



## Senate

<b>Paper title</b>	<b>Academic Regulations and Code of Practice for Postgraduate Research Programmes: proposed changes for 2025-26</b>
<b>Outcome requested</b>	<p><b>Senate is asked to approve</b> the proposed changes to the Academic Regulations and to the Code of Practice for Research Degree Programmes for 2025-26, at its meeting in June, for publication on 1 August 2025.</p> <p><b>Senate will be asked to delegate</b> to the Chair of the Research Degrees Board (RDPEB) the authority to approve any final minor or factual revisions to the text of the Code of Practice.</p>
<b>Points to note and further information</b>	<p>The attached paper summarises the proposed changes.</p> <p>The recommendations in this paper have been confirmed by the Research Degrees Programmes and Examinations Board on 16 April 2025.</p>
<b>Questions to consider</b>	<p>There are no changes to content; only minor typos and grammar improvements are to be made to the Academic Regulations and Code of Practice for 2025-26. The next pages of this report contain a summary of changes.</p>
<b>Regulatory/statutory reference points</b>	<ul style="list-style-type: none"> <li>• Queen Mary Strategy 2030</li> <li>• Queen Mary Academic Regulations</li> <li>• Queen Mary Code of Practice for Research Degrees Programmes</li> <li>• OfS regulations and policies</li> </ul>
<b>Strategy and risk</b>	Compliance with OfS regulations and policies.
<b>Reporting/consideration route</b>	<p>Draft proposals are considered by the Research Degrees Programmes and Examinations Board and the Education Quality and Standards Board (EQSB).</p> <p>Final recommendations will be proposed to the Senate by RDPEB for approval.</p>
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## Research Degrees Programmes and Examinations Board

### Senate

## Academic Regulations and Code of Practice for Research Degrees Programmes

### Summary of proposed changes for 2025-26

**Approved at the Research Degrees Programmes and Examinations Board on Wednesday 16 April 2025**

#### Introduction

This paper summarises the proposed draft changes to the Academic Regulations and Code of Practice for Research Degrees Programmes for 2025-26.

Key:

Regulations – the Academic Regulations for Research Degree Programmes

Code – the Code of Practice for Research Degree Programmes

Board / RDPEB – the Research Degrees Programmes and Examinations Board

RDO – Research Degrees Office

Paragraph references in the Code of Practice for Research Degrees Programmes and regulations in the Academic Regulations refer to the 2024-25 editions.

#### Summary of changes to Academic Regulations

1. Paragraph 8.72 (ii) => word correction from **other** to **another**.  
It now reads:  
*ii. Fail to progress – the student may transfer registration to MPhil or **another** appropriate programme.*
2. Paragraphs 8.74, 8.81 and 8.133 => the **Appeal Policy** hyperlink amended to the correct webpage.  
Old URL: <http://www.arcs.qmul.ac.uk/policy/>  
New URL: <https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/ap-peals/>
3. Paragraph 8.83 => grammar correction, by including a comma after the word 'required', in the final sentence.  
It now reads:

[...] After twelve months, if the thesis has not been submitted, a new entry form is **required**, and a re-entry fee may be required.

4. Paragraphs 8.91, 8.111 (i and ii), 8.113, 8.115 => hyperlink **Appendix 1** to the respective place within the document.
5. Paragraph 8.108 => grammar correction, by including a comma after the word 'required', in the first sentence. Also, replaced the noun phrase 'is in attendance at' for the verb 'attends'.  
It now reads:  
*8.108 Where the supervisor **attends** the oral **examination**, they must not participate in the examination but may make comments if asked to do so by the examiners.*
6. Paragraph 8.111 (iv) => grammar correction, by including a comma after the word 'awarded'.  
It now reads:  
*iv the examiners may determine that the candidate has not satisfied them in the examination, that the degree should not be **awarded**, and that the student should not be[...]*
7. Paragraph 8.113 (vii) => deleted the words 'in order', in the last sentence of the first paragraph, for better reading.  
It now reads:  
*[...] (b) what action would need to be taken for these criteria to be satisfied.*  
  
Improved grammar in the third paragraph.  
The final text becomes:  
*If the the candidate either does not wish to be considered for the MPhil degree, or does not confirm that they wish to be so considered within the specified period, then, they will be informed that they have failed to satisfy the examiners for the PhD or EngD degree, and that they may no longer be considered for the award of the MPhil degree.*
8. Paragraph 8.114 => added a comma after the reference to '8.105'.  
It now reads:  
*8.114 Except as provided in paragraph 8.105, the examiners, after[...]*
9. Paragraph 8.121 => improved grammar and readability.  
It now reads:  
*8.121 A student who does not re-enter within the prescribed time frame will be deemed not to have satisfied the examiners in the examination, **and their registration will be terminated.***
10. Paragraphs 8.128 and 8.129 => the **Academic Integrity and Misconduct Policy** hyperlink amended to the correct webpage.  
Old URL: <http://www.arcs.qmul.ac.uk/policy/>  
New URL: <https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/academic-misconduct/>
11. Renumbered all paragraphs in Appendix 1 and Appendix 2, not to confuse the reader with repeated paragraph numbers, in the main regulations clauses (e.g., there was 8 in the main Regulations, as well as in Appendix 1).

All paragraphs in the Appendix now start with 'A + number' (e.g., Appendix 1 will be A1.1, A1.2., and so on; Appendix 2 will be A2.1, A2.2, and so on).

12. Amended the referencing in Appendix 1, where paragraph 8 (c., f., g.) was miss-referring paragraph 7, but it should have been within paragraph 8 itself.

It now reads:

- Former 8. c., now A1.11. iii. => [...] the award of the degree will be based (see also **A1.11. [iv.] and [vii.]** below)
- Former 8. f., now A1.11. vi. => the elements listed at **A1.11. [v.]** shall be assessed [...]
- Former 8. g., now A1.11. viii. => [...] against the stated requirements (see **A1.11. [iv.]** above) and [...]

13. Appendix 1, paragraph 15 => grammar correction. It now reads:

*A1.18. A student who does not meet the requirements for award, but is entitled to re-sit or re-take, may elect to exit with the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award, where the requirements for those awards are met. The student shall then be ineligible to re-sit or re-take the failed modules, to meet the requirements for the professional doctorate programme.*

### Summary of changes to Code of Practice

14. Paragraph 18 => corrected spelling of word 'fulfil'. It now reads:

*18. New research studies programmes should be initiated and developed within Schools/Institutes that **fulfil** the above criteria.*

15. Paragraph 20 => improved grammar in final sentence. It now reads:

*[...] Entry requirements may be adjusted as Queen Mary deems **appropriate; it shall** be published annually by the start of the relevant admissions cycle.*

16. Paragraph 34 => improved grammar in first sentence. It now reads:

*34. It is expected that, usually, students beginning their studies within the 2022-23 academic year will be resident in the UK for most of their research studies, before transferring to writing-up status[...]*

17. Paragraph 35 => improved grammar. It now reads:

*35. Exceptionally, students may be permitted to undertake most of their studies at a research organisation external to Queen Mary, as part of a formal agreement or contract, with joint supervision provided by staff at Queen Mary and the partner research organisation.*

18. Paragraph 39 => improved grammar. It now reads:

*39. Students who consistently miss supervision meetings and/or other School/Institute activities that they are expected to attend, and/or do not submit work and/or miss deadlines, as agreed with their supervisory team, may have their registration with Queen Mary reviewed by the School/Institute[...]*

19. Paragraph 56 => improved grammar. It now reads:

*56. If the primary supervisor changes, part way through a student's studies or in the later stages of writing the thesis, the responsibilities of the new primary supervisor may be different to those required earlier in the student's research studies. The role of the new primary supervisor will be considered in relation to the stage of the student's research studies and the*

*contribution of the second supervisor and the supervisory team, as a whole. The role of the primary supervisor may change from leading advice on research [...]*

20. Paragraph 59 [j] => improved grammar. It now reads:  
*[j] conform to all Queen Mary policies on research integrity, and associated processes and training, including applying for ethical approval for their research where necessary or a Disclosure and Barring Service (DBS)[...]*
- Amended Policy Zone hyperlink  
Old URL: <http://www.arcs.qmul.ac.uk/policy/index.html>  
New URL: <https://www.qmul.ac.uk/governance-and-legal-services/policy/policies-by-category/>
21. Paragraph 76 => Interruptions Policy hyperlink.  
Old URL: [https://www.qmul.ac.uk/governance-and-legal-services/media/arcs/policyzone/academic/Interruption-of-Study-Policy-\(July-2023\).pdf](https://www.qmul.ac.uk/governance-and-legal-services/media/arcs/policyzone/academic/Interruption-of-Study-Policy-(July-2023).pdf)  
New URL: <https://www.qmul.ac.uk/registry-services/research-degrees/research-student-information/change-of-circumstances/interrupting-your-programme/>
22. Paragraph 116 => amended Academic Regulations hyperlink.  
Old URL: <http://www.arcs.qmul.ac.uk/policy/https://www.qmul.ac.uk/governance-and-legal-services/policy/policies-by-category/>  
New URL: <https://www.qmul.ac.uk/governance-and-legal-services/policy/policies-by-category/>
23. Paragraph 131 => amended RDO contact details hyperlink.  
Old URL: <https://www.qmul.ac.uk/registry-services/contact-directory-/research-degrees-office/>  
New URL: <https://www.qmul.ac.uk/registry-services/contact-directory-/research-degrees-contact-details/>

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# 1. Framework and Governance

## Scope

- 1.1 The Academic Regulations regulate the principal institutional mechanisms for the articulation and management of academic standards at Queen Mary University of London.
- 1.2 The [Senate](#) is the body responsible to Queen Mary's [Council](#) for the management of academic activity, including academic standards and the quality of programmes leading to awards of Queen Mary and of the University of London ([Ordinance A15](#)). The Senate [delegates responsibility](#) for certain matters to other bodies and individuals.
- 1.3 The Academic Regulations will be approved by the Senate, normally in advance of their coming into effect.
- 1.4 The Academic Regulations 20~~25-26~~<sup>24-25</sup> take effect from 1 August 20~~25~~<sup>24</sup> and apply to programmes and modules leading to awards or academic credit from Queen Mary or the University of London, and to - students (including associate students) registered on those programmes and modules. Specifically, they apply to all students registering for the first year of a programme from 1 August 2024 except for:
  - i a student admitted with accredited prior learning to a subsequent (eg second) developmental year of a programme. The regulations for the cohort joined apply, here.
  - ii a student transferred within Queen Mary to another programme. The regulations for the cohort joined apply, here.
  - iii a student changing programme duration (eg from a four-year to a three-year programme). The regulations for the cohort joined apply, here.
  - iv where a programme has approved [special regulations](#) that deviate from the standard regulations.
  - v where it is otherwise specified in these regulations.
- 1.5 The processes of enrolment and registration confirm a student's acceptance of Queen Mary's Charter, Ordinances, regulations, rules, and other policies and codes of practice. This forms the basis of the contract between Queen Mary and the student.
- 1.6 All references to the 'Academic Regulations' include [programme, module](#), and [special regulations](#).

## Awards

- 1.7 Queen Mary holds and exercises independent degree awarding powers, and – under the Ordinances of the University of London – delegated powers to make awards in the name of the University of London. All awards are made in the name of Queen Mary University of London unless [special regulations](#) apply. The awards covered by these regulations are:

### Undergraduate awards

- Foundation Certificate (FdCert) ([level 3](#))
- Certificate of Higher Education (CertHE) (level 4)
- Foundation Degree in Arts (FdA) (level 5)
- Foundation Degree in Science (FdSc) (level 5)
- Diploma of Higher Education (DipHE) (level 5)
- Bachelor of Arts (BA) (level 6)
- Bachelor of Engineering (BEng) (level 6)
- Bachelor of Laws (LLB) (level 6)

- Bachelor of Medical Science (BMedSci) (level 6)
- Bachelor of Science (BSc) (level 6)
- Bachelor of Science (Economics) (BSc (Econ)) (level 6)
- Bachelor of Science (Engineering) (BSc (Eng)) (level 6)
- Graduate Certificate (GradCert) (level 6)
- Graduate Diploma (GradDip) (level 6)
- Ordinary Degree (level 6)
- Master of Engineering (MEng) (level 7)
- Master in Science (MSci) (level 7)
- Bachelor of Dental Surgery (BDS) (level 7)
- Bachelor of Medicine and Bachelor of Surgery (MBBS) (level 7)

### Postgraduate awards (taught)

- Certificate in Learning and Teaching (CILT) (level 7)
- Postgraduate Certificate (PgCert) (level 7)
- Postgraduate Diploma (PgDip) (level 7)
- Master of Arts (MA) (level 7)
- Master of Business Administration (MBA) (level 7)
- Master of Clinical Dentistry (MCLinDent) (level 7)
- Master of Education (MEd) (level 7)
- Master of Laws (LLM) (level 7)
- Master of Public Administration (MPA) (level 7)
- Master of Research (MRes) (level 7)
- Master of Science (MSc) (level 7)

### Postgraduate awards (research)

- Master by Research (ResM) (level 7)
- Master of Philosophy (MPhil) (level 7)
- Clinical Doctorate (DClin) (level 8)
- Doctor of Philosophy (PhD) (level 8)
- Doctor of Engineering (EngD) (level 8)
- Doctor of Medicine (Research) (MD (Res)) (level 8)
- Doctor in Professional Studies (DrPS) (level 8)
- Doctor in Clinical Dentistry (DClinDent) (level 8)
- Doctor in Clinical Psychology (DPsych) (level 8)

## Delegated authorities

- 1.8 The Senate delegates authority for the consideration of achievement, progression, awards, and other related matters for taught programmes to the Subject and Degree Examination Boards. More details are available in the [Assessment Handbook](#), which is approved by the Senate.
- 1.9 The Senate delegates authority for the management of academic quality and standards, including development of academic policy, to the Education Quality and Standards Board. More details are available in the [Education Manual](#), which is approved by the Education Quality and Standards Board.
- 1.10 The Senate delegates authority for the consideration of achievement, progression, and awards for research students, and programme approval and amendment for research programmes, to the Research Degrees Programmes and Examinations Board. More details are available in the [Education Manual](#), which is approved by the Education Quality and Standards Board.

- 1.11 The Senate delegates authority for the approval, amendment, and withdrawal of taught programmes of study to the Taught Programmes Board. Authority for the approval, amendment, and withdrawal of modules is delegated to school- and institute-level Education Committees. More details are available in the [Education Manual](#), which is approved by the Education Quality and Standards Board.
- 1.12 The Senate delegates authority for the development, approval, management, and review of partnerships and other initiatives with external partners to the Partnerships Board. More details are available in the [Education Manual](#), which is approved by the Education Quality and Standards Board.

## Programme and module regulations

- 1.13 Programme and module regulations provide a greater level of detail and amplify the Academic Regulations. Where programme or module regulations are silent in any regard, default to the Academic Regulations will occur.
- 1.14 Programme regulations specify requirements for admission, curriculum content and outcomes, module diets, methods of assessment, and any further requirements for progression or award. Each programme of study has a [programme specification](#) that includes these regulations.
- 1.15 Module regulations specify the requirements to take complete and pass specific modules. Each module has approved learning outcomes and assessment methods and weightings, detailed in a module proposal or amendment form. Any other requirements that must be met to pass a module will also be detailed in those forms.
- 1.16 The programme and module regulations in place at the time a student starts that programme or module apply for the full duration of that study, though amendments may sometimes be made where the change is to the benefit of the student.
- 1.17 In certain circumstances Queen Mary may need to amend or withdraw a programme or module. Normally, an amendment will affect only the next cohort of students to join the programme or module and students will be formally notified and provided with an opportunity to object, should they wish to do so, where an amendment would affect the current cohort.
- 1.18 Once the withdrawal of a programme is approved no further students can be recruited, but the programme will not be formally withdrawn until no students remain registered on it.

## Exceptions and suspensions of regulations

- 1.19 Programme and module regulations will not diverge from the standard Academic Regulations without exceptionally good reason. Such exceptions are known as special regulations. Special regulations must be approved by the Senate or its delegated authority and, once approved, will be detailed as part of the relevant programme or module regulations. Special regulations will only be considered where:
- i there is a legitimate academic rationale; and/or,
  - ii a specific requirement has been set down by an accrediting professional, statutory or regulatory body (PSRB); and/or,
  - iii it is a requirement for a collaborative programme with another institution.
- 1.20 An exception to the standard application of the approved regulations can only be granted by approval of a suspension of regulations. Such requests are exceptional, and can only be made where:
- i circumstances have arisen that were not foreseen by the regulations; and/or,
  - ii the application of the regulations would be manifestly unfair to one or more students.

- 1.21 A request for suspension of regulations can only be made on the authority of a Degree Examination Board (generally following the recommendation of a Subject Examination Board) or a Head of School, Institute, Directorate, or equivalent. Requests will be considered for approval by a nominee of the Senate but must be submitted to a nominee of the Chief Governance Officer and University Secretary.
- 1.22 The outcome of a suspension request will be communicated by the nominee of the Chief Governance Officer and University Secretary to the requesting body, which will communicate the outcome to any student or other party involved.

## Appeals

- 1.23 A student may appeal against a decision taken under Queen Mary's regulations, policies, or procedures where they believe they have grounds to do so (as set out in the [Appeal Policy](#)). Any appeal must be made within 21 days of the decision being appealed against, and in accordance with the Appeal Policy.

## 2. General Regulations

### Admission

- 2.1 An application for admission to Queen Mary will be considered in line with the [Admissions policies](#). General and programme-specific requirements for entry to Queen Mary are approved by the Senate, or its delegated authority. Entry requirements may be adjusted as Queen Mary deems appropriate and will be published annually by the start of the relevant admissions cycle.
- 2.2 An applicant who has previously been registered as a student at Queen Mary or elsewhere may not apply for a programme with significant overlap with the previous programme. Applications will be considered in line with the [Policy on Accreditation of Prior Learning](#). The Senate, or its delegated authority, will determine where there is overlap and will be empowered to grant exceptions to this rule on a case-by-case basis.

### Accreditation of prior learning

- 2.3 An applicant who has been awarded an exit award from Queen Mary and who wishes to complete their studies will be considered for admission in line with the [Policy on Accreditation of Prior Learning](#). The exit award certificate must be returned to Queen Mary before any higher award can be made.
- 2.4 An applicant who has been awarded an exit award from Queen Mary and who wishes to complete their studies may be considered for re-admission subject to the following conditions:
- i the exit award was not made as a result of failure to meet the requirements for progression or award;
  - ii no more than five years have elapsed since the award of the exit award;
  - iii the applicant returns the certificate for the exit award prior to the award of a higher qualification being made.
- 2.5 An applicant who has been awarded Queen Mary credits from modules, either taken standalone or as part of study toward an intended award, may be considered for readmission, subject to being in good standing with the university.
- 2.6 Minimum and maximum permitted durations of study for a student admitted with Accredited Prior Learning are based upon the time registered on the new programme at Queen Mary, rather than the normal programme duration (eg a student who directly entered year two of a three-year programme would have a maximum permitted duration of three years, rather than four).
- 2.7 Marks for Accredited Prior Learning achieved at other institutions are not used in classification. Instead the weighting of study will be adjusted, as appropriate to the programme, such that classification is based solely on credits taken at Queen Mary
- 2.8 Other than in exceptional circumstances approved by the Head of Admissions a student will not be admitted directly to the final developmental year of an undergraduate programme, unless they are studying a programme with an approved collaborative arrangement. In such cases, the prior study and marks achieved count towards the final award, as agreed through the collaborative arrangement or at the point of admission.

### Fraudulent admission

- 2.9 Where a student secures admission to Queen Mary based on qualifications, documents or statements that are found to be false or cancelled, the Senate or its delegated authority will terminate that student's registration.

## Student conduct and expectations

- 2.10 Each student must comply with all Queen Mary [policies and procedures](#). These include, but are not limited to:
- the Academic Regulations, and programme and module regulations.
  - health and safety policies.
  - the Student Discipline Policy.
  - Fitness to Practise and Professional Capability regulations (where relevant).
  - the Library Regulations.
  - information technology policies.
  - Estates and Environment policies, including policies on smoking and alcohol and drugs.
  - Local school- or institute-level policies and procedures.
- 2.11 Each student must comply with the [Student Discipline Policy](#). Behaviour must not interfere in any way with the proper functioning or activities of Queen Mary or those who work or study at Queen Mary, and a student must not engage in actions that otherwise damage Queen Mary or that do not align with [Queen Mary's values](#).
- 2.12 A student must check their Queen Mary email account regularly for messages.
- 2.13 A student who is subject to a police investigation or criminal proceedings or who receives a criminal conviction during the course of their studies must notify the University, ensuring that the Head of the Appeals, Complaints and Conduct Office is informed. A risk assessment will be conducted to determine whether the matter should be considered under the [Student Discipline Policy](#), and the reasons for the decision will be documented.

## Enrolment and registration

- 2.14 A student of Queen Mary must be registered for a programme of study at Queen Mary, and for the modules associated with that programme.
- 2.15 Before registration, a student must ensure that their programme of study and modules are acceptable to them, and that they can meet the attendance, learning, and assessment requirements. Queen Mary cannot change programme or module regulations, requirements, or scheduling to meet the needs of an individual student.
- 2.16 A student must enrol with Queen Mary at the beginning of their studies and re-enrol at the beginning of each subsequent academic year of their programme, in accordance with instructions and deadlines issued by Queen Mary. A student who does not enrol or re-enrol by the specified deadline will be [deregistered](#) and will cease to be a student.
- 2.17 A student who has not complied with all requirements for enrolment or re-enrolment may be temporarily enrolled for a specified period. During that period the student may attend classes and use Queen Mary facilities. If, at the end of that period, the student has still not met all the requirements then they will be [deregistered](#) and will cease to be a student.
- 2.18 An individual not registered for a programme of study cannot be an enrolled student of Queen Mary. However, it is possible for a registered student to not be enrolled (eg while on an interruption of studies or resitting out of attendance). Where registration is terminated, enrolment is also terminated.
- 2.19 An individual who is not enrolled or registered cannot use Queen Mary facilities except where this is expressly approved on the delegated authority of the Senate. A student who is registered but not enrolled (eg on an interruption of studies or while resitting out of attendance) may have limited access to some facilities.
- 2.20 An enrolled student may take a temporary break from their studies, known as an interruption. The procedure and conditions are detailed in the [Interruption of Study Policy](#).

## Immigration permission permitting study, or exemption from immigration control

- 2.21 A student who fails to provide the following on request will have their registration and enrolment terminated, and will cease to be a student:
- i evidence that they hold immigration permission with conditions that do not restrict them from undertaking their programme of study in the country or territory where they are studying; or,
  - ii evidence that they are exempt from immigration control in the country or territory where they are studying.

## Personal details

- 2.22 A student must provide documentary evidence of identity on initial enrolment; this may be required in advance. A student who enrolls or registers under a false name or identity, or with other information that is subsequently found to be false, will be [deregistered](#) and will cease to be a student.
- 2.23 A student must inform Queen Mary of their personal and term-time addresses on enrolment and inform Queen Mary in writing or by other prescribed means of any subsequent change of address.
- 2.24 All letters, transcripts, certificates, and awards will be issued in the name under which a student is enrolled. Any request to record a change of name must be made in writing, or by other prescribed means, and supported by appropriate documentary evidence. Queen Mary will not issue revised documents where a graduate has changed their name after graduation unless there has been an administrative error, or where the graduate has undergone gender reassignment.

## Student identity card

- 2.25 Each student will be issued a student identity card upon enrolment. A student must always carry this when on Queen Mary premises, including the Students' Union, and when participating in Queen Mary or Students' Union activities. Queen Mary reserves the right to exclude from any campus, building or activity a student who cannot produce their current identity card upon demand. If an identity card is lost or stolen, the student is responsible for arranging a replacement; Queen Mary reserves the right to charge a fee for this replacement.
- 2.26 The Queen Mary student identity card includes a photograph showing the full head and face. There must be no head-covering in the photograph unless it is worn for medical or religious reasons. In no circumstances can the face be covered in the photograph. Queen Mary reserves the right to check the identity of any student by comparison of the student's face and the photograph on the identity card.

## Occupational Health and Disclosure and Barring Service checks

- 2.27 Queen Mary reserves the right to require any student to undertake relevant Occupational Health and Disclosure and Barring Service checks in order to continue on the programme; this may be required as a condition of admission, or at any time in a student's studies, or both. Failure to comply with this regulation or to meet set deadlines to engage with the clearance process may result in the student being deregistered from Queen Mary, or in a recommendation or requirement for the student to interrupt their studies.

## Medical fitness to study or practise

- 2.28 Queen Mary reserves the right to require any student to undertake a medical examination to determine fitness to study and/or fitness to practice; this may be required as a condition of admission, or at any time in a student's studies. Queen Mary may require full disclosure of any report on a student's fitness to study or practise. A student who is required to undertake a medical examination/assessment to determine fitness to study and/or fitness to practice may have restrictions placed on their activity while the assessments are ongoing. Failure to comply with any part of this regulation may result in the student being [deregistered](#) from Queen Mary, or in a recommendation or requirement for the student to interrupt their studies.
- 2.29 A student who has been absent because of illness or an infectious or contagious disease may be required to produce medical certification of fitness to study or practice before being permitted to resume study at Queen Mary.
- 2.30 A student not deemed fit to study or practise after a required medical examination may be deregistered from Queen Mary or may be advised or required to interrupt their studies.
- 2.31 A student on a medical or dental programme must inform the Queen Mary Health Centre if they are, or have reason to believe that they may be, an infectious carrier of any disease or condition specified by the Senate, or its delegated authority, as requiring notification.

## University fees and other charges

- 2.32 A student must pay all fees, charges, or debts incurred during their registration, enrolment, or residence at Queen Mary promptly on demand.
- 2.33 An individual in debt to Queen Mary from a previous registration will not be permitted to enrol as a new student until the debt is cleared.
- 2.34 Queen Mary will determine a student's fee status and resulting university fees upon application in accordance with the [University Fee Regulations](#). Once determined, a student's fee status cannot change during their period of registration except under conditions specified in those regulations. Queen Mary reserves the right to increase fees at any time and without prior notice, normally for implementation in the next academic year.
- 2.35 Queen Mary may charge an application fee and/or a fee deposit during the process of admission. The provisions governing application fees and fee deposits are published in the [University Fee Regulations](#).
- 2.36 Arrangements and acceptable methods for the payment of university fees are stated in the [University Fee Regulations](#), and are dependent on each student's fee status and programme of study. Exceptionally, Queen Mary may approve arrangements for a self-financing student to pay by instalments; a student who defaults on the agreed instalments will immediately become liable for the full outstanding balance. University fees are not normally refundable.
- 2.37 A student must make arrangements for the payment of their university fees at the beginning of each academic year as a pre-condition of enrolment or re-enrolment. Exceptionally, a student may be temporarily enrolled for a specified period to make arrangements for the payment of fees. If the student has not made satisfactory payment arrangements by the end of that period then they will be [deregistered](#) and will cease to be a student.
- 2.38 University fees include fees for registration and examinations (including [resits](#)), but exclude fees for [retakes or first takes](#) (where a student repeats the teaching for one or modules), or for field trips.
- 2.39 A student with university fee debts is not entitled to receive formal confirmation of results or progression from one year to the next, or any award of Queen Mary or the University of London.

#### Deregistration for non-payment of fees or charges

- 2.40 A student who defaults on the payment of university fees will be [deregistered](#) in accordance with [Ordinance C3 – Students and Alumni of Queen Mary](#).
- 2.41 Queen Mary will issue a formal, written notification of the intention to [deregister](#) the student and a specific deadline by which they must pay the relevant fee or charge. Where payment is not received by that deadline, the student's registration and enrolment will be terminated and they will cease to be a student. A student may appeal against deregistration where they believe they have grounds to do so, in accordance with the [Appeal Policy](#).

#### Deregistration and withdrawal

- 2.42 A student may leave Queen Mary before completing their programme of study. Where this is an active decision initiated by the student this is known as 'withdrawal'. Where the action is taken by Queen Mary it is known as 'deregistration' (used in situations including where a student has [failed to meet the requirements for engagement](#), exhausted all opportunities to pass or progress in their programme, or reached the maximum permitted [duration of study](#)). Both withdrawal and deregistration lead to the immediate termination of registration and enrolment, upon which the individual ceases to be a student of Queen Mary.
- 2.43 A student will not normally be admitted to a new programme of study until at least 12 months have passed following deregistration or withdrawal. Exceptions will be considered for approval on a case-by-case basis by the Senate, or its delegated nominee (the Head of Admissions).
- 2.44 In accordance with its statutory obligations, Queen Mary will report when an individual ceases to be a registered student to the relevant governmental and other external agencies. These include but are not limited to: UK Visas and Immigration, the Student Loans Company, Local Education Authorities, any other sponsors, and Transport for London.

## Studying for a programme

#### Duration of study

- 2.45 Each programme has a normal duration of study. Where this is not explicitly specified at the point of programme approval it will be set at the minimum period of time in which the programme can be completed where full module loads are taken according to the mode of study.
- 2.46 The minimum duration of study to be eligible for award is one third of the normal duration.
- 2.47 The maximum duration of study is the normal duration plus one year (excepting the MBBS and BDS programmes, where it is the normal duration plus two years). A student who exceeds this limit will have their registration and enrolment terminated and will cease to be a student. Queen Mary may also deregister a student where it is no longer possible for a student to complete a programme within the remaining period of permitted maximum duration.
- 2.48 Interruptions of study, first takes, and years of intercalation do not count towards the duration of study. Retakes, and periods spent resitting (or first sitting) out of attendance do count towards the duration of study.
- 2.49 In exceptional circumstances, Queen Mary may extend a student's maximum permitted duration of study. This requires support from the student's school or institute, which will submit a formal request to the Student Records Office for consideration by the Director of Registry Services (or nominee).

## Concurrent study

- 2.50 A person cannot simultaneously be registered for a programme of study at Queen Mary and another programme of study (at Queen Mary or elsewhere) without the express permission of the Senate, or its delegated authority (the Head of Admissions, or nominee).
- 2.51 Intercalated medical and dental programmes are an exception to the rule on concurrent study. A student remains registered on their primary programme while undertaking the intercalated programme. There must be no overlap between the intercalated programme and the subsequent year of the primary programme unless the intercalation period is for a postgraduate programme.

## Change of programme

- 2.52 When Queen Mary makes an offer to study at Queen Mary, it is for the programme specified in the offer communication. Requests to change programme will only be considered exceptionally, only where places are available, and only where the conditions below are met. A request to change programme requires approval from the relevant Head of School (or nominee) and, for applicants and first-year students, the Head of Admissions (or nominee).
- i an applicant may only change programme at the offer stage if they meet the published entry requirements for the intended programme.
  - ii a first-year student may only change programme if they meet the published entry requirements for the intended programme and all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.
  - iii a student in a subsequent year of study may only change programme if they meet all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.

## Modes of study

- 2.53 Each programme has one or more specified modes of study. These relate to the intensity (full-time, part-time, or variable-mode) and the nature of study (on campus, study abroad/on placement, distance learning). Change of mode of study is not permitted unless the programme allows for this (eg some programmes are available in full-time and part-time modes). A programme may include different modes of study in different developmental years; this is normally limited to variation in the nature rather than the intensity of study.
- 2.54 Exceptionally (normally in a case related to severe [extenuating circumstances](#)), a Head of School/Institute may recommend making a part-time mode of study available for an individual student already registered with Queen Mary where there is normally no part-time mode available. This requires approval from the Senate, or its delegated authority (the Director of Registry Services, or nominee).
- 2.55 In addition to these modes of study a student may, subject to a decision of an examination board, be registered to resit out of attendance (taking [resit](#) or [first sit](#) assessments without attendance) or to [retake or first take](#) one or more modules (repeating the teaching and assessment in attendance as a consequence of either failure or [extenuating circumstances](#)).

## Developmental years

- 2.56 The term 'developmental year' refers to one year of full-time study, or the equivalent workload where study is not full-time. Where study is not full-time, a developmental year may extend over more than one academic year. There will normally be a progression point at the end of each developmental year.

- 2.57 At undergraduate level, one developmental year comprises modules to the value of 120 academic credits and normally extends across one academic year, for a full-time programme. At postgraduate level the required volume of credit varies depending on the award (typically 60 credits for a Postgraduate Certificate, 120 credits for a Postgraduate Diploma, and 180 credits for a standard one-year Masters award); in the case of a Masters programme, one full-time developmental year is normally equivalent to one calendar year, spanning two academic years.
- 2.58 An undergraduate student must take modules to the value of 120 credits in a full-time academic year. A postgraduate (taught) student must take the prescribed volume of credit (typically 60 credits for a Postgraduate Certificate, 120 credits for a Postgraduate Diploma, and 180 credits for a standard one-year masters award) in a full-time developmental year.

### Attendance and participation

- 2.59 Queen Mary will set expectations and minimum requirements for a student's engagement with teaching, learning, and assessment; these will be published by the student's school/institute. 'Attendance' does not always require physical attendance; for example, engagement with distance-learning content is measured through participation in teaching, learning and assessment activities. Failure to comply with these requirements may result in [deregistration](#).
- 2.60 Queen Mary will specify [term, semester, and examination dates, and hours of operation](#). Teaching, learning, and assessment will be delivered in these periods. A student must be available to participate in these activities during the published periods and hours of operation. Occasionally, these activities may occur outside of the periods specified as term or semester dates (eg field trips); dates will be published in advance, and students are still expected to attend these activities.

### Deregistration as a result of non-engagement

- 2.61 A student who does not meet the published requirements for engagement through one or more of persistent absence, failure to participate, or failure to submit assessments by the relevant deadlines without good reason may be [deregistered](#) from the programme of study.
- 2.62 Where a student fails to meet the published requirements for engagement, the Head of School/Institute (or nominee) will issue the student with a formal warning in writing and give a specified period in which to improve one or more of attendance, participation, and submission of assessments. If the student does not satisfactorily improve their engagement then they will be deregistered. Before deregistering a student with a declared mental health disability, the School/Institute must consult with the Mental Health Coordinator (or deputy) in the Disability and Dyslexia Service and hold a meeting with the student under the [Fitness to Study Policy](#) with a member of the Disability and Dyslexia Service present. Where a student holds a Student visa (formerly called Tier 4 immigration permission), Queen Mary is obliged to report non-engagement to UK Visas and Immigration and may deregister a student without this formal warning process.
- 2.63 A student may appeal against a deregistration decision if they believe they have grounds to do so, in accordance with the [Appeal Policy](#).

## Studying for a module

### Module registration

- 2.64 A student must register for modules each year in accordance with instructions from their school or institute and the specified requirements of their programme of study by the specified deadline. A student who does not register for a module is not permitted to undertake teaching, learning, or assessment for that module.
- 2.65 An enrolled student who fails to complete module registration by the specified deadline will not be able to make their own selections. The student's school or institute will make selections for the student, including where there would normally be an element of choice.
- 2.66 Once a student's module choices have been confirmed, the student will not normally be permitted to make any further changes. A student will only be permitted to change modules more than two weeks into the teaching of a module in exceptional circumstances.
- 2.67 Many programmes of study include modules designated as 'compulsory' (must be taken) and 'core' (must be taken and must be passed). Rarely, a student may have taken the same module or a directly equivalent module previously, at Queen Mary or elsewhere. In these circumstances a Head of School/Institute (or nominee) may seek approval from the Senate or its delegated authority (the Director of Registry Services (or nominee) to exempt a student from a particular module. In such cases the module must be replaced with one or more alternatives to bring the student up to the required credit load for award.
- 2.68 Each module has an 'academic level' indicating its relative complexity, intellectual challenge, depth of learning, and expected level of learner autonomy. A minimum 75 per cent of credits taken by a student in any developmental year must be at, or higher than, the academic level corresponding to that developmental year. Individual programmes and awards may specify higher requirements (eg, all modules taken in the final year of an MSci or MEng programme must be at level 7).

### Intercollegiate module registration

- 2.69 A student may take up to 60 credits of modules from other institutions within the University of London in place of Queen Mary elective modules across their programme of study (core and compulsory modules cannot be substituted). This requires permission from the student's Head of School/Institute (or nominee) and the Director of Registry Services (or nominee), as well as the host institution.

### Study abroad

- 2.70 Some programmes of study include a compulsory year of study overseas; these have specific regulations detailed in [Section 4](#) of these regulations. Other programmes do not include a compulsory year of study overseas but a student may spend one semester studying overseas at another institution of university status with whom Queen Mary has an approved exchange agreement. In those cases the regulations below apply.
- 2.71 A student who wishes to study for a semester abroad must complete an application process, following procedures managed by the [Global Opportunities Office](#).
- 2.72 To be eligible to study for a semester overseas, a student must pass all modules from developmental years prior to the period abroad and achieve a weighted average mark of 60.0 or higher up to the relevant point in the weightings 1:3:6:6 (for years 1:2:3:4).
- 2.73 A student cannot study abroad in the first year or in the final semester of a programme of study.

- 2.74 Module results from a semester abroad count towards a student's programme in the same way as modules studied at Queen Mary. However, there will normally be a rescaling and/or reweighting process to bring credits and marks into line with Queen Mary standards. These conversion arrangements will be approved by the Senate or its delegated authority (the Education Quality and Standards Board) and subject to periodic review.
- 2.75 While studying for a semester abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer [resits](#), and in those cases a student will have only one attempt to pass the modules.

### Taking and completing a module

- 2.76 Once registered for a module, a student is deemed to be taking it or to have taken it even if they subsequently withdraw or are deregistered. Where a student changes to a new module the original module will be replaced by the new module.
- 2.77 When a student [withdraws or is deregistered](#) they will receive marks for any assessment(s) completed up to that point, or else marks of zero. A student is not entitled to [resit](#) if they have withdrawn or have been deregistered.
- 2.78 A student does not need to pass a module to complete it (although 'successful' completion of the module does require a pass). A module is completed when a student passes, fails, or withdraws from the module or programme of study, or is deregistered from the programme of study.

### Passing or failing a module

- 2.79 To pass a module, a student must undertake the approved assessment for the module and meet all specified requirements for a pass in the module. In most cases this is a requirement to achieve an overall module average mark above the module pass mark, but some modules specify additional conditions (eg a requirement to pass every element of assessment outright, or to achieve a minimum mark in some or all elements of assessment).
- 2.80 A student who does not meet the requirements to pass a module will fail that module. This will normally be because the module mark achieved is lower than the module pass mark, but it is possible to fail with a module mark above the module pass mark. This is known as 'qualified failure' and occurs when a student fails to meet additional conditions for passing the module, as specified in the module regulations. Qualified failure is recorded with a grade of 'FQ', and the mark will be reduced to 39.0 (where the module pass mark is 40.0) or 49.0 (where the module pass mark is 50.0).
- 2.81 The module pass mark for all postgraduate taught modules and for level 7 undergraduate modules is 50.0. The module pass mark for other undergraduate taught modules is normally 40.0. Special regulations detail any exceptions to these rules; notably, the MBBS, BDS, BSc Oral Health, and FdCert Clinical Foundation Studies (undergraduate awards) have module pass marks of 50.0.
- 2.82 A student will receive a mark of zero if they fail to attempt an assessment (recorded as 0NS, to indicate non-submission). This will be used in the calculation of the module mark.
- 2.83 The module mark is held to one decimal place. It is calculated using the marks for each summative element of assessment for the module, using the approved weightings from the module specification.

- 2.84 Module marks have associated grades, as shown below. Other grades may also be used, to reflect outcomes including but not limited to [extenuating circumstances](#), [late submission penalties](#), [academic misconduct](#), and [withdrawal](#).

Module mark	Module grade (undergraduate) <sup>1</sup>	Module grade (postgraduate)
70.0 – 100.0	A	D (Distinction)
60.0 – 69.9	B	M (Merit)
50.0 – 59.9	C	P (Pass)
40.0 – 49.9	D	F (Fail)
0.0 – 39.9	F (Fail)	F (Fail)

#### Number of attempts

- 2.85 A student has a maximum of two attempts to pass a module – the first attempt, and one [resit](#). In rare circumstances the resit may be replaced by a [retake](#). Students registered for MBBS or BDS awards are an exception to this rule; the MBBS and BDS regulations grant three attempts – the first attempt, one [resit](#), and one [retake](#) (for the MBBS and parts of the BDS a module is normally equivalent to a Section or Part in the context of this regulation).

#### Resits

- 2.86 A resit is a second or subsequent attempt to pass a module, by reassessment. A resit does not allow or require attendance at classes. Marks and credit achieved for a resit count towards the developmental year in which the module was taught, not the year in which the resit occurs (where this differs).
- 2.87 A student cannot resit a module that has been passed. This includes circumstances where a student has passed a module overall but has failed one or more elements of assessment. Additionally, a student who meets the requirements for an award is not entitled to take any remaining resit opportunities; where the minimum award requirements are met, the award will be made.
- 2.88 Where a student resits one or more assessments for a module, the mark for the module will be capped to the minimum pass mark.
- 2.89 If a student fails a module at both the first attempt and resit then the higher module mark (calculated using the best of the two marks for each element of assessment) will stand; this is known as the ‘best fail’.
- 2.90 Resits can take two forms: ‘standard’ or ‘synoptic’. The module specification will state which form applies. Where standard reassessment is used, the marks for assessments passed at the first attempt stand; a student resits only the failed elements, the results of which are combined with those from the elements passed previously. Where synoptic reassessment is used, the results from the first attempt are set aside and the student will resit one or more new elements of assessment that, together, will count for 100 per cent of the module mark (normally, but not always, a single assessment).
- 2.91 A student due to resit (or [first sit](#)) must do so at the next available opportunity; deferral is not permitted. However, if a student is abroad as part of their programme of study at the next available opportunity they will be permitted to resit at the next opportunity after their return, without penalty.

<sup>1</sup> As noted above, level 7 undergraduate modules and all modules on certain undergraduate programmes have a module pass mark of 50.0. In those cases, any mark below 50.0 will have a grade of F (Fail).

- 2.92 There are normally two assessment opportunities for each module each year. The appropriate Subject Examination Board must agree failure in the module (not just the assessment) before any resit can take place. Queen Mary has a system of semester-based examinations for most modules; the first attempt will occur at the end of the semester in which teaching ended, and the resit opportunity in the late summer examination period (ie a student who fails an examination at the end of semester one will not resit it at the end of semester two, but will resit in the standard late summer resit period).
- 2.93 A student will be automatically registered to take any available resits (or [first sits](#)) at the next normally available assessment opportunity. The student may opt out of an assessment opportunity by following the published procedure, but in doing so will forfeit any remaining attempts to pass the module. In circumstances where this would leave the student unable to achieve the intended award outcome this may result in their [deregistration](#).
- 2.94 If a student does not attempt a resit (or [first sit](#)) assessment for which they are registered, it will count as one of their permitted attempts at the module and the student will receive a mark of zero for the assessment (recorded as ONS, to indicate non-submission). This mark will be used in the calculation of the module mark. In circumstances where this would leave the student unable to achieve the intended award outcome this may result in their [deregistration](#).
- 2.95 Visiting associate students are subject to the same provisions as Queen Mary students, except for the timing of the next available assessment opportunity after the first attempt:
- i for semester one-only associate students this will occur by the end of the main examination period, with the results approved at the June meeting of the Subject Examination Board.
  - ii for full-year and semester two-only associate students this will occur by the end of the late-summer examination period, with the results approved at the August Subject Examination Board.

### Repeating a module or a year (retakes and first takes)

- 2.96 A student cannot normally repeat the teaching for a module. In the limited circumstances where this is permitted it is known as a 'retake' (or, where it was awarded based on extenuating circumstances, a 'first take'). Retakes and first takes are distinct from '[resits](#)' and '[first sits](#)'; in the latter cases a student will repeat only the assessment for a module and not the teaching.
- 2.97 A retake/first take involves attendance at classes and completion of all elements of assessment, whether previously failed or not. A student cannot retake a module that was passed and cannot normally first take a module that was passed.
- 2.98 A retake/first take attracts additional pro rata University Fees.
- 2.99 Where a student is granted a retake or first take they must attempt the same module(s) that they attempted in the original year of study. Substitutions will only be permitted where:
- i the original module has been withdrawn; or,
  - ii the original module has had its code or title amended (in which case the student will normally take the amended version); or,
  - iii the original module is not running in the year of the retake/first take; or,
  - iv there is an unavoidable clash with another module (in which case core/compulsory modules take precedence over elective modules).

- 2.100 A student's transcript will list all attempts at a module (ie both the original attempt and any retake/first take).
- 2.101 A retake or first take can only be awarded on the recommendation of a Subject Examination Board and with the approval of the associated Degree Examination Board.
- 2.102 A retake or first take must be taken at the next available opportunity. If a student fails to do so, the missed retake/first take will count as one permitted attempt at the module irrespective of whether the student actually registered for the attempt.

#### Retakes

- 2.103 A retake will only normally be recommended where it is not practically possible to resit a module (ie where assessment requires regular attendance, eg in laboratory facilities).
- 2.104 A retake counts as one of the permitted attempts at a module and is awarded instead of a resit opportunity. Module results are capped to the minimum pass mark unless special regulations apply.

#### First takes

- 2.105 A first take may be recommended where extenuating circumstances impacted meaningfully upon a student's attendance and performance for one or more modules and where there is good reason why the student did not interrupt their studies at the proper time.
- 2.106 A first take replaces the original teaching and does not count as an additional attempt. The results for the first take are not capped, and normal resit provision will apply. A student on the MBBS or BDS programmes will normally need to first take a full year, rather than individual affected modules.

#### Award of academic credit for a module

- 2.107 The award of academic credit relates to achievement in individual modules. A student who passes a module will receive academic credit.
- 2.108 Each module has a specified credit value agreed at the point of approval. The volume of credit awarded when a module is passed is fixed and does not vary in accordance with the level of achievement (which is reflected in the module mark).
- 2.109 Certain programmes (normally leading to postgraduate taught awards) allow for the award of credit where a module is failed, subject to certain conditions. This is known as 'condoned failure'.

### Awards

- 2.110 Eligibility requirements for individual awards are detailed in later sections of the Academic Regulations. This section details policies common to all awards.
- 2.111 Awards of Queen Mary are conferred by the approval of a Degree Examination Board, on the recommendation of Subject Examination Board.
- 2.112 An award will be made once a student meets the minimum requirements for award. A student who meets the minimum award requirements but has [resit](#) or [first sit](#) attempts remaining will not be eligible to take those resits or first sits (though a Degree Examination Board may approve an [exception for first sits](#) only).

## Field of study

2.113 The ‘field of study’ (the degree title, for example ‘English’) for an award will be the title approved by the Senate or its delegated authority.

## Classification Mark

2.114 The Classification Mark is an aggregate mark that reflects a student’s overall performance across their programme of study. The Classification Mark always factors in weightings from modules of different credit values, and normally also factors in year weightings. It is held to one decimal place and is always calculated as if the required volume of academic credit was taken. In most cases the Classification Mark will determine the classification of a student’s award. The means of classification and the means of calculating the Classification Mark are detailed in the Academic Regulations specific to each award.

## Borderline classification policy

2.115 The borderline classification policy can be used to recommend a higher award classification than that indicated by a student’s [Classification Mark](#) where specified criteria are met and the Subject Examination Board agrees, with collective academic judgement, that the higher classification better reflects the student’s overall performance. The policy does not apply to awards that do not classify using the Classification Mark (notably the BDS and MBBS awards).

2.116 The borderline classification policy can only be used to recommend a higher classification where the following conditions are met. There is no discretion at the pass/fail border, as this represents a minimum standard of achievement for the award.

- i each student with a Classification Mark within 1.5 per cent of a borderline (except at the pass/fail border) is determined to fall within the ‘zone of consideration’ and will be considered as a possible case for application of the borderline policy;
- ii a student falling within the zone of consideration and with at least half of their final year credits (half of ‘all’ credits for postgraduate taught awards) with marks at the level of the upper classification (or higher), will be raised to the higher classification.
- iii Where the final year includes advanced standing credits from another institution, only Queen Mary credits will be considered in the borderline policy (ie at least half of the ‘Queen Mary’ credits must be at or above the level of the higher classification).
- iv Where a student studies on a part-time basis, all modules comprising the full-time equivalent final year will be used in the borderline policy.

2.117 The borderline policy is applied after the initial award and classification calculations. Where an award has specific requirements for marks in particular modules (eg a minimum dissertation/project mark for Merit or Distinction level), those rules take precedence over the borderline policy (ie if a student meets the borderline policy requirements but does not meet the dissertation/project requirement, the classification will not be raised).

## Exit awards

2.118 An exit award is an award at a lower level than that for which a student initially registered. An exit award may be recommended where a student meets the requirements for the lower level award and where the student has either withdrawn or been [deregistered](#). Where a student has been deregistered the nature of the deregistration will be considered when determining whether or not to recommend an exit award. Certain programmes do not permit exit awards or attach special conditions to exit awards (eg alternative fields of study).

2.119 Exit awards for postgraduate programmes have the following hierarchy. A student will be awarded the highest linked award for which they meet all requirements:

- i Master of Clinical Dentistry (MClinDent) (the next highest award is the MSc).
- ii Master of Science (Euromasters) (MSc (Euromasters)) (the next highest award is the MSc).
- iii Master of Arts (MA), Business Administration (MBA), Education (MEd), Laws (LLM), Research (MRes), Public Administration (MPA), or Science (MSc).
- iv Postgraduate Diploma (PgDip).
- v Postgraduate Certificate (PgCert).
- vi Certificate in Learning and Teaching (as an exit award from the PgCert Academic Practice, only).

2.120 Exit awards for undergraduate programmes have the following hierarchy. A student will be awarded the highest linked award for which they meet all requirements:

- i Bachelor of Dental Surgery (BDS), Bachelor of Medicine and Bachelor of Surgery (MBBS) (the next highest award for the BDS and the MBBS is the BSc).
- ii Master in Science (MSci) (the next highest award is the BSc), Master of Engineering (MEng) (the next highest award is the BEng or BSc (Eng)).
- iii Bachelor of Arts (BA), Engineering (BEng), Laws (LLB), Medical Science (BMedSci), Science (BSc) Science (Economics) (BSc (Econ)), or Science (Engineering) (BSc (Eng)).
- iv Ordinary Degree (only used as an exit award).
- v Graduate Diploma (GradDip) (not used as an exit award).
- vi Graduate Certificate (GradCert) (only used as an exit award for the GradDip).
- vii Foundation Degrees in Arts (FdA) and Science (FdSc) (not in use as intended or exit awards).
- viii Diploma of Higher Education (DipHE).
- ix Certificate of Higher Education (CertHE).
- x Foundation Certificate (FdCert).

2.121 If a student has passed more than the minimum required volume of academic credit for the exit award then the best of those credits will be used to calculate the Classification Mark, to the volume of credit required for that award.

2.122 An exit award will be classified according to the standard classification conventions for the relevant award, excepting the provision of the next regulation.

2.123 An undergraduate exit award not available as an intended award in its own right (Ordinary Degree, GradCert, DipHE, and CertHE) at Queen Mary will be classified using a Classification Mark that is a flat average of the marks for the modules used towards the exit award rather than using the year-weighting algorithm specified in the progression and award regulations.

### Aegrotat awards

2.124 An aegrotat is an unclassified award. It may be recommended for a student who has taken all modules required for award but who was absent from the final assessment for the programme due to illness or other medical cause judged sufficient by the Subject Examination Board. Exceptionally this may also apply to a student who completed the assessments but whose performance was adversely affected by serious illness or another cause judged sufficient by the Subject Examination Board, or where a student has died. An aegrotat award will only be made where there is no reasonable prospect of a student being able to return to complete the programme. Where the intended award would have been made with Honours, the aegrotat will also be issued with Honours.

2.125 A student who meets the requirements for the award for which they are registered cannot be considered for an aegrotat award.

2.126 Where a student has not taken the full required quota of academic credit, the Subject Examination Board will consider evidence available from other assessments to determine the likelihood of the student achieving the required standard for award. If the Board agrees that this is the case, it may make a recommendation for an aegrotat award.

2.127 A student may accept or decline the offer of an aegrotat award. If they accept, the award will be conferred and the student will cease to be eligible for any remaining assessments. If they decline, the student may take the missed or failed assessments as [first sits](#), where applicable, and will cease to be eligible for the aegrotat award.

### Replacement award certificates

2.128 A graduate who requests a duplicate award certificate must confirm that the original certificate has been lost. Only one copy of each award certificate can be in circulation at any time.

### Revocation of awards

2.129 The Senate, or its delegated authority, may revoke an award made under these regulations. A revocation made in a graduate's favour (for example, to replace an award with one with a higher classification) requires approval from the relevant Degree Examination Board (or Chair). Where it would not be in the graduate's favour, approval from the President and Principal (or nominee) is required.

## 3. Assessment

- 3.1 The Academic Regulations on assessment cover core requirements and rights for students in relation to assessment. Further assessment policies and procedures are detailed in the [Assessment Handbook](#), while the [Assessment Strategy](#) informs the design of assessments.
- 3.2 This section of the regulations does not apply to postgraduate research students, to whom [separate regulations](#) apply.

### Assessment schemes

- 3.3 Each module will have an approved scheme for assessment and reassessment, designed to test specified module aims and learning outcomes. This will be detailed in the module specification. A student will be informed of the approved assessment scheme as soon as possible and no later than the start of the module.
- 3.4 Exceptionally, Queen Mary may use its discretion to use assessment methods other than those detailed in the module specification for an individual student. This may occur as an adjustment for a student with a registered disability (on the advice of the Disability and Dyslexia Service) or when setting a resit or first sit assessment, subject to the following conditions:
- i the alternative assessment must involve some additional assessment activity that constitutes a justifiable and efficient assessment of the intended learning outcomes; and,
  - ii a full statement of the alternative assessment methods, and the justification for their use, is approved by the Subject Examination Board Chair and submitted to the Directorate of Governance and Legal Services (DGLS).
- 3.5 Where a module has been withdrawn, the standard assessment scheme will normally be offered for only one year after the discontinuation date. A Subject Examination Board may impose an alternative assessment scheme beyond that date.

### Setting an assessment

- 3.6 The design and setting of assessment is the responsibility of the relevant module organisers and internal examiners, in accordance with the approved module regulations, [Assessment Handbook](#), and [Assessment Strategy](#). In some cases (for example examinations) assessments are also subject to approval from the relevant Subject Examination Board and external examiner(s). In other cases (for example some professional capability assessments) approval from the relevant professional body may be required.

### Marking an assessment

- 3.7 Marking is conducted in line with the Marking Policy in the [Assessment Handbook](#). Each element of assessment has a marking scheme or set of assessment criteria used to determine the mark and/or grade awarded. The range of marks and grades available for an assessment normally matches [that in use for the associated module](#); exceptions include elements of assessment that are assessed on a pass/fail basis, and schemes that only use certain marks/grades within the range.

## Examination and assessment access arrangements

3.8 A student may apply to complete their assessments with access arrangements if they have grounds and do so before the published deadline and in accordance with the stated procedure. All applications will be considered by the [Disability and Dyslexia Service](#) (DDS). Where the DDS agrees special arrangements, it will notify the student, the student's school/institute and (for examination arrangements) the Directorate of Registry Services. Examples of access arrangements include additional time in examinations, provision of assistive technology, separate seating arrangements, and consideration of conditions such as dyslexia and dyspraxia in the marking process. While all possible efforts will be made, Queen Mary cannot guarantee to provide access arrangements where an otherwise valid application is not submitted by the deadline; the student may submit a claim for extenuating circumstances to take the assessment at the following assessment opportunity without penalty and with the special arrangements in place.

## Academic misconduct

3.9 Academic misconduct refers to actions or working methods that undermine academic integrity during an assessment task or educational activity. Academic misconduct includes actions that undermine the integrity and/or purpose of an assessment, provide a student(s) with undue advantage over others, or undermine the educational standards and reputation of Queen Mary. Queen Mary takes any allegation of academic misconduct seriously and will investigate it in accordance with the [Academic Integrity and Misconduct Policy](#). Penalties for academic misconduct can be severe, including failure with no right of resit, and expulsion from Queen Mary.

## Assessment types

3.10 Queen Mary recognises five categories of assessment, within each of which is a wide variety of assessment types. These are primarily administrative divisions, but there are policies and regulations specific to certain categories, especially examinations. Those that relate to students are detailed below. The high-level assessment categories are:

- i invigilated examination (coded as EXM (when centrally administered) or EXN (when administered by a school/institute)).
- ii coursework (CWK).
- iii practical assessment (PRA).
- iv dissertation or project (DIS).
- v professional capability assessment (CAP).

## Invigilated examinations

### Examination timetable

3.11 Queen Mary will generate an individual examination timetable for each student, giving the dates, times, and venues for all invigilated examinations for their registered modules. Forgery of an examination timetable is an offence and will be investigated under the [Academic Integrity and Misconduct Policy](#).

3.12 The full examination timetable for the main May/June examinations session will be published at least three weeks before the date of the first examination. Amendments to the timetable may be necessary, and will be published alongside the main timetable.

- 3.13 Each student is responsible for informing themselves of the dates, times, and venues of their examinations, for checking their personal timetable and querying possible errors or omissions, and for checking for any amendments to the full examination timetable.
- 3.14 If a timetabling clash between two examinations cannot be resolved, the affected student will sit both examinations on the same day and will be quarantined for the period between the examinations. The student's school/institute will be responsible for the quarantine arrangements.

#### Arriving at an examination

- 3.15 A student should arrive at the examination venue in good time to consult the seating plan (displayed outside the venue). Students will normally be admitted to the venue five minutes before the scheduled start time, to find their allocated desks. A student must sit only at their allocated desk.
- 3.16 The examination will begin at the published time. If this is not possible for any reason then the senior invigilator will record this in their report. Once the examination begins, a student will be under [examination conditions](#) until an invigilator terminates the examination or until the student completes their attempt and leaves the venue.
- 3.17 A late student will be admitted to the venue up to 30 minutes after the start of the examination. A latecomer will only be admitted after that point if no other student sitting the same examination has left the venue. A latecomer will not receive any additional time.

#### Invigilation and the presence of internal examiners

- 3.18 During an examination, students will be under continuous supervision by one or more invigilators. A student must comply with the instructions of the invigilator; failure to do so is an assessment offence and will be investigated under the [Academic Integrity and Misconduct Policy](#). The invigilators will record any incident or abnormality that occurs during an examination.
- 3.19 An internal examiner familiar with the examination subject must be either present or contactable for the full duration of each invigilated examination to provide any required clarifications. Clarifications will be limited to the correction of typographical errors or misprints; in no circumstances will an examiner or invigilator elucidate a question. Any clarification will be announced to all students via the senior invigilator, who will also make a written record of the announcement.

#### Identification of students in an examination

- 3.20 A student must place their Queen Mary [student identity card](#) face-up on their examination desk so that identities and attendance lists can be checked. An invigilator may check the identity of any student by comparing the photograph on the card with the student's face. A student unwilling to prove their identity may be prevented from continuing with the examination.
- 3.21 A student not in possession of a Queen Mary [student identity card](#) will not be permitted to sit an examination unless they are issued with a temporary examination permit – on production of photographic evidence – by the Directorate of Registry Services.
- 3.22 A student must write their student identity number, name, and signature in the appropriate places on the answer script (and only in those places), in accordance with the written instructions. Any exception will be clearly stated on the answer scripts, announced by an invigilator at the start of the examination, and repeated as necessary. During the marking process, only the student identity number will be visible to the internal examiners.

#### Authorised and unauthorised materials

- 3.23 A student is responsible for bringing all necessary writing and drawing materials to an examination. These must be kept on desks, either loose or in a clear plastic bag or clear pencil case.
- 3.24 A student must not bring food or drink other than bottled water into an examination venue, unless this is for medical reasons.
- 3.25 Other than writing materials and water, a student may only bring items specifically authorised in the examination question paper rubric to their examination desk. Bags, coats, jackets, and headwear that is not medical or religious must be left in a space within the venue designated by the senior invigilator. Wallets, purses, mobile telephones, watches, and other electronic devices may be placed beneath a student's desk for the duration of an examination, but must not be kept in pockets or worn; to do so is an assessment offence, which will be investigated under the [Academic Integrity and Misconduct Policy](#). Queen Mary accepts no responsibility for the loss or theft of a student's belongings during an examination, and students should not bring any unnecessary valuable items.
- 3.26 All mobile telephones and other electronic devices, regardless of location, must be switched off and deactivated for the duration of an examination so that they cannot be used or cause disturbances. A device that causes a disturbance will be confiscated by the invigilators, who will make a record and inform the student that the incident will be investigated under the [Academic Integrity and Misconduct Policy](#).
- 3.27 Certain examinations allow the use of electronic calculators. A student will be informed in advance if this is the case and must comply with any specified requirements or restrictions on permitted devices. All calculators must be compact, hand-held, quiet, have their own power supplies, and not form part of a communications or electronic entertainment device (eg a mobile telephone). Possession or use of stored information or prepared programmes is not permitted and will be investigated under the [Academic Integrity and Misconduct Policy](#). The student is responsible for ensuring that the device is in working order and for providing in advance for alternative means of calculation if the device fails. The name and model of calculator used must be stated on the answer script.
- 3.28 A student must wear clothing that shows the full head and face for the purposes of identity checks. There must be no head or face covering unless these are worn for religious or medical reasons. Where a head or face covering is religious or medical, a student must still prove their identity by checking against the [student identity card](#) on request, in an appropriate manner.
- 3.29 An invigilator may inspect any item brought into an examination venue by a student and may require a student to empty their pockets. Failure to comply will be recorded by the invigilators and investigated under the [Academic Integrity and Misconduct Policy](#).

#### During the examination (examination conditions)

- 3.30 At the start of the examination, the senior invigilator will make several announcements to students, as prescribed by Queen Mary. Students must comply with all instructions from invigilators; failure to do so is an offence and will be investigated under the [Academic Integrity and Misconduct Policy](#).
- 3.31 A student under examination conditions possessing or using [unauthorised materials](#) (including when not actually in the examination venue) will be investigated under the [Academic Integrity and Misconduct Policy](#).
- 3.32 All work, including rough work, must be completed on the stationery provided. Work that the student does not wish to be assessed should be clearly crossed out. Use of correction fluid is not permitted.

- 3.33 A student must write legibly. Illegible handwriting will not normally be transcribed, nor will a student be permitted to dictate the contents. Any part of a script deemed illegible by an examiner will normally be awarded no marks. Exceptions may apply where a student has a registered disability that was declared to the Disability and Dyslexia Service.
- 3.34 All answers must be given in English, unless the question paper states otherwise. The use of English-foreign language dictionaries is not permitted unless specifically authorised in the question paper.
- 3.35 A student must not remove a question paper or any examination stationery (used or unused) from the venue.
- 3.36 A student must not communicate, or attempt to communicate, with anyone other than an invigilator (or a member of staff invited to do so by an invigilator). A student wishing to attract the attention of an invigilator must do so without causing a disturbance.
- 3.37 A student who causes an unnecessary disturbance in an examination venue may be required to leave. This will be recorded by the invigilators and investigated under the [Academic Integrity and Misconduct Policy](#).
- 3.38 If an invigilator suspects a student of academic misconduct then they will inform the student, mark the student's answer script with their initials, make a record of the incident, and confiscate any prohibited materials. The student will be permitted to continue with the examination, using a new answer script if necessary. The invigilators will prepare a written report as soon as possible after the end of the examination and submit this for investigation under the [Academic Integrity and Misconduct Policy](#).
- 3.39 In the event of emergency evacuation of an examination venue (eg a fire alarm), a student must follow the instructions of the invigilators. Question papers, answer scripts, and personal items must be left in the venue. Students remain under examination conditions and must not attempt to communicate, to allow the examination to recommence.
- 3.40 By attending an examination, a student declares that they are 'fit to sit'. If a student is taken ill during an examination and does not feel able to continue, the invigilators will make a record of the incident. The student may submit a claim for [extenuating circumstances](#) with evidence in the usual way, but this will only be accepted if the student was fit to sit on entering the venue but – for unforeseen reasons – became ill during the examination. In these circumstances, any work completed up to the point at which the student left the venue will become null and void, irrespective of whether the extenuating circumstances claim is subsequently upheld; the student will be treated as if they had never attended the examination.
- 3.41 A student who wishes to leave the examination venue temporarily may do so, with permission from an invigilator. A student cannot leave during the first 30 minutes or the final 15 minutes of an examination, though in exceptional circumstances related to illness or other unexpected cause an invigilator may permit this. A student who leaves an examination temporarily will be accompanied by an invigilator, and a record will be made.
- 3.42 A student who has completed their attempt before the end of the examination may leave the venue once their answer script has been collected, but not in the first 30 or final 15 minutes.

- 3.43 At the end of the examination, a student must stop writing immediately when instructed, and remain quietly in their seat until all answer scripts and question papers have been collected and permission to leave is given. A student is responsible for ensuring that:
- i all answer scripts are firmly tied together and labelled with their student identity number (or name, or other details, as directed).
  - ii all answers are clearly labelled with the relevant question number.
  - iii all required information on the front of the answer script(s) is given in full.
  - iv all completed answer scripts are handed to the invigilator. Any script (or part of a script) that is not handed in by the end of the examination will not normally be marked.

### Assessments other than invigilated examinations

- 3.44 A student will be informed of the arrangements for assessments other than invigilated examinations at the start of the relevant module. This will include details such as the assessment brief and – where relevant – the specified word limit and any penalty for exceeding that limit. A student must adhere to these arrangements.
- 3.45 For assessments that must be attended (rather than submitted), such as presentations and in-class tests, a student will be informed of the date, arrangements, and rules at least three weeks in advance of the assessment.
- 3.46 For assessments that must be submitted (rather than attended), such as written coursework and dissertations/projects, a student will be informed of the submission deadline and any specified submission method at the start of the module.
- 3.47 A student unable to submit/complete an assessment by/on the specified date due to medical or other valid reasons beyond their control may submit a claim for [extenuating circumstances](#).

### Late submission of assessment

- 3.48 If an assessment is submitted after the specified deadline it will be recorded as late and a penalty will be applied, unless there are valid [extenuating circumstances](#):
- i For assessments other than examinations, for every period of 24 hours, or part thereof, that an assignment is late, 5% of the total marks available will be deducted (for example, -5 marks for an assessment marked out of 100). After seven calendar days (168 hours or more late) the mark will be reduced to zero and recorded as 0FL (zero, fail, late).
  - ii For examinations, an immediate mark of 0FL (zero, fail, late) will be applied if a student submits after the end of the examination.
  - iii A student may submit work of passing standard but fail the module because of the late submission penalty. Where the student is eligible for a resit attempt in such a case, the student will not be required to resubmit the assessment; instead, the pre-deduction mark from the first attempt will be entered for the resit. Where a student is not eligible for a resit this provision does not apply.
  - iv Certain assessments may cease to be a valid measure of a module's learning outcomes prior to the seven calendar day cut-off. For example, where feedback has been provided to the class and a submission made after that point would not be an accurate measure of attainment. In such cases the late submission policy shall apply as normal up to the day on which feedback is given; at that point a mark of zero (0FL) shall be applied even if this is within seven calendar days of the deadline. Schools and institutes must make clear to students in advance where this variant policy applies, or else the general policy shall be applied.

- v A late work penalty may be removed where a student provides good reason for the late submission under the [extenuating circumstances](#) policy. A student must submit a formal claim with supporting evidence in line with that policy for the circumstances to be considered.
- vi Schools and institutes have discretion to award extensions to submission deadlines where students have valid extenuating circumstances. Where a school/institute does allow extensions, a student must apply before the submission date with an [extenuating circumstances](#) claim and supporting evidence. Extensions cannot set a new deadline beyond the next meeting of the relevant Subject Examination Board; if a student requires an extension of that length then the SEB will instead consider the award of a [first sit](#), the result of which will be considered at the subsequent SEB meeting.

## Extenuating circumstances

### Definitions and submission

- 3.49 Extenuating circumstances are circumstances that are outside a student's control and which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt the likely validity of the assessment as a measure of the student's achievement.
- 3.50 Queen Mary operates a 'fit to sit' policy. This means that if an assessment of any type is attempted or submitted then that attempt will be marked and counted as the student is deemed to be fit to sit or submit the assessment. Any subsequent claim for extenuating circumstances will not normally be considered. There is a [special process](#) for a student who falls ill 'during' an invigilated examination.
- 3.51 A student can seek advice on extenuating circumstances from their school/institute, the [Advice and Counselling Service](#), or the [Student Enquiry Centre](#). The Advice and Counselling Service publishes written [guidance on extenuating circumstances for students](#).
- 3.52 A student must submit any claim for extenuating circumstances in writing through the official method. A claim should be submitted as soon as possible after the assessment (if the circumstances were not known in advance), and in no case later than three working days before the relevant meeting of the appropriate Subject Examination Board's Extenuating Circumstances Sub-board. Schools and institutes will publish information, deadlines, and submission arrangements to students. A submission by a member of staff or another student cannot be accepted on a student's behalf.
- 3.53 A claim for extenuating circumstances must be accompanied by documentary evidence (outside of the provision for self-certification, below). Where evidence is awaited, a Subject Examination Board may defer its decision and empower its Chair to act upon its behalf (normally setting a deadline for submission of the evidence).
- 3.54 Students may self-certify up to three separate incidents of extenuating circumstances per academic year using the approved university self-certification form. This means that these claims will be considered without the submission of documentary evidence. Each self-certified claim can cover a period of up to seven calendar days. Self-certification may not be used where PSRBs prohibit their use; Schools must provide clear instructions to students where PSRB requirements prohibit the use of self-certification.

- 3.55 The following are not considered extenuating circumstances, and a claim made solely on one or more of these grounds will be rejected. The list is not exhaustive.
- i failure to submit or complete an assessment.
  - ii arriving late for an examination or assessment.
  - iii misreading or not checking for updates to a timetable.
  - iv having multiple examinations or deadlines in close succession.
  - v computer failure and/or loss of work.
  - vi employment commitments.
  - vii academic workload issues.
  - viii planned holidays or events, including activities with Queen Mary Students' Union.
  - ix submission of an 'incorrect' version of an assessment.
  - x observance of a religious festival or holy day. A student should plan their work to take into account participation in religious observances. Coursework deadlines are set in advance, and if a deadline coincides with religious commitments then a student should be prepared to submit before the deadline. A student wishing to notify Queen Mary of religious reasons that may affect their ability to sit examinations on specific dates should complete the religious holiday notification form available from their school/institute office and submit it by the specified deadline (which will be well in advance of the examination date).
  - xi personal and/or health conditions are not automatically valid as extenuating circumstances (eg in most cases where a condition is long-term and managed, with no acute episode affecting the assessment). A student should always refer to the [guidance on extenuating circumstances for students](#) and contact their school/institute or the [Advice and Counselling Service](#) if they have queries or concerns.

### Consideration and possible outcomes

- 3.56 An extenuating circumstances claim will be considered by the relevant Subject Examination Board or by nominated staff from its Extenuating Circumstances Sub-board in line with processes detailed in the [Assessment Handbook](#). They will approve or refuse the claim, agree what action should be taken, and inform the student of the outcome.
- 3.57 Where a Subject Examination Board approves a claim for extenuating circumstances it may approve or recommend one of the outcomes listed below; outcomes iii and iv require an additional level of approval, from a Degree Examination Board. The most common outcome is a first sit (outcome i).
- i award a first sit. This means that the missed assessment opportunity will not count, and a fresh attempt will be awarded at the next opportunity. The new attempt retains all characteristics of the missed attempt, including the attempt number and whether the module mark will be capped.
  - ii discount the affected element of assessment from the module mark, if it counts for no more than 20 per cent of the module mark. This will only be considered if the Subject Examination Board is satisfied that all required module learning outcomes can be adequately tested through the remaining assessments – in most cases a student will be expected to take a first sit.
  - iii award a [first take](#) (repeat the module, including the teaching, without penalty), where the specific grounds are met.
  - iv where a final year student meets the minimum requirements for award, defer classification to let the student take any available first sits at the next available opportunity.
  - v wholly or partially waive a penalty for [late submission of assessment](#).
- 3.58 Queen Mary cannot award extra marks as an outcome of a claim for extenuating circumstances. Assessment is designed to measure achievement, not potential, and marks cannot be awarded for what a student may have had the potential to achieve.

## 4. Progression and Award: Undergraduate Programmes

- 4.1 These regulations detail the requirements to progress from one year to the next, the requirements to achieve the award, and the requirements for each classification for undergraduate awards.
- 4.2 Certain programmes have special regulations that diverge from the standard regulations for the associated awards. These are detailed in the [Special Regulations](#) and (for programmes that Queen Mary runs jointly with other institutions) the [Special Regulations for Collaborative Programmes](#).
- 4.3 In addition to the award-specific requirements, a student must always complete their programme within the maximum permitted duration of study and meet any programme specific rules and requirements for both progression and award (for example, taking and passing specified modules including core modules, or achieving minimum marks in specified modules).
- 4.4 If a student fails to meet the minimum requirements for progression or award they may take resits or first sits where they have attempts remaining and where it would be possible for them to meet the requirements if they passed those resits or first sits. Where that is not possible the student will be [deregistered](#); an [exit award](#) will normally be issued where the requirements are met. In some limited circumstances it may be possible for a student at risk of deregistration for failure to meet the progression requirements to be [transferred to another programme](#) for which they do meet the requirements; this may result in the discounting of some modules to meet the requirements of the new programme.

### Foundation Certificate (FdCert)

#### Resits

- 4.5 A student who meets the minimum FdCert award requirements at the June examination board may opt to defer the award and take any outstanding [resits/first sits](#) in the late summer assessment period. This is an exception to the [standard procedure](#). A student must submit any such request to the Programme Director (or nominee) in writing, no less than 24 hours before the meeting of the relevant Degree Examination Board. A student who accepts the award in June forfeits any remaining attempts.

#### Award requirements

- 4.6 To be eligible for the award of a Foundation Certificate (FdCert), a student must:
  - i take 120 credits, including a minimum 90 credits at academic level 3; and,
  - ii pass a minimum 105 credits; and,
  - iii achieve a Classification Mark of 40.0 or higher.

#### Classification

- 4.7 The FdCert award is classified using the [Classification Mark](#), as below. The Classification Mark is the weighted average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

#### Special regulations

- 4.8 The following programmes have special regulations that specify exceptions to these regulations:
  - i [FdCert in Clinical Foundation Studies](#).

## Programmes with an integrated foundation year

### Progression requirements

- 4.9 These regulations apply to a student in the first developmental year ('foundation year') of an undergraduate programme with an integrated foundation year. To progress from the foundation year to the subsequent developmental year, a student must:
- i take 120 credits, including a minimum 90 credits at level 3; and,
  - ii pass a minimum 105 credits; and,
  - iii achieve an average mark equal to or higher than that specified as a requirement for the student's programme and pathway in the programme handbook.
- 4.10 A student who meets these requirements will, for subsequent developmental years, follow the regulations for the appropriate [bachelors](#) or [integrated masters](#) award detailed in this edition of the Academic Regulations. Marks and credits achieved during the foundation year will not count towards the progression or award requirements for the bachelors or integrated masters programme.

## Certificate of Higher Education (CertHE)

### Award requirements

- 4.11 To be eligible for the award of a Certificate of Higher Education (CertHE), a student must:
- i take 120 credits, including a minimum 90 credits at academic level 4 and no more than 30 credits at level 3; and,
  - ii pass a minimum 105 credits, including at least 90 at level 4 or higher and excluding any at level 3; and,
  - iii achieve a Classification Mark of 40.0 or higher.

### Classification<sup>2</sup>

- 4.12 The CertHE award is classified using the [Classification Mark](#), as below. The Classification Mark is the weighted average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

### Special regulations

- 4.13 The following programmes have special regulations that specify exceptions to these regulations:
- i [CertHE in Applied Finance](#) in the School of Economics and Finance

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<sup>2</sup> Where a CertHE is issued as an exit award rather than as an intended award in its own right the Classification Mark is determined in a different way, as outlined in [Section 2 of the Academic Regulations](#).

## Diploma of Higher Education (DipHE) and Foundation Degree in Arts (FdA) or Science (FdSc)

### Progression requirements

4.14 To progress from the first to the second developmental year of a DipHE, FdA, or FdSc, a student must:

- i take 120 credits, including a minimum 90 at level 4. Pass a minimum 90 of those credits; and,
- ii achieve a weighted average year mark of 40.0 or higher; and,
- iii fail (after resit) no more than 30 credits in any one developmental year.

### Award requirements

4.15 To be eligible for the award of a DipHE, FdA, or FdSc, a student must complete the programme and:

- i take 240 credits (120 per developmental year), including a minimum 90 credits at each of academic levels 4 and 5, a maximum 30 credits at level 3, and a maximum 150 credits at level 4; and,
- ii pass a minimum 210 credits, including at least 90 at level 5 or higher and excluding any at level 3; and,
- iii achieve a Classification Mark of 40.0 or higher.

### Classification<sup>3</sup>

4.16 The DipHE, FdA, and FdSc [Classification Mark](#), is calculated as follows:

Award	Weighting of each development year's credit weighted average	
	Year 1	Year 2
DipHE, FdA, FdSc	1 (25%)	3 (75%)

4.17 The DipHE, FdA, and FdSc awards are classified using the [Classification Mark](#), as below.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

<sup>3</sup> Where a DipHE is issued as an exit award rather than as an intended award in its own right the Classification Mark is determined in a different way, as outlined in [Section 2 of the Academic Regulations](#).

## Graduate Certificate (GradCert)

### Award requirements

4.18 To be eligible for the award of a Graduate Certificate (GradCert), a student must:

- i take 60 credits at academic level 6; and,
- ii pass 60 credits at academic level 6; and,
- iii achieve a Classification Mark of 40.0 or higher.

### Classification<sup>4</sup>

4.19 The GradCert is classified using the [Classification Mark](#), as below. The Classification Mark is the weighted average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

## Graduate Diploma (GradDip)

### Award requirements

4.20 To be eligible for the award of a Graduate Diploma (GradDip), a student must:

- i take 120 credits, including a minimum 90 credits at level 6 and a maximum 30 at level 5 or lower; and,
- ii pass a minimum 105 credits, including at least 90 at level 6 or higher and excluding any at level 3; and,
- iii achieve a Classification Mark of 40.0 or higher.

### Classification

4.21 The GradDip award is classified using the [Classification Mark](#), as below. The Classification Mark is the weighted average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
40.0 – 59.9	Pass

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<sup>4</sup> Where a GradCert is issued as an exit award rather than as an intended award in its own right the Classification Mark is determined in a different way, as outlined in [Section 2 of the Academic Regulations](#).

## Ordinary Degree

4.22 The Ordinary Degree is a bachelors award that is awarded without honours. It exists only as an exit award; a student cannot be registered or enrolled for an Ordinary Degree.

### Award requirements

4.23 To be eligible for the award of an Ordinary Degree, a student must:

- i take a minimum 360 credits; and,
- ii Pass a minimum 270 credits, including a minimum 60 credits at level 6; and,
- iii achieve a Classification Mark of 40.0 or higher.

### Classification

4.24 The Ordinary Degree award is classified using the [Classification Mark](#), as below. The Classification Mark is the credit-weighted average of the best 360 credits, including a minimum 60 credits at level 6.

Classification Mark	Classification
40.0 – 100.0	Pass

## Bachelor of Arts, Engineering, Law, or Science (BA, BEng, LLB, BSc, BSc (Econ), BSc (Eng))

4.25 These regulations apply to Bachelor of Arts (BA), Bachelor of Engineering, Bachelor of Law (LLB) and Bachelor of Science (BSc) awards, including the Bachelor of Science (Economics) (BSc (Econ)) and Bachelor of Science (Engineering) (BSc (Eng)) awards.

### Progression requirements

#### Standard bachelors programmes (full-time)

4.26 To progress from one developmental year to the next on a standard full-time BA, BEng, LLB, BSc, BSc (Econ), or BSc (Eng), a student must both:

- i take and pass modules as follows:
  - a developmental year one to two: take 120 credits including a minimum 90 at level 4 in year one. Pass a minimum 90 credits in year one. Achieve a minimum weighted average year mark of 40.0 or higher.
  - b developmental year two to the final developmental year: take 120 credits including a minimum 90 at level 5 or higher in year two. Pass a minimum 195 credits across years one and two. Achieve a minimum weighted average mark of 40.0 or higher using the two weighted average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
- ii fail (after resit) no more than 30 credits in any one developmental year.

### Degree apprenticeship bachelors programmes

4.27 To progress from one developmental year to the next on a four-year degree apprenticeship programme for a BA, BEng, LLB, BSc, BSc (Econ), or BSc (Eng), a student must both:

- i take and pass modules as follows:
  - a developmental year one to two: take 90 credits at level 4 in year one. Pass a minimum 75 credits in year one. Achieve a minimum weighted average year mark of 40.0 or higher.
  - b developmental year two to three: take 90 credits in year two. Pass a minimum 150 credits across years one and two. Achieve a minimum weighted average mark of 40.0 or higher using the two weighted average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
  - c developmental year three to final developmental year: take 90 credits in year three, of which 60 must be at level 5 or higher and 30 at level 6. Pass a minimum 225 credits across years one, two and three. Achieve a minimum weighted average mark of 40.0 or higher using the two weighted average year marks in a 1:3:3 weighting (year one counting for approximately 14.3 per cent, and each of years two and three for approximately 42.9 per cent of the mark).
- ii fail (after resit) no more than 30 credits in any one developmental year.

### Bachelors programmes with a compulsory extramural year (year abroad or placement year)

4.28 Some programmes include a compulsory extramural year, spent studying abroad or on placement. The standard progression requirements detailed above still apply, with the following notes and exceptions:<sup>5</sup>

- i a student on a programme with a compulsory year abroad must pass all modules and achieve a minimum weighted average mark of 60.0 rather than 40.0 to progress to the year abroad. Failure to meet that requirement will result in transfer to the version of the programme without a year abroad. This requirement does not apply to compulsory placement years.
- ii a compulsory extramural year does not count towards a student's classification but must be passed. To pass an extramural year, a student must take 120 credits and pass a minimum 90 credits (following the pass/fail standards of the host institution, for a compulsory year abroad). Failure to pass will result in transfer to the version of the programme without an extramural year.
- iii while studying for a compulsory year abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer resits, and in those cases a student will have only one attempt to pass each module.

## Award requirements

### Standard and degree apprenticeship bachelors programmes

4.29 To be eligible for the award of a standard or degree apprenticeship BA, BEng, LLB, BSc, BSc (Econ), or BSc (Eng), a student must:

- i take 360 credits (120 per developmental year<sup>6</sup>), including a minimum 90 credits at each of levels 4, 5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 315 credits, including at least 90 at level 6 or higher and excluding any at level 3; and,
- iii achieve a Classification Mark of 40.0 or higher.

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<sup>5</sup> This regulation does not apply to BA programmes in modern languages in the School of Languages, Linguistics and Film. [Special regulations](#) apply.

<sup>6</sup> Except for degree apprenticeship bachelors programmes, where students take 90 credits per year for four years.

Bachelors programmes with a compulsory extramural year (year abroad or placement year)

4.30 To be eligible for the award of a BA, BEng, LLB, BSc, BSc (Econ), or BSc (Eng) with a compulsory extramural year (except for [BA Modern Languages programmes](#) in the School of Languages, Linguistics and Film), a student must:

- i take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 315 credits (excluding the extramural year), including at least 90 at level 6 or higher and excluding any at level 3; and,
- iii pass the extramural year; and,
- iv achieve a Classification Mark of 40.0 or higher.

Classification

4.31 The BA, BEng, LLB, BSc, BSc (Econ), and BSc (Eng) [Classification Mark](#) is calculated as follows:

Award	Weighting of each development year's credit weighted average <sup>7</sup>			
	Year 1	Year 2	Other	Final year
BA, BEng, LLB, BSc, BSc (Econ), BSc (Eng) (standard)	1 (10%)	3 (30%)	- (not applicable)	6 (60%)
BA, BEng, LLB, BSc, BSc (Econ), BSc (Eng) (with extramural year)	1 (10%)	3 (30%)	0 (extramural year)	6 (60%)
BA, BEng, LLB, BSc, BSc (Econ), BSc (Eng) (degree apprenticeship)	1 (7.7%)	3 (23.1%)	3 (year three) (23.1%)	6 (46.2%)

4.32 The BA, BEng, LLB, BSc, BSc (Econ), and BSc (Eng) awards are classified using the [Classification Mark](#), as below.

Classification Mark	Classification
70.0 – 100.0	First Class (Honours)
60.0 – 69.9	Second Class (Honours) (Upper Division)
50.0 – 59.9	Second Class (Honours) (Lower Division)
40.0 – 49.9	Third Class (Honours)

Special regulations

4.33 The following programmes have special regulations that specify exceptions to these regulations:

- i All BSc and BEng programmes accredited by the Engineering Council (EngC) in the [School of Electronic Engineering and Computer Science](#) and in the [School of Engineering and Materials Science](#).
- ii [BSc in Accountancy \[Flying Start\] in the School of Business and Management](#).
- iii [BSc \(Econ\) in Applied Finance in the School of Economics and Finance](#).

<sup>7</sup> Percentage weightings with decimal points are approximate, for guidance. Official calculations are made using the weighting units.

- iv [BSc in Digital and Technology Solutions \(three-year version\) in the School of Electronic Engineering and Computer Science\).](#)
- v [BSc in Digital and Technology Solutions \(four-year version\) in the School of Electronic Engineering and Computer Science\).](#)
- vi [BA Modern Languages programmes in the School of Languages, Linguistics and Film.](#)
- vii [BSc in Oral Health in the Institute of Dentistry.](#)
- viii [All LLB programmes in the Department of Law \(including Senior Status programmes\)](#)
- ix [Senior Status LLB programmes in the Department of Law.](#)

## Intercalated bachelors awards (BSc, BMedSci)

### Eligibility to take an integrated programme

4.34 The programme leading to an intercalated Bachelor of Science (BSc) or Bachelor of Medical Science (BMedSci) award will only be available to a student currently registered for an MBBS, BDS, or BVetMed degree of the University of London (or an equivalent programme at another institution in the United Kingdom or the European Union) and who has completed modules to the value of at least 240 credits on that programme, where there is no break in studies between the other programme and the intercalated programme. Additional admissions requirements may also apply.

### Award requirements

4.35 To be eligible for the award of an intercalated bachelors award, a student must:

- i take 120 credits, including a minimum 90 credits at level 6, and a maximum 30 at levels 4 or 5; and,
- ii pass a minimum 105 credits, including at least 90 at level 6 or higher; and,
- iii achieve a Classification Mark of 40.0 or higher.

### Classification

4.36 The intercalated bachelor's award is classified using the [Classification Mark](#), as below. The Classification Mark is the weighted average mark for the developmental year.

Classification Mark	Classification
70.0 – 100.0	First Class (Honours)
60.0 – 69.9	Second Class (Honours) (Upper Division)
50.0 – 59.9	Second Class (Honours) (Lower Division)
40.0 – 49.9	Third Class (Honours)

## Master of Engineering and Master in Science (MEng and MSci)

4.37 These regulations apply to Master of Engineering (MEng) and Master in Science (MSci) awards. Programmes leading to these awards are known as ‘integrated masters programmes’.

### Progression requirements

#### Standard integrated masters programmes

4.38 To progress from one developmental year to the next on a standard MEng or MSci, a student must both:

- i take and pass modules as follows:
  - a developmental year one to two: take 120 credits including a minimum 90 at level 4 in year one. Pass a minimum 90 credits in year one. Achieve a minimum weighted average year mark of 40.0 or higher.
  - b developmental year two to developmental year three: take 120 credits including a minimum 90 at level 5 in year two. Pass a minimum 195 credits across years one and two. Achieve a minimum weighted average mark of 40.0 or higher using the two weighted average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
  - c developmental year three to the final developmental year: take 120 credits including a minimum 90 at level 6 in year three. Pass a minimum 315 credits across years one, two, and three. Achieve a minimum weighted average mark of 60.0 or higher using the three weighted average year marks in a 1:3:6 weighting (year one counting for 10 per cent, year two for 30 per cent, and year three for 60 per cent of the mark).  
Exceptionally, a Subject Examination Board may use discretion to permit progression to the final year with a weighted average of only 57.0 or higher; in doing so, the Board will consider factors including the strength of the student’s academic profile and any approved [extenuating circumstances](#).
- ii fail (after resit) no more than 30 credits in any one developmental year.

#### Programmes with a compulsory extramural year (year abroad or placement year)

4.39 Some programmes include a compulsory extramural year, spent studying abroad or on placement. The standard progression requirements detailed above still apply, with the following notes and exceptions:

- i a student on a programme with a compulsory year abroad must pass all modules and achieve a minimum weighted average mark of 60.0 rather than 40.0 to progress to the year abroad. Failure to meet that requirement will result in transfer to the version of the programme without a year abroad. This requirement does not apply to compulsory placement years.
- ii a compulsory extramural year does not count towards a student’s classification, but must be passed. To pass an extramural year, a student must take 120 credits and pass a minimum 90 credits (following the pass/fail standards of the host institution, for a compulsory year abroad). Failure to pass will result in transfer to the version of the programme without an extramural year.
- iii while studying for a compulsory year abroad, a student is subject to the regulations and policies of the host institution. This includes reassessment; some institutions do not offer resits, and in those cases a student will have only one attempt to pass each module.

## Award requirements

### Standard integrated masters programmes

4.40 To be eligible for the award of a standard MEng or MSci, a student must:

- i take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6 and 120 at level 7, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 420 credits, including at least 90 at level 7 and excluding any at level 3; and,
- iii achieve a Classification Mark of 40.0 or higher.

### Integrated masters programmes with a compulsory extramural year (year abroad or placement year)

4.41 To be eligible for the award of an MEng or MSci with a compulsory extramural, a student must:

- i take 600 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6 and 120 at level 7, a maximum 30 credits at level 3, and a maximum 150 credits at level 4; and,
- ii pass a minimum 420 credits (excluding the year abroad), including at least 90 at level 7 and excluding any at level 3; and,
- iii pass the extramural year; and,
- iv achieve a Classification Mark of 40.0 or higher.

### Classification

4.42 The MEng and MSci [Classification Mark](#), is calculated as follows:

Award	Weighting of each development year's credit weighted average				
	Year 1	Year 2	Year 3	Other	Final year
MSci, MEng (standard)	1 (6.25%)	3 (18.75%)	6 (37.5%)	- (not applicable)	6 (37.5%)
MSci, MEng (extramural year)	1 (6.25%)	3 (18.75%)	6 (37.5%)	0 (extramural year)	6 (37.5%)

4.43 The MEng and MSci awards are classified using the [Classification Mark](#), as below.

Classification Mark	Classification
70.0 – 100.0	First Class (Honours)
60.0 – 69.9	Second Class (Honours) (Upper Division)
50.0 – 59.9	Second Class (Honours) (Lower Division)
40.0 – 49.9	Third Class (Honours)

## Special regulations

4.44 The following programmes have special regulations that specify exceptions to these regulations:

- i All MSci and MEng programmes accredited by the Engineering Council (EngC) in the [School of Electronic Engineering and Computer Science](#) and in the [School of Engineering and Materials Science](#).
- ii [all MEng programmes in the School of Engineering and Materials Science](#).

## Bachelor of Dental Surgery (BDS)

4.45 The BDS degree is awarded by Queen Mary University of London, however it is also governed by the General Dental Council (GDC) to ensure that the graduand meets the criteria for registration. The programme may therefore be amended / altered to reflect changes in the GDC guidelines as well as Queen Mary expectations of a graduate programme.

### General requirements

#### Definitions

4.46 The following definitions apply to the award of BDS:

- i Part: a constituent part of the examinations and assessment leading to the degree of BDS;
- ii Section: a component of the Part;
- iii Core studies: compulsory elements of the BDS programme, which are organised as modules and threads;
- iv Module: A discrete portion of the programme;
- v Selected study component and electives (SSCs): these provide opportunities for choice of study area, for study in depth and for study periods spent outside the school. The range of SSCs available may vary from year to year. SSCs will be assessed as part of continuous assessment;
- vi Elective: a period of up to two weeks of selected study related to the programme;
- vii Continuous assessment: in-course assessment and assessed coursework.

#### Maximum duration of study

4.47 The maximum permitted duration of study for the BDS is 7 years (the normal duration plus two years).

#### Programme requirements for award

4.48 A student must complete and pass all five Parts to be awarded the BDS degree. The programme will extend over a minimum period of 5 years.

#### Exemptions

4.49 No advanced standing is permitted for the BDS programme.

#### Attendance and professional attitude and conduct

4.50 A student must attend all classes and clinical practice, and must submit work by the prescribed deadlines.

4.51 Professional behaviour will be assessed at various points in the course using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour is deemed to be less than satisfactory may be required to attend a specific remedial programme, or be referred for counselling or health care, or be required to repeat part of the programme to demonstrate improved performance.

4.52 Professional behaviour encompasses personal honesty and integrity, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene.

4.53 Clinical performance and experience will be monitored throughout the course. A student whose clinical performance is deemed to be less than satisfactory may be required to attend a specific remedial programme or be required to repeat part of the programme to demonstrate improved performance.

4.54 A student whose attendance, professional attitude and conduct, clinical performance or quality of work is considered to be unsatisfactory will be warned and, if performance does not improve, may have their registration terminated.

### Structure of examinations

4.55 Examinations for the award of BDS will be in five Parts. Parts 1 and 2 are divided into 4 modules each; Parts 3, 4 and 5 are each single modules.

### Compensation

4.56 No compensation is permitted in any elements in any Part.

### Requirements to pass a Section, Part and Stage

4.57 The requirements to pass a Part will be set out in the mark scheme for that Part which specifies:

- i the minimum requirements for satisfactory performance in continuous assessment;
- ii the minimum requirements for satisfactory clinical performance;
- iii the minimum requirements for the written or practical/ clinical examinations;
- iv the requirements for resit examinations in the event of failure.

4.58 Where a student has been unable to complete the required component of the Part due to acceptable extenuating circumstances, the Examination Board has the discretion to waive the minimum requirement subject to:

- i the student having completed sufficient in-course assessments / experience to satisfy the examiners that they have achieved an adequate command of the material; and,
- ii the quality of the completed in-course assessments being of a satisfactory standard; and,
- iii the student passing any specified additional course work or written element.

### Progression requirements

4.59 A progress review will be conducted at the end of each Part. The review will consider individual students in terms of their academic progress, professional standards and clinical practice.

- i to progress from Parts 1 to 2, a student must pass all the components that comprise Part 1.
- ii to progress from Parts 2 to 3, a student must pass all the components that comprise Part 2.
- iii to progress from Parts 3 to 4 a student must pass all the components that comprise Part 3.
- iv to progress from Parts 4 to 5, a student must pass all the components that comprise Part 4.

### Award requirements

4.60 To be eligible for the award of BDS, a student must:

- i meet the requirements for the approved programme for which they are registered;
- ii meet the requirements for the duration of registration;
- iii have fulfilled the requirements for each Part of the award;
- iv have met the progression requirements at the end of each Part, and be in Part 5 (the final year).

### Classification

4.61 The Degree Examination Board may recommend the award the BDS degree 'with Honours'.

4.62 The award of honours requires that there be no grades lower than a Merit awarded for any Part of the Degree as well as achievement of Distinction in Part 4 and Part 5.

4.63 The requirements for the award of Merit or Distinctions in each Part will be set out in the mark scheme for that Part.

#### Failure to meet award requirements

- 4.64 A student who does not meet the requirements for BDS, but meets the requirements for the lower level award of BSc (Hons), DipHE, or CertHE will be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration will be considered in deciding whether to recommend an exit award. Where an exit award is conferred upon a student registered on the BDS programme, the field of study will be 'Dental Sciences'.
- 4.65 A BDS exit award will be classified according to the following scale, using a [Classification Mark](#) calculated by taking a mean average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

Classification Mark	Classification: CertHE, DipHE	Classification: BSc
70.0 – 100.0	Pass	First Class (Honours)
60.0 – 69.9	Pass	Second Class (Honours) (Upper Division)
50.0 – 59.9	Pass	Second Class (Honours) (Lower Division)
0.0 – 49.9 (fail)	None (no award)	None (no award)

#### Professional registration

- 4.66 A student who has been awarded a BDS may be recommended for full registration by the General Dental Council provided they successfully meet the criteria for professional development and undergraduate study that both Queen Mary and the GDC regard as acceptable.

## Bachelor of Medicine and Bachelor of Surgery (MBBS)

### Definitions

4.67 The following definitions apply to the award of MBBS:

- i *Part*: A discrete period of the programme of study. There are five Parts in the programme that leads to MBBS: Part 1 is Year 1; Part 2 is Year 2; Part 3 is Year 3; Part 4 is Year 4; and Part 5 is Year 5 of the programme. Each full year of study has a progression point at the end of the year;
- ii *Section*: A component of the Part: either Section A, B, C, D or E. Each Section broadly assesses the following:
  - a Section A: In-course assessment, and any other requirements for in-course performance, as specified in the mark schemes;
  - b Section B: Core knowledge and its application;
  - c Section C: Data interpretation (including image recognition) and related core knowledge;
  - d Section D: Clinical, communication and practical skills;
  - e Section E: The annual hurdle for the successful completion of non-core, Student-Selected Components of the programme;
- iii *Core studies*: Elements of the MBBS programme studied by all students, which are organised as studies of biomedical systems and of people and populations;
- iv *System*: Subjects and study of clinical medicine and its related disciplines. The five systems are: cardiorespiratory; metabolism; locomotor; human development; and brain and behaviour. Some elements of the programme may combine systems with other subjects or disciplines for integrated study;
- v *People and populations*: Subjects or disciplines that relate to individuals and communities. People and population studies may be included within systems modules and/or delivered separately;
- vi *Student-Selected Components (SSCs)*: Short periods of study that are selected by students and provide for in-depth study. SSCs may occupy no more than 30 per cent overall of the five-year curriculum, and SSCs may contribute to each Part. Normally, one specified SSC may comprise up to six weeks of selected study related to the programme, which may be undertaken elsewhere in the UK or abroad (elective);
- vii *Continuous assessment*: In-course assessment and assessed course work, which may be scored or graded. In addition, continuous assessment will require satisfactory completion of any personal and professional development portfolio requirements and any other mandatory measures of performance.

### Maximum duration of study

4.68 The maximum permitted duration of study for the MBBS is 7 years (normal duration plus two years).

4.69 Students will normally be permitted to repeat any given year once only.

4.70 The programme will extend over a minimum period of 56 months.

### Programme requirements for award

4.71 A student must pass all five Parts of the MBBS degree to be eligible for the award of MBBS.

### Exemptions

4.72 A student who has pursued, in this or another university or institution in the United Kingdom, a programme of study that covers the material contained in the first two academic years (that is, Parts 1 and 2) of the MBBS and has passed the examinations for this, may be admitted directly to the third year at the start of Part 3.

- 4.73 A dentist with Diploma Membership of the Joint Dental Faculties of the Royal College of Surgeons of England (MJDF), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of England (MFDS), Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Edinburgh and Glasgow (MFDS), or Diploma Membership of the Faculty of Dental Surgery of the Royal College of Surgeons of Ireland (MFD), may be admitted directly to the third year at the start of Part 3. Such a student may be required to undertake additional elements of study and assessment, if their prior educational experience deems this necessary.
- 4.74 A graduate at a standard acceptable to Queen Mary and from an appropriate programme at an overseas university with which Queen Mary has established a memorandum of understanding may be admitted directly to the third year at the start of Part 3.

#### Attendance and professional attitude and conduct

- 4.75 Students are expected to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Students are also required to demonstrate the highest standards of professional attitude and conduct throughout the programme.
- 4.76 Professional behaviour encompasses honesty, integrity, avoidance of plagiarism, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene. The professional conduct of students is expected to be in accordance with the General Medical Council guidance: [Achieving good medical practice: guidance for medical students](#) and [Professional behaviour and fitness to practise: guidance for medical schools and their students](#).
- 4.77 Professional attitude and conduct will be monitored throughout the programme by using a variety of assessment, appraisal, self-evaluation and reporting techniques. A student whose professional behaviour or compliance with the programme requirements is deemed to be unsatisfactory may be required to attend a specific remedial programme or be recommended to undertake counselling or health care, or be required to repeat a year of the programme to demonstrate improved performance.
- 4.78 A student whose attendance, professional attitude and conduct and/or quality of work is formally assessed as unsatisfactory may have their registration and enrolment terminated. A student who fails to comply with any policy put in place by the School that applies to them may have their registration and enrolment terminated.

#### Structure of examinations

- 4.79 Examinations for the award of MBBS will be in five Parts. Each Part will examine core studies and also require passes in all SSCs covered by the Part.
- 4.80 Each Part will normally be in five Sections. Section A, Section B, Section C and Section D assess core studies. Each of Sections A, B, C and D comprises one or more compulsory assessments. Section E is the annual progression hurdle for SSCs.

#### Compensation

- 4.81 No compensation is permitted between Sections A, B, C, D or E for any Part of the Degree.
- 4.82 No compensation is permitted between SSCs.

4.83 For Section A, which comprises continuous and in-course assessment, the Scheme for Assessment and Progression will specify the requirements for a pass, which may be determined by aggregate marks from all assessments, or by separate passes in each and all elements of assessment, or by a combination of aggregate and separate passes. The Scheme for Assessment and Progression will further specify which elements of the course or assessments require compliance with requirements rather than a passing score (for example: portfolio work and appraisal; attitude and conduct measures), and will specify any conditions under which any mild failure for in-course assessments and course work may be condoned.

#### Requirements to pass a Section and Part

4.84 The pass mark for the MBBS is 50 per cent, following standard-setting and marks' adjustment.

4.85 The requirements to pass a Part will be set out in the Scheme for Assessment and Progression for that Part, which will specify:

- i the requirements for satisfactory performance in Section A;
- ii the consequences of failure to meet the requirements for Section A.
- iii the nature and number of papers or examinations for Sections B and C;
- iv any requirements for a pass in Section D in addition to an overall passing score and, if Section D is subdivided into sub-sections, the nature and number of sections and weighting of sections;
- v the requirements for resit examinations in the event of failure in Sections B, C and D;
- vi the requirements for the SSC programme. Normally these will include the successful completion of all SSCs covered in the Part. For successful completion of Section E, SSCs must either be passed outright, or remedial work (or additional assessment) completed by the date of the Late Summer Subject Examination Board.

4.86 Where a student has been unable to complete the requirements for Section A of any Part due to acceptable and documented extenuating circumstances, a decision may have to be made by the Internal Examiners as to whether the candidate will have sufficient command of the material to be entered for the end of year examinations and may be barred from entry to summer examinations. For a candidate who has genuinely suffered different extenuating circumstances for two separate assessments, but whom the Internal Examiners consider to have sufficient command of the material, it may be possible to conserve the first sit for the late summer sitting, subject to the completion of satisfactory remediation.

#### Eligibility for assessments

4.87 A student must successfully complete and pass Section A before being eligible to attempt assessments for Sections B, C, and D.

4.88 The Subject Examination Board may recommend remedial work following any failure at the first sitting. This work must be satisfactorily completed before a student may take any resit. This may mean that a student will have a resit deferred until remediation is completed.

#### Extenuating circumstances

- 4.89 Queen Mary operates a fit to sit policy. A student wishing to claim extenuating circumstances must not sit the examination, and must submit an extenuating circumstances form as described in the MBBS Extenuating Circumstances Policy in the MBBS *Assessment and Progression Handbook*. Where a student submits evidence of extenuating circumstances prior to the examination and these are accepted, the Subject Examination Board may allow the student to preserve their sit status for the next sitting of the examinations in Sections B, C or D. Where a student attempts an element of assessment as a first sit, the mark achieved stands; a first sit mark is not capped. Where a student attempts an element of assessment as a resit, the mark achieved is capped.
- 4.90 Extenuating circumstances should normally be considered prior to the Subject Examination Board and late submission will only be considered under exceptional circumstances and at the discretion of the Examination Board Chair and the Dean for Education.

#### Assessment of Student-Selected Components

- 4.91 Individual SSCs may be assessed either by continuous assessment, by a final report, or by a combination of continuous assessment and final examination. A student who fails to complete the assessment for each SSC by the end of the timetabled period of that SSC will normally be failed in that SSC.
- 4.92 Satisfactory performance in an SSC will be graded on the scale of A+ to C-. Unsatisfactory performance is graded D as a marginal fail, and graded E as a clear fail.
- 4.93 At the discretion of the Subject Examination Board, a student who fails an SSC may resubmit coursework or repeat the assessment at a subsequent offering, with attendance if required - this notwithstanding the requirements to pass Section E (the annual SSC hurdle) given in the Requirements to pass a Section and Part (above).
- 4.94 Resit examinations will not normally be held for SSC assessments.
- 4.95 The examiners may require a student to make use of the SSC5b period, normally undertaken elsewhere in the UK or abroad, to remedy any deficit in core studies for Part 5.

#### Progression

- 4.96 To progress from Part 1 to Part 2, a student must pass Sections A, B, C, D and E of Part 1.
- 4.97 To progress from Part 2 to Part 3, a student must pass Sections A, B, C, D and E of Part 2.
- 4.98 To progress from Part 3 to Part 4, a student must pass Sections A, B, C, D and E of Part 3.
- 4.99 To progress from Part 4 to Part 5, a student must pass Sections A, B, C, D and E of Part 4.

#### Eligibility for award

- 4.100 To be eligible for the award of MBBS, a student must:
- i meet the requirements for the approved programme for which they are registered;
  - ii meet the requirements for the duration of registration;
  - iii meet the Year and Part requirements for the award;
  - iv meet the progression requirements at the end of each Part, and pass Part 5 (the final year).

#### Classification of award

- 4.101 The Subject Examination Board may award passes 'with Distinction', or 'with Merit' at each Part.

- 4.102 Distinctions will be cited on the degree certificate, as they may form a part of the award. Merits will not be cited on the degree certificate, as they do not form a part of the award.
- 4.103 A student with a failure in any assessment used to calculate the award of Distinction will not be eligible for that Distinction.
- 4.104 The criterion for Distinction will be sustained excellence over a defined period of time. The standards required for the award of Distinctions will be determined by the Subject Examination Board and ratified by the Degree Examination Board. The Board will only use marks obtained at first sittings, and will apply either a criterion-referencing or ranking system to target the top ten per cent of the cohort for the award.
- 4.105 The following Distinctions may be awarded to a student:
- i Distinction in Part 1 MBBS;
  - ii Distinction in Part 2 MBBS;
  - iii Distinction in Part 3 MBBS;
  - iv Distinction in Part 4 MBBS;
  - v Distinction in Part 5 MBBS.
- 4.106 A Merit may be awarded to a student for any Part (1 to 5) of the MBBS programme. Merits will be awarded by the Subject Examination Board for the relevant Part of the MBBS degree and ratified by the Degree Examination Board. The Board will only use marks obtained at first sittings, and will apply either a criterion-referencing or ranking system to target the next 15 per cent of the cohort for the award.

#### Failure to meet award requirements

- 4.107 A student who does not meet the requirements for MBBS, but meets the requirements for the lower level award of BSc (Hons), DipHE, or CertHE will be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration will be considered in deciding whether to recommend an exit award. Where an exit award is conferred upon a student registered on the MBBS programme, the field of study will be 'Medical Sciences'.
- 4.108 MBBS exit awards will be classified according to the following scale, using a [Classification Mark](#) calculated by taking a flat average of the most recently passed 120 (CertHE), 240 (DipHE), or 360 (BSc) credits:

Classification Mark	Classification: CertHE, DipHE	Classification: BSc
70.0 – 100.0	Pass	First Class (Honours)
60.0 – 69.9	Pass	Second Class (Honours) (Upper Division)
50.0 – 59.9	Pass	Second Class (Honours) (Lower Division)
0.0 – 49.9 (fail)	None (no award)	None (no award)

#### Special regulations

- 4.109 The following programmes have special regulations that specify exceptions or additions to these regulations:
- i [MBBS Graduate Entry Programme \(GEP\)](#).

## 5. Progression and Award: Postgraduate Taught Programmes

- 5.1 These regulations detail the requirements to progress from one year to the next, the requirements to achieve the award, and the requirements for each classification for postgraduate taught awards.
- 5.2 Certain programmes have special regulations that diverge from the standard regulations for the associated awards. These are detailed in the [Special Regulations](#) and (for programmes that Queen Mary runs jointly with other institutions) the [Special Regulations for Collaborative Programmes](#).
- 5.3 In addition to the award-specific requirements, a student must always complete their programme within the maximum permitted duration of study and meet any programme specific rules and requirements for both progression and award (for example taking and passing specified modules including core modules, or achieving minimum marks in specified modules).
- 5.4 If a student fails to meet the minimum requirements for progression or award they may take resits or first sits where they have attempts remaining and where it would be possible for them to meet the requirements if they passed those resits or first sits. Where that is not possible the student will be [deregistered](#); an [exit award](#) will normally be issued where the requirements are met. In some limited circumstances it may be possible for a student at risk of deregistration for failure to meet the progression requirements to be [transferred to another programme](#) for which they do meet the requirements; this may result in the discounting of some modules to meet the requirements of the new programme.

## Postgraduate Certificate (PgCert)

5.5 These regulations apply to Postgraduate Certificate (PgCert) awards.

### Award requirements

- 5.6 To be eligible for a PgCert award, a student must meet all of the following requirements:
- i take 60 credits, including a minimum 45 credits at level 7. Any credits below level 7 must be at levels 5 or 6.
  - ii either:
    - a pass 60 credits; or,
    - b pass a minimum 45 credits and meet the requirements for condoned failure in the remaining credits.
  - iii achieve a Classification Mark of 50.0 or higher.

### Condoned failure

- 5.7 Failure may be [condoned](#) in up to 15 credits of modules of an PgCert award where all of the following conditions are met:
- i the module mark for each failed module is 40.0 or higher; and,
  - ii the credit-weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
  - iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

### Classification

5.8 The PgCert award is classified using the [Classification Mark](#), as below. The Classification Mark is the credit-weighted average mark for the full programme of study.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

### Special regulations

- 5.9 The following programmes have [special regulations](#) that specify exceptions or additions to these regulations:
- i [PgCert in Academic Practice](#).
  - ii [PgCert in Clinical Research](#).
  - iii [PgCert in Computer and Communications Law by Distance Learning](#).
  - iv [PgCert in Intellectual Property Law](#).
  - v [PgCert in Teaching and Learning in Higher Education](#).

## Postgraduate Diploma (PgDip)

5.10 These regulations apply to Postgraduate Diploma (PgDip) awards.

### Award requirements

5.11 To be eligible for a PgDip award, a student must meet all of the following requirements:

- i take 120 credits, including a minimum 90 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- ii either:
  - a pass 120 credits; or,
  - b pass a minimum 90 credits and meet the requirements for condoned failure in the remaining credits.
- iii achieve a Classification Mark of 50.0 or higher.

### Condoned failure

5.12 Failure may be [condoned](#) in up to 30 credits of modules of an PgDip award where all of the following conditions are met:

- i the module mark for each failed module is 40.0 or higher; and,
- ii the credit-weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

### Classification

5.13 The PgDip award is classified using the [Classification Mark](#), as below. The Classification Mark is the credit-weighted average mark for the full programme of study.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

### Special regulations

5.14 The following programmes have [special regulations](#) that specify exceptions or additions to these regulations:

- i [PgDip in Computer and Communications Law by Distance Learning](#).
- ii [PgDip in Clinical Research](#).

## Master of Arts, Business Administration, Education, Law, Public Administration, Research, or Science (MA, MBA, MEd, LLM, MPA, MRes, MSc)

5.15 These regulations apply to Master of Arts (MA), Master of Business Administration (MPA), Master of Education (MEd), Master of Law (LLM), Master of Public Administration (MPA), Master of Research (MRes), and Master of Science (MSc) awards.

### Progression requirements

5.16 Certain programmes specify that certain requirements must be met before a student can progress either from the taught modules to the dissertation/project module or from one year to the next of a part-time programme. These programmes have approved [special regulations](#). The regulations detailed below are the standard ones where a hurdle applies, but the special regulations do include exceptions. A student who fails to meet the progression requirements after exhausting all [attempts](#) at the modules will be [deregistered](#).

#### Progression from the taught modules to the dissertation/project

5.17 Where a programme has a progression hurdle from the taught modules to the dissertation/project, a student must meet the requirements below before they can progress to the dissertation/project. Progression must be confirmed by the Subject Examination Board. In the [special regulations](#), this regulation is referred to as ‘the standard hurdle for progression from the taught modules to the dissertation/project’.

- i take modules to the value of 120 credits; and,
- ii pass modules to a minimum value of 90 credits; and,
- iii achieve a minimum credit-weighted average mark of 50.0 across all taught modules; and,
- iv achieve a minimum mark of 40.0 in each module.

5.18 A variant progression hurdle from the taught modules to the dissertation/project is used in some cases (normally where a programme has a larger than usual dissertation/project). A student must meet the requirements below before they can progress to the dissertation/project. Progression must be confirmed by the Subject Examination Board. In the [special regulations](#), this regulation is referred to as ‘the standard variant hurdle for progression from the taught modules to the dissertation/project’.

- i take modules to the value of 60 credits; and,
- ii pass modules to a minimum value of 45 credits; and,
- iii achieve a minimum credit-weighted average mark of 50.0 across all taught modules; and,
- iv achieve a minimum mark of 40.0 in each module.

#### Progression from one year to the next on a part-time programme

5.19 Where a part-time programme has a progression hurdle from one year to the next, a student must meet the requirements below before they can progress to the second year. Progression must be confirmed by the Subject Examination Board. In the special regulations, this regulation is referred to as the ‘standard hurdle for progression on a part-time masters programme’.

- i take modules to a minimum value of 60 credits; and,
- ii pass modules to a minimum value of 30 credits; and,
- iii achieve a minimum mark of 40.0 in each module.

## Award requirements

5.20 To be eligible for an MA, MBA, MEd, LLM, MPA, MRes, or MSc masters award, a student must meet all of the following requirements:

- i take 180 credits, including a minimum 150 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- ii either:
  - a pass 180 credits; or,
  - b pass a minimum 150 credits and meet the requirements for condoned failure in the remaining credits.
- iii achieve a Classification Mark of 50.0 or higher.

### Condoned failure

5.21 Failure may be [condoned](#) in up to 30 credits of modules of an MA, MBA, LLM, MPA, MRes, or MSc masters award where all of the following conditions are met:

- i the module mark for each failed module is 40.0 or higher; and,
- ii the credit-weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

### Classification

5.22 The MA, MBA, MEd, LLM, MPA, MRes, or MSc masters award is classified using the [Classification Mark](#), as below. The Classification Mark is the credit weighted average mark for the full programme of study.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

## Special regulations

5.23 The following programmes have special regulations that specify exceptions or additions to these regulations:

- i All MSc programmes accredited by the Engineering Council (EngC) in the [School of Electronic Engineering and Computer Science](#) and in the [School of Engineering and Materials Science](#).
- ii [MSc in Laparoscopic Surgery and Surgical Skills](#).
- iii [MA in Education for Clinical Contexts](#).
- iv [LLM in Technology, Media and Telecommunications Law by Distance Learning](#).
- v [MSc in Astrophysics](#) (and all exit awards from that programme).
- vi [MSc in Chemical Research](#) (and PgDip exit awards from that programme).
- vii [MRes in Clinical Research](#).
- viii [MRes in Economics and MRes in Finance](#)
- ix [MSc in Emergency and Resuscitation Medicine](#).
- x [MSc in Endocrinology and Diabetes](#).
- xi [MSc in Endodontic Practice](#).
- xii [MSc in Gastroenterology](#).
- xiii [MSc in Management of Intellectual Property](#).

- xiv [MSc in Mathematics](#) (and all exit awards from that programme).
- xv [MSc in Paediatric Emergency Medicine](#)
- xvi [MSc in Physician Associate Studies](#).
- xvii [MSc in Prehospital Medicine](#)
- xviii [MSc in Tactical, Military, Operational and Austere Medicine](#).

## Master of Science designated ‘Euromasters’

5.24 These regulations apply only to Master of Science (MSc) awards designated ‘Euromasters’.

### Progression requirements

Progression from one developmental year to the next

- 5.25 An MSc designated ‘Euromasters’ is a two-year full-time programme. A student must meet the requirements below before they can progress to the second year. Progression must be confirmed by the Subject Examination Board. A student who fails to meet the progression requirements after exhausting all [attempts](#) at the modules will be [deregistered](#).
- i take modules to a minimum value of 120 credits; and,
  - ii pass modules to a minimum value of 90 credits; and,
  - iii achieve a minimum mark of 40.0 in each module.
- 5.26 A student who misses the progression hurdle by 30 or fewer credits due to approved extenuating circumstances or because late summer resits were not offered may be permitted to progress at the discretion of the Subject Examination Board.

### Award requirements

- 5.27 To be eligible for an MSc designated ‘Euromasters’ award, a student must meet all of the following requirements:
- i take 240 credits (equivalent to 120 in each developmental year), including a minimum 210 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
  - ii either:
    - a pass 240 credits; or,
    - b pass a minimum 210 credits and meet the requirements for condoned failure in the remaining credits.
  - iii achieve a Classification Mark of 50.0 or higher.

### Condoned failure

- 5.28 Failure may be [condoned](#) in up to 30 credits of modules of an MSc designated ‘Euromasters’ award where all of the following conditions are met:
- i the module mark for each failed module is 40.0 or higher; and,
  - ii the credit-weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
  - iii a failed module is not designated as ‘core’ (must be passed outright) in the programme regulations.

### Classification

- 5.29 The MSc designated ‘Euromasters’ award is classified using the [Classification Mark](#), as below. The Classification Mark is the credit-weighted average mark for the full programme of study.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

## Master of Clinical Dentistry

5.30 These regulations apply to Master of Clinical Dentistry (MClinDent) awards.

### Progression requirements

Progression from one developmental year to the next

5.31 An MClinDent is a two-year full-time programme. A student must meet the requirements below before they can progress to the second year. Progression must be confirmed by the Subject Examination Board. A student who fails to meet the progression requirements after exhausting all [attempts](#) at the modules will be [deregistered](#).

- i take modules to a minimum value of 90 credits; and,
- ii pass modules to a minimum value of 90 credits; and,
- iii have a resit or first sit attempt remaining for any failed module(s).

### Award requirements

5.32 To be eligible for an MClinDent award, a student must:

- i take 360 credits (equivalent to 180 in each developmental year), including a minimum 330 credits at level 7. Any credits below level 7 must be at levels 5 or 6; and,
- ii pass 360 credits (condoned failure is not permitted for an MClinDent award); and,
- iii achieve a Classification Mark of 50.0 or higher.

### Classification

5.33 The MClinDent award is classified using the [Classification Mark](#), as below. The Classification Mark is the credit-weighted average mark for the full programme of study.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

## 6. Special Regulations

- 6.1 These regulations detail exceptions or additions to the standard regulations that apply to specific programmes of study. These exceptions are known as ‘special regulations’. The standard regulations apply to all elements of those programmes that are not approved as special regulations.
- 6.2 Programmes that Queen Mary runs jointly with other institutions generally have lengthy and detailed special regulations. Those are recorded separately, in the [Special Regulations for Collaborative Programmes](#).

### Blizard Institute

#### MRes/PgDip/PgCert in Clinical Research

- 6.3 A PgCert Clinical Research student wishing to [change programme](#) to a higher award must have completed two modules for transfer to the PgDip, or three modules for transfer to the MRes. The PgCert must not have been awarded prior to the transfer.

#### MSc in Emergency and Resuscitation Medicine

- 6.4 The [standard hurdle](#) for progression from the taught modules to the project applies.

#### MSc in Gastroenterology

- 6.5 An MSc in Gastroenterology student may request an alternative [field of study](#) that reflects the content of their taught modules. A student who achieves a pass in the module ‘Neurogastroenterology’, ‘Hepatology’, or ‘Paediatric Gastroenterology’ will be eligible (respectively) for the field of study ‘Gastroenterology (Neurogastroenterology)’, ‘Gastroenterology (Hepatology)’, or ‘Gastroenterology (Paediatric)’. A student must make their request to the Programme Director, in writing, before the meeting of the relevant Degree Examination Board.

#### MSc in Paediatric Emergency Medicine

- 6.6 The [standard hurdle](#) for progression from the taught modules to the project applies.

#### MSc in Tactical, Military, Operational and Austere Medicine

- 6.7 The [standard hurdle](#) for progression from the taught modules to the project applies.

### School of Business and Management

#### BSc in Accountancy [Flying Start]

- 6.8 The BSc Accountancy [Flying Start] has a normal duration of four years and a maximum permitted duration of five years. In year one, students take 120 credits of taught modules, and in each of years two, three and four students take 80 credits of taught modules and a 40-credit placement module. Placement modules are assessed on a pass/fail basis.
- 6.9 Non-standard pass marks apply to certain modules for reasons of professional accreditation exemptions. The pass marks in use are 40.0, 50.0, and 55.0. Programme information will specify which pass mark applies to each module.

- 6.10 To progress from one developmental year to the next a student must:
- i. take and pass modules as follows:
    - a. developmental year one to two: take 120 credits at level 4 in year one. Pass a minimum 90 credits in year one. Achieve a minimum mean average year mark of 40.0 or higher\*.
    - b. developmental year two to three: take 120 credits at level 5 in year two. Pass a minimum 195 credits across years one and two including the placement module. Achieve a minimum weighted average mark of 40.0\* or higher using the two mean average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
    - c. developmental year three to the final developmental year: take 120 credits at level 6 in year three. Pass a minimum 315 credits across years one, two and three including both placement modules. Achieve a minimum weighted average mark of 40.0\* or higher using the three mean average year marks in a 1:3:3 weighting (year one counting for approximately 14.3 per cent, and each of years two and three for approximately 42.9 per cent of the mark).
  - ii. fail (after resit) no more than 30 credits in any one developmental year.
  - iii. meet (or be able, within the regulations, to meet) all programme-specific requirements such as passing core modules.

\* as noted in the preceding regulation, some modules have pass marks higher than 40.0. This means that, in different years, the minimum weighted average mark required for progression will be higher than 40.0 in some cases as it will not be possible to meet the other progression requirements without passing those modules. However, the mark required will never be 'lower' than 40.0.

- 6.11 To be eligible for the award of BSc Accountancy [Flying Start], a student must:
- i. take 480 credits (120 per developmental year), comprising 120 credits at each of levels 4 and 5, and 240 credits at level 6; and
  - ii. pass a minimum 435 credits, including all core modules and placement modules; and,
  - iii. achieve a Classification Mark of 40.0 or higher.
- 6.12 The BSc Accountancy [Flying Start] Classification Mark and classification outcome is calculated using the algorithm (1:3:3:6 weightings) and bandings for BSc degree apprenticeship programmes as set out in [section 4 of the Academic Regulations](#).

## Institute of Dentistry

### BSc Oral Health

- 6.13 The pass mark for assessments, modules, and award (including exit awards) is 50.0.
- 6.14 Exit awards will have the [field of study](#) 'Dental Sciences' rather than 'Oral Health'
- 6.15 All modules are [core](#), and a student must pass all modules in one year before progressing to the next.
- 6.16 Where a student is eligible for a [retake or first take](#) they will normally need to reattempt the entire year rather than just the affected module(s).

## MSc in Endodontic Practice

- 6.17 The Postgraduate Certificate (PgCert) is not available as an exit award for this programme.
- 6.18 A non-standard progression hurdle from the taught modules to the project applies. A student must meet the requirements below before they can progress to the dissertation/project.
- i take modules to the value of 120 credits; and,
  - ii pass modules to a minimum value of 60 credits; and,
  - iii achieve a minimum credit-weighted average mark of 50.0 across all taught modules; and,
  - iv achieve a minimum mark of 40.0 in each module.
- 6.19 The [standard hurdle](#) for progression from one year to the next on a part-time programme applies.

## Economics and Finance

### CertHE in Applied Finance

- 6.20 The CertHE in Applied Finance is a 180 credit programme delivered over two years.
- 6.21 To progress from developmental year one to year two a student must take 105 credits, pass a minimum 75 credits at level 4, and achieve a credit-weighted year average mark of 40.0 or higher.
- 6.22 To qualify for the award of CertHE in Applied Finance a student must:
- i Take 180 credits, including a minimum 150 at level 4 or higher and a maximum 30 at level 3.
  - ii Pass a minimum of 150 credits at level 4 or higher.
  - iii Achieve a Classification Mark of 40.0 or higher. The Classification Mark will be calculated using 1:3 weightings for the weighted year average marks of years one:two respectively.
- 6.23 A student who does not meet the award requirements for the CertHE in Applied Finance will be considered for the exit award of CertHE in Applied Financial Studies, where they meet the requirements for that award. The CertHE in Applied Financial Studies is a standard 120 credit CertHE exit award.
- 6.24 If a student who successfully completes the CertHE in Applied Finance chooses to undertake the BSc in Applied Finance, the CertHE will be revoked upon acceptance to the BSc and the credits and marks from the CertHE programme will count towards the BSc award.

### BSc (Econ) in Applied Finance

- 6.25 The BSc (Econ) in Applied Finance is a 180-credit programme delivered over two years. It is designed to follow on from the CertHE in Applied Finance, and the award of BSc (Econ) in Applied Finance is based on the 360 credits taken across both the CertHE and BSc (Econ) programmes.
- 6.26 To progress from developmental year one to year two a student must take 105 credits, pass a minimum 75 credits, achieve a credit-weighted year average mark of 40.0 or higher, and fail no more than 30 credits in any one developmental year.

- 6.27 The award requirements and classification scheme for the BSc Applied Finance are those used for a Queen Mary BSc (Econ) Degree Apprenticeship. However, the following special conditions apply:
- i Students must take 180 credits while registered on the BSc (Econ) programme, of which a minimum 150 credits must be at level 6.
  - ii For the purposes of award and classification Queen Mary will consider the results of both the BSc (Econ) programme and the CertHE programme (or the equivalent advanced standing credit); this means that the award is based on 360 academic credits. For the purpose of calculating the Classification Mark, year one of the CertHE is treated as developmental year one, year two of the CertHE as developmental year two, year one of the BSc (Econ) as developmental year three, and year two of the BSc (Econ) as developmental year four.

#### MRes in Economics and MRes in Finance

- 6.28 The MRes in Economics and the MRes in Finance are 240 credit programmes delivered over two calendar years (120 credits in each year).
- 6.29 A student must meet the requirements below to progress to the second year. Progression must be confirmed by the Subject Examination Board. A student who fails to meet the progression requirements after exhausting all [attempts](#) at the modules will be [deregistered](#).
- i take modules to a minimum value of 120 credits; and,
  - ii pass modules to a minimum value of 100 credits; and,
  - iii achieve a minimum mark of 40.0 in each module.
- 6.30 A student who misses the progression hurdle by 40 or fewer credits due to approved extenuating circumstances may be permitted to progress at the discretion of the Subject Examination Board.
- 6.31 To be eligible for the award of MRes Economics or MRes Finance, a student must meet all of the following requirements:
- i take 240 credits at level 7.
  - ii either:
    - a pass 240 credits; or,
    - b pass a minimum 210 credits and meet the requirements for [condoned failure](#) in the remaining credits.
  - iii achieve a Classification Mark of 50.0 or higher.
- 6.32 A student who does not meet the requirements for the MRes may be eligible for the [exit award](#) of PgDip or PgCert, if the requirements for those awards are met.

## School of Electronic Engineering and Computer Science

Programmes accredited by the Engineering Council (EngC)

6.33 All programmes that carry accreditation (if successfully completed) from the Engineering Council (EngC) have special regulations linked to the requirements of the accrediting body. These are detailed in full below, under '[Programmes accredited by the Engineering Council \(EngC\)](#)'.

BSc in Digital and Technology Solutions (three-year version)

6.34 The BSc in Digital and Technology Solutions (and each of its specialist pathways) is a degree apprenticeship programme. It runs in two versions – a three-year version, and a four-year version. The three-year BSc in Digital and Technology Solutions follows the [progression](#) and [classification](#) regulations for 'Standard bachelors programmes (full-time)' as set out in [Section 4 of these Academic Regulations](#), rather than those for 'Degree apprenticeship bachelors programmes'.

BSc in Digital and Technology Solutions (four-year version)

6.35 The BSc in Digital and Technology Solutions (and each of its specialist pathways) is a degree apprenticeship programme. It runs in two versions – a three-year version, and a four-year version. The four-year BSc in Digital and Technology Solutions has special regulations as follows:

Progression

6.36 To progress from one developmental year to the next on the four-year BSc in Digital and Technology Solutions a student must both:

- i take and pass modules as follows:
  - a developmental year one to two: take 120 credits including a minimum 90 at level 4 in year one. Pass a minimum 90 credits in year one. Achieve a minimum weighted average year mark of 40.0 or higher.
  - b developmental year two to three: take 120 credits including a minimum 90 at level 5 or higher in year two. Pass a minimum 195 credits across years one and two. Achieve a minimum weighted average mark of 40.0 or higher using the two weighted average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
  - c developmental year three to four: take 60 credits in year three, meeting the specified requirements of the programme diet. Pass a minimum 255 credits across years one, two, and three. Achieve a minimum weighted average mark of 40.0 or higher using the two weighted average year marks in a 1:3:3 weighting (year one counting for 10 per cent, year two for 30 per cent, and year three for 60 per cent of the mark).
- ii fail (after resit) no more than 30 credits in any one developmental year.

Classification

6.37 The four-year BSc in Digital and Technology Solutions [Classification Mark](#) is calculated as follows:

Award	Weighting of each development year's credit weighted average			
	Year 1 (120 credits)	Year 2 (120 credits)	Year 3 (60 credits)	Final year (60 credits)
BSc in Digital and Technology Solutions (four-year)	1 (10%)	3 (30%)	3 (30%)	3 (30%)

## School of Engineering and Materials Science

Programmes accredited by the Engineering Council (EngC)

6.38 All programmes that carry accreditation (if successfully completed) from the Engineering Council (EngC) have special regulations linked to the requirements of the accrediting body. These are detailed in full below, under '[Programmes accredited by the Engineering Council \(EngC\)](#)'.

### Programmes accredited by the Engineering Council (EngC)

6.39 Programmes that (if successfully completed) carry accreditation from the Engineering Council (EngC) have special regulations linked to the requirements of the accrediting body. The following rules apply:

All programmes accredited by the Engineering Council

6.40 Where a student fails a module but achieves a minimum mark of 30.0 (for modules at academic level six or lower) or 40.0 (level seven modules) and fulfils all other requirements for progression and award, academic credit will be issued for the failed module(s) up to the limits specified in these regulations. This is called a compensated pass.

BSc and BEng programmes accredited by the Engineering Council

6.41 To progress from one developmental year to the next on an EngC accredited BEng or BSc programme, a student must take and pass modules as follows:

- i developmental year one to two: take 120 credits including a minimum 90 at level 4 in year one. Pass a minimum 90 credits in year one, where the mark in any failed modules is at least 30%. Achieve a minimum mean average year mark of 40.0 or higher.
- ii developmental year two to the final developmental year: take 120 credits including a minimum 90 at level 5 in year two. Pass a minimum 210 credits across years one and two, where the mark in any failed modules is at least 30%. Achieve a minimum weighted average mark of 40.0 or higher using the two mean average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).

6.42 To be eligible for the award of a EngC accredited BEng or BSc a student must:

- i take 360 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 330 credits, including at least 90 at level 6 or higher and excluding any at level 3, where the mark in any failed module is at least 30%; and,
- iii achieve a Classification Mark of 40.0 or higher.

MEng and MSci programmes accredited by the Engineering Council

6.43 To progress from one developmental year to the next on an EngC accredited MEng or MSci programme, a student must take and pass modules as follows:

- i developmental year one to two: take 120 credits including a minimum 90 at level 4 in year one. Pass a minimum 90 credits in year one, where the mark in any failed module is at least 30%. Achieve a minimum mean average year mark of 40.0 or higher.

- ii. developmental year two to developmental year three: take 120 credits including a minimum 90 at level 5 in year two. Pass a minimum 210 credits across years one and two, where the mark in any failed module is at least 30%. Achieve a minimum weighted average mark of 40.0 or higher using the two mean average year marks in a 1:3 weighting (year one counting for 25 per cent and year two for 75 per cent of the mark).
- iii. developmental year three to the final developmental year: take 120 credits including a minimum 90 at level 6 in year three. Pass a minimum 330 credits across years one, two, and three, where the mark in any failed module is at least 30%. Achieve a minimum weighted average mark of 60.0 or higher using the three mean average year marks in a 1:3:6 weighting (year one counting for 10 per cent, year two for 30 per cent, and year three for 60 per cent of the mark). Exceptionally, a Subject Examination Board may use discretion to permit progression to the final year with a weighted average of only 57.0 or higher; in doing so, the Board will consider factors including the strength of the student's academic profile and any approved extenuating circumstances.

6.44 To be eligible for the award of an EngC accredited MEng or MSci, a student must:

- i. take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6 and 120 at level 7, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii. pass a minimum 450 credits, including at least 90 at level 7 and excluding any at level 3, where the mark in any failed module is at least 30% at levels 3-6 and 40% at level 7; and,
- iii. achieve a Classification Mark of 40.0 or higher.

### MSc programmes accredited by the Engineering Council

6.45 To be eligible for an EngC accredited MSc masters award, a student must meet all of the following requirements:

- i. take 180 credits, including a minimum 150 credits at level 7. Any credits below level 7 must be at levels 5 or 6; a maximum 15 may be taken at level 5.
- ii. pass a minimum 165 credits and meet the requirements for compensation in the remaining credits.
- iii. achieve a Classification Mark of 50.0 or higher.

### Compensation

6.46 A compensated pass may be granted in up to 15 credits of failed modules of an EngC accredited MSc masters award where all of the following conditions are met:

- i. the module mark for each failed module is 40.0 or higher; and,
- ii. the credit-weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii. a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

## Institute of Health Sciences Education

### PgCert in Clinical Education

6.47 A student who meets the standard Queen Mary award requirements for a PgCert but who fails the end-point assessment (EPA) module for this degree apprenticeship programme will receive an award with the alternative field of study "Teaching and Learning in the Clinical Context".

## MA in Medical Education

- 6.48 The [standard hurdle](#) for progression from one year to the next on a part-time programme applies for progression to the second developmental year of this three-year programme.
- 6.49 The [standard hurdle](#) for progression from the taught modules to the project applies; in the case of this three-year programme that also forms a progression point between the second and third developmental years.

## MSc in Prehospital Medicine

- 6.50 The [standard hurdle](#) for progression from the taught modules to the project applies; in the case of this three-year programme that also forms a progression point between the second and third developmental years.

## MSc in Physician Associate Studies

- 6.51 A non-standard progression hurdle from developmental years one to two applies. A student must meet the requirements below before they can progress to the second developmental year:
- i take modules to a minimum value of 75 credits; and,
  - ii pass modules to a minimum value of 75 credits.
- 6.52 A student must achieve the minimum specified hours on clinical placement as per the programme handbook before being permitted to sit end of year exams.
- 6.53 Students cannot be considered for award where there are outstanding procedures under the [Professional Capability and Fitness to Practice regulations](#) .
- 6.54 A student who does not meet the requirements for MSc Physician Associate Studies, but meets the requirements for the lower level award of PgDip or PgCert will be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration will be considered in deciding whether to recommend an exit award. An exit award will have the field of study "Healthcare Studies" rather than "Physician Associate Studies" where any core module is failed:
- i a student who passes 60 credits will be awarded PgCert Healthcare Studies.
  - ii a student who passes 120 credits will be awarded PgDip Healthcare studies.
  - iii a student who pass all core modules (150 credits) will be awarded PgDip Physician Associate Studies.

## FdCert in Clinical Foundation Studies

- 6.55 The minimum pass mark for assessments, modules, and award is 50.0.
- 6.56 To pass the integrated programme and progress to the first developmental year of the MBBS or BDS programme, a student must:
- i take and pass 120 credits; and,
  - ii achieve a minimum module mark of 60.0 for the module 'Practical Skills for Professionals 1'. This is equivalent to an IELTS score of 7.0 or higher, but to be eligible for progression a student must pass the module rather than simply obtain the minimum IELTS score; and,
  - iii achieve a pass in UKCAT moderated to a level appropriate to entry to the MBBS/BDS.

## MBBS Graduate Entry Programme (GEP)

- 6.57 These regulations apply to the MBBS Graduate Entry Programme (GEP). The [standard MBBS regulations](#) also apply, except where they are superseded by a regulation below.
- 6.58 The minimum entry requirements for Parts 1 and 2 of the MBBS GEP is a Second Class (Upper Division) Honours degree.
- 6.59 The maximum permitted duration of study for the MBBS GEP is six years (the normal duration plus two years).
- 6.60 The term 'Part' refers to a discrete part of the programme of study. The GEP has five Parts: Parts 1 and 2 form developmental year one of the programme. Part 3 is the second year, Part 4 is the third year, and Part 5 is the fourth and final year. There is a progression point at the end of each full year of study.
- 6.61 The MBBS GEP extends over a minimum period of 44 months and comprises four Parts:
- i GEP Parts 1 and 2: Systems in Health and Disease (120 credits).
  - ii GEP Part 3: Integrated Clinical Studies (120 credits).
  - iii GEP Part 4: Specialities (120 credits).
  - iv GEP Part 5: Preparation for Clinical Practice (120 credits).
- 6.62 The examinations for the MBBS GEP will be in five Parts. Parts 1 and 2 will assess core MBBS studies and interprofessional learning ('Stage 1'). Parts 2, 3 and 4 will assess only core MBBS studies.
- 6.63 The criteria for distinctions and merits are the same as for the [standard MBBS](#) programme.
- 6.64 The following distinctions may be awarded to a student:
- i Distinction in Parts 1 and 2 MBBS (GEP).
  - ii Distinction in Part 3 MBBS.
  - iii Distinction in Part 4 MBBS.
  - iv Distinction in Part 5 MBBS.
- 6.65 Exit awards for the MBBS (GEP) programme are calculated in [the same way as MBBS exit awards](#).

## School of Languages, Linguistics and Film

### BA Modern Languages programmes with a compulsory year abroad

- 6.66 Some of the standard provisions around compulsory extramural years do not apply. Specifically:
- i a student does not need to achieve a minimum weighted average mark of 60.0 to progress to the year abroad. Instead, a minimum mark of 40.0 is required.
  - ii the compulsory extramural year does not count towards a student's classification and does not necessarily have to be passed.
  - iii the School of Languages, Linguistics and Film will provide more detailed information, including the applicability of regulations.

6.67 To be eligible for the award of a BA in Modern Languages in the School of Languages, Linguistics and Film, a student must:

- i take 480 credits (120 per developmental year), including a minimum 90 credits at each of levels 4, 5 and 6, and a maximum 150 credits at levels 3-4 (of which a maximum 30 may be at level 3); and,
- ii pass a minimum 315 credits, including at least 90 at level 6 or higher and excluding any at level 3 and the compulsory year abroad; and,
- iii achieve a Classification Mark of 40.0 or higher.

## School of Law: Department of Law

All LLB programmes (including Senior Status programmes)

6.68 A specified sub-set of modules are designated as foundations of legal knowledge for professional accreditation as a qualifying law degree (QLD) by the Bar Standards Board of England and Wales (BSB). To achieve this accreditation, a student must meet the standard requirements for award, and either:

- i pass all of the designated modules; or,
- ii pass all but one of those modules and, in the remaining failed module, achieve a module mark of 35.0 or higher.

The designated modules are listed in the relevant programme specification.

Senior Status LLB programmes

6.69 To progress from one developmental year one to the next on a senior status LLB programme, a student must:

- i take and pass modules as follows:
  - a developmental year one to two: take 135 credits in year one. Pass a minimum 105 credits in year one. Achieve a minimum weighted average year mark of 40.0 or higher.
- ii fail (after resit) no more than 30 credits in any one developmental year.

6.70 To be eligible for the award of a senior status LLB, a student must:

- i take 270 credits (135 per developmental year), including a minimum 90 credits at level 6; and,
- ii pass a minimum 240 credits, including at least 90 at level 6; and,
- iii achieve a Classification Mark of 40.0 or higher.

6.71 The LLB Senior Status [Classification Mark](#) is calculated as follows.

Award	Weighting of each development year's credit-weighted average	
	Year 1	Year 2
LLB Senior Status	2 (40%)	3 (60%)

## School of Law: Centre for Commercial Law Studies

LLM, PgDip, PgCert in Technology, Media and Telecommunications Law by Distance Learning

6.72 The normal and maximum permitted durations of study are as follows, and study will normally be part-time. A student must normally take a minimum 30 credits in each year of study.

Award	Normal duration	Maximum duration
LLM	3 years	6 years
PgDip	2 years	6 years
PgCert	1 year	2 years

### PgCert in Intellectual Property Law

5.34 The PgCert in Intellectual Property Law is an 80 credit programme. To qualify for award, a student must pass 80 credits, or else pass a minimum 65 credits and be condoned in the remainder. Up to 15 credits may be [condoned](#) where all of the following conditions are met:

- i the module mark for each failed module is 45.0 or higher; and,
- ii the credit-weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

### MSc in Management of Intellectual Property

5.35 Failure may be [condoned](#) in up to 30 credits of modules of the MSc in Management of Intellectual Property award where all of the following conditions are met:

- i the module mark for each failed module is 45.0 or higher; and,
- ii the credit-weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

## School of Mathematical Sciences

MSc Mathematics (and associated PgDip/PgCert exit awards)  
(not applicable to other MSc programmes in the School of Mathematical Sciences)

6.73 Failure may be [condoned](#) in up to 30 (MSc/PgDip) or 15 (PgCert) credits of modules where all of the following conditions are met:

- i the module mark for each failed module is 0.0 or higher; and,
- ii the weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
- iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

- 6.74 A student may take a maximum 30 credits (MSc or PgDip) or 15 credits (PgCert) of taught modules at level 6, selected from a list approved by the Head of School.
- 6.75 Exceptionally, and at the discretion of the Subject Examination Board, a student may request an alternative [field of study](#) that reflects the content of the taught modules and dissertation/project undertaken. The title will be selected from a list approved by the Programme Director. A student must make their request to the Programme Director, in writing, at the time of entry to the examinations.

## School of Physical and Chemical Sciences

MSc Astrophysics (and associated PgDip/PgCert exit awards)  
(not applicable to other MSc programmes in the School of Physical and Chemical Sciences)

- 6.76 Failure may be [condoned](#) in up to 30 (MSc/PgDip) or 15 (PgCert) credits of modules or where all of the following conditions are met:
- i the module mark for each failed module is 0.0 or higher; and,
  - ii the weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
  - iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

MSc in Chemical Research

- 6.77 Failure may be [condoned](#) in up to 15 credits of modules where all of the following conditions are met (this also applies to a PgDip exit award from this programme):
- i the module mark for each failed module is 40.0 or higher; and,
  - ii the credit-weighted average mark across all modules, including the failed module(s), is 50.0 or higher; and,
  - iii a failed module is not designated as 'core' (must be passed outright) in the programme regulations.

## Queen Mary Academy

PgCert in Academic Practice and PgCert in Teaching and Learning in Higher Education

- 6.78 A student may be admitted with up to 30 credits of [accredited prior learning](#).

Certificate in Learning and Teaching

- 6.79 The Certificate in Learning and Teaching (CILT) is a 30 credit programme with a unique award.
- 6.80 A student may be admitted with up to 15 credits of [accredited prior learning](#).
- 6.81 To be eligible for Certificate in Learning and Teaching (CILT) award, a student must:
- i take 30 credits at level 7; and,
  - ii Pass 30 credits. Condoned failure is not permitted for the CILT award; and,
  - iii achieve a Classification Mark of 50.0 or higher.

### Classification

6.82 The Certificate in Learning and Teaching (CILT) is classified using the [Classification Mark](#), as below. The Classification Mark is the credit-weighted average mark for the full programme of study.

Classification Mark	Classification
70.0 – 100.0	Distinction
60.0 – 69.9	Merit
50.0 – 59.9	Pass

## William Harvey Research Institute

MSc in Endocrinology and Diabetes

6.83 The [standard hurdle](#) for progression from the taught modules to the project applies.

## 7. Special Regulations for Collaborative Programmes

- 7.1 This section of the regulations details exceptions or additions to the standard regulations that apply to specific programmes of study that Queen Mary runs in collaboration with one or more other institution or provider. Regulations for the (non-collaborative) programmes run by the University of London Institute in Paris (ULIP) are also included here. The institutions and programmes detailed are:
- i. University of London Institute in Paris (ULIP):
    - a [All ULIP programmes.](#)
  - ii. With University College London (UCL):
    - a [MA in History of Political Thought and Intellectual History.](#)
  - iii. With Beijing University of Posts and Telecommunications (BUPT):
    - a [BSc \(Eng\) in Telecommunications Engineering with Management.](#)
    - b [BSc \(Eng\) in E-Commerce Engineering with Law.](#)
    - c [BSc \(Eng\) in Internet of Things Engineering.](#)
  - iv. With Nanchang University (NCU):
    - a [BSc in Biomedical Sciences.](#)
    - b [BSc in Precision Medical Sciences.](#)
  - v. With Northwestern Polytechnical University (NPU):
    - a [BEng in Materials Science Engineering.](#)
    - b [BEng in Polymer Materials Science Engineering.](#)
  - vi. With Singapore Management University (SMU):
    - a [LLM in Commercial Law: Singapore and London.](#)
  - vii. With Université Paris 1 Panthéon-Sorbonne:
    - a [LLB in English and French Law.](#)
    - b [Double LLM in International Business Law and in French and European Law.](#)
  - viii. With the University of Malta:
    - a [MSc in Surgical Skills.](#)
  - ix. With the International Medical University of Malaysia (IMU):
    - a [Double MSc in Molecular Medicine and in Genomic Medicine.](#)

### University of London Institute in Paris (ULIP)

- 7.2 All programmes delivered by the University of London Institute in Paris (ULIP) follow the standard Queen Mary regulations in every respect except that a student meeting the requirements for award will receive an award of the University of London rather than Queen Mary.

### University College London (UCL)

#### MA in History of Political Thought and Intellectual History

- 7.3 The MA in History of Political Thought and Intellectual History follows the standard Queen Mary regulations in every respect except that a student meeting the requirements for award will receive an award in the names of both Queen Mary and UCL.

## Beijing University of Posts and Telecommunications (BUPT)

BSc (Eng) in Electronic Information Engineering

BSc (Eng) in Intelligent Science and Technology

BSc (Eng) in Telecommunications Engineering with Management

BSc (Eng) in E-Commerce Engineering with Law

BSc (Eng) in Internet of Things Engineering

7.4 The following regulations apply to the collaborative BSc (Eng) programmes with BUPT:

### 1. Introduction

- 1.1. These regulations apply to students enrolled on the programmes of study leading to the degrees of BSc(Eng) Electronic Information Engineering, BSc(Eng) Intelligent Science and Technology, BSc (Eng) in Telecommunications Engineering with Management, BSc in (Eng) E-Commerce Engineering with Law, and BSc (Eng) in Internet of Things Engineering.
- 1.2. The general management of the programme of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the contract between BUPT and QMUL. The day-to-day management of the programme shall be the responsibility of the Programme Directors.
- 1.3. The programme consists of two phases:
  - a. Year 1 is equivalent to a Foundation Year in the United Kingdom;
  - b. Years 2-4 are equivalent to Years 1-3 of a BEng degree in the United Kingdom.

### 2. Definition of terms

- 2.1. 'Technical modules': modules prescribed as constituting the core technical knowledge for that Programme (including transferable skills, Management, Business, and Law).
- 2.2. 'Minor programme modules': technical modules taken from another programme to form an additional strand of study outside the core requirements of the degree. These modules do not count towards the QMUL degree but marks are recorded and used towards the BUPT degree.
- 2.3. 'English Language modules': modules teaching English.
- 2.4. 'Chinese compulsory modules': modules that are required by the Chinese Ministry of Education but do not form part of the UK degree.
- 2.5. 'Optional modules': modules that are not related directly to the programme, but are required for students to be awarded a BUPT degree (a minimum of six Chinese credits).
- 2.6. 'Engineering Environment modules': modules that combine to form the Engineering Environment component of the UK Honours marks; these exclude technical modules.
- 2.7. 'Project': the independent technical project carried out in the final year. This is a technical module but is treated differently in the UK Honours calculation.
- 2.8. 'Taught technical modules': technical modules excluding the Project.
- 2.9. 'Credit': a measure of load that is related to the contact hours in the Chinese system.
- 2.10. 'Take': the first attempt at a module.
- 2.11. 'First take': where a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories. Marks for first takes are not capped.
- 2.12. 'Retake': where a student fails to progress and must attempt the failed modules again, including attending lectures and attending laboratories where necessary. Marks for retakes are capped.
- 2.13. 'Resit': where a student may attempt the failed module again without attending lectures and laboratories again. Marks for resits are capped.

- 2.14. 'Reattempt': second and subsequent attempts at a module by either a resit or retake student.
- 2.15. 'Coursework hurdle': the requirement for students to obtain at least 30% UK scale (45% CN scale) in the overall mark for assessed coursework in order to pass the module.
- 2.16. 'Exam hurdle': the requirement for students to obtain at least 30% UK scale (45% CN scale) in the overall mark for assessed exam in order to pass the module (exam hurdle is only applicable if the total coursework mark towards the final grade is 50% or higher).
- 2.17. 'Jie Ye Zhengshu': a certificate awarded by BUPT that allows a student to subsequently complete the degree.
- 2.18. 'Yi Ye Zhengshu': a certificate of incompleteness awarded by BUPT.
- 2.19. 'Cap on marks' (marks are capped): the module mark on retake/resit is "capped" at the minimum pass mark for the UK transcript and calculation of Honours; the Chinese retake/resit mark is shown separately and is not capped.
- 2.20. 'Year': study years are numbered 1-4 to follow Chinese practice; these correspond to years 0-3 at QMUL.

### 3. Admission

- 3.1. In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities.
- 3.2. Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

### 4. Programme of Study

- 4.1. The minimum period of study shall be four academic years. The period of study shall normally be continuous.
- 4.2. The maximum period of study is six years.
- 4.3. Periods of study shall include periods of interruption unless, exceptionally, the student is given permission by the Director of the Academic Affairs Office of BUPT to have the interruption excluded from the period of study.
- 4.4. Composition of the Programme of Study:
  - a. The programme of study will consist of a list of modules published by the Academic Committee and approved by the Chinese Ministry of Education.
  - b. The list of modules will show the number of credits allocated to each module.

### 5. Enrolment and Attendance

- 5.1. Students are required to enrol at the beginning of their programme of study at both BUPT and QMUL, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, shall be deregistered from the programme of study.
- 5.2. Students may not be absent during term-time without the agreement in advance of the Programme Director.
- 5.3. A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.

- 5.4. Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

## 6. Assessment

- 6.1. The Programme Directors (in consultation with the Academic Affairs Office of BUPT or with the Directorate of Registry Services for students studying in London) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 6.2. Different marking scales are used by BUPT and QMUL. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module descriptor. The relationship between the marks is:
- A pass mark at BUPT is 60% and for QMUL modules at all levels on the programme it is 40%.
  - The mark showing distinction performance at BUPT is 85% and QMUL is 70%.
  - Marks above the pass mark are mapped as<sup>8</sup>:  $cn = [-0.05uk^2 + 13uk + 100]/9$
  - Marks below the pass mark are mapped as<sup>9</sup>:  $cn = ||1.5u||$
  - QMUL 99% is mapped to the BUPT scale as 99% rather than BUPT 100%.
  - Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
  - The implementation of the mapping between scales is through a lookup table (Section 15) with marks specified as integers. A separate mapping table is used for each direction.
  - For 2016/17 and earlier cohorts:  
Total coursework marks and examination marks are each rounded up to the nearest integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.  
For 2017/18 and later cohorts:  
Total coursework marks and examination marks are each rounded to the nearest integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.
- 6.3. To pass a module, a student must complete all specified assessment to the standard required in the module specification and regulations. In most cases this is a requirement to achieve an overall module mark above the module pass mark (i.e. 40% UK scale), but some modules specify additional conditions (e.g. all technical modules have a requirement to pass assessment hurdles [2.15] and/or [2.16] where required).
- 6.4. A student who does not meet the requirements to pass a module will fail that module. This will normally be because the module mark achieved is lower than the module pass mark, but it is possible to fail with a module mark above the module pass mark. This is known as 'qualified failure' and occurs when a student fails to meet additional conditions for passing the module such as an assessment hurdle. Qualified failure is recorded with a grade of 'FQ', and the mark will be reduced to 39 UK scale. Details of reattempting a qualified failure are given in the JP Assessment Handbook.

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<sup>8</sup> Where  $cn$  is the mark on the BUPT scale and  $uk$  is the mark on the QMUL scale.

<sup>9</sup> Where  $cn$  is the mark on the BUPT scale and  $uk$  is the mark on the QMUL scale.

- 6.5. Where a resit student has failed a module, s/he can reattempt only the parts that have been failed (synoptic reassessment may be used in some cases). Students shall not be permitted to reattempt passed elements of assessment.
- a. The overall module mark attainable for any reattempt shall be capped at the minimum pass mark [2.19].
  - b. Regardless of whether a student re-attempts all components or parts (e.g. examination only or coursework only), the highest existing coursework mark for that module will be combined with the highest existing examination mark, to produce a new overall mark, and this is capped.
  - c. The final overall module mark shall be the highest overall mark of all attempts.
- 6.6. Where a student is required to retake the year (due to academic failure), all components of the retake modules are reattempted and any previous marks will be replaced. The overall module marks are capped. Where a student is granted a first take (due to extenuating circumstances), the marks are not capped.
- 6.7. Reattempts shall be taken at the next available opportunity except that, in extenuating circumstances, the Chair of the Examination Board shall have discretion to permit a student to defer his/her reattempt(s) by not more than one academic year.
- 6.8. The “next available opportunity” for reattempting examinations will follow the schedule shown in Appendix I.
- 6.9. Number of reattempts:
- a. Students will be permitted to reattempt their failed modules before the end of Year 4 in line with the schedule shown in Appendix I.
  - b. Students who fail to graduate at the end of semester 8 will be permitted to take further re-attempts as available up until the end of the maximum period of 6 years.
- 6.10. Format of reattempt examinations:
- a. The first resit examination will be on the syllabus as taught to the student for their first sit.
  - b. Subsequent resit and retake examinations will be on the syllabus as taught to first-sit students during that year, but all lecture material will be made available to resit and retake students.
- 6.11. Where a module is withdrawn, examinations will be set to give students three resit attempts.
- 6.12. English language qualifications:
- a. for 2021/22 cohorts onwards, permissible resits of English language modules are to be taken with other technical modules (CET4 is no longer accepted as a replacement for English modules for newer cohorts).
  - b. for 2020/21 and prior cohorts, reattempts of English language modules are to be assessed in line with the national Chinese examination CET4. A pass in CET4 will be taken as a capped pass in any English language module previously failed.
  - c. Jie Ye students who failed English language modules, irrespective of their cohorts, are permitted to resit English language modules.

### 6.13. Extenuating circumstances:

- a. A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.
- b. Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy, and the decisions reported to the examination board.
  - i. For modules taught by BUPT requests will be considered by the Programme Director.
  - ii. For modules taught by QMUL requests will be considered by an Extenuating Circumstances Committee that will include at least one Chinese speaker<sup>10</sup>.
- c. All requests must be made at least five working days before the examination board (for examinations) and within one week of the student's return from being ill (or other cause) for coursework.

6.14. The organisation of assessments for each module on the programme shall be governed by the regulations of the institution responsible for teaching that module.

6.15. The conduct of assessments for each module on the programme shall be governed by the regulations of the institution responsible for conducting that assessment.

6.16. The consideration of any allegation of an examination offence is specified in 12.

## 7. Progression

7.1. To progress, a student must have an accumulated failure of fewer than 20 Chinese credits outstanding from technical or Chinese compulsory modules.

7.2. In addition to [7.1], a student must have passed 6 technical modules in Year 2 and have accumulated 12 technical modules from Years 2 and 3 by the end of Year 3 in order to progress.

7.3. A student who has an accumulated failure of 20 Chinese credits or more from technical or Chinese compulsory modules must retake failed modules in attendance. If that student subsequently reaches an accumulated failure of 20 Chinese credits or more from technical or Chinese compulsory modules they are required to withdraw.

7.4. A student who has an accumulated failure of 30 credits or more from technical or Chinese compulsory modules is required to withdraw.

## 8. Degree requirements and consideration for Honours

8.1. To be admitted to a degree a student must have:

- a. been registered on the programme for a minimum period of four academic years;
- b. completed all requirements within a maximum period of 6 years (subject to 4.3);
- c. passed all English Language modules (in line with 6.12);
- d. achieved credit for all technical modules, up to two of which may be compensated;
- e. passed all Chinese compulsory modules; and
- f. passed the Year 4 Project module.

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<sup>10</sup> Medical and other evidence will generally be in Chinese.

- 8.2. The Honours board may recommend the award of the degree with up to two QMUL taught compensated technical modules, where:
- the overall mark for each failed module is between 30 -39% on the UK scale;
  - the Honours weighted average mark is at least 40% on the UK scale (in accordance with 8.2);
  - the Year 4 Project module mark is at least 40% on the UK scale.
- 8.3. Students have the option of resitting compensated modules if they choose to, in which case, they will be considered at the following academic year's Honours board.
- 8.4. For compensated modules, the transcript provided by QMUL will show the original marks; while the transcript provided by BUPT will show pass marks at 60% CN scale.
- 8.5. Students who withdraw from their studies may be issued a Yi Ye Zhengshu by BUPT, but this will not entitle them to a degree from either university.
- 8.6. A student who is awarded a Jie Ye Zhengshu by BUPT may resit the examinations within the maximum period of six years from the original start date. Jie Ye students are permitted to resit their failed modules in the available assessment opportunity irrespective of the cohort assessment pattern. If the student meets the requirements in 8.1 s/he will be awarded a degree from both BUPT and QMUL.
- 8.7. The transcript provided by BUPT will show all modules with marks on the BUPT scale.
- 8.8. The transcript provided by QMUL will show all technical and English Language modules with marks on the QMUL UK scale plus an overall Honours classification; it will also show that the student has passed the BUPT requirements and the Engineering Environment modules.
- 8.9. The Honours weighted average shall be calculated as a weighted sum with:
- 20% for project
  - 5% for Engineering Environment
  - 75% for taught technical modules in Years 2-4 with weighting between years as shown below in order to achieve an approximate weighting of 1:3:6 between levels 4, 5 and 6+7:
 

2016/17 and earlier cohorts

    - $0.18 * \text{average \% mark for Year 2 modules}$
    - $0.33 * \text{average \% mark for Year 3 modules}$
    - $0.24 * \text{average \% mark for Year 4 modules}$

2017/18 and later cohorts

    - $0.17 * \text{average \% mark for Year 2 modules}$
    - $0.41 * \text{average \% mark for Year 3 modules}$
    - $0.17 * \text{average \% mark for Year 4 modules}$
- 8.10. Honours shall be awarded based on the Honours weighted average as follows:
- 1st Class  $\geq 70\%$
  - Upper second class  $\geq 60\%$  and  $< 70\%$
  - Lower second class  $\geq 50\%$  and  $< 60\%$
  - Third class  $\geq 40\%$  and  $< 50\%$
- 8.11. The Honours Board may recommend the award of a higher classification of degree in line with the QMUL Borderline Classification Policy.

- 8.12. A student with tuition fee debts to either institution shall not be entitled to receive the QMUL award.
- 8.13. A candidate who has completed his/her full period of study and has been absent from examinations during his/her final year due to illness or other cause judged sufficient by the relevant Subject Examination Board, may apply to the Programme Director, for consideration at the Subject Examination Board, to be considered for a degree under the aegrotat provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted within two weeks from the last examination to which the application refers.
- 8.14. In considering an application for the award of an aegrotat degree, the examination board shall consider the work that the student has submitted during the year and in such part of the examinations as s/he has attended (if any), and records of the candidate's performance during previous years of the programme, to determine whether there is adequate evidence that, had the student completed the examination(s) in normal circumstances, s/he would clearly have reached a standard for the award of the degree. If the board is so satisfied, it shall recommend the award of an aegrotat degree.
- 8.15. On receipt of the offer of an aegrotat degree, the candidate may either accept the offer, in which case the degree will be conferred, or decline the offer, and re-enter the examinations for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to reenter the examinations shall cease to be eligible for an aegrotat degree in respect of the examinations on which the original application was based.
- 8.16. Request for a review of a module result or for a degree classification:
- a. Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days or 14 calendar days whichever is later, of the results being released to students using the standard review request form.
  - b. Review request forms must be completed in English for modules taught by QMUL and in Chinese for modules taught by BUPT. The form will be dealt with by the university teaching the module using its normal procedures.
  - c. For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.
  - d. A decision on the review will normally be communicated to the student and the other university within 10 working days or 14 calendar days whichever is later, of the request being received. This may exceptionally be extended where QMUL teaching staff are in Beijing and the relevant examination material is in London.
  - e. If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

## 9. Interruption of Enrolment

- 9.1. A student may interrupt their enrolment for up to two calendar years (total) on the grounds of illness or other good cause with the permission of the Programme Director under the procedures specified by BUPT and in line with the Chinese Ministry of Education regulations. Interruption for periods greater than two years shall be permitted only in very exceptional circumstances, with the approval of the directors, or the Chair of the Examination Board. A student who interrupts enrolment remains registered for their programme of study.

- 9.2. Periods of interruption shall count towards student's maximum period of study, except where permission is given by the Director of the Academic Affairs Office of BUPT to have the interruption excluded from the period of study.
- 9.3. A student resitting out of attendance shall not be entitled to an interruption of enrolment as defined in this section, and shall remain registered for their programme of study.
- 9.4. A student may not interrupt and return from interruption during the same academic year (for example, a student cannot interrupt for the autumn semester only, returning in semester two).
- 9.5. A student who interrupts shall have the option of taking assessments for modules for which they completed the teaching and learning before the point of interruption. However, such students must elect either to attempt the assessments for all such modules, or for none of them.
- 9.6. Where a student's registration is continuous, the Academic Regulations in place at the time of initial registration for the programme shall continue to apply where it is specifically stated that this is the case.
- 9.7. Students returning from interruption shall only be permitted to enrol at the start of a semester, as designated in the Academic Calendar.

#### 10. Data Protection

- 10.1. Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal BUPT practice and comply with the relevant Chinese law.

#### 11. Minor Programmes

- 11.1. Minor Programmes are designed to broaden students' knowledge by allowing them to take additional modules apart from their Major Programme.
- 11.2. A Minor Programme comprises no more than 30 credits in total from a list prescribed by the Academic Committee.
- 11.3. Students who have passed all technical and English Language modules and achieved good results at the end of Year 1 can apply to register for a Minor Programme at the beginning of Year 2.
- 11.4. When there is a timetable clash between a major and minor module, students are required to apply for approval from the lecturer of the minor module to allow them to take the module with no attendance. Once approved by the lecturer, students must study the module in their own time and take the exam.
- 11.5. When there is a clash between a major and minor module examination, students must attend the major module examination first, and then attend the resit examination of the minor module without penalty.
- 11.6. Students will not be allowed to continue their Minor Programme study if:
  - a. they have failed ONE resit attempt at a minor module; or,
  - b. they have failed two or more technical modules in their Major at their first attempt; or,
  - c. they study their final year in EECS at QMUL.
- 11.7. To be awarded a Minor Programme Diploma, students must pass all modules of the Minor Programme within the duration of their Major Programme as well as passing the Major.

11.8. BUPT will award a Minor Programme Diploma to successful candidates as well as a separate transcript for the Minor Programme.

11.9. QMUL will not list the Minor Programme modules on the standard transcript.

## 12. Assessment offences, appeals, and disciplinary matters

### 12.1. Disciplinary Procedures

- a. Each university has its own discipline and appeals procedures, which are not repeated here.
- b. The general principle is that each university is responsible for offences that affect the modules that it is teaching (apart from as in [d] below) and the normal procedures of that university apply, but any penalty applied will be from the “harmonised penalties” in 12.5. The penalty will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript.
- c. CET4 and CET6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
- d. Offences during an invigilated examination will be dealt with by the university providing the invigilation with penalties from the harmonised list.
- e. Non-academic disciplinary matters will be dealt with by BUPT under Chinese Law for students committing offences in China.
- f. Students spending part of the degree at QMUL will be treated exactly the same as any other QMUL student for disciplinary issues and assessment offences, except that the penalties will be taken from the harmonised list of penalties below.

### 12.2. Request for a review of a module result or for a degree classification

- a. For any request for review a student can only go through the procedure of one institution as follows:
  - i. For individual modules the university teaching
  - ii. QM for review requests on Honours classification<sup>11</sup>.
- b. Students may request a review of an examination board decision using the standard form from either university, which will be copied to the other university. The form must be submitted to the appropriate university within 14 days of the results being released to students. Details of how to get the form and how to submit it will be given to students before the results are released.
- c. For the avoidance of doubt, the date of release of marks is defined as when students can access marks. Students are expected to check their results in a timely manner and the 14 day period will not be extended for students who do not check.
- d. The university receiving the review request will deal with the request using its normal procedures.
- e. A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QM teaching staff are in Beijing and the relevant examination material is in London.
- f. If marks have to be changed as a result of the review they will be reported through Chair’s action to the two universities so the records can be updated.

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<sup>11</sup> Since BUPT does not award Honours.

### 12.3. Appeals

- a. Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.
- b. Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.
- c. Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at QMUL and Chinese for BUPT.

### 12.4. Appeals to a higher body

- a. A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated<sup>12</sup> and both universities will be bound by that decision subject to Chinese Law<sup>13</sup>.

### 12.5. Harmonised Penalties for assessment offences

- a. QM penalties where the mark is capped mean that for the UK transcript and Honours calculation the mark is limited to 40% on the UK scale (60% on the CN scale) but the mark recorded by BUPT will be the uncapped mark as BUPT does not use capping of marks.
- b. Where the penalty involves failure in the module the student may reattempt but, unless specified in the harmonised penalties, must miss the next opportunity, if the next opportunity is held in less than six months, and except for students spending the final year in London where examinations are held annually.
- c. Penalties:
  - i. A formal warning
  - ii. A requirement that the student resubmit the relevant piece(s) of assessment by a specified deadline with no cap on the mark that may be obtained.
  - iii. A requirement that the student resubmit the relevant piece(s) of assessment by a specified deadline with the resubmission mark capped at the minimum pass mark.
  - iv. A mark of 0 for the relevant piece(s) of assessment, but if the module is failed the student may reattempt at the next opportunity.
  - v. A mark of 0 in the module of which the assessment forms a part, with the module mark capped on any reattempt at the minimum pass mark.
  - vi. The overall classification of Honours to be reduced by one grade with an explanation to be provided as to why the calculated mark does not match the Honours awarded.
  - vii. Recommendation to the Steering Committee<sup>14</sup> that the student be expelled from the two universities. The Steering Committee decision must be ratified by the Principal/President of both universities before the student can be expelled.

Penalty vi. will only be applied for exam offences where the QMUL standard penalty of failure of all modules would mean dismissal by BUPT as the students cannot fail more than 30 credits under BUPT regulations.

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<sup>12</sup> Eg the OIA in the UK.

<sup>13</sup> QMUL may only award degrees in China under license from the Chinese Ministry of Education and must comply with Chinese Law.

<sup>14</sup> The contract between QM and BUPT states that this level of disciplinary action should go through the SC.

### 13. Student complaints

13.1. Where a student has a formal complaint about teaching in any module that complaint will normally be made to the university providing the teaching under its normal procedures.

13.2. Notwithstanding 11.1 a student may complain about teaching in any module under the procedures of either university.

13.3. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of 11.5.

13.4. The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.

13.5. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken, bearing in mind the provisions in the contract for such issues.

### 14. External Examiners

14.1. Each university shall appoint external examiner(s), subject to the approval of the other.

14.2. Additional external examiners may be appointed as deemed necessary but must be approved by both universities.

### 15. Marks conversion

15.1. Conversion from QMUL to BUPT marks:

QMUL	BUPT	QMUL	BUPT	QMUL	BUPT	QMUL	BUPT
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	99
25	38	50	69	75	88	100	100

15.2. Conversion from BUPT to QMUL marks:

BUPT	QMUL	BUPT	QMUL	BUPT	QMUL	BUPT	QMUL
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

16. Appendix I:

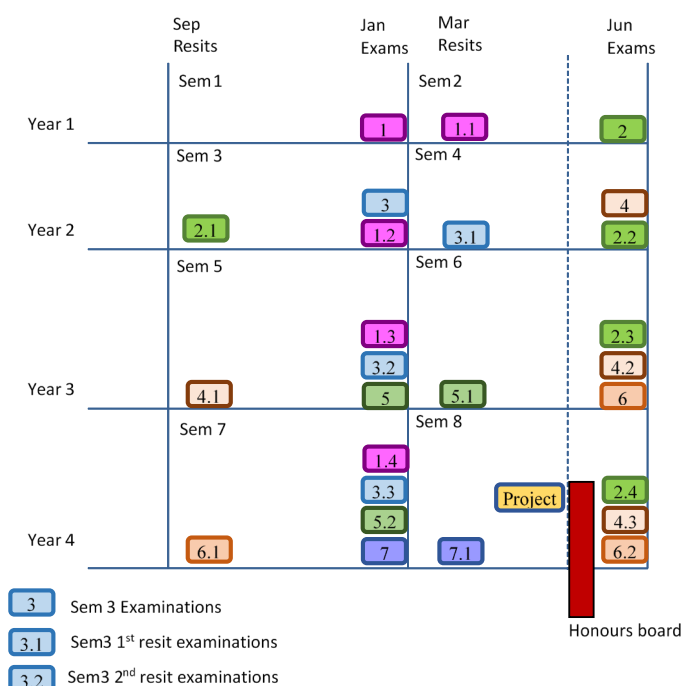


Figure 1: Assessment patterns and arrangements

## Queen Mary School Hainan

### BSc Information and Computational Science

- 7.5 [The regulations applicable to collaborative undergraduate programmes with Beijing University of Posts and Telecommunications \(BUPT\)](#) also apply to the BSc Information and Computational Science programme delivered through Queen Mary School Hainan. Queen Mary School Hainan is a second, separate Joint Educational Institution (JEI) between Queen Mary and BUPT.

## Nanchang University (NCU)

### BSc in Biomedical Sciences

### BSc in Precision Medical Sciences

- 7.6 The following regulations apply to the collaborative BSc Biomedical Sciences programmes with NCU:

#### 1. Introduction

- 1.1. The programmes are offered jointly by Nanchang University [NCU] and Queen Mary, University of London [QMUL]. The programmes run concurrently, with elements of the BSc in Biomedical Sciences [QMUL] contributing to the Bachelor of Medicine offered by NCU.
- 1.2. The BSc in Biomedical Sciences is the award offered by QMUL. The duration of the programme extends to five years, in parallel with the medical degree offered by Nanchang University. By enrolling on the programme students are registered for two programmes of study which, if the requirements of each are successfully completed, will lead to both awards being made at the end of the five year period.
- 1.3. These regulations pertain to the requirements of the BSc in Biomedical Sciences award; however, the relationship to the Bachelor of Medicine offered by NCU is also described where appropriate.
- 1.4. The general management of the programmes, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the Contract between NCU and QMUL. The day-to-day management of the programmes is the responsibility of the Programme Director. The Programme Director will oversee both the BSc Biomedical Sciences (QMUL) and the Bachelor of Medicine (NCU), based in Nanchang; however, both awards are governed by the individual regulations of the awarding institution.

#### 2. Definition of Terms

- 2.1. 'Compulsory modules': modules prescribed as core to the programme of study.
- 2.2. 'English Language modules': modules teaching English and Personal Development Planning (PDP) and are compulsory for the award of the BSc in Biomedical Sciences and the Bachelor of Medicine.
- 2.3. 'Chinese compulsory modules': modules that are required by the Chinese Ministry of Education but do not form part of the BSc degree.
- 2.4. 'Technical modules': modules that are prescribed as constituting the core technical knowledge for the programme, which are those modules compulsory for award of the B.Sc in Biomedical Sciences and the Bachelor of Medicine, excluding the Chinese compulsory modules.
- 2.5. 'Credit': a measure of load that is related to the contact hours in the Chinese system.
- 2.6. 'Take': the first attempt at a module.

- 2.7. 'First take': a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories. Marks for first takes are not capped.
- 2.8. 'Retake': where a student fails to progress and must attempt the failed modules again, including attending lectures and laboratories. Marks for retakes are capped.
- 2.9. 'Resit': where a student may attempt the assessment again for a module, but may not attend lectures and laboratories again, unless attendance at laboratories is specified as being necessary to resit a failed module.
- 2.10. 'First sit': where a student may attempt the failed module again due to extenuating circumstances without attending lectures and laboratories again. Marks for first sits are uncapped.
- 2.11. 'Jie Ye Zhengshu': a certificate awarded by NCU to students who have taken all modules in both programmes, but failed some modules. They can complete the degree if they pass the resit within one year after graduation.
- 2.12. 'Yi Ye Zhengshu': a certificate of incompleteness awarded by NCU to students who are in the program for more than one year but decide to withdraw.
- 2.13. 'Cap on marks' (marks are capped): the module mark on resit and retakes is "capped" at the minimum pass mark for the transcripts of both universities and in the calculation of Honours for the BSc degree.
- 2.14. 'Year': study years on the JP are numbered 1-5 to follow Chinese practice.
- 2.15. 'QMUL Certificate of Higher Education': this exit award can be awarded to students who do not meet the requirements for the award of BSc but who pass at least 105 credits at level four or higher. For College Mark calculations, the mean of the best 120 credits will be used (a minimum College Mark of 40.0 is required for award).
- 2.16. 'QMUL Diploma of Higher Education': this exit award can be awarded to students who do not meet the requirements for the award of BSc but who meet the following requirements: pass at least 210 credits at levels four and five (including a minimum of 90 at level 5 or higher). For College Mark calculations, the mean of the best 240 credits will be used (a minimum College Mark of 40.0 is required for award).

### 3. Admission

- 3.1. In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities i.e. to take the National Higher Education Examinations and pass the admission score line set for NCU
- 3.2. Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

### 4. Programme of Study

- 4.1. The minimum period of study shall be:
  - a. Five academic years for the BSc in Biomedical Sciences.
  - b. Five academic years for the Bachelor of Medicine in Medicine.
  - c. The period of study shall normally be continuous
- 4.2. The maximum period of study shall be:
  - a. Six academic years for the BSc in Biomedical Sciences.
  - b. Six academic years for the Bachelor of Medicine in Medicine.
- 4.3. Periods of study shall include periods of interruption unless, exceptionally, the student is given permission by the Director of the Teaching Affairs Office of NCU to have the interruption excluded from the period of study.

#### 4.4. Composition of the Programmes of Study

- a. The programmes of study will consist of programme-specific lists of compulsory modules published by the Academic Committee and approved by the Chinese Ministry of Education.
- b. The list of modules will show the number of credits allocated to each module.

### 5. Enrolment and Attendance

- 5.1. Students are required to enrol at the beginning of their programme of study at both NCU and QMUL, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, may be required to withdraw from the programme of study.
- 5.2. Students may not be absent during term-time without the agreement in advance of the Programme Director.
- 5.3. A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.
- 5.4. Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

### 6. Assessment

- 6.1. The Programme Director (in consultation with the Teaching Affairs Office of NCU, or with the Directorate of Registry Services of QMUL for students studying in London) may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 6.2. Different marking scales are used by NCU and QMUL. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module specification. The relationship between the marks is:
  - a. A pass mark at NCU is 60% and at QMUL is 40% for modules at all levels.
  - b. The mark showing distinction performance at NCU is 85% and first class at QMUL is 70%.
  - c. Marks above the pass mark are mapped as<sup>15</sup>:  $cn = (-0.05uk^2 + 13uk + 100) / 9$
  - d. Marks below the pass mark are mapped as<sup>16</sup>:  $cn = 1.5uk$
  - e. Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
  - f. The implementation of the mapping between scales is through a lookup table (§13) with marks specified as integers. A separate mapping table is used for each direction.
  - g. Total coursework marks and examination marks are each specified as an integer out of 100; when combining to give the total module mark the result is rounded to the nearest integer.
- 6.3. A student who has passed a module may not repeat any part of the assessment for that module unless, exceptionally, this is specifically permitted by the examination board.

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<sup>15</sup> Where  $cn$  is the mark on the NCU scale and  $uk$  is the mark on the QMUL scale.

<sup>16</sup> Where  $cn$  is the mark on the NCU scale and  $uk$  is the mark on the QMUL scale.

- 6.4. Where a student has failed a module, the examination board may require him/her either to undertake a synoptic reassessment or to resit the components that have been failed, depending on the reassessment methodology stipulated in the module specification. The overall module mark attainable for any resit shall be capped at the minimum pass mark [2.13].
- 6.5. Resits shall be taken at the next appropriate opportunity except that, in exceptional circumstances, the Chair of the Examination Board shall have discretion to permit a student to defer his/her resit(s).
- 6.6. In case of a non synoptic resit, where a student is required to only resit the examination component, the highest existing coursework mark for that module will be combined with the new examination mark, to produce a new overall mark, and this is capped.
- 6.7. The “next appropriate opportunity” for resit examinations will be determined by the SEB and is informed by the teaching timetable.
- 6.8. Number of resit attempts:
- Three resit attempts are permitted within the normal study period;
  - Students who fail to graduate will be permitted to take further resit attempts up until the end of the maximum period of 5.5 years
- 6.9. Resits in English Language are implemented as the national Chinese examination CET4. A pass in CET4 will be taken as a capped resit pass in any English Language module previously.
- 6.10. Format of resit examination:
- The first resit examination will be on the syllabus as taught to the student for their first sit.
  - Subsequent resit examinations will be on the syllabus as taught to first-sit students during that year, but all lecture material will be made available to resit students.
- 6.11. Where a module is withdrawn, examinations will be set to give students a maximum of 3 resit attempts.
- 6.12. Extenuating circumstances:
- A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.
  - Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy and the decisions reported to the examination board.
    - For modules taught by NCU requests will be considered by the Programme Director.
    - For modules taught by QMUL requests will be considered by an Extenuating Circumstances Committee that will include at least one Chinese speaker<sup>17</sup>.
  - All requests must be made at least one week before the examination board (for examinations) and within one week of the student’s return from absence for coursework.
- 6.13. The organisation of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for teaching that module.

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<sup>17</sup> Medical and other evidence will generally be in Chinese.

6.14. The conduct of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for conducting that assessment.

6.15. The consideration of any allegation of an assessment offence is specified in 10.1.

## 7. Progression

7.1. To progress from the first and second years of study in the Joint programme, a student must have an accumulated failure of less than 20 Chinese credits outstanding from technical or English modules. For the remainder of the programme, and for the Bachelor of Medicine at NCU, there is no progression requirement and students may carry forward resits provided that they meet the conditions of §8 before the end of the normal study period.

7.2. A student who has an accumulated failure of 30 credits or more from technical or Chinese compulsory modules may be required to withdraw at the discretion of the programme Directors.

## 8. Degree Requirements and Consideration for Honours

8.1. To be awarded the BSc degree in Biomedical Sciences and the Bachelor of Medicine, a student must have:

- a. been registered on the programmes for a minimum period of five academic years;
- b. completed all requirements within a maximum period of six years (subject to 4.3);
- c. achieved credit for all English Language modules and all technical modules, up to two of which may be compensated;
- d. passed all compulsory modules for the BSc Biomedical Sciences (with the exception of 8.1c);
- e. passed all compulsory modules for the Bachelor of Medicine;
- f. passed all Chinese compulsory modules.

8.2. The Honours board may recommend the award of the degree with compensated failures in up to two technical and / or English modules, where:

- a. the overall mark for each failed module is between 30 -39% on the UK scale;
  - b. the honours weighted average mark is at least 40% on the UK scale;
  - c. the Year 3 Project module mark is at least 40% on the UK scale;
- Where a student meets the requirements for award for the QMUL degree with or without compensated modules, the requirement to also pass the NCU degree is waived.

8.3. A student who withdraws (or quits) the program after one year of study may be issued a Yi Ye Zhengshu by NCU, but this will not entitle them to a degree from either university. These students will also be considered for the award of CertHE (see 2.15).

8.4. A student who is awarded a Jie Ye Zhengshu by NCU may take or retake the modules or resit the examinations within the maximum period of six years from the original start date. If the student then meets the requirements in 8.1 he/she will be awarded a degree from both NCU and QMUL.

8.5. The transcript provided by NCU will show all the Bachelor of Medicine modules with marks on the NCU scale.

8.6. The transcript provided by QMUL will show BSc Biomedical Sciences modules with marks on the QMUL UK scale plus an overall BSc Honours classification; it will also show that the student has passed the NCU requirements for the Bachelor of Medicine.

- 8.7. The BSc Honours weighted average shall be calculated (to one decimal place) as a weighted sum with:
- a. 0.1 \* average % mark for Year 1 modules
  - b. 0.3 \* average % mark for Year 2 modules
  - c. 0.6 \* average % mark for Year 3 modules
- 8.8. The BSc Honours shall be awarded based on the BSc Honours weighted average as follows:
- a. 1st Class  $\geq 70.0\%$
  - b. Upper second class : 60.0 – 69.9%
  - c. Lower second class : 50.0 – 59.9%
  - d. Third class : 40.0 – 49.9%
- 8.9. A student who is in academic debt to either institution shall not be entitled to receive examination results, to progress from one year to the next, or to receive any award.
- 8.10. The QMUL provisions for Aegrotat degrees shall not apply.
- 8.11. Request for a review of a module result or for a degree classification:
- a. Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days of the results being released to students, using an NCU JP standard form.
  - b. A request for review shall only be on the grounds of procedural error; there can be no review of academic judgement.
  - c. The form must be completed in English for modules taught by QMUL and in Chinese for modules taught by NCU. The form will be dealt with by the university teaching the module using its normal procedures.
  - d. For reviews of the overall classification the form must be completed in English and Chinese and will be considered jointly by the two universities.
  - e. A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QMUL teaching staff are in Nanchang and the relevant examination material is in London.
  - f. If marks have to be changed as a result of the review they will be reported through Chair's action to the two universities so the records can be updated.

## 9. Data Protection

- 9.1. Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal NCU practice and comply with the relevant Chinese law.

## 10. Assessment Offences and Appeals

### 10.1. Assessment offences

- a. Where a student commits an assessment offence on an individual module, that offence shall be dealt with by the university teaching that module under its normal code of assessment offences.
- b. CET-4 and CET-6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.

- c. Where a student commits a more serious examination offence the Programme Director will consult the relevant authorities of the two universities to determine which university shall deal with the offence. The university investigating the offence shall do so in accordance with its approved regulations and procedures and the university that is not investigating shall accept the decision of the other and any punishment will be applied by both.

10.2. Non-academic disciplinary matters will be dealt with by NCU under Chinese Law for students committing offences in China, and by QMUL under UK Law for students committing offences in London.

#### 10.3. Appeals

- a. Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.
- b. Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.
- c. Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at QMUL and Chinese for NCU.

#### 10.4. Appeals to a higher body

- a. A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated and both universities will be bound by that decision, subject to the provisions of Chinese Law.

10.5. Harmonised Penalties Offences will be dealt with using the normal procedures of the university concerned but penalties must be taken from the agreed set of harmonised penalties.

### 11. Student complaints

11.1. Where a student has a formal complaint about teaching in any module that complaint will normally be made to the university providing the teaching under its normal procedures.

11.2. Notwithstanding 11.1 a student may complain about teaching in any module under the procedures of either university.

11.3. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of 11.5.

11.4. The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.

11.5. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken, bearing in mind the provisions in the contract for such issues.

### 12. External Examiners

12.1. Each university shall appoint an external examiner subject to the approval of the other.

12.2. Additional external examiners may be appointed as deemed necessary, but must be approved by both universities.

### 13. Marks conversion

#### 13.1. Conversion from QMUL to NCU marks:

QMUL	NCU	QMUL	NCU	QMUL	NCU	QMUL	NCU
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	100
25	38	50	69	75	88	100	100

#### 13.2. Conversion from NCU to QMUL marks:

NCU	QMUL	NCU	QMUL	NCU	QMUL	NCU	QMUL
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84

NCU	QMUL	NCU	QMUL	NCU	QMUL	NCU	QMUL
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

#### QMUL-NCU Joint Programme Disciplinary and Appeals Procedures

##### Disciplinary Procedures

Each university has its own discipline and appeals procedures, which are not repeated here.

1. The general principle is that each university is responsible for offences that affect the modules that it is teaching (apart from as in (4) below) and the normal procedures of that university apply, but any penalty applied will be from the “harmonised penalties” in the appendix. The penalty will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript
2. CET4 and CET6 are Chinese national examinations and any disciplinary matters arising will be dealt with under the national procedures specified for those examinations.
3. Offences during an invigilated examination will be dealt with by the university providing the teaching, and penalties imposed from the harmonised list.
4. Non-academic disciplinary matters will be dealt with by NCU under Chinese Law for students committing offences in China.
5. Students spending part of the degree in Queen Mary will be treated exactly the same as any other Queen Mary student for disciplinary issues and assessment offences, except that the penalties will be taken from the harmonised list of penalties below.

##### Request for a review of a module result or for a degree classification

For any request for review a student can only go through the procedure of one institution as follows:

- i. For individual modules the university teaching.
- ii. QMUL for review requests on Honours classification<sup>18</sup>.

Students may request a review of an examination board decision using the standard form produced by each university, which will be copied to the other university. The form must be submitted to the appropriate university<sup>19</sup> within 10 working days of the results being released to students. Details of how to get the form and how to submit it will be given to students before the results are released.

For the avoidance of doubt, the date of release of marks is defined as when students can access marks on mySIS for QMUL modules and the NCU system for NCU modules. Students are expected to check their results in a timely manner and the 10 working day period will not be extended for students who do not check.

The university receiving the form will deal with the request using its normal procedures.

A decision on the review will normally be communicated to the student and the other university within 14 days of the request being received. This may exceptionally be extended where QMUL teaching staff are in China and the relevant examination material is in London.

If marks have to be changed as a result of the review they will be reported through Chair’s action to the two universities so the records can be updated.

##### Appeals

<sup>18</sup> Since NCU does not award honours.

<sup>19</sup> Since NCU does not award honours.

Students appealing against any type of decision shall use the normal procedure of the university that made the original decision. A student may not appeal against the decision of one university to the other.

Any hearing requiring the student to be present shall be conducted face-to face if that is physically possible; if not it shall be held electronically.

Documentation from the student in support of their appeal and any oral submission at a panel meeting must be in English for matters handled at Queen Mary and Chinese for NCU.

#### Appeals to a higher body

A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated<sup>20</sup> and both universities will be bound by that decision subject to Chinese Law<sup>21</sup>.

#### Harmonised Penalties for assessment offences

In general, the penalties at both universities are broadly similar and both universities require penalties to be proportionate. However, because the Regulations of the Joint Programme are different from those at either university some standard penalties are not appropriate.

Two QMUL penalties that cannot be used are:

- “Failure in the module which the assessment forms a part, with no permission to resit or retake the module” – this would mean the student would never graduate as they need to pass everything.
- Failure in the diet of examinations as NCU regulations would mean the student would be immediately expelled as they would not be allowed to progress with that many failures.

QMUL penalties where the mark is capped mean that for the UK transcript and Honours calculation the mark is limited to 40% on the UK scale (60% on the CN scale) and the mark recorded by NCU will also be a capped mark.

Where the penalty involves failure in the module the student may resit but, unless specified in the harmonised penalties, must miss the next opportunity except for students spending the final year in London where examinations are held annually.

#### Penalties:

- i. A formal warning
- ii. A requirement that the student resubmit the relevant piece(s) of assessment by a specified deadline with no cap on the mark that may be obtained.
- iii. A requirement that the student resubmit the relevant piece(s) of assessment by a Specified deadline with the resubmission mark capped at the minimum pass mark.
- iv. A mark of 0 for the relevant piece(s) of assessment, but if the module is failed the student may resit at the next opportunity.
- v. A mark of 0 in the module of which the assessment forms a part, with the module mark capped on any resit at the minimum pass mark.
- vi. The overall classification of Honours to be reduced by one grade with an explanation to be provided as to why the calculated mark does not match the Honours awarded.

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<sup>20</sup> Eg the OIA in the UK.

<sup>21</sup> QMUL may only award degrees in China under license from the Chinese Ministry of Education and must comply with Chinese Law.

- vii. Recommendation to the JP Steering Committee<sup>22</sup> that the student be expelled from the two universities. The Steering Committee decision must be ratified by the Principal/President of both universities before the student can be expelled

Penalty vi will only be applied for exam offences where the Queen Mary standard penalty of failure of all modules would mean dismissal by NCU as the students cannot fail more than 30 credits under NCU regulations.

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<sup>22</sup> Under the contract between QMUL and NCU, section 9.8(f) states that this level of disciplinary action should go through the SC.

## Northwestern Polytechnical University (NPU)

7.7 The following regulations apply to the collaborative BEng programmes with NPU:

### 1. Definition of terms

- 1.1. 'Chinese compulsory modules': modules that are required by the Chinese Ministry of Education but do not form part of the Queen Mary award.
- 1.2. 'Discipline modules': modules that are prescribed as constituting the necessary technical knowledge for the programme.
- 1.3. 'Chinese Credits': Chinese academic credits are measures of load that are related to the contact hours in the Chinese system. These are different to UK academic credit in the UK system.
- 1.4. 'Take': an attempt at a module.
- 1.5. 'First take': a student may attempt the module again due to extenuating circumstances, including attending lectures and laboratories if required. Marks for first takes are not capped.
- 1.6. 'Retake': where a student must attempt a failed module again, including attending lectures and laboratories. Marks for retakes are capped.
- 1.7. 'First sit': where a student may attempt the missed assessment due to extenuating circumstances without attending lectures and laboratories again, providing coursework has been completed or discounted. In this case, marks for coursework will stand in the assessment and marks for first sits are uncapped.
- 1.8. 'Resit': where a student may attempt the assessment again for a module, but may not attend lectures and laboratories again, unless attendance at laboratories is specifically approved as being necessary to reattempt a failed module. Marks for resits are capped.
- 1.9. 'Probation': Due to poor academic performance (as defined in §7.1) in any year, students could apply to restudy for one academic year.
- 1.10. 'Jie Ye Zhengshu': a certificate awarded by NPU to students who have taken all modules in either of the two programmes, but failed some modules. They can complete the degree if they pass the resit(s) within the maximum period of study.
- 1.11. 'Capped marks': the module mark on resit and retakes is "capped" at the minimum pass mark for the transcripts of both universities and in the calculation of the classification for the Queen Mary award.
- 1.12. 'Year': study years on programmes are numbered 1-4 to follow Chinese practice.
- 1.13. 'NPU diploma': Equivalent of a certificate of attendance certifying that students have completed 4 years of study at NPU. This NPU diploma can be awarded without the student having attained all the requirements for a degree certificate.
- 1.14. 'Degree Certificate': certificate issued on graduation for the awarded degree (BEng or MSc) on successful attainment of all requirements of the double degree.

The following sections are common regulations for all collaborative programmes with NPU in QMES. Special regulations relating to the award of specific undergraduate or postgraduate degrees follow:

### 2. Admission

- 2.1. In order to be eligible for admission to Year 1 of the undergraduate programmes, a candidate shall have obtained the Chinese entry standard for key universities i.e. to take the National Higher Education Examinations and pass the admission benchmark set for NPU.

- 2.2. To be eligible for admission to Year 1 of the postgraduate programmes, a candidate must complete the NPU admission process, which includes passing the national postgraduate entry examinations, attaining a mark above the national benchmark and the NPU defined benchmark (typically higher than the national benchmark).
- 2.3. Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

### 3. Programme of study

#### 3.1. Composition of the programmes of study

- i. The programmes of study will consist of programme-specific lists of compulsory modules published by the joint Academic Committee and approved by Queen Mary in the UK and the Chinese Ministry of Education in China.
- ii. The list of modules will show the number of credits allocated to each module.

#### 3.2. Programme transfer

Any student who would like to apply for a programme transfer shall do so in accordance with NPU's transfer regulations. Undergraduate students may only transfer between the two BEng programmes of QMES. Postgraduate students may only transfer between active MSc programmes of QMES. A student has only one transfer attempt in the period of study. The student must submit the transfer application themselves; it must then be approved by the QMES Academic Committee and the Teaching Affairs Office of NPU.

### 4. Enrolment

- 4.1. Students are required to enrol at the beginning of their programme of study at both NPU and Queen Mary, and to confirm their enrolment at the beginning of each academic year. Enrolment is conditional on making satisfactory arrangements for the payment of fees.
- 4.2. If a medical examination by the NPU Hospital or another designated hospital determines that a student's health condition(s) mean that they are not fit to study, the student may apply for interruption of studies for one year, with NPU's approval. Such a student is not registered and will not be granted the same access to resources or facilities as other students at NPU. The student should submit their application to leave the campus within two weeks; otherwise, NPU has the right to cancel any interruption of studies which may have been granted.
- 4.3. The interrupted student must provide a medical certificate from a hospital above county-level that confirms their fitness to study in order to resume their studies. This must be provided not later than one week before the start of the new academic year. The student will then have a medical re-examination at the NPU Hospital or another designated hospital. If the Teaching Affairs Office of NPU and the Teaching Affairs Office of QMES are satisfied with the results of that re-examination the student shall be registered and begin learning with the students of the subsequent academic year. Otherwise, NPU has the right to deregister the student.

### 5. Assessment

- 5.1. Different marking scales are used by NPU and Queen Mary. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Academic Committee and is specified in the module specification. The equivalence between the marks is:
  - i. A pass mark at NPU is 60% and at Queen Mary is 40% for undergraduate modules.

- ii. A pass mark at NPU is 60% and at Queen Mary is 50% for postgraduate modules.
- iii. The mark showing distinction performance at NPU is 85% and an A grade at Queen Mary is 70%.
- iv. Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%. The conversion between NPU and Queen Mary marks is specified in 14.1 and 14.2 for undergraduate modules and 20.1 and 20.2 for postgraduate modules.
- v. Module marks for all modules are a combination of coursework marks and examination marks. The module mark is specified to the nearest integer out of 100 and converted to the scale of the other university.

#### 5.2. Resit

- i. Where a student has failed a module, he/she is required either to undertake a reassessment or to resit the components that have been failed, depending on the reassessment methodology stipulated in the module specification. The overall module mark attainable for any resit shall be capped at the minimum pass mark on the transcripts for both universities.
- ii. Resits shall be taken at the next available opportunity except that, in exceptional circumstances, the Chair of the Subject Examination Board shall have discretion to permit a student to defer his/her resit(s). Reasons may include, for example, military service or approved industrial placements. The “next available opportunity” for resit examinations will be determined by the Subject Examination Board and is informed by the teaching timetable but will not be earlier than seven weeks after the start of the next semester.
- iii. A student may have one resit attempt at a module.
- iv. A module that has been passed may not be resat or retaken.

#### 5.3. Retake

- i. If the one resit attempt is failed the student will be required to retake the module in the following academic year; such a retake will be capped.
- ii. Where a module is withdrawn, an examination will be set to give students additional resit attempts.
- iii. A student who falls into one of the categories below will not be allowed to take the examination for the corresponding module and will need to retake the module. The retake attempt will be capped. The deficiency in [C], [D] or [E] must be rectified before the student is allowed to sit the examination.
  - a. does not attend at least two-third of lectures or the laboratory hours for a module without permission;
  - b. misses three lectures where random checks on attendance are carried out;
  - c. does not submit at least two-thirds of the laboratory reports for a module;
  - d. does not submit at least two-thirds of the coursework for a module without permission;
  - e. fails the practical component of a module.

#### 5.4. Extenuating circumstances:

- i. General regulations for extenuating circumstances.
  - a. The fundamental principle for dealing with extenuating circumstances is that Queen Mary regulations apply to Queen Mary led modules while NPU regulations apply to NPU led modules.
  - b. Requests for extenuating circumstances shall be considered by the university teaching that module in accordance with its own policy and the decisions reported to Subject Examination Board.

- c. Students who cannot sit for an examination or other component of the assessment profile on time, for any reason, must submit an extenuating circumstances application and relevant evidence at least three days in advance of the assessment. In Queen Mary led modules this must be submitted to the extenuating circumstances committee via the school office. For NPU led module the EC is submitted to the student's councilor in the student office. If the students cannot submit written applications beforehand as stipulated, they must make oral applications to the teaching Affairs Office of NPU before the exam and resubmit written applications afterwards before the first take. Submission would normally be expected before the Subject Examination Board sits.
  - d. The relevant committee will recommend a decision for consideration at the Subject Examination Board which maintains the authority over the decision.
- ii. For Queen Mary led modules:
    - a. A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time.
    - b. A student who attends an examination or makes an assessment submission will normally be deemed fit to take that assessment and will not subsequently be allowed to claim extenuating circumstances.

#### 5.5. Module assessment:

- i. The management of assessments for each module on the programme shall be governed by the regulations of the institution responsible for teaching that module, amended by these special regulations.
- ii. The Teaching Affairs Office of NPU, and/or with the Directorate of Registry Services of Queen Mary, may approve arrangements for a student who requires to take his/her assessment or examination under special conditions.

#### 5.6. Assessment Misconduct:

- i. Where a student is suspected of having committed assessment misconduct in an assessment, this shall be dealt with by the university teaching that module under its normal policy for assessment misconduct.
- ii. If a student is found to have breached the assessment regulations of both institutions the matter will be referred to the Academic Committee, which will have oversight of the investigation process at both Queen Mary and NPU and will determine which of the two universities will deal with the offence under its normal policy for assessment misconduct.

## 6. External examiners

- 6.1. Each university must appoint at least one external examiner to its programmes, and may appoint additional external examiners as deemed necessary. All external examiner appointments must be approved by both universities.

## 7. Award requirements for collaborative programmes with NPU in the Queen Mary Engineering School

- 7.1. To be awarded the double degree certificates from NPU and Queen Mary, a student must have completed all of the award requirements of both NPU and Queen Mary. Since the requirements of the award of the NPU degree require all modules to be passed, it is implicit that the award requirements for the QM degree are simultaneously met;

- 7.2. Compensation or condonement of module marks (under the definitions given by the Engineering Council) are not permitted under NPU regulations and thus are not permitted on any QMES programme.
- 7.3. A student who does not meet requirements of the degree certificate of both universities cannot be awarded a degree by either institution.

#### 8. Request for a review of a module result or degree classification

- 8.1. Students may request a review of an examination board decision (for an individual module or for the overall classification) within 10 working days of the results being released to students.
- 8.2. A request for review can only be on the grounds of procedural error or the grounds that extenuating circumstances have not been made known at the appropriate time for a good reason; there can be no review of academic judgement.
- 8.3. The form must be completed in English for modules taught by Queen Mary and in Chinese for modules taught by NPU. The form will be dealt with by the university teaching the module.
- 8.4. For reviews of the overall classification, the form must be completed in English and Chinese and will be considered jointly by the two universities.
- 8.5. A decision on the review will normally be communicated to the student and the other university within 10 working days of the request being received. This may exceptionally be extended.
- 8.6. If marks have to be changed as a result of the review this will be reported through Chair's action of the Subject Examination Board to the two universities so that the records can be updated.

#### 9. Data Protection

- 9.1. Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal NPU practice and comply with the relevant Chinese law.

### BEng in Materials Science and Engineering

### BEng in Polymer Materials Science and Engineering

#### 10. Introduction

- 10.1. These regulations apply to students enrolled on the double degree programmes in Materials Science and Engineering and Polymer Materials and Engineering between the two institutions, Queen Mary University of London [Queen Mary] and Northwestern Polytechnical University [NPU] leading to the award of two degrees: BEng both from Queen Mary and NPU.

#### 11. Programme of study

- 11.1. The minimum period of study is four academic years, and the maximum period of study is six academic years. Periods of study include periods of interruption and probation, and may include retakes and resits.

#### 12. Withdrawal, deregistration and probation

- 12.1. A student who falls into one or more of the categories below will be deregistered from the programme of study:
  - i. fails to complete the degree within the maximum period of study;
  - ii. whose failed Chinese credits accumulate to 30 (excluding modules passed at resit) in technical or Chinese compulsory modules;

- iii. does not achieve 50% of the Chinese Credits (including Chinese compulsory modules) in a semester;
- iv. fails to apply by the stipulated deadline for resumption of study after the expiration of an interruption of studies or service in the Army;
- v. unfit to study because of illness according to NPU Hospital or other designated hospitals; or cannot resume studies because of injury;
- vi. applies for withdrawal himself/herself;
- vii. is absent for a continuous period of two weeks without permission;
- viii. fails to enrol two weeks after the specified registered date.
- ix. Is considered by NPU not fit to study through medical condition or misconduct.

Withdrawal or deregistration of a student requires approval from the Dean of QMES, the Vice Dean for Students of QMES and the Teaching Affairs Office of NPU. NPU will send a written deregistration notice to the student and report the deregistration to the local Education Department at the same time. If for any reason the deregistration notice cannot be sent to the student, an announcement within NPU will be released and after seven days have passed it will be considered that the notice has been sent to the student.

12.2. Students who meet the deregistration conditions because of poor academic performance (defined in 12.1) can apply for one-year probation in their programme. The application must be approved by Dean of QMES, the Vice Dean for Students of QMES and the Teaching Affairs Office of NPU. Full tuition fees are required for the probation period.

12.3. A student can only have one academic year of probation. During that year a student can study only the modules that they had failed and cannot study modules they have passed. A student who still falls into one of the categories defined above (12.1) at the end of the probation year will be deregistered from the programme of study.

12.4. Other issues related to withdrawal should be dealt with according to the rules below:

- i. A student who gets a deregistration notice should proceed with campus leaving procedures within two weeks;
- ii. NPU will send a withdrawal certificate to the student concerned. Where the student has completed at least one year of study NPU will instead send a letter of attendance to the student.

### 13. Graduation, completion, and non-completion

13.1. The student's counselor from NPU shall complete an overall appraisal form. This will be entered into the student file.

13.2. Final year students will have a qualification examination in their last semester. Registered students who have completed the required modules and met graduation requirements within specified time will be awarded the degree of NPU.

13.3. A student who has not completed all of the required modules may apply for an extension, but must still complete the programme within the maximum period of study.

13.4. A student who has completed all of the required modules but has failed one or more of those modules may apply for an extension of completion. Such a student can receive an NPU Diploma and can take a resit within one year of completion. If the resit is passed, the student can be awarded the NPU Degree, and hence also the Queen Mary award. NPU shall not allow any student to take a resit beyond one year of completion.

13.5. A student who fails an internship or final year project may apply for an extension of completion. Such a student may resit the internship and / or project once only, within one year of completion. The cost, including the fees for transportation, materials, experiments, etc. shall be covered by the student. Successful students can be awarded the NPU Degree, and hence also the Queen Mary award.

13.6. Students that are placed on disciplinary probation in their final year cannot have it removed before graduation and can only apply for Jie Ye Zhengshu. These students can apply for replacement of Jie Ye Zhengshu with an NPU diploma within one year of graduation as long as it is still within the maximum period of study.

13.7. A student who has studied at NPU for at least one year can apply for a letter of attendance after completing the leaving procedures.

#### 14. Degree Requirements and Consideration for Honours

The transcript provided by NPU will show all marks on the Chinese scale (NPU in 15.1).

14.1. The transcript provided by Queen Mary will show all marks on the UK scale (Queen Mary in 15.2) plus an overall BEng Honours classification.

14.2. The BEng Honours of Queen Mary weighted average mark shall be calculated (to one decimal place) as follows:

- i. 0 \* average % mark for level 3 Year 1 modules;
- ii. 0.1\* average % mark for level 4 modules in Year 1 and all credit-bearing modules in Year 2;
- iii. 0.3\* average % mark for all credit-bearing modules in Year 3;
- iv. 0.6 \* average % mark for all credit-bearing modules in Year 4.

14.3. The BEng Honours of Queen Mary shall be classified based on the BEng Honours weighted average as follows:

- i. First Class  $\geq 70.0$
- ii. Second Class (Upper Division): 60.0 – 69.9
- iii. Second Class (Lower Division): 50.0 – 59.9
- iv. Third Class: 40.0 – 49.9

#### 15. Marks conversion

15.1. Conversion from Queen Mary to NPU marks (undergraduate programmes):

Queen Mary	NPU	Queen Mary	NPU	Queen Mary	NPU	Queen Mary	NPU
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92

7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	100
25	38	50	69	75	88	100	100

15.2. Conversion from NPU to Queen Mary marks (undergraduate programmes):

NPU	Queen Mary	NPU	Queen Mary	NPU	Queen Mary	NPU	Queen Mary
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73

13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

16. Queen Mary University of London Engineering School, NPU authorised by NPU and Queen Mary to reserve the right of interpreting the standards.

## Singapore Management University

### LLM in Commercial Law: Singapore and London

- 7.1 The following regulations apply to the LLM in Commercial Law: Singapore and London.
- 2.1 The LLM in Commercial Law: London and Singapore is a dual degree programme. On successful completion of the entire programme, a student shall receive an award from both partner institutions.
- 2.2 For the purposes of the Queen Mary degree, the LLM in Commercial Law: London and Singapore shall follow the standard Queen Mary regulations as supplemented here.
- 2.3 For the purposes of the SMU degree, SMU LLM Regulations shall apply.
- 2.4 The programme shall comprise 270 academic credits. 135 credits shall be taken at Queen Mary, and 135 credits shall be taken at SMU.
- 2.5 The Queen Mary award shall be valued at 180 academic credits. This shall comprise the 135 credits delivered at QMUL, plus 45 credits of prescribed modules delivered at SMU in accordance with 4 below.

#### 2. Admission

- 2.6 Applicants shall apply directly to Queen Mary.
- 2.7 If an applicant satisfies Queen Mary's LLM admissions criteria, and is shortlisted, the applicant shall then go through SMU's admissions process.

#### 3. Duration of study

- 3.1 The normal duration of study for the entire programme shall be 16 months: 7.5 months in London and 8.5 months in Singapore. The maximum permitted duration of study shall be 29 months.

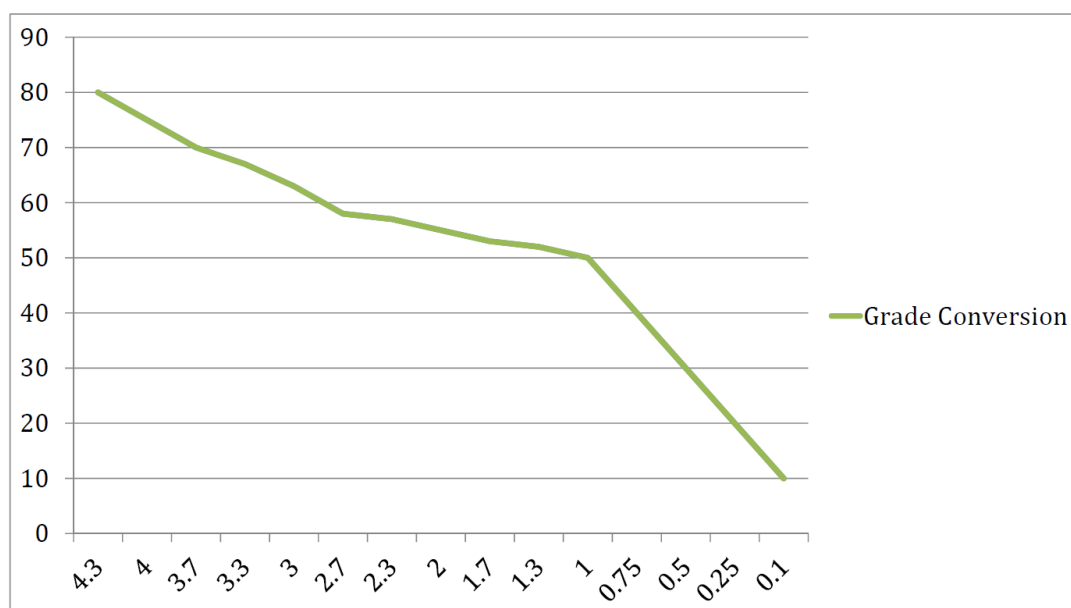
#### 4. Recognised modules

- 4.1 Queen Mary shall recognise two modules taught and assessed by SMU as core modules for the Queen Mary award. Each of the recognised modules is equivalent to two 22.5 credit modules in the Queen Mary modular scheme. Students complete the assessment for these modules while at SMU, and in the event of failure have one resit opportunity.
- 4.2 The assessment for the recognised modules includes an examination or other form of written assessment which comprises 50% of the total mark for the module. Queen Mary shall second mark this piece of assessment and the Queen Mary -appointed external examiner shall review work for these modules.

#### 5. Mark conversion

- 5.1 The following conversions shall be used to translate SMU marks to the Queen Mary scale, and vice versa.

SMU Mark Range	SMU Grade Point	SMU Grade	QM Mark Range	QM Graph Mark
86-100	4.3	A+	78-100	80
83-85	4	A	73-77.9	75
80-82	3.7	A-	70-72.9	70
77-79	3.3	B+	65-69.9	67
74-76	3	B	60-64.9	63
70-73	2.7	B-	58-59.9	58
66-69	2.3	C+	56-57.9	57
63-65	2	C	54-55.9	55
60-62	1.7	C-	52.5-53.9	53
53-59	1.3	D+	51-52.4	52
50-52	1	D	50-50.9	50
	(notional) 0.75	F	35-49.9	40
	(notional) 0.5	F	25-34.9	30
	(notional) 0.25	F	15-24.9	20
	(notional) 0.1	F	1-14.9	10
0-49	0.0	F	0	0



## 6. Progression from Queen Mary to SMU

6.1 Students who fail to obtain 45 credits from the taught modules at QMUL at the first attempt, in accordance with the Queen Mary Academic Regulations, may not progress to the SMU part of the dual degree programme.

## 7. Assessment offences

7.1 Each institution's standard regulations on the treatment of assessment offences shall apply to the element of the programme completed at that institution.

7.2 A student who has their registration at Queen Mary terminated as a result of an assessment offence at Queen Mary will not be permitted to proceed to the SMU element of the programme.

7.3 A student who has his/her registration at SMU terminated as a result of an assessment offence at SMU will not be conferred the Queen Mary degree.

## 8. Eligibility for awards

8.1 SMU Regulations shall apply to the conferment of the SMU award.

8.2 To receive the award of LLM from Queen Mary, a student must:

- i Meet the standard requirements for the award of LLM as defined in section five of the Queen Mary Academic Regulations.
- ii Pass the mutually recognised modules referred to in 4 above.

8.3 A student who fails to meet the requirements for the award of one institution shall not be eligible for an award from the other institution. The only exception that may be made to this requirement relates to difficulties in obtaining appropriate visas to study, as detailed in 9 below.

## 9. Visa issues

9.1 The movement of students between London and Singapore is contingent on the issue of appropriate visas, a factor which is out of the control of both SMU and Queen Mary. In order to mitigate visa difficulties, the following shall apply where students are able to demonstrate problems with visas as follows:

9.2 If a student is unable to obtain a visa for Singapore which covers the duration of the SMU programme, having regard to the reasons, the parties shall make reasonable adjustments to permit the student to proceed with at least the part of the programme necessary to obtaining the Queen Mary degree, whether or not the student is able to enter Singapore for a reduced period. The fees paid by the student to SMU will be in proportion to the number of SMU credits taken.

9.3 Having regard to QMUL's legal obligations, and bearing in mind that the policies and decisions of national authorities are out of the control of both Parties, the parties will explore whether it might be possible to obtain an exemption from the relevant Singapore authorities for students who might be disqualified from obtaining a Singapore visa for reasons which qualify as discriminatory under the UK Equality Act 2010.

9.4 If a student is unable to obtain a visa to study in the UK, and is able to provide documentary evidence relating to this difficulty, then the student may transfer his or her registration to the SMU LLM programme.

9.5 As a result of these adjustments to mitigate problems in obtaining a UK visa, the student shall be able to complete and be eligible to obtain the SMU LLM only.

## 10. Complaints

- 10.1 Students wishing to submit a complaint about any aspect of the part of the programme taken at Queen Mary shall do so under the Queen Mary Student Complaints Policy.
- 10.2 Students wishing to submit a complaint about any aspect of the part of the programme taken at SMU shall submit the complaint directly to SMU.
- 10.3 The Course Management Group (with responsibility for oversight of the programme) will monitor student complaints and will determine the appropriate procedure for any complaint which spans both parties.

## 11. Academic appeals

- 11.1 Students wishing to submit an academic appeal regarding their studies at QMUL shall do so under the QMUL academic regulations, while appeals regarding the SMU modules must be made to SMU in accordance with its academic regulations.

# Université Paris 1 Panthéon-Sorbonne

## LLB in English and French Law

- 7.2 The following regulations apply to the LLB in English and French Law with Université Paris 1 Panthéon-Sorbonne.
  1. The LLB in English and French Law is four years a double degree programme. On successful completion of the entire programme, a student shall receive an award from both partner institutions. Students shall complete two years of study at Queen Mary University of London, followed by two years of study at Université Paris 1 Panthéon-Sorbonne. On successful completion of the four years of study, a student shall receive the award of LLB English and French Law from Queen Mary, and a Bachelor Degree in Law (French and English Law) and Master 1 in Law (French-Foreign Laws, French and English Law) from the Université Paris 1 Panthéon-Sorbonne. A student must meet the requirements for all of these awards in order to receive any of these awards.
  2. Except where specified below, standard Queen Mary regulations, policies and procedures apply to all elements of the programme delivered by Queen Mary University of London and standard Sorbonne regulations apply to all elements of the programme delivered by the Université Paris 1 Panthéon-Sorbonne.
  3. The Queen Mary LLB in English and French Law shall be classified using the results of all modules taken in developmental years one and two, plus the fourth year module 'Jurisprudence and Legal Theory' (total 270 credits). In all other respects, the classification regulations for the LLB Senior Status programme shall be followed; these are outlined in section four of Queen Mary's Academic Regulations.
  4. A student who begins on the double programme may transfer to the standard Queen Mary LLB at any point prior to the commencement of the third year of study. A student may transfer from the Double Degree to the standard Queen Mary LLB in the third year of study, but must do so before completing any assessments. Transfer is not possible in the fourth year of study. All transfers shall be subject to approval from the academic department and satisfactory academic progress. Where a transfer takes place, classification shall be based on the modules that would form the classification grouping for the standard Queen Mary LLB; this may include modules that were taken in the first year of study of the Double Degree, while some final year modules may be excluded.

Annex A – Queen Mary progression and award requirements: 2020-21 and later entry

1. To progress from one developmental year to the next on the LLB English and French Law, a student must both:
  - a take and pass modules as follows:
    - i developmental year one to two: take 120 credits in year one. Pass a minimum 90 credits in year one. Achieve a minimum weighted average year mark of 40.0 or higher.
    - ii developmental year two to developmental year three: take 120 credits in year two. Pass a minimum 195 credits across years one and two. Achieve a minimum weighted average mark of 40.0 or higher using the two weighted average year marks in a 3:4 weighting (year one counting for approximately 43 per cent and year two for approximately 57 per cent of the mark).
    - iii developmental year three to the final developmental year: take Université Paris 1 Panthéon-Sorbonne credits and achieve a pass for the year as specified by the Université Paris 1 Panthéon-Sorbonne regulations.
  - b fail (after resit) no more than 30 Queen Mary credits in any one developmental year.
  
2. To be eligible for the Queen Mary award of LLB English and French Law, a student must meet all programme and pathway requirements, and:
  - i take 270 Queen Mary credits (120 in each of developmental years one and two and 30 in developmental year four), including a minimum 90 credits at level 6; and,
  - ii pass a minimum Queen Mary 240 credits, including at least 90 at level 6; and,
  - iii achieve a Classification Mark of 40.0 or higher; and,
  - iv meet the requirements for the Université Paris 1 Panthéon-Sorbonne award, as specified in the Université Paris 1 Panthéon-Sorbonne regulations.
  
3. The Queen Mary award of LLB English and French Law [Classification Mark](#) is calculated as follows, using only Queen Mary module marks:

Award	Weighting of each development year's credit-weighted average			
	Year 1	Year 2	Year 3	Year 4
LLB Senior Status	3 (37.5%)	4 (50%)	0 (0%)	1 (12.5%)

4. The Queen Mary award of LLB English and French Law is classified as follows:

Classification Mark	Classification
70.0 – 100.0	First Class (Honours)
60.0 – 69.9	Second Class (Honours) (Upper Division)
50.0 – 59.9	Second Class (Honours) (Lower Division)
40.0 – 49.9	Third Class (Honours)

5. The [borderline classification policy](#) operates in the standard manner except that a student falling within the zone of consideration and with at least half of their *second and final year Queen Mary credits* with marks at the level of the upper classification (or higher), will be raised to the higher classification, ie a student must have at least 75 credits at or above the higher level across developmental years two and four.

## Double LLM in International Business Law and in French and European Law

7.8 The following regulations apply to the Double LLM in International Business Law and in French and European Law with Université Paris 1 Panthéon-Sorbonne. For avoidance of doubt, standard Queen Mary regulations apply for any elements taught in English as part of the Queen Mary programme in Paris. Standard Paris 1 regulations apply for any elements taught in French with Paris 1, as well as to the internship element.

### 1. Introduction

- 1.1. These regulations apply to students enrolled on the QMUL-Paris 1 Double LLM programme.
- 1.2. The general management of the programme of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Co-Directors, established in accordance with the contract between Paris 1 and QMUL, and based on the standard procedures of each institution. The day-to-day management of the programme shall be the responsibility of the Academic Co-Directors.
- 1.3. The programme is taught entirely in Paris.
- 1.4. The programme is offered full-time only, over 18 months, starting in January. In total, students will undertake the equivalent of 270 QMUL credits.
- 1.5. The programme consists of three parts:
  - a Part 1 (January – August) comprises 150 QMUL credits (120 credits of taught modules plus 1 dissertation valued at 30 credits) taken with Queen Mary University of London.
  - b Part 2 (September – March) comprises credit (7 courses from within the French and European Law curriculum) taken with Paris 1, involving a minimum of 140 taught hours.
  - c Part 3 (April – June) comprises the internship module, taken with Paris 1, and recognised by QMUL as 30 credits.

### 2. Definition of Terms

- 2.1. QMUL modules: modules taught by QMUL staff in Paris.
- 2.2. QMUL dissertation: a dissertation to the value of 30 credits written in English, requiring independent research, and supervised by a member of QMUL's Academic staff.
- 2.3. Paris 1 dissertation: a dissertation to the equivalent value of 30 QMUL credits, in French, requiring independent research, and supervised by a member of Paris 1 Academic staff. The Paris 1 dissertation will only be taken in exceptional circumstances if required as a substitute for the internship module.
- 2.4. Internship module: a work placement that takes place over a minimum of 3 months as a component part of the Programme. It is the student's responsibility, with support from Paris 1 and QMUL, to secure the internship in advance of Part 3 of the programme. Should, for whatever reason, a student fail to secure an internship for the expected period, they would not be disadvantaged, as they would still be able to secure credit towards the programme in the form of a dissertation in French.

- 2.5. Credit: an evaluation of the amount and level of learning load that is related to academic level, contact hours and personal study hours. Paris 1 and QMUL measure credit differently, but it can be compared through ECTS.
- 2.6. Take: the first attempt at a module
- 2.7. First take: where a student may attempt the module again due to extenuating circumstances, including attending lectures. Marks for first takes are not capped.
- 2.8. First sit: where a student is unable to complete one or more assessments due to valid and accepted extenuating circumstances, and is granted the opportunity to take those assessments without it counting as an additional attempt.
- 2.9. Retake: where, following failure at the first attempt, a student may attempt the module again, including attending lectures. Marks for retakes are not capped. A retake counts as the second and final attempt at a module. A retake shall only be awarded in circumstances where it is not possible to award a resit.
- 2.10. Resit: where a student fails a module (and/or fails to progress) and must attempt the failed assessment(s) again, without attending lectures again, but with access to QMplus resources. Marks for resits are not capped.
- 2.11. Year: this refers to the period of study, commencing in January of each calendar year. It spans 18 months.
- 2.12. Start of Term: this refers to the same start date in January as the QMUL LLM in Paris programme.

### 3. Admission

- 3.1. In order to be eligible for admission to the programme, a candidate shall have obtained the standard QMUL entry requirements in law and in English language, as well as a minimum of B2 equivalent in French, as assessed by Paris 1.
- 3.2. Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.
- 3.3. QMUL oversees application and admission procedures, in coordination with Paris 1.
- 3.4. A deposit of €3,000 must be paid by the student, to Paris 1, no later than 30 November prior to the start of the Double LLM programme. This sum is non-refundable, but will be deducted from the tuition fees due to Paris 1.

### 4. Programme of study

- 4.1. The minimum period of study shall be 18 months. The period of study shall be continuous, transitioning between the institutions in September of each year.
- 4.2. Study can be full-time only.
- 4.3. The maximum period of study is 30 months.
- 4.4. Periods of interruption shall not count towards the maximum permitted duration of study.

#### 4.5. Composition of the Programme of Study:

- a During Part 1 with QMUL: modules of 15 or 30 QMUL credits each will be chosen from the QMUL list of modules available, adding up to 120 taught credits, and a 30- credit QMUL dissertation is compulsory.
- b During Part 2 with Paris 1: 7 courses from within the French and European Law curriculum, involving a minimum of 140 taught hours
- c During Part 3, students will undertake the internship module. In case an internship is not secured, the Paris 1 dissertation will be undertaken instead.
- d During the programme, students will undertake courses in Legal French and French as a foreign language with Paris 1.
- e It is recommended that students undertake the QMUL courses: “Introduction to Common Law and the English Legal System” (6 hours over 3 days in January) and Critical Thinking and Writing in Law (CTWL) (36 hours delivered over 6 days across Part 1). CTWL is compulsory for those students attaining level 7.0 in IELTS, or its equivalent, overall, but whose level in the written element is at level 6.5 or its equivalent.

#### 5. Enrolment and Attendance

- 5.1. Students are required to enrol with QMUL in Paris at the beginning of their programme of study. Enrolment procedures include in-person confirmation of the data submitted during the application phase, as well as confirmation of receipt of fee payments.
- 5.2. A minimum of 50% of the tuition fees must have been received by QMUL for a student to fully enrol at the Start of Term. Those students who do not pay the entire fee required by QMUL may set up a payment plan with QMUL Finance with an administration fee of £50. Even under a payment plan, fees must be received in full absolutely no later than 30 April, i.e. approximately 4 months after the enrolment and the Start of Term. A student who fails to make such arrangements, or subsequently defaults on the payment of fees, shall be deregistered from the programme of study.
- 5.3. Students will need to enrol again at Paris 1 in advance of the September following the start of the programme. The fees for registration at Paris 1, with a deduction made for the first non-refundable payment of three thousand (3,000) euros, must be paid in full and at the latest before the 1 September prior to the start of classes at Paris 1 (semesters 2 and 3).
- 5.4. In accordance with French legislation, students must pay the *Contribution vie étudiante et de campus CVEC*, for the beginning of each university year, via the dedicated platform: [cvec.etudiant.gouv.fr](http://cvec.etudiant.gouv.fr). Across the entire programme period, the CVEC must be paid twice by students of this Double degree. A first payment online for the CVEC must be paid to coincide with the non-refundable deposit due, at the latest, by 30 November prior to the start of the Double LLM. A second online payment for the CVEC must be made by 1 September of the following year, to coincide with the payment of the outstanding tuition fee for Paris 1.
- 5.5. Students may not be absent during term-time without the agreement in advance of the Programme Co-Directors.
- 5.6. A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Co-Directors may have his/her registration terminated across both institutions. A formal warning shall be issued to give the student the opportunity to improve their conduct before deregistration takes place.

- 5.7. Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

## 6. Assessment

- 6.1. The organisation of assessments for each module on the Programme shall be governed by the regulations of the institution responsible for teaching or supervising that module.
- 6.2. The conduct of assessments of each module on the Programme shall be governed by the regulations of the institution responsible for conducting that assessment.
- 6.3. The Programme Co-Directors (in consultation with relevant colleagues at Paris 1 and/or with the QMUL Directorate of Registry Services) may be consulted about arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 6.4. Different marking scales are used by Paris 1 and QMUL. The marking scale used for assessment within a module will be that of the institution teaching it. The marking scale used for the overall LLM programme mark of Paris 1 will be that of Paris 1. The marking scale used for the overall LLM programme mark of QMUL will be that of QMUL. The internship module mark will be denoted on the Paris 1 scale, and its equivalent QMUL mark will be incorporated into the overall QMUL LLM programme mark. See clause 14 below and annex A for mark equivalencies.
- 6.5. QMUL's differentiation between Pass, Merit and Distinction shall be applied to the QMUL LLM only.

## 7. Progression

- 7.1. Progression between parts 1 and 2 of the Programme is automatic, regardless of the results of the assessment for the QMUL modules. Only issues with attendance (see clauses 5.5 and 5.6) or fee payments (see clause 5.2) may prevent a student from progressing between parts 1 and 2. Similarly, progression between parts 2 and 3 of the Programme is automatic.
- 7.2. The double LLM Programme is distinct from the other LLM programmes of Paris 1 and the QMUL LLMs in Paris. For a student enrolled on the double Programme there can be no within-Programme transfer from this Programme into the QMUL LLM in Paris programme or the Paris 1 LLM programme at any point during the 18-month study period. Only if necessary under the circumstances outlined in 8.3 below could a transition between the programmes occur, as a default, rather than at the request of the student.

## 8. Degree Requirements

- 8.1. Attendance is mandatory. For greater than 3 absences, a student may be marked as failing the course.
- 8.2. The Sorbonne Law School - Queen Mary University of London Double LLM is a double degree programme. On successful completion of the entire programme, a student shall receive an award from both partner institutions.
- 8.3. Paris 1 Regulations shall apply to the conferment of the Paris 1 award.

- 8.4. QMUL Regulations shall apply to the conferment of the QMUL award.
- 8.5. Should it arise that a student successfully fulfils parts 1 and 3 of the Programme, but fails part 2, s/he may be awarded a single LLM by QMUL only. Similarly, should a student successfully fulfil parts 2 and 3, but fails part 1, s/he may be awarded a single LLM by Paris 1 only. This is without prejudice to the fees paid.

## 9. Interruption of Enrolment

- 9.1. A student may interrupt their enrolment for up to two calendar years (total) on the grounds of illness or other good cause with the permission of the Programme Co-Directors under the procedures specified by QMUL and in line with any immigration or other relevant factors. A student who interrupts enrolment remains registered for the programme of study.
- 9.2. A student resitting out of attendance shall not be entitled to an interruption of enrolment as defined in this section, and shall remain registered for the Programme.
- 9.3. A student who interrupts shall have the option of taking assessments for modules for which they completed the teaching and learning before the point of interruption. However, such students must elect either to attempt the assessments for all such modules or for none of them. Where a student decides to postpone assessment until return from interruption, that assessment will take place at the next available sitting of the relevant Part of the Programme.
- 9.4. Where a student's registration is continuous, the Academic Regulations in place at the time of the initial registration for the Programme shall continue to apply except where it is specifically stated that this is not the case.
- 9.5. Students returning from interruption shall only be permitted to enrol at the start of one of the Parts of the Programme, as appropriate to their outstanding study needs.

## 10. Assessment offences

- 10.1. For Part 1, assessment offences will be managed in accordance with QMUL regulations.
- 10.2. For Parts 2 and 3, assessment offences will be managed in accordance with Paris 1 regulations.
- 10.3. The decisions made by Paris 1 in relation to assessment offences for Part 3 will be recognised by QMUL and taken into account as appropriate in a student's progression and the final award of the degree.

## 11. Appeals

- 11.1. For Part 1, appeals will be managed in accordance with QMUL regulations.
- 11.2. For Parts 2 and 3, assessment offences, appeals, and disciplinary matters will be managed in accordance with Paris 1 regulations.
- 11.3. The decisions made by Paris 1 in relation to appeals for Part 3 will be recognised by QMUL and taken into account as appropriate in a student's progression and the final award of the degree.

## 12. Disciplinary matters

- 12.1. For Part 1, disciplinary matters will be managed in accordance with QMUL regulations.
- 12.2. For Parts 2 and 3, disciplinary matters will be managed in accordance with Paris 1 regulations.
- 12.3. The decisions made by Paris 1 in relation to disciplinary matters for Part 3 will be recognised by QMUL and taken into account as appropriate in a student's progression and the final award of the degree.

## 13. Student complaints

- 13.1. Where a student has a formal complaint about teaching in any module that complaint will be made to the university providing the teaching under its normal procedures.

## 14. External Examiners and Exam Boards

- 14.1. QMUL shall use external examiners as already appointed for the LLM in Paris.
- 14.2. Paris 1 shall use external examiners appointed under its own procedures.
- 14.3. Paris 1 Programme Co-Director shall attend the sub-Board at which the recognition of the internship module takes place.

## 15. Marks Conversion

- 15.1. Paris 1 marks and degree classifications stand for the Paris 1 LLM.
- 15.2. QMUL marks and degree classifications stand for the QMUL degree.
- 15.3. In the case of QMUL recognition of the Internship module, the mark equivalencies detailed in Annex A shall be used for the incorporation of the Paris 1 grade into the QMUL degree average.

## 16. Annex A - Sorbonne – Queen Mary Mark Equivalencies

French marks used for QMUL conversion	QMUL marks out of 100	French scale (adjusted for use at QMUL)	QMUL conversion
20	100	17 - 20: Très bien - Very Good, Highest Honours.	70.0 - 100
19	95		
18	90		
17	85		
16	80	15 - 16.99: Bien - Good, High Honours.	60.0 - 69.9
15	75		
14	70	13 - 14.99: Assez bien - Quite Good. Honours.	50.0 - 59.9
13	65		
12	60	10.0 - 12.99: Passable - Satisfactory.	0.0 - 49.9
11	55		
10	50		
9	45		
8	40		
7	35		
6	30		
5	25		
4	20		
3	15		
2	10		
1	5		
0	0		

## University of Malta

### MSc in Surgical Skills

7.9 The MSc in Surgical Skills follows the standard regulations, policies and procedures of Queen Mary University of London except in the following particulars:

#### 1. Joint award and programme specific information

- 1.1. The MSc in Surgical Skills is a joint award. On successful completion of the programme, a student shall receive a single award in the names of both institutions.
- 1.2. The general management of the programme of study, including responsibility for the admission of students and the organisation of teaching, shall be the responsibility of the Board of Studies, established in accordance with the contract between the University of Malta and Queen Mary. The day-to-day management of the programme shall be the responsibility of UM.

#### 2. Admission

- 2.1. Applicants shall apply directly to Queen Mary in the first instance and subsequently to University of Malta. If an applicant satisfies the agreed entry criteria set out in 2.2, the applicant shall then go through UM's admission process.
- 2.2. Official offer letters shall be sent to successful applicants by the University of Malta. The University of Malta shall provide details of confirmed students to Queen Mary, to ensure enrolment at both institutions.

#### 3. Programme and duration of study

- 3.1. Students shall study on campus at the University of Malta. Three taught modules and the dissertation shall be taught by distance learning by Barts Cancer Institute staff, with practical sessions delivered by University of Malta staff.
- 3.2. The programme shall be delivered on a part-time basis. The normal duration of study for the programme shall be 24 months, and the maximum permitted duration of study shall be 36 months.

#### 4. Enrolment

- 4.1. Students must enrol with both Queen Mary and UM at the beginning of each year of study.
- 4.2. Students shall pay fees directly to the University of Malta.

#### 5. Modules

- 5.1. The modules jointly owned by UM and Queen Mary shall be marked by examiners from both institutions; UM shall mark the theoretical elements of assessment and Queen Mary shall mark the practical skills elements of assessment.

#### 6. Assessment Offences

- 6.1. Any allegation of assessment misconduct shall be investigated by the institution responsible for the affected module, in accordance with its own regulations and policies. The jointly derived modules shall be treated as Queen Mary modules for this purpose.

#### 7. Programme sub-examination board

- 7.1. QMUL has two types of examination boards: Subject Examination Boards and Degree Examination Boards. The BCI Subject Examination Board (SEB) is established for all programmes run by the institute. The BCI Subject Examination Board reports and make recommendations to the School of Medicine and Dentistry Degree PGT Examination Board (DEB) as per QMUL's Academic Regulations.

7.2 A Programme sub-examination board shall be convened which will review module results, student progression and award and make recommendations to the BCI SEB.

7.3 Members of both Parties and the External Examiner(s) will form membership of this sub-examination board and both Parties will provide administrative support.

## 8. Complaints

8.1. A student wishing to complain about a module shall, in the first instance, raise the issue informally with the institution responsible for that module. If an informal resolution is not possible, the complaint shall be investigated in line with the policies of the Party offering the module. The jointly derived modules shall be treated as Queen Mary modules for this purpose.

8.2. Complaints about the Programme or non-academic elements of the Programme shall be investigated in line with the policies of the lead organisation.

## 9. Academic Appeals

9.1. A student wishing to submit an academic appeal shall do so under the Queen Mary academic regulations and procedures.

## 10. Permission to study in Malta

10.1. A student who fails to provide the following on request shall have their registration and enrolment at both institutions terminated, and cease to be a student:

- i. evidence that they hold immigration permission with conditions that do not restrict them from undertaking their programme of studies in the country or territory where they are studying; or,
- ii. evidence that they are exempt from immigration control in the country or territory where they are studying.

# International Medical University of Malaysia (IMU)

## Double MSc in Molecular Medicine and in Genomic Medicine

7.10 The double MSc in Molecular Medicine and in Genomic Medicine is a double award; on successful completion, a student will receive an MSc in Molecular Medicine from International Medical University of Malaysia (IMU) and an MSc in Genomic Medicine from Queen Mary. The MSc in Genomic Medicine is subject to standard Queen Mary regulations in all respects. The MSc in Molecular Medicine is subject to IMU regulations in all respects. A student must meet the requirements for both awards to achieve either award.

## 8. Regulations for Postgraduate Research Programmes

### Scope

- 8.1 These regulations take effect from August 2024 and apply to all research studies programmes and all students registered for a research studies programme at Queen Mary. A student who enters for examination is examined in accordance with the regulations in place at the time of examination entry or re-entry. The following regulations are not applicable to Master by Research (ResM) programmes and other exceptions are indicated in the relevant regulations:
- transfer from another institution (Reg. 8.15-8.16)
  - annual progression requirements (Reg.8.66-8.74)
  - transfer to writing-up status (Regs. 8.20-8.24)
  - availability of theses (Regs. 8.126-8.127)
- 8.2 The [Academic Regulations, Part 2 – General Regulations](#) apply to students registered for a research studies programme at Queen Mary. The regulations for taught programmes of study apply to research degree students who are required to undertake an element of taught study as a part of their research studies programme.
- 8.3 The Queen Mary [Code of Practice for Research Degree Programmes](#) applies to all research studies programmes and all students registered for a research studies programme at Queen Mary, except for the ResM unless specifically indicated in the Code. Compliance with the Code of Practice is mandatory. In any issues of interpretation of the Code, the Academic Regulations take precedence.
- 8.4 Research degrees awarded by Queen Mary University of London are awards of the University of London or of Queen Mary University of London.
- 8.5 In 2013/14, Queen Mary implemented its independent degree awarding powers. New and continuing students in 2013/14 were given the option of receiving either a Queen Mary award or a University of London award, where appropriate. Students were required to make their selections before the published deadline in 2013/14 and in accordance with the stated procedure. New students who enrolled from 2014/15 shall be awarded Queen Mary awards where the requirements are met.
- 8.6 These regulations also apply to students registered as an associate student of Queen Mary undertaking study that is part of a research studies programme.
- 8.7 The awards covered by these regulations are:

#### University of London Awards

Master of Philosophy (MPhil)  
Doctor of Philosophy (PhD)  
Doctor of Medicine (Research) (MD(Res))  
Doctor in Professional Studies (DrPS)  
Doctor in Clinical Dentistry (DClinDent)

#### Queen Mary awards

Master by Research (ResM)  
Master of Philosophy (MPhil)  
Clinical Doctorate (DClin)  
Doctor of Philosophy (PhD)  
Doctor of Medicine (Research) (MD(Res))  
Doctor in Professional Studies (DrPS)  
Doctor in Clinical Dentistry (DClinDent)  
Doctor of Psychiatry (DPsych)  
Doctor of Engineering (EngD)

- 8.8 All references to 'Academic Regulations' include 'research studies programme regulations'.
- 8.9 Queen Mary reserves the right to amend the Academic Regulations as it considers appropriate.

## Registration and enrolment

### General

- 8.10 A student is required to [enrol](#) with Queen Mary at the start of their research degree programme and register for the research studies programme. The period of registration will date from the point of initial enrolment.
- 8.11 Students are required to re-enrol each academic year for the duration of the programme of studies (including during the period of writing-up of the thesis and examination) regardless of the mode of attendance. Re-enrolment takes place in August each year. Failure to re-enrol results in termination of registration.
- 8.12 A student registers for a programme of research study from the point of initial enrolment leading to the award of:
- Doctor of Philosophy (PhD)
  - Master of Philosophy (MPhil)
  - Master by Research (ResM)
  - Doctor of Medicine (Research) (MD(Res))
  - Doctor in Professional Studies (DrPS)
  - Doctor of Psychiatry (DPsych)
  - Doctor in Clinical Dentistry (DClinDent)
  - Doctor of Engineering (EngD)
  - Clinical Doctorate (DClin)

### Associate students

- 8.13 A student may be permitted to enrol as an associate student and undertake a period of guided study and/or research that does not lead to an award of Queen Mary or the University of London. An associate student enrolls with Queen Mary normally for a period of up to six months and a maximum of 12 months. This period does not count towards the [minimum registration period](#) required for award. The student is normally required to terminate their studies at the end of the period of registration as an associate student. The period of registration may be extended with the permission of Senate or its delegated authority
- 8.14 An associate student may enrol with Queen Mary for a longer period of registration in cases where:
- a student is undertaking research studies at Queen Mary as part of a formal collaboration between Queen Mary and another institution, governed by a written agreement or contract; or,
  - a student has their primary registration at another institution and a member of Queen Mary academic staff is a formal member of the student's supervisory team, usually the second supervisor.

Such students may enrol as associate students with Queen Mary for the duration of their programme of study at the primary institution with the permission of Senate or its delegated authority.

## Transfer from another institution

- 8.15 A candidate registered for a research degree at another institution may transfer their registration at the discretion of Senate or its delegated authority and be exempted from part of the research studies programme at Queen Mary. Where this occurs, the period of registration at Queen Mary must be at least 12 months full-time or 24 months part-time. Queen Mary will determine the appropriate point of entry to the programme.
- 8.16 On transfer of registration, the registration for the original degree will lapse.

## Concurrent study

- 8.17 A person currently registered for a qualification of Queen Mary may not concurrently be registered for a degree, diploma, or certificate at any other institution, except with the express permission of Senate or its delegated authority. Similarly, a student registered on a research studies programme may not be simultaneously registered for more than one Queen Mary programme, except with the express permission of Senate or its delegated authority.

## Mode of attendance

- 8.18 The following modes of attendance are available to students:
- i. full-time.
  - ii. part-time (50% of the workload of a full-time student per year).
- 8.19 A student is expected to continue in the same mode of study for which they originally registered. Transfer between full-time and part-time study may be permitted by Senate or its delegated authority. In such cases, the minimum and maximum registration periods will be adjusted according to the length of registration spent in each mode.

## Writing up status

- 8.20 A student may transfer to 'writing up' status with the approval of Senate or its delegated authority provided that they have completed the minimum registration period and not exceeded the maximum registration period. In order to transfer to writing up status, a student is normally required to have completed all experimental work or collection of material related to their thesis, to have passed annual progression in the second year of study (fourth year of study for part-time students) and, in the judgement of the primary supervisor, be in a position to submit the thesis within 12 months. A student registered for MPhil/PhD can only be transferred to writing up status if they have completed the transfer process from MPhil to PhD where transfer is a requirement of their research studies programme.
- 8.21 A student must [enrol](#) during the period of writing up and pay any fee applicable during this period.
- 8.22 The maximum period for 'writing up' is normally one calendar year regardless of the mode of attendance of the student, unless the terms of a studentship stipulate that a longer period of writing-up is permitted. If a student does not submit their thesis by the date agreed in the transfer to writing-up application, they must agree a new thesis submission deadline with their school/institute. A school / institute may apply a charge if the writing up status is extended beyond one calendar year where it has not been extended for a specific cause.

8.23 In exceptional circumstances, Senate or its delegated authority may permit an extension of the writing up period for students who have writing up status. A student with writing up status may be permitted to extend their writing up period by up to twelve months or for a maximum period prescribed by the terms of their studentship. A charge may be applied if the student has not submitted their thesis by the end of the period of extension. Extensions will not be granted retrospectively.

8.24 The period of extension counts as part of the overall period of registration.

### Examination status

8.25 A student who submits their thesis for examination shall be transferred to 'examination' status with effect from the date of submission of their thesis.

### Interruption

8.26 A student may be permitted to [interrupt](#) a research studies programme for a maximum period of two years in total throughout their period of registration or for a maximum period prescribed by the terms of any studentship, on the grounds of illness or other good cause with the permission of Senate or its delegated authority.

8.27 A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.

8.28 Research students may interrupt and return to studies within the same academic year but can only interrupt for whole months at a time. This regulation does not apply to students enrolled on Professional Doctorate programmes. The interruption policy for students enrolled on taught programmes applies to Professional Doctorate students due to the modular programme structure.

8.29 The period of interruption does not count towards the minimum or maximum registration period for the research studies programme, in accordance with the [Interruption Policy](#).

8.30 A student is not required to pay fees during the period of interruption.

### Minimum and maximum registration periods<sup>23</sup>

8.31 A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. Periods of interruption shall not count towards the maximum permitted duration of study. In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration.

8.32 The registration period starts on the date of a student's initial enrolment and registration with Queen Mary for the research studies programme.

8.33 The registration period ends on the date of award or termination of registration.

8.34 Queen Mary [terminates the registration](#) of any student who exceeds the maximum registration period.

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<sup>23</sup> Previously known as 'period of study'

#### Minimum registration period

- 8.35 The minimum period of full-time study for the awards of MPhil, PhD, MD(Res), EngD and DrPS is two calendar years. The minimum period of full-time study for the award of DCLin, DCLinDent and DPsych is three calendar years.
- 8.36 The minimum period of full-time study for the award of ResM is one calendar year.
- 8.37 The minimum period of part-time study for the awards of MPhil, PhD, MD(Res), EngD and DrPS is four calendar years. The minimum period of part-time study for the award of DCLin, DCLinDent and DPsych is six calendar years.
- 8.38 The minimum period of part-time study for the award of ResM is two calendar years.
- 8.39 The minimum period of study for the award of ResM prior to submission of the research project dissertation for examination shall be ten months full-time study or the part-time equivalent.
- 8.40 The minimum registration period for a student who has transferred from another institution/programme under regulation 8.15 above is as specified in the regulation.

#### Maximum registration period

- 8.41 The maximum registration period includes any period where the student is registered as writing up.
- 8.42 For MPhil, PhD, MD(Res), and EngD degrees the maximum period of registration begins on the date of initial enrolment on the research studies programme and ends on the deadline for submission of the thesis for examination. On submission of the thesis for examination a student is transferred to examination status and remains registered on their programme of study until either the award of the degree or termination of studies. A student who has not submitted their thesis for examination by the end of the maximum period of registration must apply to extend their period of registration for up to twelve months or for a maximum period prescribed by the terms of their studentship.
- 8.43 The maximum period of full-time study for the awards of MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DCLin and DCLinDent is 4 calendar years (including any writing up period).
- 8.44 The maximum period of part-time study for the awards of MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DCLin and DCLinDent is 7 calendar years (including any writing up period).
- 8.45 The maximum period of full-time study for the award of ResM is 2 calendar years.
- 8.46 The maximum period of part-time study for the award of ResM is 3 calendar years.

#### Exceptions to the maximum and minimum registration periods

- 8.47 Exceptionally, Senate or its delegated authority may permit a student to submit the thesis for examination either before the minimum registration period, or after the maximum registration period, or to extend the writing up period and/or period of registration for a maximum of 12 months. The maximum extension for the ResM is 6 months.
- 8.48 In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration of study for a longer period than 12 months (6 months for the ResM).
- 8.49 Exceptions to the minimum and maximum periods of study for research studies programmes are set out in programme guidance.

## Attendance

### Attendance requirements

- 8.50 In addition to the general attendance requirements, attendance refers to Queen Mary's expectations with regard to the way in which students engage with their research studies programme. The specific nature of attendance requirements varies depending on the nature of the research studies programme. General expectations are that a student meets regularly with their primary supervisor and undertakes training and other specified activities that may also include the completion of taught modules. There should be a minimum of ten supervisory meetings per academic year for full-time students (pro rata for part-time students) held at regular intervals up to submission of the thesis for examination. Supervision meetings may be held with any member of the supervisory team.
- 8.51 Students may exceptionally be permitted to undertake the majority of their studies at a research organisation external to Queen Mary as part of a formal agreement or contract with joint supervision provided by staff at Queen Mary and the partner research organisation. Schools and Institutes must assess that the supervision and research facilities and resources to be provided by the research organisation are satisfactory. The agreement with the research partner may be subject to approval by Partnerships Board in accordance with its terms of reference. Exceptions to the standard model of research studies may require the approval of the Research Degrees Programmes and Examinations Board. The Queen Mary requirements for supervision apply.
- 8.52 A full-time student is not permitted to undertake other duties or work (apart from limited demonstrating or tutorial duties) without the approval of their primary supervisor(s) unless provided for in the terms of any studentship.

### Termination of registration

- 8.53 Senate or its delegated authority may [terminate the registration](#) of a student who fails to meet the progression requirements for the research study programme or where their general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.
- 8.54 Termination of registration may also take place as a result of non-attendance/participation in any aspect of the research studies programme in accordance with the [general regulations on attendance](#).
- 8.55 Termination of registration means that enrolment is also terminated and the individual is no longer a student of Queen Mary in accordance with the [general regulations](#).
- 8.56 A student for whom registration is terminated may appeal against this decision under the [Appeal Policy](#).

## Studentships and scholarships

- 8.57 Studentships or scholarships may include additional, and/or specific requirements and conditions. These requirements and conditions apply in addition to these Regulations to those students in receipt of the studentship or scholarship.

## Research integrity

- 8.58 All students must familiarise themselves with the Queen Mary policies and any mandatory training relating to research integrity, research ethics, and intellectual property rights and other associated research policies and procedures. It is the student's responsibility to check if their research requires formal ethical review of the research project, and to ensure that their research conforms to it.

## Title of thesis or dissertation

### MPhil, PhD and EngD

- 8.59 Upon registration, a student identifies the topic of their research and the research studies programme to be followed. Senate or its delegated authority approves the title of the thesis at the point of notifying entry for examination.

### MD(Res) and ResM

- 8.60 Senate or its delegated authority approves the title of the thesis for the MD(Res) and the title of the dissertation for the ResM prior to registration for the research studies programme.

### DrPS, DPsych, DCLin and DCLinDent

- 8.61 Senate or its delegated authority approves the subject and title of the thesis and/or research portfolio after the equivalent of one year's full-time study on the research studies programme.

### Change of title

- 8.62 In all cases, Senate or its delegated authority approves any change to the title of the research thesis or dissertation in accordance with the required procedure.

## Supervision

- 8.63 The Queen Mary Code of Practice for Postgraduate Research Programmes sets out the requirements for supervision.
- 8.64 Supervisors are appointed to the role by Senate or its delegated authority and meet the approved criteria, which may include relevant training requirements being met.

## Progress monitoring

- 8.65 Progress monitoring is a formal review process that takes place at least once per academic year in accordance with the requirements approved by Senate, or its delegated authority. Progress monitoring informs progression.

## Progression

- 8.66 Progression is a formal process that permits a student to continue to the next stage/period of their research studies programme.
- 8.67 Senate or its delegated authority approves progression requirements for research studies programmes. The normal minimum progression points for a full-time student on a PhD, MPhil, MD(Res) or EngD programme occur between 6 to 9 months after registration on the research studies programme, between 18 and 24 months after registration, and at 36 months where submission of the thesis for examination has not occurred. For a part-time student on a PhD, MPhil, MD(Res) or EngD programme the normal progression points occur between 12 to 18 months after registration on the research studies programme, between 36 and 48 months after registration, and 72 months where submission of the thesis for examination has not occurred. Progression for students on ResM, DrPS, DPsych, DCLin and DCLinDent programmes is assessed as outlined in the appropriate research studies programme regulations, approved by Senate or its delegated authority. For a student on a ResM programme the programme guidance shall describe the arrangements for monitoring a student's academic progress in their research studies.

- 8.68 Progression decisions are made in accordance with procedures established by Senate or its delegated authority.
- 8.69 Progression is undertaken in accordance with the approved requirements for the PhD, MPhil, MD(Res) or EngD research studies programme and may include the submission of written work and an oral examination. Progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. Any panel recommending a decision about a student's progression or registration on a research studies programme must comprise at least two people, at least one of whom must be independent of the student's supervisory team. The Chair of the panel should have experience of being a Queen Mary primary supervisor who has taken their student successfully through one annual progression review event. External members may be appointed to the panel. In such cases, one member of the panel must be a member of Queen Mary staff who is independent of the student's supervisory team. The independent members of the panel have the casting vote regarding the recommended outcome. The Director of Graduate Studies approves members of progression panels.
- 8.70 Progression decisions for the 6 to 9 month (Year 1) progression point (12 to 18 months for part-time students) and in subsequent years of study (18-24 months and 30-36 months for full-time students, and 36-48 months and 60-72 months for part-time students) are made in accordance with procedures outlined in the relevant research studies programme regulations, approved by Senate or its delegated authority. It is recommended that part-time students should complete an annual review in the intervening years. A progression review should be held in the third year (full-time) or sixth year (part-time) of study if the student is not in the process of transferring to writing up status. Progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. If the Director of Graduate Studies is a member of a student's academic progression panel making the recommendation about the student's progression outcome, they cannot make the final progression decision. The final decision must be made by another member of academic staff in the school/institute with responsibility for postgraduate research programmes, such as a Deputy Director of Graduate Studies or the Director of Research, who has not have been involved in the student's progression review.
- 8.71 The possible outcomes of progression are:
- i. Progress – the student may progress to the next stage of the research studies programme
  - ii. Referred – the student must undertake further specified work and be reconsidered for progression again within 3 months
- 8.72 At the end of the referral period, the outcomes are:
- i. Progress – the student may progress to the next stage of the research studies programme
  - ii. Fail to progress – the student may transfer registration to MPhil or ~~other~~another appropriate programme
  - iii. Fail to progress – the student's registration is to be terminated
- 8.73 The process of assessment for progression must always include a meeting with the student if the recommendation is referral for a second assessment or fail to progress.
- 8.74 Senate or its delegated authority terminates the registration of a student who fails to meet the progression requirements for their research studies programme. A student may appeal against the termination of registration under the [Appeal Policy](#).

## Transfer of registration from MPhil and MD(Res) to PhD

Students registered for a research studies programme before 1 September 2010

- 8.75 A student registered before 1st September 2010 for a research studies programme leading to the award of MPhil/PhD or MD(Res) may transfer their registration to PhD.
- 8.76 The regulations for the transfer process for the year of entry to the research studies programme shall apply.

Students registered for a research studies programme after 1 September 2010

- 8.77 A student registered for a research studies programme leading to the award of MPhil or MD(Res) after 1 September 2010 may transfer their registration to PhD.
- 8.78 The transfer process normally takes place between 12 to 24 months for a full-time student and 24 to 48 months for a part-time student. The transfer process is undertaken in accordance with the approved requirements for the research studies programme which include the submission of written work and an oral examination. The oral examination is conducted by a panel of examiners that comprises at least two members. The examiners for transfer from MPhil to PhD may include the supervisor and must include at least one examiner, knowledgeable in the field, who is not connected with the student's research.
- 8.79 Where a student is successful and transfers their registration, the date of initial registration for the research studies programme continues to apply for the purpose of determining maximum and minimum registration periods.
- 8.80 Where a student is unsuccessful in the transfer examination, the examiners may recommend that they may remain registered on the MPhil programme and be examined for that award, or that the student should be permitted to submit for transfer on one further occasion. If a student is unsuccessful at the second attempt at transfer, the examiners may recommend that they may remain registered on the MPhil programme and be examined for that award, or may recommend that their registration should be terminated.
- 8.81 A student may appeal against the decision of the examiners for transfer under the [Appeal Policy](#).

## Examination entry

- 8.82 Examination entry is the formal process by which a student notifies Queen Mary of their intention to submit the thesis and be examined for the degree for which they are registered. Examination entry is also the process by which the title of the thesis is notified and approved. The procedure for examination entry is approved by Senate or its delegated authority.
- 8.83 A student intending to enter for examination is required to complete the relevant forms for examination entry. The forms should be submitted to the designated body at least three months before the proposed submission of the thesis. The submission of the thesis must take place up to twelve months after examination entry. After twelve months, if the thesis has not been submitted, a new entry form is required, and a re-entry fee may be required.
- 8.84 For a student to be entered for examination, Queen Mary must confirm that they have completed the research degree programme in accordance with the relevant regulations.
- 8.85 Examination entry cannot occur more than twelve months prior to completion of the minimum registration period.

8.86 For a student on a ResM programme the programme guidance shall describe the arrangements for examination entry. In exceptional circumstances, Senate or its delegated authority may permit an extension of the dissertation submission deadline. A student may be permitted to extend their submission deadline by up to one month at the discretion of their school/institute. A request for an extension to the submission deadline exceeding one month and up to a maximum of six months must be considered by the Research Degree Programmes and Examination Board. The period of extension must be within the maximum period of study. Extensions will not be granted retrospectively.

## Submission of thesis/dissertation

- 8.87 A student is required to submit their thesis in a form that meets the requirements for a thesis. A student is required to submit an electronic copy of their thesis to the Research Degrees Office in the approved format of a digital (PDF) file.
- 8.88 The student is required to bring to the oral examination a copy of their thesis paginated in the same way as the copy submitted to Queen Mary.
- 8.89 In submitting a thesis for examination or re-examination a student accepts responsibility for its contents and quality. Students are required to conform to Queen Mary's policy on editorial assistance and to include in their thesis a statement of originality detailing any work undertaken in collaboration with others.
- 8.90 For a student on a ResM programme the programme guidance shall describe the requirements for the submission of the dissertation for examination.

## Requirements for a thesis/dissertation

- 8.91 The thesis/dissertation must meet the specific requirements provided in [Appendix 1](#) of these regulations.

## Requirements for DrPS, DPsych, DClin and DClinDent

- 8.92 In addition to the thesis, the professional doctorates of DrPS, DPsych, DClin and DClinDent are examined through a broader range of methods than thesis and oral examination. The requirements for the awards of DrPS, DPsych, DClin and DClinDent are those approved by Senate or its delegated authority.

## Word limits

- 8.93 The thesis/dissertation must not exceed the following word limits:
- i. PhD and EngD – 100,000 words
  - ii. MPhil – 60,000 words
  - iii. MD(Res) – 50,000 words
  - iv. ResM – 30,000 words
  - v. For the degrees of DrPS, DPsych, DClin, and DClinDent the minimum length of the thesis shall be no less than 25,000 words.

The bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which the examiners are not required to read in order to examine the thesis but to which they may refer if they wish.

- 8.94 Senate or its delegated authority may approve lower word counts for specific research studies programmes.

## Panel of examiners

- 8.95 A Panel of Examiners is established for each individual examination of an MPhil, PhD, MD(Res), EngD and for the DrPS, DPsych, DClin and DClinDent as appropriate.
- 8.96 A Panel of Examiners is established for an individual examination of a ResM or for a group of students where the dissertations are in cognate fields of study.
- 8.97 The Panel of Examiners comprises a minimum of two examiners appointed by Senate or its delegated authority. The Code of Practice for Research Degree Programmes specifies the membership of the panel of examiners and the criteria for the appointment of examiners.

## Examination requirements

- 8.98 The examination for ResM is by submission of the dissertation. An oral examination is required for certain examination results as set out in Regulation 8.111. If required, the oral examination will normally be held within three months of the date of submission of the dissertation.
- 8.99 The examination for MPhil, PhD, MD(Res) and EngD is by submission of thesis and oral examination of the thesis. The examination for EngD is by submission of a thesis or a research portfolio and oral examination. The examination for DrPS, DPsych, DClin and DClinDent is by submission of thesis and/or research portfolio, other required assessments and oral examination. At their discretion, the examiners may also examine the candidate by practical or written examination.
- 8.100 The examination process is held in private and is not a public examination. The candidate must be consulted on their preference for the format of the oral examination, and the candidate and the examiners must agree whether to hold the viva in person or remotely. The oral examination may be:
- i. normally held at Queen Mary with the candidate and the examiners present in person;
  - ii. held by video-link with the candidate and the examiners attending remotely; or
  - iii. organised as mixed mode of attendance if agreed by the candidate. Either the candidate or one of the examiners may attend the examination by video-link. In such cases an independent chair if required or viva convenor must be in attendance with those attending in person for the duration of the examination.
- 8.101 All matters related to the examination are confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in the student's thesis until such time as the thesis is made available or any restrictions on access to the thesis are removed.
- 8.102 The examination is conducted in English (unless the Senate or its delegated authority has given permission for it to be conducted in another language). The candidate must attend the examination at the place and time specified by Queen Mary and must bring with them a copy of the thesis that is paginated in the same way as that submitted for examination.
- 8.103 Each examiner prepares an independent report on the thesis in advance of the oral examination. The examiners exchange reports before the oral examination.
- 8.104 For the ResM, each examiner prepares an independent report on the dissertation. The examiners exchange reports before meeting to determine the result of the examination and to agree their joint final report that details their judgement of the dissertation(s) and reasons for the decision(s) they have reached.

- 8.105 The examiners may reject a thesis/dissertation which they consider to be incomplete or unacceptable without conducting an examination. Such cases will be reported to the Chair of the Research Degree Programmes and Examinations Board to determine the action to be taken. The candidate may be permitted to submit the thesis for examination on a subsequent occasion.
- 8.106 The examiners have a right to make comments in confidence to the Principal of Queen Mary in a separate report.
- 8.107 The examiners submit to the Academic Registrar's nominee copies of their preliminary reports and a joint final report that details their judgement of the candidate's performance and reasons for the decision they have reached. The joint report will be available to the candidate for their personal information, and the supervisor(s) and School/Institute Director of Graduate Studies. The preliminary reports are made available to the candidate at the discretion of the examiners. Examiners should normally submit their independent preliminary reports and joint report on the examination with the examination outcome form to the Research Degrees Office within two weeks of the date of the oral examination of the candidate.
- 8.108 Where the supervisor ~~is in attendance at~~ attends the oral examination, they must not participate in the examination but may make comments if asked to do so by the examiners. The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.
- 8.109 If a candidate becomes unwell in advance of an oral examination, they should notify the supervisor who will make reasonable efforts to change the date of the examination. In attending an oral examination, candidates declare themselves 'fit to sit'. Any subsequent claim for extenuating circumstances shall not normally be considered.

## Decisions of the Panel of Examiners

### Outcomes for ResM

- 8.110 Except as provided in paragraph 8.105 the examiners read the dissertation and agree the result of the examination.
- 8.111 The options open to examiners in determining the result of an examination are as follows:
- i if the dissertation fulfils the criteria for the Master by Research degree as set out in [Appendix 1](#) of these regulations, the examiners report that the candidate has satisfied them in the examination for the Master by Research degree;
  - ii if the dissertation otherwise fulfils the criteria for the Master by Research degree as set out in [Appendix 1](#), but requires minor amendments, the examiners may require the student to make amendments to the dissertation specified by them within six weeks. The amended dissertation shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory. If the amendments are made by the deadline and are satisfactory, the examiners will report that the candidate has satisfied them in the examination for the Master by Research degree. If the candidate fails to meet these requirements the examiners will submit the candidate to an oral examination. Following this oral examination the examiners may report that the candidate has satisfied them in the examination or recommend that the candidate resubmit the dissertation within 6 months for a second and final time;

- iii if the dissertation, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present their dissertation in a revised form for a second and final time within six months. This option is not available to examiners re-examining a dissertation. The examiners shall not make such a decision without first submitting the candidate to an oral examination. The resubmitted dissertation shall be submitted to both examiners;
- iv the examiners may determine that the candidate has not satisfied them in the examination, that the degree should not be awarded, and that the student should not be permitted to re-present his/her dissertation in a revised form for examination. The examiners shall not, however, save in exceptional circumstances, make such a decision without submitting the candidate to an oral examination;
- v students who fail to submit or resubmit the dissertation by the required deadline will be deregistered.

There are no alternative awards.

### Outcomes for PhD, MPhil, MD(Res) and EngD

8.112 Except as provided in paragraph 8.105 the examiners, after reading the thesis, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

8.113 The options open to examiners in determining the result of an examination are as follows:

- i if the thesis fulfils the criteria (set out in [Appendix 1](#)) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a Pass;
- ii if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within six months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;
- iii if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within nine months. The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
- iv if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 18 months for the PhD, MD(Res), and EngD degrees, or within 12 months for the MPhil degree. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. Examiners may refer a thesis for re-submission in a revised form on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;

- v if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. Examiners may recommend this outcome on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- vi if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 18 months for the PhD, MD(Res), and EngD degrees or 12 months for the MPhil degree. Examiners may permit a candidate to re-present him/herself for a further oral examination on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- vii the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies), nor, for the PhD or EngD degree, before considering whether the candidate does or might be able to satisfy the requirements for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken ~~in order for~~ these criteria to be satisfied.

If the examiners recommend that the criteria for the MPhil degree are or may be satisfied, the candidate will be informed that they have been unsuccessful in the examination for the PhD or EngD degree, but that their examiners have indicated that they have either reached the standard or subject to minor amendments will reach the standard required for the award of the MPhil degree. The candidate will be given three months to indicate whether they wish to be so considered (to run concurrently with any period for minor corrections as required).

If ~~they~~ the candidate either ~~do~~ does not wish to be considered for the MPhil degree, or does not confirm that they wish to be so considered within the specified period, then, they will be informed that they have failed to satisfy the examiners for the PhD or EngD degree, and that they may no longer be considered for the award of the MPhil degree.

If they wish to be considered for the award of MPhil under this regulation, the candidate will not be required to re-submit the thesis or undergo an oral examination but will be required to fulfil the requirements for the MPhil examination in all other respects. Any minor amendments required shall be made within three months of the date of notification of the examination outcome and the amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.

In a case where the thesis, though inadequate, shall seem of sufficient merit to justify such an action, the examiners may determine that the candidate be permitted to enter the examination for the MPhil degree and re-submit their thesis in a revised form within 12 months. The examiners may at their discretion exempt the candidate from a further oral examination on re-submission of their thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination.

- viii the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

#### Outcomes for DrPS, DPpsych, DCLin and DCLinDent

8.114 Except as provided in paragraph 8.105, the examiners, after reading the thesis and/or research portfolio, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

8.115 The options open to examiners in determining the result of an examination are as follows:

- i if the thesis fulfils the criteria (set out in [Appendix 1](#)~~Appendix 1~~) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a Pass;
- ii if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within six months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;
- iii if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within nine months. The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
- iv if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. Examiners may refer a thesis for re-submission in a revised form on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- v if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 12 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. Examiners may recommend this outcome on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- vi if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 12 months. Examiners may permit a candidate to re-present him/herself for a further oral examination on one occasion only. This outcome may not be recommended for candidates undertaking a second (re-) examination;

- vii the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies). Where the examiners recommend this decision, they shall also consider whether a candidate may meet the requirements for a relevant Level 7 (masters) programme and, if appropriate, recommend that they be considered for the award of that degree by the relevant Subject Examination Board;
- viii the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

### Points applicable to all degrees

- 8.116 If the examiners are unable to reach agreement or decide that they cannot make a recommendation on the examination outcome, their reports shall be referred to the Chair of the Research Degree Programmes and Examination Board, who shall determine the action to be taken. Action may include the appointment of an independent assessor to review the thesis/dissertation and submit a report to the Chair to inform their decision; the candidate may be permitted to submit the thesis/dissertation for examination on a subsequent occasion; and other action at the Chair's discretion. In the event that the Chair of the Research Degree Programmes and Examination Board was involved in the student's supervision or examination, the case is determined by a Deputy Dean for Research not in the candidate's faculty.
- 8.117 In submitting a revised thesis/dissertation incorporating amendments after an examination, a student accepts responsibility for the contents and quality of the revised version. A student who fails to complete the required amendments to the examiners' satisfaction and/or within the required timeframe shall be deemed to have failed to satisfy the examiners and not to have passed the examination. In such cases, examiners have the discretion to recommend the award of MPhil in the case of candidates who had been examined for a PhD.
- 8.118 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. If the examiners' decision is to fail the candidate outright and to reject all other examination outcomes, they should indicate the reasons for their decision in the joint report.

### Re-examination

- 8.119 Where the examiners have decided that the criteria for award are satisfied in part, in some or all of the elements for examination [thesis, oral, practical etc.] but the criteria for award are not met, the student may be re-examined. This applies to all research studies programmes and awards. Queen Mary charges a fee for re-examination. When the re-examination takes place, the regulations and procedures in force at the time of re-entry apply. The same examiners will normally undertake the re-examination. The outcomes of re-examination are those that are specified for the award in question.
- 8.120 Except for the ResM, on re-examination only options (i), (ii), (iii) and (vii) are available to the examiners.
- 8.121 A student who does not re-enter within the prescribed time frame will be deemed not to have satisfied the examiners in the examination, and ~~will have~~ their registration will be terminated.
- 8.122 Where the student has failed to satisfy the examiners (i.e. failed), there is no right of re-examination.

## Award of the degree

- 8.123 Senate or its delegated authority awards the degree. For University of London awards, Senate or its delegated authority awards the degree under delegated authority from the University of London.
- 8.124 Except for the ResM, the award of the degree does not occur until the student has submitted a digital copy of the final thesis.
- 8.125 Senate or its delegated authority may award a research degree posthumously in accordance with the approved policy.

## Availability of theses

- 8.126 Except for the ResM, it is a requirement for the award of the degree that one digital copy of a successful thesis be stored in the electronic repository of the Queen Mary Library. Students are required to sign a declaration relating to the availability of the thesis (the detailed declaration is given in Appendix 2).
- 8.127 A candidate may apply to Queen Mary for restriction of access, for a period not normally exceeding 12-months, to their thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or other specified exceptional circumstances and in accordance with the procedure adopted by Queen Mary for consideration of such applications. Restricted access may also be agreed by Queen Mary with the candidate's sponsoring organisation. This period may be extended beyond 12-months in exceptional circumstances and with the approval of Senate or its delegated authority.

## Examination offences and academic misconduct

- 8.128 Academic misconduct during the course of a research studies programme and examination offences, including plagiarism, will be investigated under the [Academic Integrity and Misconduct Policy](#).
- 8.129 All assessment that is submitted for progress review, transfer, or examination is subject to the [Academic Integrity and Misconduct Policy](#). Work that is submitted for review by the supervisor during the course of the research preparation is not considered to be a formal submission of assessment and is not subject to the Academic Integrity and Misconduct Policy.
- 8.130 A research student who is found to have committed an assessment offence may also incur the following penalties:
- i change of registration from PhD or EngD to MPhil;
  - ii termination of studies.
- 8.131 Where plagiarism or fraud is established after an award has been made, the award may be revoked.
- 8.132 Research students are also subject to the Queen Mary policies relating to research integrity and other associated research policies and procedures, including the procedure for dealing with allegations of research misconduct.

## Appeals

- 8.133 A student may appeal against a progression decision or a decision of a panel of examiners using the [Appeal Policy](#).

## Collaborative arrangements

- 8.134 Collaborative arrangements for the supervision and award of research degree programmes are approved in accordance with the policy and procedures established by Senate, or its delegated authority, for that purpose. Such arrangements may lead to the award of a single Queen Mary degree, two degrees from both Queen Mary and the partner institution(s) or a single degree awarded jointly by Queen Mary and the partner institution(s).
- 8.135 In all cases, where a research studies programme leads to a dual or double award, the award of one institution cannot be made where the requirements for the award of the other awarding institution(s) are not met.

## Revocation of award

- 8.136 Queen Mary may revoke an award made under these regulations, in accordance with the relevant procedures of Queen Mary or the University. Such cases shall be considered on a case-by-case basis by Senate, or its delegated authority.

## Additional award requirements for European Doctorate

- 8.137 A PhD may be designated 'European Doctorate' where the approved research studies programme permits. As a minimum, a European Doctorate is required to fulfil the criteria approved by Senate or its delegated authority.

## Appendix 1: Degree requirements ResM, MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DCLin, and DCLinDent

### Master by Research

A1.1. The minimum period of study shall be one calendar year's full-time study or the part-time equivalent.

A1.2. Assessment for the award shall in all cases be by submission of a dissertation and the examination will be conducted in English. The scope of the dissertation shall be what might reasonably be expected after one year of full-time study or the part-time equivalent, and the length shall not, other than in the most exceptional circumstances, exceed 30,000 words.

A1.3. The dissertation shall:

- i. ~~a.~~ consist of the candidate's own account of their investigations of a suitable research problem, hypotheses or research questions; [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
  - ii. ~~b.~~ be either a record of original work or an ordered and critical exposition of existing knowledge;
  - iii. ~~c.~~ be an integrated whole and present a coherent account of the main findings and their significance, providing a critical discussion of relevant major theories, debates and concepts. Research work already published, or submitted for publication, at the time of submission of the dissertation, either by the candidate alone or jointly with others, may be included. The papers themselves cannot be included in the body of the dissertation, but may be adapted to form an integral part of the dissertation and thereby make a relevant contribution to the main theme of the dissertation. Publications derived from the work in the dissertation may be bound as supplementary material at the back of the dissertation.]
  - iv. ~~d.~~ demonstrate the capacity to design and carry out an independent research project using appropriate research methods and utilizing suitable skills and techniques;
  - v. ~~e.~~ give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;
- and
- vi. ~~f.~~ be written in English and the literary presentation shall be satisfactory, displaying good presentation and referencing skills.

### Master of Philosophy

~~1.~~ A1.4. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.

~~2.~~ A1.5. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 60,000 words.

~~3.~~ A1.6. The thesis shall:

i. consist of the candidate's own account of their investigations;

~~a.~~ [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

ii. be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;

~~b.~~

iii. be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

~~c.~~

iv. give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and

~~d.~~

v. be written in English and the literary presentation shall be satisfactory, although Queen Mary may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis.

In certain specified fields other forms of material may be required to be submitted for assessment within or in addition to the thesis:

### Drama, Theatre and Performance Studies

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

### English

In the field of English, a candidate may undertake research leading to the submission of a written thesis, or a combination of a written thesis and practice in the form of a creative element (original novel, novella, collection of short stories, work of creative nonfiction including memoir and other forms of life-writing such as biography and autobiography, collection of poetry, full-length stage play, screenplay, or teleplay). In the case of a doctorate with a creative element, it will usually constitute the largest proportion of the submitted work and the critical thesis the balance thereof, the latter taking the form either of an exegesis reflecting on the candidate's creative practice and the work produced, or a critical project on a topic whose analysis informs, or is related to, the creative component. The balance between the creative and critical elements shall be agreed between the student and supervisor(s). The critical commentary component shall be a minimum of 20,000 words.

### Film Studies

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

### Modern Languages

In the field of Modern Languages, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of a translation into English of a literary text. The critical commentary shall be a minimum of 30,000 words. The balance between the written and practical components is determined by the needs of the project.

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research (Research Degrees), or nominee.

vi. Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

d.

## Doctor of Philosophy and Doctor of Engineering

4. A1.7. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.

5- A1.8. Assessment for the award of PhD shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.

6- A1.9. Assessment for the award of EngD shall be either by submission of a thesis as for the PhD or by submission of a research portfolio and an oral examination, which shall be conducted in English. The research portfolio shall consist of a coherent set of up to four linked research projects with one or more external (industry, public-sector or third-sector) partners based on the student's projects/placements during the programme. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.

7- A1.10. The thesis shall:

i. consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

a. —

b. [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

ii. form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

c. —

iii. be an integrated whole and present a coherent argument;

d. —

e. [A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

iv. give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;

f. —

v. be written in English and the literary presentation shall be satisfactory, although Queen Mary may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;

~~g.~~

vi. demonstrate research skills relevant to the thesis being presented;

~~h.~~

vii. be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals);

~~i.~~

j-viii. In certain specified fields other forms of material may be required to be submitted within or in addition to the thesis:

#### Drama, Theatre and Performance Studies

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

#### Film Studies

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

#### English

In the field of English, a candidate may undertake research leading to the submission of a written thesis, or a combination of a written thesis and practice in the form of a creative element (original novel, novella, collection of short stories, work of creative nonfiction including memoir and other forms of life-writing such as biography and autobiography, collection of poetry, full-length stage play, screenplay, or teleplay). In the case of a doctorate with a creative element, it will usually constitute the largest proportion of the submitted work and the critical thesis the balance thereof, the latter taking the form either of an exegesis reflecting on the candidate's creative practice and the work produced, or a critical project on a topic whose analysis informs, or is related to, the creative component. The balance between the creative and critical elements shall be agreed between the student and supervisor(s). The critical commentary component shall be a minimum of 20,000 words.

#### Modern Languages

In the field of Modern Languages, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of a translation into English of a literary text. The critical commentary shall be a minimum of 30,000 words. The balance between the written and practical components is determined by the needs of the project.

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research (Research Degrees); or nominee.

~~ix.~~ Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

~~k.~~

### Professional Doctorates (DrPS, DPsych, DCLin and DCLinDent)

~~8.~~ A1.11. A programme of study and examination for the degree of Doctor in/of ~~—~~ or Clinical Doctorate in/of ~~—~~ shall satisfy the following requirements:

~~i.~~ the aims and objectives of the programme shall be such that it will provide an education at an ~~i~~ intellectual level equivalent to that required for the PhD;

~~a.~~

~~ii.~~ the programme of study shall extend over a period of at least three years' full-time study or the part-time equivalent;

~~b.~~

~~iii.~~ the programme shall include a substantial research component, which is of a nature appropriate to the discipline concerned on which the final examination contributing to the award of the degree will be based (see also ~~7~~A1.11. ~~[div.]~~ and ~~7~~[vii.g] below);

~~c.~~

~~iv.~~ the results of the research shall be presented in the form of a thesis and/or research portfolio which makes a distinct contribution to the knowledge of the subject or its professional practice and affords evidence of originality shown by the discovery of new facts, the exercise of independent critical power, and/or innovation in practice. The minimum length of the thesis and/or portfolio shall be not less than 25,000 words and be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;

~~d.~~

~~v.~~ the programme shall, in addition to the thesis and/or research portfolio, include elements of a practical/work-related/professional nature and formally taught elements appropriate to support its academic objectives;

~~e.~~

~~vi.~~ the elements listed at 7[e] shall be assessed by methods and at an intellectual level and at a time appropriate to the programme, and approved by Senate or its delegated authority. Such assessment shall normally involve at least one examiner external to the University;

~~f.~~

~~vii.~~ the final examination contributing to the award of the degree shall be designed (i) to test the thesis against the stated requirements (see 7[d] above) and (ii) to test the candidate's conceptual understanding of the integration of all elements of the course and their related assessment;

~~g.~~

~~viii.~~ the final examination shall include an oral examination of each candidate conducted by at least two examiners, one of whom shall be external to Queen Mary in accordance with the normal requirements for examiners for research degree programmes.

~~h.~~

#### Progression

~~9.~~ A1.12. A student must meet any programme or pathway requirements, and pass all taught / directed study modules for the current developmental year. Such modules are graded pass/fail for the purposes of the doctoral degree. Directed study assessment results including module marks, and progression decisions, will be considered at the relevant postgraduate Subject Examination Board.

~~10.~~ A1.13. The provisions of Section 5 of the Academic Regulations concerning postgraduate programme modules shall apply to professional doctorate programmes, in particular the regulations specifying the “Marks and grades for student performance in individual modules” and the “Requirements to pass a module”.

~~11.~~ A1.14. Students shall also be required to undertake a formal assessment in each developmental year of research-based study to confirm progression to the following year. The format of such assessments shall be outlined in the programme specification for each professional doctorate programme.

A1.15. Where a student misses a taught / directed study module assessment due to an approved certified absence or fails to meet the progression requirements for the current developmental year, the examination board may apply its discretion and, if it deems it appropriate, permit the student to progress.

~~12.~~

#### Eligibility for award

A1.16. To be eligible for award a student must pass all taught / directed study modules and satisfy the requirements for the examination of the research elements of the professional doctorate programme.

~~13.~~

#### Academic credit requirements for award

~~14.~~ A1.17. To be eligible for the award a student must:

i. take modules and research assessments to the value of 540 credits;

~~a.—~~

~~ii.~~ the research element of the programme will be worth a minimum of 270 credits;

~~b.—~~

~~iii.~~ the directed study element of the programme will be for a maximum of 270 credits;

~~c.—~~

~~iv.~~ modules may be assessed and awarded at level 7, up to a maximum of 180 credits at level 7 in total;

~~d.—~~

~~v.~~ a minimum of 360 credits must be assessed at level 8.

~~e.~~

#### Failure to meet requirements for award

~~A1.18.~~ A student who does not meet the requirements for award, but is entitled to re\_sit~~s~~ or re\_takes~~s~~, may elect to exit with the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award, where the requirements for those awards are met. The student shall then be ineligible to re\_sit or re\_take the failed modules, to meet the requirements for the professional doctorate programme.

~~15.—~~

~~16.~~ ~~A1.19.~~ A student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award. In such cases the progression and award regulations for the Postgraduate Diploma, the Postgraduate Certificate and the master's award shall apply as specified in Section 5 of the Academic Regulations concerning postgraduate programmes.

#### Doctor of Medicine (Research) (MD(Res))

~~17.~~ ~~A1.20.~~ The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.

~~18.~~ ~~A1.21.~~ The emphasis of the programme of study will be on the development in the individual student of:

~~i.~~ the ability to recognise and validate problems;

~~a.—~~

ii. original, independent and critical thinking and the ability to develop theoretical concepts;

~~b.~~

iii. a knowledge of recent advances within the field in related areas;

~~c.~~

iv. an understanding of research methodologies and techniques and their appropriate application within the research field;

~~d.~~

v. the ability to analyse critically and evaluate the research findings and those of others; and

~~e.~~

vi. an ability to summarise, document, report and reflect on progress.

~~f.~~

vii. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 50,000 words.

~~g.~~

~~19.~~ A1.22. The thesis shall:

viii. consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

~~a.~~

~~b.~~ [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

ix. form a distinct contribution to the knowledge of the subject and afford evidence of originality by ~~the~~ discovery of new facts and/or by the exercise of independent critical power;

~~c.~~

x. be an integrated whole and present a coherent argument;

~~d.~~

~~e.~~ [A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

~~xi.~~ give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;

~~f.~~

~~xii.~~ be written in English and the literary presentation shall be satisfactory;

~~g.~~

demonstrate research skills relevant to the thesis being presented;

~~xiii.~~

~~i.~~ be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals);

~~xiv.~~

~~h.~~ requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

~~xv.~~

## Appendix 2: Declaration on the availability of the thesis

Subject to paragraph 8.115 above, candidates for the degrees of MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DCLin, and DCLinDent will at the time of entry to the examination be required to sign a declaration in the following terms:

Declaration

1. [A2.1.](#) I authorise that the thesis I present for examination for the degree shall, if a degree is awarded, be deposited in the electronic institutional repository of the library of Queen Mary University of London and that, subject to the conditions set out below, it may be made available for public reference, inter-library loan and copying.
2. [A2.2.](#) I authorise Queen Mary or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
3. [A2.3.](#) I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: The copyright of this thesis rests with the author.
4. [A2.4.](#) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
5. [A2.5.](#) I understand that if my thesis is not approved by the examiners, this declaration will become void.

## Glossary

This appendix provides definitions of common words and phrases used in the regulations. Many terms are defined in detail within the regulations themselves; links have been provided where that is the case.

<a href="#">Academic credit</a>	An indicator of the amount and level of learning. The structure of academic credit and levels as applied to modules and programmes leading to awards of Queen Mary are detailed in the <a href="#">Queen Mary Academic Credit Framework</a> .
Academic level	The relative complexity, depth of study, and learner autonomy required in relation to a module in the context of its discipline. Each module and award is assigned a level from the following scale:  Level 3: Foundation or pre-degree      Level 6: Final Level 4: Introductory                      Level 7: Masters Level 5: Intermediate                        Level 8: Research
Academic year	A period running from 1 August to 31 July. The developmental years of most undergraduate programmes follow academic years, and policies and regulations are normally written by academic year. See also <a href="#">developmental year</a> , and <a href="#">calendar year</a> .
<a href="#">Accredited Prior Learning</a> (APL)	Prior, certificated study from another institution deemed equivalent to Queen Mary modules from which exemption is sought.
Award	Undergraduate and postgraduate certificates, diplomas, bachelors degrees, undergraduate and postgraduate masters degrees, and postgraduate research degrees. The awards offered by Queen Mary are detailed in the <a href="#">Ordinances</a> and the <a href="#">Academic Regulations</a> .
Calendar year	A twelve-month period. Many masters programmes run for a full calendar year, which may cross two academic years. See also <a href="#">academic year</a> ; <a href="#">developmental year</a> .
<a href="#">Classification Mark</a>	The weighted average of a student's performance, calculated in accordance with the regulations for the award, on which the classification is based for most awards. It is held to one decimal place.
Compulsory module	A module that must be taken to meet requirements for progression or award.
Core module	A module that must be taken and passed to meet requirements for progression or award. Core modules cannot be <a href="#">condoned</a> .
Co-requisite module	A module that must be taken at the same time as another, specified, module.
Credit	See ' <a href="#">academic credit</a> '.
Delegated authority	Where the authority invested in an individual or body is delegated to another individual or body for a specified purpose.
Developmental year	A year of a programme. Normally one academic year of full time study, during which a student is normally required to be registered for 120 credits of modules. Developmental years for part time students normally last two years. See also <a href="#">academic year</a> and <a href="#">calendar year</a> .

Dissertation/project	An extended piece of independent study assessed by an output report or extended essay. Comprises a significant part of most masters programmes.
Elective module	A module that a student may select from a specified list of options.
Element of assessment	An individual item of assessment. The assessment for a module may comprise several elements of assessment.
<a href="#">Enrolment</a>	A process by which individuals with offers of places to study become students of Queen Mary. New students must pre-enrol before enrolment, and returning students must re-enrol each year.
<a href="#">Extenuating circumstances</a>	Circumstances that are outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.
External examiner	A senior professional academic from outside Queen Mary who monitors the assessment process for fairness and academic standards.
<a href="#">Field of study</a>	The description of the modules passed by a student. Represented in the name of the programme and the title of the award conferred upon a student
<a href="#">First sit</a>	The repeat of all or part of a module's assessment following a certified absence at the first attempt due to extenuating circumstances acceptable to the examination board. A first sit replaces the first attempt and does not count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. First sit module marks are not capped.
<a href="#">First take</a>	The repeat of a module following failure at a previous attempt. This involves attendance and completion of all elements of the module, and submission of all assignments, whether assessed or not. First takes count towards the value of academic credit for which a student must normally be registered in an academic or developmental year. Module marks for first takes are not capped. First takes incur pro rata tuition fees.
<a href="#">Invigilated examination</a>	A timetabled summative examination that contributes in whole or in part to the module mark.
Level	See ' <a href="#">academic level</a> '.
Module	An approved block of teaching and learning leading to the award of academic credit and forming part of a programme of study.
Module assessment	Assessment of the performance of a student on a module. This may include a variety of elements and forms of assessment.
<a href="#">Module mark</a>	The overall module result. This may be a weighted aggregate of marks from several elements of assessment. It is held to one decimal place.
Notional study hours	The number of hours required to complete an academic credit, module, or programme.
Pathway	A specific combination of modules within a programme leading to a named award.

Prerequisite module	A specified module that must be taken before a second specified module can be taken.
<a href="#">Programme regulations</a>	The regulations for an individual programme of study, approved by the Senate, or its delegated authority.
Programme of study (programme)	A package of modules approved by the Senate, or its delegated authority, and leading to an award of Queen Mary or the University of London.
Progression	The process of moving from one developmental year to the next, or from the taught element to the dissertation or project element of a programme.
Project	See ' <a href="#">dissertation/project</a> '.
<a href="#">Qualifying mark/qualified failure</a>	A specified minimum mark that must be obtained in one or more elements of assessment in order to pass a module. This is in addition to, and distinct from, the requirement to achieve a pass in the module mark to pass the module. For example: 'Students must obtain a minimum aggregated and weighted coursework average of 30.0, and a minimum module mark of 40.0, in order to pass the module.'
Registration	A process by which a student signs up for modules of a programme of study.
Research students	Students registered for a programme of study specifically designated as a research programme. These have <a href="#">separate Academic Regulations</a> .
<a href="#">Resit</a>	The repeat of all or part of a module's assessments, following failure at a previous attempt. Resits do not involve the repeat of attendance for the module. They do not count towards the value of academic credit for which students must normally be registered in an academic or developmental year.
<a href="#">Retake</a>	The repeat of a module following failure at a previous attempt. Retakes involve attendance and completion of all elements of the module, and the submission of all assessments. They count towards the value of academic credit for which students must normally be registered in an academic or developmental year. Retakes incur pro rata tuition fees.
<a href="#">Special regulations</a>	Programme or module regulations that diverge from the general Academic Regulations for good reason, approved by the Senate or its delegated authority. These are detailed in Sections 6-7 of the Academic Regulations.
Students	Students of Queen Mary. <a href="#">Ordinance C1</a> describes, 'persons who are students of QMUL and associate students of QMUL'. The Academic Regulations apply to all students undertaking undergraduate or postgraduate study at Queen Mary and any person whom the Senate declares to be a student of Queen Mary.
Taught component/taught modules	The parts of a programme delivered as taught modules, as opposed to dissertations or projects. The term is generally used in relation to postgraduate programmes.
Total credit value	The total amount of academic credit required for an award.
Threshold requirement	A progression requirement for certain programmes. Students must achieve a year - or aggregate - average (threshold) to progress to the next developmental year. This is in addition to the credit requirements for progression.

## Delegations of the Senate

‘Delegated authority’ refers to where the authority invested in an individual or body is delegated to another individual or body for a specified purpose. This section details cases in which the Senate of Queen Mary delegates its authority to other individuals or groups within the context of the Academic Regulations.

Regulation	Delegation
1.8	Authority for the consideration of achievement, progression, awards, and other related matters for taught programmes is delegated to the Subject and Degree Examination Boards.
1.9	Authority for the management of academic quality and standards, including development of academic policy, is delegated to the Education Quality and Standards Board.
1.10	Authority for the consideration of achievement, progression, and awards for research students, and programme approval and amendment for research programmes, is delegated to the Research Degrees Programmes and Examinations Board (RDPEB).
1.11	Authority for the approval, amendment, and withdrawal of taught programmes of study is delegated to the Taught Programmes Board.
1.11	Authority for the approval, amendment, and withdrawal of modules is delegated to school- and institute-level Education Committees.
1.12	Authority for the development, approval, management, and review of partnerships and other initiatives with external partners is delegated to the Partnerships Board.
1.19	Authority for the approval of special regulations is delegated to the Education Quality and Standards Board (for award-level regulations) and to the Taught Programmes Board (for programme and module level regulations, including assessment regulations). Approval is subject to the conditions stipulated in the regulation.
1.21	Authority for the approval of a suspension of regulations is dedicated to a named role(s) by the Principal as Chair of Senate. At the time of publication this is the Director of Governance and Legal Services and the Director of Registry Services. As stated in the regulation, suspension also requires approval from either the relevant Subject and Degree Examination Boards (or their Chairs), or a Head of School/Institute/Directorate or equivalent. Any request should be submitted to the Academic Quality and Standards team in the Directorate of Governance and Legal Services (UG and PGT requests) or the Research Degrees Office in the Directorate of Registry Services (PGR requests) in the first instance.
2.1	Authority to approve general admissions requirements is not delegated. Authority to approve programme-specific requirements for entry to Queen Mary is delegated to the Taught Programmes Board and the Vice-Principal (Education) or their nominated Deputy.
2.2	Authority to refuse admission to an applicant who has previously been registered on a programme with significant overlap to that being applied for, and to grant exceptions to that rule, is delegated to the Head of Admissions (or nominee).
2.8	Authority to grant direct entry with APL to the final year of a programme in exceptional circumstances where the conditions of this regulations are met is delegated to the Head of Admissions (or nominee).

- 2.9 Authority to deregister a student found to have secured admission to Queen Mary on the basis of false or cancelled qualifications, documents or statements is delegated to the Vice-Principal (Education), on the recommendation of the Head of Admissions (or nominee).
- 2.19 Authority to permit a person not registered or enrolled on a Queen Mary programme to use Queen Mary facilities is delegated to the Vice-Principal (Education), on the recommendation of a Head of School/Director of Institute.
- 2.28 Authority to impose an interruption of study or deregistration on a student who does not undertake or does not disclose the results of a required medical examination is delegated to the Vice-Principals (including the Deputy Vice-Principals). Authority to impose restrictions of activity while assessments are ongoing is delegated to the Deans for Education (or nominees).
- 2.30 Authority to impose an interruption of study or deregistration on a student who is not deemed fit to study or practise after a required medical examination is delegated to the Vice-Principals (including the Deputy Vice-Principals).
- 2.31 Authority to specify health conditions that must be reported to Queen Mary by students on medical or dental programmes is delegated to the Vice-Principal (Health) (or nominee).
- 2.43 Authority to grant an exception to the rule that an applicant who withdrew or was deregistered from a programme of study cannot apply for a new programme at Queen Mary within 12-months of withdrawal/deregistration is delegated to the Head of Admissions (or nominee).
- 2.42 Authority to extend the maximum duration of study for an individual student is delegated to the Director of Registry Services (or nominee).
- 2.49 Authority to permit a student to change programme where the requirements of the regulation are met is delegated to the relevant Head of School/Director of Institute. A change of programme for an applicant or first year student requires additional approval from the Head of Admissions (or nominee).
- 2.50 Authority to permit concurrent study is delegated to the Head of Admissions (or nominee).
- 2.54 Authority to allow a part-time mode of study for an individual student where part-time study is not normally available is delegated to the Director of Registry Services (or nominee) on the recommendation of a Head of School/Director of Institute.
- 2.68 Authority to exempt a student from a core module and replace it with an alternative (subject to the conditions of the regulation) is delegated to the Director of Registry Services (or nominee) on the recommendation of the relevant Head of School/Director of Institute (or nominee).
- 2.75 Authority to approve arrangements for the conversion of credits and marks for modules studied abroad is delegated to the Education Quality and Standards Board.
- 2.114 Authority to approve the field of study for a programme (as part of the programme approval process) is delegated to the Taught Programmes Board.
- 2.126 Authority to approve an aegrotat award is delegated to the Principal and President, based on the recommendation of a Subject Examination Board and the endorsement of the relevant Degree Examination Board (or the respective Chairs of the Boards).

- 2.130 Authority to revoke an award is delegated to the relevant Degree Examination Board (or Chair) where revocation would be in a graduate's favour. A revocation not in a student's favour required approval from the Principal, as Chair of the Senate.
- 8.13 Authority to extend the enrolment of an associate research student beyond 12-months is delegated to the faculty Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. Requests will be raised through the admissions process or on the request of a school/institute.
- 8.14 Authority to permit an associate research student to enrol at Queen Mary for the duration of their research programme at their primary institution is delegated to the faculty Deputy Dean for Research (Research Degrees) on the recommendation of the Director of Graduate Studies.
- 8.15 Authority to permit the transfer of research student's registration from another institution to Queen Mary is delegated to the Director of Graduate Studies. Requests will be raised through the admissions process, in accordance with the specified time limits.
- 8.17 Authority to permit concurrent study elsewhere or at Queen Mary for research students is delegated to the Head(s) of School(s)/Institute(s) and the Director of Graduate Studies for the School/Institute where the student is registered. Consideration will be on a case-by-case basis, coordinated by the Research Degrees Office.
- 8.19 Authority to permit transfer between full- and part-time study for research students is delegated to the relevant Director of Graduate Studies, on the advice of the primary supervisor. Consideration will follow a request from the student supported by the primary supervisor and taking account of any limitations arising from any studentship.
- 8.20 Authority to permit transfer to 'writing up' status is delegated to the faculty Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. The primary supervisor must confirm that the student is expected to complete within one year.
- 8.26 Authority to permit interruption of a research studies programme for up to two years (or for a maximum period as prescribed by the terms of any studentship) is delegated to the Research Degrees Programmes and Examination Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.26 Authority to permit interruption of a research studies programme for a period of more than two years is delegated to the Director of Registry Services or their nominee. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.23, 8.31, 8.47 and 8.86 Authority to allow a research student to submit either before the minimum registration period or after the maximum registration period, or to extend the writing up period and/or period of registration is delegated to the Research Degrees Programmes and Examinations Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.48 Authority to extend a research student's maximum permitted duration of study for a period greater than 12-months is delegated to the Director of Registry Services or their nominee. Requests should be discussed with the Research Degrees Office in the first instance, which will seek approval from the Research Degrees Programmes and Examinations Board before seeking the approval of the Director of Registry Services or their nominee.
- 8.53 Authority to terminate the registration of a research student who fails to meet the requirements for progression is delegated to the Director of Graduate Studies following formal progression processes.

- 8.53 Authority to terminate the registration of a research student who fails to meet the minimum stated requirements for attendance or submission of work and/or completion of required activities is delegated to the Research Degrees Programmes and Examinations Board, on the recommendation of the faculty Deputy Dean for Research (Postgraduate Research). A recommendation from the primary supervisor following progress monitoring is reported to the Director of Graduate Studies for review, who if in agreement refers the recommendation to the faculty Deputy Dean for Research (Postgraduate Research) for consideration before referral to the Board for final approval.
- 8.59 Approval of an MPhil, PhD or EngD thesis title at the point of notifying entry for examination is delegated to the Director of Graduate Studies, as part of the examination entry process.
- 8.60 Approval of an MD(Res) or ResM thesis/dissertation title prior to registration for the programme is delegated to the Director of Graduate Studies, as part of the admissions process.
- 8.61 Approval of the subject and title of the thesis and/or research portfolio for the DrPS, DPsych, DClin and DClinDent awards is delegated to the Director of Graduate Studies and occurs after the equivalent of one year's full-time study on the research studies programme.
- 8.62 Approval of any change to the title of the thesis is delegated to the Director of Graduate Studies, with a written notification to the Research Degrees Office.
- 8.64 Responsibility for the appointment of supervisors and for ensuring that supervisors have had appropriate training is delegated to the Head of School/Institute, in accordance with the requirements of the Code of Practice for Research Degree Programmes.
- 8.65 Responsibility for the annual progress monitoring of research students is delegated to the Director of Graduate Studies, in accordance with the established requirements for progress monitoring that informs progression.
- 8.67, 8.68, and 8.70 Authority for the approval of progression requirements and procedures for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.
- 8.67 Authority to approve members of progression panels for research programmes is delegated to the Director of Graduate Studies, on the recommendation of the primary supervisor.
- 8.74 Authority to approve the deregistration of a research student who fails to meet their progression requirements is delegated to the Director of Graduate Studies, on the recommendation of the progression panel.
- 8.82 Approval of the examination entry procedure for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board, and is coordinated by the Research Degrees Office.
- 8.92 Authority to approve DrPS, DPsych, DClin and DClinDent award requirements is delegated to the Research Degrees Programmes and Examinations Board.
- 8.94 Authority to approve lower word counts for specific research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.

- 8.97 Authority to approve examiners for research programmes is delegated to the Research Degrees Programmes and Examinations Board, following nomination under the examination entry process.
- 8.102 Authority to approve the conduct of a research studies examination in a language other than English is delegated to the Research Degrees Programmes and Examinations Board, following an individual application to the Board setting out the reasons for the request.
- 8.123 Authority to award a research degree is delegated to the Research Degrees Programmes and Examinations Board, following review of the panel of examiners' reports and confirmation of their recommendation for award (coordinated by the Research Degrees Office).
- 8.125 Authority to posthumously award a research degree is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the stated procedure.
- 8.127 Authority to approve the extension of the 12-month restricted access period for a thesis is delegated to the faculty Deputy Dean for Research (Research Degrees), following an individual application setting out reasons for the request and why the circumstances are exceptional. Once a student has submitted the final copy of their thesis prior to award of the degree, the responsibility is delegated to Library Research Services.
- 8.134 Authority to approve the arrangements for collaborative research degrees is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.
- 8.136 Authority to revoke a research award is delegated to the Principal, on the recommendation of the Chair of the Research Degrees Programmes and Examinations Board or their nominee.
- 8.137 Authority to approve the requirements for a European Doctorate award is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.

**Queen Mary University of London**

**Code of Practice for  
Research Degree Programmes  
2024-~~255~~-26**

## Code of Practice for Research Degree Programmes MPhil, PhD, MD(Res), EngD, DClIn, DClInDent, DrPS

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## Code of Practice for Research Degree Programmes

### Introduction and scope

1. This Code of Practice (the Code) provides a framework of procedures and practices to support research students and their supervisors. It outlines the commitment made between Queen Mary University of London and research students for the provision of programmes leading to the award of a research degree (such as MPhil, PhD, MD (Res), EngD) and professional doctorates. It does not cover the degree of Master by Research (ResM). This edition of the Code of Practice takes precedence over previous versions.
2. Compliance with the Code of Practice is mandatory. The Code should be read in conjunction with the [Academic Regulations for Research Degree Programmes](#) and with related procedures approved by Senate or its delegated authority. In any issues of interpretation of the Code, the Academic Regulations always take precedence.
3. The Code takes into account the [UK Quality Code for Higher Education](#) (the Quality Code) Advice and Guidance on Research Degrees, in particular the Expectations and Core Practices of the Quality Code.
4. This document aims to meet the Quality Code's Guiding Principle 1 for research degrees that "provision of information is clear and accessible to research students and staff". This includes the availability of specific regulations and codes of practice for research degrees that are clear, regularly reviewed and accessible to research students and staff, including examiners.

### Framework for governance and quality assurance of research degrees

5. This section sets out the responsibilities for research degree programmes at Queen Mary. It identifies the roles and committees involved in making decisions about research degree programmes and those responsible for assuring the quality of the provision to research students and the academic standards of research degrees.

#### *Vice-Principal (Research and Innovation) and the Queen Mary Senior Executive Team*

6. The Vice-Principal (Research and Innovation) is responsible for providing strategic leadership on, and the delivery of, the research and innovation elements of the [Queen Mary Strategy 2030](#). The Vice-Principal's remit includes postgraduate research. The Vice-Principal is the Executive Chair of the Queen Mary Doctoral College. The Vice-Principal represents postgraduate research at the Queen Mary Senior Executive Team. The Queen Mary Senior Executive Team, chaired by the Principal, is the academic senior management team. It advises the Principal on the management of day-to-day business as well as the

university's long-term future, and is responsible for the development and implementation of the [Queen Mary Strategy 2030](#).

#### *Dean for Postgraduate Research and Director of the Doctoral College*

7. The Dean for Postgraduate Research is responsible for providing strategic leadership on postgraduate research and all research student matters. The Dean is appointed for a three-year term of office, with the possibility of extension. The Dean is a member of the Research and Innovation Board, chaired by the Vice-Principal (Research and Innovation).
8. The Dean for Postgraduate Research is the Director of the Doctoral College, responsible for the operational activities of the Doctoral College, and reports to the Vice-Principal (Research and Innovation). The Director is supported by the Doctoral College Team and the Research Degrees Office. The Doctoral College oversees strategy, training, and the student experience for research degrees. The Doctoral College works with the Research Degrees Office to assure the quality of research degree programmes and the examination of Queen Mary research students. The Doctoral College also works in partnership with academic schools and institutes, the Queen Mary Students' Union and Professional Services departments. The Doctoral College Management Group (DCMG) advises on this work and reports regularly to the Vice-Principal's Research Advisory Group. The Doctoral College Management Group is chaired by the Dean. The other members are the Faculty Deputy Deans for Research (Postgraduate Research), the Head of the Doctoral College, and the Assistant Academic Registrar (Research Degrees).

For information about the Doctoral College see <https://www.qmul.ac.uk/doctoralcollege/>

#### *Faculty Deputy Deans for Research (Postgraduate Research)*

9. There are three academic faculties: Humanities and Social Sciences; Science and Engineering; and the School of Medicine and Dentistry. There are also many interdisciplinary institutes spanning the faculties and disciplines. Academic departments are called Schools in the Faculties of Humanities and Social Sciences and Science and Engineering, and Institutes in the School of Medicine and Dentistry. The academic Schools and Institutes providing research degree programmes are organised within the three faculties. Each Faculty has a Dean for Research, responsible for the oversight and co-ordination of research activity in their respective Faculty. The Dean for Research delegates authority for postgraduate research to the Deputy Dean for Research (Postgraduate Research). The delegation cannot be transferred further to another individual. The Deputy Dean has specific responsibility for research degree students and programmes in their Faculty, and provides training and advice to academic staff.
10. The Deputy Deans work closely with the Dean for Postgraduate Research and are part of the Doctoral College. They are key members of the Doctoral College Management Group and the Research Degrees Programmes and Examinations Board.

### *Senate and the Research Degrees Programmes and Examinations Board*

11. Senate is the committee with primary responsibility for oversight of the academic activity of Queen Mary including, amongst other things, academic standards, academic freedom and research. For information about Senate see <https://www.qmul.ac.uk/governance-and-legal-services/governance/senate>  
The Dean and the Vice-Principal (Research and Innovation) attend the Senate.
12. The Research Degrees Programmes and Examinations Board (RDPEB) has delegated authority from Senate to approve the appointment of examiners and the award of research degrees following the completion of the procedures for these processes, and applications for the interruption of studies and extension of registration. The Board also considers research degrees policies and processes, proposals for new research degree programmes, and reviews annually the Academic Regulations for research degrees and this Code of Practice. The Board is chaired by the Dean for Postgraduate Research, supported by staff in the Research Degrees Office. The members are the Faculty Deputy Deans for Postgraduate Research and a second representative from each Faculty from amongst the Directors of Graduate Studies. The Head of the Doctoral College is in attendance for the part of the meeting considering policies and processes.

### *Schools and Institutes*

13. At School/Institute level, the Head of School/Director of Institute is responsible for the quality of the student experience. Each School/Institute has a designated individual who takes responsibility for research and research student matters, typically a Director of Research. The responsibilities of the Director of Research for research student matters and decision-making are usually delegated to a School/Institute Directors of Graduate Studies. A School/Institute may appoint a Deputy Director of Graduate Studies to lead on a specific aspect of research degree matters, who reports to the Director of Graduate Studies. Delegated responsibilities cannot be transferred further to another individual without the approval of the Head of School/Institute.
14. Each School and Institute has identified members of Professional Services staff who are available to advise and support research students, and to support their School/Institute Director of Graduate Studies and their deputies.

### *Research Degrees Office*

15. Regulations for research degrees, studentship stipend payments and operational processes, including enrolment, management of student records and the examination and award process, are handled by the Research Degrees Office in conjunction with the Dean for Postgraduate Research, the Faculty Deputy Deans for Postgraduate Research, and the Vice-Principal (Research and Innovation). Policy documents, guidelines and other information can be found on the [Research Degrees Office webpages](#).
16. Research studies programmes that involve collaboration with other institutions or organisations are governed by any additional requirements set out in the agreements for such collaborative provision.

## Research environment

17. Schools/Institutes are responsible for providing their students with a sufficiently supportive and active research environment. Schools/Institutes wishing to accept research students must satisfy the following criteria:
  - [a] at least five research-active staff (academic staff and Principal Investigators);
  - [b] a target of a 4-year thesis submission rate (and equivalent for part-time students) in line with the Queen Mary Strategy.
18. New research studies programmes should be initiated and developed within Schools/Institutes that ~~fulfill~~fulfil the above criteria.
19. The Faculty Deputy Deans for Postgraduate Research work with the Dean for Postgraduate Research, their Faculty Dean for Research and School/Institute Directors of Graduate Studies within their Faculty to ensure the provision and enhancement of an appropriate research environment for research students.

## Selection and admission of students

20. Applications for admission to Queen Mary are considered in line with the [Admissions policies](#). General and programme-specific requirements for entry to Queen Mary are approved by the Senate, or its delegated authority. Entry requirements may be adjusted as Queen Mary deems appropriate, ~~and~~; it shall be published annually by the start of the relevant admissions cycle.

## Enrolment and registration

21. A student is required to enrol with Queen Mary at the start of their research degree programme and to register for the research studies programme. Research degree students may, with the agreement of their School or Institute, enrol at any one of the defined entry points during the year. The main enrolment points are in September, January and April. Exceptionally a student may enrol at other defined dates through the year at the request of their School/Institute. In such cases a student would be permitted to enrol on the first working day of a particular month (excluding August, September and October when new students are expected to enrol at the beginning of Semester 1 in mid-September) with the approval of their School/Institute, the Admissions Office and the Research Degrees Office. The situations in which an exception might be made include: restrictions on external funding start and end dates; Clinical Research Fellows release dates from clinical duties to study in the Faculty of Medicine and Dentistry; and delayed decisions about immigration permission so long as the applicant had applied to Queen Mary and for their visa in sufficient time to allow these to be processed before the programme start date.
22. Exceptionally, a student may be permitted to enrol as an associate student and undertake a period of guided study and/or research, normally for a period of up to six months (and not exceeding twelve months) with specified conditions to be met for admission to the research studies programme. This period does not count towards the minimum

registration period required for award. Where the conditions of admission to the research studies programme are not met, the student is normally required to terminate their studies at the end of the period of registration as an associate student.

23. Students are required to re-enrol each academic year for the duration of the programme of studies (including during the period of writing-up of the thesis and examination) regardless of the mode of attendance and until their degree is awarded. Failure to re-enrol results in termination of registration. Research students are directed to review Queen Mary regulations and policies at the point of enrolment.
24. The minimum and maximum registration periods are specified in the [Academic Regulations](#).
25. Following submission of the thesis for examination a student continues to be enrolled fully on their programme of study until the degree is awarded or registration is terminated. The period of enrolment under examination is usually seven months, assuming an outcome of minor corrections and approval of the corrected thesis by the examiner(s). This period would be longer for outcomes requiring a longer period to make corrections.

## Induction

26. Responsibility for student induction is shared between the School/Institute and the Doctoral College. Both the Doctoral College and Schools/Institutes should provide induction to their students.
27. The Doctoral College induction will cover:
  - [a] introduction to the overarching governance of research degree programmes at Queen Mary;
  - [b] introduction to the Doctoral College and its activities and support for students;
  - [c] introduction to the general structure of research degree programmes and arrangements for the monitoring of progression;
  - [d] introduction to the support available from the Research Degrees Office;
  - [e] introduction to research and professional/technical support services;
  - [f] details about opportunities and requirements for research and transferable skills development, and the training provided by the Researcher Development Team in the Queen Mary Academy;
  - [g] expectations on attendance, hours of work and holiday arrangements;
  - [h] arrangements in the event of inadequate progress;
  - [i] who to contact in the event of a problem or complaint;
  - [j] introduction to policies and procedures on research integrity and ethics, plagiarism and research misconduct, and training; and
  - [k] advice on Queen Mary services including central library and computing services, and support services such as Advice and Counselling, and the Careers Service.
28. Schools and Institutes must also provide appropriate and complementary induction activities for research degree students, including:
  - [a] introduction to the structure and research portfolio of the School/Institute;

- [b] introduction to research and professional/technical support services in the School/Institute;
  - [c] introduction to the School/Institute structure of the research studies programme and arrangements for supervision and the monitoring of progression;
  - [d] wider academic opportunities (seminars, journal clubs, research networks) including opportunities for meeting other research students and staff and opportunities to present research to peers;
  - [e] teaching opportunities;
  - [f] skills training available within and outside the School/Institute;
  - [g] mechanisms for providing feedback to the School/Institute, including opportunities for representation on relevant committees such as Staff Student Liaison Committees.
  - [h] health and safety procedures;
  - [i] advice on personal safety and security;
  - [j] how to raise concerns and/or make a complaint within the School/Institute.
29. It is the School/Institute's responsibility to provide a handbook or guidance notes for research students and to review the handbook each year to ensure that it reflects any changes in regulations or policies relating to research degrees. Information related to induction must be included in the handbook for research students.
30. Students will have an initial meeting with their primary supervisor as soon as possible following the beginning of their programme. This meeting will cover:
- [a] the nature of the supervisory relationship and composition of the supervisory team, including responsibilities and expectations;
  - [b] discussion of the research topic proposed, initial routes of enquiry and objectives;
  - [c] identification of initial training needs and formulation of a training plan;
  - [d] recording supervision meetings using the Supervision Log on MySIS; and
  - [e] how the student's progress will be assessed.

## **Attendance**

31. Full-time students are expected to undertake a full study week of 35 hours on their research studies.
32. Part-time students should reach an agreement with their supervisors at the start of their registration as to the proportion of time they will spend on their research degree programme to enable them to submit within the prescribed period. The Academic Regulations for Research Degrees state that the workload of a part-time student is deemed to be 50% of that of a full-time student. It is recognised that the time a part-time student may spend on their studies may vary through the course of the programme. Any arrangement agreed should not compromise submission time within the prescribed maximum period of registration.
33. A student is expected to continue in the same mode of study for which they originally registered (full-time or part-time study). Requests from students to transfer between full-

time and part-time status are approved by the Director of Graduate Studies. The request should usually be to make a permanent change to mode of study.

34. It is expected that, usually, students beginning their studies ~~with effect from~~ within the 2022-23 academic year will be resident in the UK for ~~the majority of most of~~ their research studies, before transferring to writing-up status. This will enable students to attend regular supervision meetings in person with their supervisory team, attend doctoral training and research activities as required by their School/Institute, and to use the research facilities provided by Queen Mary. This will ensure that the student receives the support, mentoring, training and access to research resources and facilities required to complete their research successfully. Exceptions to these requirements include activities that are an essential part of a student's studies e.g. fieldwork, study visits or conference attendance, and the location of study once a student has transferred to writing-up status. Other exceptions must be agreed by the student and their supervisor with the approval of the Director of Graduate Studies. For students who enrolled during the Covid pandemic and have not yet transferred to writing-up status, study location should be considered on an individual basis and approved by the Director of Graduate Studies.
35. Exceptionally, students may be permitted to undertake ~~the majority of most of~~ their studies at a research organisation external to Queen Mary, as part of a formal agreement or contract, with joint supervision provided by staff at Queen Mary and the partner research organisation.
36. All students should agree their holiday periods with their primary supervisor. For full-time students the annual holiday entitlement is 30 working days plus the eight UK public holidays and the four Queen Mary closure days. Holiday entitlement is pro rata for part-time students and for parts of a year. Students working in collaboration with non-academic partners are expected to bear in mind their obligations to those partners in planning leave. Excessive absences must be reported to the Head of School/Institute and the Director of Graduate Studies via normal progress report procedures.
37. Students may not be absent without permission from their supervisor. In cases of illness or injury, the student should inform their supervisor(s) and the School/Institute of absence from studies. On the eighth day of the student's sickness (including non-working days) the student should supply a doctor's certificate for any further absence and provide this to the School/Institute research student administrator. Where a student is expected to be absent for more than one month, whether consecutively or cumulatively, the student must apply to interrupt their studies (see 74-83 below).
38. If a student is experiencing difficulties in their general attendance or their submission of work does not meet the School/Institute requirements, this should be discussed with the supervisory team, and the Director of Graduate Studies if appropriate, to see what support might be offered to the student to resolve any study difficulties.
39. ~~If a student~~ Students who consistently misses supervision meetings and/or other School/Institute activities that they are expected to attend, and/or ~~does~~ not submit work or ~~misses~~ deadlines as agreed with their supervisory team, ~~then a student's~~ may have their registration with Queen Mary ~~may be reviewed~~ by the School/Institute. Queen Mary may terminate the registration of a student who fails to meet the progression requirements for

the research studies programme or where their general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.

40. International students with student immigration permission sponsored by Queen Mary may be at risk of having their visa curtailed if they do not engage regularly and consistently with their research studies programme. The Advice and Counselling Service provides support to international students on immigration matters. Please see <https://www.welfare.qmul.ac.uk/international> for further information.

## **Supervision**

41. The School/Institute's Director of Graduate Studies is responsible for establishing supervision arrangements for each student that conform to this Code, and may be required to report on these arrangements to the Faculty Deputy Dean for Research.

### **The Supervisory Team**

42. Each research student will have an identified primary supervisor who is their main point of contact with the School/Institute and must be a member of academic staff at Queen Mary (whether Teaching & Research, Teaching & Scholarship, or Teaching & Professional Practice), as part of their supervisory team.
43. Each supervisory team must normally include at least two members of academic staff from Queen Mary, of which either the primary or secondary supervisor or both must be research-active. The primary and second supervisors' contract periods will normally extend to cover at least the expected duration of the student's research programme. Additional members of the supervisory team can include members of post-doctoral research staff, industrial partners or other external collaborators. The division of roles and responsibilities between members of the supervisory team will be clearly set out and agreed with the student at the start of the research programme, and when any changes are made to the team.
44. Barts Health NHS Trust staff who hold a current honorary contract with Queen Mary at the level of Senior Lecturer, Reader or Professor, and who meet the other supervisor requirements set out in this Code, may act as a primary or secondary supervisor subject to approval by the institute Director of Graduate Studies or the Faculty of Medicine and Dentistry Deputy Dean for Postgraduate Research. A primary supervisor who holds an honorary Queen Mary contract must be partnered with a second supervisor who is a member of Queen Mary staff (not an honorary contract holder) and who meets all the supervisor requirements in this Code.
45. If the primary supervisor identified for a student has not previously been part of a successful supervisory team (supervising a student to a timely completion) then co-supervision arrangements must be put in place and the second academic supervisor must have experience of supervising a research student through to timely completion. Together the co-supervisors will jointly undertake to ensure that the responsibilities of supervisors are met. Only one supervisor can be designated as the primary supervisor.

46. The second supervisor may be appointed from the members of research active staff at another UK University or Research Institute if this is specifically required by the studentship funding scheme or other collaborative agreement between Queen Mary and the research organisation. External second supervisors must be able to provide evidence that they have completed PhD supervisor training and meet the supervisor criteria required within their own institution, and agree to follow Queen Mary policies. In these instances another Queen Mary member of staff, who meets the supervisor requirements, must be appointed as an additional supervisor. Supervisory arrangements where an external second supervisor is proposed must be approved by the School/Institute DGS.
47. Supervisors will normally have a maximum of 8 research students for whom they act as primary supervisor. Allocation of supervisory responsibilities will take into account other duties and professional commitments. Supervisors should have sufficient time for adequate contact with each of their research students to carry out their responsibilities effectively.
48. If the primary supervisor leaves Queen Mary the School/Institute must appoint a suitable replacement, normally the existing second supervisor. A departing primary supervisor may continue as an external member of the student's supervisory team, but in all cases a replacement primary supervisor must be appointed to act as the main point of contact with Queen Mary as well as a new second supervisor if appropriate.
49. Temporary arrangements will be made by the Director of Graduate Studies to cover periods of prolonged absence on the part of supervisors (for example, parental or sick or unpaid leave). During periods of research leave (sabbatical or otherwise), it is the normal expectation that supervisors continue in their role. Supervisors should discuss this matter with their Head of School/Institute as part of the approval process for their leave application, and inform their Director of Graduate Studies in good time if leave has been granted. In very exceptional circumstances, where adequate supervision would not be possible during research leave and the other member(s) of the team are unable to take a leading role in supervision, the Director of Graduate Studies will make temporary alternative arrangements. Their nature will also take into account the length of the leave.
50. Any problems with the operation of the supervisory team or the supervisory relationship in general should be reported to the Director of Graduate Studies in the first instance. If the student does not wish to discuss the matter with the Director of Graduate Studies, the student may report the matter to the Head of School/Institute or the Faculty Deputy Dean for Research.

### **Supervision meetings and the Supervision Log**

51. For the purposes of paras. 48-50 a supervision is defined as a sustained conversation between supervisor(s) and a student about the student's research and research training. The nature of different disciplines means that supervisory practice will take a variety of forms. Supervision may include for example, one-to-one meetings, telephone conversations or video-link/online meetings. Opportunities are also made available for research students and supervisors to meet informally. Research group meetings, lab meetings and email conversations are not supervision meetings.

52. There should be a minimum of ten supervisory meetings per academic year for full-time students (pro rata for part-time students) held at regular intervals up to submission of the thesis for examination. This is broadly equivalent to one meeting per month for full-time students and one meeting every two months for part-time students, taking into account holiday periods. Supervision meetings may be held with any member of the supervisory team. Meetings should normally take place in person, but may take place via other means as described in para. 51 if all participants are in agreement.
53. Keeping a record of supervisions which students and supervisors may refer to quickly and easily is key to successful supervision. Under the requirements of the UK Quality Assurance Agency, and for international students, UK Visas and Immigration, Queen Mary must also be able to demonstrate that students are receiving sufficient supervision and that they are engaged in their studies. To fulfil both of these responsibilities, students and supervisors must use the on-line Supervision Log, accessed through MySIS. Students must record supervision reports on the log. It is the responsibility of both students and supervisors that supervisions are recorded on the log at: <https://mysis.qmul.ac.uk> -in the Research Student Data area (guidance notes are available in MySIS).
54. Full-time research students should enter a minimum of ten reports on the Supervision Log per academic year. Part-time students should enter a minimum of five reports on the log per academic year. Reports should also be recorded on the Supervision Log during a period of making corrections to the thesis identified by the examiners. Failure to use the log in line with the recommendations in the Code may be taken as evidence of lack of engagement with studies when reviewing a student's academic progress and continued registration on their programme.

### **Responsibilities of supervisors**

55. Primary supervisors will:
  - [a] be sufficiently knowledgeable in the student's area of research and the research ethics and ethical matters specific to this area to provide advice for the duration of the student's studies, including a period of revision when a student has been required to make corrections to their thesis after the examination;
  - [b] arrange the first meeting with the student as soon as possible following initial enrolment on the programme, and thereafter meet the student according to a mutually-agreed schedule, to monitor progress and review the programme for future work;
  - [c] respond to student reports on supervision meetings with the primary supervisor through the Supervision Log, ideally within one week of the student logging a report. This responsibility is shared with other members of the supervisory team. Any member of the supervisory team may respond to a report;
  - [d] advise the student to be aware of, and that they should comply with, Queen Mary policies on health and safety applying to their research, and provide information on any School/Institute policies and guidance;

- [e] give advice on scheduling work and longer-term planning towards timely submission of the research thesis and completion, and to provide advice and help when difficulties occur;
- [f] request written work as appropriate according to an agreed timetable, and provide honest and constructive criticism, either orally or in writing. Written work should normally be returned according to a mutually agreed timetable, and students should be advised at the time of submission if other responsibilities will prevent this being achieved;
- [g] assist the student in identifying research and other training needs at the beginning of the research programme, and in reviewing these needs over the course of the programme's duration. This assessment and review should be done by completing the Skills Assessment and Personal Development plan with the student at the start of their research studies. The plan should be reviewed before every annual progression meeting. To download the plan click here: <https://www.qmul.ac.uk/doctorscollege/skills-training/skills-development/>
- [h] provide supervision and arrange access to facilities during a period of revision when a student has been required to make corrections to their thesis after the examination;
- [i] be sufficiently knowledgeable of the research ethics and ethical matters specific to the student's area of research to be able to advise the student on Queen Mary policies on research integrity and training, including whether the student should obtain research ethics approval and, if necessary, to do so before the project begins, a Disclosure and Barring Check (DBS) or undertake a risk assessment before the research in question is undertaken. Information about Queen Mary research policies is available from the Queen Mary [policy zone](#) and the [Queen Mary Ethics of Research Committee](#)..
- [j] advise the student on discussing work or sharing any data with third parties (bearing in mind the need to maintain confidentiality), and introduce them to other scholars in the field;
- [k] monitor the student's progress and inform them if it is not satisfactory, and report issues on student progress to the Director of Graduate Studies if appropriate;
- [l] inform the School/Institute Director of Graduate Studies, the Research Degrees Office, and any funding body if the student ceases to attend regularly, or fails to progress over a prolonged period;
- [m] approve examination entry on MySIS and submission of the thesis for examination which requires the supervisor to sign the thesis submission form;
- [n] nominate through MySIS potential internal and external examiners for the student's final examination and arrange a mutually convenient date and place for the oral examination;

[o] respect and adhere to the Queen Mary Charter “[Our Community](#)” and the [Dignity at Work and Study policies](#), behaving honestly and with integrity at all times.

56. If the primary supervisor changes, part way through a student’s studies or in the later stages of writing the thesis, the responsibilities of the new primary supervisor may be different to those required earlier in the student’s research studies. The role of the new primary supervisor will be considered in relation to the stage of the student’s research studies and the contribution of the second supervisor and the supervisory team, as a whole. The role of the primary supervisor may change from leading advice on research studies to guiding the student through the writing and examination process and other members of the supervisory team will provide the subject expertise, or the departing primary supervisor may continue as an external member of the student’s supervisory team. If the revised supervisory team considers that the stage of the student’s studies requires research specialist knowledge and this is not available within Queen Mary, the Director of Graduate Studies may be asked to consider if input from an external with research specialist knowledge of the student’s research field may be arranged. The division of roles and responsibilities between members of the supervisory team will be clearly set out and agreed with the student when any changes are made to the team.
57. The second supervisor is an integral and essential part of the supervisory team. Their precise role and input will be different for each student, and is dependent on circumstances surrounding the project, the student and the relationship with the first supervisor. The general expectations of the second supervisor are that they:
- act in an advisory role to both the student and, if required, the first supervisor;
  - may have oversight of the research programme with respect to the progression and development of the student (particularly where the first supervisor may not have substantial supervision experience);
  - act as a point of contact for the student on academic and pastoral issues;
  - may complement the expertise of the first supervisor in driving the research project forward; and
  - provide continuity of supervision in the event of the first supervisor leaving Queen Mary or being absent.
58. All new supervisors must undertake the training for this role provided by the Doctoral College. All supervisors must undertake ‘refresher’ training, which may be provided at Faculty or School/Institute level, every two years. Attendance at supervisor training is recorded on HR staff records and is monitored by Schools and Institutes and the Doctoral College.

## Responsibilities of students

59. Students will:

[a] work diligently on the programme of research and aim to complete the programme and submit the thesis within the agreed time frame. For example:

<b>Programme length</b>	<b>Thesis submission deadline from initial date of enrolment</b>
Four years full-time	3 years 364 days
Five years full-time	4 years 364 days
Seven years part-time	6 years 364 days

Students who have changed their mode of study from full-time to part-time (and vice versa), interrupted their studies, or have been granted an extension to their period of registration will have a different thesis submission deadline to the guide above. Each student's thesis submission deadline is shown in their MySIS details page. Please contact the Research Degrees Office with any queries about the thesis submission deadline.

To submit their thesis for examination a student must submit an electronic copy of their thesis to the Research Degrees Office in the approved format (a digital (PDF) file) by email to [researchdegrees@qmul.ac.uk](mailto:researchdegrees@qmul.ac.uk). The email submitting the thesis with the thesis submission form must be received in the RDO by 23:59 hours on the thesis submission deadline.

[b] take overall responsibility for their research and the work produced;

[c] carry out research in compliance with Queen Mary and School/Institute health and safety policies;

[d] take a pro-active role in discussing with the supervisory team the type of guidance and comment that is most helpful at different points in the progress of the research;

[e] agree a schedule of meetings with the supervisory team, and attend these promptly;

[f] full-time research students must submit a minimum of ten reports on the Supervision Log per academic year. Part-time students must submit a minimum of five reports on the log per academic year. Reports should cover topics discussed at supervisory meetings and include any relevant training undertaken/courses attended;

[g] submit written material as required to a timetable agreed with the supervisor for comment and discussion, and respond honestly and constructively to comments and suggestions (although this does not alter the student's overall responsibility for the work);

- [h] attend any programme(s) of researcher development and research skills training, taught classes and research seminars as agreed with the supervisory team, or required by the School/Institute and the student's funding body;
- [i] record evidence of engagement with research and skills training on the Skills Points System. Students who complete 210 points of training by the submission of their thesis for examination will receive the Queen Mary Diploma in Researcher Development (see <https://www.qmul.ac.uk/doctorscollege/phd-students/training/skills-points-system/>);
- [j] conform to all Queen Mary policies on research integrity, and associated processes and training, including ~~submitting an application~~ applying for ethical approval for their research where necessary or a Disclosure and Barring Service (DBS) ~~application~~. Information about Queen Mary research policies is available from the Queen Mary policy zone at <http://www.arcs.qmul.ac.uk/policy/index.html>; Information about how to access the research integrity training course is available from the Doctoral College here <https://www.qmul.ac.uk/doctorscollege/skills-training/research-integrity-training/>
- [k] inform the supervisory team of any problems or difficulties when they arise;
- [l] submit reports for assessment and other work to inform decisions about their progress as required;
- [m] enrol as a student of Queen Mary at the beginning of the programme of study, and re-enrol subsequently at the start of each academic year until the degree is awarded;
- [n] monitor their @qmul.ac.uk email address issued to them at enrolment to ensure they are receiving all formal communications from Queen Mary. Official emails relating to periods of re-enrolment, progression or status transfers etc. will only be sent to this address, regardless of whether the student subsequently receives an additional departmental email address. It is the student's responsibility to set up forwarding from their official account to other addresses as needed / appropriate;
- [o] respect and adhere to the Queen Mary Charter "[Our Community](#)" and the [Dignity at Work and Study policies](#), behaving honestly and with integrity at all times.

## **Responsibilities of Directors of Graduate Studies**

60. The Head of School/Director of Institute delegates responsibility for research student matters through the Director of Research usually to the Director(s) of Graduate Studies to carry out the following duties as appropriate:

### **Oversee and monitor provision within the School/Institute**

- [a] Oversee the admissions process for research degrees. The DGS or designated lead for graduate admissions will ensure before recommending an offer that the topic identified is appropriate for a research degree, that the necessary research facilities and research training can be provided, and that appropriate supervision

is in place for the expected duration of the programme. The DGS or other designated lead for research student admissions should approve all admissions offers.

- [b] Directors of Graduate Studies are responsible for all research students with primary registration in their School/Institute, including students on Master by Research programmes. In cases of co-supervision across schools, the DGS in the School/Institute in which the student is registered approves decisions, liaising with the DGS in the other School/Institute as appropriate.
- [c] Ensure that an appropriate primary and second supervisor or supervisory team is appointed for each student.
- [d] Ensure that all research students are aware of pastoral care arrangements within the School/Institute.  
(Directors of Graduate Studies are encouraged to attend the Queen Mary courses on Student Support, and Supporting Mental Health and Wellbeing in PGRs: guidance for supervisors.)
- [e] Ensure that all staff appointed as supervisors are appropriately trained for their role.
- [f] Monitor levels of supervision and reports on the use made of the Supervision Log.
- [g] Ensure that internal examiners with limited examination experience are appropriately trained for the role, on the request of the Faculty Deputy Dean for Postgraduate Research or the Research Degrees Programmes and Examinations Board.
- [h] Monitor issues arising from reports from research degree examiners and recommend appropriate action.
- [i] Attend appropriate Faculty and School/Institute committees, for example the Graduate Studies Committee and/or Directors of Graduate Studies Forums, and disseminate information back to Schools/Institutes.
- [j] Carry out an annual review of research degree programmes for their School/Institute, meeting with the Faculty Deputy Dean for Research.

### **Develop and review School/Institute policy on progression requirements**

- [k] Oversee the monitoring of student progress in accordance with the Academic Regulations and the Code of Practice.
- [l] Liaise with the Research Degrees Programmes and Examinations Board, via their Deputy Dean for Research, as appropriate, with regard to interruptions of study, extensions of thesis submission dates, nomination of examiners and examination outcomes, and withdrawal and de-registration from Queen Mary.
- [m] Approve formal progress and status reviews on behalf of the School/Institute.

### **Develop and review School/Institute policy regarding student feedback and complaints**

- [n] Receive and deal with student complaints and problems in the first instance.
- [o] Ensure suitable alternative supervision arrangements in the case of breakdown of relations between a supervisor and the student or where a change of supervisor is desirable. In case of absence or the departure of the primary supervisor or

- secondary supervisor, ensure that adequate arrangements are made for the student's continuing supervision.
- [p] Ensure that appropriate student feedback mechanisms are in place within the School/Institute, for example research student representation on the Student Staff Liaison Committee and/or Research Committee and encourage engagement with, and review results of, student surveys.
- [q] Ensure that each School/Institute has, as a minimum, at least one research student Course Representative to attend Student-Staff Liaison Committees or equivalent.

### **Oversee and monitor research training and skills development**

- [r] Oversee and encourage student engagement with School/Institute research training programmes, and all other research and professional development training.
- [s] Ensure that all students receive appropriate training before commencing any teaching.
- [t] Encourage students to use the Skills Points System to record training and research activities.
- [u] Ensure that supervisors are completing the Skills Assessment and Personal Development Plan at the start of their student's research studies and reviewing this annually with each of their students. The plan should be discussed at annual progression review. Information is provided at <https://www.qmul.ac.uk/doctorscollege/skills-training/skills-development/>

### **Progression and review**

61. The supervisor is responsible for regular reviews of student progress and will inform the student and Director of Graduate Studies if progress is not satisfactory.
62. The Academic Regulations for Research Degrees outline the parameters for each of the progression points and outcomes, including transfer to writing-up status. It is the responsibility of the Director of Graduate Studies to ensure that students' progression is assessed in accordance with the Regulations and published procedures.
63. The requirements for progression are set by each School/Institute. These should usually include the submission of written work by the student, a training needs analysis review using the Skills Assessment and Personal Development Plan (<https://www.qmul.ac.uk/doctorscollege/skills-training/skills-development/>) jointly prepared by the student and their supervisory team, completion of online training in research integrity in advance of the first year academic progression review (introduced in 2022-23), a written report by the primary supervisor and/or supervisory team, and an oral examination. Other requirements for certain programmes may be specified in School/Institute guidance. Progression decisions are made by the Director of Graduate Studies following a report on the student's progress from a progression panel. Decisions are recorded on MySIS. Information about how to access the research integrity training

course is available from the Doctoral College here

<https://www.qmul.ac.uk/doctoralcollege/skills-training/research-integrity-training/>

64. Progression is a formal process that permits a student to continue to the next stage/period of their research studies programme. A progression panel is set up to discuss and review progress with the student. The panel must include at least two people. The Chair of the panel should have experience of being a Queen Mary primary supervisor who has taken their student successfully through one annual progression review event. At least one member of the progression panel should be independent of the student's supervisory team. Decisions on progression must be taken by members of the panel who are independent of the supervisory team. A student who fails to progress on the first assessment will be allowed a second attempt. Students may be deregistered if they have not achieved progression after two attempts.
65. Progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. If the Director of Graduate Studies is a member of a student's academic progression panel making the recommendation about the student's progression outcome, they cannot make the final progression decision. The final decision must be made by another member of academic staff in the school/institute with responsibility for postgraduate research programmes, such as a Deputy Director of Graduate Studies or the Director of Research, who has not have been involved in the student's progression review.
66. Schools/Institutes also put in place arrangements for the regular monitoring and assessment of student progress. First year progression for a full-time student on a PhD, MPhil, MD(Res) or EngD programme takes place between 6 to 9 months after registration on the research studies programme. For a part-time student on a PhD, MPhil, MD(Res) or EngD programme this takes place between 12 to 18 months after registration on the research studies programme. For full-time students there should be a formal annual review of progress in each year of study following first year progression at 18-24 months and 30-36 months. For part-time students there should be a formal biennial review of progress at 36-48 months and 60-72 months (i.e. every two years). It is recommended that part-time students should complete an annual review in the intervening years. A progression review should be held in the third year (full-time) or sixth year (part-time) of study if the student is not in the process of transferring to writing up status. This review should consider the timing of transfer to writing up status and the sources of funding for fees if the student has an award that is coming to an end or has finished. The requirements for each research degree programme are specified in School/Institute guidance. Reports on progress are made to the Director of Graduate Studies to consider and approve.
67. Progression for students on Professional Doctorate programmes (DrPS, DPsych, DCLin and DCLinDent programmes) is assessed as outlined in School/Institute guidance.
68. The outcomes of formal progress reviews are recorded on MySIS by Schools and Institutes so that the student's central record is updated appropriately.

## **Transfer to writing up status**

69. Transfer to writing up status is an academic progression point. In order to transfer to writing up status, a student is required to have completed all experimental work or collection of material related to their thesis<sup>1</sup>, to have passed second year progression (or equivalent for part-time students) and, in the judgement of the supervisor, be in a position to submit the thesis within 12 months. Schools/Institutes may stipulate additional requirements for approving transfer to writing up status. A student can apply to transfer to 'writing up' status only if they have completed the minimum period of study and not exceeded the maximum period of study. A student registered for MPhil/PhD can only be transferred to writing up status if they have completed the process of being assessed from MPhil to PhD registration status. The maximum period for 'writing up' is one calendar year regardless of the mode of attendance of the student. In exceptional circumstances the writing up period may be extended. The transfer to writing up application form is available through the student MySIS portal.
70. A student who submits their thesis for examination and has not applied for transfer to writing up shall be transferred to writing up status with effect from the date of submission of their thesis. A new 'examination' status is to be introduced for students who have submitted their thesis for examination.

## **Termination of registration**

71. The Academic Regulations outline the reasons for which a student's registration may be terminated. Schools/Institutes may recommend that a student's registration be terminated on the grounds of insufficient academic progress. This recommendation may follow a formal progress review but may also be made at other points during the programme of study. A recommendation to terminate studies outside of the formal annual progression process should only be made after the student has been given two written warnings that they are at risk of de-registration unless specified objectives are met within a clear timeframe.
72. Recommendations for termination of registration on the grounds of insufficient academic progress outside of the formal annual progression process must be approved by the Research Degrees Programmes and Examinations Board, on the recommendation of the Faculty Deputy Dean for Research (Postgraduate Research). A recommendation from the primary supervisor following progress monitoring is reported to the School/Institute Director of Graduate Studies for review, who if in agreement refers the recommendation to the Faculty Deputy Dean for Research (Postgraduate Research) and the Research Degrees Office for consideration before referral to the Board for final approval.

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<sup>1</sup> In the academic year 2024-25 Schools and Institutes have the flexibility to waive the requirement that a student must have completed all experimental work or collection of material related to their thesis before applying to transfer to writing-up status where the delay in research progress has been due to the impact of Covid-19 on a student's research studies. Students should discuss the progress of their research studies with their supervisor and make an assessment of the outstanding experimental work or collection of material and timetable for completing the thesis before making an application. This policy will be reviewed in 2024-25 for the 2025-26 academic year.

73. The formal procedures for de-registration, and for appeals against decisions to de-register a student, are outlined in the Academic Regulations and related policies/procedures. These are available on the Research Degrees Office website. Information about how to make an appeal is available at <https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/>

### **Interruption of study**

74. The Director of Graduate Studies is responsible for receiving and considering student requests for interruption of studies. Requests should normally be supported by the supervisor and Director of Graduate Studies, and submitted to the Research Degrees Office to refer to the Research Degrees Programmes and Examinations Board.
75. Interruptions may be requested at any point throughout the period of study and throughout the period of writing up. More than one application may be submitted during the research studies programme.
76. During an interruption of study, a student remains registered on their programme of study but ceases to be an enrolled student of Queen Mary. This has consequences for student status, funding, and immigration permission for international students. Depending on the reason for the interruption, studentship funding may be suspended during this period. Interruptions to the course of study may be permitted in accordance with the [Interruptions Policy](#) for a number of reasons such as illness, personal and family reasons, pregnancy or pregnancy-related illness, paternity leave, adoption leave, financial difficulties. The Research Degrees Programmes and Examinations Board may also grant interruptions for other reasons it considers acceptable. Placements and internships that contribute directly to a student's research studies and from which data/results will be used in the thesis, or which are a formal part of the programme requirements, are not eligible for an interruption of studies (and a change to the thesis submission deadline). Corroborating evidence must be provided to match the period of interruption being requested as set out in the guidance on the Research Degrees webpages. Interruptions will not be granted solely on the grounds of lack of progress.
77. Research degree students are permitted to interrupt their studies for whole months only and must resume their studies and re-enrol at the approved re-enrolment point. This does not apply to students enrolled on Professional Doctorate programmes. The interruption policy for students enrolled on taught programmes applies to Professional Doctorate students due to the modular programme structure.
78. Students may only interrupt for a minimum of one month at a time. Students are permitted to interrupt their research degree programme for up to one year in the first instance. The maximum permitted period of interruption is 24 months in total. Applications that would exceed the maximum total period of interruption will be granted only in exceptional circumstances with the approval of the Research Degrees Programmes and Examinations Board and the Academic Registrar.
79. A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the

maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.

80. Students are liable for payment of tuition fees up to the date that they withdraw or interrupt their studies. Students are liable for payment of tuition fees from the date they resume their programme. For further guidance regarding fee liability please contact the Finance Office.
81. Any arrangements for contact between a student and their supervisory team during a period of interruption should be agreed in advance of the period of interruption, for example to keep in touch and to plan the return to study. During a period of interruption students should not have access to laboratories or carry out fieldwork. They may not conduct major work towards completion of their studies while on interruption of studies and may not submit material for assessments, progression review or the thesis for examination. Supervisors are not required to hold supervision meetings or to comment on draft chapters of the thesis while a student is on interruption.
82. All requests for interruptions should be notified to the Research Degrees Office in advance of their commencement for referral to the Research Degrees Programmes and Examinations Board to consider. Interruptions cannot normally be applied retrospectively. Students may be de-registered if they do not resume studies at the end of the approved period of interruption or are absent from their studies without requesting an interruption of study or an extension to an approved period of interruption. Queen Mary may require a student due to return from interruption to provide evidence of their fitness to study as set out in the [policy](#) "Enhancing Support for Students' Fitness to Study". If this evidence is not produced, or is found unsatisfactory, the student shall not be permitted to return. In such cases a student may be permitted to extend the interruption of study (where an interruption allowance remains), or else the student may be deregistered from the programme of study.
83. For further information please refer to the [student guide on interrupting studies](#) provided by the Advice and Counselling Service.

### **Extension of registration**

84. The Director of Graduate Studies is responsible for receiving and considering student requests for extension of study beyond the maximum registration period for students who have not submitted their thesis for examination. Requests should normally be supported by the supervisor and Director of Graduate Studies, and submitted to the Research Degrees Office to refer to the Research Degrees Programmes and Examinations Board.
85. Extension of study beyond the maximum registration period is permitted in exceptional circumstances, normally due to unforeseen circumstances beyond the student's control, which would make it extremely difficult to submit the thesis within the programme timeframe. If a student is not able to work on their research programme at all for a period of time it may be more appropriate to apply to interrupt studies.

86. Students may request an extension of their thesis submission deadline of up to one year. Extensions are normally granted in periods of whole months and on one occasion only. Extensions can normally only be authorised for students who are in their fourth year of study or have writing up status. They must normally be applied for at the latest three months before the programme end date. Applications that exceed the maximum permitted extension to the registration period of 12 months will be granted only in exceptional circumstances with the approval of the Research Degrees Programmes and Examinations Board and the Academic Registrar.
87. Students must provide evidence of progress to date and the ability to submit within the requested time period.
88. All requests for extensions should be notified to the Research Degrees Office in advance of their commencement for referral to the Research Degrees Programmes and Examinations Board.

### **Disability and Dyslexia Service**

89. [The Disability and Dyslexia Service](#) (DDS) offers support for all students with disabilities, specific learning differences and mental health difficulties at Queen Mary.
90. The team offers advice, guidance and support in the following areas:
  - Diagnostic pathway for students who may have a specific learning difference, e.g. dyslexia;
  - Support in applying for funding through the Disabled Students' Allowances (DSA) scheme;
  - Arranging DSA assessments of need;
  - Accessing loaned equipment (e.g. digital voice recorders);
  - Specialist one-to-one study skills tuition;
  - Guidance and support in securing access to teaching materials, e.g. access to course materials in alternative formats;
  - The provision of non-specialist human support, e.g. note-takers;
  - Specialist mentoring support for students with mental health difficulties and conditions on the autistic spectrum;
  - Advice about planning research and writing the thesis in the expected duration of the programme, including preparation for the viva;
  - Examination Access Arrangements, e.g. additional time.
91. The DDS can advise students and their School/Institute on reasonable adjustments to studies. Students supported by the Disability and Dyslexia Service can expect to access the following reasonable adjustments:
  - Examination Access Arrangements;
  - Library concessions, e.g. a waiver on some library fines;
  - A 'cover note' for students with specific learning differences, which advises academic colleagues on best practice when reviewing work produced by students with specific learning differences;
  - Permission to record lectures;
  - Advocacy when making requests to schools and faculties;

- A viva guideline cover note for SpLD/Autistic Spectrum Condition students, to provide suggested reasonable adjustments for their viva and guidance to examiners as to their approach.
92. Any agreed reasonable adjustments are provided throughout the study period including during the writing-up period.
  93. An extension to the thesis submission deadline is not normally granted for a declared disability. Students are encouraged to meet with the DDS team early in their studies to discuss what support they might need and to put in place mechanisms to help with drafting the thesis well in advance of the final thesis submission some 3-4 years after enrolment at Queen Mary. Please refer to the above sections on interruption of study and extension of registration for examples of the type of situation that would require an interruption or an extension. In cases of late diagnosis of specific learning difficulties in the final year of study, the Research Degrees Programmes and Examinations Board will consider requests on a case by case basis.
  94. Students may submit a statement declaring their disability – along with any support they require access to - with their thesis at the time of submission. Statements can be obtained from the Disability and Dyslexia Service and will take the form of a “Student Support Summary” (these are generated through MySIS by the Disability and Dyslexia Service).

## **Research training and skills development**

95. All students will have access to training in appropriate research methods and relevant researcher development skills provided by their School or Institute, the Doctoral College, Doctoral Training Centres/Partnerships, and the Queen Mary Academy.
96. The individual programme of research training will be discussed at the student’s initial meeting with the supervisory team. The student and supervisory team should complete the Skills Assessment and Personal Development Plan available here <https://www.qmul.ac.uk/doctoralcollege/skills-training/skills-development/> The Skills Assessment and Personal Development Plan should be reviewed regularly during the course of the programme, particularly at formal progress reviews.
97. All students must complete the training requirements of their School/Institute and funding body.
98. Every research student is expected to take part in at least 210 hours of development activities over the course of their studies. This is roughly equal to two weeks’ training and development for each full-time year of study.
99. Students are expected to record evidence of engagement with research and skills training and development activities on the [Queen Mary Skills Points System](#). Points are awarded for different activities. Students who record 210 points of training by the submission of their thesis for examination will receive the Queen Mary Diploma in Researcher Development.

100. Students may have the opportunity to contribute to teaching through lecturing, seminars, demonstrating practical classes, project supervision, marking and taking tutorials according to the teaching practices in the Schools/Institutes for which the teaching is being undertaken. All students must receive appropriate training before commencing any teaching. Please see this [information](#) about the training for research students undertaking teaching.
101. Any teaching undertaken by the student must be agreed by their supervisor(s) and must be in line with the terms and conditions of a student's funding if appropriate.

### **Paid work**

102. All full-time students are expected to undertake a full week of study of at least 35 hours on their research degree programme and pro rata for part-time students. Students may undertake paid teaching or demonstrating work with the approval of their supervisor. For full-time students it is recommended that this is normally no more than six hours per week averaged over the year, including preparation and marking. If a student wishes to undertake paid work for Queen Mary for more than 6 hours per week, this should be approved by their supervisor and the School/Institute Director of Graduate Studies. The work must be supported by appropriate training. Students in receipt of scholarship funding must comply with any conditions concerning paid work set by their funding body. The total time spent (including preparation and marking) should not interfere with the progress of the student's research studies. Teaching work is paid at the Queen Mary standard rates for the type of activity. Schools and Institutes issue contracts to students for paid work.
103. In considering paid work outside Queen Mary, full-time students should bear in mind the need to work full-time on their research. Paid work should not delay or interfere with research training and the timely submission of the thesis. If a student is in receipt of a stipend from Queen Mary, stipend payments will be suspended if a student takes up full-time work during the period of the studentship, for example to undertake an external placement, internship and any other work that is not a formal requirement of the degree programme. If a student wishes to take-up full-time work they should discuss with their supervisor making an application to interrupt their studies.
104. International students studying full-time in the UK with student immigration permission may take up limited work. International students who have student immigration permission for part-time study are not permitted to work at all in the UK. Please see this [guidance](#) provided by the Advice and Counselling Service.

### **Internships and placements**

105. In some programmes of study there may be opportunities for students to undertake an internship or placement with an external organisation or within Queen Mary. If the internship is linked directly to the research studies programme there is no change to the programme length. If the opportunity is not directly related to the student's research studies it may be necessary to apply for an interruption of studies. For students in receipt of external funding, the guidance on internships and placements may take precedence if

they differ from Queen Mary guidance. Decisions will be made by the Research Degrees Programmes and Examinations Board. International students with student immigration permission should check the implications for their immigration permission with the Advice and Counselling Service.

## **Research Ethics and Research Integrity**

106. Students must comply with Queen Mary policies on research integrity and ethical review of research. Students and supervisors will familiarise themselves with Queen Mary's policies on research with human participants and research integrity and associated procedures for the ethical review of research, and consider whether the student's research requires research ethics approval from the [Queen Mary Ethics of Research Committee](#). An application for approval should be submitted to the committee if necessary at the appropriate point before the research is undertaken. Please review the [Queen Mary Ethics of Research Committee](#) webpages for further information or email [research-ethics@qmul.ac.uk](mailto:research-ethics@qmul.ac.uk) to discuss an upcoming application.
107. The online training course in research integrity was introduced in 2022-23 for research students, provided by Epigeum for the Doctoral College. The training is compulsory for all new research students initially enrolled with effect from 1 August 2022. Students are required to complete the course and to report this as part of their first year progression review. The training is available to all other research students who are strongly encouraged to complete the course. Information about how to access the course is available from the Doctoral College here <https://www.qmul.ac.uk/doctoralcollege/skills-training/research-integrity-training/>. Doctoral students should complete the 'Research Integrity: Core' module.
108. The Research Degrees Office can assist with applications to the Disclosure and Barring Service (DBS) for research studies involving human participants. Information about the DBS requirements can be found at [GOV.UK](#). Please email [researchdegrees@qmul.ac.uk](mailto:researchdegrees@qmul.ac.uk) to discuss a DBS application.
109. Information about Queen Mary research policies is available from the [Queen Mary policy zone](#). Please check the policies each time you need to use them as the university may publish or revise the policies from time to time.
110. Allegations that may constitute student misconduct are managed under the [Code of Student Discipline](#).

## **Intellectual Property**

111. Students and supervisors must adhere to the [Queen Mary Intellectual Property Policy](#). They must ensure that they implement and adhere to this policy throughout their research and in any interactions, whether in person or through electronic media, with parties external to Queen Mary.

## **Collaborative arrangements**

112. Collaborative arrangements for the supervision and award of research degrees are considered and approved by the Research Degrees Programmes and Examinations Board in accordance with the policy and procedures established by Senate for that purpose. Information about setting up a collaborative programme is provided at <https://www.qmul.ac.uk/governance-and-legal-services/quality-assurance/collaborative-provision/>. Please contact the Research Degrees Office.
113. Students may study at an accredited host institution in accordance with the Academic Regulations. Arrangements will be put in place for such students to ensure that the requirements of this Code are adhered to, particularly regarding supervision arrangements and progression monitoring.

## **Feedback mechanisms**

114. All Schools/Institutes must offer opportunities for research students to provide feedback to them. Students must be advised during the induction period of the mechanisms for providing feedback to the School/Institute, including opportunities for representation on relevant committees such as Student-Staff Liaison Committees.

## **Examinations and awards**

115. The Research Degrees Programmes and Examinations Board is responsible for the examination of research degrees and approves the award of research degrees.
116. The criteria for assessment of research degrees are outlined in the [Academic Regulations](#) and the [Guidelines for Research Degree Examinations](#).
117. The procedures for examination entry and the examination process are outlined in the Procedures for Research Degree Examinations

### **Panel of examiners**

118. A Panel of Examiners is established for each individual examination of an MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DCLin and DCLinDent.
119. The Panel of Examiners comprises a minimum of two examiners appointed by the Research Degrees Programmes and Examinations Board on behalf of the Senate.
120. Examiners may be nominated as follows:
- Either
- one internal examiner from the academic staff of Queen Mary University of London who has not been involved in the candidate's work and has not been a member of the candidate's progression panel(s); and
  - one external examiner;

- or
- where the criteria above for an internal examiner cannot be met or a School/Institute considers it to be academically desirable two external examiners may be appointed.
121. If the candidate is a member of Queen Mary staff normally two examiners who are external to Queen Mary shall be appointed.
122. In some cases, an independent chair may be appointed to the Panel of Examiners. The independent chair must be a senior member of academic staff (Senior Lecturer, Reader or Professor) with experience of examining at least one UK PhD (or equivalent for other awards). The independent chair may be from the same School or Institute but should not have had any prior involvement with the project or with the student. They should also be from a different area in the School/Institute and not from the same research group / sub-department or unit / centre. In such cases, the responsibility of the chair is to manage the process and ensure adherence to the regulations. The chair does not contribute to the decision regarding whether or not the standards for award have been met.
123. The candidate may invite their supervisor to attend the examination but the supervisor may not participate in the examination and must absent themselves when the decision regarding the outcome of the examination is to be made. If the candidate does not wish the supervisor to be present, he/she should make this clear at the time of examination entry.

### **Criteria for examiners**

124. Examiners for MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DCLin and DCLinDent normally fulfil the following criteria:
- [a] Examiners should be experts in the field of the thesis but not necessarily in all parts of the precise topic.
  - [b] The examiners should have examined at least five research degrees of the same or equivalent level between them, of which a minimum of three examinations should have been for a research degree in the UK. For the MD(Res), at least one examiner should have previous experience of examining for the MD(Res).
  - [c] Nominated examiners must have had no direct involvement in the candidate's research or any close connections or extensive recent (within the past five years) collaborations with either the supervisor(s) or student including joint publications or research grants that might compromise the examination. They must not have taken an active role in considering the student's progression and/or transfer of status from MPhil to PhD.
  - [d] An external examiner should not normally be appointed more than once during a given academic year by members of the same School/Institute.
  - [e] An examiner who is a member of Queen Mary staff may be appointed up to three times during a given academic year.

- [f] NHS Consultants or the equivalent in the NHS who are not Queen Mary or University employees may be appointed as examiners but they should hold an Honorary Senior Lecturer or above contract with a College or University. Other professional experts may be appointed as external examiners, but the normal requirements for examining experience across the examination team will apply.
  - [g] Individuals who were previously members of staff, students or other members of Queen Mary University of London must not be appointed as an external examiner until a period of three years has elapsed.
  - [h] Individuals who have retired from academic positions at Queen Mary University of London or another higher education institution may be appointed as internal or external examiners (subject to the provisions in 124[g] above) if they remain active in their field of research.
  - [i] Overseas examiners are appointed as external examiners only in exceptional circumstances and where it is considered that such an appointment is necessary.
125. The Research Degrees Programmes and Examinations Board will monitor issues arising from reports from research degree examiners and recommend appropriate action.

## **Complaints and appeals**

126. Students are encouraged to raise any concerns they may have about their research studies with their supervisor or Director of Graduate Studies in the first instance. If a student has a problem regarding their supervision or other research support or Queen Mary services they should address their concerns to their supervisor first and keep a clear record of this. If the situation is not resolved or concerns remain regarding supervision then students are expected to raise their concerns with their School/Institute Director of Graduate Studies. Raising concerns promptly will provide staff with the opportunity to address these matters, and to reduce the impact on students as much as possible. Try to seek informal resolution of concerns where possible. Many problems can be solved informally, without the need for a formal complaint.
127. The Student Complaints Policy provides guidance on raising concerns or complaints about both academic and non-academic services provided by Queen Mary. Students who wish to make a complaint about any aspect of their research programme should refer to the [Queen Mary Student Complaints Policy](#) which outlines the procedures to be followed.
128. Students who wish to appeal against the outcome of the recommendation of examiners or the outcome of a progression review should refer to the [Appeal Policy](#) which outlines the procedures to be followed. Students are advised to talk to their supervisor or another member of staff in their department before submitting an appeal. Please note that an appeal against the academic judgment of the examiners is not valid grounds for an appeal.
129. A formal concern about the conduct of another student (for example bullying, harassment and discrimination) would be investigated under the [Code of Student Discipline](#).

130. Further information is available at <https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/>

## Contacts

### 131. Research Degrees Office

The Research Degrees Office (RDO) is based on Mile End Campus in the Graduate Centre, room GC213, on the second floor. The office is open for in person support and phonecalls, and we are able to assist online by email and MS Teams meetings.

The names and email addresses of contacts can be found at:

<https://www.qmul.ac.uk/registry-services/contact-directory-/research-degrees-contact-details/>

<https://www.qmul.ac.uk/registry-services/contact-directory/research-degrees-office/>

Office opening hours for in person visits:

Monday, Wednesday, Thursday, Friday: 10.00 a.m. to 4.00 p.m.

Tuesday: 11.00 a.m. to 4.00 p.m.

Telephone: 0207 882 7474 (front desk)

Please email [researchdegrees@qmul.ac.uk](mailto:researchdegrees@qmul.ac.uk) to ask us a question.

### 132. Doctoral College

The Doctoral College team can be contacted at [doctoralcollege@qmul.ac.uk](mailto:doctoralcollege@qmul.ac.uk)

For further information please see

<https://www.qmul.ac.uk/doctoralcollege/>

The Research Degrees Office and the Doctoral College Team are located together on the second floor of the Graduate Centre on the Mile End Campus.

Please see building 18 on the map at

<https://www.qmul.ac.uk/about/howtofindus/mileend/>

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Research Degrees Office  
Queen Mary University of London  
Graduate Centre, room 213  
Mile End Road  
London  
E1 4NS

<https://www.qmul.ac.uk/registry-services/research-degrees/>

Email: [researchdegrees@qmul.ac.uk](mailto:researchdegrees@qmul.ac.uk)