REGULATION 16: FIRST DEGREES, FOUNDATION DEGREES, DIPLOMAS, CERTIFICATES AND OTHER DISTINCTIONS

General

9. Any attempt to exploit commercially the University's intellectual property outside the terms of this Policy will infringe the University's rights and the University reserves the right to enforce its rights.

10. LBody

Admission to a course

20. A student shall not be admitted to a course unless they have:

    (a) satisfied, or have been properly exempted from, the entrance requirements for the course;

    (b) agreed to comply with the *Charter and Statute*s, and *Regulations* of the University.

21. The Head of School, or the relevant Admissions Tutor so delegated by the Head of School, in conjunction with the Chief Operating Officer (or nominee) shall have authority to accept applications for admission. The Chief Operating Officer's decision shall be final.

Re-admission to a Course

22. No student will be re-admitted to the University on a course of study of equivalent length, level or award to one they have previously failed or from which they have withdrawn or otherwise been required to leave, except with the express permission of the Chief Operating Officer (or nominee). Where permission is granted, the University may apply restrictions to the re-admission including limiting the number of assessment attempts or constraining the period of study from which the student may benefit.

Completion of Registration

23. On completion of registration a student shall be entitled to receive a registration card which may be required at any time (including examinations) to be produced for the purpose of identification. Late Registration Fee.

24. A late registration fee may be charged where a student does not register within four weeks of the start of the relevant term.

Renewal of Registration

25. Registration shall be renewed at the beginning of each academic year, or at such time as is otherwise set by Regulation.

The Withholding or Withdrawal of Registration

26.

(d) has been disciplined under Regulation 2 in so far as the disciplinary action taken by the University relates to registration or re-registration, or

(e) has been required to withdraw temporarily, or

(f) has provided materially inaccurate information in support of their application, or

(g) has acquired a criminal conviction of sufficient seriousness or has failed to declare a criminal conviction occurring during the course of their studies, or

(h) has failed to register by the end of the third week after the beginning of each academic year or the due date of return from temporary withdrawal or

(i) has a visa status which is in conflict with the terms of the University's licence as a visa-sponsoring organisation.

Subject to satisfactorily fulfilling any conditions placed on their return, a student may subsequently be re-registered or reinstated at such point in the academic year as is determined appropriate by the University.

Change in registration particulars

27. A student must notify the Chief Operating Officer of any changes occurring in the particulars supplied for registration purposes. Where such changes are such that initial admission and registration would not have been permitted had the changed circumstances applied at that time, the University may 5 (c)-2 (han)10.64 (g)-14.ttse,,2l[(c)

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41. A student having so temporarily withdrawn shall be entitled to return (and shall be assumed to be due to return) at the start of the next academic year.

Temporary Withdrawal During an Academic Year

42. The Director of Student Experience of the relevant School may grant temporary withdrawal to a student wishing to interrupt their studies during an academic year.

43. A student may apply to temporarily withdraw during an academic year, for up to one academic year, provided that the application is made to the Director of Student Experience normally no later than the final day of the Spring Term.

44. If granted, such temporary withdrawal will normally be given from the last known date of the student's attendance.

45. Such a request for temporary withdrawal will not normally be considered:

    (a) for a student who has appealed against a progress decision of the Subject Examination Board under the appropriate regulations, the result of which is not yet known;

    (b) for a student whose progress is subject to the outcome of a resit assessment;

    (c) for a student whose withdrawal is in the process of being considered under regulations 16.51-16.54 below.

46. All temporary withdrawal will be subject to a formal written agreement setting out the conditions of return and an approved study plan, together with a statement from the student setting out the reasons for, and anticipated benefits of, the period of temporary withdrawal.

47. Periods of temporary withdrawal will normally be offered for a single year or part thereof. In exceptional circumstances a student may make an application for one further year via the Director of Student Experience in the relevant School to the School Student Progress Committee.

Right of Appeal

48. A student who has been refused temporary withdrawal shall have the right to appeal.

49. To lodge an appeal, a written submission to the Chief Operating Officer must be received in the Chief Operating Officer's office within seven working days of the decision having been sent, in writing, to the student's last known address. Subsequent to lodging an appeal, the appellant may be required to complete a standard pro-forma in which the reasons for appeal should be set out, against the following criteria:

    (a) that there is evidence of procedural irregularity (including administrative error) in the consideration of the application for temporary withdrawal;

    (b) that there are circumstances affecting the student’s case for temporary withdrawal of which members of the School Student Progress Committee were not aware when they made their decision, and which could not reasonably have been presented to them;

(c) that there exists evidence of prejudice or of bias that has affected the decision-making.

Where an appeal is deemed admissible, the Appeals Panel, operating under the provisions of regulations 16.95-16.109, shall either confirm the original decision or uphold the appeal.

Voluntary Permanent Withdrawal

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69.

(b) be the student's own work except where collaborative working is expressly permitted or other authors are acknowledged by a method acceptable to the

84. A student registered on a course leading to the award of a Graduate Diploma or a Graduate Certificate may be awarded a Diploma or Certificate in the following category:

(a) Pass

Diploma in Higher Education or Certificate in Higher Education

85. A student registered on a course leading to an award of a Diploma in Higher Education or a Certificate in Higher Education may be awarded a Diploma or Certificate in the following category:

(a) Pass

Foundation Degree (Arts) or Foundation Degree (Science)

86. A student registered on a course leading to an award of a Foundation Degree (Arts) or Foundation Degree (Science) may be awarded that foundation degree in the following category:

(a) Pass

Undergraduate Diploma or Undergraduate Certificate

87. A student registered on a course leading to an award of an Undergraduate Diploma or Undergraduate Certificate may be awarded a Diploma or Certificate in one of the following categories:

(a) Pass
(b) Pass with Distinction

88. Teaching and Learning Committee will set down a schedule of penalties in respect of students who have failed to submit work required for assessment, whether through absence or through failure to observe prescribed deadlines, or who have failed to comply with any relevant procedures. Such penalties shall apply to the element or elements of the course of studies in respect of which the failure occurred. The schedule of penalties shall be published to students clearly and with sufficient notice. The relevant body to consider evidence in mitigation of failures to submit work correctly will determine the application of the normal schedule of penalties to individual cases.

Collusion, Plagiarism and Misconduct

89. It shall be an offence for any student to be guilty of, or party to, attempting to commit or committing collusion, plagiarism or any other misconduct in an examination or work which is submitted for assessment. An examiner who has reason to believe that there may have been collusion, plagiarism or any other misconduct shall report the circumstances to the appropriate Academic Misconduct Panel Investigating Officer, who shall as soon as possible investigate the matter in such manner as may be appropriate, subject to any rules or procedures which may have been prescribed by Teaching and Learning Committee, provided always that the student shall be given reasonable opportunity to make representations.

90. An Academic Misconduct Panel Investigating Officer who has adequate reason to suspect that collusion, plagiarism or other misconduct has occurred shall refer the matter to the Head of School or Academic Misconduct Panel, as appropriate.

91. Under procedures approved by Teaching and Learning Committee, the relevant Academic Misconduct Panel, having found a student guilty of misconduct, shall determine a penalty which may include disqualification from eligibility for the award or some other penalty including but not limited to, in the case of the award of a degree, a class of degree lower than that indicated by the student's academic performance. Students shall be informed of the outcome of the Academic Misconduct Panel's deliberations as quickly as possible. A student shall have the right to appeal.

92. The relevant Examination Board shall prescribe any conditions and procedures for reassessment of a student who has failed the assessment for any module to be counted towards an award within a framework of principles in relation to reassessment set down by Teaching and Learning Committee.

Suitability for Professional Practice

93. This Regulation applies only to students registered on a social work course or the PGCE.

    Suitability for Professional Practice procedures may be invoked at any time during

Progression and Award Board, on one of the grounds described below, in relation to the conduct of assessments affecting:

(a) failure of the programme – i.e. a decision that no award be made;

(b) the recommended category of award;

(c)

(b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Progression and Award Board accordingly. The Panel is authorised, on behalf of Senate, to determine a student's degree class in the light of the outcome of an appeal.

112. The Appeals Panel, whose decision shall be final, shall in the case of an appeal under regulation 98, either:

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Schedule A

(1) An *Affiliated Institution* for the purposes of this Regulation is one recognised by Senate for the purposes of the teaching of students registered for courses within that institution which have been approved as leading to a first degree, a foundation degree, diploma, certificate or other distinction of the University of Sussex.

(2) Except as provided in the Regulations, the conferring of the status of Affiliated Institution shall involve no limitation of the powers of the Governing Body of the College or Institution.

(3) An Affiliated Institution shall be open to visitation on behalf of Senate.

(4) An Affiliated Institution shall make provision for the representation of the University on its Governing Body.

(5) An Affiliated Institution listed in Schedule B(i) to this Regulation may use the title 'a College affiliated to the University of Sussex'.

(6) The status of an Affiliated Institution may be withdrawn or relinquished at any time subject to the notice required to allow registered stud11.3 (i)2.9G (e r)-5.98.9 (i10.5 (qui)2.h)10.5 (r)-