

REGULATIONS AND POLICIES FOR 2019/20

Please note that the following changes to regulations and policies have been approved for 2019/20:

- Introduction of the new '[Single Set of Regulations](#)' for students starting on programmes which have been through Curriculum Review (i.e. first year students on all undergraduate provision, new students on the following postgraduate taught provision in MSc Environmental Technology (CEP), MSc Immunology, MSc Paediatrics and Child Health, MRes Experimental Neuroscience, MSc Molecular Medicine, MSc Translational Neuroscience, MRes Clinical Research, MSc Allergy, MSc Applied Genomics, MRes Molecular and Cellular Basis of Infection, MSc Human Molecular Genetics, MSc Molecular Biology and Pathology of Viruses, MRes Biomedical Research, MRes Cancer Biology, MSc Reproductive and Developmental Biology, MSc Health Policy, MSc Patient Safety, MRes Medical Robotics and Image Guided Intervention, MSc Genes, Drugs and Stem Cells – Novel Therapies, MSc Medical Ultrasound, MSc Cardiovascular and Respiratory Healthcare)
Annex A highlights key areas of the new regulations.
- Revisions to the existing regulations as follows:
 - Change the wording of regulation 7 in the '[Regulations for Students](#)' which relates to absence from College to cover the following points:
 - If a student is absent from College they must follow policy as laid down in their department
 - That where absence relates to a period of, or immediately preceding assessment, that they should review the information about mitigating circumstances
 - That the College will, where contact is not made by the student, follow the missing person policy, and to make it clear why this is necessary under its duty of care. This applies to all students.
 - In addition to regulation 13.5 in the '[General Regulations](#)' (special examination arrangements) to add an additional separate statement to encourage students to appropriately disclose, and register as required, as early as possible with regards to a disability or chronic condition. This is to enable the College to take the appropriate diagnostic assessment and set up of reasonable adjustments to support the students' learning and assessment.
 - This applies to existing students only as the General Regulations have been built into the new single set of regulations which apply to new students on Curriculum Reviewed programmes.
 - Reaffirm through supporting guidance that in undergraduate provision the deadline for transfer between BSc/BEng and MSci/MEng provision is 31 March of year 3 (where possible due to relevant curricula and student status, i.e. structures may

result in an earlier deadline for transfer) [refers to regulation 4.5 in '[Regulations for the award of undergraduate taught degrees \(Bachelor of Science \(BSc\), Bachelor of Engineering \(BEng\), Master in Science \(MSci\) and Master of Engineering \(MEng\)\) in the Faculties of Natural Sciences, Engineering, and Medicine \[for students registering in and after October 2008\]](#)'.

This applies to existing students on these regulations.

- Amendment of regulation 1.5.8 in the '[Regulations for the award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates](#)' to remove the requirement to cap the degree classification for student who have successfully undertaken a reassessment:

A candidate re-entering any part of the examination will normally only be credited with a bare pass mark if successful. Re-entry candidates may also not normally be considered for a merit or distinction classification. However, where illness has affected a candidate's performance at an examination, or there are other mitigating circumstances, the Board of Examiners has discretion to credit the candidate with the actual marks achieved in their re-entry examination.

This applies to existing students on these regulations from 2019/20 (i.e. the existing regulations from 2018/19 will still apply to postgraduate students until they re-enrol for the 2019/20 academic year. An exemption has been put in place for part-time students in the Business School)

- Update paragraph 5.3 in the '[Regulations for the Examination of BSc, MSci, BEng, MEng, MBBS Degrees](#)' to reflect the changes in the Mitigating Circumstances policy.

This applies to existing students on these regulations.

- Addition to the '[Regulations for the Examination of Master's Level Degrees](#)' to provide clarity for those postgraduate taught programmes that are modular rather than element based with regards to final classification:

"Where a programme has been approved for delivery in a credit-based modular format and does not conform to the element structure above, the scheme of awards must identify the requirements for award and how the final classification will be calculated. The scheme must clearly identify the minimum programme overall weighted average mark required for each classification, the boundary for consideration for promotion to pass, merit or distinction, and the limits for compensation of modules within the taught (PgCert/PgDip) stage of the programme. The scheme must be in line with the principles outlined for all other Postgraduate Taught programme following the 'element' structure."

This applies to existing students on these regulations.

- Provide clear definition across all relevant regulatory documents of the terms:
 - Registration (the point at which a student begins a programme of study. Extends to the point of completion or withdrawal from studies)

- Enrolment (active periods of study)
- Study leave (agreed period of study away from the College that is not part of the arrangements for a PRI, CDT or formal split site delivery agreement). This applies to all students.
- Changes to the sections on Aegrotat awards in the following regulations ([‘Regulations for the award of undergraduate taught degrees \(Bachelor of Science \(BSc\), Bachelor of Engineering \(BEng\), Master in Science \(MSci\) and Master of Engineering \(MEng\)\) in the Faculties of Natural Sciences, Engineering, and Medicine \[for students registering in and after October 2008\]’](#), [‘Regulations for the award of the Degrees of MBBS/BSc, Intercalated BSc, MBBS \(Graduate Entry\), MBBS \(Graduate Medicine\), MBBS \(Oxbridge Advanced Entry\), MBBS \(Advanced Entry\)’](#) and the new [‘Single Set of Regulations’](#)):
 - To introduce a Posthumous Award to the regulations.
 - Clearer definitions and clarity on when an Aegrotat Award or Posthumous Award could be conferred.
 - Removal of the requirement for an application to be made via the Academic Registrar. It would instead be considered directly by the Board of Examiners. This applies to existing students on these regulations.
- Minor revisions to the policies on Academic Appeals (Taught Students), Academic Misconduct (taught students), Mitigating Circumstances (all students), Student Discipline¹ (all students). Details on these revisions are provided in Annex B.
- Introduction of new appeals policy for research students. This is awaiting final Senate approval. It introduces a single appeals policy for research students based on the principles of the revised Academic Appeals procedure for taught students.

Next Steps

Revisions to policies resulting from the introduction of the new single set of regulations – a number of policies will need to be updated to reflect the new single set of regulations. As the existing regulations will need to roll out over a number of years, consideration will be given for affected policies as to whether the amendments can apply to both new and existing regulation and if not, whether it is possible to present policy differences within a single document or in separate documents. Some changes will be made for 2019/20; others will be phased in over 2019/20 or for 2020/21.

¹ The College has set up a Disciplinary Working Group which is considering broader amendments to the Student Disciplinary Policy. These proposed changes will be put forward for approval during 2019/20 and a decision will be made in that process as to when those changes should be applied.

A full review of the Regulations for research provision will take place in 2019/20 for implementation in 2020/21. A separate Group, similar to the Regulations and Policy Review Group but focussed on research provision will be set up to assist this process. The remit and membership of the existing Regulations and Policy Review Group will be reviewed to ensure it is fit for purpose as it becomes a permanent Group under QAEC with a role in overseeing the implementation of the new Regulations and an ongoing remit of conducting an annual review of all Regulations.

Annex A: Key points from the new Single Set of Regulations

Minimum and Maximum Periods of Registration

Except in named circumstances approved by Senate, including students who enter the College with Recognition of Prior Learning or credit transfer, the minimum and maximum periods of registration for each target award, including any periods of interruption, are as follows:

Award	Full-time		Part-time and Flexible*	
	Minimum	Maximum	Minimum	Maximum
Bachelor's Degree with Honours (BSc (Hons), BEng (Hons))	3 academic years	5 academic years		
Bachelor's Degree with Honours (BSc (Hons), BEng (Hons) with year aboard or year in industry/research	4 academic years	6 academic years		
Bachelor's Degree with Honours (BSc (Hons), BEng (Hons) year abroad and year in industry/research	5 academic years	7 academic years		
Integrated Master's (MEng, MSci)	4 academic years	6 academic years		
Integrated Master's (MEng, MSci) with year abroad (Replacement Year)	4 academic years	6 academic years		
Integrated Master's (MEng, MSci) with year abroad (Additional Year)	5 academic years	7 academic years		
Integrated Master's (MEng, MSci) with a year in industry/research	5 academic years	7 academic years		

Award	Full-time		Part-time and Flexible*	
	Minimum	Maximum	Minimum	Maximum
Integrated Master's (MEng, MSci) with a year abroad and a year in industry/research	5 academic years	7 academic years		
Bachelor of Medicine, Bachelor of Surgery and Bachelor of Science (MBBS/BSc)	6 academic years	8 academic years		
Bachelor of Medicine and Bachelor of Surgery (MBBS) – Graduate Medicine	5 academic years	7 academic years		
Bachelor of Medicine and Bachelor of Surgery (MBBS) – Advanced Entry	3 academic years	5 academic years		
Intercalated Bachelor of Science (iBSc)	1 academic year	3 academic years		
Postgraduate Certificate	3 months	24 months	6 months	36 months
Postgraduate Diploma	6 months	24 months	12 months	36 months
Master's (MBA, MEd, MPH, MRes, MSc)	12 months	36 months	24 months	48 months

*flexible mode of study covers students holding an interim award of the College returning to complete the higher award and e-learning/blended learning modes of study.

Maximum Amount of Credit which can be accepted via Prior Learning and/or Credit Transfer

The maximum amount of credit accumulated via the prior learning route and/or via credit transfer from an institution other than the College that may be accepted towards a College award and the minimum period of registration which must be spent on the Imperial award is as follows:

Award	Maximum credit	Minimum period of registration
Bachelor's Degree with Honours (BEng (Hons), BSc (Hons))	60 credits (at FHEQ Level 4 or above)	2 academic years including the final year
Bachelor's Degree with Honours (BEng (Hons), BSc (Hons) with year abroad or year in industry/research	60 credits (at FHEQ Level 4 or above)	3 academic years including the year abroad or industry/research and final year
Bachelor's Degree with Honours (BEng (Hons), BSc (Hons) with year abroad and year in industry/research	60 credits (at FHEQ Level 4 or above)	4 academic years including the year abroad, the year in industry/research and final year
Integrated Master's (MEng, MSci)	60 credits (at FHEQ Level 4 or above)	3 academic years including the final year
Integrated Master's (MEng, MSci) with year abroad	60 credits (at FHEQ Level 4 or above)	3 academic years including the final year
Integrated Master's (MEng, MSci) with year in industry/research (Replacement Year)	60 credits (at FHEQ Level 4 or above)	3 academic years including the year in industry/research and final year
Integrated Master's (MEng, MSci) with year in industry/research (Additional Year)	60 credits (at FHEQ Level 4 or above)	4 academic years including the year in industry/research and final year
Integrated Master's (MEng, MSci) with a year abroad and a year in industry/research	60 credits (at FHEQ Level 4 or above)	4 academic years including the year abroad and industry/research and final year
Bachelor of Medicine and Bachelor of Surgery (MBBS)/BSc	Not accepted	Not accepted

Award	Maximum credit	Minimum period of registration
Bachelor of Medicine and Bachelor of Surgery (MBBS) – Graduate Medicine	Not accepted.	
Bachelor of Medicine and Bachelor of Surgery (MBBS) –Advanced Entry	Not accepted.	
Intercalated BSc	Not accepted.	
Postgraduate Certificate (PG Cert)	10 credits (at FHEQ Level 7)	2 months full-time or 4 months part-time
Postgraduate Diploma (PG Dip)	20 credits (at FHEQ Level 7)	4 months full-time or 8 months part-time
MBA, MEd, MPH, MRes, MSc	30 credits (at FHEQ Level 7)	9 months full-time or 18 months part-time

Credit Framework

The standard base module size shall be 5 or 7.5 ECTS credits. Each module is designed to conform to the credit values, notional study hours and functions set out in the table below:

ECTS Value	Notional Student learning Hours	Taught Modules	Projects²	Placements³
5	125	✓	✓	
7.5	187.5	✓	✓	
10	250	✓	✓	
15	375	✓	✓	✓
20	500	MBBS only	✓	✓
25	625	MBBS only	✓	✓

² Projects may contain placement activity

³ Includes year abroad etc

30	750		✓	✓
35	875		✓	✓
40	1000		✓	✓
45	1125		✓	✓
50	1250		MRes only	✓
60	1500		MRes only	✓

Any variation to the above module sizes needs to be approved either at the point of the programme being approved by the Programmes Committee or through the Programme and Module Modification Procedure.⁴

Module Status

- Core modules are those which serve a fundamental role within the curriculum, and for which achievement of the credits for that module is essential for the achievement of the target award. Core modules must therefore be taken and passed in order to achieve that named award. They are approved and listed as core modules for that named award on the programme specification.
- Compulsory modules are those which are designated as necessary to be taken as part of the programme syllabus. Compulsory modules can be compensated.
- Elective modules are those which are in the same subject area as the field of study and are offered to students in order to offer an element of choice in the curriculum and from which students are able to select. They are approved and listed as elective modules for that named award on the programme specifications. Elective modules can be compensated.
- I-Explore modules (also known as co-curricular modules) are offered College-wide to broaden the curriculum. These modules are graded but will be recorded on a pass/fail basis and as such do not contribute to the overall degree classification. Co-curricular modules can be compensated.

Award Credit Requirements

Award	Total ECTS required for award ⁵	Minimum ECTS required at each FHEQ level				
		Level 4 (UG)	Level 5 (UG)	Level 6 (UG)	Level 7 (Master's)	Level 8 (Doctoral)
Integrated Master's Degree (MSci, MEng)	240	45	45	45	60	

⁴ A clear pedagogic rationale must be provided and where a module is shared with other programmes, discussion must take place with those affected and details provided on how the impact on other programmes would be minimised.

⁵ Programmes which have a higher total ECTS requirement will reflect this in the Programme Specification.

Bachelor's Degree with Honours (BSc (Hons), BEng (Hons))	180	45	45	45		
Ordinary Bachelor's Degree (BSc, BEng)	150	45	45	30		
Diploma of Higher Education (DipHE)	120	45	45			
Certificate of Higher Education (CertHE)	60	45				
Bachelor of Medicine & Bachelor of Surgery (MBBS)	Not credit rated⁶					

Award	Total ECTS required for award	ECTS Credits	
		Maximum Level 6 Credits	Minimum Level 7 credits to be included
Stand Alone Master's Degree (MBA, MEd, MPH, MRes, MSc)	90	15	75
Postgraduate Diploma (PGDip)	60	15	45
Postgraduate Certificate (PGCert)	30	10	20

Assessment

- Each assessment component will be assessed against the assessment criteria as published for that module and (with the exception of pass/fail components/modules) awarded a mark between 0.00-100.00. Although assessment components will be recorded to two decimal places, components normally will be marked as integers

⁶ At least one full-time academic year is at level 7 of the FHEQ (i.e. at the level of the qualification). For the MBBS award bachelor's level is integrated with study at master's level and the programme is designed to meet the qualification descriptors in full at level 6 of the FHEQ and level 7 of the FHEQ. For historical reasons the qualifications retain the title 'Bachelor'.

except where the nature of the assessment results in a final component mark with decimal places. All assessment components which are not designated as pass/fail will receive a mark. Clear information will be provided as to what a student is required to do in order to pass each assessment component.

- The module pass mark for graded modules at Levels 4, 5, and 6 is 40.00. The module pass mark for graded modules at Level 7 is 50.00. These pass marks will apply regardless of the year of study, therefore if a Level 7 module is taken during year 3 of an Integrated Master's programme for example, the pass mark for that module will be 50.00.

Reassessment

The Regulations and Policy Review Group agreed that programmes at undergraduate and postgraduate level would need specific regulations regarding maximum referral limits and the number of reassessment opportunities as follows:

- Undergraduate students on all programmes normally will be entitled to at least one reassessment opportunity. Only in cases of significant failure (normally ≤ 30 ECTS passed at the first assessment opportunity) and usually supported by other signs of a lack of engagement might an Exam Board consider terminating a student's studies without offering at least one reassessment opportunity.
- For undergraduate students on all programmes apart from the MBBS, most students normally will be entitled to a second reassessment opportunity. The Examination Board will be responsible for deciding if this will be with or without attendance, which will be dependent on the level of failure and type of module (lab or desk based, for example).
- All reassessment opportunities will capped automatically. An Examination Board can decide to lift the cap, normally when a student has valid mitigating circumstances.
- For undergraduate students with significant failure after year one (Level 4), or after year 2 (level 5), Exam Boards exceptionally have the option of offering a fresh start in which a student will retake with attendance all modules in the following year, uncapped and with no marks carried over from the previous year. Students would be liable for fees in relation to this year. This opportunity will be offered once only, either in year one or year two. MBBS students will be offered this opportunity in year 1 (level 4) only.
- Postgraduate students on all programmes normally will be entitled to one reassessment opportunity. Only in cases of significant failure and usually supported by other signs of a lack of engagement might an Exam Board consider terminating a student's studies without offering at least one reassessment opportunity.
- Students normally will be provided with a reassessment opportunity prior to the next academic year so as to facilitate progression/completion with their existing cohort.
- The maximum number of assessment opportunities given to a student (except if there are agreed mitigating circumstances or other pertinent factors) are three for undergraduate (non-MBBS) students, and two for MBBS and postgraduate students.

Compensation

The Regulations and Policy Review Group agreed the following on compensated passes:

- Where a compensated pass is given, the actual mark achieved will be recorded on the official record, with credits awarded. This mark will be used in the year and programme overall weighted average calculations.
- Compensation may be offered after module assessment has been taken for the first time; this will need to be discussed with the student due to the potential implications of not providing them with an opportunity to achieve 40/50% through a reassessment opportunity.
- Compensation cannot be given if:
 - The module is designated 'core' in the programme of study
 - a 'must pass' assessment has been failed (or not attempted)
 - the year or programme overall weighted average would fall below the minimum required for progression (undergraduate) or for award (undergraduate and postgraduate).
 - The limit for level and/or year of study has been reached.
- Compensated passes can be awarded for up to a maximum of 15 ECTS credits per credit level for undergraduate awards. Where a programme permits study at different credit levels Boards of Examiners must have sufficient safeguards to protect the integrity of its awards with regards to the amount of compensation it then awards. Where an Accrediting Body has different rules for compensation, these will take precedent and will be reflected in the programme specification.
- A compensated pass cannot be applied to a Level 6 module for a student exiting with an Ordinary Bachelor's degree where the student has not achieved a minimum of 30 ECTS at Level 6.
- A compensated pass cannot be offered for modules counting towards a Postgraduate Certificate (direct entry or where offered as an exit award).
- Compensated passes can be awarded for a maximum of 10 ECTS credit for a Postgraduate Diploma (direct entry or where offered as an exit award).
- Compensated pass can be awarded for up to a maximum of 15 ECTS credits for all other postgraduate taught awards.

Progression

- In order to progress to the next level of study, an undergraduate student must have passed all modules (normally equivalent to 60 credits) in the current level of study either at first attempt, at resit, or by a compensated pass⁷.
- The overall weighted average for the year must be 40.00% or above, including where a module(s) have been compensated, in order for the student to progress to the next year of the programme.
- Programme specific regulations may be used to determine a required level of performance, normally in years one and two (or a combination thereof) which

⁷ MBBS students in year two will be permitted to progress even if they have failed their co-curricular (I-Explore) module.

students need to achieve in order to progress to the final year of an Integrated Master's degree.

- Programme specific regulations may be used to determine a required level of performance in the earlier years of a programme which students need to achieve in order to be able to go on a placement year (including study abroad), whether this is a replacement or additional year.

Year weightings and Classification

Degree	Ratio	Year 1	Year 2	Year 3	Year 4	Year 5		
BSc (Hons)/BEng (Hons) (3 yrs)	3:14:23	7.5%	35%	57.5%				
BSc (Hons) with Management (4 yrs)	6:16:29:29		20%		36.25%	36.25%		
BSc (Hons) with Management and a year in Industry (5 yrs)	6:16:0:29:29				0	36.25%	36.25%	
BSc (Hons) Physics and Music Performance (4 yrs)	6:16:29:29				36.25%	36.25%		
MSci/MEng (4 yrs, including year abroad degrees) ⁸	6:16:29:29				36.25%	36.25%		
MSci/MEng with year in industry in year 3 (5 yrs)	6:16:0:29:29					0	36.25%	36.25%
MSci/MEng with a year in industry in year 4 (5 yrs)	6:16:29:0:29					36.25%	0	36.25%
MEng (with 6 month industry placement)	6:16:58					72.5%		

- For a Master's, students must normally achieve a minimum of a distinction (70.00%) mark in a designated dissertation or final major project module (as designated in the programme specification) in order to be awarded a distinction or minimum of a merit (60.00%) mark in a designated dissertation or final major project module (as designated in the programme specification) in order to be awarded a merit.
- Candidates who have a Programme Overall Weighted Average of 70.00 or above or 60.00 or above but have not achieved a minimum of a distinction (70.00%) mark or a minimum of a merit (60.00%) mark in a designated dissertation or final major project module will be considered for the next classification band where their mark in a designated dissertation or final major project module falls within 1.50% of the boundary for a distinction or merit mark respectively (68.00-69.49; 58.00-59.49%).
- Candidates at both undergraduate and postgraduate taught level who receive a Programme Overall Weighted Average between n9.50 and n9.99 will be automatically upgraded to the higher classification, i.e. the approach to classification in the new single set of regulations effectively moves the boundary for classification bands to 39.50 (Third) / 49.50 (Lower Second) / 59.50 (Upper Second) / 69.50 (First)

⁸ MSci Maths with a year abroad operates the following year weighting: Year 1 7.5%, Year 2 25%, Year 3 25%, Year 4 42.5%

for undergraduate provision and 49.50 (Pass) / 59.50 (Merit) / 69.50 (Distinction) for postgraduate provision.

- Candidates at both undergraduate and postgraduate taught level whose Programme Overall Weighted Average is between 8.00 and 9.49 (inclusive) will be considered for a higher classification band where applicable based on their overall academic performance. Each Examination Board is required to have its own approved algorithmic criteria for application to borderline candidates; this will be approved in advance by the College and will be made clear to students. Clear records will be kept as to which students have a Programme Overall Weighted Average which means they fall in the boundary zone and the reason as to why they are or are not uplifted to next classification band.
- Exit awards (Certificates of Higher Education (CertHE), Diplomas of Higher Education (DipHE), Ordinary Bachelor Degrees, Postgraduate Certificates (PGCert) and Postgraduate Diplomas (PGDip)) will be unclassified.
- Where a target award makes provision for exit awards in the programme specification, a student will be recommended by the Examination Board for the lower award if they.
 - a. fails to achieve sufficient credits to gain the award for which they are registered, and;
 - b. has chosen to leave their programme of study, is excluded on academic grounds or has reached the maximum period of registration, or for good cause as determined by the Examination Board;
 - c. has achieved sufficient credits to gain a lower level or lower volume exit award.

Annex B: Changes to student casework procedures

Student Discipline

There are some minor editorial changes to Student Discipline as follows, designed to improve clarity and the flow of the document. More extensive changes are being considered by the Student Discipline Working Group.

Academic Misconduct

There are no material changes to Academic Misconduct, other than to provide greater clarity around the penalty structure.

Mitigating Circumstances

The changes to Mitigating Circumstances are limited. There is some re-sequencing of the section about the decision-making process and the main change is to extend the deadline for submission of a claim from 5 to 10 days as had been requested in the responses to the first year review.

Academic Appeals (taught students)

The Academic Appeals process has a few editorial changes to better support staff and has reduced the submission deadline to 15 days from 20. This will be updated in the communications from the results team as soon as it becomes relevant (it will only come into place for 19/20 BoE decisions).

These revised documents should be published by 28 September 2019 although the changes to Student Discipline may need to wait until the Working Group completes its review.