled examination(s) or course test(s) shall be regarded as the student's (delayed) first sit.

17 DISCLOSURE OF RESULTS

- (a) the deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see regulation 17 (d) below);
- (b) examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;
- (c) students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- (d) as part of an informal or formal Academic Appeal or Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the

discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.

**Instructions to Examiners
for the Degrees of Master of Chemistry, Master of Computing
Science, Master of Mathematics, Master of Natural Sciences,
Master of Pharmacy
and Master of Sciences
(MChem, MComp, MMath, MNatSci, MPharm, MSci)**

1. GENERAL PROVISIONS

- 1.1 These Instructions should be read in conjunction with the Regulations that govern the awards of degrees of Master of Chemistry (MChem), Master of Computing Science (MComp), Master of Mathematics (MMath), Master of Natural Science (MNatSci), Master of Pharmacy (MPharm) and Master of Sciences (MSci) (hereafter 'the Regulations'). For the purposes of these Instructions, the degrees of Master of Sciences, Master of Pharmacy, Master of Natural Sciences, Master of Mathematics, Master of Computing Science and Master of Chemistry shall be referred to as Integrated Masters awards.
- 1.2 These Instructions apply to full-time Integrated Masters students. Where appropriate, these Instructions also apply to Visiting or Exchange students associated with these courses.
- 1.3 Alterations to these Instructions may be made in line with any changes to the Regulations and only with the approval of the Learning and Teaching Committee of the Senate.

2. THE BOARD OF EXAMINERS

2.1 MEMBERSHIP OF BOARDS OF EXAMINERS

- (a) The membership of Boards of Examiners must be approved by the Learning and Teaching Committee of the Senate. The membership shall comprise a Chair, external examiner(s) appointed by the University and academic staff having a major responsibility for teaching and/or assessment of the modules or the course under consideration. There shall be a Secretary to the Board of Examiners, appointed by the Director of University Services (Learning and Teaching).
- (b) With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a sub-group of examiners which shall include the Chair (or Deputy Chair) of the Board and at least one other internal examiner. References in these Instructions to the Board of Examiners shall in all cases except the Final Assessment Board be taken as including a sub-group.
- (c) All members of a Board of Examiners (or one of its sub-groups) are required to attend unless their absence has been approved

in advance by the Learning and Teaching Committee. In the case of reassessment at Stages that count towards the final degree classification, there shall be appropriate consultation with external examiner(s).

- (d) In order to inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. Such an invitation cannot confer rights of membership.

2.2 THE CHAIR

The Chair of the Board of Examiners shall have responsibility for:

- (a) the production of all examination papers;
- (b) the recording of marks and their presentation to the Board;
- (c) ensuring that any Academic Appeal against a provisional coursework mark has been dealt with in accordance with the approved procedure before the Board's Stage Assessment meeting for the Stage to which the appeal relates;
- (d) the chairing of the meetings of the Board;
- (e) making and recording all arrangements with external examiners, including the size and nature of the sample for moderation, arrangements for consultation at Reassessment Boards and ensuring that the views of external examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote;
- (f) drawing the attention of the Board of Examiners to any factors reported in accordance with Regulation 15 (concerning medical evidence and/or extenuating circumstances) and any cases of Good Cause / Delayed First Sit under Instruction 13;
- (g) the recording of decisions made by the Board of Examiners and ensuring that all members of the Board of Examiners or appointed sub-group thereof have signed the appropriate results and pass lists, and that these are duly reported to the Registrar and Secretary;
- (h) ensuring that recommendations are made by the Board of Examiners to the appropriate School Board concerning the award of prizes in accordance with rules approved by the Learning and Teaching Committee of Senate and available at:
www.uea.ac.uk/prizesandscholarships
- (i) ensuring compliance with the relevant Regulations and Instructions to Examiners;
- (j) and undertaking such other tasks as the Senate shall require.

2.3 THE EXTERNAL EXAMINER

The external examiner shall:

- (a) undertake duties as described in the Senate's Code of Practice for the External Examiner System for Awards (Taught Programmes) at the University of East Anglia, including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation;
- (b) attend the Final Assessment meeting(s) and, where appropriate, participate in the Final Reassessment meeting(s) where recommendations for awards are made and sign the appropriate pass lists;
- (c) submit an annual report to the Pro-Vice-Chancellor (Academic) within the time scales published by the University;
- (d) in executing Instruction 2.3(a) above, monitor module marks and confirm whether marking standards are acceptable.

The external examiner should review the marks awarded and report to the Board of Examiners as follows:

- (i) where the marking standards are judged to be acceptable, that no further action is required;
- (ii) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking standards are acceptable but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board;
- (iii) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that the classification of students is not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

2.4 VOTING

2.4.1 The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority except where half or more of the external examiners present vote with the minority.

2.4.2 In the event that half or more of the external examiners present vote with the minority, the Chair shall declare the vote cancelled and put the issue to the meeting again. In the second vote, the decision shall go with the majority of the external examiners present. If the votes of the external examiners present are equally divided then the decision shall go with the overall majority. Where at this stage there is no overall majority, the Chair shall have a casting vote.

3. PROVISION OF INFORMATION

Examiners shall be informed of the following:

3.1 Illegibility of Examination / Course Test Scripts

(i) students are expected to present examination or course test scripts in legible handwriting (unless individual arrangements are approved by the Learning and Teaching Committee of Senate for the use of a computer).

(ii) where a marker finds that a *section* of an examination or course test script is illegible they shall mark the parts of the script that are legible and refer the whole script to the Chair of the Module Assessment Board of Examiners responsible for the module concerned.

(i) The Chair shall confirm that the section of the script is illegible or decide that the script is legible and ask a second marker to mark the script.

(ii) Where the Chair confirms that a section of a script is illegible, the Chair, informed by the marker, shall then decide whether the illegible part of the script represents a minor or major proportion of the whole and whether any marks derived from this part would not have a material impact on the module mark.

(iii) If it is decided that the illegible section of a script represents a minor proportion of the script and would not have a material impact on the module mark, a mark of zero shall be awarded for this section.

(iv) If it is decided that the illegible section of a script represents a substantial proportion of the whole and/or would have a material impact on the module mark, the student will be invited to report to their School of Studies so that arrangements can be made to have their work legibly transcribed (by reading their answers under examination conditions).

- (c) where a marker finds that the *whole* of an examination or course test script is illegible (or such a substantial part that there is little material that can be marked) they shall refer the script to the Chair of the Module Assessment Board of Examiners responsible for the module concerned.
 - (i) The Chair shall confirm that the script is illegible or decide that the script is legible and ask a second marker to mark the script.
 - (ii) Where the Chair confirms that a script is illegible, the student will be invited to report to their School of Studies so that arrangements can be made to have their work legibly transcribed (by reading their answers under examination conditions).
- (d) where an opportunity to have an illegible script or part of a script legibly transcribed a student may:
 - (i) accept the offer and make arrangements with the School of Studies; or
 - (ii) accept a mark of zero the script or part of the script which has been deemed to be illegible.
- (e) In all cases where a part or the whole of a script has been deemed to be illegible, or where a marker has concerns about the legibility of a script, the student shall be referred to their Academic Adviser for appropriate guidance and advice.

3.2 **Marks**

Marks shall be displayed in:

- (a) two decimal places for reporting year and final aggregate results to Boards of Examiners;
- (b) two decimal places for reporting module and assessment item results to Boards of Examiners;

4. **STUDENT PROGRESS MEETING**

- 4.1 In accordance with Regulation 8 of the Regulations for Integrated Masters awards, there shall be a Student Progress meeting in January/February for all students.
- 4.2 The Board of Examiners shall receive the provisional marks for all students taking degree courses which fall under its jurisdiction and for any Autumn Semester Visiting Students or Exchange Students.
- 4.3 The Board shall confirm marks and discharge the duties of a Module Assessment Board for undergraduate modules and for Masters level modules for Autumn Semester Visiting Students or Exchange Students only.

- 4.4 For all other students, the Board shall not confirm marks for the Autumn Semester at its Student Progress Meeting(s). It shall review each student's marks achieved to date and take action as follows:
- (a) for all students who have taken only modules in which all the assessed work falls within the Autumn Semester (i.e. modules which do not have examinations and year-long assessments at a later date) refer to the Head of the student's School of Studies for appropriate academic guidance and advise any student whose aggregate mark, expressed as a percentage and taking weightings into account, is:
 - (i) below 40.00% in undergraduate modules attempted;
and/or
 - (ii) below 50.00% in any Masters level modules attempted
 - (b) for any student who warrants special attention in respect of their academic performance and/or attendance record refer to the Head of School, Adviser or other delegated member of academic staff for appropriate action such as a recommendation to change degree programme or some other action detailed by the Board.

5. MODULE ASSESSMENT BOARD

- 5.1 In accordance with Regulation 9.9 of the Regulations for Integrated Masters award, there shall be a Module Assessment Board meeting in May/June.
- 5.2 The Board of Examiners shall receive the marks presented for each module (and where appropriate, components of modules) which is being assessed and for which it is responsible. It is the role of the Board of Examiners to confirm that internal moderation has been completed and that the marking standards for the module are appropriate.

In exceptional circumstances, the Board of Examiners may determine that marks for a component assessment within a module should be amended by scaling. Scaling may only be undertaken with the approval of the Learning and Teaching Committee of Senate, which must be given for every assessment / module for which the Board of Examiners believes that it is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and should seek to address factors not previously addressed by internal and external moderation. Only upward scaling will be approved.

Where scaling of marks for an assessment item is approved by the Learning and Teaching Committee of Senate, the approved method shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.

In some circumstances it may be appropriate for the assessment item to be remarked.

Where a Student Progress Meeting acting as a Module Assessment Board has previously confirmed the marks of Autumn Semester only Visiting Students, marks may not subsequently be amended. In the event that adjustments to module marks would have resulted in a different outcome for the Autumn Semester only Visiting students concerned, the Board of Examiners must inform the student and the home institution, and may offer appropriate remedies such as adjustment in the marks statement showing higher marks.

(Special factors relating to individual students' examination and coursework marks may only be taken into account at the Stage and Final Assessment meeting).

- 5.3 After completing the above process, the Board shall confirm all marks for the modules considered. Prior to this confirmation, all marks shall be regarded as provisional, whether or not they have been published or presented on returned work to students.
- 5.4 The Chair of each Module Assessment Board shall ensure that marks determined by that Board are recorded centrally in a manner and within a period prescribed by the Registrar and Secretary for all Boards in their Stage Assessments. These marks shall not normally be subject to further amendment except in the following instances:
- (a) to correct an error in recording or transcription;
 - (b) following a decision to change a mark as a result of an Academic Appeal by a student.

6. STAGE ASSESSMENT BOARD: STAGES ONE, TWO AND THREE

6.1 Timing of the Board

In accordance with Regulation 10, there shall be a Stage Assessment Board meeting in June/July of each academic year for all students attempting Stage One, Two and Three of an Integrated Masters programme.

6.2 Provision of marks and other information

The Board of Examiners shall receive the following information for all students taking degree courses which fall under its jurisdiction:

- (a) confirmed marks from the appropriate Module Assessment Boards;
- (b) an aggregate mark for each student, expressed as a percentage and taking weightings into account, for the Stage in question. This aggregate shall be calculated by applying the principles and procedures set out in Instruction 9.5.1 to the modules completed by each student in the Stage in question;

- (c) where relevant, the confirmed marks for the preceding Stage(s);
- (d) any information detailing extenuating circumstances relating to this Stage of study, reported to it via staff and/or the student in accordance with Regulation 15, and any information from the Module Assessment Board.

6.3 **Review of students' marks**

The Board of Examiners shall consider each student's confirmed marks including the aggregate mark (where applicable) for the Stage and take action as described below.

6.3.1 For all courses and assessments the Board of Examiners shall:

EITHER

- (a) confirm that the student has satisfactorily completed the Stage, with reference to the criteria set out in Instruction 6.3.2 below;

OR

- (b) confirm that the student has not satisfactorily completed the Stage, and act in accordance with Instruction 6.3.3 below.

In all cases, the Board may refer to the Head of the student's School any student whose aggregate mark for the year is below 40.00% or who is required to transfer to an Honours degree, for appropriate academic guidance and advice.

6.3.2 **Satisfactory completion of the Stage**

- (a) For **Stages One, Two and Three** of the Master of Pharmacy
 - (i) an overall aggregate for the whole of the Stage of at least 40.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass in all modules designated core for the course.
- (b) For **Stages One, Two and Three** of the Master of Computing Sciences, Master of Mathematics, Master of Natural Sciences and the Master of Sciences in the School of Environmental Sciences
 - (i) an overall aggregate for the whole of the Stage of at least 60.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.

- (c) For **Stages One and Two** of the Master of Sciences in the School of Biological Sciences
 - (i) an overall aggregate for the whole of the Stage of at least 60.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (d) For **Stages One and Two** of the Master of Chemistry (except for courses with a required period of study abroad or year-long industrial placement)
 - (i) an overall aggregate for the whole of the Stage of at least 50.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (e) For **Stages One and Two** of the Master of Chemistry with a required period of study abroad or year-long industrial placement
 - (i) an overall aggregate for the whole of the Stage of at least 55.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (f) For **Stage Three** of the Master of Sciences in the School of Biological Sciences and the Master of Chemistry
 - (i) an overall aggregate for the whole of the Stage of at least 50.00%; **and**
 - (ii) at least the module pass mark in at least 80 credits; **and**
 - (iii) at least the module pass mark in all modules designated as core for the course.
- (g) for the **Year Abroad** or **Year in Industry** Assessment, the criteria set out above, or a pass where the year is assessed on a pass / fail basis.

6.3.3 Failure to complete the Stage satisfactorily

Where a student has not completed the Stage satisfactorily as specified above, the Board shall

- (i) firstly determine whether through use of its discretion the student should be permitted to progress to the next Stage;
- (ii) where there are no factors to be taken into consideration, or where the student does not meet the threshold for

progression by discretion, determine whether the student can be offered the opportunity to transfer to an Honours degree course for which the requirements have been met (for example, a lower aggregate, different core modules or failure to satisfactorily complete the required period of study abroad or year-industrial placement);

- (iii) where the student has not met the requirements for an Honours degree, or has achieved the aggregate for progression to the next year of an Integrated Masters programme, but has not met the module requirements, offer the student the option of reassessment in failed modules in accordance with the Instructions below.

(a) **Progression at the discretion of the Board**

The Board of Examiners may take into account factors including any extenuating circumstances reported to it under Regulation 15 (information put forward by staff and/or the student concerned) and any information submitted to it by the Module Assessment Board.

On the basis of the evidence available, the Board of Examiners shall consider whether the exercise of discretion, as distinct from a reassessment opportunity, is in the best interest of the student in terms of progression and/or degree classification. Where it is in the best interest of the student, it may exercise discretion to permit progression for a student who has failed to complete the Stage satisfactorily but has achieved the following:

- (i) In respect of students on all courses at **Stage One** and **Stage Two**
At least the module pass mark (40.00% or 50.00% in specified modules) in at least 80 credits;
and
- (ii) an overall aggregate of at least 38.00% for the whole of the Stage;
and
- (iii) a mark within 5.00% of the module pass mark for all modules designated “core” for the course;
and
- (iv) where students are required to achieve the pass mark in every element in a module (including any qualifying sets in a module), discretion may be exercised if the student has achieved a mark within 5.00% of the pass mark in the element(s) or the qualifying set in the module.

In respect of students at **Stage Three** (including a required period of study abroad or industrial placement):

- (i) At least the module pass mark (40.00% or 50.00% in specified modules) in at least 80 credits;
- and**
- (ii) an overall aggregate of at least 38.00% for the whole of the Stage
- or**
(for the Master of Chemistry, the Master of Mathematics and the Master of Natural Science) an aggregate in undergraduate modules attempted in the Stage of at least 38.00%
- and**
- (iii) a mark within 5.00% of the module pass mark for all modules designated “core” for the course (undergraduate or Masters)
- and**
- (iv) Where students are required to achieve the pass mark in every element in a module or in a qualifying set in a module, discretion may be exercised if the student has achieved a mark within 5.00% of the pass mark in the element(s) or the qualifying set in a module.

(b) **Transfer to an Honours Degree**

Where discretion to progress has not been (or may not be) exercised, the Board shall offer the student the option to transfer to an Honours degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director.

Where an offer of the option to transfer to an Honours degree is made, the student may:

EITHER

- (i) transfer to the Honours degree;

OR

- (ii) withdraw from the University and be recommended for an award where appropriate (in accordance with Instruction 11)

(c) **Reassessment**

Where discretion to progress has not been (or may not be) exercised and the student has not met the requirements to transfer to an Honours course, the Board shall offer the option of reassessment in all failed taught modules and any failed elements within modules in accordance with the requirements of the course. The Board shall also consider the possibility and timing of a reassessment opportunity in a required period of study abroad or an industrial placement.

Where an offer of the option of reassessment is made, the student may:

EITHER

(i) undertake reassessment;

OR

(ii) be offered the opportunity to transfer to an Honours degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director;

OR

(iii) withdraw from the course and receive an award where appropriate (in accordance with Instruction 11).

Where a reassessment opportunity in a required period of study abroad or an industrial placement cannot be offered, the Board of Examiners shall recommend that the student

EITHER

(i) be offered the opportunity to transfer to an Honours degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director;

OR

(ii) be withdrawn from the course and receive an award where appropriate (in accordance with Instruction 6.4 or 6.5).

6.4 Certificate of Higher Education

The Board shall recommend the award of a Certificate of Higher Education to students who have satisfactorily completed Stage 1 of their course (with reference to Instruction 6.3.2) but have then withdrawn from the University without satisfactorily completing Stage 2.

In such cases at least 60 credits towards the Certificate of Higher Education must have been completed at UEA.

6.5 Diploma of Higher Education

The Board shall recommend the award of a Diploma of Higher Education to students who have satisfactorily completed Stage 2 of their course (with reference to Instruction 6.3.2) but have then withdrawn from the University without satisfactorily completing Stage 3.

In such cases at least 120 credits towards the Diploma of Higher Education must have been completed at UEA.

7. REASSESSMENT – MODULE REASSESSMENT BOARD: STAGES ONE, TWO AND THREE

In accordance with Regulation 11.3 a Module Reassessment Board shall be carried out immediately prior to the Stage Reassessment

Board, in accordance with Instruction 5 governing the conduct of Module Assessment Boards.

8 REASSESSMENT – STAGE REASSESSMENT BOARD: STAGES ONE, TWO AND THREE

In accordance with Regulation 11.4 there shall be a Stage Reassessment Board to consider the marks confirmed by the Module Reassessment Board(s). The Board of Examiners shall consider the marks achieved by reassessed students in those modules or elements referred for reassessment.

8.1 Provision of marks and other information

8.1.1 Confirmed marks will be presented as follows:

- (a) the original mark achieved in each module concerned (or the mark achieved in a delayed first sit);
- (b) the actual mark achieved in the Reassessment for consideration for purposes of progression;
- (c) where the actual mark achieved in the Reassessment is above the pass mark, a mark capped at the pass mark shall be recorded against the module in question for use in the Final Assessment for degree classification purposes;
- (d) where a student has undertaken reassessment in an element of a module in accordance with Regulation 9.5, the original marks achieved in the element and module as a whole, together with the reassessment mark for the element and a recalculated mark for the module as a whole. Where the reassessment mark for the element is greater than the pass mark, it shall be capped at the pass mark before recalculation of the module mark.

8.1.2 The Board of Examiners shall receive any information detailing extenuating circumstances reported to it via staff and/or the student in accordance with Regulation 15, and any information from the Module Assessment Board and Stage Assessment Board.

8.2 Satisfactory Completion of Stage

The Board of Examiners shall use the actual mark(s) obtained from the Reassessment(s) for the purpose of determining whether the student has satisfactorily completed the Stage in question, with reference to the conditions in Instruction 6.3.2.

8.3 Progression at the discretion of the Board of Examiners

The Board shall consider the record of each reassessed student in the light of any extenuating circumstances reported by staff and/or the student concerned and any factors reported to it by the Module Reassessment Board(s). For students who have failed to complete the Stage satisfactorily after the Reassessment, the Board shall determine

whether to progress the student at its discretion (as permitted in Instruction 6.3.3(a)) or act in accordance with Instruction 8.4.

- 8.4 If a student has neither completed the Stage satisfactorily for their degree course nor been allowed to progress through the discretion of the Board of Examiners, the Board shall:

EITHER

- (a) permit the student to transfer to an Honours degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director;

OR

- (b) permit the student to transfer to an Ordinary Degree (where available) if the student has met the requirements for that Degree but not for an Honours Degree;

OR

- (c) where neither of the above is available, require the student to withdraw from the University and recommend an award where appropriate (in accordance with Instruction 6.4 or 6.5);

OR

- (d) recommend to the Head of the student's School that application be made to the Learning and Teaching Committee of the Senate for an appropriate concession, notwithstanding failure to complete the Stage satisfactorily.

8.5 **Capping of Reassessment Marks**

Following the Stage Reassessment Board, the Board shall record and count (for the purposes of determining degree classification):

- (a) the minimum pass mark for the module where a student has passed the module reassessment;
- (b) the minimum pass mark for the element where a student has undertaken and passed reassessment in a failed element of a module in accordance with Regulation 9.5 (Reassessment in elements of modules). The module mark shall be recalculated accordingly;
- (c) where a student has not achieved the pass mark at reassessment for the relevant module or element, the higher of the marks obtained for that module or element shall count for classification. Alternatively, where the student has registered for but could not attend or submit work for reassessment, and has presented acceptable reasons for this, or where the assessment attempt has been otherwise compromised a Good Cause / Delayed Sit ruling may be sought under Instruction 13.

8.6 Referral to the Head of School

The Board shall refer to the Head of the student's School any student who has been permitted to progress to the next Stage but whose aggregate mark for the current Stage is below 40.0%, for appropriate academic guidance and advice.

9. FINAL ASSESSMENT BOARD

There shall be a Final Assessment Board to determine, in the first instance, whether students have satisfactorily completed the Final Stage of the course. Secondly, the Final Assessment Board shall consider the award and the classification of degrees as described below.

9.1 For ALL students

(a) Consideration of the Final Stage

The Board shall undertake the duties of a Stage Assessment Board (in accordance with Instruction 6.3.1 and 9.2) for Final Stage students. For students who have failed to complete the Final Stage satisfactorily, the Board shall determine whether to exercise its discretion (where discretion is permitted) to progress the student to the award of a Degree, or offer the opportunity of reassessment.

(b) Consideration of the Award

The Board shall consider the classification of Final Stage Integrated Masters degree students. In doing so it shall take into account information available to it under preceding Instructions and shall be guided by the procedures outlined below. It may also take medical or other extenuating circumstances into account at the point of determining a student's degree result. When doing so, it shall be informed of any actions previously taken by Board(s).

9.2 Satisfactory completion of the Final Stage – for ALL students

The Board shall confirm that a student has satisfactorily completed the final Stage where the student has achieved:

- (i) an overall aggregate of at least 50.00% in Masters level modules undertaken; and
- (ii) at least the pass mark in all modules designated "core" for the course; and
- (iii) at least the pass mark in any undergraduate module attempted at the final Stage; and
- (iv) at least the pass mark in at least 80 credits of Masters level modules (which may be attempted across Stage Three and final Stage combined); and

- (v) a module mark of at least 45.00% in a further 40 credits at Masters level (which may be attempted across Stage 3 and Final Stage combined).

9.3 **Failure to complete the Stage satisfactorily**

Where a student has not completed the Stage satisfactorily as specified above, the Board shall determine whether, through use of its discretion (where such discretion may be exercised), the student should be permitted to progress to classification, or be offered the option of reassessment in failed modules in accordance with the Instructions below.

(a) **Progression at the discretion of the Board**

The Board of Examiners may take into account factors including any extenuating circumstances reported to it under Regulation 15 (information put forward by staff and/or the student concerned) and any information submitted to it by the Module Assessment Board.

On the basis of the evidence available, the Board of Examiners shall consider whether the exercise of discretion, as distinct from a reassessment opportunity, is in the best interest of the student in terms of degree classification. Where it is in the best interest of the student, it may exercise discretion to permit progression for a student who has failed to complete the Final Stage satisfactorily but has achieved:

- (i) an overall aggregate of at least 50.00% in Masters level modules undertaken (which may be attempted across Stage Three and Final Stage combined);

AND

- (ii) at least the pass mark in at least 80 credits of Masters level modules (which may be attempted across Stage Three and final Stage combined);

AND

- (iii) (In respect of the remaining 40 credits of Masters level modules): a mark within 5.00% of the pass mark in any Masters level modules designated “core” for the course (which may be attempted across Stage 3 and Final Stage combined) and/or a mark within 5.00% of the pass mark in elements or qualifying sets in any modules where students are required to achieve the pass mark in every element or qualifying set in a module.

(b) **Reassessment**

Where discretion to progress has not been (or may not be) exercised under Instruction 9.3(a), the Board shall offer the option of reassessment in all failed modules.

9.4 Where the Board of Examiners acts in accordance with 9.3(b) a student may **either**:

- (a) undertake reassessment as required by the Board of Examiners; or
- (b) withdraw from the course and receive an award where appropriate (in accordance with Instruction 11)

9.5 Award of Integrated Masters Degrees

9.5.1 For students who have satisfactorily completed the final Stage or been permitted to progress through the discretion of the Board, the Board of Examiners shall be presented with a set of final aggregate marks, expressed as a percentage and taking weightings into account, determined for each student on the basis of marks relating to the requirements of the course in question. These marks shall be compiled as follows:

- (a) the original marks (or marks achieved in delayed first sits) obtained in Module Assessments together with any marks, capped at the pass mark where appropriate, obtained in Reassessment. However, all marks obtained by students in Reassessments, as outlined in Instructions 8.5 above, shall be made available to the Board;
- (b) marks shall normally contribute to the aggregate in direct proportion to the number of credits associated with the module(s) in question (but see (c) below);
- (c) marks relating to a module or modules may contribute a greater or lesser proportion to the aggregate where specified in the weightings in Appendix A. For an Integrated Masters degree, weighting shall be assigned to achievement in modules on the following basis:
 - (i) for achievement in 120 credits of undergraduate modules attempted in Stage Two of the programme;
 - (ii) for achievement in 120 credits of undergraduate modules attempted across Stage Three and the Final stage of the programme;
 - (iii) for achievement in 120 credits of Masters level modules attempted across Stage Three and the Final Stage of the programme
- (d) marks used for the purpose of compiling an aggregate mark may not include any mark derived from Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning

(APEL) credit unless a concession had been granted by the Learning and Teaching Committee of Senate.

9.5.2 The Board of Examiners shall recommend a degree classification for each student which, having regard to all the evidence before it best reflects the overall performance of the student.

9.5.3 In resolving the class of students, the Board of Examiners shall be free to use its discretion in the light of information made available to it, but shall be guided by the relationship between the aggregate mark and classes of degree as outlined below:

Aggregate Mark (%) Class of Degree

100.00 – 70.00	I
69.99 – 60.00	II (1)
59.99 – 50.00	II (2)
49.99 – 40.00	III
39.99 – 0	Fail

9.5.4 At its discretion, the Board of Examiners may give special consideration to any student. When resolving the class of students the Board shall take into account any comments from (an) external examiner(s) on a student's confirmed mark(s) for (a) particular module(s).

Furthermore, the Board of Examiners shall pay special attention to any student who falls into any or all of the following categories:

- (a) a student whose aggregate mark indicates an overall fail;
- (b) a student whose aggregate mark falls within 2.00% of the boundary to a higher class;
- (c) a student who has failed a core module;
- (d) a student who has progressed by discretion.

9.5.5 Notwithstanding the fact that a student may have been granted a Delayed First Sit in accordance with Instruction 13, the Board of Examiners for the MChem, MComp, MMath, MNatSci or MSci may exercise its discretion to recommend the award of a classified degree on the basis of marks already achieved, as follows:

- (a) to a student who has not completed Final assessment and for whom a delayed first sit in an examination or course test has been approved and has therefore not satisfied the Final Stage requirements for their course;

AND

- (b) providing the contribution of the examination(s) or course test(s) would not materially affect the degree classification.

9.5.6 **Starred Firsts**

The Board of Examiners shall consider the performance of all Integrated Masters Degree students recommended for a first class degree. At its discretion, the Board may indicate with a star those Integrated Masters degree students whose performance displays exceptional merit.

9.6 **Viva-voce Examination**

In resolving the class of students under Instruction 9.5.2 or considering a student for a starred first under Instruction 9.6, the Board of Examiners may seek to assist its deliberations by inviting a student to a viva-voce examination. Students may decline to attend. No student undertaking a viva-voce examination shall be awarded a class of degree lower than that which would have been awarded had there been no such examination. At least one external examiner and one internal examiner shall be present at every viva-voce examination.

9.7 **Award of an Aegrotat Degree (MChem, MComp, MMath, MNatSci and MSci only)**

The Board of Examiners may recommend the award of an Aegrotat degree in cases where the Examiners are satisfied by appropriate evidence that a student would have obtained a degree but was unable to complete some part of the Final Assessment, under the following circumstances and conditions. The Board must:

(a) be satisfied that the work completed by the student shows beyond reasonable doubt that the student would have passed the assessment;

AND

(b) be informed of the circumstances which must be such that:

(i) the student is not in a position to complete the assessment within a reasonable period of time;

AND

(ii) the Examiners could not classify the degree based on the range of marks available (in accordance with Instruction 9.5.5).

A recommendation for an Aegrotat degree shall not be made in respect of the degree of Master of Pharmacy.

10. FINAL REASSESSMENT

10.1 A Module Reassessment Board shall be carried out immediately prior to the Final Reassessment Board, in accordance with Instruction 5 governing the conduct of Module Assessment Boards.

10.2 The Board of Examiners shall consider the marks achieved by students in the Final Reassessment together with any other evidence presented as outlined above. It may exercise discretion (where permitted) to

progress a student to the award of a Degree, in accordance with Instruction 9.3(a). If the Final Stage student has met the requirement for the course after Reassessment, it shall recommend the award of an appropriately classified degree to an Integrated Masters student.

- 10.3 Where a student is not recommended for an Integrated Masters award following Final Reassessment, the Board of Examiners shall consider their eligibility to receive another award, as set out under Instruction 11.

11 CONSIDERATION FOR OTHER AWARDS

- 11.1 Under the provision of Regulation 14, where a student withdraws, or is withdrawn, from the Final Stage of an Integrated Masters award, or is not recommended for an Integrated Masters award following Final Assessment or Reassessment, the Board of Examiners shall consider their eligibility to receive another award:

- (a) Where the Board of Examiners determines that the student is eligible to be considered for the award of any Honours Bachelor's Degree or an Ordinary Degree for which they have fulfilled the requirements, it shall refer the matter to the Board of Examiners for the relevant Honours Bachelor's Degree or Ordinary Degree. The Board of Examiners for the relevant Honours Bachelor's Degree or Ordinary Degree will consider the eligibility of the candidate to be recommended for an award under the provisions of the Regulations and Instructions to Examiners for Honours Bachelor's Degrees;
- (b) Where a student fulfils the requirements of an Integrated Masters award at Final Assessment but indicates to the Board a wish to be considered instead for any Honours Bachelor's degree or Ordinary degree for which they fulfil the requirements, it shall refer the matter to the Board of Examiners for the relevant Honours Bachelor's Degree or Ordinary Degree. The Board of Examiners for the relevant Honours Bachelor's Degree or Ordinary Degree may then seek the approval of the Learning and Teaching Committee of the Senate to make a discretionary recommendation for that award under the provisions of the Regulations and Instructions to Examiners for Honours Bachelor's Degrees;
- (c) Where a Board of Examiners for an Integrated Masters award determines that a student for an Integrated Masters award should be eligible to be recommended for a Honours Bachelor's Degree or Ordinary Degree for which they do not fulfil the normal published requirements, it shall refer the matter to the Board of Examiners for the relevant Honours Bachelor's Degree or Ordinary Degree. The Board of Examiners for the relevant Honours Bachelors Degree or Ordinary Degree may then agree to seek the approval of the Learning and Teaching Committee of the Senate to make a discretionary recommendation for that

award under the provisions of the Regulations and Instructions to Examiners for Honours Bachelor's Degrees;

For students registered on courses where Honours level modules are spread across Stage 3 and Stage 4

- (d) Where the Board of Examiners determines that the student is not eligible to be considered for the award of an Honours Bachelor's Degree or Ordinary Degree, it may consider the award of a Diploma in Higher Education:

The Board shall recommend the award of Diploma in Higher Education to students who have completed Stage 2 satisfactorily at Honours level but who have not met the criteria for the award of an Integrated Masters degree or an Honours Bachelor's Degree or an Ordinary Degree or who have then withdrawn from the University without satisfactorily completing Stage 4. In such cases, at least 120 credits towards the Diploma in Higher Education must have been completed at UEA.

- 11.2 In all circumstances, a student shall not be permitted to count any credit achieved while studying for an Integrated Masters award towards more than one qualification.

12. CONSIDERATION OF EXTENUATING CIRCUMSTANCES

- 12.1 Each Board of Examiners shall receive and consider all relevant factors reported to it via the Chair under either Regulation 15 (information put forward by staff and/or the student concerned) or from preceding Boards of Examiners.

- 12.2 Boards shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Board. Where circumstances are particularly sensitive, students may ask the Head to limit disclosure of the information. In such cases, the Head shall consult the Chair of the appropriate Board(s) of Examiners.

- 12.3 The Board of Examiners may take one of the following courses of action at Stage Assessment or Reassessment where extenuating circumstances have been brought to its attention:

- (a) where a student has attempted and passed the assessment or reassessment notwithstanding medical or other extenuating circumstances, the Board shall record and count the mark achieved (assessment) or the minimum pass mark (reassessment) for the module(s) and note the circumstances for any appropriate action at Final Assessment or Reassessment;
- (b) where a student has attempted and failed the assessment or reassessment, the Board shall consider whether the extenuating circumstances have, in its opinion, prevented the student from

having a reasonable assessment opportunity or may have affected their ability to successfully complete the assessment. Where this is the case, it shall act in accordance with Instruction 12.4. Where this is not the case, it shall confirm the marks as presented and take action under Instructions 6.3.3 or 9.1 (Stage Assessments) or Instructions 8.2 or 10.2 (Stage Reassessments);

- (c) where a student has been prevented from taking the examination(s) or course test(s) for any assessment or reassessment, the Board shall consider such cases in accordance with Instruction 13.

12.4 In the event that a student has attempted and failed a module or element of a module and the Board considers that the student's ability to undertake or successfully complete the assessment was affected by extenuating circumstances, the Stage Assessment or Reassessment Board shall consider whether the student has nevertheless completed the Stage satisfactorily in accordance with Instruction 6.3.2, 6.3.3(a), 9.2 or 9.3(a). To do so, it shall count all the marks presented, including marks in the failed module(s) affected by the extenuating circumstances, and:

EITHER

- (a) if the student **has not** satisfactorily completed the Stage:
 - (i) require the student to take a delayed attempt at the relevant assessment or reassessment (in respect of coursework or project); or
 - (ii) seek a Delayed First Sit in respect of examinations and course tests under Instruction 13; or
 - (iii) seek another appropriate concession from the Learning and Teaching Committee of Senate(the above may require a period of intercalation)

OR

- (b) if the student **has** satisfactorily completed the Stage:
 - (i) offer the opportunity of a delayed attempt at the relevant assessment or reassessment (in respect of coursework or project); or
 - (ii) seek a Delayed First Sit in respect of examinations and course tests under Instruction 13.

Under such circumstances, the student may:

- (i) either undertake the delayed assessment or reassessment attempt, at a time to be specified by the Board. This may involve a period of intercalation, until the module can be assessed again;

- (ii) or opt to progress to the next Stage of study. In this case, the failed mark will remain on the record and count towards degree classification (where applicable) and subsequent Boards of Examiners shall take the extenuating circumstances into account.

Instruction 12.4 shall not apply to students registered on the MPharm (Stages Two, Three and Final).

13. GOOD CAUSE / DELAYED FIRST SIT

13.1 Examinations and Course Tests

In accordance with Regulation 16, if the Learning and Teaching Committee deems that a student has Good Cause for absence from an examination or course test, or otherwise determines that an examination or course test did not represent a reasonable assessment opportunity, it shall authorise the Board of Examiners to act in one of the following ways. The Board's action shall conform with the principle that a student must be fully assessed in all modules necessary to fulfil the requirements of their course in order to be considered for the award of a degree.

(a) **For all students (Stages One, Two and Three)**

A student adjudged absent for Good Cause from (an) examination(s) or course test(s) or for whom (an) examination(s) or course test(s) are deemed by the Learning and Teaching Committee of Senate to be void in any Stage (except the Final Stage) shall be required to take the examination(s) or course test(s) in question at a time to be stipulated by the Board of Examiners. Such rescheduled examination(s) or course test(s) shall be regarded as the student's first attempt. This Delayed First Sit shall normally be at the next scheduled opportunity for reassessment examinations following the absence, but may be at another time at the discretion of the Learning and Teaching Committee.

(b) **Final Stage for MChem, MComp, MMath, MNatSci and MSci students only**

In the event that the examination(s) or course test(s) affected are within the limits set out in Instruction 9.5.5, the Board of Examiners may exercise their discretion to confirm module marks with a zero for missed examination(s) or course test(s) and to confirm a fail mark for examination(s) or course test(s) that are judged not to represent a reasonable assessment opportunity as a result of extenuating circumstances, and proceed to degree classification on that basis. The Board of Examiners shall consider whether it has sufficient evidence on which to determine a class of degree in the absence of the missing / affected mark(s):

- (i) if the evidence is sufficient then the Board may, with the agreement of all the external examiner(s), proceed to classification under Instruction 9.5;
- (ii) if the evidence is insufficient then the Board may recommend that an application be made for a delayed first sit of the affected examination(s) or course test(s).

13.2 If the Learning and Teaching Committee deems that a student was absent from an examination or course test without Good Cause, the Board of Examiners shall award a mark of zero for the paper(s) the student has missed and shall proceed in accordance with Instruction 6 (Stages One, Two and Three) or Instruction 9.2 (Final Stage).

If the Learning and Teaching Committee deems that the extenuating circumstances put forward do not meet the criteria for a Delayed First Sit, the Board of Examiners shall record the original mark for the paper(s) and shall proceed in accordance with Instruction 6 (Stages One, Two and Three) or Instruction 9.2 (Final Stage).

13.3 Examinations or Course Tests at Reassessment

The Board of Examiners shall act in accordance with the same principles as above, in respect of examination(s) or course test(s) at Reassessment, i.e. students may be offered the opportunity of a delayed reassessment. This may involve a period of intercalation, until the module can be reassessed again.

13.4 Delaying the delayed first sit

Where a student is required to take a delayed first sit under Instruction 13.1 but is unable to do so on the later date(s) stipulated by the Board of Examiners, the student shall be required to intercalate until the next time that the missed examination(s) or course test(s) are offered and, in such instances, the Learning and Teaching Committee may impose alternative conditions and requirements.

14. DISCLOSURE OF RESULTS

- (a) the deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see instruction 14 (d) below);
- (b) examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;

- (c) students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- (d) as part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussion of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can also be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act;

15. APPENDIX

This appendix shall be regarded as subordinate to, and interpreted in a manner consistent with, the Instructions to Examiners.

Appendix A sets out the year weightings for degree courses.

APPENDIX A

Weightings for Final Classification (Instruction 9.5.1(c) refers)

For the purposes of final classification, the Year Weightings for Integrated Masters awards shall be:

Award	Achievement in modules attempted in Stage One of the programme	Achievement in modules attempted in Stage Two of the programme	Achievement in under-graduate modules combined across Stage Three and the Final stage of the programme	Achievement in Masters level modules combined across Stage Three and the Final Stage of the programme
All MChem awards	0%	25%	25%	50%
MPharm	0%	15%	35%	50%
All MMath awards	0%	25%	25%	50%
MComp	0%	25%	25%	50%
MNatSci	0%	20%	30%	50%
MSci	0%	20%	30%	50%

For students registering from September 2011 the Year Weightings of all Integrated Masters awards shall be

Achievement in modules attempted in Stage One of the programme	Achievement in modules attempted in Stage Two of the programme	Achievement in under-graduate modules combined across Stage Three and the Final stage of the programme	Achievement in Masters level modules combined across Stage Three and the Final Stage of the programme
0%	20%	30%	50%