Academic Regulations for Taught Courses of Study

N.B.1 Where the text states ‘School’ this should be understood to refer to ‘School’ or ‘Department’ at the sub-divisional level, as appropriate.

N.B.2 The term ‘Course of Study’ may be denoted by the shorthand term ‘Course’ throughout the text.

1 Definition of Terms

Wherever in these regulations the word ‘assessment’ appears, it shall be taken to refer to both summative assessments, which students are required to undertake and which contributes to the final mark awarded for any module, and formative assessments, which students are encouraged to undertake, but which do not contribute to the final mark.

2 Scope

2.1 These regulations apply to all credit-bearing taught courses of study that lead to the award by the University of Kent of a certificate, diploma or degree, with the exception of those collaborative taught courses of study leading to joint or dual awards for which a separate set of conjoint regulations have been agreed with a partner provider.

2.2 Courses that are delivered by or on behalf of the University are, in addition to these Regulations, are subject to the terms and requirements of the University’s Code of Practice for the Quality Assurance for Taught Courses of Study and the Credit Framework for Taught Courses of Study, with the exception of those collaborative taught courses of study leading to joint or dual awards for which a separate set of credit conventions and procedures for quality assurance have been agreed with a partner provider.

3 Admission

3.1 The minimum age to study a certificate, diploma or degree course at the university is normally at least 17 years old by 20 September in the year the course begins. There is no upper age limit.

3.2 Applicants must satisfy the requirements for admission to the course of study in question or, provided that the University is satisfied that the applicant is capable of successfully completing the proposed course of study, be dispensed from such requirements.

In addition, the following conditions apply:

3.3 Applicants for admission to courses of study leading to the award of an undergraduate degree must satisfy the University general entry requirements as set out in the University Undergraduate Prospectus for admission in the year in question or, provided that the University is satisfied that the applicant is capable of successfully completing the proposed course of study, be
dispensed from the general entry requirements. Holders of other qualifications will be considered individually.

3.4 Applicants for admission to courses of study leading to the award of a Graduate Certificate or of a Graduate Diploma will normally be expected to have a degree in an appropriate subject awarded by a British university or equivalent. Holders of other qualifications will be considered individually.

3.5 Applicants for admission to postgraduate courses of study will normally be expected to have an Honours degree in an appropriate subject awarded by a British university or equivalent. Holders of other qualifications will be considered individually.

4 Period and Level of Study

4.1 Every course of study shall be such as to require a minimum period of full-time study as shown below or an equivalent period of part-time study. In order to be eligible for an award of the University, a student must complete the course within the maximum period shown below, to include any periods in which the student is permitted to interrupt study unless, for a particular course of study, a different maximum period for completion has been approved by Senate.

4.1.1 The maximum period of study will exclude interruptions that derive from periods during which students have been unable to engage with their studies due to reasons linked to protected characteristics.

4.1.2 Periods where the University suffers serious disruption to its capacity to deliver a course or courses due to Force Majeure events will not be regarded as contributing to the maximum period of study permitted for the completion of any award.

<table>
<thead>
<tr>
<th>Award</th>
<th>Minimum period of full-time study¹</th>
<th>Maximum period for completion of programme of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate/Certificate of Higher Education</td>
<td>1 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>Graduate Certificate</td>
<td>6 months</td>
<td>4 years</td>
</tr>
<tr>
<td>Graduate Diploma</td>
<td>1 academic year</td>
<td>4 years</td>
</tr>
</tbody>
</table>

¹ Note: one academic year is defined as nine months (normally September to May).
<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Duration</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Degree</td>
<td>2 academic years</td>
<td>6 years</td>
</tr>
<tr>
<td>Non-Honours Bachelor’s Degree</td>
<td>3 academic years</td>
<td>8 years</td>
</tr>
<tr>
<td>Bachelor’s Degree with Honours</td>
<td>3 academic years</td>
<td>8 years</td>
</tr>
<tr>
<td>Extended Master’s Degree</td>
<td>4 academic years</td>
<td>8 years</td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>6 months</td>
<td>4 years</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>1 academic year</td>
<td>6 years</td>
</tr>
<tr>
<td>Master’s Degree (graduate entry)</td>
<td>12 months</td>
<td>6 years</td>
</tr>
</tbody>
</table>

4.2 The Education and Student Experience Committee or the Graduate Studies and Student Experience Committee of the Division, as relevant to the provision, may, in appropriate circumstances and subject to any criteria which may be laid down by the Senate, grant exemption from part of a course of study provided that the requirements of the University’s Credit Framework with regard to limits on credit transfer, or equivalent requirements in the case of a course that is not subject to the Credit Framework, are complied with.

4.3 The Education and Student Experience Committee or the Graduate Studies and Student Experience Committee of the Division, as relevant to the course concerned, may, in cases of illness or other reasonable cause, permit a student to interrupt registration as a student, normally for a period of not more than one year at a time.

4.3.1 No intermissions should be granted after the deadline for student examination registration. This deadline applies equally to students not taking formal examinations.

4.3.2 Only Directors of Division are empowered to authorise intermissions after this point. This power may not be delegated to other members of the Division.

5. **Course of Study and Module Selection Changes**

5.1 Stage 1 students are permitted to change their module choice(s) during the first three weeks of the Autumn Term and during the first two weeks of the Spring Term (where the student commenced studying the module in the Spring Term).

5.2 For all other stages, students are permitted to change their module choice(s) only during the first two weeks of either term (where the student commenced studying the module in that term).

5.3 In all cases, module changes will be permitted subject to available classroom space for the chosen module and subject to the requirements of the student’s course of study.
5.4 Where students have also selected extracurricular modules they are required to explicitly indicate which modules are intended to count towards the volume of credit for the stage and which modules are extracurricular. Such module choice will be within the same timeframe as that set out in sections 5.1 and 5.2 above. Once the chosen modules have been designated as counting towards a stage or as extracurricular students will not be permitted to vary it.

6. Course of Study and Coursework Submission Requirements

6.1 Except where specifically stated otherwise, all Schools will require the mandatory submission of written coursework in electronic format only. Schools may require a second copy to be submitted in paper format, but failure to comply will not result in failure of the coursework element. Where it is necessary for a School to require the mandatory submission of written coursework in hard copy (e.g. in the case of mathematical calculations) students must be explicitly advised in advance.

6.2 Students are required to state the total word count of written coursework submissions. The word count will include everything in the body of the text, such as quotations, citations, footnotes and subheadings. It does not include the coursework title, bibliography, references, appendices or other supplementary material, which does not form an essential part of the text (see Note 1). Unless stated otherwise, there is an allowance of 10% deviation in excess of the stated maximum word count.

Note 1: ‘Footnotes’ encompasses additional explanatory text included at the bottom of a page to amplify specific sections of text in the main body of the work. ‘References’ indicates the systematic referencing of the sources used by the text author, according to the Harvard (or other) system employed by the School.

7. Course of Study and Progression

7.1 All students shall be provided with details in writing of the course of study for which they are registered and the methods of assessment which will be used to test if they have achieved the learning outcomes required for the award of the University relevant to the course of study for which they are registered.

7.2 Academic Diligence

If, in the view of the Education and Student Experience Committee or the Graduate Studies and Student Experience Committee of the Division, as relevant to the provision, a student persistently fails to attend scheduled events or perform satisfactorily the work prescribed, the University’s Academic Diligence and/or Support to Study procedures shall apply.

7.3 Academic Misconduct

Students have a responsibility to act with honesty, integrity and fairness in completing assessment requirements in relation to their course of study. Where alleged breaches of academic integrity occur this is considered to be academic misconduct. Allegations of academic misconduct shall be
considered in accordance with the procedures set out in Annex 10: Academic Misconduct of the University’s Credit Framework.

7.4 Student Progression and Award of Qualifications

The academic progress of each student towards a University taught award will be considered by a Board of Examiners at the end of each Stage of a Course of Study in keeping with the conventions for progression and awards set out in the Credit Framework.

7.5 As relevant to the course of study, the Board of Examiners shall recommend either to the Education and Student Experience Committee or the Graduate Studies and Student Experience Committee of the Division, one of the following outcomes for each student:

7.5.1 that a qualification be awarded; or
7.5.2 in the case of a taught postgraduate course of study which requires submission of a dissertation, that a qualification be awarded subject to minor corrections to the dissertation being carried out to the satisfaction of the internal examiner within three months; or
7.5.3 that the student be permitted to proceed to the next stage of the course of study for which the student is registered; or
7.5.4 that the student be permitted to repeat part or all of the course of study and assessment as specified by the Board of Examiners and subject to section 7.6 below; or
7.5.5 that the student be permitted to undertake further assessment as specified by the Board of Examiners and subject to section 7.6, or
7.5.6 that the student be permitted to proceed to an appropriate stage of a different course of study as specified by the Board of Examiners; or
7.5.7 that when a student has completed a year of study but has not completed a stage of a course of study, that the student may continue with his or her studies; or
7.5.8 that the student be required to withdraw from the course of study and from the University.

7.6 A student may be registered on a module on, at most, three occasions. Thus a student who has failed a module on three occasions will not be permitted to undertake further assessment on the module in question. This may be varied where valid extenuating circumstances have been submitted by the student and accepted by the University.

7.7 Where there are modules at different levels which have the same or similar curriculum (see Credit Framework section 3.3), students are not permitted to take more than one version of the module as part of their programme of study.

8. Examination Duration

8.1 The duration of each individual examination shall be either two hours or three hours, to be stated in the relevant module specification.
8.2 An exception to 8.1 may be permitted in certain circumstances, where the examination is administered locally by the School or Division (i.e. where not administered by the Examinations Team of the Central/Medway Student Administration Offices), is specifically for blended learning contexts and is to be less than two hours.

8.2.1 Such exceptions must be approved in advance, i.e.: the School in question must make its case to the Quality Assurance and Compliance Office in writing; the Quality Assurance and Compliance Office will liaise with the DVC Education and Student Experience (or nominee) and will relay the decision to the School/Division.

8.2.2 Where an exception is permitted the School/Division, as relevant, will undertake responsibility for ensuring that the examination and its administration is subject to Kent’s quality assurance procedures.

9. Award of Qualifications

9.1 The award of a qualification must be approved by the Education and Student Experience Committee or the Graduate Studies and Student Experience Committee of the Division (as relevant to the provision) and by the Senate or by persons authorised by the Education and Student Experience Committee or the Graduate Studies and Student Experience Committee and the Senate to act on their behalf.

9.2 The award of a qualification may be withheld where a student owes money to the University. Such students will not normally be informed of the recommendation of the Board of Examiners concerning them.

9.3 Once an award has been conferred on a student neither the qualification awarded nor the course title may be changed, whether wholly or in part. (With the exception of where an error has been made in the recording of the qualification achieved or the stated award title.)

10. Mitigation of Extenuating Circumstances

Where circumstances mean that a student wishes to submit an application for mitigation Annex 9: Mitigation of Extenuating Circumstances of the Credit Framework for Taught Courses of Study shall apply.

11. Appeals

Where a student wishes to submit an appeal against the recommendation of a Board of Examiners, Annex 13 of the Credit Framework shall apply.

12 Delegation of Powers

12.1 The Senate may delegate any of the powers conferred on it by these regulations to the Education and Student Experience Committee or the Graduate Studies and Student Experience Committee of the Division
concerned (as relevant to the provision) or to other committees or to appropriate persons as it sees fit.

12.2 The Education and Student Experience Committee or the Graduate Studies and Student Experience Committee of the Division may delegate any of the powers conferred on it by these regulations to other committees or to appropriate persons as it sees fit.

13 Dispensation from Regulations

13.1 Senate may, if it considers it appropriate, dispense a student from any of the requirements of these regulations.

13.2 Senate has delegated authority to approve exceptions to the requirements of the Credit Framework to the Education and Student Experience Board.

13.3 Where the request is for a deviation from the course specification, but it does not require an exemption from the Credit Framework, the request can be considered and approved/rejected by the Divisional Director of Education and UG Student Experience/Graduate Studies and PG Student Experience of the Division concerned (as relevant to the provision).

14. Posthumous Awards

14.1 Where a student has died before completion of their course of study, the Board of Examiners may recommend a posthumous award.

14.2 For each case above, refer to the Credit Framework section 13.4 for the procedure.