

# **General and Admissions Regulations for Students**

## **2015-2016**

These *General and Admissions Regulations for Students* must be read in conjunction with the appropriate degree programme regulations (*Taught Degree Regulations* or the *Postgraduate Research Degree Regulations*) and any other associated School Policies, Procedures and Codes of Practice.

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## **1. SCOPE OF THE REGULATIONS**

- 1.1 The General and Admissions Regulations for Students (known as the “General Regulations”) are laid down by the Governing Body and can only be suspended or amended by, or with the authority of, that body.
- 1.2 The General Regulations will be published annually and students are subject to the General Regulations in force for the relevant academic year.
- 1.3 Unlike the General Regulations, students will be subject to the degree-specific regulations in force at the time of their first registration on an award or individual module (i.e. Taught Degree Regulations; Postgraduate Research Degree Regulations.)
- 1.4 The General Regulations apply to all students who are registered for a degree or other qualification at SOAS i.e. certificates, diplomas, degrees and other qualifications.
- 1.5 The General Regulations apply to all students who are not registered for a degree or other qualification at SOAS but are admitted to follow individual modules at SOAS.
- 1.6 Students must read the General Regulations alongside the degree-specific regulations for their programme of study. All of the School’s Academic Regulations are published on the School’s website.

## **2. COMPLIANCE WITH REGULATIONS AND PROCEDURES**

- 2.1 Students are personally responsible for ensuring they are aware of and comply with all SOAS regulations, policies, codes of practice and procedures.
- 2.2 SOAS will not accept responsibility in the case of non-compliance by students with regulations, policies, codes of practice and procedures. Failure to comply may result in the termination of a student’s registration by the School.

## **3. SUSPENSION OF REGULATIONS**

- 3.1 Applications for suspension of the General Regulations must be made through the appropriate Dean of Faculty, Head of Institute or Head of the Doctoral School responsible for the degree programme on which the student is applying for or enrolled on. These requests must be made to the Head of Registry and Quality. Such requests will be reviewed by the Pro-Director (Learning and Teaching) on behalf of the Governing Body. 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).
- 3.2 Applications for suspension of the *Taught Degree Regulations* must be made to the appropriate Associate Dean for Learning and Teaching in the Faculty/Institute where the programme is located. Further details can be found in the *Taught Degree Regulations*.

- 3.3 Applications for suspension of the *Postgraduate Research Degree Regulations* must be made to the appropriate Associate Dean for Research in the Faculty/Institute where the programme is located. Further details can be found in the *Postgraduate Research Degree Regulations*.
- 3.4 Students who wish to apply for suspension of the General Regulations should follow the procedure outlined in regulation 3.1.

#### **4. AWARD AND REVOCATION OF DEGREES AND OTHER AWARDS**

- 4.1 Academic Board has the authority to award any degree, diploma, certificate or other award granted by SOAS in accordance with the Ordinances of the University of London or with the Charter and Statutes of SOAS University of London.
- 4.2 SOAS may award degrees and other qualifications in its own name.
- 4.3 Under University of London Ordinance 13, SOAS may award University of London degrees, subject to compliance with Ordinances 12, 14 and 15.
- 4.4 Academic Board has the authority to revoke any degree, diploma, certificate or other award granted by SOAS in accordance with the Ordinances of the University of London or with the Charter and Statutes of SOAS University of London in the following circumstances:
- (a) Administrative error in the award made
  - (b) The provision of additional information that was unavailable to the examiners at the time of award for a valid and over-riding reason
  - (c) A recommendation from an Academic Misconduct or Student Disciplinary Committee, including the provision of fraudulent information by the student

#### **5. ADMISSIONS POLICY**

- 5.1 The School will publish an *Admissions Policy* via the School website on an annual basis. Applicants must comply with the Admissions Policy in place at the time of their application to study a named programme at the School.
- 5.2 Applications to study at SOAS must be made in accordance with the School's Admissions Policy and via the published application procedure. This will include complying with any deadlines for providing supporting documentation as requested. Applicants for first degrees, including those for entry to years other than the first year, must apply through the Universities and Colleges Admissions Service (UCAS).
- 5.3 All offers of admission to pursue a programme of study at SOAS are made by the Director of Academic Services or an authorised nominee. No promise or purported offer made otherwise than in accordance with this Regulation has any validity.

- 5.4 An applicant will not be registered as a student of SOAS unless they have received an offer of admission for the programme of study on which they wish to enrol and have accepted that offer in writing by the published deadline.
- 5.5 Admission to SOAS is conditional upon an applicant signing a declaration and undertaking that they will abide by the regulations, policies, codes of practice and procedures of SOAS laid down by, or with the authority of, the Governing Body, as from time to time varied or modified by that Body.
- 5.6 Offers of admission are made for a specific entry date. An applicant who is unable to enrol by the specified date, and has not been given permission to enrol late, may apply to the Director of Academic Services or authorised nominee, to have their offer of a place deferred to the next normal entry date. Approval to defer is not given automatically and is subject to approval by SOAS. Applications for deferral beyond the next normal entry date, including those for a second deferral, will not normally be granted and, in these circumstances, applicants are required to submit a fresh application. There is no guarantee that a new application will result in an offer of a place.
- 5.7 SOAS reserves the right to reject applications to study on academic grounds or if places are no longer available and to give no reasons to such applicants save at its own discretion. Rejections will be communicated to the applicant only by the Director of Academic Services or an authorised nominee.

## **6. GENERAL ADMISSIONS REQUIREMENTS**

### **6.1 Age on entry**

In order to be admitted to SOAS, a candidate must be at least 17 years of age.

### **6.2 General admissions requirements**

An applicant cannot be admitted to SOAS unless they have satisfied the general admissions requirements applicable to their application, any additional entry requirements for the programme of study applied for and any further conditions set in the individual offer of the place.

### **6.3 Interviews and tests**

Candidates for admission may be called for interview and may be required to take an entrance test.

### **6.4 English language requirements**

Admission to SOAS is conditional upon the possession of a sound knowledge of written and spoken English as outlined in the admissions policy and the School's prospectuses. Applicants may be required to provide evidence of their competence in written and spoken English. The requirements in respect of English language competence are laid down from time to time by, or with the authority of, the Academic Board. Applicants for admission may be required, as a condition of their registration, to attend pre-sessional

and/or in-session English language classes.

## 6.5 Undergraduate Taught Programmes entry requirements

6.5.1 The minimum entry qualification is the ability to demonstrate the potential to study at undergraduate level (Levels 4, 5 and 6 of the *Framework for Higher Education Qualifications*).

6.5.2 In addition to 6.5.1, programmes of study may specify additional entry conditions as outlined in the School's Undergraduate Prospectus or on the School's web site.

## 6.6 Postgraduate Taught Programmes entry requirements

6.6.1 The minimum entry qualification is the ability to demonstrate the potential to study at postgraduate level (Level 7 of the *Framework for Higher Education Qualifications*). This will normally require an upper second class honours degree awarded by a UK university institution or a degree of equivalent standard from an overseas institution, extending over a period of not less than three years and in a subject appropriate to the degree to be followed.

6.6.2 In addition to 6.6.1, programmes of study may specify additional entry conditions as outlined in the School's Postgraduate Taught Prospectus or on the School's web site.

6.6.3 Applicants with alternative qualifications may also be considered for entry to a taught postgraduate degree. They may be required to undertake a qualifying programme of study and/or pass an examination before being admitted.

6.6.4 LLM re-application: A student who has been awarded the LLM degree at SOAS may apply to enter again for the same qualification in a different field of study, provided that on each occasion the student applies and registers anew, pays the appropriate tuition fees, and complies with the regulations as if entering for the first time. Students may not repeat any modules which they have already passed.

## 6.7 Postgraduate Research Programmes entry requirements

6.7.1 The minimum entry qualification for enrolment for a research degree is an upper second class honours degree and a postgraduate taught degree awarded by a UK university institution or a degree of equivalent standard from an overseas institution and in a subject appropriate to the degree to be followed.

6.7.2 In addition to 6.7.1, an applicant may, in certain fields and subjects, be required to meet additional qualifications for admission as outlined in the School's Postgraduate Research Prospectus or on the School's web site.

## **7. REGISTRATION, ENROLMENT AND RE-ENROLMENT**

- 7.1 A student's date of registration is the date of their first admission and enrolment at SOAS on their degree programme i.e. the date on which their degree programme at SOAS starts.
- 7.2 Registration, enrolment and re-enrolment procedures will be laid down by the Director of Academic Services annually and all successful applicants or students must register, enrol or re-enrol, as appropriate, in accordance with these procedures.
- 7.3 Applicants or students may not attend classes or use the facilities of SOAS until they have completed enrolment or re-enrolment procedures.
- 7.4 In respect of programmes of study leading to the award of a qualification, initial enrolment will include registration for the qualification being sought. Students must register at the beginning of their programme of study for the degree programme and mode of study for which they have been offered a place.
- 7.5 Registration may be full or provisional. Full registration remains valid until the end of the current academic year or until the end of the qualification sought or until registration is terminated or lapses, whichever is the sooner. Provisional registration shall last until such time as prescribed by the School in each case.
- 7.6 Students following programmes of study of more than one year duration must re-enrol at the beginning of each subsequent academic session as determined by the structure of their programme of study.
- 7.7 Completion of enrolment and re-enrolment will depend on a student having met the following conditions:
- 7.7.1 To have met all admissions requirements for the programme of study
  - 7.7.2 To have completed all online and in-person registration and enrolment procedures
  - 7.7.3 To have paid all fees and charges to the School or to have provided guarantees of such payment satisfactory to the School within the published timeframe
  - 7.7.4 To not have been barred from further registration at the School due to any breaches of the School's regulations, policies, codes of practice or procedures
- 7.8 Students on taught programmes of study must comply with the Module sign-up process published annually by the School.
- 7.9 Students can only be registered for one qualification at SOAS at a time. Students cannot be registered concurrently for another degree at another Higher Education Provider.
- 7.10 A student who has been awarded a SOAS qualification may not subsequently be registered for the same qualification in the same subject or branch of study.

- 7.11 It is the responsibility of applicants and students to ensure that information which they provide is accurate and complete. This requirement applies, amongst other things, to applications, qualifications, and registration, enrolment and re-enrolment. SOAS reserves the right to withdraw the offer of a place or to terminate or suspend a student's registration or to prevent enrolment or re-enrolment if fraudulent information has been supplied or if information has been fraudulently withheld.
- 7.12 Students may be required to provide proof of identity, academic qualifications and other information which they have submitted. SOAS reserves the right to withdraw the offer of a place or to terminate or suspend a student's registration or to prevent enrolment or re-enrolment if proof is not produced in the means specified and within the agreed time limit. SOAS also reserves the right to make such enquiries as it thinks fit to ascertain the accuracy of information submitted to it.

## **8. APPROVED PROGRAMMES OF STUDY**

- 8.1 The *Taught Degree Regulations* and *Postgraduate Research Degree Regulations* stipulate, among other things, the normal attendance modes and duration for approved programmes of study.
- 8.2 SOAS reserves the right to withdraw or alter programmes of study or modules. Advance notice will be given to students of alternative options.
- 8.3 A student registered for a degree which requires the acquisition of fluency in a foreign language may be required or permitted to spend part of the programme of study abroad for this purpose. The length of the period spent in study abroad shall be specified in the programme specification, but will not normally exceed a maximum of one year's duration for a full-time programme.

## **9. TERM DATES AND TEACHING LOCATION**

- 9.1 The School's term dates will be approved annually by Academic Board and published on the School's website.
- 9.2 All teaching will take place in property owned or leased by SOAS for that purpose, except where SOAS specifically authorises teaching to take place elsewhere.

## **10. TUITION FEES**

- 10.1 Tuition fee rates are published for specific academic sessions and are fixed for the duration of that session. Students are required to pay the tuition fees relevant to their year of study.

- 10.2 Tuition and other fees will be charged according to the School's *Refund and Charging Policy* which can be found on the tuition fees page of the School's web site.
- 10.3 No applicant or student will have completed registration, enrolment or re-enrolment procedures until the appropriate tuition fees have been paid or there is written assurance, acceptable to the Director of Academic Services, that the tuition fees will be forthcoming from a reliable source such as Student Finance or other formal sponsor found acceptable to the Director of Academic Services.
- 10.4 Self-funded students undertaking on-campus degree programmes with a minimum tuition fee of £1500 may pay in two equal instalments on agreeing to the terms and payment of an administration charge.

## **11. EXAMINATION FEES**

- 11.1 Examination fees are payable by students who are no longer enrolled and by all part-time students not registered for a degree or other qualification.
- 11.2 Examination fees are payable at the time of confirmation of re-entry for examinations. A schedule of examination fees will be available on the Examinations and Assessments section of the Registry web page.

## **12. DEBT OR LIABILITY OUTSTANDING**

- 12.1 Where a student has a debt or other liability outstanding to one or more of the following: SOAS, the University of London or to another College of the University, SOAS reserves the right to take action to obtain settlement including legal proceedings.
- 12.2 A debt or liability may include, among other things, outstanding tuition fees or loans, outstanding examination fees and library debts (including unreturned library items). Action may include: the withholding of end-of-session results or award documents; the withdrawal of library privileges; refusing re-enrolment in the following academic session; cancellation of registration or enrolment and exclusion. Where other measures prove unsuccessful SOAS may institute legal proceedings.

## **13. MODULE SIGN-UP**

- 13.1 All new and returning students on taught programmes must select their modules in line with the School procedures for module sign-up (known as "Course sign-up") and by the published deadline. Students are required to select their modules for each academic year no later than the start of the academic year.
- 13.2 Students will be required to select their modules via the online system which will be available at certain points in the academic year for this purpose. Students will be notified in advance of these periods.

13.3 All module selections are provisional until they have been approved by the student's home Faculty/Institute.

13.4 Any exceptions to this procedure will be published annually.

## **14. ACADEMIC PROGRESS**

### **14.1 Attendance**

Students are required to attend regularly and punctually all lectures, classes, tutorials and seminars which form the programme of study for which they are enrolled and any prescribed English language classes. Students are required to comply with instructions concerning attendance which may be issued from time to time by, or with the authority of, the Head(s) of Department(s) in which they are studying. In addition, students must comply with any programme or award attendance requirements. Failure to attend regularly and punctually without good cause may result in the Director of Academic Services deeming a student to have withdrawn from the programme of study. Students must inform their Faculty/Institute if they are absent from their classes for more than two weeks and must supply a medical certificate or other documentary evidence explaining the reason(s) for their absence.

### **14.2 Progression**

For programmes of longer than one year duration, progression from one year to the next will be subject to the student satisfying the Board of Examiners in respect of such progression or, in the case of a research student, subject to a satisfactory report from the student's Research Committee. Progression in taught programmes of study is governed by the *Taught Degree Regulations* which specify the decisions available to the relevant Board(s) of Examiners. Students who fail to satisfy the relevant Board(s) of Examiners will not be permitted, at that time, to proceed to the next normal year of their programme of study.

### **14.3 Leave of absence**

SOAS may, at its discretion, grant an interruption of study to a candidate on grounds of illness or other cause found adequate, for a period of up to one year. Applications for leave of absence must be made in accordance with the published procedure and are not granted automatically. Applications for interruption of study are normally only permitted for a maximum of one year at a time. Applications for longer than one year must be approved by the appropriate Faculty Associate Dean. Applications will not normally be approved for periods of interruption of study exceeding two years in total.

### **14.4 Failure to follow enrolment or other procedures**

Students who interrupt their studies without approval or otherwise fail to re-enrol at the designated time may be deemed by the Director of Academic Services to have withdrawn from their studies and their registration will lapse. In such cases an application for re-registration will be considered and, if granted, may be subject to specified conditions.

**15. CHANGE OF DEGREE REGISTRATION**

- 15.1 Students who wish to apply for a change of degree registration relating to the current academic year must submit a completed degree transfer application form to the Registry by the deadlines published annually on the Registry website.
- 15.2 Applications for a change of degree registration after the deadlines will only be considered in exceptional cases. Late applications will be forwarded to the appropriate Associate Dean of the relevant Faculty or Faculties. The Associate Dean(s) will report any changes approved to the Registry.

**16. STUDENT DISCIPLINE**

- 16.1 No student shall engage in activity likely to interfere, in the broadest sense, with the proper functioning or activities of SOAS or those who work or study in SOAS or undertake action which otherwise damages SOAS.
- 16.2 Students are required to comply with the SOAS Student Charter concerning freedom of expression and *Code of Practice on the Booking and Conduct of Meetings* held at SOAS.
- 16.3 Students are required to comply with all regulations, policies, codes of practice and procedures from time to time laid down by, or with the authority of, the Governing Body or Academic Board and with all relevant legislation.
- 16.4 Students are required to abide by the rules for its use as laid down from time to time by the library
- 16.5 Students are required to abide by the rules for the use of SOAS computer systems. Users must comply with the Data Protection Act insofar as it is relevant to their activities. They must report the existence of any files which are under their control and which fall under the terms of the Act to the Information Compliance Manager at SOAS. Conduct by a user in contravention of the Act or which may involve SOAS in a contravention of the Act is an offence
- 16.6 Contravention of Regulation 16 renders a student liable to penalties, which in serious cases may extend to suspension or termination of registration. Such penalties shall be imposed in accordance with the disciplinary or other procedures from time to time laid down by, or with the authority of, the Governing Body or Academic Board.

**17. COMMUNICATIONS WITH INDIVIDUAL STUDENTS**

- 17.1 Students are required to keep the School informed of their current home and term-time address and other contact details.
- 17.2 Communications sent to an individual student must be regarded as applying to that student only.

**18. INTERNET ACCESS**

18.1 All students are required to have regular internet access, allowing them to access programme resources on the Bloomsbury Learning Environment (Moodle), to submit assessments, and to access the programme specifications and regulations for their programme of study and modules.

**19. ASSESSMENT**

19.1 The term assessment includes assessment of a module by unseen written examination, coursework, project, dissertation, oral examination, performance or any combination of these or other forms of assessment as approved by the School. Where used without modification, the word examination refers to a written examination.

19.2 No student will be admitted to an assessment unless they have attended the appropriate programme and/or module(s) of study in preparation for the assessment.

19.3 Candidates may have their entry to an assessment or assessments cancelled if they have not attended the appropriate programme and/or module(s) to the satisfaction of SOAS or in accordance with attendance requirements prescribed for the relevant programme and/or module(s) of study.

19.4 Candidates who re-enter for any part of an assessment shall be assessed in accordance with the regulations that were current when they first entered for assessment.

19.5 Absence from an assessment will result in a failure being recorded unless the student has mitigating circumstances accepted in line with the School's *Mitigating Circumstances Policy*.

19.6 Candidates must abide by the instructions to candidates governing the assessments for which they have entered. Failure to observe the instructions to candidates may constitute academic misconduct and be referred for investigation under the School's *Academic Misconduct Policy*.

19.7 Examination scripts, dissertations, independent study projects, or essays for modules assessed wholly by one piece of coursework, are the property of SOAS and will not be returned to candidates.

**20. SPECIAL ASSESSMENTS PANEL**

20.1 Students eligible for special assessment arrangements on the grounds of disability may be referred to the Special Assessment Panel by the Disability Officer, if they require special adjustments or alternative assessments.

## **21. ACADEMIC MISCONDUCT**

### **21.1 Types of academic misconduct**

Conduct which constitutes academic misconduct includes but is not restricted to:

- (a) introduction of non-permitted materials into an assessment or examination
- (b) removal of an examination script or examination stationery from the examination room unless explicitly authorised
- (c) any attempt to confer or gain access to the examination script or other assessment of another candidate
- (d) any attempt to tamper with an examination script after the completion of the examination
- (e) impersonation or attempted impersonation of a candidate
- (f) plagiarism in any assessed work as defined by the School regulations on plagiarism (including self-plagiarism)
- (g) falsification or misrepresentation of data, results, references, evidence or other information
- (h) contract cheating (work produced by third parties, i.e. ghostwriting, essay mills or other sources)
- (i) proof-reading of assessed/examined work which is deemed to have gone beyond the normal correction of spelling or punctuation to a degree whereby the work may not be considered to be the student's own
- (j) Any conduct likely to give an unfair advantage to the candidate

### **21.2 Investigation of academic misconduct**

Investigation of cases of suspected academic misconduct will be governed by the School's *Academic Misconduct Policy*. In all proceedings in relation to academic misconduct, a student will be presumed innocent of the charge until the contrary is proved on the balance of probabilities or the candidate admits culpability.

### **21.3 Plagiarism**

All work submitted as part of the requirement for any assessment of SOAS must be the student's own work and expressed in their own words and incorporate their own ideas and judgements. Plagiarism - that is, the presentation of another person's thoughts or words as though they were the student's own – must be avoided and all work must be referenced using approved referencing procedures.

### **21.4 Self-plagiarism**

Work submitted for one module may not be used for another module without acknowledgement and prior approval by the module convenor. Where students draw on their own previous written work, whether submitted for their current degree, or for a previous degree or qualification, this must be clearly stated and referenced accordingly.

## **22. AWARD OF A DEGREE, DIPLOMA OR CERTIFICATE**

22.1 To be awarded a degree, diploma or certificate a candidate must:

22.1.1 Have completed to the satisfaction of SOAS the programme of study prescribed in the regulations for the particular award for which the student registered.

22.1.2 Within the period prescribed, have been examined in all parts of the examination for that degree, diploma or certificate and have shown a competent knowledge in the examination as a whole.

22.2 In addition, the candidate must have settled, or agreed to settle to the satisfaction of SOAS, any debt or outstanding liability to SOAS, the University of London or to another College of the University of London.

### **23. APPEALS**

23.1 A student who wishes to make an appeal in respect of their progression and/or assessment outcomes should follow the School's *Appeals Policy*.

23.2 Appeals can only be made once the results have been ratified by the examiners and released by the Registry.

23.3 The grounds for appeal are limited to the following:

- (a) Administrative or procedural irregularity/error
- (b) The presentation of new evidence of mitigating circumstances where, for good reason, the decision-making body was not made aware of these
- (c) Prejudice or bias or perception of such which can be proven

23.4 Students cannot appeal against the academic judgement of examiners.

23.5 Students who are unhappy with the outcome of the School's Appeals Procedure have recourse to the Office of the Independent Adjudicator for Higher Education (OIA) as outlined in the *School Appeals Policy*.

### **24. NOTIFICATION OF ASSESSMENT RESULTS**

24.1 Students will be notified of their results routinely after the results have been ratified by the appropriate School examining body. The actual dates for taught degree programmes will be published on the Examinations and Assessments Section of the Registry web page. The date for the release of postgraduate research results will depend on when the final examination is taken.

24.2 A certificate will be sent to each student who has been awarded a degree within three months from the date of award, without charge.

24.3 All marks received during the course of a student's programme of study are provisional until ratified by the examiners.

24.4 The publication and notification of results will comply with the requirements of the Data Protection Act 1998.

## **Appendix A OTHER SCHOOL POLICIES AND PROCEDURES**

A1. The following regulations, codes of practice, policies and procedures are referred to in these General Regulations and should be read in conjunction with these regulations:

- Academic Misconduct Policy
- Admissions Policy
- Appeals Policy
- Code of Practice for Research Degrees
- Code of Practice for the Booking and Conduct of Meetings
- Coursework Submission Policy
- Mitigating Circumstances Policy
- Postgraduate Research Degree Regulations
- Refund and Charging Policy
- Taught Degree Regulations
- Word Limit Policy