ACADEMIC REGULATIONS

FOR THE FOLLOWING AWARDS:

Fd Sc in Applied Bioscience Technology (part-time),

BSc (Hons) in Applied Bioscience Technology (part-time),

BSc (Hons) in Pharmacology and Physiology (full-time),

BSc (Hons) in Pharmacology and Physiology with Sandwich Year (full-time),

BSc (Hons) in Pharmacology and Physiology with Integrated Foundation Year (full-time).

June 2014
1. **Introduction**

1.1 This document sets out the regulations for the Foundation degree (Fd Sc) in Applied Bioscience Technology, BSc (Hons) in Applied Bioscience Technology, BSc (Hons) in Pharmacology and Physiology, and the BSc (Hons) in Pharmacology and Physiology with Sandwich Year, or with Integrated Foundation Year, awards from the University of Kent (UoK) and the University of Greenwich (UoG). They will apply to all students registered for these programmes regardless of their University of registration.

1.2 The programmes will be delivered by the conjoint Medway School of Pharmacy. Academic and administrative management of the School and programme will be the responsibility of the Joint Pharmacy Planning Group, consisting of senior representatives of both Universities and the Head of School.

2. **School Responsibility to Students**

2.1 **Personal Tutor**

Students will receive academic support and guidance through the School network of personal tutors known as academic advisers.

2.1.1 Personal Tutor. Each student will be allocated a Personal Tutor for pastoral care. This is in line with the general regulations of the UoG’s Code of Practice (see [http://www2.gre.ac.uk/current-students/regs/?a=790551](http://www2.gre.ac.uk/current-students/regs/?a=790551)).

2.1.2 Students will be informed of the role of their Personal Tutors as well as module convenors and the programme leader.

2.1.3 All new students will be advised to make contact with their Personal Tutor within the first month of registration. Thereafter, scheduled tutorials, consisting of one-to-one meetings between students and their Personal Tutors (in the case of students studying on a part-time basis this may be via voice-over-the-internet technology), will be held at least twice per academic term. All students will receive individual information with details of their: Programme, Year/stage, ID, Programme Leader, Personal Tutor.

2.1.4 The UoG ‘Banner’ system provides details of tutee marks for Academic Advisers. Coursework marks are also available to students through Banner; examination and project marks are made available online and are provisional until the Progression and Award Board. All students will also receive results by post.

2.2 **Assessment and Feedback**

2.2.1 All individual coursework, with an assignment submission/feedback sheet attached, must be submitted through the School Reception, or via Moodle and/or Mahara when specifically requested, or for students studying on a part-time basis.

2.2.2 All coursework assignment dates will be set in writing and in a timely manner to ensure that students are able to prepare effectively and manage their time. Students will also be given dates by which coursework will be returned.

2.2.3 All coursework should be marked and will normally be returned within three calendar weeks of the published deadline, except where this period is
interrupted by the Winter or Spring vacations, in which circumstance the work in question will be returned by the end of the first week of the following term.

2.2.4 The practical elements of a module should have a final submission date, given in writing, which is two weeks after completion of the last practical exercise, or at the end of the term, as appropriate. It is a formal requirement of the School that all practical elements must have some feedback and assessment.

2.2.5 The School will monitor the effectiveness of feedback through the Student-Staff Liaison Committee, the University Student Satisfaction Survey and the National Student Survey.

2.3 Assessment Criteria

2.3.1 It is acknowledged that tutors give verbal advice about criteria for assessment, however this must be supported by written advice which may take one or more of the following forms:

- Reference to which module learning outcomes are being tested
- Use of a pro forma describing specific criteria used for assessment
- Use of standard marks forms which contain the assessment scheme used (e.g. project and case study report forms)
- Standard handouts e.g. on how essays are assessed or how to give an oral presentation.
- Use of marked student answers as exemplars of good work.

2.3.2 In order to support students’ appreciation of what is expected of them they will be provided with information on a number of guidelines and resources, such as:

- Referencing ([http://www.gre.ac.uk/studyskills/referencing](http://www.gre.ac.uk/studyskills/referencing))
- The Student Learning Advisory service ([http://www2.gre.ac.uk/study/support/skills](http://www2.gre.ac.uk/study/support/skills))
- Assignment Survival Kit ([http://www.gre.ac.uk/studyskills/assignment_writing](http://www.gre.ac.uk/studyskills/assignment_writing))
- Plagiarism ([http://www2.gre.ac.uk/current-students/regs/?a=636810?page=85](http://www2.gre.ac.uk/current-students/regs/?a=636810?page=85))
- The Students’ Charter ([http://www2.gre.ac.uk/current-students/regs/?a=637536](http://www2.gre.ac.uk/current-students/regs/?a=637536))

2.3.3 No modification of the assessment procedures is acceptable without the written permission of the Programme Leader and School Director of Learning and Teaching.

2.4 Translation dictionaries

Translation dictionaries are not permitted during class tests and examinations.

3. Responsibilities of Students

3.1 Intermission Procedures

These are to be followed when a student admitted to the Fd Sc in Applied Bioscience Technology, BSc (Hons) in Applied Bioscience Technology programme, or BSc (Hons) in Pharmacology and Physiology (with or without
sandwich year, or with integrated foundation year) programme wishes to interrupt their programme of study for a prescribed period of time.

It is important that students read the guidance about intermission available on the UoG website for the Student Support Office (see http://www2.gre.ac.uk/current-students/support/withdrawal-and-interrupt/interrupting) before making an application to intermit. The intermissions form should be completed and submitted to the Head of School prior to withdrawal from the University registration system.

International students may wish to seek advice from the Students Union Advice Centre, as there may be implications for their visa.

3.2 Attendance and Progression

3.2.1 Students are required to demonstrate a commitment to their programme of study, which in the case students studying on a full-time basis this is by regular attendance at lectures, laboratory classes, seminars and workshops and successful completion of summative and formative assessment tasks. In the case of students studying on a part-time basis this is by regular activity on Moodle and successful completion of summative and formative assessment tasks. The summative assessment for a programme of study, will normally involve a variety of assessment methods. These may include formal written examinations, practice-based assessments, laboratory reports, coursework, multiple choice questions, group projects, seminar presentations and case studies. Each module has a clearly defined assessment requirement, which must be completed before the student can pass the module and obtain the credits.

3.2.2 In addition to the summative assessment, each module has a requirement in terms of formative assessment tasks. These are designed to provide students with feedback on their performance and to enable staff to identify areas where remedial work may be required. Formative assessment tasks may take the form of, but are not limited to, laboratory reports, essays, research abstracts or literature reviews.

3.3 Communication with the Progression and Award Board*: it is the responsibility of students to attend examinations and to submit work for assessment as required. However, if there is evidence of the student becoming unwell prior to or during the assessment, the student is required to provide documentary medical evidence in advance of the examiners meeting, including any relevant information on personal circumstances which may have affected their performance and which they wish the examiners to consider.

A completed concession claim form must be submitted through the School Reception.

If a student fails to attend examinations or to submit work for assessment without good cause, the examiners have the authority to deem the student to have failed the assessments concerned.

If a student does not provide the examiners with information about any personal circumstances that may have affected their performance in assessments in advance of their meeting, any subsequent appeal on these grounds may be rejected.

* The Progression and Award Board may be referred to as the Board of Examiners in some documentation. Please note these terms are interchangeable.
3.3.1 Where a student's concessionary submission indicates that the student will be unable to attend an examination, the Concessionary Committee** may grant permission in advance for the absence and report this to the meeting of the Board of Examiners.

3.3.2 Where a student's concessionary submission indicates that the student will be unable to submit an item or items of coursework by the published deadline, the Concessionary Committee may set a new deadline or deadlines for the submission of the coursework concerned.

3.3.3 If a candidate fails a module due to illness or other mitigating circumstances considered to be acceptable by the Concessionary Panel of the Progression and Award Board, the Board will refer the student to the next assessment opportunity without penalty.

3.3.4 There may be some modules that cannot be compensated or condoned. These should be identified in the relevant programme specification (e.g., Pharmacology and Physiology Project, for the BSc [Hons] in Pharmacology and Physiology).

** Sometimes referred to as the Extenuating Circumstances Panel

3.4 **Appeals:** if a student wishes to appeal, he/she should complete and submit the form for appeals against recommendations of Progression and Award Board, at http://www2.gre.ac.uk/current-students/regs/?a=636810#page=111

3.5 **Cheating and Plagiarism:** there are various forms of academic dishonesty but this will normally refer to cheating in examinations or presenting work for assessment which does not represent the student's own efforts. All examples of cheating or plagiarism will be penalised, as described in the Academic Regulations of the University (see http://www2.gre.ac.uk/current-students/regs/?a=636810#page=85).

3.6 **Health and Safety:** in accordance with the Health and Safety at Work Act 1974 and regulations made under it, it is University Policy to take all reasonably practicable steps to ensure the health, safety and welfare of all University personnel, students, visitors and members of the public who are, or may be, affected by its activities. This is achieved by:

- The provision and maintenance of safe and healthy working conditions.
- Properly maintained and guarded machinery.
- The operation, design and maintenance of safe systems of work.
- Provision of information, training and supervision appropriate to the University's activities.

3.6.1 Safety is the concern of both staff and students. The University is responsible for providing a safe working environment but students are responsible for observing the University rules and for conducting laboratory, placements, and field trips in a safe manner.

3.6.2 The Head of School will have the authority to deny a student access to laboratories, placements and/or field trips if the student fails to comply with any notified safety rules.
4. **The Progression and Award Board**

4.1 The terms of reference of the Progression and Award Board are as per [http://www2.gre.ac.uk/current-students/regs/?a=636810#page=47](http://www2.gre.ac.uk/current-students/regs/?a=636810#page=47).

4.2 **Composition of Progression and Award Board:** the Progression and Award Board for the Fd Sc in Applied Bioscience Technology, the BSc (Hons) in Applied Bioscience Technology, BSc (Hons) in Pharmacology and Physiology (with or without sandwich year, or with integrated foundation year) programme should consist of the following:

- Head of School (Chair) or nominee
- Appropriate Programme Leaders;
- Representative members of teaching staff as internal examiners
- At least one external examiner
- Minuting Officer (representative of the School Director of Learning and Teaching)
- A School of University Officer who is knowledgeable of and able to give advice regarding the application of assessment regulations.

A Progression and Award Board will follow stages 0, 1, 2, and 3 of the BSc (Hons) in Pharmacology and Physiology (with or without sandwich year and/or with integrated foundation year) programme, and soon after (within 4 weeks) of each ‘examination week’ (occurring annually in March and August) of the Fd Sc and BSc (Hons) in Applied Bioscience Technology.

Students failing to achieve the 40% pass mark in the first examination for each module will be allowed to resit the examination. The resit examination will be scheduled in the month of August of that academic year for full-time programmes, and at the next examination period for students studying on a part-time basis. Only successful completion of the resit examination will allow the participant to progress to the next stage. **The module mark will be capped at 40%**. For those that fail the resit examination, a third and final resit attempt may be granted, at the discretion of the Board, to be attempted at the next assessment opportunity.

4.2.1 **The External Examiner:** the role of the External Examiner is defined in [Quality Assurance of Taught Programmes](http://www.gre.ac.uk/offices/aqu/external-examining).

5. **The Conferment of Awards**

5.1 The Progression and Award Board may make recommendations for the conferment of the following awards:

- Certificate of Higher Education (at least 120 credits)
- Diploma of Higher Education (at least 240 credits)
- Foundation Degree in Applied Bioscience Technology (at least 240 credits)
- BSc (ordinary) in Applied Bioscience Technology (at least 300 credits)
- BSc (Hons) in Applied Bioscience Technology (at least 360 credits)
- BSc (ordinary) Pharmacology and Physiology (at least 300 credits)
• BSc (Hons) Pharmacology and Physiology (at least 360 credits)
  To be eligible for an honours degree students must obtain 360 credits of
  which at least 210 credits are at level I or above including at least 90
  credits at level H. A degree without honours will be awarded where
  students achieve 300 credits with at least 150 credits at level I or above
  including at least 60 credits at level H.

5.1.1 A Certificate of Higher Education will be awarded if a student successfully
  completes the Stage 1 of the Fd Sc in Applied Bioscience Technology, BSc
  (Hons) in Pharmacology and Physiology (with or without sandwich year, or
  with integrated foundation year) programme (at least 120 credits at Level 4),
  but does not continue into Stage 2, or if the candidate fails the second year
  assessment and does not retrieve the failure.

5.1.2 A Diploma of Higher Education will be awarded if a student successfully
  completes Stages 1 and 2 of the BSc (Hons) in Pharmacology and
  Physiology (with or without sandwich year, or with integrated foundation year)
  programme (at least 240 credits, of which at least 90 must be at Level 5 or
  above), but does not progress into Stage 3, or if the candidate fails to obtain a
  degree after the Stage 3 assessment and does not retrieve the failure.

5.1.3 Once a recommendation for award has been approved on behalf of the two
  universities, the graduand will be invited to attend the Joint Awards
  Ceremony.

6. Minimum and Maximum Registration Periods

<table>
<thead>
<tr>
<th>Award</th>
<th>Minimum period of full-time study</th>
<th>Maximum period for completion of programme of study (including via part-time study)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate/Certificate of Higher Education</td>
<td>One academic year</td>
<td>6 years</td>
</tr>
<tr>
<td>Diploma</td>
<td>1 academic year</td>
<td>6 years</td>
</tr>
<tr>
<td>Diploma of Higher Education</td>
<td>2 academic years</td>
<td>6 years</td>
</tr>
<tr>
<td>Foundation Degree</td>
<td>2 academic years</td>
<td>6 years</td>
</tr>
<tr>
<td>Non-Honours Bachelors Degree</td>
<td>3 academic years</td>
<td>8 years</td>
</tr>
<tr>
<td>Bachelors Degree with Honours</td>
<td>3 academic years</td>
<td>8 years</td>
</tr>
</tbody>
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7. Compensation, Condonement, Referral and Deferral

7.1 Compensation

7.1.1 A student who fails up to 25% of the credits for a stage may receive
  compensation for that failure and be awarded credits for the module, at the
discretion of the Progression and Award Board, provided that they have a
good overall performance, normally defined as an average stage mark of 50%
or more, and provided that there is evidence to show that the programme
learning outcomes have been achieved and the mark for any individual
module is within five percentage points of the pass mark (i.e. the achievement
of a mark in the range 35% - 39%).
7.1.2 The marks achieved for such modules will not be adjusted but transcripts will indicate modules for which credits have been awarded via compensation.

7.1.3 There may be some modules that cannot be compensated or condoned. These should be identified in the relevant programme specification (e.g., Pharmacology and Physiology Project, for the BSc [Hons] in Pharmacology and Physiology).

7.2 **Condonement**

7.2.1 If a candidate fails a module due to illness, or other mitigating circumstances, the Progression and Award Board may refer the student to the next assessment opportunity or condone the failure and award credits for the module up to a limit of 25% of a stage of a programme of study provided that there is evidence to show the programme learning outcomes have been achieved, and provided the student has submitted written medical or other evidence to substantiate any claim of illness or mitigating circumstances.

7.2.2 The marks achieved for such modules will not be adjusted to take account of the illness or mitigating circumstances, but transcripts will indicate modules for which credits have been awarded via condonement.

7.2.3 A student cannot be condoned or compensated for more than 60 credits across the programme.

7.3 **Referral**

7.3.1 Where a student has not achieved the learning outcomes of a stage of the programme, the Progression and Award Board may permit further assessment in failed modules. Only three attempts per module will normally be permitted.

7.3.2 Where a student is required to be reassessed in a module, this will normally take place at the next available opportunity, and before progressing to the next stage of the programme. Students will not be permitted to trail credits.

7.3.3 Where a student has failed more than two modules at the first opportunity, and attained an overall stage mark of less than 30% without presenting acceptable concessionary evidence, the student will normally be required to withdraw from the programme for reasons of a demonstrable lack of diligence on the part of the student.

7.3.4 If it is established that a student has cheated or otherwise attempted to gain an unfair advantage, the School will follow the disciplinary procedures of the University in considering such cases (http://www2.gre.ac.uk/current-students regs/?a=637539).

7.3.5 A student for reassessment may not be reassessed in elements that are no longer current. The Progression and Award Board may make such special arrangements as it deems appropriate in cases where it is impracticable for students to be reassessed in the same elements and by the same methods as at the first attempt.

7.4 **Deferral**

If the Progression and Award Board, in considering the advice of its Concessionary Panel, agrees that a student has provided the Board with sufficient evidence as to why an examination or assessment has been missed or a poor mark attained, then the Board can recommend that the student be allowed to resit the assessment or examination without penalty.
7.5 Students who have exhausted all attempts permitted by the Progression and Award Board and still fail to meet the requirements for progression will be required to withdraw from the programme. Students in this position who satisfy the requirements specified in section 5 of these regulations may be awarded a suitable fallback award.

8. Coursework

8.1 Submission of Late Coursework

If a student submits their coursework within 10 working days of the deadline date and it is accompanied by an extenuating circumstances form it will be accepted for initial marking while the form is considered by the Concessionary Committee. The Concessionary Committee will review the claim and evidence and determine whether the claim is accepted and the grade may be recorded, or if the claim requires more evidence. If the extenuating circumstances claim is rejected, or there is no claim made and the work was submitted within 10 working days of the deadline date then the work will be marked and a capped mark recorded (capped at the module pass mark). All Concessionary Committee decisions are advisory to the Progression and Award Board who make the final decision on the student’s progression or award. No staff member may set or mark any re-sit opportunities that are not approved by a Progression and Assessment Board.

9. Examination Regulations for Awards.

9.1 The classifications for the a BSc degrees:

- First Class: 70% and above
- Upper Second Class: 60% - 69%
- Lower Second Class: 50% - 59%
- Third Class: 40% - 49%

9.2 The classification for the Fd Sci degree:

- Pass with Distinction: 70% and above
- Pass with Merit: 60% - 69%
- Pass: 40% - 59%

References

The University of Greenwich Academic Regulations for Taught Programmes of Study: [http://www2.gre.ac.uk/current-students/regs/?a=636810](http://www2.gre.ac.uk/current-students/regs/?a=636810)

Credit Framework for Taught Programmes: [http://www.kent.ac.uk/teaching/qa/regulations/index.html](http://www.kent.ac.uk/teaching/qa/regulations/index.html)

Academic Discipline Procedures: [http://www2.gre.ac.uk/__data/assets/pdf_file/0006/636810/Academic-Regulations-with-Appendices-October-2013.pdf#page=111](http://www2.gre.ac.uk/__data/assets/pdf_file/0006/636810/Academic-Regulations-with-Appendices-October-2013.pdf#page=111)

External Examiners: [http://www.gre.ac.uk/offices/aqu/external-examining](http://www.gre.ac.uk/offices/aqu/external-examining)
Extenuating Circumstance Applications and Appeals against Recommendations of Boards of Examiners: http://www2.gre.ac.uk/current-students/regs/?a=636810#page=111

Standing Orders on Academic Review Procedures: http://www2.gre.ac.uk/current-students/regs/?a=636810#page=1