

REGULATION 18: DEGREES, DIPLOMAS AND CERTIFICATES AWARDED JOINTLY BY THE UNIVERSITY OF SUSSEX AND THE UNIVERSITY OF BRIGHTON

General

1. This Regulation applies to every student who is taking a course of study leading to the award of a degree, diploma or certificate listed in Schedule 1. References to Senate are to Senate of the University of Sussex and those to the Academic Board are to the Academic Board of the University of Brighton.
2. No Regulation shall be interpreted in such a way as to conflict with the provisions of the Charter and Statutes, or of any Regulation of the University of Sussex, or the Instrument and Articles of Government of the University of Brighton.
3. Every student must comply at all times with the Charter and Statutes and Regulations of the University of Sussex, Articles of Government of the University of Brighton, and all relevant Regulations of both universities.
4. The Universities shall agree between them as to which of them shall be the primary administering university in respect of each separate course of studies, and Senate or the Academic Board, as appropriate, shall publish to students the names of bodies or persons to whom they have delegated their responsibilities under these Regulations. Schedule 2 to these Regulations lists the primary administering universities. The Brighton and Sussex Medical School is subject to a separate Memorandum of Agreement setting out administrative responsibilities.
5. A student shall be subject to the Universities' Policies and Codes of Practice on Intellectual Property.
6. Any attempt to exploit commercially the University's intellectual property, outside the terms of these Policies and Codes, will infringe the Universities' rights and the Universities reserve the right to enforce their rights.
7. The Universities shall grant and confer Degrees, Diplomas, Certificates, and other academic distinctions, to and on persons who shall have pursued a course of study approved by the Universities, and shall have passed the examinations or other tests prescribed by the Universities; provided that all Degrees, Diplomas, Certificates, and other academic distinctions so granted and conferred, shall be held subject to this Regulation.
8. The degrees, foundation degrees, diplomas, certificates, and other distinctions of the Universities, shall be awarded by the authority of Senate of the University of Sussex, and the Academic Board of the University of Brighton, on the recommendation of an authorised sub-committee.
9. The Universities reserve the right to apply a range of sanctions against students for academic debt, academic-related debt, and non-academic related debt, as set out in the University of Sussex Student Debt Policy.
10. The conferment of any degree, or the award of any foundation degree, diploma or certificate, may be revoked by Senate of the University of Sussex and the Academic Board of the University of Brighton, provided that the individual circumstances of each such case shall be considered by Senate.

Admission and Registration

11. No person shall be admitted to any course of study unless:
 - (i) they have satisfied, or has been properly exempted, from the entrance requirements for the course to which admission is sought;
 - (ii) their application has been approved by the body authorised by Senate and the Academic Board to be responsible for the admission of such applicants; and
 - (iii) they have signed a declaration that they will comply with the Universities' registration procedures and will duly observe the Charter and Statutes, Articles of Government and Regulations, of both Universities.
12. The entrance requirements for each course shall be as prescribed from time to time by Senate and the Academic Board.
13. Senate and the Academic Board may exempt a student from part of the course of studies prescribed, on the basis of previous education or other relevant experience.
14. No person may attend any course of study or use facilities unless they are registered as a student of the Universities for that course of study. Registration may exceptionally be confirmed with retrospective effect.
15. A student shall renew their registration at the beginning of each academic year, or at such time as is otherwise set by Senate and the Academic Board, for as long as they wish to remain a student and is permitted to do so.
16. The Universities shall have the right to withhold registration or re-registration from a student if that student:
 - (a) is in arrears with the payment of tuition fees; or
 - (b) has failed to meet the requirements to continue on the course of studies concerned; or
 - (c) has temporarily withdrawn from the course and has failed to meet the conditions laid down for their resumption of study; or
 - (d) has been disciplined by either University in so far as the disciplinary action taken by the University relates to registration or re-registration; or
 - (e) has a visa status which is in conflict with the terms of the University's licence as a visa-sponsoring organisation.
17. On completion of registration and re-registration, a student shall be entitled to receive a registration card from each University, which they may be required at any time to produce for the purpose of identification.
18. A student must notify the appropriate administrative authority of any changes occurring in the particulars supplied by the student for registration purposes.

Attendance and Study

19. Each student shall be required to attend such tutorials, seminars, lectures and practical classes (including field classes), and other activities, and to complete such academic and practical work, and to perform such academic engagements as may

be prescribed for the course concerned, except when permission to be absent or not to complete the work has been obtained under procedures determined by Senate and the Academic Board. Each full-time student shall be required to be in attendance throughout each term, unless permission to the contrary has been obtained under procedures determined by Senate and the Academic Board.

20. A student unable by reason of illness to comply with paragraph 15, shall immediately arrange to inform the appropriate administrative authority. In the event of a full-time student suffering illness resulting in prolonged absence, a medical certificate must be obtained and sent to that authority.
21. Senate and the Academic Board shall prescribe that each course is available only to full-time students, only to part-time students, or to both.
22. A student who wishes to withdraw from the University before the completion of their course of study, must give notice in writing to the appropriate administrative authority. Fees already paid will not normally be refunded and any fees due will be charged, notwithstanding the withdrawal.
23. Senate and the Academic Board shall prescribe the procedures which shall be followed before a student is required to withdraw from the course on academic grounds.

Maximum Period of Registration

24. Senate and the Academic Board shall determine the maximum time allowed, from date of first registration, for a student to be eligible for an award.

Course, Module and Syllabus

25. For each course of study Senate and the Academic Board shall prescribe:
 - (a) the progression, examination and assessment requirements; and
 - (b) the curriculum.

These will be set out in the definitive document for the course.

26. Senate and the Academic Board (through delegated powers where appropriate) reserve the right to review, amend or add to the prescription in paragraph 21.

Examination and Award

27. Senate and the Academic Board shall appoint examiners for each course, and they shall be organised into examination boards according to the course of study being followed, in each case including at least one external, independent examiner. Consistent with this Regulation and any other relevant Regulations, the examiners shall conduct the assessment of the student by appropriate means.
28. Where a candidate is required to submit a project, or a dissertation, or a thesis, or a portfolio of work, they:
 - (a) shall work under the direction of a supervisor appointed by Senate and the Academic Board; and
 - (b) shall comply with the requirements prescribed by Senate and the Academic Board with regard to the topic, form and length of the project, or dissertation, or thesis, or portfolio; and

- (c) shall submit by the due date the number of copies required by Senate and the Academic Board.
- 29. Only material which is freely available for publication may be incorporated into work submitted for assessment, unless Senate and the Academic Board give specific permission to the contrary. For work permitted to incorporate material not freely available for publication, an embargo on consultation or restriction of access may be imposed by the Library of the primary administering University, for a specific duration, and other conditions shall apply at the discretion of Senate and the Academic Board.
- 30. Work submitted for assessment shall be:
 - (a) written in the language prescribed by Senate and the Academic Board which unless otherwise determined shall be English, except that Senate and the Academic Board may give permission for the candidate to submit work in another language; and
 - (b) the candidate's own work, except where collaborative work is expressly permitted, or other authors are acknowledged by footnote, or other method acceptable to the examiners;

and shall become the intellectual property of the Universities which may lodge it in one or both of their Libraries, or elsewhere, and shall have the right to take copies of it and circulate those copies as it shall think fit.

- 31. The joint award of a degree, diploma, or certificate, shall be recommended to Senate and the Academic Board by the examination board appointed, in respect of that award. Each such board appointed by Senate and the Academic Board shall be responsible for the direction and regulation of the examination and assessment of candidates for the award.
- 32. A candidate having complied with this Regulations and having met the requirements of Senate and the Academic Board may be awarded either
 - (a) an Undergraduate or Postgraduate certificate or an Undergraduate or Postgraduate diploma in one of the following categories:
 - (1) Pass
 - (2) Pass with Distinction, or
 - (b) a degree of Bachelor of Arts or of Bachelor of Science in one of the following categories:
 - (1) First Class Honours
 - (2) Second Class Honours, Division I
 - (3) Second Class Honours, Division II
 - (4) Third Class Honours
 - (5) Unclassified Honours
 - (6) Unclassified Honours Aegrotat
 - (7) Ordinary
 - (8) Ordinary Aegrotat, or
 - (c) a degree of Bachelor of Medicine and Bachelor of Surgery in one of the following categories:

- (1) Pass
- (2) Pass with Distinction, or

(d) a degree of Bachelor of Science in Medical Studies in the following category:

- (1) Pass

(e) a degree of Master of Arts or Master of Science in one of the following categories:

- (1) Pass
- (2) Pass with Distinction.

- 33. The examination board shall have discretion to award such marks (if any) as it thinks appropriate in the circumstances in respect of a candidate who has failed to submit work required for assessment, whether through absence, or through failure to observe prescribed dates, or who has failed to comply with any relevant procedures prescribed by the examiners, provided that such marks shall apply to the element or elements of the course of studies, in respect of which the failure occurred, and are consistent with policies approved by Senate and the Academic Board and set out in the definitive documents.
- 34. It shall be an offence for any candidate to be guilty of, or party to, attempting to commit or committing collusion, plagiarism or any other misconduct in an examination, or in the preparation of any thesis, dissertation, essay, or other work which is submitted for assessment.
- 35. The procedures governing the investigation of misconduct shall be those of the primary administering University. The Brighton and Sussex Medical School is subject to the procedures of the University of Brighton for the investigation of misconduct.
- 36. If after due investigation, the primary administering university is satisfied that a breach of paragraph 30 has occurred, it shall have the discretion:
 - (a) to award the marks (if any) which it thinks appropriate in the circumstances in respect of any work directly affected by the breach;
 - (b) to determine that the candidate be disqualified from eligibility for the award of the degree, diploma, or certificate, as appropriate, or be subjected to some lesser penalty. A student who is the subject of such a recommendation shall be informed of the decision, according to the rules and procedures.
- 37. The examination board shall have power to permit a student to be re-assessed in such parts of the assessment as it shall think fit, such re-assessment to be taken at the first practical opportunity after the initial failure. A student may be re-assessed a second time only under the provisions of paragraph 33.
- 38. The examination board shall have power to permit a candidate who has failed to satisfy it for an award, and who has not been permitted to re-sit part of the assessment, to present himself or herself for a full re-assessment to be held at a time prescribed by the examination board, during the 12-month period immediately following the first attempt. Such a candidate may be required to pursue a further

course of study for a specific period, not exceeding twelve months, and must pay all appropriate fees arising from such further study. A candidate who fails to satisfy the examination board at the second attempt shall not again be a candidate for the same award.

39. The examination board shall have discretion to allow a student to be reassessed where through illness, or other cause found valid, on production of acceptable evidence they have been unable to complete all work required for assessment, or to achieve the required standard. The conditions under which a degree or another qualification shall be awarded by aegrotat, shall be prescribed by Senate and the Academic Board. The policies and procedures governing any reassessments provided for under paragraphs 37 and 38, shall be approved by Senate and the Academic Board and set out in the definitive course documents.
40. Where a student is in arrears with the payment of tuition fees, Senate and the Academic Board reserve the right to withhold the award of any degree, diploma or certificate and to withhold any recommendation for any award or recognition of study from any accrediting or validating body. In all cases, irrespective of the level of academic debt, the student is entitled to receive the transcript of academic credit attempted.

Appeals

41. There is no right of appeal against the academic judgement of the duly appointed examiners.
42. A candidate shall have the right to appeal against a decision of the subject examination board on the grounds of any alleged impropriety in the conduct of the assessment affecting:
 - (a) the result in any module;
 - (b) the category of degree, diploma, or certificate recommended, including a recommendation that no award be made;
 - (c) any decision under paragraph 34.
43. In the case of the Brighton and Sussex Medical School, the procedures governing appeals are a modified version of the procedures of the University of Brighton and are set out in the Memorandum of Agreement.

Fitness to Study

44. Fitness to study is defined as fit to: benefit from the programme of study or research; participate and function largely independently in the university environment including in academic, residential, social, community activities. A student may be considered not fit to study if they cannot make academic progress without frequently disrupting the academic, social or normal business of the University, its staff and other students. This regulation also applies where continued attendance is likely to be detrimental to the health of the student. Under procedures approved by Senate, where a Fitness to Study Panel believes that a student is not fit to study, the Director or Deputy Director for the Student Experience (or nominee) may recommend to the Pro Vice Chancellor for Education and Students, that the student be required to temporarily or permanently withdraw, or that an applicant may be required to withdraw or defer admission.

45. Fitness to Study procedures also apply to students wishing to study abroad and to those going on placements.

Right of Appeal

46. A student who is required to withdraw/temporarily withdraw (or an applicant whose place is withdrawn/deferred), on fitness to study grounds shall have the right to appeal to the Deputy Vice Chancellor in writing within 7 working days of the decision being communicated to the student's address, including their email address, as recorded on their student record. The grounds for appeal must be that there has been procedural irregularity or other inadequacy in the process by which the withdrawal/temporary withdrawal has been required.
47. Where a student or applicant lodges an appeal, they must not attend between the date of the notice in writing that they must withdraw, or temporarily withdraw, and the outcome of the appeal.

Return from temporary withdrawal or deferral of admission on health grounds:

48. A student preparing to return from temporary withdrawal (on health grounds), must satisfy the Fitness to Study Panel that their health has improved sufficiently to [re]commence studies or research.

Schedule 1

Courses to which this Regulation applies:

MSc in Automotive Engineering
Postgraduate Diploma in Automotive Engineering
Postgraduate Certificate in Automotive Engineering
MSc in Global Health
MRes in Medical Research
BA in Social Work
Dip SW/Diploma in Social Work
BM BS

Schedule 2

Assignment of responsibilities (primary administering University).

The primary administering university shall be the University of Brighton, with the exception of the DipSW/Diploma in Social Work and the BA in Social Work, for which the primary institution is the University of Sussex.

The University of Sussex will be responsible for the administration of the admissions and registration process, the collection of fees, monitoring of students in debt, the conduct of examinations and assessments, the maintenance of student records and archives, the provision of transcripts, certificates and formal references, the conduct of student complaints and appeals, the administration of the appointment and remuneration of external examiners, and the conduct of annual monitoring of modules/courses.

The Brighton and Sussex Medical School is subject to a separate Memorandum of Agreement, setting out administrative responsibilities.