

Taught Degree Regulations

2015-2016

The *Taught Degree Regulations* must be read in conjunction with the *General and Admissions Regulations for Students* and any associated School Policies and Procedures.

Published by SOAS
August 2015

<u>CONTENTS</u>	<u>Page</u>
1. <u>Introduction and scope of the regulations</u>	6
1.1 Application of taught degree regulations	6
1.2 Postgraduate research students	6
1.3 Suspension of regulations	6
2. <u>Credit levels and awards</u>	6
2.1 Credit level	6
2.2 School awards	6
2.3 Exit awards	7
3. <u>Minimum and maximum periods of registration</u>	7
3.1 Time limit for registration	7
3.2 Undergraduate registration periods	8
3.3 Postgraduate registration periods	8
4. <u>Programmes and modes of study</u>	8
4.1 Programme specification	8
4.2 Modules	9
4.3 Collaborative programmes	9
4.4 Undergraduate non-Year 1 entrants	9
4.5 Mode of study for undergraduate degree programmes	9
4.6 Undergraduate degree by part-time mode in exceptional circumstances	9
4.7 Mode of study for graduate certificates and diplomas	10
4.8 Mode of study for postgraduate programmes	10
4.9 Mode of study for postgraduate certificates and diplomas	10
4.10 Repeat years of study	10
5. <u>Undergraduate degree requirement</u>	11
5.1 Required number of modules	11
5.2 Countable years for degree award	12
5.3 Programme specification and required number of modules	12
6. <u>Postgraduate degree requirement</u>	12
6.1 Postgraduate taught degree structures	12
6.2 Four component postgraduate degrees	13
6.3 Six component postgraduate degrees	13
6.4 Ten component postgraduate degrees	14
6.5 Two-year master's postgraduate degrees	14
6.6 Postgraduate certificate	14
6.7 Postgraduate diploma	14
7. <u>Modules</u>	15
7.1 Credits	15
7.2 Module Definitions	15
7.3 Core module	15

7.4	Compulsory module	16
7.5	Option modules	16
7.6	Open options	16
7.7	Intercollegiate modules	17
7.8	Auditing modules	18
8.	<u>Attendance requirements</u>	18
8.1	Normal expectation of attendance	18
8.2	Attendance requirements for students repeating a module	18
8.3	Minimum attendance thresholds	18
8.4	Authorised absence	18
8.5	Unauthorised absence and penalties	19
9.	<u>Progression requirement for undergraduate degrees</u>	19
9.1	Annual progression requirement	19
9.2	Annual progression for students who have taken an Erasmus year outside SOAS	20
9.3	Degree progression for Year 1 BA Japanese (single and two subjects)	20
9.4	Degree progression for Year 1 BA Arabic (single and two subjects)	21
10.	<u>Marking schemes</u>	21
10.1	Undergraduate marking scheme	21
10.2	Postgraduate marking scheme	21
11.	<u>Assessment</u>	22
11.1	Conduct of assessment	22
11.2	Definition of assessment element	22
11.3	Timing of assessment	22
11.4	Entry to an assessment and removal of permission to enter	22
11.5	Pass marks and qualifying marks	22
11.6	Failure and resit attempts	23
11.7	Capping of resit marks	24
11.8	Assessment elements to be re-assessed	24
11.9	Re-assessment not permitted if a module has been passed overall	24
11.10	Re-assessment not permitted in any assessment element that has been passed	24
11.11	Repeating a module not permitted if that module has been passed overall	24
11.12	Format of re-assessment elements	24
11.13	Re-assessment and module content	25
11.14	Timing of re-assessment	25
11.15	Crediting of marks for modules passed after re-assessment	26
12.	<u>Coursework requirements</u>	26
12.1	Coursework submission	26
12.2	Online submission	26
12.3	Deadlines for submission of coursework	26
12.4	Penalties for late submission of coursework	27
12.5	Word count and marking of over-length coursework	27
12.6	Plagiarism and self-plagiarism	27

13.	<u>Examination requirements</u>	27
13.1	Instructions to candidates	27
13.2	Absence from written examinations	27
14.	<u>Postgraduate dissertation requirements</u>	27
14.1	Postgraduate dissertation deadline	27
14.2	The final School deadline	28
14.3	Procedure for deferring postgraduate dissertations	28
14.4	Late submission	28
14.5	Extensions and mitigating circumstances	28
15.	<u>Viva voce examination</u>	28
16.	<u>Degree classification</u>	29
16.1	Undergraduate degree classification scheme	29
16.2	Graduate certificate and diploma classification scheme	29
16.3	Postgraduate degree classification scheme	30
16.4	Postgraduate certificate and diploma classification scheme	30
17.	<u>Aegrotat award</u>	30
18.	<u>Dates of award</u>	31
19.	<u>Notification of results</u>	31
20.	<u>Appeals</u>	31
<u>Appendix A Undergraduate Classification Scheme</u>		32
A1	Degree Classes	32
A2	Classification Scheme	32
A3	The Primary Rule	33
A4	The Secondary Rule	33
A5	Degree Titles	34
<u>Appendix B Graduate Certificate and Diploma Classification Scheme</u>		36
B1	Eligibility for award	36
B2	Graduate Certificate and Diploma classification	36
B3	Graduate Certificate and Diploma classification scheme	36
<u>Appendix C Postgraduate Classification Scheme</u>		37
C1	Postgraduate Degree Classes	37
C2	Postgraduate Classification Schemes	37
<u>Appendix D Postgraduate Certificate and Diploma Classification Scheme</u>		38
D1	Eligibility for award	38
D2	Postgraduate Certificate and Diploma classification	38
D3	Postgraduate Certificate and Diploma classification scheme	38

<u>Appendix E</u>	<u>Boards of Examiners</u>	39
E1	Discretion of Sub-Boards of Examiners	39
E2	School Board of Examiners	39
<u>Appendix F</u>	<u>School Policies and Procedures</u>	40

1. **INTRODUCTION AND SCOPE OF THE REGULATIONS**

1.1 **Application of taught degree regulations**

These taught degree regulations apply to all taught undergraduate and postgraduate programmes and modules offered by SOAS University of London (“the School”). These regulations apply to students from institutions other than SOAS University of London when they are enrolled on modules delivered by the School.

1.2 **Postgraduate research students**

These regulations do not apply to postgraduate research students except where postgraduate research students are taking individual taught modules as part of their programme. Postgraduate research students should refer to the *Postgraduate Research Degree Regulations* and the *Code of Practice for Research Degrees*.

1.3 **Suspension of regulations**

Suspension of these regulations can be approved by the relevant Associate Dean for Learning and Teaching in consultation with the Head of Registry and Quality. If agreement cannot be reached then a final decision will be made by the Pro-Director for Learning and Teaching. If suspension is approved, the case will be reported in anonymous form to the next meeting of the School’s Learning and Teaching Quality Committee (LTQC).

2. **CREDIT LEVELS AND AWARDS**

2.1 **Credit level**

All taught modules and programmes at the School are allocated a credit level in accordance with the Quality Assurance Agency’s *Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)*.

2.2 **School awards**

The School’s awards are allocated to the following FHEQ levels:

<i>Programme level</i>	<i>Credit Level</i>	<i>School Awards</i>
Undergraduate	Level 4	Certificate of Higher Education (Cert HE)
Undergraduate	Level 5	Diploma of Higher Education (Dip HE)
Undergraduate	Level 6	Bachelor’s Degree with honours (BA/ BSc/ LLB) Bachelor’s Degree without honours (BA/ BSc) Graduate Diploma Graduate Certificate
Postgraduate	Level 7	Master’s Degrees (LLM/ MA/ MMus/ MRes/ MSc) Postgraduate Diploma Postgraduate Certificate

2.3 Exit awards

2.3.1 The School Board of Examiners has the authority to award students a lower level exit qualification to the one they had registered for in the following cases:

- (a) They have failed modules and have exhausted resit opportunities
- (b) They have requested to withdraw from their programme of study

2.3.2 In order to be awarded a lower level qualification, the student must have met the following minimum credit requirements at the appropriate level. Any additional requirements or variations to these requirements will be outlined in the programme specification:

<i>Awards</i>	<i>Minimum total credits</i>	<i>Minimum credits at FHEQ level</i>
Certificate of Higher Education (Cert HE)	120	120 at Level 4
Diploma of Higher Education (Dip HE)	240	90 at Level 5
Graduate Certificate (Grad Cert)	60	30 at Level 6
Postgraduate Certificate (PG Cert)	60	40 at Level 7
Postgraduate Diploma (PG Dip)	120	90 at Level 7

3. **MINIMUM AND MAXIMUM PERIODS OF REGISTRATION**

3.1 Time limit for registration

3.1.1 All programmes of study at the School have a minimum and a maximum period of registration. Programmes may set requirements beyond the minimum requirement for registration but may not alter the maximum period of registration.

3.1.2 Students must complete their degree requirement within the set period from the date of their first enrolment. Students who fail to complete their degree requirement within the set period will be ineligible for the award of their degree unless there are mitigating circumstances accepted by the School.

3.1.3 The overall period of registration includes periods of leave of absence, repeat years of study (full and part-time) and deferral of assessments due to mitigating circumstances (including final year assessments).

3.1.4 The overall period of registration includes internal transfers to a different degree programme (i.e. the period of registration runs from the start of the original degree programme, not the start of the degree programme to which the student has transferred.)

3.1.5 The requirement to complete within the specified time limit normally takes precedence over the opportunities for re-assessment.

3.1.6 For undergraduate students who transfer to a part-time mode of study in

exceptional circumstances, the maximum time limit for the completion for the award will be extended by one year in respect of every year where part-time study is permitted (i.e. students on a 3 year degree who take one year of the degree as part time over 2 years will study for 4 years in total and the maximum period of registration will be extended from five years to six years.) (See regulation 4.6).

3.2 Undergraduate registration periods

<i>Undergraduate Awards</i>	<i>Minimum</i>	<i>Maximum</i>
Senior Status LLB	2 years	4 years
3-year degree (Year 1 entry)*	3 years	5 years
3-year degree (Year 2 entry)*	2 years	4 years
4-year degree (Year 1 entry)*	4 years	6 years
4-year degree (Year 2 entry)*	3 years	5 years
4-year degree (Year 3 entry)*	2 years	4 years
Graduate Certificate (full-time)	4 months	2 years
Graduate Certificate (part-time 2 years)	8 months	3 years
Graduate Diploma (full-time)	8 months	3 years
Graduate Diploma (part-time 2 years)	16 months	4 years

* Where students are given exceptional permission to transfer to part-time mode of study, the maximum period of enrolment will be extended by one additional academic year for every additional year of part-time study.

3.3 Postgraduate registration periods

<i>Postgraduate Awards</i>	<i>Minimum</i>	<i>Maximum</i>
1-year master's (full time)	1 year	3 years
2-year master's (full time)	2 years	4 years
2-year master's (part time)	2 years	4 years
3-year master's (part time)	3 years	5 years
4-year master's (part time) (LLM only)	4 years	6 years
Postgraduate Certificate (full time)	4 months	2 years
Postgraduate Certificate (part time)	8 months	3 years
Postgraduate Diploma (full time)	8 months	3 years
Postgraduate Diploma (part time)	16 months	4 years

4. PROGRAMMES OF STUDY

4.1 Programme specification

Each taught degree programme will have a programme specification which must be approved by the appropriate Faculty Learning and Teaching Committee (FLTC) or the equivalent body for Institutes. Students must follow the approved programme specification for the degree for which they are enrolled. The programme specification will outline the approved syllabus for the programme and may detail additional requirements to these regulations such as higher qualifying marks which need to be achieved in order for students to progress to the next year of a programme. For undergraduate students, the requirement to follow the approved programme specification takes priority when necessary over the minimum degree requirements set out in regulation 5.

4.2 **Modules**

Programmes may include core, compulsory, optional, open option and intercollegiate modules as defined in regulation 7.

4.3 **Collaborative programmes**

Collaborative programmes may be offered in conjunction with other institutions outside SOAS. All collaborative programmes will require an approved Memorandum of Understanding (MoU) as part of the programme approval process.

4.4 **Undergraduate non-Year 1 entrants**

Students who are admitted direct to years other than Year 1 of an undergraduate degree (non-Year 1 entrants) may be exempted from specified parts of the programme specification by permission of the appropriate Associate Dean for Learning and Teaching of the relevant Faculty or Faculties in consultation with the appropriate Programme Convenor. The exemptions will be reported to the Admissions Department and to the Registry.

4.5 **Mode of study for Undergraduate Degree programmes**

Undergraduate degree programmes can normally only be followed on a full-time basis (see regulation 4.6). Where students study on a part-time basis they may be required to take certain modules in particular years in order to ensure they meet the pre-requisite requirements for the degree.

4.6 **Undergraduate degree by part-time mode in exceptional circumstances**

4.6.1 Undergraduate degree programmes at the School are intended for full-time study only. However, in exceptional circumstances, permission may be granted for a current student to complete their studies by part-time mode if it appears that by doing so, this will significantly enhance their chances of successfully completing the programme.

4.6.2 Permission may be granted to study part-time in respect for any year of the programme except for Year 1 or Language Years Abroad.

4.6.3 Students who wish to make an application to study part-time must follow the *Transfer to Undergraduate Part-time Study Policy* and the application will need to be approved by the Associate Dean for Learning and Teaching of the relevant Faculty.

4.6.4 Permission will only be granted for one year of part-time study at any given time and a new application will be required for additional requests. Any decision to approve study on a part-time basis will also be subject to visa requirements.

4.6.5 Certain exceptions to the regulations will apply for undergraduate students who are following their studies on a part-time basis, as follows:

- (a) Progression requirements (See regulation 9)
- (b) Maximum period of registration (See regulation 3)

4.7 **Mode of study for graduate certificates and diplomas**

Graduate Certificates and Graduate Diplomas can be followed on a full-time basis or on a part-time basis over 2 years. Where students study on a part-time basis they are normally required to take 60 credits (2 modules) in each year of the programme in particular years as set out in the programme specification.

4.8 **Mode of study for postgraduate programmes**

Postgraduate programmes can normally be followed on a full-time or part-time basis. Part-time study is normally available over 2 or 3 years of study. The LLM can be studied over 4 years on a part-time basis but this option is not available to any other postgraduate programme. Further details are outlined in the Postgraduate Degree Requirement (Regulation 6). Where students study on a part-time basis they may be required to take certain modules in particular years in order to ensure they meet the pre-requisite requirements for the degree.

4.9 **Mode of study for postgraduate certificates and diplomas**

Postgraduate Certificates and Postgraduate Diplomas can be followed on a full-time basis or on a part-time basis over 2 years. Where students study on a part-time basis they are normally required to take 60 credits (2 modules) in each year of the programme in particular years as set out in the programme specification.

4.10 **Repeat years of study**

- 4.10.1 Where a student can demonstrate that they have experienced exceptional mitigating circumstances which have significantly impacted on their year of study, they can apply to repeat the year on either a full-time or part-time basis depending on how many modules they have passed in the previous year.
- 4.10.2 Repeat years will only be granted in exceptional circumstances. It is expected that students who are experiencing on-going mitigating circumstances will apply to interrupt their studies until they are in a position to continue with their degree programme.
- 4.10.3 Students may not repeat modules which they have already passed. The only exception will be where mitigating circumstances have been accepted for the non-completion of assessment elements.
- 4.10.4 If the application to repeat the year is accepted due to mitigating circumstances then the marks for modules taken in the repeat year will not be capped at the minimum pass mark.
- 4.10.5 Marks for assessment elements in modules which have been failed overall will not be carried forward into the repeat year, even where individual assessment elements have been passed. Any marks achieved during the repeat year of study will replace marks achieved at the previous attempt, even where the

marks are lower than the previous attempt.

- 4.10.6 Students may choose to take additional new modules during the repeat year of study in addition to those required to complete the year. The total number of modules taken must be within the maximum number of modules permitted for any one year of study as outlined in regulation 5 (Undergraduate) and regulation 6 (postgraduate). Tuition fees will be charged accordingly for any additional modules taken. Any additional new modules taken during the repeat year will not count towards the degree requirement or classification and cannot be substituted for modules which a student is required to take.
- 4.10.7 Undergraduate full-time repeat year students are required to take a minimum of 90 credits (3 modules) and a maximum of 120 credits (4 modules) in the repeat year, depending on the number of modules they have passed in the previous year and subject to their satisfying the core requirements for that year
- 4.10.8 Undergraduate part-time repeat year students are required to take a minimum of 15 credits (0.5 modules) and a maximum of 75 credits (2.5 modules), subject to visa requirements.

5. UNDERGRADUATE DEGREE REQUIREMENT

5.1 Required number of modules

To be eligible for the award of a degree, students must have completed a specified number of 30 credit modules or equivalent as set out here.

Graduate Certificate	4 modules*
Graduate Diploma	4 modules*
2-year Senior Status LLB Honours degree	9 Modules**

<u>3-year degrees:</u>	
LLB Honours	12 modules***
Honours Degree (BA/BSc)	11 modules
Pass degree (BA/BSc)	10 modules

<u>4-year degrees:</u>	
Honours Degree (BA/BSc)	14 modules
Pass degree (BA/BSc)	13 modules

* There may be some variation to the required number of modules across Graduate Certificates and Diplomas. This will be outlined in the approved programme specification

** Students who fail to meet the requirements for the Senior Status LLB will not be eligible for a Pass degree or the degree of BA Law.

*** There is no LLB Pass degree. Students who have completed 300 to 345 credits (10 to 11.5 modules) from the approved programme specification may be eligible for the award of the BA Law degree.

5.2 Countable years for degree award

In calculating the number of modules required for a degree, all years of the degree registration are counted, including modules taken in Year 1 and those taken during a

compulsory language year abroad. Modules not counted are:

- (a) Those taken before the start of a student's SOAS degree
- (b) New modules taken after the end of a student's SOAS degree
- (c) Modules taken during periods of leave of absence
- (d) New modules taken while registered as a repeat year student

5.3 Programme specification and minimum module requirements

To be eligible for the award of a degree with a single-subject or two-subject degree title, a student must have satisfied the requirements of the *Taught Degree Regulations* and the programme specification for the programme of study. The requirement of regulation 4.1 to follow the approved programme specification takes priority when necessary over the minimum module requirements set out in the remainder of this regulation.

<i>Single subject degree</i>	<i>Modules to be taken*</i>	<i>Minimum modules required for award*</i>		<i>Minimum required in subject*</i>
		<i>Honours</i>	<i>Pass degree</i>	
Graduate Certificate	4	-	-	4
Graduate Diploma	4	-	-	4
2-year Senior Status LLB	9	9	-	9
3-year LLB	12	12	-	10
3-year LLB (year 2 entry)	8	8	-	8
3-year BA Law	12	11	10	10
3-year BA/BSc	12	11	10	9
3-year BA/BSc (year 2 entry)	8	7	6	6
4-year BA/BSc	16	14	13	12
4-year BA/BSc (year 2 entry)	12	10	9	9
4-year BA/BSc (year 3 entry)	8	6	5	6

<i>Two subject degree</i>	<i>Modules to be taken*</i>	<i>Minimum modules required to pass*</i>		<i>Minimum required in subject*</i>	
		<i>Honours</i>	<i>Pass degree</i>	<i>Subject 1</i>	<i>Subject 2**</i>
3-year	12	11	10	5	4
3-year (year 2 entry)	8	7	6	3	3
4-year	16	14	13	8	5
4-year (year 2 entry)	12	10	9	5	3
4-year (year 3 entry)	8	6	5	3	3

* This is based on 30 credit modules (or equivalent half modules).

** The term 'subject 2' includes the second language in a four-year two-subject degree in which the second subject is another language.

6. POSTGRADUATE DEGREE REQUIREMENT

6.1 Postgraduate taught degree structures

SOAS postgraduate taught degrees are defined by their module structure and the credit rating attached to individual modules. It is often possible to take two half modules in place of one full module. The School has the following postgraduate master's structures:

- (a) Four component postgraduate degrees
- (b) Six component postgraduate degrees

- (c) Ten component postgraduate degrees
- (d) Two-year full-time postgraduate degrees
- (e) Postgraduate certificates
- (f) Postgraduate diplomas

6.2 Four Component Postgraduate Degrees

Award of the degree requires students to have completed and passed modules totalling 180 credits. This comprises 3 taught modules of 45 credits (or equivalent half modules of 22.5 credits) and a dissertation of 45 credits.

- 6.2.1 *Full-time (1 year)*: A programme of full-time study followed continuously over a period of one calendar year, comprising four modules (or equivalent half modules).
- 6.2.2 *Part-time (2 years)*: A programme of part-time study followed continuously over a period of two calendar years, comprising four modules (or equivalent half modules), with the modules arranged in one of the following patterns: 2+2, 1.5+2.5, 2.5+1.5, 1+3, or 3+1. For students taking three 45 credit modules (or equivalent half modules) in one year, the three modules must be made up of two taught modules plus the dissertation. This pattern of study is classified as full time for fees purposes. The dissertation will be taken in the second year.
- 6.2.3 *Part-time (3 years)*: A programme of part-time study followed continuously over a period of three calendar years, comprising four modules (or equivalent half modules), with the modules arranged in one of the following patterns: 1+1+2, 1+2+1, 2+1+1. The dissertation will normally be taken in the second or third year; however LLM students will take their dissertation in the final year.
- 6.2.4 *Part-time (4 years LLM only)*: A programme of part-time study followed continuously over a period of four calendar years, comprising four modules (or equivalent half modules), with one taught module in each year and with the dissertation normally taken in the final year.

6.3 Six Component Postgraduate Degrees

Award of the degree requires students to have completed and passed modules totalling 180 credits. This comprises 4 taught modules of 30 credits (or equivalent half modules of 15 credits) and a dissertation of 60 credits (counting as two modules).

- 6.3.1 *Full-time (1 year)*: A programme of full-time study followed continuously over a period of one calendar year, comprising six modules (or equivalent half modules) with the dissertation counting as two modules.
- 6.3.2 *Part-time (2 years)*: A programme of part-time study followed continuously over a period of two calendar years, comprising six modules (or equivalent half modules), arranged with two modules in the first year and two modules and the dissertation (counting as two modules) in the second year.
- 6.3.3 *Part-time (3 years)*: A programme of part-time study followed continuously over

a period of three calendar years, comprising six modules (or equivalent half modules), arranged with two modules in each of the first two years and the dissertation (counting as two modules) in the third year.

6.4 **Ten Component Postgraduate Degrees**

Award of the degree requires students to have completed and passed modules totalling 180 credits. This comprises 8 taught modules of 18 credits and a dissertation of 36 credits (counting as two modules). There are no half modules.

6.4.1 *Full-time (1 year)*: A programme of full-time study followed continuously over a period of one calendar year, comprising ten modules with the dissertation counting as two modules.

6.4.2 *Part-time (2 years)*: A programme of part-time study followed continuously over a period of two calendar years, comprising ten modules, arranged with four modules in the first year and four modules and the dissertation (counting as two modules) in the second year.

6.4.3 *Part-time (3 years)*: A programme of part-time study followed continuously over a period of three calendar years, comprising ten modules, arranged with three taught modules in each of the first two years and two taught modules and the dissertation (counting as two modules) in the third year.

6.5 **Two-year Master's Postgraduate Degrees (360 credits)**

Award of the degree requires students to have completed and passed modules totalling 360 credits. These programmes are two-year full-time master's degrees and full-time students normally take 180 credits in year 1 and 180 credits in year 2.

6.5.1 The structure of two-year full-time master's programmes varies across and within subjects. The structure of each programme, including any part-time options available, will be outlined in the appropriate programme specification.

6.5.2 The award of master's is only made after the successful completion of 360 credits over a minimum of two years.

6.5.3 Students cannot exit the award with 180 credits and be awarded a master's degree. Such students may be eligible for the award of postgraduate diploma or postgraduate certificate if they meet the requirements for the named exit award.

6.6 **Postgraduate Certificate (60 credits)**

Award of the degree requires students to have completed and passed modules totalling a minimum of 60 credits. There may be variations to this structure and these will be outlined in the relevant programme specification.

6.7 **Postgraduate Diploma (120 credits)**

Award of the degree requires students to have completed and passed modules totalling a minimum of 120 credits. There may be variations to this structure and these will be outlined in the relevant programme specification.

7. **MODULES**

7.1 **Credits**

Programmes of study are made up of individual modules (also referred to as 'Course Units' or just 'Courses' at SOAS). All modules are allocated a credit level which equates to the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)*. They are also allocated a credit value which is expressed in terms of credits, course units and ECTS (European Credit Transfer Scheme) as outlined below. Larger module sizes are permitted in exceptional circumstances but must be approved by the School's Learning and Teaching Quality Committee (LTQC). Further information about the School's credit framework for modules and how FHEQ levels are allocated can be found in the *Guidance Notes for Module Approval* available from the Quality Assurance section of the School's website.

Undergraduate

<i>Credits</i>	<i>Course Unit</i>	<i>ECTS</i>	<i>Size</i>	<i>Credit Levels</i>
15	0.5	7.5	Half	4 / 5 / 6
30	1.0	15	Full	4 / 5 / 6

Postgraduate

<i>Credits</i>	<i>Course Unit</i>	<i>ECTS</i>	<i>Size</i>	<i>Credit Levels</i>
22.5	0.5	11.25	Half	7
45	1.0	22.5	Full	7
18	0.4	9	Full	7
36	0.8	18	Double	7
15	0.3	7.5	Half	7
30	0.6	15	Full	7
60	1.3	30	Double	7

7.2 **Module definitions**

Permitted modules for a named degree will be outlined in the programme specification. Modules fall into a number of categories not all of which are available for all types of programmes. It is possible for a module to have more than one category depending on which degree it forms part of:

Type	Undergraduate	Postgraduate
Core	Yes	Yes
Compulsory	Yes	No
Optional	Yes	Yes
Open Option	Yes**	No
Intercollegiate	Yes**	No*

* Unless these form part of the programme specification for a postgraduate programme.

** Except for the Senior Status LLB, Graduate Certificates and Graduate Diplomas which cannot contain Open Option or Intercollegiate modules.

7.3 **Core module**

A core module is a module which must be passed before a student is permitted to

progress to the next year of their degree and be eligible for the award of a degree. Postgraduate core modules are the unique identifying component for a particular postgraduate degree programme and would not normally be available for another programme.

7.4 **Compulsory module**

A compulsory module is a module which is required for the undergraduate degree programme but need not necessarily be passed before a student is permitted to progress to the next year of their degree or be awarded a degree. Compulsory modules are only available for undergraduate programmes and not for postgraduate programmes.

7.5 **Option modules**

An option module is a module which is selected from a range of different modules specified for a named degree award. The option module need not necessarily be passed before a student is permitted to progress to the next year of an undergraduate degree and/or be awarded a degree. However, option modules must be passed for a postgraduate master's programme to be awarded.

7.6 **Open options**

An open option is a module which is in a subject or a language other than the subject(s) or language(s) named in a student's degree title, or other than prescribed in the programme specification for which a student is registered. An open option module may only be taken at SOAS and not another College. Open options are only available for undergraduate degree programmes.

7.6.1 Students can only take open option modules to a maximum value of 30 credits (1 course unit) in any one academic year.

7.6.2 If the programme specification permits, a student may take open option modules to the following maximum values across the entire degree:

- (a) Single-subject 3-year degree: 90 credits (3 course units)
- (b) Single-subject 4-year degree: 90 credits (3 course units)
- (c) Two-subject 3-year degree: 60 credits (2 course units)
- (d) Two-subject 4-year degree: 90 credits (3 course units)

7.6.3 A Year 1 student taking an open option module (30 credits) in a language module may be permitted to discontinue that module from the end of Term 1 and substitute from the start of Term 2 a specified non-language equivalent 'studies' module (e.g. Arabic Studies, Swahili Studies) valued at 30 credits and relevant to the discontinued language module. Such substitution will be by permission of the Associate Dean for Learning and Teaching of the Faculty of Languages and Cultures, who will require a statement from the teacher of the language module that the student has attended a minimum of 80% of language classes in Term 1 but is, in the opinion of the teacher, likely to fail the module. The Associate Dean for Learning and Teaching will report to the Head of Registry and Quality any change approved under this regulation.

7.7 **Intercollegiate modules**

An intercollegiate module is taught at another College of the University of London or at New York University in London (NYUL). This regulation does not apply to modules which are taken at universities outside the University of London, either under an Erasmus scheme or as a period of language study abroad. Likewise, it does not apply to non-SOAS modules which form part of the programme specification for a degree i.e. for a two subject degree taught with another College of the University of London (if the module is not part of the programme specification then these regulations do apply).

7.7.1 **Overlap with SOAS modules**

No student may take an intercollegiate module if a satisfactory equivalent module is available at SOAS. No student may take an intercollegiate module if the content overlaps significantly with a module the student has already taken or with a module which is required to be taken in a later year of the degree as set out in the programme specification.

7.7.2 **Regulations for intercollegiate modules**

Students taking modules at other Colleges of the University of London must comply with the attendance and module requirements of the module at the College concerned.

7.7.3 **Undergraduate students**

Intercollegiate modules are taken by undergraduate students on 3 or 4 year degree programmes.

7.7.4 **Postgraduate taught students**

Postgraduate students are not permitted to take intercollegiate modules at other Colleges unless this forms part of the programme specification for the degree.

7.7.5 **Maximum number of intercollegiate modules**

A maximum of 60 credits (2 course units) can be taken as part of a 3 or 4 year undergraduate degree programme. A maximum of 30 credits (1 course unit) can be taken in any one academic year, unless the intercollegiate modules form part of the programme specification for the degree.

7.7.6 **Year 1 undergraduate students**

No Year 1 undergraduate student may take an intercollegiate module unless it forms a part of the programme specification for the degree.

7.7.7 **Intercollegiate open option modules**

No student may take an open option intercollegiate module at another College (except for modules at New York University in London). An open option module is in a subject other than those listed in a student's degree title. Thus, the only intercollegiate modules that may be taken are in the subject(s) of a student's degree title i.e. a student of BA History and Politics may apply to take a module at another College in either History or Politics, but not in any other subject.

7.7.8 **Intercollegiate language modules**

No student may take an intercollegiate language module at another College, without having received approval in advance from the relevant SOAS Programme Convenor and the relevant Associate Dean for Learning and Teaching. This does not apply to students on language degrees which are taught with other Colleges of the University of London and form part of the programme specification for that degree.

7.8 **Auditing modules**

Registered students have the option to attend modules on an auditing basis. Students who audit modules are required to attend the classes but do not take the assessment and are not awarded credit for the module. Students audit modules for a number of reasons including general interest, to broaden knowledge or to obtain additional skills. Students must refer to the *School Auditing Modules Policy* prior to making any request to audit modules.

7.8.1 Audited modules do not count towards progression requirements or to the degree award requirements.

7.8.2 Students cannot substitute a module they are auditing for one which they have enrolled on as part of their degree programme.

7.8.3 Not all modules can be audited and students must gain academic approval before being allowed to audit modules.

8. **ATTENDANCE REQUIREMENTS**

8.1 **Normal expectation of attendance**

In order to benefit fully from their studies, students are expected to attend all relevant and/or required classes for the module, which may include lectures, tutorials, seminars, language classes, practical classes and any other taught sessions.

8.2 **Attendance requirements for students repeating a module**

Students who are repeating a module must meet the normal class attendance requirements as if taking the module for the first time.

8.3 **Minimum attendance thresholds**

Some modules may set minimum attendance thresholds for the module which must be met. This is often the case for language modules.

8.4 **Authorised absence**

Exceptions to attendance requirements will only be made where a student can demonstrate that they have mitigating circumstances in line with the *School's Mitigating Circumstances Policy*. This will result in their absence from class being designated as authorised.

8.5 **Unauthorised absence and penalties**

Programme Convenors will inform the appropriate Associate Dean for Learning and Teaching of the relevant Faculty or Faculties of students who fail to meet the attendance requirements. The Associate Dean(s) for Learning and Teaching will review each case and decide what further action should be taken. They may recommend to the Head of Registry and Quality that permission for a student to take the final assessment for a module should be withdrawn (this would use up one of the rights of re-assessment). For students who persistently fail to meet the attendance requirements, the Associate Dean(s) for Learning and Teaching may recommend to the Head of Registry and Quality that a student's programme registration should be terminated.

9. **PROGRESSION REQUIREMENT FOR UNDERGRADUATE DEGREES**

9.1 **Annual progression requirement**

- 9.1.1 Full-time students must complete modules to a minimum value of 90 credits (3 course units) in each year of their degree in order to be eligible to proceed to the next normal year of their degree programme. This must include all core modules prescribed for the year of study as outlined in the programme specification.
- 9.1.2 Undergraduate students who are studying part-time due to exceptional circumstances must meet the same progression requirements after two years. Part-time students will normally complete modules to a minimum value of 60 credits (2 modules) in any part-time year of study. (See regulation 4.6).
- 9.1.3 Students who are repeating the year of study full-time must complete modules to a minimum value of 90 credits (3 course units) in order to be eligible to proceed to the next normal year of their degree programme. Students who are repeating the year of study part-time must have met the same requirements by the end of their part-time year of study in order to be eligible to proceed to the next normal year of their degree programme.
- 9.1.4 Students who do not satisfy the annual progression requirements due to academic failure or mitigating circumstances will be automatically re-entered for assessment in all failed assessment elements for each failed module at the next available assessment opportunity.
- 9.1.5 Students who do not satisfy the annual progression requirement after re-entry for assessment must apply by the published date for one of the options below. Applications are considered on their merits and are not granted automatically:
- (a) Leave of absence for the academic year, undertaking re-assessment without attending any modules
 - (b) Full-time repeat year of study (mitigating circumstances required)
 - (c) Part-time repeat year of study (mitigating circumstances required)
- 9.1.6 The degree registration of a student will be terminated if they have not taken the

necessary action by the published deadline in connection with any of the options in regulation 9.1.5, or if they have no further right of re-entry for assessment.

9.2 **Annual progression for students who have taken an Erasmus year outside SOAS**

9.2.1 Students who have taken an Erasmus year outside SOAS must have passed modules taken at the Erasmus institution to the equivalent of a minimum of 90 credits (3 modules) to be permitted to proceed to the next normal year of their degree programme. The equivalence between modules at the Erasmus institution and SOAS modules will be determined by the Head(s) of the student's Department(s) at the School in consultation with the Head of Registry and Quality.

9.2.2 Students who do not satisfy the progression requirement in regulation 9.2.1 may be required to undertake re-assessment (if possible) at the Erasmus institution before being allowed to proceed, or may be required to register as a part-time repeat year student at SOAS to undertake alternative modules in place of those failed at the Erasmus institution, or may be required to satisfy the progression requirement in another manner approved by the student's Head(s) of Department(s) and appropriate Associate Dean for Learning and Teaching in consultation with the Head of Registry and Quality.

9.3 **Degree progression for Year 1 BA Japanese (single and two subjects)**

9.3.1 These progression requirements apply to BA Japanese (single or two subject awards) only. They do not apply to BA Japanese Studies (single or two subject award).

9.3.2 Students in Year 1 of BA Japanese (single or two subject award) must meet all of the following conditions to be eligible to progress to Year 2:

- (a) Pass all core modules prescribed for Year 1 of their degree
- (b) Pass a minimum of three modules (90 credits)
- (c) Achieve a minimum overall qualifying mark of 50% at the first attempt in the core module (155901195 J1 Elementary Japanese or 155901196 J1 Accelerated Elementary Japanese).

9.3.3 Students who meet regulations 9.3.2 (a) and (b) but pass the core module (J1) in the summer examination period with a mark between 40 to 49% cannot progress to Year 2 of BA Japanese and may apply to transfer to another degree. Students cannot be entered for a summer resit examination to improve their mark.

9.3.4 Students who meet regulations 9.3.2 (a) and (b) but fail the core module (J1) in the summer examination period with a mark of 0 to 39% may enter to take a late summer resit examination. Students who obtain an overall module mark of 40% or higher in the resit examination cannot progress to Year 2 of BA Japanese and may apply to transfer to another degree.

9.4 Degree progression for Year 1 BA Arabic (single and two subjects) (for students entering the degree in 2015/16 onwards)

9.4.1 These progression requirements apply to BA Arabic (single or two subject awards) only.

9.4.2 Students in Year 1 of BA Arabic (single or two subject award) must meet all of the following conditions to be eligible to progress to Year 2:

- (a) Pass all core modules prescribed for Year 1 of their degree
- (b) Pass a minimum of three modules (90 credits)
- (c) Achieve a minimum overall mark of 50% at the first attempt in the core module (155900896 Arabic 1).

9.4.3 Students who meet regulations 9.4.2 (a) and (b) but pass the core module in the summer examination period with a mark between 40 to 49% cannot progress to Year 2 of BA Arabic and may apply to transfer to another degree (such as Year 2 of BA Middle Eastern Studies or BA Islamic Studies). Students cannot be entered for a summer resit examination to improve their mark.

9.4.4 Students who meet regulations 9.4.2 (a) and (b) but fail the core module in the summer examination period with a mark of 0 to 39% may enter to take a late summer resit examination. Students who obtain an overall module mark of 40% or higher in the resit examination cannot progress to Year 2 of BA Arabic and may apply to transfer to another degree (such as Year 2 of BA Middle Eastern Studies or BA Islamic Studies).

10. MARKING SCHEMES

10.1 Undergraduate marking scheme

<u>Mark (%)</u>	<u>Classification</u>	<u>Pass/Fail</u>
70 to 100	First Class	Pass
60 to 69	Second Class (Upper Division)	Pass
50 to 59	Second Class (Lower Division)	Pass
40 to 49	Third Class	Pass
0 to 39	Fail	Fail

10.2 Postgraduate marking scheme

<u>Mark (%)</u>	<u>Classification</u>	<u>Pass/Fail</u>
70 to 100	Distinction	Pass
60 to 69	Merit	Pass
50 to 59	Pass	Pass
0 to 49	Fail	Fail

11. **ASSESSMENT**

11.1 **Conduct of assessment**

11.1.1 Assessment will be conducted in accordance with the procedures outlined in the *Assessment Handbook* which will be published annually.

11.1.2 A candidate shall enter for assessment in accordance with the provisions of the *General and Admissions Regulations for Students*, the *Taught Degree Regulations* and the relevant programme specification requirements.

11.2 **Definition of assessment element**

A module may be assessed by one or more means (an assessment element), each contributing a defined percentage to the overall module mark. An assessment element includes: written examinations, essays, oral examinations, practical examinations, seminar presentations, in-class tests or other specified assessment methods approved by the appropriate Faculty Learning and Teaching Committee. Where used without modification, the word 'examination' refers to a written examination.

Examples of assessment elements:

The following module has 3 assessment elements

EX - One written examination counting for 60%

AS - Two essays together counting for 30%

TS - A set of five weekly in-class tests counting together for 10%

The following module has 4 assessment elements

EX - One written examination counting for 60%

AS1 - One essay counting for 15%

AS2 - One essay counting for 15%

TS - A set of five weekly in-class tests counting together for 10%

11.3 **Timing of assessment**

Assessment will be undertaken in the year in which the relevant modules have been followed unless the re-assessment of the module falls in the following academic year.

11.4 **Entry to an assessment and removal of permission to enter**

To be eligible to enter for module assessments, students must have satisfied the attendance requirements for the module and the degree programme. Students who fail to meet the attendance requirements may have their permission to enter for assessments withdrawn on the recommendation of the appropriate Associate Dean for Learning and Teaching.

11.5 **Pass marks and qualifying marks**

11.5.1 The minimum pass mark for modules is:

- 40% for an undergraduate module
- 50% for a postgraduate module

11.5.2 Individual modules may set qualifying marks which are higher than the minimum pass mark. Not achieving the qualifying mark may prevent progression onto the next part of a degree programme but will not result in failing the module overall if the minimum pass mark has been achieved.

11.6 Failure and resit attempts

11.6.1 The definition of module failure is obtaining an overall module mark of:

- (a) 0 to 39 for an undergraduate module
- (b) 0 to 49 for a postgraduate module

11.6.2 Students can fail a module due to a number of reasons and normal resit (re-assessment) regulations apply in all cases:

- (a) Academic failure of the module
- (b) Failure due to not attempting assessment without good reason
- (c) Failure due to deduction of marks for late submission

11.6.3 Students are permitted one first attempt at an assessment and a limited number of resit attempts. Further first attempts and resit attempts will only be granted as a result of accepted mitigating circumstances. A student who has failed a module at the first attempt will normally be allowed the following number of resit attempts:

- (a) 2 resit attempts for undergraduate modules
- (b) 1 resit attempt for postgraduate modules

11.6.4 If a student fails a module or does not attempt the assessment at the resit attempt due to accepted mitigating circumstances will result in the resit attempt being deemed null and void. This will not count towards the number of permitted attempts. The student will be offered a replacement resit attempt at the next available opportunity which will be capped at the minimum pass mark.

11.6.5 The opportunity to resit is subject to a student remaining within their time limit for completion of the degree (see regulation 3) unless there are accepted mitigating circumstances.

11.6.6 Resit attempts apply to modules overall and not to individual assessment elements. To be entered for a resit in one or more assessment elements for a module on one occasion constitutes a resit attempt for that module as a whole and uses up one attempt.

11.7 **Capping of resit marks**

11.7.1 The overall mark for a module passed following a resit will be capped at the minimum pass mark. The assessment elements are marked as normal and capping is applied to the overall module mark after the marks for the assessment elements have been totalled. The minimum pass marks are:

- (a) 40% for undergraduate modules
- (b) 50% for postgraduate modules

11.7.2 This capping will not apply if the module was failed at the first attempt due to accepted mitigating circumstances in line with the School's *Mitigating Circumstances Policy*.

11.8 **Assessment elements to be re-assessed**

Students will be automatically entered for re-assessment at the next available opportunity in all failed assessment elements where the module has been failed overall.

11.9 **Re-assessment not permitted if a module has been passed overall**

Students will not be entered to be re-assessed in any assessment element if they have passed a module overall, except where the assessment element has not been attempted due to accepted mitigating circumstances.

11.10 **Re-assessment not permitted in any assessment element that has been passed**

Students will not be entered to be re-assessed in any assessment element for which the pass mark has been obtained. The only exception will be where the student has been permitted to repeat the module due to mitigating circumstances. In these cases the original mark will be wiped and replaced by the attempt in the repeat year even if the mark is lower than the original mark.

11.11 **Repeating a module not permitted if that module has been passed overall**

Students may not repeat a module if they have passed the module overall, nor may take a module (either at SOAS or in another Higher Education Provider) which overlaps significantly with the module which has been passed.

11.12 **Format of re-assessment elements**

11.12.1 All modules should offer a re-assessment opportunity for all assessment elements for that module at the next available opportunity.

11.12.2 Re-assessment of modules should normally be in the same format as the original assessment. Re-attendance at the module is not normally required.

11.12.3 Where it is not possible to repeat the same assessment element at the re-assessment attempt, module convenors will be required to set an alternative assessment which assesses the same learning outcomes as the original assessment.

11.12.4 There may be some exceptional circumstances where an assessment element is deemed non-repeatable (i.e. cannot be re-assessed without further attendance of the module). This applies equally to students who have failed the module and those who have been unable to complete the module due to accepted mitigating circumstances. Students may not enter for re-assessment in non-repeatable assessment elements unless they have applied for and been granted permission to repeat the relevant module. Details of non-repeatable assessment elements will be included in the module outline available at the start of the module.

11.12.5 Students who are resitting failed coursework must complete new coursework for the module and must not re-use assignments which have been submitted previously for that or any other module. Re-using work in this way is known as self-plagiarism and is a breach of the School's *Academic Misconduct Policy*. The exception to this will be for Independent Study Projects and postgraduate dissertations which can be revised for resubmission.

11.12.6 Students who are repeating a module must complete new coursework for the module and must not re-use assignments which have been submitted previously for that or any other module. Students must complete coursework on the topics for the module as they are re-attending it. Students must complete the requirements for the module as if taking the module for the first time. Re-using work in this way is known as self-plagiarism and is a breach of the School's *Academic Misconduct Policy*.

11.13 **Re-assessment and module content**

Students who are re-assessed in assessment elements will be assessed on the module content as they attended it. However, LLB and LLM students should be aware that questions may also be set on recent legislation, case law, or current proposals for law reform within the scope of the syllabus.

11.14 **Timing of re-assessment**

11.14.1 Non-finalist undergraduate students who have failed a module or were absent from a module assessment due to accepted mitigating circumstances will be entered for re-assessment in the late summer assessment period immediately following.

11.14.2 Finalist undergraduate students and postgraduate taught students who have failed a module or were absent from a module assessment due to accepted mitigating circumstances will be entered for re-assessment in the summer assessment period of the year immediately following, not in the late summer assessment period.

11.14.3 Undergraduate students who spend Year 2 of their degree as a compulsory language year abroad are not eligible to enter for late summer re-assessment of their Year 1 modules. They may enter to be re-assessed at the next available opportunity during the following academic year (if possible) or the

academic year following that. If they are ineligible to proceed to Year 2 of their degree programme, they must apply for one of the options available under 9.1.4.

11.14.4 Undergraduate students who spend Year 3 of their degree as a compulsory language year abroad are not eligible to enter for late summer re-assessment of their Year 2 modules. They may enter to be re-assessed at the next available opportunity during the following academic year (if possible) or the academic year following that. If they are ineligible to proceed to Year 3 of their degree programme, they must apply for one of the options available under 9.1.4.

11.14.5 Modules taken at other Colleges of the University of London are subject to the regulations of the relevant College and late summer re-assessment may not be permitted.

11.15 **Crediting of marks for modules passed after re-assessment**

Marks for modules passed after re-assessment will be credited to the year of study in which the module was followed and not the year in which the re-assessment was undertaken.

12. **COURSEWORK SUBMISSION**

12.1 **Coursework submission policy**

Students must abide by the School's *Coursework Submission Policy*. In order to benefit fully from their modules, students are expected to submit all coursework required for the module by the published deadline. Failure to submit coursework in whole or in part will result in a proportionate reduction of the mark awarded for the module as outlined in the School's *Coursework Submission Policy*.

12.2 **Online submission**

Submission of coursework is normally on-line. Upon submission of coursework an automatic email receipt is sent to the student confirming receipt. In exceptional circumstances, hardcopy submission of coursework may be required and the procedure will be explained by the department in advance of the submission date.

12.3 **Deadlines for submission of coursework**

12.3.1 Heads of Departments will ensure that students are informed in writing at the beginning of the academic year of the deadlines for the submission of coursework for modules within their Department.

12.3.2 Individual deadlines for coursework submission may vary and may be earlier than the published School deadline (the Friday immediately before the start of the summer examination period) but may not be later than the School deadline. No marks will be awarded for any coursework submitted after the School deadline even if this is as a result of accepted mitigating circumstances.

12.3.3 *Late summer assessments:* The deadline for the submission of late summer coursework is set by the School and is the first day of the late summer examination period. The School deadline for late summer coursework is the last day of the late summer examination period. No marks will be awarded for any coursework submitted after the late summer School deadline even if this is as a result of accepted mitigating circumstances.

12.4 **Penalties for late submission of coursework**

Coursework which is submitted after the coursework deadline published in the Module Outline but before the School deadline will be marked, but marks will be reduced for every day or part day that the work is late. The mark deduction will be specified in the School's *Coursework Submission Policy*. This reduction of marks will not apply if there are accepted mitigating circumstances and the work is submitted before the relevant School deadline.

12.5 **Word count and marking of over-length coursework**

Students must abide by the School's *Word Count and Marking of Over-length Coursework Policy*.

12.6 **Plagiarism and self-plagiarism**

Students must abide by the School's Academic Misconduct Policy and the requirements for appropriate referencing in order to avoid allegations of plagiarism and/or self-plagiarism.

13. **EXAMINATION REQUIREMENTS**

13.1 **Instructions to candidates**

Students must abide by the School's *Instructions for Candidates* which govern the conduct of examinations at the School. Any breaches of these instructions may be referred to the School's *Academic Misconduct Policy*.

13.2 **Absence from written examinations**

Students who are absent from examinations without good cause will be recorded as having failed the examination and will use up one right of entry for assessment. This provision will not apply if the student was unable to take the examination due to accepted mitigating circumstances which does not use up a right of entry for assessment.

14. **POSTGRADUATE DISSERTATION REQUIREMENTS**

14.1 **Postgraduate dissertation deadline**

The deadline for the electronic submission of postgraduate dissertations is 11:59pm on 15 September of the year in which the dissertation is undertaken. This is the time and date by which a dissertation must be submitted to avoid the possibility of a penalty for late submission. If a department requires hard copy submission then the deadline is 4:00pm on 15 September. If this date falls on a Saturday or Sunday, then the deadline for hard copy submission is 4:00pm on the Monday immediately following 15 September.

14.2 **The final School deadline**

The final deadline for the electronic submission of postgraduate dissertations is 11.59pm on 30 September of the year in which the dissertation is undertaken. No marks will be awarded for a dissertation submitted after this date unless mitigating circumstances have been accepted to defer submission to the following academic year. If a department requires hard copy submission then the deadline is 4:00pm on 30 September. If this date falls on a Saturday or Sunday, then the deadline for hard copy submission is 4:00pm on the Monday immediately following 30 September.

14.3 **Procedure for deferring postgraduate dissertations**

Students who wish to apply for a long-term deferral of submission (during the period 1 October to 15 September in the year following the year in which the dissertation was undertaken) must do so in accordance with the mitigating circumstances procedure. The results for dissertations approved for deferred submission will be considered by the relevant Sub-Board of Examiners in either June or November of the following year, depending on when the dissertation is submitted. Therefore, there will be a year's delay in the award in the case of long-term deferral. The opportunity to apply for a long-term deferral is subject to a student completing the programme within the specified time limit.

14.4 **Late submission**

Students who submit a dissertation after the 15 September deadline but before the 30 September deadline must submit it in the normal way. Late dissertations will be marked, but the mark awarded will have marks deducted in line with the School's *Coursework Submission Policy* for each calendar day, or part thereof, that the work is late. This reduction of marks will not apply if there are accepted mitigating circumstances and the work is submitted before the relevant School deadline for postgraduate dissertations.

14.5 **Extensions and mitigating circumstances**

There is no procedure for granting extensions to dissertation submission dates. No member of academic or administrative staff has the authority to grant an extension. If the late submission is due to mitigating circumstances, these must be submitted in line with the School's *Mitigating Circumstances Policy*.

15. **VIVA VOCE EXAMINATION**

15.1 The examiners may test any candidate by means of an oral examination, which may cover the candidate's entire field of study. This is known as a viva voce examination and is normally only used when a candidate is on the borderline between classifications.

15.2 The viva voce examination is in addition to any other prescribed form(s) of assessment, or oral examinations which form an assessment element for some modules.

15.3 At least two members of academic staff must be involved in any viva voce examination including the external examiner.

16. **DEGREE CLASSIFICATION**

16.1 **Undergraduate degree classification scheme**

The School Board of Examiners will meet on one occasion each year in June/July to determine the degree classification of undergraduate students, and will have regard to the *Undergraduate Degree Classification Scheme* as outlined in Appendix A of these regulations.

16.1.1 **All candidates who are eligible for an Honours degree will be classified**

Candidates who meet the criteria of eligibility for the award of an Honours degree will have their degrees classified by the School Board of Examiners except if they have outstanding assessments due to accepted mitigating circumstances.

16.1.2 **Classification for Honours on one occasion only**

No student who has been awarded a degree may be reconsidered for the award of Honours degree in respect of the same period of study.

16.1.3 **Procedure in respect of candidates who are eligible for a Pass degree**

- (a) The Registry will write to the candidate informing them that the School Board of Examiners has determined they have met their degree requirements and are eligible for the award of a Pass degree. The candidate will be given the choice of either accepting the Pass degree or requesting reconsideration for an Honours degree in the following year provided they have re-assessment opportunities remaining and are within the maximum period of registration for their degree.
- (b) A candidate who applies for the award of a Pass degree will be informed that the Pass degree has been awarded, and will not be eligible to enter for re-assessment in modules for an Honours degree except by registering anew for a degree under the School's Regulations.
- (c) A candidate who wishes to apply for reconsideration for an Honours degree must enter for re-assessment to be undertaken in the academic year immediately following, with a view to completing the requirements for an Honours degree.
- (d) Candidates may not take new modules after the end of their degree registration to count towards their degree.

16.2 **Graduate certificate and diploma classification scheme**

The School Board of Examiners will meet on one occasion each year in June/July to determine the degree classification of Graduate Certificate and Graduate Diploma students, and will have regard to the *Graduate Certificate and Diploma Classification Scheme* as outlined in Appendix B of these regulations.

16.3 **Postgraduate degree classification scheme**

The School Board of Examiners will meet on two occasions each year in July and November to determine the degree classification of postgraduate taught students, and will have regard to the *Postgraduate Degree Classification Scheme* as outlined in Appendix C of these regulations.

16.4 **Postgraduate certificate and diploma classification scheme**

The School Board of Examiners will meet on two occasions each year in July and November to determine the degree classification of Postgraduate Certificate and Postgraduate Diploma students, and will have regard to the *Postgraduate Certificate and Diploma Classification Scheme* as outlined in Appendix D of these regulations.

17. **AEGROTAT AWARD**

17.1 A candidate may make an application to the Registry for their case to be considered under the aegrotat regulation. In order to be considered eligible the candidate must have completed their full period of study and:

- (a) Be unable to undertake assessments during their final year due to accepted mitigating circumstances or other causes judged sufficient by the Board of Examiners, or
- (b) Has undertaken assessments but considers that their performance has been adversely affected by mitigating circumstances

17.2 The application must be accompanied by a statement of the grounds on which it is made along with documentary evidence as outlined in the mitigating circumstances policy and must be submitted within six weeks from the last day of the relevant examination period.

17.3 A candidate will be considered for the award of an aegrotat degree only if the Board of Examiners has been unable to recommend the award of a degree with a Pass or Honours classification. In such a case the Board of Examiners will consider the following:

- (a) the results in assessments which the student has completed, if any
- (b) records of the candidate's performance during the degree programme
- (c) assessment provided by the candidate's teachers

The Board of Examiners will determine whether evidence has been shown to their satisfaction that, had the candidate completed assessments in normal circumstances, they would clearly have reached a standard and completed the necessary modules required for the award of a degree.

17.4 Where the Board of Examiners are satisfied that the student meets the requirements for the aegrotat degree, the candidate will be informed that they are eligible to apply for the award of an aegrotat degree, and if so, that they may either:

- (a) Apply for the award of the aegrotat degree; or
- (b) Not apply but enter to undertake assessment or re-assessment in the academic year

immediately following, with a view to completing the requirements for the award of a degree. Candidates may not take new modules after the end of their degree registration to count towards their degree.

- 17.5 If a candidate applies for an aegrotat degree they will be informed whether or not the degree has been conferred.
- 17.6 A candidate who has applied for the award of an aegrotat degree will not be eligible thereafter to enter to undertake assessment or re-assessment for a classified degree.
- 17.7 On re-entry for the classified degree a candidate who has been informed that they are eligible to apply for the award of an aegrotat degree ceases to be eligible so to apply.
- 17.8 Aegrotat degrees will be awarded without classification.
- 17.9 Holders of aegrotat degrees may not subsequently be considered for Honours, except that they may apply to register anew for a degree under the School's *General and Admissions Regulations for Students*.

18. DATES OF AWARD

- 18.1 The date of award for undergraduate programmes is 31 July.
- 18.2 The dates of award for postgraduate programmes are 31 December and 31 July depending on when the final assessment is taken.

19. NOTIFICATION OF RESULTS

- 19.1 Further information can be found in the *General and Admissions Regulations for Students* (Regulation 24).

20. APPEALS

- 20.1 Further information can be found in the *General and Admissions Regulations for Students* (Regulation 23) and in the School's *Appeals Policy*.

Appendix A UNDERGRADUATE CLASSIFICATION SCHEME

A1. DEGREES CLASSES

The Board of Examiners may award BA, BSc and LLB Honours degrees with one of the following classes:

70 to 100	(1)	First class
60 to 69	(2i)	Upper second class
50 to 59	(2ii)	Lower second class
40 to 49	(3)	Third class
0 to 39	(F)	Fail

The Board of Examiners may award BA and BSc degrees with a Pass classification except for LLB degrees. LLB students who have completed 300 to 345 credits (10 to 11.5 modules) from the LLB programme specification may be eligible for the award of the degree of BA Law.

A2. CLASSIFICATION SCHEME

The Board of Examiners determines the class of degree to be awarded to each student at the end of their degree. The classification scheme is based on a profile of degree classes of modules obtained in years other than Year 1 of the degree. The Board does not use averages. The classification scheme applies to 3 and 4-year degrees that include two years of classifiable Modules

A2.1 Correct number of modules

The Board first checks that candidates have the minimum number of modules required for an Honours degree. These must comply with the annual module requirement that students complete 120 credits (4 modules or equivalent half modules) in each academic year of their programme of study.

A2.2 Qualifying years for honours

The Board only considers modules for Honours classification which are in the qualifying years of a degree (i.e. years other than Year 1).

A2.3 Primary and secondary rules

The Board then examines the classes of a student's modules under two rules of classification - the **primary rule** and the **secondary rule**.

- (a) The Board determines the classification of each candidate by using both the primary and the secondary rule.
- (b) The primary rule is applied first followed by the secondary rule.
- (c) No candidate is classified by the operation of one rule only.

A2.4 Results for candidates spending a compulsory language year abroad

- (a) Modules taken as part of a compulsory language year abroad are not counted for honours classification and are awarded as pass or fail.

- (b) Students who successfully complete the language year abroad are awarded 120 credits (4 modules) towards the numbers of modules required for a degree, but no marks. The modules count as modules in the relevant language for the purpose of calculating the degree title.

A2.5 Results for candidates spending an Erasmus year abroad

- (a) Candidates will receive credit for a successfully completed Erasmus year spent outside SOAS. This credit will take the form of modules graded as Pass, which will count towards the degree requirement. The Board will not consider the actual marks awarded by the Erasmus institution when classifying for Honours. The Board may take into account the content of the modules studied at the Erasmus institution when determining the title of degree to be awarded.
- (b) Candidates who have undertaken an Erasmus year as Year 2 of a three-year degree will be classified for Honours solely on the basis of their results in Year 3. The Board will have regard to both the profile and the average of marks in this year.

A2.6 Candidates admitted to years other than Year 1

Non-year 1 entrants are classified for Honours solely on the basis of modules taken during their degree registration at SOAS.

A3. THE PRIMARY RULE

To be awarded a degree of class x , a candidate must have a minimum number of modules at class x or better, falling into one of the following patterns. These modules must be in the final two years of the degree, or in Years 2 and 4 for students taking four-year degrees with a language year abroad in Year 3 or in Years 3 and 4 for students taking four-year degrees with a language year abroad in Year 2.

<i>Pre-final year x or above</i>	<i>Final year</i>	<i>Total modules in class</i>
0	4	4
0.5	3.5	4
1	3	4
1.5	2.5	4
2	2	4
2.5	2	4.5
3	1.5	4.5
3.5	1.5	5
4	1	5

A4. THE SECONDARY RULE

To be awarded a degree of class x , candidates must **not** have more than a certain maximum number of modules which are two classes below class x ($x - 2$). Modules in class $x - 2$ can be compensated by modules which are one class higher than class x ($x + 1$, *except where x is a first as this is the highest class possible*).

A4.1 For the purpose of this rule, the classes are 1, 2i, 2ii, 3, and Fail.

Class x - 2 (two or more classes below class x)

Class x + 1 (one or more classes above class x)

A4.2 (a) To be awarded a degree of class x under the primary rule, a candidate must not have more than 45 credits (1.5 modules) in the qualifying years in class x – 2 under the secondary rule.

(b) If a candidate has 60 or more credits (2 or more modules) in class x – 2 in the qualifying years, the second and subsequent modules in class x - 2 may be compensated by modules in class x + 1, except where x = 1st then (c) below applies.

(c) If there are no compensating modules in class x + 1, then the modules in class x are deemed to be reduced by one class to class x – 1. This is on a one for one basis according to the number of modules above 45 credits (1.5 modules) in class x - 2. This reduction will be carried out in the way least disadvantageous to the candidate.

(d) The profile of classes adjusted by the deemed reduction will then be classified under the primary rule.

(Note: 'deemed reduction' - classes are regarded as reduced for this classification exercise only. The actual results remain unaffected and will be shown on the transcript.)

A5. **DEGREE TITLES**

A5.1 **Title of degree on application and enrolment and title of degree awarded**
For two-subject degrees, the title of the degree during the programme of study is arranged in alphabetical order of the subjects. Degrees in which a language is part of the degree title have the language first in the degree title. These orders are conventional and do not reflect the balance between the two subjects either overall or in any particular year. These forms of degree titles will not necessarily be the same as the titles of the degrees as awarded on completion of the degree.

A5.2 **Determination of the title of degree to be awarded**
The Board of Examiners determines the title of degree for each candidate when classifying that candidate for Honours or a Pass degree. The Board will have regard to the guidelines set out below, but reserves the right in exceptional circumstances to determine degree titles according to other criteria.

A5.3 **Criteria for determining the title of degree**
When determining the title of degree to be awarded, the Board will have regard

to the whole profile of modules passed by the candidate during their degree enrolment, including those taken in Year 1. The level of pass is not taken into account in determining the title of the degree. For candidates admitted to years other than Year 1, this does not include modules taken before the start of the SOAS degree.

A5.4 Types of degree title

The Board may award a degree with a title having reference to one field of study (a single-subject degree) or to two fields of study (a two-subject degree). The title of a two-subject degree will be joined by the conjunction 'and' (some awards may have the conjunction 'with').

A5.5 Naming of single-subject degrees

Students have to meet the minimum number of modules in the title of the degree as outlined in regulation 5.

A5.6 Naming and order of two-subject degrees

That subject will appear first in the degree title in which the greater number of modules has been passed (the level of pass is not relevant for this purpose). If there is overall equity, the order will be determined by the majority of modules in the final year. If there is overall equity and equity in the final year, the subjects will normally be listed in alphabetical order.

A5.7 Degrees with no reference to a field of study

If a student's profile of modules does not satisfy the requirements of 8.5 or 8.6, the Board may in exceptional circumstances award a degree with no reference to a field of study.

A5.8 Modules taken during a compulsory language year abroad

Students who successfully complete a compulsory language year abroad are credited with 120 credits (4 modules) towards their degree requirement. These count as modules in the relevant language for the purpose of calculating the degree title.

Appendix B GRADUATE CERTIFICATE AND DIPLOMA CLASSIFICATION SCHEME

B1. ELIGIBILITY FOR AWARD

In order to be eligible for the award of a Graduate Certificate a candidate must have completed and passed modules (or equivalent half modules) totalling a minimum of 60 credits; for the award of a Graduate Diploma, a candidate must have completed and passed modules totalling a minimum of 120 credits (or equivalent half modules). Variations to these requirements may exist and this will be outlined in the approved programme specification.

B2. GRADUATE CERTIFICATE AND DIPLOMA CLASSIFICATION

The Board of Examiners may award a Graduate Certificate or a Graduate Diploma with one of the following classes:

70 to 100	Distinction
60 to 69	Merit
40 to 59	Pass
0 to 39	Fail

B3. GRADUATE CERTIFICATE AND DIPLOMA CLASSIFICATION SCHEME

Candidates must meet the following criteria for the award of a Graduate Certificate or a Graduate Diploma. Variations to these requirements may exist and this will be outlined in the approved programme specification.

Award with a Pass

- Pass all modules with a mark of at least 40 for each module. Averaging marks across modules is not permitted to obtain a Pass grade

Award with Merit

- Pass all modules with an average overall mark of at least 60. A mark of at least 65 must be obtained for modules to the value of 60 credits.

Award with Distinction

- Pass all modules with an average overall mark of at least 65. A mark of at least 70 must be obtained for modules to the value of 60 credits.

Appendix C POSTGRADUATE CLASSIFICATION SCHEME

C1. POSTGRADUATE DEGREE CLASSES

The Board of Examiners may award LLB, MA, MMus, MRes and MSc degrees with one of the following classes:

70 to 100	Distinction
60 to 69	Merit
50 to 59	Pass
0 to 49	Fail

C2. POSTGRADUATE CLASSIFICATION SCHEMES

Candidates must meet the following criteria for the award of a master's degree:

Award with a Pass (all programmes)

- A mark of 50 or more in each module or half module. Marks for half modules may not be added together and averaged

Award with Merit (all programmes)

- A mark of 50 or more in each module or half module (without averaging)
- An average mark of 60 across modules, half modules and the dissertation
- A mark of 60 or more in the dissertation

Award with Distinction

Four component programmes

- A mark of 60 or more in each module (marks for half modules may be added together and averaged, provided that each half module has a mark of 50 or more)
- A mark of 70 or more in the dissertation and one other module (or two half modules)

Six component programmes

- A mark of 60 or more in each module (marks for half modules may be added together and averaged, provided that each half module has a mark of 50 or more)
- A mark of 70 or more in the dissertation and one other module (or two half modules)

Ten component programmes

- A mark of 60 or more in each module
- A mark of 70 or more in four modules including the dissertation

Two-year programmes

- A mark of 60 or more in each module (marks for half modules may be added together and averaged, provided that each half module has a mark of 50 or more)
- A mark of 70 or more in 180 credits of the degree, including the dissertation

Appendix D POSTGRADUATE CERTIFICATE AND DIPLOMA CLASSIFICATION SCHEME

D1. ELIGIBILITY FOR AWARD

In order to be eligible for the award of a Postgraduate Certificate a candidate must have completed and passed modules (or equivalent half modules) totalling a minimum of 60 credits; for the award of a Postgraduate Diploma, a candidate must have completed and passed modules totalling a minimum of 120 credits (or equivalent half modules). Variations to these requirements may exist and this will be outlined in the approved programme specification.

D2. POSTGRADUATE CERTIFICATE AND DIPLOMA CLASSES

The Board of Examiners may award a Postgraduate Certificate or a Postgraduate Diploma with one of the following classes:

70 to 100	Distinction
60 to 69	Merit
50 to 59	Pass
0 to 49	Fail

D3. POSTGRADUATE CERTIFICATE AND DIPLOMA CLASSIFICATION SCHEME

Candidates must meet the following criteria for the award of a Postgraduate Certificate or Diploma. Please also see D1 above. Variations to these requirements may exist and this will be outlined in the approved programme specification.

Award with a Pass

- Pass modules with a mark of at least 50 for each module (or equivalent half module). Averaging marks across modules is not permitted to obtain a Pass grade.

Award with Merit

- Pass modules with an average overall mark of at least 60. A mark of at least 65 must be obtained for modules to the value of 60 credits.

Award with Distinction

- Pass modules with an average overall mark of at least 65. A mark of at least 70 must be obtained for modules to the value of 60 credits.

Appendix E BOARDS OF EXAMINERS

E1. DISCRETION OF SUB-BOARDS OF EXAMINERS

If a candidate does not meet the criteria for the award of a certain classification, the relevant Sub-Board of Examiners may at its discretion recommend the award of a different classification on one or both of the following grounds:

- (a) Consideration of the overall profile of the candidate; and/or
- (b) Consideration of accepted mitigating circumstances for the candidate (but not if these circumstances have already been taken into account in determining the marks for the constituent modules, as this could result in double compensation).

When a classification is recommended in these circumstances, the reasons for the award shall be fully recorded in the minutes of the Sub-Board of Examiners. Such recommendations will be considered for approval by the appropriate School Board of Examiners.

E2. SCHOOL BOARD OF EXAMINERS

The School Board of Examiners determines the classification of degrees at its annual meeting in June/July for undergraduate programmes and July and November for postgraduate programmes. The School Board of Examiners retains the discretion in exceptional circumstances to calculate degree classification on profiles other than those set out here. No individual member of staff can promise that any particular class of degree will be awarded.

Appendix F OTHER SCHOOL POLICIES AND PROCEDURES

The following regulations, codes of practice, policies and procedures are referred to in these regulations and should be read in conjunction with these regulations:

- Academic Misconduct Policy
- Assessment Handbook
- Auditing Modules Policy
- Coursework Submission Policy
- General and Admissions Regulations for Taught Students
- Instructions for Candidates (Examinations)
- Mitigating Circumstances Policy
- Transfer to Undergraduate Part-time Study Policy
- Word Count and Marking of Over-length Coursework Policy