

**GENERAL AND ACADEMIC REGULATIONS
FOR STUDENTS
HIGHER EDUCATION**

For Full time undergraduate students starting from September 2020;

For Postgraduate students starting from January 2020

and

For Apprentices starting from January 2020

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1. INTRODUCTION

1.1 Purpose and scope of regulations

- 1.1.1. The London Institute of Banking & Finance's (LIBF) regulations provide a framework for the operation of all programmes of study.
- 1.1.2. The final responsibility for the academic standard of awards of LIBF, including the final approval of the regulations, sits with the Academic Board.
- 1.1.3. These regulations may be varied with the agreement of the Academic Board to meet exceptional circumstances.
- 1.1.4. LIBF reserves the right, without notice, to amend these regulations by agreement of the Academic Board. Such changed regulations will come into effect at the beginning of the next appropriate academic session, but LIBF may, at its discretion, introduce changes during a session where it is in the interests of students to do so, or necessary, for example to reflect changes in the law.
- 1.1.5. On completion of registration or enrolment, students will sign a declaration to agree to abide by LIBF regulations, policies and student charter and must familiarise themselves and comply with these for the duration of their studies.
- 1.1.6. These regulations apply to all students studying for a LIBF higher education award, regardless of location and mode of study, or if delivered through an arrangement with a collaborative partner.
- 1.1.7. These regulations should be read alongside the LIBF Code of Practice for Quality Assurance (Code of Practice) and its supporting policies, and the Student Charter.
- 1.1.8. Notice of any amendments to these regulations will be published on LIBF's website and, where appropriate, advised to students. Students must remain alert to regulation changes as these may impact on their award.
- 1.1.9. In case of dispute about the interpretation of these regulations, the decision of the Associate Dean, Degree Programmes shall be final.
- 1.1.10. Within the following regulations, 'student' is defined as any person studying a HE programme and includes apprentices whose higher or degree-level apprenticeship comprises HE modules.

GENERAL REGULATIONS

2. OBLIGATIONS

2.1 General conduct

- 2.1.1. Students are expected to conform to reasonable standards of behaviour and act with honesty and integrity.
- 2.1.2. Students may be subject to disciplinary action in line with LIBF's Student Disciplinary Policy where they fail to abide by reasonable standards of behaviour.

2.2 Attendance

2.2.1. Students are required to attend induction sessions, lectures, workshops, tutorials (online and face-to-face) and seminars where appropriate. Repeated failure to attend such sessions may result in disciplinary action in line with the Student Disciplinary Policy.

2.3 Health and safety

2.3.1. It is the policy of LIBF to take all necessary steps to ensure, so far as reasonably practicable, the health, safety and welfare of its students, employees and visitors. Students have an obligation to co-operate with LIBF, or its collaborative partners, on all health and safety matters and to conduct themselves in a manner that it considerate of their own safety and the safety of others when on LIBF premises or those of its collaborative partners or their employer.

2.3.2. Students should bring any concerns they might have in this regard to the attention of their lecturers or a member of LIBF or its collaborative partner staff or their employer.

2.3.3. Any act committed by a student which, if committed by an employee of LIBF or its collaborative partner would breach the Health and Safety At Work Act 1974, shall be regarded also as a breach of these general and academic regulations.

2.3.4. Students are responsible for safeguarding their personal property while on premises used in connection with their studies and assessment, including those under a collaborative arrangement. LIBF shall have no liability in respect of loss or damage to such property.

2.3.5. A student using their own motor vehicle, or any other form of transport, for any activity forming part of their curriculum does so at their own risk.

2.4 Disabilities

2.4.1. LIBF is committed to a policy of equal opportunity for students and aims to create an environment within which disabled students have access to both facilities and a learning environment that are, wherever possible, comparable to those experienced by their non-disabled peers.

2.4.2. LIBF and its collaborative partner may not always be able to meet every individual's need in every instance, therefore contacting us early is recommended.

3. LEGAL ISSUES

3.1 Legalities

3.1.1. Any dispute, whether under these, or any other regulations or codes of conduct or any contract between LIBF and any students, shall be governed by, and interpreted in accordance with, English law.

3.1.2. If the educational services provided are changed, LIBF will ensure that the students' best interests, and maintenance of the quality of such services, remain paramount considerations and will seek to notify all students concerned at the earliest possible opportunity of any proposed change(s). Where practicable, LIBF will gather students' opinions concerning any proposed changes.

3.2 Ownership of students' work

- 3.2.1. It is the policy of LIBF that the intellectual property rights to any original work created by students as part of their programmes will automatically pass to LIBF.
- 3.2.2. LIBF undertakes to acknowledge appropriately the authorship of such works created by students.
- 3.2.3. If LIBF derives any income from the use of the original work, it will, by agreement, share any net income with the students concerned.

3.3 Copyright

- 3.3.1. Material belonging to LIBF may not be reproduced in any material form (including photocopying or storing it in any medium by electronic means and whether or not transiently or incidentally to some other use of this publication) without the prior written permission of the copyright owner except in accordance with the provisions of the Copyright, Designs and Patents Act 1988 or under the terms of a licence issued by the Copyright Licensing Agency Ltd. Applications for the copyright owner's written permission to reproduce any part of this publication should be addressed to LIBF.

3.4 Data protection

- 3.4.1. LIBF is committed to following good practice for handling personal information in accordance with the principles of the relevant data protection legislation. Details of how personal information is processed are set out in the Data Protection / Privacy Statement on the website.

3.5 Payment of fees [Not applicable to Apprentices]

- 3.5.1. All fees must be paid by the due date, or otherwise on demand.
- 3.5.2. Failure to pay academic fees in full may result in assessment results being withheld and / or termination of studies.
- 3.5.3. No person is eligible for an award unless all academic fees have been paid in full.
- 3.5.4. No student shall be entitled to a certificate or transcript unless all academic fees have been paid in full.
- 3.5.5. LIBF will take such action, including legal action, as it deems necessary to recover all outstanding debt with such action extending to the recovery of all costs incurred in so doing.
- 3.5.6. Any student who is withdrawn from a module or programme as a result of disciplinary action or being unable to complete under regulation will not have the right to be reimbursed for any costs, including those for a course of study.

3.6 Cancellation [Not applicable to Apprentices]

- 3.6.1. Students have the right to cancel their registration(s) to study a programme and / or module, without reason. Students should refer to the Student Withdrawal Policy for more information.

ACADEMIC REGULATIONS

4. AWARDS

4.1 Award titles

4.1.1. LIBF awards qualifications and designations at up to and including Level 7 in the Framework for Higher Education Qualifications (FHEQ) for England, Wales and Northern Ireland. Details of these qualifications can be found on LIBF's website.

4.1.2. The following higher education awards may be granted:

Level in the FHEQ	Award
7	Postgraduate Certificate (PGCert) Postgraduate Certificate in Education (PGCE) Postgraduate Diploma (PGDip) Master of Arts (MA) Master of Education (MEd) Master of Science (MSc)
6	Bachelor of Arts (BA) Bachelor of Arts with Honours (BA (Hons)) Bachelor of Science (BSc) Bachelor of Science with Honours (BSc (Hons)) Graduate diploma Graduate certificate Professional Certificate in Education
5	Diploma of Higher Education (DipHE) Foundation of Arts degree (FdA) Foundation of Science degree (FdSc)
4	Certificate of Higher Education (CertHE)

4.1.3. The academic standards of awards are the same regardless of the mode or location of the delivery.

4.1.4. The programme specifications shall state the modules that make up that programme, the level of each module and its credit value.

4.1.5. The programme specification will set out any specific requirement that is applicable to the programme.

4.2 Honorary awards

4.2.1 The Academic Board may confer honorary degrees in line with its taught degree-awarding body status.

4.3 Discontinuance of awards

4.3.1. The Academic Board may decide to withdraw (suspend or discontinue) any of its Higher Education awards or modules in line with the Programme and Module Withdrawal Policy.

4.3.2. When an award / module is withdrawn, no further students will be enrolled for that award / module, but the award / module credits will be granted to students who are already enrolled and who successfully complete the programme of study approved to lead to that award / module.

4.4 Right to withdraw an award conferred to a student

4.4.1. LIBF reserves the right to withdraw an award in exceptional circumstances, and within a reasonable timeframe, for example, where records later show that:

- i. The academic record, following a correction, indicates that the student failed to meet the academic requirements;
- ii. Facts which, if known at the time the award was granted, would have resulted in a decision not to grant the award.

4.4.2. Any student dissatisfied with the decision to withdraw an award may request for their case to be considered under the complaints and appeals process set out in LIBF's Code of Practice (Chapter 10: Student Complaints and Appeals).

5. CREDIT FRAMEWORK

5.1 Credit Framework

5.1.1. Credit is a numerical value that reflects the amount of learning expected for a typical student to achieve the learning outcomes of a module. LIBF's Credit Framework, as set out in these regulations, relates to both undergraduate and postgraduate programme levels and is consistent with the QAA's Higher education credit framework for England: guidance on academic credit arrangements in higher education in England. Programmes may exceed the minimum credit value where there is a clear case to do so – for example to meet professional body requirements.

5.1.2. The size of modules is determined by their credit value. LIBF normally works in units of 20 / 30 credits.

5.1.3. Modules within a programme may be compulsory or option.

- i. Compulsory = a module within a programme that students must achieve the credits for.
- ii. Option = a module offered within a programme that may be chosen to count for credits towards a programme award.

5.1.4. Any pre-requisite rules will be stated within programme and module specifications.

5.1.5. Credit may not be double counted.

- 5.1.6. The currency (eg validity of credit) is deemed to be seven years for the purposes of credit transfer towards an award, unless the learning is updated through further relevant study or continuing professional development (CPD).
- 5.1.7. LIBF offers staged awards for some programmes where students may progress towards awards that have a higher credit value. All staged awards will have their own programme specification.
- 5.1.8. LIBF does not award interim awards except in exceptional circumstances. For example, a student registered for an honours degree will not automatically be awarded a certificate or diploma of higher education.
- 5.1.9. However, students successfully completing one or more levels of an undergraduate award or stages of a postgraduate award but who do not complete the whole programme, will become eligible for an exit award as appropriate.

5.2 Credit Framework table

- 5.2.1. Students must achieve the number of credits, as shown in the table below, to be considered for an award.

	Qualification level	Minimum overall credits	Minimum credits at the level of the qualification
Master's Degrees	7	180	150
Postgraduate Diplomas	7	120	90
Postgraduate Certificates	7	60	40
Bachelor's degrees with Honours	6	360	90
Bachelor's degrees	6	300	60
Graduate diplomas	6	80	80
Graduate certificates	6	40	40
Foundation degrees	5	240	90
Diplomas of Higher Education	5	240	90
Certificates of Higher Education	4	120	90

6. ADMISSIONS AND REGISTRATION

The overarching aim of LIBF is that it admits students to its programmes in the expectation that those students will complete their programme(s) successfully.

6.1 Admissions

6.1.1. Applicants (or employers or training providers on behalf of apprentices) shall provide LIBF with full and accurate academic and personal information as required for the admission and registration process. If during the admission process, following registration or after the start of study, LIBF discovers that information has been withheld, or is inaccurate or fraudulent in any way, the matter will be dealt with in line with LIBF's Code of Practice (Chapter 9: Malpractice). As a consequence, LIBF reserves the right to cancel the application or the student registration.

6.2 Age limits [Not applicable for apprentices]

6.2.1. Students who have reached the age of 17 but not the age of 18 on the first day of the month in which their programme of study commences will only be admitted with the written authorisation of an appropriate adult, normally their parent or guardian. Students under the age of 17 will additionally require the approval of the Associate Dean, Degree Programmes.

6.3 Entry requirements

6.3.1. LIBF has the discretion to decide:

- i. The criteria for entry; and
- ii. The admission of applicants judged against the criteria for entry.

6.3.2. LIBF may use additional means such as personal statements, written tasks and /or interviews, etc, to judge the eligibility and suitability of an applicant for a programme.

6.3.3. In respect of criteria for entry and the admission of applicants, separate procedures will apply for different study routes and types of programmes, e.g. apprenticeships.

6.3.4. LIBF may admit an applicant to a programme where:

- i. It has a reasonable expectation that the applicant will be able to complete the programme and achieve the award; and
- ii. The applicant is deemed to have satisfied the entry requirements for the programme.
- iii. The individual is part of an approved apprenticeship programme and has thereby been recruited into their job role by an employer.

6.3.5. All applicants for admission must, before beginning a course of study, have satisfied the criteria for entry, as stated in the programme specification, for the programme concerned (or, in the case of apprentices, satisfied the employer's recruitment processes).

6.3.6. Students, excluding apprentices, who apply outside of UCAS are required to sign an accompanying declaration confirming their compliance with the published entry criteria.

6.3.7. LIBF reserves the right, as part of the registration process, to require students to submit authenticated evidence of how they meet the entry requirements.

6.4 Registration

- 6.4.1. Students must apply for the programme they wish to study by completing the relevant application / enrolment / UCAS form and submitting evidence, where required, that they satisfy the required entry criteria.
- 6.4.2. It is the student's responsibility to ensure their study route is manageable and valid. This includes registering for modules in a timely manner (where applicable) and ensuring that study sessions and assessment components are available and do not conflict with each other.

6.5 Student details

- 6.5.1 LIBF (or its collaborative partner) must be given notification of the following details for each student at the time of registration:
 - i. The student's full name;
 - ii. Their current home, employer and campus addresses, where appropriate;
 - iii. Their email and telephone contact details.

Changes to these details must be reported without delay and can be updated in writing, online or by telephone.

- 6.5.2 LIBF will use email and text messaging as main forms of communication with students; it therefore becomes the student's responsibility to check their email account and text messages on a regular basis.
- 6.5.3 A student who changes their name, and wishes this change to be recorded in the records of LIBF, must provide notification supported by the relevant, authenticated documentation.

6.6 Recognition of Prior Learning

- 6.6.1 LIBF recognises three forms of prior learning by students either as a basis for entry to its programmes or to exempt students from some of the requirements for awards. These are:
 - iv. Accreditation of prior certificated learning (APCL);
 - v. Accreditation of prior experiential learning (APEL); and
 - vi. Accreditation of in-house education programmes.
- 6.6.2 These are collectively known as accreditation of prior learning (APL). Information, including how to apply and definitions for each type of APL, can be found in LIBF's Code of Practice (Chapter 3: Accreditation of Prior Learning).
- 6.6.3 There are limits for how much accreditation of prior learning can be included towards an award when the learning has been undertaken with external organisations, as described below:
 - i. For Undergraduate awards, accreditation of prior learning may be recognised for credit up to an amount of 50% of each level at Levels 4 and 5 of the programme, unless otherwise stated in the programme specification. APL may not be awarded at Level 6 of LIBF's Credit Framework.

- ii. For Postgraduate awards, accreditation of prior learning may be recognised for credits up to an amount of 50% of the taught modules of a programme, unless otherwise stated in the programme specification.
- 6.6.4 Taught modules do not include dissertation, project, work-based learning or capstone modules. APL may not be awarded against dissertation, project, work-based learning or capstone modules unless otherwise stated in the programme or module specification.
- 6.6.5 Modules for which credits have been awarded on the basis of APL are recognised simply as qualifying modules for the award and do not contribute to the grade or classification of an award.
- 6.6.6 APL cannot be claimed against modules that a student has already registered for or completed.
- 6.6.7 The decision made by LIBF regarding APL is an academic decision and therefore final.

6.7 Language

- 6.7.1 Unless determined otherwise by the Academic Board, English will be the language used for, and in all, tuition delivery, study materials, assessment and administration.
- 6.7.2 Students are expected to have a minimum standard of English as part of the entry requirements for a programme.
- 6.7.3 Where English is not a student's first language they will be expected to demonstrate their competence through achieving the IELTS score stated in the relevant programme specification (or equivalent).

6.8 Readmission

- 6.8.1 Where a student's registration has previously been terminated by LIBF, admission to the same, or a similar programme, will be at the discretion of the Associate Dean, Degree Programmes.

7. **PROGRAMME OF STUDY**

7.1 Approved courses of study

- 7.1.1. All students registered for a higher education award of LIBF must follow an approved course of study. Information on courses of study are set out in programme specifications which are published on LIBF's or a collaborative partner's website.
- 7.1.2. Where a student is unable to complete their programme of study under normal circumstances, changes to an individual scheme of study to allow a student to deviate from a programme specification may be approved by the Head of Faculty and Associate Dean Degree Programmes. Such decisions are limited to a maximum of 30 credits per level of study and are reported to the Academic Board.

7.2 Time limits

- 7.2.1 In order to be granted an award, a student must complete their programme of study within a maximum time limit.

7.2.2 The time limit period will begin from the start date of the first module contained within that level of study and will include any attempts at a failed module.

7.2.3 Undergraduate programme time limits:

	Expected length of study (per level)	Time limit (per level)
Full-time study	1 year	2 years
Part-time study	2 years	3 years
Apprentices	1-2 years	3 years

7.2.4 Postgraduate programme time limits:

	Programmes comprising 60 credits	Programmes comprising 120 credits	Programmes comprising 180 credits
Full-time study	1 year	2 years	3 years
Part-time study	2 years	3 years	4 years
Apprentices	2 years	3 years	4 years

7.2.5 Cases of extenuating circumstances, as set out in these regulations, will be regarded separately and may lead to an extension to the published time limits.

7.2.6 Students are expected to study continuously on a programme of study. Where a student wishes to take a break from a course of study, either during the study of a module, or between module registrations, they must apply to defer.

For apprentices, any study break or deferral will be considered in consultation with LIBF and their employer and their training provider.

7.3 Student deferral

7.3.1 Deferral is the process by which a student ceases study but intends to return and complete their programme of study, usually at the next available session.

7.3.2 Students may apply to defer their studies, either during the course of a module or between module registrations.

7.3.3 Students who are thinking of deferring their studies are advised to contact LIBF (or collaborative partner or employer, if applicable) to discuss the best course of action, particularly if they are experiencing difficulties with their course of study. Attention must be paid to time limits for programme completion, fee implications (where applicable) and for returning to study after deferral. Students may incur a cost for deferring.

7.3.4 Students must contact LIBF at the earliest opportunity to apply for a deferral.

- 7.3.5 When a student defers their studies, all marks from completed assessments (whether pass or fail) will be carried forward when the student returns to study.
- 7.3.6 Students who defer their studies must return to study within a maximum of 13 months from the start date of the deferred module unless otherwise agreed with the Head of Faculty.
- 7.3.7 The time taken out from studying will contribute towards the programme time limit unless the deferral is a result of an accepted special consideration.
- 7.3.8 Students who defer and do not return to study within the time limit will be treated as having withdrawn from study.

7.4 Student transfer – programme or module

- 7.4.1 LIBF recognises that a student's interests and needs may prompt them to seek a programme / module transfer.
- 7.4.2 Programme transfer is not an automatic right and will only be recommended after careful consideration of a student's ability to meet the learning outcomes of the programme they wish to transfer to.
- 7.4.3 Procedures, including conditions, for programme transfer are set out in LIBF's Programme Transfer Policy. The procedures for how a student can request to withdraw from a module and change to a different one are set out in LIBF's Student Withdrawal Policy.

7.5 Student withdrawal and module transfer

- 7.5.1 LIBF recognises that a change in circumstances can be unavoidable and that students who register for a programme and / or module may need to cancel, withdraw, defer or change their registration(s).
- 7.5.2 The procedures for this, including access to refunds in the case of cancellations or withdrawals, are set down and maintained in LIBF's Student Withdrawal Policy.
- 7.5.3 A student who withdraws in good standing may subsequently be readmitted to the same or an alternative programme, with the permission of the Associate Dean, Degree Programmes.

8. ASSESSMENT

8.1 Assessment

- 8.1.1. Assessment enables students to demonstrate that they have achieved the learning outcomes of their programme of study.
- 8.1.2. Regulations are in place regarding the conduct of assessment, the determination of marks, progression and awards to support the purpose of assessment.
- 8.1.3. Assessment is conducted in accordance with LIBF's Code of Practice (Chapter 7: Assessment) and as further defined through programme and module specifications.
- 8.1.4. Students whose assessment performance for the entire module satisfies the conditions prescribed in the regulations and programme / module specifications will be awarded the appropriate number of credits.

8.2 Timing of assessment

8.2.1 LIBF will ensure that the dates and times of examinations, submission of assignments and other time related assessment activities are published in a timely manner. It is the responsibility of the student to:

- i. Make themselves aware of these dates and times; and
- ii. Complete assessments and submit work to LIBF for assessment on / by the published dates and times.

8.3 Submission of assessed work

8.3.1 LIBF reserves the right to reject submissions that are not made in the specified format.

8.3.2 Submitted assessments will be scrutinised to ensure their integrity, for example through a plagiarism detection process.

8.3.3 In cases where there is no accepted special consideration, late submission of assignments that are submitted via TurnitinUK will automatically incur a penalty. Penalties will be applied upon expiry of the submission deadline as follows:

- i. A deduction of 10 marks from the assignment mark achieved by the student for submissions up to 24 hours after expiry of the submission deadline (based on the assessment being marked out of 100). In these circumstances, the component mark will not be reduced below the minimum pass mark for that assessment;
- ii. A mark of zero for non-submissions or submissions made more than 24 hours after expiry of the submission deadline.

8.3.4 LIBF will determine the time of assignment submission based on internal timestamps. Consideration may be given to submissions received after the deadline, where proof can be obtained that the student finished their submission before the deadline.

8.3.5 Students who submit assignments late should be aware that this may cause a delay in the receipt of their feedback.

8.3.6 It is the student's responsibility to protect their work against loss in transmission; they are strongly advised to keep duplicate copies of all work submitted.

8.4 Assessment feedback to students

8.4.1 LIBF (or collaborative partner where applicable) will provide students with constructive feedback on but will not automatically allow access to examination scripts, which will remain the property of LIBF. Students are permitted one calendar month from receipt of their provisional results to contact their lecturer to discuss any element of their feedback or seek further clarification. Any request made outside of this timeframe will be accepted at the discretion of LIBF.

8.5 Pass marks

8.5.1 To be awarded a pass in an **assessment component** a student must:

- i. Achieve 40% at Undergraduate level;

- ii. Achieve 50% at Postgraduate level.
- 8.5.2 To be awarded a pass in a **module** a student must:
- i. Achieve the module pass mark (40% at Undergraduate level and 50% at Postgraduate level); and
 - ii. Achieve a minimum mark in each assessment component (20% at Undergraduate level and 25% at Postgraduate level).
- 8.5.3 Students who fail to achieve the pass mark in an assessment will automatically be registered for reassessment regardless of whether they have passed the module. This will not usually happen automatically in cases where there are fees outstanding on the student's account.
- 8.5.4 Students who pass a reassessed component will be capped at the pass mark for that component regardless of the pass mark achieved.
- 8.5.5 Students who have used their reassessment attempt and fail to achieve the component pass mark or choose not to use their reassessment attempt will still pass the module provided they meet the criteria outlined above
- 8.5.6 In such cases, the module mark will be capped at the module pass mark.
- 8.5.7 Regulations regarding failed assessment and reassessment can be found in section 9.
- 8.6 Compensation
- 8.6.1 Compensation is the process by which a student fails to pass a module through achieving the specified module or component mark but is nevertheless awarded credit on the basis of good performance in other modules at the level of study.
- 8.6.2 Programme specifications will state any modules that cannot be compensated.
- 8.6.3 A maximum of 30 credits per level of study can be compensated.
- 8.6.4 Compensation will only be considered if the student has:
- i. used their reassessment opportunity;
 - ii. achieved a module mark of no less than 5% below the pass mark for that module;
 - iii. achieved the overall average pass mark at the level of the module considered for compensation;
 - iv. no academic misconduct in the failed module; and
 - v. successfully completed all other modules at that level.
- 8.6.5 Compensation will be awarded to students at the discretion of the relevant Programme Assessment Board.
- 8.6.6 The fail mark achieved by the student will be the mark that is recorded for the compensated module. Where a student achieves a module mark higher than the pass mark for a compensated module, the module will be capped at the pass mark.
- 8.6.7 Compensation may affect the type and / or classification of the award made to students should they complete their programme of study as the mark achieved in any compensated module will be used for classification purposes.

8.6.8 Students should be aware that a compensated module may affect their eligibility for external credit exemptions.

8.6.9 A compensated module grade will appear on a student's transcript.

8.7 Reasonable adjustments

8.7.1 LIBF provides a framework for the implementation of reasonable adjustments to support students for whom the standard learning, teaching and assessment arrangements may adversely affect their ability to demonstrate their true performance level.

8.7.2 The detailed procedure and conditions to apply for reasonable adjustments are set out in LIBF's Reasonable Adjustments Policy and Code of Practice (Chapter 7: Assessment).

8.8 Special consideration (extenuating circumstances)

8.8.1 LIBF is committed to the fair treatment of students and recognises the possibility that some may not be able to demonstrate their true level of ability during assessment due to extenuating circumstances. Special consideration is the term used when LIBF considers cases of extenuating circumstances.

8.8.2 The detailed procedure and conditions to apply for special consideration are set out in LIBF's Special Consideration Policy and Code of Practice (Chapter 7: Assessment).

8.8.3 All outcomes for special consideration will be decided by the Concessionary Board and reported to the relevant Assessment Board.

9. FAILURE AND REASSESSMENT

9.1 Failure and reassessment

9.1.1. A student who fails to be awarded credits for a module will be provided with one opportunity to resit or, where appropriate, resubmit an assessment component that was failed at the first attempt. The definitions of resit and resubmission appear below.

9.1.2. Where an assessment is repeated, it is the student's responsibility to remain aware of any minor amendments and updates made to the syllabus for the session in question.

9.1.3. Students resitting or resubmitting a failed assessment component must attempt to pass the component at the earliest opportunity.

9.1.4. Students will not be able to continue on their programme of study should they fail to achieve the required number and level of credits for that programme.

9.1.5. Students may be charged a fee for reassessment dependent upon the fee structure of their programme of study.

9.1.6. In exceptional circumstances only, a student who has failed to pass a module at the first assessment attempt may be allowed to switch to an alternative module, noting this option is not available to apprentices. A fee may be charged to students who change to a new module.

9.1.7. Except in the context of CPD, a student may not resit / resubmit a passed assessment in order to improve the mark achieved.

9.2 Resit

- 9.2.1. A resit is a subsequent attempt at a failed assessment component that involves submitting or taking a new piece of assessment. Typical assessments that a student might resit could include objective tests and written examinations.
- 9.2.2. Where a resit is undertaken successfully, the mark will be capped at the pass mark for that assessment regardless of the pass mark achieved.
- 9.2.3. A resit should be undertaken at the next available assessment session.

9.3 Resubmission

- 9.3.1. A resubmission is a subsequent attempt at a failed assessment that involves submitting a revised version of the previously failed assessment. Typical assessments that a student might resubmit include coursework assignments, projects or dissertations.
- 9.3.2. Where a resubmission is undertaken successfully, the assessment component mark will be capped at the pass mark for that assessment, regardless of the pass mark achieved.
- 9.3.3. Students will automatically be registered for the next available sitting of a resubmission where they have failed to achieve the pass mark for an assessment.
- 9.3.4. Resubmissions must be submitted within one calendar month of the release of the provisional result for the assessment.
- 9.3.5. Students will receive feedback on their original submission. If additional support is required to complete the resubmission then students should contact the relevant lecturer.

10. **PROGRESSION**

10.1 Progression

- 10.1.1. The primary purpose of regulations on progression is to ensure that students are academically prepared for study at a level higher than that which has been undertaken.
- 10.1.2. To progress from one level of a programme to the next, a student must pass all modules required by the previous level, or be approved to trail credits.
- 10.1.3. The programme specification may require that particular modules be studied and / or passed before a student may proceed to the next level of the programme concerned.

10.2 Trailing credits

- 10.2.1. Trailing credits is a means by which students may progress to the next level of a programme without achieving all the required credits at the former level.
- 10.2.2. No more than 25% of the credits for a level may be trailed into the next level. For apprentices will be agreed to align with assessment board timing and end-point assessment requirements.
- 10.2.3. Trailing credits must be sanctioned by the Head of Faculty and confirmed by the Programme Assessment Board. Progression with trailing credits may be denied where, in the opinion of the Assessment Board, the student is making insufficient academic progress. In such instances, the student will be advised of their options.

- 10.2.4. Trailed credits are allowed on the basis that they will be achieved at the first opportunity by means of reassessment.
- 10.2.5. Students may only study trailed credits at the next level if they have fulfilled any prerequisites for the study of modules at the higher level.
- 10.2.6. Where trailed credits are not achieved at the new level of study no further progression / completion will normally be allowed.
- 10.2.7. When trailing credits, it is the student's responsibility to organise any additional funding that may be required and ensure that they are aware of the responsibility of taking on additional work and learning alongside a higher level of study.

10.3 Deferred credit

- 10.3.1. Students studying for degree-level apprenticeship programmes will be allowed to follow a different route to achieve their credits; so that Accreditation of Prior Learning for Levels 4 and 5 (up to 50 per cent for each level) may be completed during the final stage (ie Level 6) of their programme of study.
- 10.3.2. Progression and trailing credits for students studying on a degree-level apprenticeship programme will be based on modules scheduled for completion when considered by the appropriate Assessment Board.

11. GRANTING AWARDS

11.1 Assessment Boards

- 11.1.1. Module and Programme Assessment Boards act under delegated authority from the Academic Board. All decisions about the outcomes of assessment for all students must be made by an Assessment Board.
- 11.1.2. The awards to be made, including corresponding professional awards and designations, shall be confirmed and approved by the Programme Assessment Board with the date of the award being that on which it was approved by the Programme Assessment Board.
- 11.1.3. The grade / classification of an award will be determined by reference to the overall aggregate mark and the prescribed weighting between modules at the various levels and / or their relative credit values (see below for further details).
- 11.1.4. Provisional assessment and module marks will be released to students but may be withheld under exceptional circumstances. In such cases, students will be advised of the revised release of provisional results.
- 11.1.5. Module marks remain provisional until confirmed by the Module Assessment Board.
- 11.1.6. The overall programme mark and grade / classification of an award will be confirmed by the Programme Assessment Board.

11.2 Classifications and grades

- 11.2.1. The grading / classification of awards is calculated from assessment marks gained in each module studied and informed by precedent and established programme conventions:

Level in the FHEQ	Grade / Classification	Average mark threshold
4	Not graded	N/A
5	Distinction; Merit; Pass	70.0% 60.0% 40.0%
6	First Class Honours; Upper Second Class Honours; Lower Second Class Honours; Third Class Honours	70.0% 60.0% 50.0% 40.0%
6 (Bachelor's degrees – non-honours)	Not classified	N/A
7	Distinction; Merit; or Pass	70.0% 60.0% 50.0%

11.2.2. Awards that cover different levels will be weighted as shown in the following table:

Level of award	Levels of study included	Classification / grade calculation
Level 5	Study at Level 4 and 5	100% Level 5
Level 5	Study at Level 5 only	100% Level 5
Level 6	Study at Level 6 only	100% Level 6
Level 6	Study at Levels 5 and 6	Weighted: 30% Level 5 70% Level 6

11.3 Aegrotat and Posthumous awards

11.3.1. In exceptional circumstances, the Programme Assessment Board may recommend to the Academic Board the award of an aegrotat degree to any student who, because of extenuating circumstances or other special consideration, is unable to complete the assessment requirements of a programme for the award of credit.

- 11.3.2. The Programme Assessment Board may also recommend to the Academic Board that a posthumous degree be awarded where a student dies after completion of a programme (and before graduation) or, in exceptional circumstances, during study for a programme.
- 11.3.3. To recommend the awards, the Programme Assessment Board must be satisfied that:
- i. the case is supported by appropriate evidence;
 - ii. the candidate's prior performance shows beyond reasonable doubt that they would have passed but for the illness / related event; and
 - iii. that the candidate is unlikely to return to study at a later date.
- 11.3.4 Aegrotat / Posthumous degrees shall be awarded without classification or grade, but can be Master's, Honours, Bachelor's and Foundation degrees. Exceptionally, the Programme Assessment Board may recommend a classified degree in cases where the evidence of academic achievement justifies this and all other requirements of the programme have been met.
- 11.3.5 Candidates for an aegrotat degree will be asked to signify their willingness to accept such an award. Where the offer is declined, they will be permitted to complete any outstanding assessments (subject to the regulations).
- 11.4 Conferment of awards
- 11.4.1. LIBF may confer academic awards and academic credit on those who have completed programmes of study that have been approved by the relevant Programme Assessment Board.
- 11.4.2. Degrees and other awards shall be conferred at a congregation held for that purpose. No candidate for a degree, or any linked academic and / or professional award, shall be entitled to use the rights and privileges attached to such awards until they have been formally approved for conferment.
- 11.4.3. After the formal conferment, each graduate, diplomate and certificate holder shall be given a qualification certificate as appropriate. The certificate shall either be handed to the graduate or, if admitted *in absentia*, sent through the post.
- 11.4.4. LIBF may publish the names and employers (where relevant) of those who have been awarded certificates, diplomas and degrees, including the classes thereof and any linked professional awards, in its own publications and online, and may publish them elsewhere. In publishing such details, LIBF will not reveal any information that may allow individual students to be contacted by a third party. Additionally, it will respect any requests from students not wishing their names to be included in such lists for publication.
- 11.4.5. In circumstances where a module certificate is issued, it does not represent an award. The associated credits remain notional and cannot be used to contribute to an award without prior approval of the Associate Dean, Degree Programmes and subsequent registration on the full programme.
- 11.4.6. The name recorded on any certificate or transcript issued by LIBF, or included in any publication, shall be the name in which the student was last registered.

11.4.7. Holders of professional awards of LIBF must comply with any published requirements regarding their retention and the continued use of any linked designations or titles.

11.5 Transcripts

11.5.1 Students will automatically receive one paper copy of their final academic transcript upon completing their degree. A transcript is an official summary of a student's academic performance and will list all the modules studied, the marks / grades achieved for each module and the credit rating and level of each module. It will only include final marks confirmed by the appropriate Assessment Board. Requests for duplicate transcripts will incur a fee.

11.6 Certification

11.6.1 An award certificate is the formal confirmation from LIBF that a student has met the learning outcomes of a programme of study and has completed all the requirements for the award within the regulations.

11.6.2 Certificates will state the name of the award, the grade / classification of the award (where appropriate), the date of conferment which shall be the date on which the recommendation was made by the Programme Assessment Board, the signature of the Chief Executive and the student's legal name as recorded with LIBF.

11.6.3 Replacement certificates will be issued only where the original certificate has been lost, damaged or the name is incorrect, and LIBF is satisfied that the request is reasonable and genuine. A replacement certificate will only be issued on receipt of a written request from the holder of the award and on payment of the appropriate fee. Only one copy of the certificate may be in existence at any one time.

11.7 Academic Dress

11.7.1 Graduation ceremonies are a formal occasion and it is mandatory for graduands to wear full academic dress, gown, hood and cap. Graduands shall wear academic dress of the approved pattern at ceremonies for the conferment of higher education awards and at such other times as may be prescribed by the Academic Board.

11.7.2 Academic gowns for LIBF students are black. Hoods have a navy blue outer, lined with lighter blue and grey, which have different banding widths for Certificate through to Masters Level.

11.7.3 Those members of LIBF who are entitled to wear academic dress shall do so on all appropriate ceremonial occasions.

12. ACADEMIC MISCONDUCT

12.1 Malpractice

12.1.1. LIBF actively investigates alleged malpractice, including in students' assessed work. Malpractice is judged to be any attempt, intentional or otherwise, by a student to gain an improper advantage in any way by infringement of rules or through deception or fraudulent means, or any attempt to assist another student to gain improper advantage.

12.1.2. Such matters are defined in more detail in LIBF's Code of Practice (Chapter 9: Malpractice) with any reported incidents treated under the procedures for malpractice and, in cases of serious breaches, through the powers contained in the Royal Charter and by-laws.

12.1.3. Students must pay due regard to LIBF assessment conduct policies.

12.1.4. LIBF reserves the right to report any incidence of malpractice and its consequences to any relevant authority and / or organisation.

12.2 Plagiarism

12.2.1. Plagiarism is representing another person's work as the student's own, without acknowledgement of the source. LIBF actively investigates plagiarism, including self-plagiarism, in students' assessed work through electronic detection software.

12.2.2. Plagiarism is a breach of academic integrity and allegations of plagiarism will be investigated in accordance with the procedures set out in LIBF's Code of Practice (Chapter 9: Malpractice).

13. **STUDENT COMPLAINTS AND APPEALS**

13.1 Student complaints

13.1.1. LIBF recognises that its students may not always be satisfied with the service they receive and is committed to ensuring that complaints are dealt with effectively and consistently and in a timely manner with due regard to potential conflicts of interest.

13.1.2. Information and guidance on the process for making a complaint can be found in LIBF's Code of Practice (Chapter 10: Student Complaints and Appeals).

13.1.3. Students are obliged to familiarise themselves with all regulations, deadlines and other requirements. A complaint cannot be based on ignorance of regulations and other published procedures, such as assessment requirements and submission deadlines.

13.2 Academic Appeals

13.2.1. Appeals may only be made on specific grounds and criteria. Information and guidance on the process for making an academic appeal can be found in LIBF's Code of Practice (Chapter 10: Student Complaints and Appeals).

13.2.2. An appeal which is based simply on a challenge to academic judgement will not be accepted.

13.3 Other appeals

A student may appeal against other decisions made by LIBF as set out in LIBF's Code of Practice (Chapter 10: Student Complaints and Appeals).