



## Academic Regulations

1. The academic regulations of the Institute of Clinical Science and Technology (The Institute) guarantee the standards of the Institute. The academic regulations (including any changes made to the regulations) are the responsibility of our Academic Board.
2. Institute procedures and the Research Degrees Code of Practice explain how we will apply the academic regulations.
3. All staff, students and members must keep to our academic regulations. We treat all students fairly and equally, and take strict measures to avoid bias in our processes.
4. We make reasonable adjustments to our processes when necessary to make sure that a student is not disadvantaged because of their disability, pregnancy, maternity (whether they are pregnant or have recently given birth), or other characteristics protected by law.
5. We use our discretion when applying the academic regulations in exceptional circumstances, ensuring that any variation is reasonable, is agreed by a member of our executive team and is clearly recorded.
6. There will be times where we may have to alter the way we apply procedures, for example when a course is delivered in partnership with another organisation, particularly a partner who is validating a higher education award. Unless it states otherwise in the course handbook for a particular course, the Institute's procedures will apply.
7. All our courses, whether made alone or in partnership with others are approved by the Academic Board and have the appropriate monitoring arrangements.

## Research degrees

8. All proposed programmes of research will lead to scholarly research that will be assessed by examiners. All proposed research programmes will be considered for research degree registration on their academic merits and without referring to the concerns or interests of any associated funding body. We encourage co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards with a validating partner. These organisations are will be recorded on the student's thesis and certificate.
9. Each research degree should demonstrate research ability and, where this applies, original contribution to knowledge as outlined below.
  - a) Masters by research: submission and examination of thesis demonstrating research ability.
  - b) PhD by portfolio or published work: submission of publications in a clear theme and written submission demonstrating original contribution to knowledge.
  - c) Higher doctorate: submission of relevant material demonstrating a clear theme, high distinction to the advancement or application to knowledge, demonstrating that the student is a leading authority in the field.
9. For more information please see the [Research Degrees Code of Practice](#).

## Institute membership, admissions and enrolment

10. Admission to the Institute's higher education validated courses is dependent on meeting strict admissions criteria to ensure students have a reasonable expectation of completing the award and achieving the required standard. We consider applicants based on their previous attainment (for example, qualifications and experience) and evidence of potential.
11. Admissions criteria to non higher education courses may be less prescriptive and will depend on the nature and level of course. Non higher education courses may be open to all, subject to payment of a fee only.
12. Details of admission criteria for a particular course will be available in the description of the course, any course specification and/or the Student Services office.



13. All members of the Institute you are bound by the [Terms and Conditions of Membership of the Institute of Clinical Science and Technology](#) and the [Members and Students Code of Conduct](#).
14. Once enrolled onto a higher education validated course at the Institute students must keep to the conditions set out in the Admissions and Enrolment procedure for the particular course on which they are enrolled. That procedure is likely to vary depending on the procedures of the respective validating partner for each course. In the absence of any specific procedure, the [Institute's standard Admissions and Enrolment procedure](#) applies.
15. All students and members must have a suitable standard of English.
16. If a student's studies involve contact with patients or service users and the student is enrolled on any course that involves registration to practise as a professional, the student keep to the [Fitness to Practise Procedure](#).
17. Any appeal or complaint about admissions, should be directed to the Director of Student Services.

### Transferring to a different course

18. We may allow transfer from one course to another within the Institute. There are different rules and times limits depending on the course. Please see the [Changing Courses Procedure](#).
19. In cases of complicated judgements about course transfers or variations, a panel of senior Institute staff may be responsible for making the decision.

### Assessments

20. The assessment method, criteria for assessment and marking schemes we use are based on learning outcomes and reflect the level of the module or course. For higher education programmes, we will assess progress within or at the end of each module (or both). We do not allow the same allocation of higher education (HE) credits to be used to meet the requirements of more than one academic award at the same level ('double counting').

### Coursework

21. All work we assess must be in English, unless the examination paper or coursework specifies another language.

More information on Coursework and Assessment can be found in [Assessment and Examination Procedures](#).

### Extenuating Circumstances

22. If a student believes their assessed work has been negatively affected by circumstances outside their control (extenuating circumstances), these circumstances can be drawn to the attention of the Examination board by making a claim for extenuating circumstances. Please see the [Extenuating Circumstances Procedure](#). This relates to higher education courses course which have set time limits for assessments.

### Exam boards

23. For all higher education awards, decisions about assessment outcomes for students must be made by an examination board. These decisions must be consistent with the academic regulations, of the Institute and any relevant validating partner, and with any local rules which apply, based on other regulatory requirements, for example from a professional body.
24. External examiners report on Institute standards and student achievement in relation to those standards. They do not moderate or adjust the marks of individual students.

### Progression and award on HE Courses

25. Progression means a student can move to a higher level of study. If all the HE modules have been passed in one level of study a student can progress to the next level. If any modules were failed within the level of study on a HE course, a student can progress to the next level if the failure has been compensated or condoned. (A student may be awarded



a pass by compensation if s/he has not met all the requirements to pass a module but their overall performance, and performance in the failed module, meets criteria previously approved by the Quality and Standards Committee. If we award a pass by compensation, the module mark is raised to the pass mark on the transcript. We may condone a pass on receipt of proof that the work was affected by circumstances outside your control. If we condone a failed module, the mark will stay the same, but credited with a pass on the transcript.) Students can progress to the next level while still needing to complete one 20-credit module from the first semester and one 20-credit module from the second semester. You must have passed all the relevant modules (or had any failures condoned or compensated) before you can receive an award.

26. Whether eligible to progress to a higher level of study or receive an award depends on whether a student has built up the necessary amount of credit at the required level of the HE course modules.
27. If the necessary credit has been built up within the time allowed, the student is eligible for the award enrolled for, unless we decide to withhold the award for reasons relating to academic misconduct or because money is owed by the student.

### Attempts at HE assessment

28. Students who do not successfully complete the assessment for a module during, or immediately after, the first time s/he takes part in that module, we will allow the student to try to complete the assessment at a future date. This is a resit opportunity. Please see the [Assessment and Examinations Procedure](#).
29. If we have accepted a claim for extenuating circumstances, this resit opportunity will be regarded as a first attempt. This is called a 'deferral' and the marks will not be capped.
30. If a claim for extenuating circumstances has not been made or if we have rejected a claim, the resit opportunity will be considered as a second attempt.

This is called a 'referral'. If an assessment is completed as a result of a referral, the mark is capped at the pass mark.

31. If a student has not completed the module's assessment requirements to the necessary standard after the resit opportunity, we may allow that module to be repeated. Repeating a module involves registering for that module again and a further attempt at completing the assessment. The marks will not be capped unless as a result of a referral. You will not be allowed to repeat any assessed component of the module which you have already successfully completed. You will normally have to pay a fee for repeating the module.
32. Students are not usually allowed to register more than twice on any module including deferral and referral opportunities.

### Marks and results

33. Students marks and results are confidential and will only be released to the student. However, the fact that we have made an award, and its classification, are not confidential. For full details about marks and results please see the Assessment and Examinations Procedure.

### Copyright

34. If a student takes notes during lectures these must only be used for the purpose of private study. Students must not record lectures without specific permission in writing and then must not use the recording for anything except private study.

### Interrupting, suspending or ending your registration

35. Students can apply for an interruption from their studies at any time. If we agree to an interruption of studies, in which case the student will stop attending their course temporarily. The period of time depends on the specific course. Please see the [Interruption, Suspension and Withdrawal Procedure](#).
38. In exceptional circumstances, we may decide it is appropriate to interrupt a student's studies. In these cases the Director of Student Services will make the decision, and there will be a right to appeal against the decision through the



Principal. The maximum period of interruption in these circumstances varies depending on the specific course. Please see the [Interruption, Suspension and Withdrawal Procedure](#).

39. Any research student whose ill-health or other circumstances outside their control prevent them from making progress with their research, can apply to interrupt their studies, Please see the [Research Code of Practice](#).
40. In some circumstances, we may have to exclude or suspend a student. This may apply if a student:
- a) Has committed a disciplinary offence – see the [Student Disciplinary Procedure](#);
  - b) Is unfit to study at the moment, but may be reasonably expected to be fit to study again in the future – see the [Fitness to Study Procedure](#).

Please see the [Interruption, Suspension and Withdrawal Procedure](#)

44. An award and progression examination board may decide to end the studies of a student on a HE award if s/he has tried every way possible of completing the course – see the [Assessment and Examinations Procedure](#).

45. If an examination board has ended your studies, or you have been excluded or suspended, you can appeal using the [Appeals Procedure](#).

## Complaints and appeals

46. A complaint is an expression of dissatisfaction about something we have done or have failed to do, or our standards of service, which we have not been able to deal with through informal processes. A student can make a complaint on their own or with a group of students. Please see the [Student Complaints Procedure](#).
47. Our Appeals Procedure can be used to appeal against our decisions relating to the administering the marking process, progression on a course and awarding qualifications. This includes decisions made by examination boards about circumstances outside a student's control and decisions taken through the academic misconduct process. During the appeals process, 'academic judgement' refers to the judgement of an academic member of staff about their subject of academic expertise. Appeals cannot be made against academic judgement.
48. Students must be aware of, and follow, our regulations and procedures. A student cannot appeal against a decision because s/he did not understand or were not aware of course or Institute regulations. This includes regulations relating to extending a date for submitting coursework, making a claim for extenuating circumstances within the deadline, finding out examination results or interrupting studies.
49. We provide support through our student Services office to help students understand our policies, regulations and procedures.
50. We will keep details of the appeals and relevant documents on file until after a student has completed their studies

## Notes

Please see our glossary, which is a separate document, for definitions of the key terms used in the academic regulations.

Details about our quality and enhancement processes are in our Academic Quality and Enhancement Manual.

The Student Services Office publishes an Institute-wide timetable. It is a student's responsibility to make themselves aware of any dates which may affect them.