

GOVERNING REGULATIONS

Note: The Governing Regulations were approved by the University Senate at its meeting on 2 July 2015. They replace the former Ordinances which related to teaching and learning. The numbering of the Governing Regulations reflects the numbering of the former Ordinances and is therefore discontinuous.

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IV Degrees awarded by examination

Sanctioned by the University Council on 8 July 2013

Undergraduate Degree Programmes with Honours¹

- (1) In order to qualify for the award of an undergraduate degree programme with honours in any Faculty a candidate must (save as may be otherwise provided by Governing Regulation)
- (a) pursue a programme of study² for the degree as prescribed in the programme specification by Governing Regulation to Matriculation in the University as prescribed by Ordinance C2 and
 - (b) pass the examinations prescribed by Governing Regulation save that a candidate may with permission of the relevant Board of the Faculty concerned pursue a part or the whole of a programme of study elsewhere than in the University.
 - (c) gain the appropriate number of credits at the appropriate Level for the qualification as prescribed by Governing Regulation.
- (2) In every case the qualifications for an undergraduate degree with honours shall include the passing of the Final Examination prescribed by Governing Regulation for the degree save that subject to rulings made for that purpose by the Senate, candidates who have passed examinations elsewhere and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere may be exempted from the corresponding or relevant examination or examinations in the University.
- (3) An undergraduate degree with honours in any Faculty shall not be granted to any candidate whose record as a student of the University is not deemed satisfactory by the Senate.

The Senate may refuse to admit to or allow to continue on a programme of study leading to a degree with honours any person whose place of residence during the University Terms is in its opinion at too great a distance from Reading.

Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

- (4)
- (a) A candidate who has completed but failed the Examination in the Final year of a programme for an Undergraduate Degree with honours may present themselves for the same examination at the next subsequent occasion but the candidate
 - (i) shall not then be eligible for Honours and

¹ See also

Governing Regulation L for the degree of Bachelor

Governing Regulation LI for the degree of Bachelor of Arts (for Part-time Students)

Governing Regulation LII for the degree of BA (Ed)

Governing Regulation LIII for the degree of BSc (Faculty of Science) (for External Students)

Governing Regulation LIV for the degree of Integrated Master

Governing Regulation LXVII for the International Foundation Programme

² The University reserves the right at any time (i) to change or cancel any programme specification or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

(ii) shall not in the meantime continue in membership of the University or return to the University

save with the express permission of the Senate or of the committee to which the Senate may delegate its powers in this respect.

In exceptional circumstances and with the express permission of the Senate a candidate may delay re-examination for such a period as the Senate shall at its absolute discretion decide.

- (b) Candidates who have presented themselves at a Final Examination for an undergraduate degree with honours and who withdraw before the examination has concluded shall not be permitted to present themselves for the same examination on a subsequent occasion except with the special permission of the Senate. A candidate who thus withdraws must before the end of the examination give to the relevant University Officer in writing for the Senate their reasons for withdrawing and state whether they wish to present themselves for re-examination on a subsequent occasion.
 - (c) Candidates shall not be permitted to present themselves for any examination in connection with a programme for an undergraduate degree with honours (whether it be a Final Examination or any examination precedent to it) on more than two occasions unless expressly allowed so to do by the Senate.
 - (d) Candidates who have been unsuccessful on both these two occasions shall not be permitted to remain in the University unless expressly allowed so to do by the Senate. In such a case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain in the University.
 - (e) Notwithstanding the above or any other provision concerning re-examination in any other Governing Regulation, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.
- (5) Successful candidates in a Final Examination in which Honours may be awarded shall be stated to have obtained Honours in the first or second or third class or to have passed (the second class being shown in two divisions) save that candidates permitted to present themselves for re-examination under the provisions of clause (4) above shall not be eligible for the award of Honours without the permission of the Senate.

Postgraduate Degrees of Master awarded by examination

- (6) Postgraduate Degrees of Master may be conferred upon graduates of the University or upon graduates of other Universities or upon such other persons as may be prescribed by the relevant Governing Regulation or to persons holding such other qualifications as may be approved by the Senate who have
- (a) followed a programme of study³ as prescribed in the relevant programme specification
 - (b) satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme
 - (c) gained the appropriate number of credits at the Masters Level for the qualification as prescribed by Governing Regulation and
 - (d) fulfilled such other conditions as may be prescribed by Governing Regulation.

³ The University reserves the right at any time (i) to change or cancel any syllabus or any programme specification or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

The whole of the period of study shall be subsequent to completing the requirements for admission to the programme. A candidate may with the permission of the relevant Faculty pursue a part or the whole of a programme of study elsewhere than in the University.

(7) Persons other than graduates of the University of Reading who are admitted to a programme shall be required to Matriculate in the University. For the purpose of this clause a person who has completed the examination requirements for the conferment of a degree but who has yet to be formally admitted to that degree shall be regarded as a graduate.

(8) A person wishing to enter upon one of these programmes shall send to the relevant University Officer an application on the prescribed form. The relevant University Officer shall forward the application to the relevant Programme Director who shall supply the relevant University Officer with a written opinion on the application recommending acceptance or otherwise of the application. If the applicant is not a graduate of a University in the United Kingdom or is not a graduate of any University the application shall require the approval of the Senate in addition to that of the relevant Board of the Faculty.

(9) The examination for the degree of Master shall be held at the conclusion of each programme at such time as shall be specified in the relevant programme specification. An oral examination may at the discretion of the Examiners form part of the examination for the degree.

Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(10)

(a) Candidates who have completed but failed an examination for a Masters Degree may present themselves for the same examination at the next subsequent occasion but the candidate shall not in the meantime continue in membership of the University or return to the University save with the express permission of the Senate or of the committee to which the Senate may delegate its powers in this respect.

In exceptional circumstances and with the express permission of the Senate a candidate may delay re-examination for such period as the Senate shall at its absolute discretion decide.

(b) Candidates who withdraw before the examination has concluded shall not be permitted to present themselves for re-examination in the same programme on a subsequent occasion except with the special permission of the Senate given after consideration of their reasons for withdrawal.

(c) Candidates shall not be permitted to present themselves for any examination in connection with a programme for the degree of Master awarded by examination on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(d) Notwithstanding the above or any other provision concerning re-examination in any other Governing Regulation, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

(11) A candidate who has qualified for the degree of Master by examination shall not ipso facto be admitted to that degree if they are permitted to submit work previously examined for that degree in an examination for another degree of Master (whether by examination or by thesis) or for the degree of PhD. A candidate shall however have the right to claim admission to that degree if they do not complete or do not successfully complete such a subsequent programme.

(12) The list of successful candidates for a degree of Master shall be published in alphabetical order without distinction of classes save that for particular programmes as specified in the relevant programme specification and at the discretion of the Examiners the degree may be awarded with Merit or with Distinction.

Ordinary Degree Programmes

(13) Ordinary Degrees may be awarded to such persons as may be prescribed by the relevant Governing Regulation who have:

- (a) followed a programme of study⁴ as prescribed in the relevant programme specification
- (b) passed the examinations prescribed by Governing Regulation save that a candidate may with permission of the relevant Board of the Faculty concerned pursue a part or the whole of a programme of study elsewhere than in the University
- (c) gained not less than 300 credits at an appropriate Level and
- (d) fulfilled such conditions as may be prescribed by Governing Regulation.

Candidates for an Ordinary Degree shall normally initially follow a programme of study for an Undergraduate Degree with Honours or a Foundation Degree but will be required to formally register for a programme of study leading to an Ordinary Degree by the start of Part 3 of that programme of study.

(14) Subject to rulings made for that purpose by the Senate candidates who have passed examinations elsewhere or who have completed appropriate work-based learning and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere or appropriate work-based learning may be exempt from the corresponding or relevant examinations in the University provided that in every case the qualification for the Ordinary Degree shall include the passing of the Examination held at the conclusion of the programme of study and as prescribed by the relevant Governing Regulation.

(15) An Ordinary Degree shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(16) An Ordinary Degree shall normally not be granted to any candidate who after sitting the Part 3 Examination for an Honours Degree does not meet the requirements for that Honours Degree.

(17) The examinations for an Ordinary Degree shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

⁴ The University reserves the right at any time (i) to change or cancel any syllabus or any programme specification or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

(18) A candidate who has failed any examination for an Ordinary Degree may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any other provision concerning re-examination in any other Governing Regulation re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved. Where the module concerned involves work-based learning it is the candidate's responsibility to arrange that the work-based learning can either be retaken or replaced with other work-based learning acceptable to the Examiners.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for an Ordinary Degree on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(19) Successful candidates for the award of an Ordinary Degree shall be stated to have passed.

Foundation Degrees

(20) Foundation Degrees may be awarded to such persons as may be prescribed by the relevant Governing Regulation who have:

- (a) followed a programme of study as prescribed in the relevant programme specification for a period of not less than two years and satisfied the Examiners appointed by the University in the examination held at the conclusion of that programme⁵
- (b) gained not less than 240 credits at an appropriate Level and
- (c) fulfilled such conditions as may be prescribed by Governing Regulation.

A candidate will normally pursue the programme of study at a validated partner Further Education College and at an organization which can provide an appropriate element of work-based learning.

(21) Subject to rulings made for that purpose by the Senate candidates who have passed examinations elsewhere or who have completed appropriate work-based learning and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere or appropriate work-based learning may be exempt from the corresponding or relevant examinations in the University provided that in every case the qualification for the Foundation Degree shall include the passing of the Examination held at the conclusion of the programme of study and as prescribed by the relevant Governing Regulation.

(22) A Foundation Degree shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(23) The examinations for a Foundation Degree shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be

⁵ The University reserves the right at any time (i) to change or cancel any syllabus or any programme specification or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(24) A candidate who has failed any examination for a Foundation Degree may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any other provision concerning re-examination in any other Governing Regulation, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved. Where the module concerned involves work-based learning it is the candidate's responsibility to arrange that the work-based learning can either be retaken or replaced with other work-based learning acceptable to the Examiners.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for a Foundation Degree on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate.

In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(25) Successful candidates for the award of a Foundation Degree shall be stated to have passed without distinction of classes save that for particular programmes as specified in the relevant programme specification and at the discretion of the Examiners the degree may be awarded with Merit or with Distinction.

V Degrees of Master and Doctor awarded by Thesis

Sanctioned by the University Council on 9 July, 2012

Note: See also Governing Regulation LX for the Degree of Professional Doctorate and Governing Regulation LVII for the Degree of Doctor of Medicine.

- (1) The degree of PhD or of MPhil or of LLM may be conferred upon graduates of the University of Reading or of other Universities or upon persons holding such other qualifications as may be prescribed or upon other persons approved by the Senate who have
 - (a) undertaken such research (for the degree of PhD) or research or advanced study (for the degree of MPhil (or of LLM) as may be approved by the Senate for not less than the period prescribed below after completing the examination requirements for the conferment of the degree of Bachelor or of Master (except as provided by clauses (4) and (6) of this Governing Regulation)
 - (b) fulfilled such other conditions as may be prescribed below and
 - (c) submitted the results of their research or advanced study in a thesis satisfactory to the Examiners appointed by the University who may at their discretion further examine any candidate in the matter of the thesis submitted or in any matters relating to the research or advanced study. Administrative responsibility for the research or advanced study shall rest with the Head of School concerned. The Head of School may assign the supervision of the candidate's work to such extent as they shall determine to another member of the Academic staff.
- (2)
 - (a) The prescribed period under clause (1)(a) above shall be as stated below. For the purpose of this clause 'academic year' shall mean any period of three consecutive Terms.

- (b) For a candidate pursuing advanced study or research full-time the period of such advanced study or research shall be one academic year (and not less) for the degree of LLM two academic years (and not less) for the degree of MPhil and three academic years (and not less save as provided in (e) below) for the degree of PhD. A candidate may continue to be registered for the degree of LLM or MPhil or PhD (as the case may be) after completion of the prescribed period but (except with the express permission of the relevant Board of the Faculty concerned) the total period of registration shall not exceed three calendar years for the degree of LLM or MPhil and four calendar years for the degree of PhD from the original date of registration for the degree.
- (c) For a candidate not engaged full-time the period of advanced study or research for the degree of LLM or MPhil or PhD shall be determined by the relevant Board of the Faculty concerned at the beginning of the programme. The period shall not be less than two academic years for LLM or three academic years for MPhil or four academic years (save as provided in (e) below) for PhD. A candidate may continue to be registered for the degree of LLM or MPhil or PhD (as the case may be) after completion of the prescribed period but (except with the express permission of the relevant Board of the Faculty concerned) the total period of registration shall not exceed six calendar years from the original date of registration for the degree.
- (d) The relevant Board of the Faculty concerned shall have the power and discretion to vary the period described for any candidate save that it shall not reduce the period specified under (b) above for a candidate pursuing advanced study or research full-time except as provided in (e) below.
- (e) Where previous experience in research is deemed satisfactory by the relevant Board of the Faculty concerned the prescribed period may be reduced to two academic years in the case of an applicant for registration for PhD intending to pursue research full-time and to three academic years in the case of an applicant for PhD not engaged full-time⁶.
- (f) The prescribed period shall be spent in the University save that with the permission of the relevant Board of the Faculty concerned a part or whole of it may be spent elsewhere on condition that the research or advanced study continue to be directed and supervised as provided above and on such other conditions as may be prescribed by Governing Regulation or by the relevant Board of the Faculty concerned.
- (3) Candidates following an approved programme of research or advanced study who are permitted to spend a part or the whole of the period of research or advanced study elsewhere than in Reading shall be required to maintain such personal contact with their supervisors as the latter may specify. In such cases also the appointment of an additional supervisor other than a member of the University shall be made when circumstances make such an appointment necessary or advisable.
- (4) A person wishing to enter upon a programme of research or advanced study for the degree of LLM or MPhil or PhD shall send to the relevant University Officer an application on the prescribed form. The relevant University Officer shall forward the application to the Head of the relevant School (or other designated member of the Academic Staff) to which the proposed programme of study relates. The Head of the relevant School shall supply the relevant University Officer with a written opinion on the application recommending acceptance or otherwise of the application and stating to which member of the academic staff if any they wish to delegate the supervision of the candidate's work and the date when the programme of research shall be deemed to have begun. If the applicant is not a graduate of any University the application shall require the approval of the Senate in addition to that of the relevant Board of the Faculty.

⁶ These provisions are not available to applicants for the MSc/Higher Degree programme in Agricultural Economics and Management in the Faculty of Life Sciences.

Save as provided in clause (6) below such date shall not normally be earlier than the first day of the Term in which the approval is given except in the case of a candidate who has been admitted to a programme in preparation for a degree of Master and whose application under the provisions of clause (6) below for recognition of such programme as a part of a programme in preparation for the degree of LLM or MPhil (by thesis) or PhD has been approved.

- (5) If the application is approved the applicant shall be registered initially as a 'PhD student' and the relevant Board of the Faculty concerned shall have power formally to assess the progress of the student. This assessment will take place at such time as the relevant Board of the Faculty considers appropriate so to do provided that this shall not be later than the end of the second year of registration as a 'PhD' student⁷.

The outcome of this assessment shall be either confirmation of the registration of the student as 'PhD', assignment to the registration of MPhil or referral to the University's Standing Committee on Academic Engagement and Fitness to Study, under the procedures set out in Governing Regulation XVII. Where the registration of the student is either confirmed as 'PhD' or assigned to 'MPhil', this registration shall then be deemed to have begun on the date at which initial registration as a 'PhD' student began.

- (6) No period occupied by a programme of study in preparation for an examination other than that for the degree of LLM or MPhil shall be accepted as part of the prescribed period which must be spent in research or advanced study in preparation for the degree save that the Senate may recognise for this purpose any period occupied by

- (a) study under approved conditions for the degree of PhD or
- (b) a prescribed programme of study for the degree of LLM or MPhil by examination or
- (c) a prescribed programme of study for the degree of MA or MEd or MSc or MRes or MBA.

No period occupied by a programme of study in preparation for an examination other than that for the degree of PhD shall be accepted as part of the prescribed period which must be spent in research in preparation for the degree save that the Senate may recognise for this purpose any period occupied by

- (a) research or advanced study under approved conditions for the degree of LLM or MPhil or
- (b) a prescribed programme of study for the degree of LLM or MPhil by examination or
- (c) a prescribed programme of study for the degree of MA or MEd or MSc or MRes or MBA.

A candidate shall not be granted the degree of LLM or MPhil or PhD in addition to a degree of Master awarded by examination without having completed the periods of study required for each of the degrees separately.

- (7) In the event of approval being given to the candidate's application the Senate shall determine the date when the programme of research shall be deemed to have begun. Save as provided in clauses (2) and (4) of this Governing Regulation such date shall not normally be earlier than the first day of January or of May or of October according to the Term in which the Senate's approval is given except in the case of a candidate who has been admitted to a programme in preparation for one of the degrees of Master by examination as specified above and whose application for the recognition of such programme as a part of a programme in preparation for the degree of LLM or MPhil by thesis or PhD has been approved by the Senate.
- (8) The thesis embodying the results of the candidate's research or advanced study together with an abstract of it may be sent to the relevant University Officer any time after the beginning of the final Term of the prescribed period. Candidates must give notice to the relevant University Officer of their intention to submit their thesis in accordance with a schedule of dates published annually.
- (9) Three copies of the thesis submitted together with three copies of the Abstract of it each bound in the form of a book shall be supplied. The form and content of the thesis shall conform

⁷ Or equivalent for a Part-time student.

with the rules for submission of theses for higher degrees approved by the Senate and having the force of Regulations⁸.

Every copy of the thesis thus submitted shall become the property of the University save that one shall normally be returned by the University to the candidate.

- (10) A candidate shall not be permitted to submit as their thesis a thesis which is being submitted for a degree in another University or for which a degree has already been conferred on them in this or any other University but a candidate shall not be precluded from incorporating work which they have already submitted for a degree in this or any other University provided that they indicate in their thesis any work which has been so incorporated.
- (11) The relevant University Officer shall forward the thesis and the abstract to the Examiners appointed by the University to examine the candidate and shall request them to fix a date for the oral examination of the candidate if required. An oral examination shall ordinarily be held in the case of a candidate for the degree of PhD and may be held for the degree of LLM or MPhil. The Examiners may also require the candidate to undergo a written examination or a practical examination or both.
- (12) Candidates who are rejected by the Examiners may present themselves for re-examination for the degree of LLM or MPhil or PhD on one subsequent occasion which shall normally be not less than one Term and not more than nine Terms following the Term in which the Examiner's Report on the thesis was approved by the Senate.
Candidates shall not be permitted to present themselves for any examination in connection with a programme for the degree of Master or Doctor awarded by thesis on more than two occasions unless expressly allowed to do so by the Senate.
A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.
- (13) When a thesis submitted by a candidate for the degree of PhD does not in the opinion of the Examiners reach the standard required for that degree it shall be at the discretion of the Examiners to recommend to the Senate that the degree of MPhil be awarded. Where such a recommendation is approved the candidate shall have the option either of accepting the degree of MPhil or of seeking re-examination. In the former case acceptance shall be in writing to the relevant University Officer not later than the end of the ninth term following that in which the recommendation was approved. In the latter case re-examination shall be as provided in (12) above. Where a candidate chooses re-examination the recommendation for the award of the degree of MPhil shall be deemed to be suspended pending the re-examination. The re-examination shall be only for the degree of PhD. If the re-submitted thesis does not in the opinion of the Examiners reach the standard required for that degree the earlier recommendation for the award of MPhil shall stand.
- (14) The Examiners' decision shall be forwarded to the relevant University Officer as early as possible but shall not be notified to the candidate until it has received the approval of the Senate.
- (15) For candidates for the degree of PhD: Before or immediately after the Senate has approved the award of the degree of PhD, a candidate will submit three copies of the thesis in its final submitted form, two of which will be hard bound in the form of a book and one of which will be stored in the appropriate electronic format. The form and content of the thesis shall conform with the rules for submission of theses for higher degrees approved by the Senate and having the force of Regulations.

⁸ Copies may be obtained from the relevant University Officer.

- (16) A candidate for the degree of Master by examination may be jointly registered for a programme of study leading to the degree of MPhil by thesis or PhD. The relevant Board of the Faculty concerned will determine the specific registration during the period of the Master's programme by examination. In the case of a candidate then assigned to registration for a programme of study leading to the degree of MPhil by thesis or PhD the Board shall determine the prescribed period of registration as provided in clause (2) above.
- (17) For the purposes of clauses (8) to (15) above and of the Rules for the Submission of Theses made under this Governing Regulation a candidate wishing to be admitted to the degree of PhD or of MPhil by thesis in the fields of Film or of Drama or of Fine Art or of Musical Composition or Performance may in place of a thesis alone submit original works of film or drama or art or a folio of musical composition or a film or drama or musical performance as appropriate together with a thesis of shorter length relating the work or performance to contemporary issues in theatre or film or art or music.

VI Higher Doctorates

Sanctioned by the University Council on 1 July, 2008

Note: Governing Regulation LVII relates to the degree of DLitt Governing Regulation LVIII relates to the degree of DSc and Governing Regulation LIX relates to the degree of LLD.

- (1) The degrees of DLitt or DSc or LLD may be conferred upon such persons as may be described in the relevant Governing Regulation who have submitted to the judgement of the University their published contributions to the advancement of learning in some subject within the purview of a Faculty of the University and are deemed by the Senate to have distinguished themselves by research or learning. Before deciding upon the merits of such contributions the Senate shall consider a report thereon from the relevant Board of the Faculty or School of the University within whose purview the subject falls.
- (2) A graduate of the University of Reading or of another approved University wishing to become a candidate for the degree of DLitt or DSc or LLD shall make application in writing to the relevant University Officer and shall send at the same time the examination fee⁹. This application shall contain five copies of a full statement of the grounds upon which the claim for the degree is based and shall be accompanied by three copies of the published work which the applicant submits in support of it. The candidate shall also submit five separate copies of the list of such published work and shall state in that list whether and with what result any of the work has previously been submitted for any degree of any University. If publications under joint authorship are submitted the candidate shall state precisely in the list of published work his contribution to each of them.
- (3) On receipt of such application the Director of Research of the relevant Faculty and the Director of Research of the relevant School in consultation with such members of Academic Staff whose advice may wish to seek shall determine whether the application has sufficient merit prima facie to warrant consideration by Examiners. If it is determined that the application warrants consideration by Examiners the Board of the relevant Faculty shall proceed to recommend to the Senate not fewer than three Examiners of whom a majority shall be persons other than members of the Academic Staff of the University. If it is determined that the application prima facie does not warrant consideration by Examiners the candidate shall be eligible for a partial refund of the fee paid.
- (4) A candidate whose application is deemed prima facie not to warrant consideration by Examiners has the right to request a review of the decision. A candidate who wished to request a review of the decision must notify the relevant University Officer within a period of one month from

⁹ Application must be made on the prescribed form, to be obtained from the relevant University Officer.

notification of the decision. A review of the decision shall be undertaken by the relevant Pro-Vice-Chancellor who may consult in considering the case such Academic Staff as he or she deems appropriate. If the Pro-Vice-Chancellor determines that the decision is well-founded the decision shall be final. If the Pro-Vice-Chancellor determines that the application merits consideration by Examiners Examiners shall be appointed and the normal examination process undertaken.

- (5) Each Examiner shall be required to send to the relevant University Officer a report upon the candidate's claim and upon the published work submitted by the candidate and an expression of their opinion as to whether the candidate has sufficiently distinguished themselves by research or learning to merit the award of the degree. The reports shall be submitted in the first instance to the Dean of the relevant Faculty who shall forward the reports to the appropriate Faculty Committee. The Committee shall make a recommendation to the relevant Board of the Faculty as to whether or not the degree be awarded. The relevant Board of the Faculty shall then forward its own recommendation to the Senate. Candidates who are not awarded the degree have the right to request a review of their result on any grounds other than academic judgement and must inform the relevant University Officer of their request to review their result in writing within a period of one month from notification of the result.
- (6) The disposal of the copies of the published work submitted under clause (2) shall be at the discretion of the University but normally two of the three copies shall be returned by the University to the candidate.

VII Postgraduate Diplomas and Certificates

Sanctioned by the University Council on 1 July, 2008

- (1) Postgraduate Diplomas and Certificates may be awarded to graduates of the University or to graduates of other Universities or to such other persons as may be prescribed by the relevant Governing Regulation who have
 - (a) followed a prescribed programme of study¹⁰ for not less than the period specified in the relevant Governing Regulation and in the relevant programme specification
 - (b) satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme and
 - (c) gained the appropriate number of credits at the Masters Level for the qualification as prescribed by Governing Regulation and
 - (d) fulfilled such other conditions as may be prescribed by Governing Regulation.

The whole of the period of study shall be subsequent to completing the examination requirements for the conferment of a first degree. A candidate may with the permission of the relevant Faculty pursue a part or the whole of a programme of study elsewhere than in the University.

- (2) A person wishing to enter upon one of these programmes shall send to the relevant University Officer an application on the prescribed form. The relevant University Officer shall forward the application to the relevant Programme Director who shall supply the relevant University Officer with a written opinion on the application recommending acceptance or otherwise of the application. If the applicant is not a graduate of a University in the United Kingdom or is not a

¹⁰ The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

graduate of any University the application shall require the approval of the Senate in addition to that of the relevant Board of the Faculty.

- (3) The examination for a Diploma or Certificate shall be held at the conclusion of the relevant programme.
Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.
- (4) Unless otherwise specified in the relevant Governing Regulation a candidate who has completed the examination for a postgraduate Diploma or Certificate but has failed to satisfy the Examiners shall be permitted to present themselves for re-examination in the same programme on one subsequent occasion. A candidate shall not be permitted to present themselves for any examination in connection with a programme for a Postgraduate Diploma or Certificate on more than two occasions unless expressly allowed to do so by the Senate. A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student. Notwithstanding the above or any other provision concerning re-examination in any other Governing Regulation, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.
- (5) The list of successful candidates for a Postgraduate Diploma or a Postgraduate Certificate shall be published in alphabetical order without distinction of classes save that for particular programmes as specified in the relevant programme specification and at the discretion of the Examiners a Postgraduate Diploma may be awarded with Merit or with Distinction.

VIII Post-experience Diplomas and Certificates

Sanctioned by the University Council on 1 July, 2008

- (1) Post-experience Diplomas and Certificates may be awarded to such persons as may be prescribed by the relevant Governing Regulation who have:
- (a) followed a prescribed programme of study¹¹
 - (b) satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme and
 - (c) fulfilled such other conditions as may be prescribed by Governing Regulation.

A candidate may with the permission of the relevant Faculty pursue a part or the whole of a programme of study elsewhere than in the University.

- (2) A person wishing to enter upon one of these programmes shall send to the relevant University Officer an application on the prescribed form. The relevant University Officer shall forward the application to the relevant Programme Director who shall supply the relevant University Officer

¹¹ The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

with a written opinion on the application recommending acceptance or otherwise of the application.

- (3) The examination for a Diploma or Certificate shall be held at the conclusion of the relevant programme. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.
- (4) A candidate who has completed the examination for a post-experience Diploma or Certificate but has failed to satisfy the Examiners shall be permitted to enter for re-examination in the same programme on one subsequent occasion. A candidate shall not be permitted to present themselves for any examination in connection with a programme for a Post-Experience Diploma or Certificate on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student. Notwithstanding the above or any other provision concerning re-examination in any other Governing Regulation, re-examination shall not be available in any part of a course related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

- (5) The list of successful candidates for a Post-Experience Diploma or a Post-Experience Certificate shall be published in alphabetical order without distinction of classes save that at the discretion of the Examiners a Post-Experience Diploma may be awarded with Merit or with Distinction.

IX Graduate Certificates and Diplomas Undergraduate Diplomas and Certificates of Higher Education

Sanctioned by the University Council on 8 July, 2013

Certificates of Higher Education

- (1) Undergraduate Certificates of Higher Education may be awarded to such persons as may be prescribed by the relevant Governing Regulation who have:
 - (a) followed a prescribed programme of study as prescribed in the relevant programme specification and satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme¹²
 - (b) gained not less than 120 credits of which at least 100 credits must be at the Certificate Level and
 - (c) fulfilled such conditions as may be prescribed by Governing Regulation.

¹² The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

A candidate may with the permission of the relevant Board of the Faculty concerned pursue a part or whole of the programme of study elsewhere than in the University.

(2) Subject to rulings made for that purpose by the Senate candidates who have passed examinations elsewhere and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere may be exempt from the corresponding or relevant examinations in the University provided that in every case the qualification for the Undergraduate Certificate of Higher Education shall include the passing of the Examination held at the conclusion of the programme of study and as prescribed by the relevant Governing Regulation.

(3) An Undergraduate Certificate of Higher Education shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(4) The examinations for an Undergraduate Certificate of Higher Education shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(5) A candidate who has failed any examination for an Undergraduate Certificate of Higher Education may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any other provision concerning re-examination in any other Governing Regulation, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for an Undergraduate Certificate of Higher Education on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate.

In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(6) Successful candidates for the award of an Undergraduate Certificate of Higher Education shall be stated to have passed.

Undergraduate Diplomas of Higher Education

(7) Undergraduate Diplomas of Higher Education may be awarded to such persons as may be prescribed by the relevant Governing Regulation who have:

- (a) followed a prescribed programme of study and satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme¹³
- (b) gained not less than 240 credits of which at least 100 credits must be at the Intermediate Level and
- (c) fulfilled such conditions as may be prescribed by Governing Regulation.

¹³ The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

A candidate may with the permission of the relevant Board of the Faculty concerned pursue a part or whole of the programme of study elsewhere than in the University.

(8) Subject to rulings made for that purpose by the Senate candidates who have passed examinations elsewhere and such other candidates as are deemed by the Senate to have followed satisfactorily an appropriate programme of study elsewhere may be exempt from the corresponding or relevant examinations in the University provided that in every case the qualification for the Undergraduate Diploma of Higher Education shall include the passing of the Examination held at the conclusion of the programme of study and as prescribed by the relevant Governing Regulation.

(9) An Undergraduate Diploma of Higher Education shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(10) The examinations for an Undergraduate Diploma of Higher Education shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification. Where a student's lack of attendance at practical classes results in their failure to achieve an adequate level of competence on the basis of which to proceed with practical work in the next Part of their programme the appropriate Faculty Examiners' Meeting shall have the discretion to recommend that the student's registration be suspended until such time as the re-examination has been passed and competence in the practical work demonstrated.

(11) A candidate who has failed any examination for an Undergraduate Diploma or Diploma of Higher Education may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any other provision concerning re-examination in any other Governing Regulation, re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for an Undergraduate Diploma of Higher Education on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate.

In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(12) Successful candidates for the award of an Undergraduate Diploma of Higher Education shall be stated to have passed.

Graduate Certificates

(13) Graduate Certificates may be awarded to such persons as may be prescribed by the relevant Governing Regulation who have:

- (a) followed a prescribed programme of study and satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme¹⁴
- (b) gained not less than 60 credits of which all must be at the Honours Level and
- (c) fulfilled such conditions as may be prescribed by Governing Regulation.

¹⁴ The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

A candidate may with the permission of the relevant Board of the Faculty concerned pursue a part or whole of the programme of study elsewhere than in the University.

(14) A Graduate Certificate shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(15) The examinations for a Graduate Certificate shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification.

(16) A candidate who has failed any examination for Graduate Certificate may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any provision concerning re-examination in any other Governing Regulation re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for Graduate Certificate on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such cases the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(17) Successful candidates for the award of a Graduate Certificate shall be stated to have passed.

Graduate Diplomas

(18) Graduate Diplomas may be awarded to such persons as may be prescribed by the relevant Governing Regulation who have:

- (a) followed a programme of study as prescribed in the relevant programme specification and satisfied the Examiners appointed by the University in the examination held at the conclusion of the programme¹⁵
- (b) gained not less than 120 credits of which at least 100 credits must be at the Honours Level and
- (c) fulfilled such conditions as may be prescribed by Governing Regulation.

A candidate may with the permission of the relevant Board of the Faculty concerned pursue a part or whole of the programme of study elsewhere than in the University.

(19) A Graduate Diploma shall not be granted to any candidate whose record as a student is not deemed satisfactory by the Senate.

(20) The examinations for a Graduate Diploma shall be held during and at the conclusion of the relevant programme as shall be specified in the programme specification.

(21) A candidate who has failed any examination for Graduate Diploma may present themselves for the same examination on the next subsequent occasion. Notwithstanding the above or any provision concerning re-examination in any other Governing Regulation re-examination shall not be available in any part of a programme related to a professional qualification in any practical or similar assessment to

¹⁵ The University reserves the right at any time (i) to change or cancel any syllabus or any programme arrangement or any examination arrangement; (ii) to limit transfers between programmes, or choice of programme if and when such changes should become necessary. As much notice as possible will be given of any such measures but the University cannot be held to any fixed period.

a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

A candidate shall not be permitted to present themselves for any examination in connection with a programme for Graduate Diploma on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such cases the senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(22) Successful candidates for the award of a Graduate Diploma shall be stated to have passed.

X Aegrotat Passes

Sanctioned by the University Court on 14 March, 2003

If a candidate is prevented by illness from attending the whole or a part of an examination or is affected by illness during an examination for a degree whether Bachelor's or Master's (by examination) diploma or certificate the Senate upon report from the Internal and External Examiners concerned and upon such medical and other evidence as it shall think fit may exempt them from the regulation prescribing the passing of such examination as one of the qualifications for the degree diploma or certificate or may impose such conditions as it shall think fit the fulfilment of which shall be precedent to such exemption provided that a candidate thus exempted from the examination held at the close of the course of study for a degree with honours shall not be placed in a class.

The Senate after report from the relevant Faculty Examiners' Meeting may permit a candidate whose course of study has been interrupted by illness to defer presenting himself for an examination for a degree diploma or certificate for such period as it thinks fit.

XVII Conduct and Discipline, Student Academic Engagement and Fitness to Study, Academic Misconduct and Performance in Examinations, and Fitness to Practise

Sanctioned by the University Council on 8 July 2013

(1) Procedures relating to the Standing Disciplinary Committee the Disciplinary Appeals Committee the Standing Committee on Academic Engagement and Fitness to Study the Standing Committee on Academic Misconduct, the Standing Committee on Examination Results and the Standing Committee on Fitness to Practise hereinafter described shall be as set out in regulations from time to time approved by the Senate and the Council. The proceedings of these bodies and any decision or determination made by any of these bodies shall not be invalidated by reason of any failure to comply with the strict procedural requirements of any Governing Regulation or procedure prescribed for these bodies by the Council provided always that such failure shall not have been materially detrimental to the student. In case of doubt any of these bodies shall cause the failure to be as far as possible or reasonable rectified.

(2) A student subject to any of these procedures may be accompanied by a 'friend' who is a member of the Academic Staff of the University or a currently registered student of the University or a Sabbatical Officer of the Students' Union or a Student Adviser within the Students' Union. He or she shall not be legally represented during the hearing of the appeal nor shall it be routinely permitted for

him or her to appoint a proxy but these provisions shall not debar a legally qualified person who is a member of the Academic Staff of the University or a currently registered student of the University or a Sabbatical Officer of the Students' Union or a Student Adviser within the Students' Union.

Conduct and Discipline

- (3) Every student shall be subject to such disciplinary regulations as shall from time to time be made by the Senate and approved by the Council.
- (4) Every student is answerable for his or her conduct to the University. Every member of the Academic Staff shall have the power and it shall be his or her duty to check any disorderly or improper conduct on the part of a student whether it occurs within the precincts of the University including the University Halls and land and properties held by the University or while the student is engaged in any University activity wherever that occurs.
- (5) The principal disciplinary officer of the University is the Vice-Chancellor. The responsibilities of other members of the University's Staff are as set out in the Regulations for Conduct.
- (6) The Vice-Chancellor or a Pro-Vice-Chancellor has the power to suspend a student temporarily from attendance at the University pending consideration of an alleged case of breach of discipline.
- (7) The Vice-Chancellor or a Pro-Vice-Chancellor may consider any case of a breach of the Regulations for Conduct not within the remit of the Standing Committee on Academic Engagement and Fitness to Study the Standing Committee on Academic Misconduct the Standing Committee on Examination Results or the Standing Committee on Fitness to Practise, which may be referred to him or her. He or she may apply such penalties as are available to him or her in the Regulations for Conduct or may refer the case to the Standing Disciplinary Committee which shall have the power to apply such penalties as are available to it.
- (8) A Warden of a Hall may consider any case of a breach of the Regulations for Conduct relating to good order in his or her Hall. He or she may apply such penalties as are available to him or her in the Regulations for Conduct or may refer the case to the Standing Disciplinary Committee which shall have the power to apply such penalties as are available to it.

Student Academic Engagement and Fitness to Study

- (9) The Associate Dean (Teaching and Learning) of the Faculty or the University Director of Postgraduate Research Studies may in accordance with the relevant procedures refer to the Standing Committee on Academic Engagement and Fitness to Study any case of non-academic engagement or impaired fitness to study on the part of a student. The Standing Committee on Academic Engagement and Fitness to Study shall determine its own procedures in dealing with cases of academic engagement or fitness to study save that in each case it shall receive a written report from the Associate Dean (Teaching and Learning) of the Faculty concerned or the University Director of Postgraduate Research Studies who must have consulted the student's Senior Tutor or School Director of Teaching and Learning or the University Director of Postgraduate Research Studies and such others as the Associate Dean (Teaching and Learning) deems necessary and it shall provide the student with an opportunity to appear before the Standing Committee.

The Standing Committee on Academic Engagement and Fitness to Study shall in such cases have the power to suspend or remove from membership of the University the student concerned. Its decision shall be final subject to the right of appeal to the Standing Disciplinary Committee.

Any case of removal from membership of the University shall be reported to the Senate.

Academic Misconduct

(10) There shall be a Standing Committee on Academic Misconduct appointed by the Senate to consider the case of students who are alleged to have committed academic misconduct which shall consist of

A Chair appointed by the Senate normally from amongst those who have previously held office as Dean of a Faculty, Associate Dean (Teaching and Learning) of the Faculty or Head of School

The Deans of the Faculties any one of whom may act as alternate to the Chair A Sabbatical Officer of the Students' Union

The Associate Deans (Teaching and Learning).

The Committee shall meet at such times as may be necessary and shall determine its own procedure. The Chair shall normally select two members of the Committee to serve at each meeting. It shall have the power to impose a range of sanctions which shall include the removal of a student from membership of the University. An appeal brought by a student against the decision of the Committee shall be considered by the Standing Disciplinary Committee.

No act or ruling of the Standing Committee on Academic Misconduct shall be invalid by reason only of vacancy in the Committee or by reason of absence of one or more members (or their alternates) from any meeting of the Committee provided always that the Committee shall not proceed to hear any case or appeal brought under the provisions of this Governing Regulation or of the Regulations for Conduct unless three of its members (or their alternates where provided under this Governing Regulation) are present.

Performance in Examinations

(11) There shall be a Standing Committee on Examination Results appointed by the Senate to consider requests for examination results for degrees of Bachelor and Master by examination and for Diplomas and Certificates to be reviewed. The Committee shall consist of:

The Vice-Chancellor ex officio

A Pro-Vice-Chancellor designated by the Vice-Chancellor One Sabbatical Officer of the Students' Union

The Associate Deans (Teaching and Learning)

One Professorial and one non-professorial member from each Faculty other than a Dean each such member to have an alternate.

The Committee shall meet at such times as may be necessary and shall determine its own procedure. Any proposal by the Committee to vary a result shall be referred to the External Examiner(s). If the External Examiner(s) disagree(s) with the proposal of the Committee the whole case shall be referred to the Senate for resolution. In all other cases the decision of the Committee is final.

The Standing Committee on Examination Results shall also consider requests for a review of the result of examinations for the degree of PhD and MPhil by thesis the procedure for which shall be prescribed by the Senate and the Council.

(12) No act or ruling of the Standing Committee on Examination Results shall be invalid by reason only of vacancy in the Committee or by reason of absence of one or more members (or their alternates) from any meeting of the Committee provided always that the Committee shall not proceed to hear any case or appeal brought under the provisions of this Governing Regulation or of the Regulations for Conduct unless three of its members (or their alternates where provided under this Governing Regulation) are present.

Standing Disciplinary Committee

(13)

- (a) There shall be a Standing Disciplinary Committee which shall have the following powers and duties
- (i) To review from time to time the University's disciplinary regulations and to submit such recommendations to the Senate as it deems proper
 - (ii) To consider cases of breaches of the Regulations for Conduct
 - (iii) To determine the penalty to be applied in respect of any such breach.

- (b) The Standing Disciplinary Committee shall consist of

The Vice-Chancellor ex officio

One member appointed by the Council not being an employee or registered student of the University

Two members of the Academic Staff appointed by the Senate not being the Deputy Vice-Chancellor

the Pro-Vice-Chancellors or Deans of Faculties

A Students' Union Sabbatical Officer.

The Vice-Chancellor shall be Chairman of the Committee and the University Secretary shall act as Secretary to the Committee.

- (c) The members appointed by the Council or the Senate shall serve for three years and shall be eligible for reappointment. When appointing members the Council and the Senate shall in each case appoint an alternate.

The Senate shall also appoint three substitutes for the Vice-Chancellor in the order in which one of them shall be called upon by the University Secretary if the Vice-Chancellor is unable for any reason to act.

In the absence or inability of the Vice-Chancellor or a designated substitute to act as Chairman the Committee shall at any meeting elect a Chairman from among the members or alternates present. In the absence or inability of the University Secretary to act as Secretary on any occasion he or the Committee shall designate a senior member of staff to perform that function.

An alternate shall act where a member has prior knowledge of the facts giving rise to the appearance of a student before the Committee.

- (d) The procedure to be followed when a case is referred to the Standing Disciplinary Committee shall be as prescribed from time to time by the Senate and the Council. The Committee shall determine its own procedures on matters not so prescribed.
- (e) Save as may be prescribed by Governing Regulation or procedure laid down by the Senate the proceedings of any meeting of the Committee shall be confidential to those of its members (or their alternates) present at it.

(14) The Standing Disciplinary Committee shall have the power to impose such penalties as it may deem proper including the suspension or removal from membership of the University of the student concerned and the withdrawal subject to subsequent confirmation by the Senate of any Degree Diploma Certificate or other distinction already conferred on him or her. Any case of removal from membership of the University shall be reported to the Senate by the Vice-Chancellor.

No act or ruling of the Standing Disciplinary Committee shall be invalid by reason only of vacancy in the Committee or by reason of absence of one or more members (or their alternates or substitutes) from

any meeting of the Committee provided always that the Committee shall not proceed to hear any case or appeal brought under the provisions of this Governing Regulation or of the Regulations for Conduct unless three of its members (or their substitutes or alternates where provided under this Governing Regulation) are present.

Disciplinary Appeals Committee

(15) There shall be a Disciplinary Appeals Committee which shall have the following powers and duties:

- (i) to review from time to time the University's disciplinary regulations and to submit such recommendations to the Council as it deems proper.
- (ii) to consider appeals against penalties imposed by the Standing Disciplinary Committee following reference to it as set out in (7) and (8) above.

(16)

(a) There shall be a Disciplinary Appeals Committee of the Council which shall consist of

The President of the Council *ex officio*

Two members appointed by the Council not being employees or registered students of the University at least one of whom shall be a member of the Council.

The President of the Council shall be Chairman of the Committee and the University Secretary shall act as Secretary to the Committee.

In the absence or inability of the President of the Council to act as Chairman the Committee shall at any meeting elect a Chairman from among the members or substitutes (as provided in (c) below) present.

In the absence or inability of the University Secretary to act as Secretary to the Committee on any occasion he or the Committee shall designate a senior member of staff to perform that function.

- (b) The members appointed by the Council shall serve for three years and shall be eligible for reappointment.
- (c) In addition the Council shall also appoint four members not being members of the Academic Staff of the University to act as substitutes for members of the Disciplinary Appeals Committee.

The University Secretary shall call upon these substitutes (in the order decided by the Council when appointing them) to serve in place of any member of the Disciplinary Appeals Committee who shall be absent from or unable to attend any hearing of the Committee.

The substitutes shall serve for three years and be eligible for reappointment. A substitute shall act where a member has prior knowledge of the facts giving rise to the appearance of a student before the Committee.

The Disciplinary Appeals Committee shall have power to rescind the penalty imposed by the Standing Disciplinary Committee in any case which is the subject of an appeal or to confirm the penalty in any such case or to substitute another penalty for it.

The Council has not reserved to itself power to hear any further appeal and the decision of the Disciplinary Appeals Committee in any case shall be final.

- (d) The procedure to be followed when a case is referred to the Disciplinary Appeals Committee shall be as prescribed from time to time by the Council.

The Committee shall determine its own procedures on matters not so prescribed.

- (e) Save as may be prescribed by Governing Regulation or procedure laid down by the Council the proceedings of any meeting of the Disciplinary Appeals Committee shall be confidential to those of its members (or their substitutes) present at it.
- (f) No act or ruling of the Disciplinary Appeals Committee shall be invalid by reason only of any vacancy in the Committee.

Fitness to Practise

(17) The Director of Teaching and Learning of a School is required to refer to the Standing Committee on Fitness to Practise any case in which there are prima facie grounds for considering that a student's fitness to practise is impaired. The committee shall consist of:

A Pro-Vice Chancellor designated by the Vice-Chancellor

An Associate Dean (Teaching and Learning) or a Dean

A registered member of the relevant profession from within the University or a second Associate Dean (Teaching and Learning) or a second Dean

A registered member of the relevant profession from outwith the University One Sabbatical Officer of the Student's Union

The Committee shall meet at such times as may be necessary and shall determine its own procedure. A Pro-Vice-Chancellor shall chair the Committee. The membership of the Committee shall be determined by the Pro-Vice-Chancellor in respect of each case. The Committee shall have the power to impose a range of sanctions including removal from membership of the University. An appeal brought by a student against the decision of the Committee shall be considered by the Standing Disciplinary Committee.

L Degrees of Bachelor

Sanctioned by the Council on 8 July, 2013

Note: Governing Regulation LI relates to the Degree of Bachelor of Arts (for Part-time Students) and Governing Regulation LII relates to the Degree of Bachelor of Arts (Education).

(1) The provisions of this Governing Regulation shall apply to the following degrees:

Bachelor of Arts	BA (other than for Part-time Students)
Bachelor of Engineering	BEng
Bachelor of Laws	LLB
Bachelor of Science	BSc (other than for External Students)

(2) In addition, the provisions of Governing Regulation IV (1) to (5) and Governing Regulation X shall apply to the degrees of BA BEng LLB and BSc.

(3) Programmes are offered in accordance with the relevant programme specification.

(4) In the case of a programme continuing a Foundation Element¹⁶ the Foundation Element shall extend over not less than three Terms and shall be completed by an examination hereinafter referred to as the Foundation Examination. (The stipulations about this examination are contained in clauses (7) and (8) below).

¹⁶ For the purposes of this Governing Regulation, 'Foundation Element' shall not include the programme of study of the International Foundation Programme as specified in Governing Regulation LXVII.

(5)

- (a) Save where specified otherwise in the programme specification the programme of study for the degree shall be divided into three parts (Parts 1 2 and 3) in addition to the Foundation Element if studied.
- (b) Part 1 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits all of which shall be at the Certificate Level or above and shall be completed by an examination hereinafter referred to as the Part 1 Examination. (The stipulations about this examination are contained in clauses (10) to (13) below.)
- (c) Save where specified otherwise in the programme specification Part 2 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits of which at least 100 credits shall be at the Intermediate Level or above and shall be completed by an examination hereinafter referred to as the Part 2 Examination. (The stipulations about this examination are contained in clauses (15) to (17) below.)
- (d) Part 3 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits of which at least 100 credits shall be at the Honours Level or above unless provided otherwise in the programme specification and shall be completed by an examination hereinafter referred to as the Part 3 Examination.

(6) The Foundation Examination shall be held during the Summer Term of the Foundation Element Year and an additional examination for those who fail in any module or modules in the Foundation Examination shall be held at the next subsequent occasion.

The Foundation Examination shall be taken as a whole and in order to pass the examination a candidate must pass at the same time in all modules save that a candidate who fails in one or more modules shall be re-examined in that module or those modules in the additional examination held at the next subsequent occasion. If the candidate then satisfies the Examiners by passing in all the modules they are required to offer they shall then be deemed to have passed the Examination. No candidate shall normally be permitted to take any module or modules in the Examination on more than these two occasions unless they have been permitted by the Senate to continue in or resume attendance at the University to repeat the programme for that Examination.

(7) No candidate undertaking the Foundation Element shall be permitted to enter upon Part 1 of a programme of study for a degree of Bachelor until they have passed the Foundation Examination.

(8) The modules to be offered in the Foundation Examination and the Part 1 and Part 2 and Part 3 Examinations shall be as listed in the relevant programme specification.

(9) The Part 1 Examination shall be held annually during the Summer Term (this occasion being referred to hereafter as 'the first attempt') and modules may be assessed by other than formal examination at this time. An additional examination shall be held at the next subsequent occasion (this occasion being referred to hereafter as 'the second attempt') for those who fail or for those who fail to qualify for either the programme for which they are registered or for another programme to which they may be entitled to transfer.

(10) No candidate shall be admitted to the Part 1 Examination before the Summer Term of the Session next following the date at which they have passed the Matriculation Examination or an examination recognised as qualifying for matriculation in the University.

(11)

- (a) The Part 1 Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (c) below). In order to pass the examination a candidate must:
 - (i) achieve an overall average of 40% in 120 credits (as provided in clause 6(b) above)

- (ii) achieve not less than 30% in any module taken in Part 1 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
 - (iii) meet the published requirements for progression to Part 2 of at least one degree programme as listed in the relevant programme specification
- (b) Candidates who have satisfied the conditions in clause (a) (i) and (ii) above shall be eligible for the award of a Certificate of Higher Education of the University. A candidate who has qualified for a Certificate of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Diploma of Higher Education (as provided in clause 16(b) below) for a Bachelors degree or for a Masters degree (Undergraduate). They shall however have the right to claim the award of a Certificate of Higher Education if they do not successfully complete any of these qualifications.
- (c) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.
- (12) No candidate shall be allowed to proceed to Part 2 of a degree programme unless they have passed the Part 1 Examination.
- (13) Candidates shall be permitted to transfer from one programme to another with the permission of the relevant Board of the Faculty concerned if they meet the requirements for the programme to which they wish to transfer without extending the period of study for the programme beyond that stated in the relevant programme specification. Only in exceptional circumstances and on a recommendation from the Schools concerned will such transfer be allowed after the end of the Autumn Term following a candidate's entry to Part 2 of a degree programme.
- (14) The Part 2 Examination shall be held during the Summer Term of the second year (save where specified otherwise in the programme specification) and the Part 3 Examination shall be concluded during the Summer Term of the Final year. Modules may be assessed by other than formal examinations at these times.
- (15)
- (a) The Part 2 Examination shall be a qualifying examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:
 - (i) achieve an overall average of 40% in 120 credits (as provided in clause 6(c) above)
 - (ii) achieve not less than 30% in any module taken in Part 2 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
 - (iii) meet the published requirements for progression to Part 3 of the degree programme for which they are registered as listed in the relevant programme specification
 - (b) Candidates who have satisfied the conditions in clause (a) (i) and (ii) above shall be eligible for the award of a Diploma of Higher Education in the academic subject appropriate to the programme of study and shall be stated to have passed. A candidate who has qualified for a Diploma of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Bachelors degree or for a Masters degree (Undergraduate). They shall however have the right to claim the award of a Diploma of Higher Education if they do not successfully complete any of these qualifications.
 - (c) A candidate who does not achieve a pass in the Part 2 Examination may be re-examined in an additional examination at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the examination on

more than these two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.

- (16) Save where specified otherwise in the programme specification the Final Examination shall consist of the Part 2 Examination and the Part 3 Examination together.
- (17) At the discretion of the Examiners an oral examination may form part of any Final Examination. It may also at the discretion of the Examiners form part of the Part 1 Examination. Examiners may take into account at their discretion the record of a candidate's work during the course in arriving at the Final Examination result.¹⁷
- (18) A candidate who has failed the Final Examination shall be permitted to present themselves for re-assessment under the terms of Governing Regulation IV(4) (a) in any module they have failed in the Final Year. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at the examination in the Final Year but the candidate shall not then be eligible for Honours unless so permitted by the Senate.

LI Degrees of Bachelor (for part-time students)

Sanctioned by the University Council on 8 July, 2013

- (1) The provisions of Governing Regulation IV (1) to (5) and Governing Regulation X shall apply to degrees of Bachelor (for part-time students).
- (2) The programme of study for a degree of Bachelor (for part-time students) shall be prescribed in the programme specification.
- (3) A programme of study for a degree of Bachelor (for part-time students) may be taken in the day-time or in the evening or with the permission of the relevant Board of the Faculty concerned in both the day-time and the evening.
- (4)
- (a) The programme of study for a degree of Bachelor (for part-time students) shall be divided into two parts.
 - (b) The first shall comprise modules which total not fewer than 80 credits and not more than 120 credits at the Certificate Level and shall be completed by an examination hereinafter referred to as the Part 1 Examination.
 - (c) The second shall consist of separate modules, which together with the modules taken in the first part shall have a total value of 360 credits of which at least 100 credits shall be at the Certificate Level at least 100 credits shall be at the Intermediate Level and at least 100 credits shall be at the Honours Level. Each module in the Second Part shall be assessed at the next available opportunity. Methods of assessment shall include written tests or examinations and assessed essay work.
- (5) The Part 1 Examination shall be held in the Summer Term of the first year of the programme and shall comprise written papers and assessment of work during the programme. An additional examination for those who fail in any module shall be held in the September next following. The Final assessment shall be made in the Summer Term of the final year of the programme.
- (6)

¹⁷ Candidates for the degrees of LLB in Law with French Law or LLB in Law with a Year in Europe who have reached an appropriate standard in their studies at an institution during their year abroad may graduate with distinction in French Law or in Legal Studies in Europe.

- (a) The Part 1 Examination shall be taken as a whole and in order to pass the examination a candidate must:
- (i) achieve an average of 40% in at least 80 credits at the Certificate Level
 - (ii) if being examined in modules totaling 120 credits achieve not less than 30% in any module taken in Part 1 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners or
 - (iii) if being examined in modules totaling 80-110 credits achieve not less than 30% in any module taken in Part 1. In such case condonement shall not be permitted and
 - (iv) meet the published requirements for the Part 2 of at least one degree programme as specified in the relevant programme specification
- (b) Candidates who then satisfy the Examiners shall be deemed to have passed the Part 1 Examination.
- (c) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.
- (7) Candidates who in or after the Part 1 Examination have passed 120 credits at the Certificate Level shall be eligible for the award of a Certificate of Higher Education of the University. Candidates who have qualified for a Certificate of Higher Education shall not ipso facto be awarded that qualification if they successfully complete a programme for a Diploma of Higher Education (as provided in clause 14 below) or for a Bachelors degree. They shall however have the right to claim admission to a Certificate of Higher Education if they do not successfully complete any of these qualifications.
- (8) Candidates shall not be permitted to enter upon the programme for the Final Degree until they have passed the Part 1 Examination.
- (9) Students wishing to take a final degree programme in a subject or subjects other than that or those for which they were admitted and who have qualified to do so in the Part 1 Examination must obtain the permission of the relevant Board of the Faculty concerned.
- (10)
- (a) Modules in the Final degree programme shall be assessed by written examination papers or equivalent continuously assessed work. Examinations shall be held annually at the next formal opportunity after completion of a module.
 - (b) Candidates must achieve a pass in modules totaling not less than 80 credits at the Intermediate Level before being permitted to proceed to taking modules at the Honours Level.
- (11) Candidates who fail a module may be reassessed in that module at the next annual opportunity or in a future year not later than the year following completion of their programme provided they have given notice of their intention by a date determined annually by the Relevant University Officer. No candidate shall be permitted to take any module or modules on more than these two occasions unless permitted to do so by the Senate.
- (12) An oral examination shall at the discretion of the Examiners form part of the Final Examination at the end of any programme.
- (13) A candidate who has taken 240 credits and who has passed at least 100 credits at the Intermediate Level shall be eligible for the award of a Diploma of Higher Education in the academic subject appropriate to the programme of study. A candidate who has qualified for a Diploma of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a

programme for a Bachelors degree. They shall however have the right to claim admission to a Diploma of Higher Education if they do not successfully complete this qualification.

LII Degree of Bachelor of Arts (Education) in the Faculty of Arts, Humanities and Social Science

Sanctioned by the University Council on 8 July, 2013

- (1) The provisions of Governing Regulation IV (1) to (5) and Governing Regulation X shall apply to the degree of BA(Ed) in the Faculty of Arts, Humanities and Social Science.
- (2) The programme of study for the degree of BA(Ed) shall be prescribed in the programme specification.
- (3) Programmes are offered in accordance with the relevant programme specification.
- (4)
 - (a) Save where otherwise specified in the programme specification the programme of study for the degree shall be divided into three parts (Parts 1 2 and 3).
 - (b) Part 1 shall comprise modules with a total value of not fewer than 120 credits all of which shall be at the Certificate Level or above and shall be completed by an examination, hereinafter referred to as the Part 1 Examination.
 - (c) Part 2 shall comprise modules with a total value of not fewer than 180 credits all of which shall be at the Intermediate Level or above and shall be completed by an examination hereinafter referred to as the Part 2 Examination.
 - (d) Part 3 shall comprise modules with a total value of not fewer than 180 credits all of which shall be at the Honours Level or above and shall be completed by an examination hereinafter referred to as the Part 3 Examination.
- (5) The Part 1 Examination shall be held annually during the Summer Term (this occasion being referred to hereafter as 'the first attempt') and modules may be assessed by other than formal examination at this time. An additional examination shall be held at the next subsequent occasion (this occasion being referred to hereafter as 'the second attempt') for those who fail to qualify for either the programme for which they are registered or for another programme to which they may be entitled to transfer.
- (6) No candidate shall be admitted to the Part 1 Examination until the Autumn Term of the Session next following the date on which they have passed the Matriculation Examination or an examination recognised as qualifying for matriculation in the University.
- (7)
 - (a) The Part 1 Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (c) below). In order to pass the examination a candidate must:
 - (i) achieve a 'pass' in modules totalling 100 credits (as provided in clause 4 (b) above)
 - (ii) meet the published requirements for progression to Part 2 of at least one degree programme as listed in the relevant programme specification
 - (b) Candidates who have satisfied the conditions in clauses (a) (i) above shall be eligible for the award of a Certificate of Higher Education of the University. A candidate who has qualified for a Certificate of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Diploma of Higher Education (as provided in clause (11) (b) below) for a Bachelors degree or for an Integrated Masters degree. They shall however

- have the right to claim the award of a Certificate of Higher Education if they do not successfully complete any of these qualifications.
- (c) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in an additional examination at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.
- (8) No candidate shall be allowed to proceed to Part 2 of a degree programme unless they have passed the Part 1 Examination.
- (9) Candidates shall be permitted to transfer from one programme to another with the permission of the relevant Board of the Faculty concerned if they meet the requirement for the programme to which they wish to transfer without extending the period of study for the programme beyond that stated in the relevant programme specification.
- (10) The Part 2 Examination shall be held during the Spring Term of the third year (save where specified otherwise in the programme specification) and the Part 3 Examination shall be concluded during the Summer Term of the Final year. Modules may be assessed by other than formal examinations at these times.
- (11)
- (a) The Part 2 Examination shall be a qualifying examination and a candidate shall be required to pass the examination (save as provided in (c) below. In order to pass the examination a candidate must:
- (i) achieve an overall average of 40% over 100 credits (as provided in clause 4(c) above)
 - (ii) achieve not less than 30% in any module taken in Part 2 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
 - (iii) meet the published requirements for progression to Part 3 of the degree programme for which they are registered as listed in the relevant programme specification
- (b) Candidates who have satisfied the conditions in clauses (a) (i) and (ii) above shall be eligible for the award of a Diploma of Higher Education of the University.
A candidate who has qualified for a Diploma of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Bachelors degree or for an Integrated Masters degree. They shall however have the right to claim the award of a Diploma of Higher Education if they do not successfully complete any of these qualifications.
- (c) A candidate who does not achieve a pass in the Part 2 Examination may be re-examined in an additional examination at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the examination on more than these two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.
- (12) Save where specified otherwise in the programme specification the Final Examination shall consist of the Part 2 Examination and the Part 3 Examination together.
- (13) A candidate who has failed the Final Examination shall be permitted to present themselves for re-assessment under the terms of Governing Regulation IV(4) (a) in any module they have failed in the Final Year. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at the examination in the Final Year but the candidate shall not then be eligible for Honours unless so permitted by the Senate.
- (14) The award of the degree may lead to a recommendation for qualified teacher status.

LIII Degree of Bachelor of Science in the Faculty of Science (for External Students)

Sanctioned by the University Court on 14 March, 2003

(Note: Candidates who registered for the course in or before October 1992 shall be examined under the terms of Ordinance LXXXI as printed in the Calendar 1991–92)

- (1) The provisions of Governing Regulation IV (1) to (5) (except 4c) and Governing Regulation X shall apply to the degree of BSc (for External Students) in the Faculty of Science save that a candidate for the degree may pursue a programme of study elsewhere than in the University and that comparable examinations passed by a candidate for the degree may be accepted at the discretion of the Senate in lieu of modules in the Level One Examination and in appropriate cases the Level Two Examination.
- (2) The programme of study in preparation for the degree of BSc (for External Students) in the Faculty of Science shall be prescribed in the relevant programme specification. The teaching for the programme shall be provided by the College of Estate Management.
- (3) Candidates for the degree shall follow an approved programme which will begin in December of the year of entry. Candidates will be examined in the modules shown in the relevant programme specification.
- (4)
 - (a) The programmes shall be organised on a modular basis divided into Levels and into modules which shall have a total value of 360 credits of which not less than 100 credits shall be at the Certificate Level not less than 100 credits shall be at the Intermediate Level and not less than 100 credits shall be at the Honours Level.
 - (b) Level One shall comprise modules with a total value of not fewer than 180 credits all of which shall be at the Certificate Level or above.
 - (c) Level Two shall comprise modules with a total value of not fewer than 90 credits all of which shall be at the Intermediate Level or above.
 - (d) Level Three shall comprise modules with a total value of not fewer than 90 credits all of which shall be at the Honours Level or above.
- (5) The examinations held at Level Three shall constitute the Final Examination for the degree save that the Examiners may at their discretion take into account performances in the examination at Level Two when assessing a candidate's classification.

At the discretion of the Examiners an oral examination may form part of any examination. Examiners shall take into account a candidate's assessed work during the programme in arriving at a result of an examination.

- (6)
 - (a) An examination of the modules comprising Level One shall be held annually in September and additional examinations for those who fail in any modules shall be held in September next following. The Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (c) below). In order to pass the examination a candidate must:
 - (i) achieve an overall average of 40% in 180 credits (as provided in clause 4(b) above)
 - (ii) achieve not less than 30% in any module taken in Level 1 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners
 - (b) Candidates who have achieved a pass in modules as prescribed in the relevant programme specification with a total of at least 120 credits shall be eligible for the award of a Certificate of Higher Education of the University. A candidate who has qualified for a Certificate of Higher

Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Diploma of Higher Education (as provided in clause 8(b) below) or for a Bachelors degree. They shall however have the right to claim the award of a Certificate of Higher Education if they do not successfully complete any of these qualifications.

- (c) A candidate who does not achieve a pass in the Level One Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall be permitted to take any module or modules in the examination on more than three occasions unless they have been permitted by the Senate to do so.
- (7) No candidate shall be permitted to enter upon Level Two of a programme unless they have passed all of the modules of the Level One Examination save that a candidate who did not pass one module may proceed to Level Two of a programme at the discretion of the School Examiners' Meeting. The candidate would normally be required to re-take that module at the same time as the Level Two examination.
- (8)
- (a) An examination of the modules comprising Level Two shall be held annually in September and additional examinations for those who fail in any modules shall be held in September next following. The Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (c) below). In order to pass the examination a candidate must:
- (i) achieve an overall average of 40% in 90 credits (as provided in clause 4(c) above)
 - (ii) achieve not less than 30% in any module taken in Level 2 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners
- (b) Candidates who have achieved a pass in modules in Levels One and Two as prescribed in the relevant programme specification with a total of at least 240 credits shall be eligible for the award of a Diploma of Higher Education in the academic subject appropriate to the programme of study. A candidate who has qualified for a Diploma of Higher Education shall not ipso facto be admitted to that qualification if they successfully complete a programme for a Bachelors degree. They shall however have the right to claim the award of a Diploma of Higher Education if they do not successfully complete this qualification.
- (c) A candidate who does not achieve a pass in the Level Two Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall be permitted to take any module or modules in the examination on more than three occasions unless they have been permitted by the Senate to do so.
- (9) No candidate shall be permitted to enter upon Level Three of a programme until they have passed all of the modules of the Level Two examination save that a candidate who did not pass one module may proceed to Level Three of a programme at the discretion of the School Examiners' Meeting. The candidate would normally be required to re-take that module at the same time as the Level Three examination.
- (10) Candidates who have failed any module or modules in the Level Three examination shall be permitted to present themselves for re-examination in that module or modules on a maximum of two subsequent occasions in the September examination periods next following only but shall not then be eligible for Honours.

LIV Degrees of Integrated Master

Sanctioned by the University Council on 8 July, 2013

(1) The provisions of this Governing Regulation shall refer to the following degrees:

Master of Chemistry	MChem
Master of Design	MDes
Master of Engineering	MEng
Master of Environmental Science	MEnvSci
Master of Mathematics	MMath
Master of Pharmacy	MPharm
Master of Physics	MPhys
Master of Science (Integrated)	MSci

(2) In addition the provisions of Governing Regulation IV (1) to (5) and Governing Regulation X shall apply to the degrees of MChem MDes MEng MEnvSci MMath MPharm, MPhys and MSci.

(3) The programmes of study for the degrees of Master of Chemistry Master of Design Master of Engineering Master of Environmental Science Master of Mathematics Master of Pharmacy, Master of Physics and Master of Science (Integrated) shall be prescribed in the programme specification.

(4)

- In every case the programme of study for the degree shall be divided into four parts (Parts 1 2 3 and 4).
- For every programme of study Part 1 shall extend over not less than three Terms and comprise modules which total not fewer than 120 credits all of which shall be at the Certificate Level or above and shall be completed by an Examination hereinafter referred to as the Part 1 Examination. (The stipulations about this examination are contained in clause (6) below.)
- Part 2 shall extend over not less than three Terms and comprise modules which total not fewer than 120 credits of which at least 100 credits shall be at the Intermediate Level or above and shall be completed by an examination hereinafter referred to as the Part 2 Examination. (The stipulations about this examination are contained in clauses (7) and (8) below.)
- Part 3 shall extend over not less than three Terms and comprise modules which total not fewer than 120 credits of which at least 100 credits shall be at the Honours Level or above and shall be completed by an examination hereinafter referred to as the Part 3 Examination.
- Part 4 shall extend over not less than three Terms and comprise modules which total not fewer than 120 credits of which at least 100 credits shall be at the Masters Level or above and shall be completed by an examination herein after referred to as the Part 4 Examination.

(5) The Part 1 Examination shall be conducted as prescribed in Governing Regulation L (10) to (13), save that candidates wishing to proceed to Part 2 of the degrees of Master of Chemistry Master of Design Master of Engineering Master of Environmental Science Master of Mathematics Master of Pharmacy, Master of Physics and Master of Science (Integrated) must meet the requirements for progression to Part 2 of the degree programme as listed in the relevant programme specification.

(6) The Part 2 Examination shall be concluded during the Summer Term of the second year the Part 3 Examination shall be concluded during the Summer Term of the third year and the Part 4 Examination shall be concluded during the Summer Term of the Final year. Modules may be assessed by other than formal examinations.

(7)

- (a) The Part 2 Examination shall be a qualifying examination and a candidate shall be required to pass the examination. This examination will in addition be part of the Final Examination. In order to pass the examination a candidate must:
- (i) achieve an overall average of 50% in 120 credits (as provided in clause 5(c) above)
 - (ii) achieve not less than 30% in any module taken in Part 2 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
 - (iii) meet the published requirements for progression to Part 3 of the degree programme for which they are registered as listed in the relevant programme specification
- (b) A candidate who does not achieve a pass in the Part 2 Examination may be re-examined in an additional examination at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the examination on more than these two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.
- (c) A candidate not qualifying as stipulated in (a) and (b) but who meets the requirements for progression to Part 3 of a programme leading to the degree of BA BEng or BSc (Governing Regulation L) may be permitted to follow that programme as appropriate.
- (8) The Final Examination shall consist of the Part 2 Examination the Part 3 Examination and the Part 4 Examination together.
- (9) At the discretion of the Examiners an oral examination may form part of any Final Examination.
- (10) A candidate who has failed the Final Examination shall be permitted to present themselves for re-assessment in the Part 3 or Part 4 Examination under the terms of Governing Regulation IV(4)
- (a) in any module they have failed in Part 3 or Part 4. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at Part 4 but the candidate shall not then be eligible for Honours unless so permitted by the Senate.

LV Degrees of Master

Sanctioned by the University Council on 8 July, 2013

Note: Governing Regulation LVI relates to the Degree of Master of Philosophy (awarded by examination).

Governing Regulation LIV relates to the Degree of Integrated Master

- (1) The provisions of this Governing Regulation shall apply to the following degrees:

Master of Arts	MA
Master of Arts (Research)	MA (Research)
Master in Business Administration	MBA
Master of Education	MEd
Master of Fine Art	MFA
Master of Laws	LLM
Master of Music	MMus
Master of Research	MRes
Master in Teaching and Learning	MTL
Master of Science	MSc

- (2) In addition, provisions of Governing Regulation IV (6) to (13) and Governing Regulation X shall apply to the degree of MA MA (Research) MBA MEd MFA LLM MMus MRes MTL and MSc.
- (3) A candidate for admission to a programme must be a graduate of a recognised institution and or hold such other qualifications and experience as may be specified in the relevant programme specification.
- (4) A programme of study for the degree of Master awarded by examination shall be prescribed in the relevant programme specification. The whole of the period shall be spent in the University unless otherwise stated in the relevant programme specification.
- (5) A programme of study for the degree of Master awarded by examination shall comprise modules with a total value of not fewer than 180 credits as specified in the relevant programme specification. Not fewer than 120 credits shall be at the Masters Level.
- (6) The Examination shall normally consist both of written papers and of the submission of a dissertation but in some instances (and these shall be stated in the relevant programme specification) either the dissertation or the written papers may not be required a project may be substituted for a dissertation or an assessment of other work composition or performance may be substituted for some or all of the written papers.
- Save where otherwise specified in the relevant programme specification the examination in the written papers shall be held either annually immediately before or during the Summer Term or in two parts Part I during the Spring Term and Part II during the Summer Term.¹⁸ An additional Examination for those who do not satisfy the Examiners shall normally be held in the September next following (for an annual Examination) or for a two part Examination the additional Examinations for Part I and Part II will normally be held in September next following. The dissertation or project shall be submitted to the relevant University Officer on or before the date specified in the relevant programme specification (save that a candidate who is required to repeat the Examination in the written papers as specified above may be permitted one calendar month's extension of that date) or re-submitted under the terms of clause (8) below within one year of the original date specified in the relevant programme specification.
- (7) The Examination shall be considered as a whole. Successful candidates shall be stated to have passed and as specified in the relevant programme specification may for particular programmes be stated to have obtained a Distinction or a Merit.
- (8) A candidate who has failed to satisfy the Examiners shall be permitted to present himself or herself for the whole of such part of the Examination as the Examiners may at their discretion require.

LVI Degree of Master of Philosophy (awarded by Examination)

Sanctioned by the University Council on 19 March, 2004.

- (1) The provisions of Governing Regulation IV (6) to (13) and Governing Regulation X shall apply to the degree of MPhil awarded by examination.
- (2) A programme of study for the degree of MPhil awarded by examination shall occupy a period to be specified in the relevant programme specification but shall not be less than six consecutive Terms and not more than twenty-four calendar months unless the Senate shall have permitted a part-time arrangement. The whole of the period shall be spent in the University unless otherwise stated in the relevant programme specification.

¹⁸ Equivalent procedures shall apply for part-time students

(3) A Programme of study for the degree of Master of Philosophy awarded by examination shall comprise modules with a total value of not fewer than 360 credits as specified in the relevant programme specification. Not fewer than 300 credits shall be at the Masters Level.

(4) Save where otherwise specified in the relevant programme specification the first part of the Examination shall be held immediately before or during the Summer Term of the first year¹⁹ of a programme and shall normally consist of written papers but in some instances (and these shall be stated in the relevant programme specification) an assessment of course work may be substituted for some or all of the written papers.

If a candidate fails to satisfy the Examiners on this occasion they shall be permitted to present themselves for the whole of that part of the Examination on one subsequent occasion during the September next following.

No candidate shall be permitted to enter upon the second year²⁰ of a programme until they have passed the first part of the Examination.

(5) The second part of the Examination shall be held shortly before or during the Summer Term of the second year²¹ of a programme and shall normally consist of written papers but in some instances (and these shall be stated in the relevant programme specification) an assessment of course work may be substituted for some or all of the written papers.

The Examination in the written papers (where required) shall be held annually immediately before or during the Summer Term and an additional Examination for those who do not satisfy the Examiners shall normally be held in the September next following.

(6) If required by the relevant programme specification a dissertation shall constitute the third part of the Examination and shall be submitted to the Relevant University Officer on or before the date specified in the relevant programme specification (save that a candidate who is required to repeat the Examination in the written papers as specified above may be permitted one calendar month's extension of that date) or re-submitted under the terms of clause (8) below within one year of the original date specified in the relevant programme specification.

(7) The Examination shall be considered as a whole and successful candidates shall be stated to have obtained a Distinction or a Merit or to have passed.

(8) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for the whole of the second part and where applicable third part of the Examination within three months of notification of failure save that the Examiners may at their discretion waive the requirement for a candidate either to retake the written papers or to re-submit their dissertation.

LVII Degree of Doctor of Letters

Sanctioned by the University Council on 1 July, 2008

(1) The provisions of Governing Regulation VI shall apply to the degree of DLitt.

(2) The degree of DLitt may be conferred upon

- (a) Doctors of Philosophy of the University of not less than three years' standing as such or
- (b) Masters of Philosophy (in the Faculty of Arts, Humanities and Social Science or in the Henley Business School of the University of not less than four years' standing as such or
- (c) Masters of Arts of the University of not less than four years' standing as such or

¹⁹ Equivalent procedures shall apply for part-time students.

²⁰ Equivalent procedures shall apply for part-time students.

²¹ Equivalent procedures shall apply for part-time students.

- (d) Masters of Arts (Education) of the University of not less than four years' standing as such or
- (e) Masters of Education of the University of not less than four years' standing as such or
- (f) Masters in Fine Art of the University of not less than four years' standing as such or
- (g) Bachelors of Music of the University of not less than four years' standing as such or
- (h) Bachelors of Arts of the University of not less than six years' standing as such or
- (i) Bachelors of Education of the University of not less than six years' standing as such or
- (j) Bachelors of Arts of the University of London of not less than six years' standing as such who have pursued and completed not later than July 1980 a full-time course of study for not less than three years in University College Reading or in the University of Reading or
- (k) members of the Academic Staff of the University who are not graduates of the University provided that such members shall have been employed full-time in the University for three years and be still so employed before offering themselves as candidates for the degree.

LVIII Degree of Doctor of Science

Sanctioned by the University Council on 1 July, 2008

- (1) The provisions of Governing Regulation VI shall apply to the degree of DSc.
- (2) The degree of DSc may be conferred upon
 - (a) Doctors of Philosophy of the University of not less than three years' standing as such or
 - (b) Masters of Science of the University of not less than four years' standing as such or
 - (c) Masters of Science of the University of not less than four years' standing as such or
 - (d) Masters of Agricultural Science of the University of not less than four years' standing as such or
 - (e) Masters of Agricultural Engineering of the University of not less than four years' standing as such or
 - (f) Masters of Philosophy (in the Faculty of Science or in the Faculty of Life Sciences) of the University of not less than four years' standing as such or
 - (g) Masters in Business Administration of the University of not less than four years' standing as such or
 - (h) Bachelors of Science or Bachelors of Science in Agriculture or Dairying or Horticulture of the University of not less than six years' standing as such or
 - (i) Bachelors of Engineering of the University of not less than six years' standing as such or
 - (j) Masters of Mathematics of the University of not less than six years' standing as such or
 - (k) Masters of Physics of the University of not less than six years' standing as such or
 - (l) Bachelors of Science or Bachelors of Science in Agriculture or Horticulture of the University of not less than six years' standing as such who have pursued and completed not later than July 1930 a full-time course of study for not less than three years in University College Reading or in the University of Reading or
 - (m) Members of the Academic Staff of the University who are not graduates of the University provided that such members shall have been employed full-time or part-time in the University for three years and be still so employed before offering themselves as candidates for the degree.

LIX Degree of Doctor of Laws

Sanctioned by the University Council on 1 July, 2008

- (1) The provisions of Governing Regulation VI shall apply to the degree of LLD.
- (2) The degree of LLD may be conferred upon
 - (a) Doctors of Philosophy of the University of not less than three years' standing as such or

- (b) Masters of Philosophy (in the Faculty of Arts, Humanities and Social Science) of the University of not less than four years' standing as such or
- (c) Masters of Laws of the University of not less than four years' standing as such or
- (d) Bachelors of Laws of the University of not less than six years' standing as such or
- (e) members of the Academic Staff of the University who are not graduates of the University provided that such members shall have been employed full- time in the University for three years and be still so employed before offering themselves as candidates for the degree.

LX Degree of Professional Doctorate

Sanctioned by the University Council on 9 July, 2012

Note: Currently the provisions of this Governing Regulation refer to the Professional Doctorate in Applied Statistics (DStat) the Professional Doctorate in Business Administration (DBA) the Professional Doctorate in Education (EdD) the Professional Doctorate in Engineering (EngD) and the Professional Doctorate in Agriculture and Food (DAgriFood).

- (1) Professional Doctorates may be conferred upon graduates of the University of Reading or of other Universities or upon persons holding such other qualifications as may be prescribed or upon other persons approved by the Senate who have
 - (a) undertaken such research and advanced study as may be approved by the Senate for not less than the period prescribed below after completing the examination requirements for the conferment of the degree of Bachelor or of Master (except as provided by clauses (2) and (4) of this Governing Regulation)
 - (b) fulfilled such other conditions as may be prescribed below and
 - (c) submitted the results of their research or advanced study in a thesis satisfactory to the Examiners appointed by the University who may at their discretion further examine any candidate in the matter of the thesis submitted or in any matters relating to the research or advanced study.

Administrative responsibility for the research or advanced study shall rest with the Head of School concerned. The Head of School may assign the supervision of the candidate's work to such extent as he or she shall determine to another member of the Academic Staff who shall be appointed on the nomination of the said Head of School by the Board of the Faculty concerned.

- (2) The prescribed period under clause (1)(a) above shall be as stated below. For the purpose of this clause 'academic year' shall mean any period of three consecutive Terms.
 - (a) For a candidate pursuing advanced study or research full-time the period of such advanced study or research shall be three academic years (and not less save as provided in (e) below). A candidate may continue to be registered for the degree of Professional Doctorate after completion of the prescribed period but (except with the express permission of the Board of the Faculty concerned) the total period of registration shall not exceed four calendar years.
 - (b) For a candidate not engaged full-time the period of advanced study or research for the degree of Professional Doctorate shall be determined by the Board of the Faculty concerned at the beginning of the course. The period shall not be less than four academic years. A candidate may continue to be registered for the degree Professional Doctorate after completion of the prescribed period but (except with the express permission of the Board of the Faculty concerned) the total period of registration shall not exceed six calendar years.
 - (c) The Board of the Faculty concerned shall have the power and discretion to vary the period described for any candidate save that it shall not reduce the period specified under (b) above for a candidate pursuing advanced study or research full-time except as provided in (e) below.

- (d) Where previous experience in research is deemed satisfactory by the Board of the Faculty concerned the prescribed period may be reduced to two academic years in the case of an applicant for registration for Professional Doctorate intending to pursue research full-time.
- (e) The prescribed period shall be spent in the University save that with the permission of the Board of the Faculty concerned a part or whole of it may be spent elsewhere on condition that the research or advanced study continue to be directed and supervised as provided above and on such other conditions as may be prescribed by Governing Regulation or by the Board of the Faculty concerned.
- (3) Candidates following an approved course of research or advanced study who are permitted to spend a part or the whole of the period of research or advanced study elsewhere than in Reading shall be required to maintain such personal contact with their supervisors as the latter may specify. In such cases also the appointment of an additional supervisor other than a member of the University shall be made when circumstances make such an appointment necessary.
- (4) A person wishing to enter upon a course of research or advanced study for the degree of Professional Doctorate shall send to the relevant University Officer an application on the prescribed form. The relevant University Officer shall forward the application to the Head of School to which the proposed programme of study relates, who shall supply the relevant University Officer with a written opinion on the application and state to which member of the academic Staff if any he wishes to delegate the supervision of the candidate's work. If the Head of School supports the admission of the applicant the application together with the written opinion shall then be submitted to the Board of the Faculty concerned which shall have power to decide as to the acceptance of the application (save that if the applicant is not a graduate of a University in the United Kingdom the application shall require the approval of the Senate in addition to that of the Board of the Faculty) and to decide the date when the course of research shall be deemed to have begun.
- Save as provided in clause (5) below such date shall not normally be earlier than the first day of the Term in which the approval is given.
- (5) No period occupied by a course of study in preparation for an examination other than that for the degree of Professional Doctorate shall be accepted as part of the prescribed period which must be spent in research or advanced study in preparation for the degree save that the Senate may recognise for this purpose any period occupied by
- (a) research or advanced study under approved conditions for the degree of Professional Doctorate or
 - (b) previous study as provided in clause (10)
- A candidate shall not be granted the degree of Professional Doctorate in addition to a degree of Master or Doctor awarded by examination or research without having completed the periods of study required for each of the degrees separately.
- (6) In the event of the Senate's approval being given to the candidate's application the Senate shall determine the date when the programme shall be deemed to have begun. Save as provided in clauses (2) and (4) of this Governing Regulation such date shall not be earlier than the first day of January or of May or of October according to the Term in which the Senate's approval is given.
- (7) The thesis embodying the results of the candidate's research or advanced study together with an abstract of it may be sent to the relevant University Officer anytime after the beginning of the final Term of the prescribed period. Candidates must give notice to the relevant University Officer of their intention to submit their thesis in accordance with a schedule of dates published annually.
- (8) Three copies of the thesis submitted together with three copies of the Abstract of it each bound in the form of a book shall be supplied. The form and content of the thesis shall conform with the

rules for submission of theses for higher degrees approved by the Senate and having the force of Regulations²².

Every copy of the thesis thus submitted shall become the property of the University save that one shall normally be returned by the University to the candidate.

(9) A candidate shall not be permitted to submit as his thesis a thesis which is being submitted for a degree in another University or for which a degree has already been conferred on him in this or any other University but a candidate shall not be precluded from incorporating work which he has already published or has been accepted for publication or submitted for a degree in this or any other University provided that he indicates in his thesis any work which has been so incorporated.

(10) The relevant University Officer shall forward the thesis and the abstract to the Examiners appointed by the University to examine the candidate and shall request them to fix a date for the oral examination of the candidate if required. An oral examination shall ordinarily be held in the case of a candidate for the degree of Professional Doctorate. The Examiners may also require the candidate to undergo a written examination or a practical examination or both.

(11) A candidate who is rejected by the Examiners may present himself or herself for re-examination for the degree of Professional Doctorate on one subsequent occasion which shall be not less than one Term and not more than nine Terms following the Term in which the Examiner's Report on the thesis was approved by the Senate.

A candidate shall not be permitted to present himself or herself for any examination in connection with a course for the degree of Professional Doctorate on more than two occasions unless expressly allowed to do so by the Senate.

A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(12) The Examiners' decision shall be forwarded to the relevant University Officer as early as possible but shall not be notified to the candidate until it has received the approval of the Senate.

(13) Before or immediately after the Senate has approved the award of degree of Professional Doctorate a candidate will submit three copies of the thesis in its final form, two of which will be bound in the form of a book and one which will be stored on the approved electronic media. The form and content of the thesis shall conform with the rules for submission of theses for higher degrees approved by the Senate and having the force of Regulations.²³

LXI Postgraduate Diplomas

Sanctioned by the University Council on 8 July, 2013

(1) The provisions of Governing Regulation VII (1) to (5) and Governing Regulation X shall apply to Postgraduate Diplomas.

(2) (a) A programme of study for a Postgraduate Diploma shall be prescribed in the relevant programme of study.

(b) The programme of study specified in (a) above shall be spent in the University unless otherwise stated in the relevant programme specification.

²² Copies may be obtained from the relevant University Officer.

²³ Copies may be obtained from the relevant University Officer.

(3) A candidate for admission to a programme must be a graduate of the University of Reading or of another University or hold other such qualifications as may be prescribed in the relevant programme specification.

(4) A programme of study for a Postgraduate Diploma shall comprise modules with a total value of not fewer than 120 credits. Not fewer than 80 credits shall be at the Masters Level.

(5) The Examination for a Diploma shall normally consist of written papers and equivalent assessment of other work but in some instances (and these shall be stated in the relevant programme specification) a dissertation may be required or an assessment of other work composition or performance may be substituted for some or all of the written papers.

The Examination in the written papers shall be held annually immediately before or during the Summer Term²⁴ and an additional Examination for those who do not satisfy the Examiners shall normally be held in the September next following.

The dissertation shall be submitted to the relevant University Officer on or before the date specified in the relevant programme specification or resubmitted under the terms of clause (7) below within one year of the date specified in the relevant programme specification.

(6) The Examination shall be considered as a whole and successful candidates shall be stated to have obtained a Distinction or a Merit or to have passed.

(7) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for re-examination in those modules failed save that where a dissertation is involved the Examiners may at their discretion waive the requirement for a candidate either to retake the written papers or to re-submit the dissertation.

LXII Postgraduate Certificates

Sanctioned by the University Council on 8 July, 2013

(1) The provisions of Governing Regulation VII (1) to (5) and Governing Regulation X shall apply to Postgraduate Certificates.

(2) A programme shall be open only to graduates of the University or to graduates of other Universities in Great Britain or to persons holding such qualifications as may be approved by Senate.

(3) A programme of study for a Postgraduate Certificate shall be prescribed in the relevant programme specification. With the permission of the Senate a programme may be followed under a part-time arrangement.

(4) A Postgraduate Certificate is awarded to a candidate who has

- (a) attended the prescribed modules shown in the relevant programme specification.
- (b) studied modules with a total value of not fewer than 60 credits of which not fewer than 40 credits shall be at the Masters Level.

(5) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves on one subsequent occasion for re-examination in those modules failed except in any part of a programme related to a professional qualification in any practical or similar assessment where re-examination of the candidate would in the view of the relevant Faculty Examiner's meeting entail unacceptable risk for clients involved. Candidates presenting themselves for re-examination for a postgraduate certificate shall not be eligible for the award of distinction or merit.

²⁴ Equivalent procedures shall apply for part-time students.

LXIII Post-Experience Diplomas and Certificates

Sanctioned by the University Council on 8 July, 2013

- (1) The provisions of Governing Regulation VIII (1) to (5) and Governing Regulation X shall apply to Post- Experience Diplomas and Certificates.
- (2) A programme of study shall be open to such persons as may be prescribed in the relevant programme specification.
- (3) The programme of study shall be prescribed in the relevant programme specification. With permission of the Senate a programme may be followed under a part-time arrangement. The whole of the period shall be spent in the University unless otherwise stated in the relevant programme specification.
- (4) A Post-Experience Diploma or Certificate shall be awarded to a candidate who has:
 - (a) followed the prescribed modules shown in the relevant programme specification
 - (b) satisfied the Examiners both in the theoretical part of the programme and in the practical part of the programme.
- (5) The Examination for a Post-Experience Diploma or Certificate shall normally consist both of written papers and of the submission of a dissertation but in some instances (and these shall be stated in the relevant programme specification) a dissertation may not be required or an assessment of course work may be submitted for some or all of the written papers.

The Examinations in the written papers shall be held annually immediately before or during the Summer Term or at appropriate points in a modular programme.

The dissertation shall be submitted to the relevant University Officer on or before the date specified in the relevant syllabus or programme specification or resubmitted under the terms of clause (7) below within one year of the date specified in the relevant programme specification.

- (6) The Examination shall be considered as a whole and successful candidates for a Post-Experience Diploma shall be stated to have obtained a Distinction or a Merit or to have passed. Successful candidates for a Post-Experience Certificate shall be stated to have passed.
- (7) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves within one year for the reassessment of failed modules save that where a dissertation is involved the Examiners may at their discretion waive the requirement for a candidate either to retake the written papers or to re-submit the dissertation. Candidates presenting themselves for re-examination for a Post-Experience Diploma shall not be eligible for the award of a Distinction or Merit.

LXIV International Foundation Programme

Sanctioned by the University Court on 22 March, 2002

- (1) The provisions of Governing Regulation IV (1) to (5) shall apply to candidates admitted to read for the degree of Bachelor including an International Foundation Programme save that candidates may with the permission of Senate pursue an International Foundation Programme elsewhere than in the University.
- (2) A course of study for the degree of Bachelor including the Foundation Programme shall extend over not less than four years.
- (3) A course of study in preparation for the Foundation Examination shall extend over not less than three terms.

- (4) A candidate for the Foundation Examination shall be examined in Academic Skills and in either three 40 credit modules or two 40 credit modules and two 20 credit modules from the list which appears in the syllabuses for the Foundation Programme.
- (5) The Foundation Examination shall be held towards the end of the Summer Term (this occasion being referred to as the 'first attempt') and an additional examination for those who fail or who wish to be re-examined in any subject or subjects shall be held in the September next following.
- (6) In order to pass the Foundation Examination a candidate must pass in the subject of Academic Skills and each of the other modules studied and in three other subjects, save that a candidate who fails in any subject or who fails to qualify to proceed to a course for the degree of Bachelor at the first attempt shall be re-examined in the subject or subjects failed or required for progress to a degree course in the additional examination held in the September next following. If he then satisfies the Examiners by passing in all the subjects he is required or chooses to offer he shall be deemed to have passed the Foundation Examination and may proceed to the course for the degree of Bachelor for which he has been admitted provided he satisfies the requirements for progress to that course.
- (7) Passes in Foundation Programme subjects other than Academic Skills shall be at two levels: Grade I (the higher) and Grade II. In order to qualify to proceed to the degree course for which he has been admitted a candidate must normally pass in all subjects and gain at least 80 credits at Grade I level and must normally satisfy any additional requirements specified. Candidates must also satisfy the English language entry requirement of the appropriate Faculty.
- (8) To qualify to proceed to a course for the degree of Bachelor a candidate must pass the Foundation Examination as specified in (6) and (7) above and must satisfy the Examiners in such subjects as the Board of the appropriate Faculty shall require.
- (9) No candidate shall be permitted to take any subject or subjects in the Foundation Examination on more than the two occasions referred to in (5) above unless he has been permitted by the Senate to repeat the Foundation Programme or to take a part or the whole of the Foundation Examination on a further occasion.

LXV Undergraduate Diplomas and Diplomas of Higher Education in the Faculty of Arts, Humanities and Social Science

Sanctioned by the University Court on 8 July, 2013

- (1) The provisions of Governing Regulation IX (1) to (6) and X shall apply to Undergraduate Diplomas and Diplomas of Higher Education in the Faculty of Arts, Humanities and Social Science.
- (2) A course of study in preparation for an Undergraduate Diploma or Diploma of Higher Education shall be prescribed in the relevant programme specification.

Clauses (3) to (5) shall apply to the Diploma of Higher Education in Sociology

- (3) The Diploma of Higher Education in Sociology shall be divided into two parts each beginning in October and each extending over three terms.
- (4) The subjects to be studied and the arrangements for admission and for assessment and for examination shall be as prescribed in the syllabus of the course.
- (5) The arrangements for the Part I Examination in Part I of the course shall be in accordance with Governing Regulation L (10) to (12) save that the re-examination in any unit failed shall be in the September next following.

(6) A candidate who fails any other examination paper in Part I of the course or any examination paper in Part 2 may retake that paper at the next available opportunity. Candidates who then satisfy the Examiners by passing in all papers they are required to offer shall be deemed to have achieved a pass level in each paper retaken.

No candidate shall be permitted to take any paper or papers on more than two occasions unless permitted to do so by the Senate.

(7) The Diploma of Higher Education in Management shall be prescribed in the relevant programme specification.

(8) The modules to be studied and the arrangements for admission and assessment shall be as prescribed in the syllabus of the course.

(9) To pass the Examination candidates must pass in all modules. A candidate who fails any module shall be permitted one further attempt to pass the assessment for that module within one year from the initial assessment.

(10) Candidates successfully completing the Diploma of Higher Education in Management course shall be eligible for a Pass or Distinction save that a candidate who fails any part of the assessment shall not be eligible for the award of a Distinction on re-examination.

No candidate shall be permitted to take any assessment for a module on more than these two occasions unless permitted so to do by the Senate.

LXVI Certificates of Higher Education in the Faculty of Arts, Humanities and Social Science

Sanctioned by the University Court on 8 July, 2013

(1) The provisions of Governing Regulation IX (7) to (12) and X shall apply to certificates.

(2) A course of study shall be open to such persons as may be prescribed in the syllabus for that course.

(3) The course of study shall be prescribed in the relevant programme specification and be spent in the University unless otherwise stated in the syllabus of a course.

(4) A Certificate shall be awarded to a candidate who has:

- (a) attended the prescribed course of instruction in the subjects shown in the syllabus for the course
- (b) satisfied the Examiners both in the theoretical part of the course and in the practical part of the course if any.

(5)

- (a) For the Certificate of Higher Education in Continuing Education examinations shall normally be held during or at the end of each module and shall normally consist of written papers or equivalent assessment of course or practical work or of both.

An additional examination for those who do not satisfy the Examiners in any module shall normally be held later in the same Session.

In order to obtain a Certificate a candidate must successfully complete modules totalling 120 credits.

- (b) For the Certificate of Higher Education in Management assessments shall normally be held during or at the end of each module. Those candidates who do not satisfy the Examiners at the

first assessment will be permitted one further attempt to pass the assessment for any module failed within one year of the initial assessment.

Candidates successfully completing the Certificate of Higher Education in Management shall be eligible for a Pass or a Distinction save that a candidate who fails any part of the assessment shall not be eligible for the award of a Distinction on re-examination.

- (c) for all other certificate courses an examination shall normally be held at the end of each year of study and shall normally consist of written papers or equivalent assessment of course work and of assessment of practical work but in some instances (and these shall be stated in the syllabus of a course) assessment of practical work may not be required.

An additional examination for those who do not satisfy the Examiners in either the theoretical part of the course or in the assessment of practical work or both shall be held in the August/September next following unless the Examiners for a course shall specify otherwise.

Candidates shall not be permitted to enter upon the next year or equivalent period of part-time study unless they have passed the examination at the end of the previous year or relevant period.

- (6) Candidates successfully completing the Certificate course in Continuing Education shall be eligible for a Pass and Distinction. Candidates successfully completing any other Certificate course shall be awarded either a Distinction or a Merit or a Pass save that a candidate who fails the Examination held at the end of the course shall not be eligible for the award of a Distinction or a Merit on re-examination.

LXVII Degree of Doctor of Medicine

Sanctioned by the University Council on 19 March, 2004

- (1) The Degree of Doctor of Medicine may be conferred upon graduates of the University of Reading or of other Universities or upon persons holding such other qualifications as may be prescribed or upon other persons approved by the Senate who have:

- (a) undertaken such research and advanced study in a clinically-related subject area as may be approved by the Senate for not less than the period prescribed below after completing the examination requirements for the conferment of a first degree in a medical subject (except as provided by clauses (2) and (4) of this Governing Regulation)
- (b) fulfilled such other conditions as may be prescribed below and
- (c) submitted the results of their research or advanced study in a thesis satisfactory to the Examiners appointed by the University who may at their discretion further examine any candidate in the matter of the thesis submitted or in any matters relating to the research or advanced study. Administrative responsibility for the research or advanced study shall rest with the Head of School concerned. The Head of School may assign the supervision of the candidate's work to such extent as he or she shall determine to another member of the Academic Staff who shall be appointed on the nomination of the said Head of School by the Board of the Faculty concerned.

- (2) The prescribed period under clause (1)(a) above shall be as stated below. For the purpose of this clause 'academic year' shall mean any period of three consecutive Terms.

- (a) For a candidate pursuing advanced study or research full-time the period of such advanced study or research shall be three academic years (and not less save as provided in (e) below). A candidate may continue to be registered for the degree of Doctor of Medicine after completion

- of the prescribed period but (except with the express permission of the Board of the Faculty concerned) the total period of registration shall not exceed four calendar years.
- (b) For a candidate not engaged full-time the period of advanced study or research for the degree of Doctor of Medicine shall be determined by the Board of the Faculty concerned at the beginning of the course. The period shall not be less than four academic years. A candidate may continue to be registered for the degree of Doctor of Medicine after completion of the prescribed period but (except with the express permission of the Board of the Faculty concerned) the total period of registration shall not exceed six calendar years.
- (c) The Board of the Faculty concerned shall have the power and discretion to vary the period described for any candidate save that it shall not reduce the period specified under (a) above for a candidate pursuing advanced study or research full-time except as provided in (d) below.
- (d) Where previous experience in research is deemed satisfactory by the Board of the Faculty concerned the prescribed period may be reduced to two academic years in the case of an applicant for registration for the degree of Doctor of Medicine intending to pursue research full-time.
- (e) The prescribed period shall be spent in the University save that with the permission of the Board of the Faculty concerned a part or whole of it may be spent elsewhere on condition that the research or advanced study continue to be directed and supervised as provided above and on such other conditions as may be prescribed by Governing Regulation or by the Board of the Faculty concerned.
- (3) Candidates following an approved course of research or advanced study who are permitted to spend a part or the whole of the period of research or advanced study elsewhere than in Reading shall be required to maintain such personal contact with their supervisors as the latter may specify. In such cases also the appointment of an additional supervisor other than a member of the University shall be made when circumstances make such an appointment necessary.
- (4) A person wishing to enter upon a course of research or advanced study for the degree of Doctor of Medicine shall send to the relevant University Officer an application on the prescribed form which shall include an outline of the proposed programme of study in a clinically-related subject area. The relevant University Officer shall forward the application to the Head of School to which the proposed programme of study relates, who shall supply the relevant University Officer with a written opinion on the application and state to which member of the academic Staff if any he wishes to delegate the supervision of the candidate's work. If the Head of School supports the admission of the applicant the application together with the written opinion shall then be submitted to the Board of the Faculty concerned which shall have power to decide as to the acceptance of the application and to decide the date when the course of research shall be deemed to have begun. Save as provided in clauses (2d) and (5) such date shall not normally be earlier than the first day of the Term in which the approval is given.
- (5) No period occupied by a course of study in preparation for an examination other than that for the degree of Doctor of Medicine shall be accepted as part of the prescribed period which must be spent in research or advanced study in preparation for the degree save that the Senate may recognise for this purpose any period occupied by previous study as provided in clause (9). A candidate shall not be granted the degree of Doctor of Medicine in addition to a degree of Master awarded by examination or research without having completed the periods of study required for each of the degrees separately.
- (6) In the event of approval being given to the candidate's application the Board of the Faculty concerned shall determine the date when the programme shall be deemed to have begun. Save as provided in clauses (2) and (4) of this Governing Regulation such date shall not be earlier than the first day of January or of May or of October according to the Term in which the Senate's approval is given.

(7) The thesis embodying the results of the candidate's research or advanced study together with an abstract of it may be sent to the relevant University Officer any time after the beginning of the final Term of the prescribed period. A candidate wishing to graduate at the end of any Autumn Term must give notice to the relevant University Officer of his intention to submit his thesis not later than the end of the first full week of the preceding Summer Term and must submit the thesis not later than 30 September. A candidate wishing to graduate at the end of any Summer Term must give notice of his intention to the relevant University Officer not later than the end of the first full week of the preceding Spring Term and must submit the thesis not later than 30 April.

(8) Three copies of the thesis submitted together with three copies of the Abstract of it each bound in the form of a book shall be supplied. The form and content of the thesis shall conform with the rules for submission of theses for higher degrees approved by the Senate and having the force of Regulations. Every copy of the thesis thus submitted shall become the property of the University save that one shall normally be returned by the University to the candidate.

(9) A candidate shall not be permitted to submit as his thesis a thesis which is being submitted for a degree in another University or for which a degree has already been conferred on him in this or any other University but a candidate shall not be precluded from incorporating work which he has already published or has been accepted for publication or submitted for a degree in this or any other University provided that he indicates in his thesis any work which has been so incorporated.

(10) The relevant University Officer shall forward the thesis and the abstract to the Examiners appointed by the University to examine the candidate and shall request them to fix a date for the oral examination of the candidate if required. An oral examination shall ordinarily be held in the case of a candidate for the degree of Doctor of Medicine. The Examiners may also require the candidate to undergo a written examination or a practical examination or both.

(11) A candidate who is rejected by the Examiners may present himself or herself for re-examination for the degree of Doctor of Medicine on one subsequent occasion which shall be not less than one Term and not more than nine Terms following the Term in which the Examiner's Report on the thesis was approved by the Senate. A candidate shall not be permitted to present himself or herself for any examination in connection with a course for the degree of Doctor of Medicine on more than two occasions unless expressly allowed to do so by the Senate. A candidate who has been unsuccessful on both of these two occasions shall not be permitted to remain as a student unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(12) The Examiners' decision shall be forwarded to the relevant University Officer as early as possible but shall not be notified to the candidate until it has received the approval of the Senate.

LXVIII Foundation Degrees

Sanctioned by the University Council on 25 November 2013

(1) The provisions of this Governing Regulation shall apply to the following Foundation Degree:

Foundation Degree in Education FDEd

Foundation Degree in Science FDSc

(2) In addition, the provisions of Governing Regulation IX and Governing Regulation X shall apply to the degree of FDEd and FDSc.

(3) The programmes of study for the Foundation Degree in Education and the Foundation Degree in Science shall extend over not less than two years.

- (4) Programmes are offered in accordance with the relevant programme specifications and may be studied on a full-time or on a part-time basis.
- (5)
- (a) Save where specified otherwise in the programme specification the programme of study for the degree shall be divided into two parts (Parts 1 and 2).
 - (b) Part 1 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits as detailed in the relevant programme specification and shall be completed by an examination hereinafter referred to as the Part 1 Examination. (The stipulations about this examination are contained in clauses (7) to (9) below.)
 - (c) Part 2 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits as detailed in the relevant programme specification and shall be completed by an examination hereinafter referred to as the Part 2 Examination. (The stipulations about this examination are contained in clauses (10) to (13) below.)
 - (d) A candidate who is undertaking the programme of study on a part-time basis may study and be examined in modules offered in Part 1 and Part 2 during the course of the same academic year, save that as stipulated in clause 8(c) below, they shall be required to meet the same requirements to pass the Part 1 Examination as candidates studying on a full-time basis.
- (6) The modules to be offered in Part 1 and Part 2 shall be as listed in the relevant programme specification.
- (7) The modules to be offered in Part 1 shall be examined annually (this occasion being referred to hereafter as 'the first attempt') and modules may be assessed by other than formal examination. An additional examination shall be held at the next subsequent occasion (this occasion being referred to hereafter as 'the second attempt') for those who fail or for those who fail to qualify for either the programme for which they are registered or for another programme to which they may be entitled to transfer.
- (8)
- (a) The Part 1 Examination shall be a qualifying examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:
 - (i) achieve an overall average of 40% in 120 credits (as provided in clause 6(b) above)
 - (ii) achieve a mark of at least 30% in individual modules amounting to not less than 100 credits taken in Part 1 and
 - (iii) meet the published requirements for progression to Part 2 as listed in the relevant programme specification
 - (b) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.
 - (c) A candidate who is undertaking the programme of study on a part-time basis will be required to satisfy the criteria provided in clause 8(a) above in order to pass the Part 1 Examination. As provided in clause 5(d) above, such candidates may be examined in some modules offered in Part 2 in the academic year in which they complete Part 1.
- (9) Save as provided in clause 8(c) no candidate shall be allowed to proceed to Part 2 of a Foundation Degree programme unless they have passed the Part 1 Examination.

(10) The modules to be offered in the Part 2 Examination shall be examined annually (save where specified otherwise in the programme specification) and modules may be assessed by other than formal examination.

(11)

(a) The Part 2 Examination shall be the final examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:

- (i) achieve an overall average of 40% in 120 credits (as provided in clause 6(c) above) and
- (ii) achieve a mark of at least 40% in 80 credits taken in Part 2 and
- (iii) achieve a mark of at least 30% in individual modules amounting to not less than 100 credits taken in Part 2

(12) Examiners may take into account at their discretion the record of a candidate's work during the course in arriving at the Part 2 Examination result.

(13) A candidate who has failed the Part 2 Examination shall be permitted to present themselves for re-assessment under the terms of Governing Regulation XI(5) in any module they have failed in the Final Year. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at the examination in the Final Year. Candidates presenting themselves for re-examination for a Foundation Degree shall not be eligible for the award of a Distinction or Merit.

LXIX Degree of Master of Science (Postgraduate) awarded jointly with other institutions

Sanctioned by the University Council on 8 July, 2013

Note: Governing Regulation LV relates to the Degree of Master of Science (Postgraduate) delivered solely at the University of Reading

(1) The provisions of this Governing Regulation shall apply to the following degree:

Master of Science MSc

(2) In addition the provisions of Governing Regulation IV (6) to (13) and Governing Regulation X shall apply to the degree of MSc awarded jointly with other institutions.

(3) A programme of study for the degree of Master of Science (Postgraduate) awarded jointly with other institutions shall be delivered and examined by the University and by such other partner institutions as shall be approved by the Senate. Candidates who have satisfied the Examiners as detailed in clause (9) below shall be awarded a degree jointly by the University and by the other approved partner institutions.

(4) A candidate for admission to a programme must be a graduate of a recognised institution and or hold such other qualifications and experience as may be set out in the relevant programme specification.

(5) A programme of study for the degree of Master of Science (Postgraduate) awarded jointly with other institutions shall be prescribed in the relevant programme specification.

(6) Candidates shall spend periods of study at the University and at other approved partner institutions as set out in the relevant programme specification.

(7) A programme of study for the degree of Master of Science (Postgraduate) awarded jointly with other institutions shall comprise modules with a total value of not less than 180 credits as set out in the relevant programme specification. Not fewer than 120 credits shall be at the Masters Level.

(8) The Examination shall normally consist both of written papers and of the submission of a dissertation but in some instances (and these shall be stated in the relevant programme specification) either the dissertation or the written papers may not be required a project may be substituted for a dissertation or an assessment of other work may be substituted for some or all of the written papers.

Save where otherwise set out in the relevant programme specification the examination in the written papers shall be held annually at the end of the Term in which the module relevant to the written papers has been delivered. An additional examination for those who do not satisfy the Examiners shall normally be held in the September next following. The dissertation or project shall be submitted on or before the date specified in the relevant programme specification or resubmitted under the terms of clause (10) below within one year of the original date specified in the relevant programme specification.

(9) The Examination shall be considered as a whole and successful candidates shall be stated to have passed.

(10) A candidate who has failed to satisfy the Examiners shall be permitted to present themselves for the whole or such part of the Examination as the Examiners may at their discretion require.

LXX Degree of Doctor of Philosophy awarded by publication

Sanctioned by the University Council on 17 March, 2006

(1) The degree of Doctor of Philosophy awarded by publication may be conferred upon graduates of the University of Reading or of other Universities or upon persons holding such other qualifications as may be prescribed or upon other persons approved by the Senate who have

- (a) undertaken such research and other study as may be approved by the Senate for not more than two academic years after completing the requirements and assessment for the prima facie stage as provided in clause (2) of this Governing Regulation. The Board of the relevant Faculty concerned shall have the power and discretion to vary the period prescribed for any candidate. For the purpose of this clause 'academic year' shall mean any period of three consecutive Terms.
- (b) before the prima facie stage as provided in clause (2) been employed by the University of Reading for not less than two academic years and have completed their probationary period
- (c) fulfilled such other conditions as may be prescribed below and
- (d) submitted the results of their research and other study in a document (as prescribed in clause (4) of this Governing Regulation) satisfactory to the Examiners appointed by the University who may at their discretion further examine any candidate in the matter of the submission for the degree of Doctor of Philosophy by publication or in any matters relating to the research.

Administrative responsibility for the research shall rest with the Head of School concerned. The Head of School may assign the supervision of the candidate's work to such extent as they shall determine to another member of the Academic Staff.

(2) A person wishing to enter upon a programme for the degree of Doctor of Philosophy by publication shall in the first instance be required to demonstrate the standard of their existing research and publications and their potential to make a successful submission for the degree of Doctor of Philosophy by publication. A candidate shall in the first instance apply to the Director of Research of the relevant Faculty. The Director of Research of the relevant Faculty shall on receipt of such application convene an appropriate Panel to which the candidate shall be required to submit examples of their research and a critical summary of these examples. The Panel shall make a prima facie judgment as to the standard of the candidate's work and potential to make a successful submission for the degree of Doctor of Philosophy by publication. Candidates who fail to satisfy the Panel may present themselves

for the prima facie stage on one subsequent occasion which shall be not less than nine Terms after the initial judgement.

(3) In the event of successful completion of the prima facie stage a candidate wishing to progress to a programme for the degree of Doctor of Philosophy by publication shall send to the relevant University Officer an application to register for a programme for the degree of Doctor of Philosophy by publication. The relevant University Officer shall forward the application to the Head of the relevant School (or other designated member of the Academic Staff) to which the proposed programme relates. The Head of the relevant School shall supply the relevant University Officer with a statement as to which member of the Academic Staff if any they wish to delegate the supervision of the candidate's work and the date when the programme leading to a submission for the degree of Doctor of Philosophy by publication shall be deemed to have begun. If the applicant is not a graduate of any University the application shall require the approval of the Senate in addition to that of the Board of the relevant Faculty.

(4) The submission for the degree of Doctor of Philosophy by publication shall comprise the following documents

- (a) normally between three and ten publications as prescribed in clause (5) of this Governing Regulation. Such publications may include papers or chapters or monographs or books or scholarly editions of a text or technical reports or creative work in relevant areas or artefacts or electronic publications; and
- (b) a supporting critical document normally of not less than 10,000 words in length.

(5) Normally, the publications as provided in clause (4)(a) shall have been published or have been accepted for publication. No publication shall normally be accepted as part of the submission for the degree of Doctor of Philosophy by publication where

- (a) it has not been published within the preceding ten years; and
- (b) it has been included in an examination for a degree in this or any other University or for which a degree has already been conferred on them in this or any other University.

(6) The submission for the degree of Doctor of Philosophy by publication together with an abstract of it may be sent to the relevant University Officer at any time during the prescribed period. Candidates must give notice to the relevant University Officer of their intention to submit for the degree of Doctor of Philosophy by publication in accordance with a schedule published annually.

(7) Three copies of the submission for a Doctor of Philosophy by publication together with three copies of the abstract of it in bound form shall be supplied. Every copy of the submission for the degree of Doctor of Philosophy by publication shall become the property of the University save that one shall normally be returned by the University to the candidate.

(8) The relevant University Officer shall forward the submission for a Doctor of Philosophy by publication and the abstract to the Examiners appointed by the University to examine the candidate and shall request them to set a date for the oral examination of the candidate.

(9) Candidates who fail to satisfy the Examiners may present themselves for re-examination for the degree of Doctor of Philosophy by publication on one subsequent occasion which shall be not less than one Term and not more than nine Terms following the Term in which the Examiner's Report on the submission was approved by the Senate. Candidates shall not be permitted to present themselves for any examination in connection with a programme for the degree of Doctor of Philosophy by publication on more than two occasions unless expressly allowed to do so by the Senate. In such case the Senate shall decide in such manner as it shall determine the conditions under which the candidate shall be allowed to remain as a student.

(10) The Examiners' decision shall be forwarded to the relevant University Officer as early as possible and shall be notified to the candidate following the approval of the Senate.

(11) For the purposes of clause (4)(a) above a candidate wishing to be admitted to the degree of Doctor of Philosophy by publication in the fields of Film or of Drama or of Fine Art or of Musical Composition or Performance may submit as their publications original works of film or drama or art or a folio of musical composition or a film or drama or musical performance as appropriate.

LXXI Graduate Diplomas

Sanctioned by the University Council on 8 July, 2013

(1) The provisions of Governing Regulation IX (13) to (17) shall apply to Graduate Diplomas.

(2)

(a) A programme of study for a Graduate Diploma shall be prescribed in the relevant programme specification.

(b) The programme of study in (a) above shall be spent in the University unless otherwise stated in the relevant programme specification. With the permission of the Senate a programme may be followed under a part-time arrangement.

(3) A candidate for admission to a programme must be a graduate of the University of Reading or of another University or hold other such qualifications as may be prescribed in the relevant programme specification.

(4) A programme of study for a Graduate Diploma shall comprise modules with a total value of not fewer than 120 credits. Not fewer than 100 credits shall be at the Honours Level.

(5) The Examination for a Graduate Diploma shall normally consist of written papers and equivalent assessment of other work but in some instances (and these shall be stated in the relevant programme specification) a dissertation may be required or an assessment of other work composition or performance may be substituted for some or all of the written papers.

The Examination in the written papers shall be held annually immediately before or during the Summer Term²⁵ and an additional Examination for those who do not satisfy the Examiners shall normally be held in the September next following.

At the discretion of the Examiners an oral examination may form part of the Examination.

(6) The Examination shall be considered as a whole and successful candidates shall be stated to have passed.

(7) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for re-examination in those modules failed.

LXXII Ordinary Degrees

Sanctioned by the University Council on 8 July, 2013

(1) The provisions of this Governing Regulation shall apply to the following degrees.

Bachelor of Arts (Ordinary) BA (Ordinary)

(2) In addition, the provisions of Governing Regulation IV (14) to (20) shall apply to Ordinary Degrees.

²⁵ Equivalent procedures shall apply for part-time students.

- (3) The programmes of study for Ordinary Degrees shall be prescribed in the relevant programme specification.
- (4)
- (a) Save where specified otherwise in the programme specification the programme of study for the degree shall be divided into three parts (Parts 1 2 and 3).
 - (b) Part 1 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits of which at least 100 credits shall be at the Certificate level or above and shall be completed by an examination hereinafter referred to as the Part 1 Examination. (The stipulations about this examination are contained in clauses (7) to (10) below.)
 - (c) Save where specified otherwise in the programme specification Part 2 shall extend over not less than three Terms and comprise modules with a total value of not fewer than 120 credits of which at least 100 credits shall be at the Intermediate Level or above and shall be completed by an examination hereinafter referred to as the Part 2 Examination. (The stipulations about this examination are contained in clauses (11) to (12) below.)
 - (d) Part 3 shall extend over not less than two Terms and comprise modules with a total value of not fewer than 60 credits all of which shall be at the Honours Level and shall be completed by an examination hereinafter referred to as the Part 3 Examination. (The stipulations about this examination are contained in clauses (13) to (16) below.)
- (5) The modules to be offered in Part 1 and Part 2 and Part 3 Examinations shall be as listed in the relevant programme specification.
- (6) The Part 1 Examination shall be held annually during the Summer Term (this occasion being referred to hereafter as 'the first attempt') and modules may be assessed by other than formal examination at this time. An additional examination shall be held at the next subsequent occasion (this occasion being referred to hereafter as 'the second attempt') for those who fail or for those who fail to qualify for either the programme for which they are registered or for another programme to which they may be entitled to transfer.
- (7) No candidate shall be admitted to the Part 1 Examination before the Summer Term of the Session next following the date at which they have passed the Matriculation Examination or an examination recognised as qualifying for matriculation in the University.
- (8)
- (a) The Part 1 Examination shall be a qualifying examination and a candidate shall be required to pass the examination at one sitting (save as provided in (b) below). In order to pass the examination a candidate must:
 - (i) achieve an overall average of 40% in 120 credits (as provided in clause 5(b) above)
 - (ii) achieve not less than 30% in any module taken in Part 1 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
 - (iii) meet the published requirements for progression to Part 2 of the relevant degree programme as listed in the relevant programme specification
 - (b) A candidate who does not achieve a pass in the Part 1 Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed or in which they have failed to achieve the relevant qualifying mark. No candidate shall normally be permitted to take any module or modules in the examination on more than two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.
- (9) No candidate shall be allowed to proceed to Part 2 of a degree programme unless they have passed the Part 1 Examination.

(10) The Part 2 Examination shall be held during the Summer Term of the second year (save where specified otherwise in the programme specification). Modules may be assessed by other than formal examinations at these times.

(11)

- (a) The Part 2 Examination shall be a qualifying examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:
- (i) achieve an overall average of 40% in 120 credits (as provided in clause 5(c) above)
 - (ii) achieve not less than 30% in any modules taken in part 2 save that a mark of less than 30% in a total of not more than 20 credits may be condoned at the discretion of the Examiners and
 - (iii) meet the published requirements for progression to Part 3 of the degree programme for which they are registered as listed in the relevant programme specification
- (b) A candidate who does not achieve a pass in the Part 2 Examination may be re-examined in the additional examination held at the next subsequent occasion in any module in which they have failed. No candidate shall normally be permitted to take any module or modules in the examination on more than these two occasions unless they have been permitted by the Senate to continue on or resume attendance at the University to repeat the programme for that examination.

(12) The Part 3 Examination shall be held during the Summer Term of the Third year (save where specified otherwise in the programme specification). Modules may be assessed by other than formal examinations at these times.

(13) (a) The Part 3 Examination shall be the Final Examination and a candidate shall be required to pass the examination. In order to pass the examination a candidate must:

- (i) achieve an overall average of 40% in 60 credits (as provided in clause 5(d) above)
- (ii) achieve marks of no less than 40 in modules amounting to 40 credits.

(14) At the discretion of the Examiners an oral examination may form part of any Final Examination. Examiners may take into account at their discretion the record of a candidate's work during the course in arriving at the Final Examination result.

(15) A candidate who has failed the Final Examination shall be permitted to present themselves for re-assessment under the terms of Governing Regulation IV(19) in any module they have failed in the Final Year. Such re-assessment must take place at the next subsequent occasion following the candidate's first attempt at the examination in the Final Year.

LXXIII Graduate Certificates

Sanctioned by the University Council on 8 July, 2013

(1) The provisions of Governing Regulation IX (13) to (17) shall apply to Graduate Certificates.

(2)

- (a) A programme of study for a Graduate Certificate shall be prescribed in the relevant programme specification.
- (b) The programme of study specified in (a) above shall be spent in the University unless otherwise stated in the relevant programme specification.

With the permission of the Senate a programme may be followed under a part-time arrangement.

(3) A candidate for admission to a programme must be a graduate of the University of Reading or of another University or hold other such qualifications as may be prescribed in the relevant programme specification.

(4) A programme of study for a Graduate Certificate shall comprise modules with a total value of not fewer than 60 credits. Not fewer than 60 credits shall be at the Honours Level.

(5) The Examination for a Graduate Certificate shall normally consist of written papers and equivalent assessment of other work but in some instances (and these shall be stated in the relevant programme specification) a dissertation may be required or an assessment of other work composition or performance may be substituted for some or all of the written papers.

The Examination in the written papers shall be held at a time specified in the programme specification and an additional Examination for those who do not satisfy the Examiners shall normally be held subsequently.

(6) The Examination shall be considered as a whole and successful candidates shall be stated to have passed.

(7) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for re-examination in those modules failed.

LXXIV Degree of Master and Doctor by Thesis awarded jointly with other Institutions

Sanctioned by the University Council on 22 January, 2010

(1) The provisions of this Governing Regulation shall apply to the following degree: Master and Doctor awarded by Thesis awarded jointly with other institutions.

(2) In addition, the provisions of Governing Regulation V shall apply to the degree of Master and Doctor by Thesis awarded jointly with other institutions, save that in any case where the provisions of the two Governing Regulations are at odds, this Governing Regulation LXXIV shall take precedence over Governing Regulation V.

(3) A programme of study for the degree of Master and Doctor by Thesis awarded jointly with other institutions shall be delivered and examined by the University and by such other partner institutions as shall be approved by the Senate. Candidates who have satisfied the Examiners shall be awarded a degree jointly by the University and by the other approved partner institution/s.

(4) A candidate for admission to a programme must be a graduate of a recognised institution or professional equivalent. As provided in Governing Regulation V, any applicant who is not a graduate of any University shall require the approval of the Senate, in addition to that of the relevant Board of the Faculty.

(5) Candidates for the degree of Master and Doctor awarded jointly with other institutions shall be initially registered on the programme as specified in the formal memorandum of agreement between the student and all institutions involved in delivery applicable to the programme (hereafter 'the memorandum of agreement').

(6) Candidates for the degree of Master and Doctor by Thesis awarded jointly with other institutions shall be registered simultaneously at the University and at the partner institution.

Candidates shall be subject to a formal review of progress, which shall result in continuation on the programme or assignment to an alternative programme (which shall be specified in the memorandum of agreement) or termination of registration. This process of review shall be undertaken by the relevant body or bodies as specified within the memorandum of agreement which shall comprise members of all

partner institutions. This process shall take place no later than the second year of registration or part time equivalent.

- (7) The procedures for reviewing the progress of the candidate and therefore for approving continuation on the programme or assignment of registration to an alternative programme or termination of registration shall be set out in the memorandum of agreement prior to the commencement of studies.
- (8) A programme of study for the degree of Master and Doctor by Thesis awarded jointly with other institutions shall occupy a period as set out in Governing Regulation V, subject to the recognition of programmes equivalent to those specified in Governing Regulation V (6a–c).
- (9) Candidates shall spend periods of study at the University and at other approved partner institutions as set out in the formal memorandum of agreement but shall normally spend a period of not less than 12 months at the University.
- (10) A candidate shall be supervised by at least one member of Academic staff of the University and also by a member of Academic staff at each of the partner institutions; the University and the partner institutions shall approve each member of staff assigned supervisory responsibilities and this approval shall be based primarily on the academic standing and experience of the members of staff in supervising candidates for periods of research.
- (11) The supervisors from each institution shall agree arrangements to discuss with each other the progress of the candidate not less than once yearly. Arrangements for the formal monitoring of the progress of the candidate shall be set down in the memorandum of agreement.
- (12) The Examiners shall include at least one external examiner appointed by the relevant Board of the Faculty and may include at least one external examiner appointed by the partner institutions.
- (13) The Examination shall consist of the submission of a thesis and ordinarily a *via voce* examination and may include other forms of examination as specified in the memorandum of agreement.
- (14) The Examination shall be considered as a whole and successful candidates shall be stated to have passed.
- (15) Provisions in regard to candidates who have not passed shall be set out in the memorandum of agreement.

LXXVI Professional Graduate Certificate in Education

Sanctioned by the University Council on 8 July, 2013

- (1) The provisions of Governing Regulation IX(13) to (16) shall apply to Professional Graduate Certificates
- (2)
 - (a) A programme of study for a Graduate Certificate shall be prescribed in the relevant programme specification
 - (b) The programme of study specified in (a) above shall be spent in the University unless otherwise stated in the relevant programme specification.

With the permission of the Senate a programme may be followed under a part- time arrangement. In such an instance the period shall be not less than the maximum shown for the programme in (a) above.

- (3) A candidate for admission to a programme must be a graduate of the University of Reading or of another University or hold other such qualifications as may be prescribed approved by Senate.
- (4) A programme of study for a Professional Graduate Certificate shall comprise modules with a total value of not fewer than 60 credits. Not fewer than 60 credits shall be at the Level 6.
- (5) The Examination for a Professional Graduate Certificate shall normally consist of evidence towards the Standards for Qualified Teacher Status, practical assessment of teaching and equivalent assessment of other work but in some instance (and these shall be stated in the relevant programme specification) a dissertation may be required or an assessment of other work composition or performance may be substituted for some or all of the Written papers.

The Examination in the written papers shall be held at a time specified in the programme specification and an additional Examination for those who do not satisfy the Examiners shall normally be held subsequently.

- (6) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for re-examination in those modules failed except in any part of a programme related to a professional qualification in an practical or similar assessment to a candidate whose re-examination would in the view of the relevant Faculty Examiners' Meeting entail unacceptable risk for clients involved.

LXXVII Professional Doctorate awarded jointly with other Institutions

Sanctioned by the University Council on 26 March, 2012

- (1) The provisions of this Governing Regulation shall apply to the Degree of Professional Doctorate awarded jointly with other institutions
- (2) In addition, the provisions of Governing Regulation LX shall apply to the degree of Professional Doctorate awarded jointly with other institutions, save that in any case where the provisions of the two Governing Regulations are at odds, this Governing Regulation LXXVII shall take precedence over Governing Regulation LX.
- (3) A programme of study for the degree of Professional Doctorate awarded jointly with other institutions shall be delivered and examined by the University and by such other partner institutions as shall be approved by the Senate. Candidates who have satisfied the Examiners shall be awarded a degree jointly by the University and by the other approved partner institution/s.
- (4) Candidates for the degree of Professional Doctorate awarded jointly with other institutions shall be initially registered on the programme as specified in the formal memorandum of agreement between the student and all institutions involved in delivery applicable to the programme (hereafter 'the memorandum of agreement').
- (5) Candidates for the degree of Professional Doctorate awarded jointly with other institutions shall be registered simultaneously at the University and at the partner institution. Candidates shall be subject to a formal review of progress, which shall result in continuation on the programme or assignment to an alternative programme (which shall be specified in the relevant programme specification) or termination of registration. This process of review shall be undertaken by the relevant body or bodies as specified within the memorandum of agreement which shall comprise members of all partner institutions. This process shall normally take place no later than the second year of registration or part time equivalent.
- (6) The procedures for reviewing the progress of the candidate and therefore for approving continuation on the programme or assignment of registration to an alternative programme or

termination of registration shall be set out in the programme specification and in the memorandum of agreement prior to the commencement of studies.

- (7) A programme of study for the degree of Professional Doctorate awarded jointly with other institutions shall occupy a period as set out in Governing Regulation V, subject to the recognition of programmes or periods of study equivalent to those specified in Governing Regulation LX (5 a-b).
- (8) Candidates shall spend periods of study at the University and at other approved partner institutions as set out in the formal memorandum of agreement.
- (9) A candidate shall be supervised by at least one member of Academic staff of the University and also by a member of Academic staff at each of the partner institutions; the University and the partner institutions shall approve each member of staff assigned supervisory responsibilities and this approval shall be based primarily on the academic standing and experience of the members of staff in supervising candidates for periods of research.
- (10) The supervisors from each institution shall agree arrangements to discuss with each other the progress of the candidate not less than once yearly. Arrangements for the formal monitoring of the progress of the candidate shall be set down in the memorandum of agreement.
- (11) The Examiners shall include at least one external examiner appointed by the relevant Board of the Faculty and may include at least one external examiner appointed by the partner institution.
- (12) The Examination shall consist of the submission of a thesis or portfolio of research and professional practice and ordinarily a *via voce* examination and may include other forms of examination as specified in the memorandum of agreement.
- (13) The Examination shall be considered as a whole and successful candidates shall be stated to have passed.
- (14) Provisions in regard to candidates who have not passed shall be set out in the memorandum of agreement and in the programme specification and shall have regard to the conditions of Governing Regulation LX (11)

LXXVIII Postgraduate Diploma awarded jointly with other Institutions

Sanctioned by the University Council on 9 July, 2012

Note: Governing Regulation LXI relates to Postgraduate Diplomas delivered solely at the University of Reading

- (1) The provisions of this Governing Regulation shall apply to Postgraduate Diplomas.
- (2) In addition the provisions of Governing Regulation VII and Governing Regulation X shall apply to Postgraduate Diplomas awarded jointly with other institutions.
- (3) A programme of study for a Postgraduate Diploma awarded jointly with other institutions shall be delivered and examined by the University and by such other partner institutions as shall be approved by the Senate. Candidates who have satisfied the Examiners as detailed in clause (9) below shall be awarded a Postgraduate Diploma jointly by the University and by the other approved partner institutions.
- (4) A candidate for admission to a programme must be a graduate of a recognised institution and or hold such other qualifications and experience as may be set out in the relevant programme specification.

- (5) A programme of study for a Postgraduate Diploma awarded jointly with other institutions shall be delivered and examined by the University and by such other partner institutions as shall be approved by the Senate.
- (6) A programme of study for a Postgraduate Diploma awarded jointly with other institutions shall occupy a period to be set out in the relevant programme specification.
- (7) A programme of study for Postgraduate Diplomas awarded jointly with other institutions shall comprise modules with a total value of not less than 120 credits as set out in the relevant programme specification. Not fewer than 80 credits shall be at the Masters Level.
- (8) The Examination for a Postgraduate Diploma shall normally consist of written papers and equivalent assessment of other work but in some instances (and these shall be stated in the relevant programme specification) a dissertation may be required or an assessment of other work composition or performance may be substituted for some or all of the written papers.
- (9) The Examination shall be considered as a whole and successful candidates shall be stated to have obtained a Distinction or a Merit or to have passed.
- (10) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves for re-examination in those modules failed

LXXVIV Postgraduate Certificate awarded jointly with other Institutions

Sanctioned by the University Council on 9 July, 2012

Note: Governing Regulation LXII relates to Postgraduate Certificates delivered solely at the University of Reading

- (1) The provisions of this Governing Regulation shall apply to Postgraduate Certificates.
- (2) In addition the provisions of Governing Regulation VII and Governing Regulation X shall apply to Postgraduate Certificates awarded jointly with other institutions.
- (3) A candidate for admission to a programme must be a graduate of a recognised institution and or hold such other qualifications and experience as may be set out in the relevant programme specification.
- (4) A programme of study for a Postgraduate Certificate awarded jointly with other institutions shall be delivered and examined by the University and by such other partner institutions as shall be approved by the Senate.
- (5) A Postgraduate Certificate is awarded to a candidate who has studied modules with a total value of not fewer than 60 credits of which not fewer than 40 credits shall be at the Masters Level.
- (6) Candidates who have failed to satisfy the Examiners shall be permitted to present themselves on one subsequent occasion for re-examination in those modules failed except in any part of a programme related to a professional qualification in any practical or similar assessment where re-examination of the candidate would in the view of the relevant Faculty Examiner's meeting entail unacceptable risk for clients involved.