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Marginal fail	The University defines marginal failure in a module as follows: At level 6 Marks of 35 39% At level 7 Marks of 45 49%
Major/Minor	Major refers to the majority element of a course and minor refers to the smaller element usually at a ratio of 75:25.

Working Days	When periods of days/weeks are referred to in this Monday to Friday, with the exception of bank holidays, the period between Christmas and New Year when the University administrative offices are closed and Minimum Service Days. This applies even when some areas of the University, such as libraries and learning spaces, are open during these times.
Joint Institute Record System	The Web portal for staff and students maintained at ZJSU.

Summary of progression and award regulations

The 2021/22 progression and award regulations will be applied to all students taking assessment in 2021/22.

Regulation	**Brief summary**	**Rationale**
Credit requirement for award (postgraduate masters.) *(from page 23)*	50% capped stage mean plus 180 credits (which may include a maximum of 30 credits given by compensation and/or condoned credit where criteria met).	Ensures all credit secured with a maximum of 30 credits condoned at the award stage.
Compensation credit *(from page 11)*	Automatic compensation up to a maximum of 30 credits per stage will be awarded where criteria met.	Applied automatically to ensure equity of application. Ensures stage mean achieved across stage.
Condoned credit *(from page 12)*	PAB may allow a maximum of 30 credits to be condoned at the level of the award, where course learning outcomes and criteria met.	Allows for module failure in award stage provided good performance across stage. Avoids delay in achieving degree aims.
Cycle of assessment *(page 9)*	An assessment cycle includes one first attempt and one resit attempt.	Resits are set in the resit assessment period.
Repeat stage *(page 27)*	discretionary repeat of the course.	Academic judgement required.
Resit marks *(page 10)*	Where a resit/sit is taken the mark achieved will stand. Where it is not taken the original mark will stand. Resit marks are capped at pass threshold at the level of the assessment for all modules.	Ensures student engagement and does not confer unfair advantage as a result of resit.
Accepted exceptional circumstances *(from page 25)*	No marks will be set aside. Students may be given a sit opportunity as a result of evident impact on module assessment, as determined by the PAB, to demonstrate full potential.	Equity for all students and does not confer unfair advantage as a result of sit.
PG exit awards *(page 24)*	Lower level awards to be given as exit awards where these have been validated as a coherent academic award for the individual course.	Embedded within principles of Academic Framework to award achievement when learning outcomes met.
Absurd outcome *(page 25)*	The PVC (E&S) may endorse a PAB recommendation where the outcome of the assessment regulations is exceptionally considered to be unacceptable for an individual student.	PAB rather than PVC decision to secure route to appeal. PVC may accept or reject to maintain academic standards.

Preamble

The University has autonomy to award its own degrees which requires a comprehensive, consistent and coherent framework of examination and assessment regulations.

Courses and modules

1. An approved University taught course is defined by stages of study, and is comprised of a number of modules, weighted by credit at a designated stage, which provide a coherent learning experience, with an explicit set of course learning outcomes that leads to an award of the University.

2.

PERMANENT AND TEMPORARY WITHDRAWAL

Permanent withdrawal requested by a student

6. A student may request to Permanently Withdraw (PWD) at any time.

7. If a student wishes to return to the University having Permanently Withdrawn (PWD), an application may be made in accordance with the Recognition of Prior Learning Policy (http://www.sussex.ac.uk/adqe/standards/rpl)

8. In all cases the current entry criteria must be met and the personal statement made by the student must address the reason for the initial PWD and explaining how their circumstances have changed to improve the likelihood of a successful outcome on this occasion.

Temporary withdrawal requested by a student

9. A student may interrupt their studies at any time prior to the following deadlines. Postgraduate students may request to TWD at any time.

10. A student returning to the University following TWD will normally restart their studies at the beginning of the semester that they did not complete with the expectation of taking part in the full diet of teaching, learning and assessment as if for the first time. Postgraduate students may start at the beginning of Semester 1, 2 or 3 or at the beginning of the Semester 3 assessment period to start or continue the dissertation or project.

11. Marks for semester/s completed before the TWD will be ratified by the Module Assessment Board. Any marks (pass or fail) achieved during the incomplete semester and prior to the temporary restarting.

12. Individual students decide when to take a period of voluntary Temporary Withdrawal (TWD). It is the responsibility of the Progression and Award (PAB) to review the academic performance for the semester/stage and to confirm the re-entry date and any assessments that will be set before/after re-entry or a repeat of the semester/stage, as appropriate.

13. In cases where a student does not return from a TWD at the agreed return date, the status of the student will be changed from Temporary Withdrawal (TWD) to Permanent Withdrawal (PWD).

14. A student whose circumstances prevent them from returning to the University by the date agreed by the PAB, may submit a request to the Director for the Student Experience (or their nominee) to extend the TWD period.

15. Where a student temporarily withdraws having completed the teaching for the semester, but has either failed or not completed the assessment for the semester, the PAB may exercise its either:

    Offer a sit of any failed or missed assessments where TWD was taken prior to the initial assessment. The marks for these attempts will not be capped.

    Offer a resit of any failed or missed assessment where TWD was taken after the initial assessment. The marks for these attempts will be capped. An uncapped sit may be offered in line with accepted Exceptional Circumstances.

    Offer a repeat of the semesteQq0.000008r3b[O)008r3b[O)hdr ter B be

ASSESSMENT REGULATIONS

Attendance for assessment

18. It is the responsibility of students to attend examinations and submit work for assessment as required. If a student fails to attend examinations or submit work for assessment, the markers will deem the student to have failed the assessment concerned.

Modes of assessment

19. The University uses a range of approved modes of assessment. The modes and their descriptors can be found here http://www.sussex.ac.uk/adqe/standards/examsandassessment

Marking criteria

20. Marking criteria are statements of the characteristics of assessed work that attract a range of marks from the marking scale. Marking criteria, which are discipline specific, are produced by the Board of Study and kept under review by the School Education Committee (SEC).

21. Marking criteria should be published to students via Canvas.

Assessment information and schedule

22. Detailed information about the assessment for each module (mode, weighting and deadline for submission) are agreed by the SEC. Once agreed they should not be subject to local alteration.

23. General information about assessments is published to students via a combination of course and module documentation. The definitive and complete assessment details for all contributory assessments are provided on Sussex Direct.

24. Where available, past papers used in examinations for the previous two academic years are published by Schools to students via Canvas.

Module grades

25. Modules are usually assessed by more than one assessment mode. Each assessment mode is given a weight that is used in the calculation of the overall module mark The module grade is assured by the Module Assessment Board. It is based on the marks achieved in the contributory assessments and other approved factors which are in addition to the normal assessment requirements.

26. Marks are recorded using a numerical scale of 0-100. Decimal places are not used on single assessments.

27. It is expected that the requirement will be for modules to be passed where a conflated pass mark has been achieved. For example, where a module has more than one element of assessment, there is no requirement that all elements of assessment are passed separately in order to achieve an overall pass of the module.

28. Any additional requirements such as the need to pass all elements separately wit[ )][252r Tm0 g061)13( )]T

towards the end of the late submission period. Any reduction to the late submission period

designed to test all the learning outcomes and the mode is the same as the highest weighted original mode, the resit mode may be weighted in accordance with the failed assessment. For example, for a failed module initially assessed by test 30% and exam 70%, a resit exam could be weighted at 100%, 70% or 30% depending on the assessment/s failed. This enables the mark for a passed assessment to be carried forwards and for a single exam to be set.

53. The resit mark achieved will stand even where it is lower than the mark achieved at the first attempt. The original mark will stand where the resit has not been taken.

54. The mark achieved on the resit will be capped at the pass threshold for the module. The resit mark will be conflated with any passed assessment mark/s which are carried forwards and/or with any failed assessment marks where a resit has not been taken.

55. Resits take place in the resit assessment period for the module:

A3 for semester 1, 2 and 3 taught modules;
A first resit of a PGT dissertation/project (and any associated assessments on the module scheduled at the same time) will be scheduled in the Semester 2 assessment period (A2);
coursework

scheduled within 4 calendar weeks of marks being published. The mark achieved will replace the original first attempt mark and will not be recorded separa

56. These resit regulations also apply to second resits and to sits. A sit is an opportunity to take the resit mode weighted in proportion with the accepted exceptional circumstances. Marks achieved on a sit will not be capped. (**Exceptional circumstances'** for further details).

57. A resit of a new assessment task will not be the automatic recourse for a dissertation/project of 30 credits or more in the final stage of an undergraduate course or at postgraduate level. Instead, the resit may consist of a resubmission for a capped mark.

Modules exceptionally exempted from providing a resit opportunity

58. In some cases the nature of the mode of assessment may preclude the opportunity for a resit. For example, practice placements where

Postgraduate PAB

83. For Masters degrees which extend over 3 consecutive semesters, such as in the Joint Institute, PABs will be named and

93. Compensation and condoned credit may not be applied.

Overall framework for classification

94. Postgraduate awards will be classified using the following overall framework:

Distinction	An overall grand mean of 70 70 or above	100% plus 50% of the credit at
Merit	An overall grand mean of 60 60 or above	69% plus 50% of the credit at
Pass	An overall grand mean of 50	59%

Borderline zone for postgraduate awards

95. The University operates a borderline zone at all the classification boundaries. A PAB has the discretion to reclassify a postgraduate student where they have achieved either:

a grand mean mark of up to 1% below the higher classification boundary and at least 50% of the credit that contributes to classification in the higher class or
a grand mean in the higher class with less than 50% of the credit that contributes to classification in the higher class.

96. When considering borderline students the PAB has the discretion to reclassify based on the individual student profile as presented on the marks array. Consideration may be given to the following:

104. The PAB is guided to look for evidence of improved performance on all assessments taken after the support was offered. No marks should be set aside and a minimum of a full stage of marks must be considered.

105. For postgraduate students the Progression and Award Board will be advised of cases where support has been offered after the start of the course so that a sit may be considered.

AEGROTAT AWARDS

106. An Aegrotat degree is a degree that may be awarded where a student is unable to complete their studies in the foreseeable future. This may be because of serious illness or death.

107. An Aegrotat degree will be subject to the approval of the Pro Vice-Chancellor (Education and Students) following a recommendation from the Progression and Award Board (PAB).

108. Normally a postgraduate Aegrotat degree will be an unclassified degree of the award upon which the student is/was registered, regardless of the number of credits achieved at the time of the award, for example, a MSc Neuroscience (Aegrotat) may be made where the award requirements have not been achieved.

116. The PAB may offer a sit for an uncapped mark in accordance with the weighting of the accepted exceptional circumstances.

117. A sit is an opportunity to take the resit mode weighted in proportion with the accepted exceptional circumstances. The r **Resit opportunities'** regarding resit modes and resit scheduling apply.

118. No setting aside of missed, failed or impaired assessments, or components of assessment, is permitted.

119. The marks achieved at the first attempt will be removed from the student record and replaced with the mark achieved at the sit, even where this is lower than the original mark achieved. The mark achieved for a sit of a component of the module assessment will be conflated with any existing marks achieved for any non-affected assessment components and with any marks achieved where exceptional circumstances were not accepted. In cases where the sit offered is not taken, the original mark(s) achieved will stand for progression and award purposes.

120. The PAB may decide not to offer a sit if the mark achieved on the module is not significantly out of line.

121. The PAB may consider that due to the extent of the missed, failed or impaired assessments across the stage that it is more appropriate to offer a repeat stage instead, providing the full cycle of assessment has been offered.

122. In all cases the PAB must ensure that the academic standards of the award are upheld in

The following derogations from these regulations apply:

Appendix A: Academic Framework

The University of Sussex Academic Framework applies with the additional underlined text:

The maximum period of registration for a taught award is normally the minimum period plus 3 years for undergraduate, plus 1 year for postgraduate and plus 2 years for postgraduate taught degrees which extend over 3 consecutive semesters in the Joint Institute, irrespective of whether the course is studied on a full-time or part-time basis.

The University of Sussex Academic Framework is available at http://www.sussex.ac.uk/adqe/documents

Appendix B: Non-credit bearing modules

The following modules must be passed:

MSc Intelligent and Adaptive Systems (offered collaboratively with ZJSU):

- 886H1Z Socialism
- 887H1Z Dialectics in Nature

MSc Robotics and Autonomous System (offered collaboratively with ZJSU):

- 886H1Z Socialism
- 887H1Z Dialectics in Nature

The regulations regarding assessment policies and procedures at the University of Sussex apply. These are set out in the chapters that form Section 2 at: http://www.sussex.ac.uk/adqe/standards/examsandassessment

A derogation has been approved to the following chapter:

Terms of reference and officer duties

Addition to Appendix C: Timing of undergraduate and postgraduate PABs

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