



Academic Regulations  
for Taught Programmes  
**2022/23**

These regulations apply to students starting on undergraduate and taught postgraduate degree programmes in Academic Year 2022/23.

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## Introduction

1. These regulations are a key part of the School's information for undergraduate and taught postgraduate students. They set out requirements and expectations for students following the School's undergraduate and taught postgraduate programmes who first enrolled in September 2022 or later. They should be read together with the specific requirements for the student's programme of study, and the following School policies, procedures and regulations:
  - Academic Misconduct Policy
  - Appeals Procedure
  - Assessment Policies
  - General and Admissions Regulations
  - Mitigating Circumstances Policy
  - Support to Study Policy
  - Student Engagement Policy
  - Suspension of Regulations Policy

All of the above can be found at: <https://www.soas.ac.uk/registry/degreeregulations/>

2. These regulations apply to all undergraduate and taught postgraduate programmes of study unless an exception is specifically highlighted. Further information will be available to students in handbooks, the School website and the virtual learning environment, but in all cases these regulations take precedence.
3. These regulations apply to Full programme, Visiting and Associate students, as defined in the General and Admissions Regulations for Students, when they are enrolled on modules delivered by the School. These regulations also apply where students enrolled at a partner organisation are undertaking a SOAS programme under a franchise arrangement. They apply to postgraduate research students only where a student is taking a taught module as part of their programme of study.
4. Any exceptional cases for waiver of these regulations will be considered under the Suspension of Regulations Policy.

## Admission and Enrolment

5. Regulations relating to admission and recognition of prior learning may be found in the General and Admissions Regulations.
6. Students admitted to the School must complete enrolment prior to the start of term 1. Students are not entitled to attend classes until enrolment has been fully completed, and in all cases they must have completed enrolment and started attending classes no later than the end of week 2 of term.
7. Students must enrol at the start of each subsequent academic year of their programme, unless leave of absence for the academic year has been approved in advance. Enrolment must be completed no later than the end of week 2.

8. The School reserves the right to withdraw the enrolment of students who have failed to disclose relevant information, or who have presented misleading or false information, in applying for a programme of study. The School also reserves the right to decline or withdraw the enrolment of students who do not hold the appropriate immigration status, or who fail to comply with the conditions of their visa.

### Programmes of Study

9. The undergraduate awards of the School are:

Certificate of Higher Education	CertHE	FHEQ level 4
Diploma of Higher Education	DipHE	FHEQ level 5
Bachelor of Arts	BA	FHEQ level 6
Bachelor of Laws	LLB	
Bachelor of Music	BMus	
Bachelor of Science	BSc	
Bachelor of Arts with Honours	BA (Hons)	
Bachelor of Laws with Honours	LLB (Hons)	
Bachelor of Music with Honours	BMus (Hons)	
Bachelor of Science with Honours	BSc (Hons)	
Graduate Certificate	Grad Cert	
Graduate Diploma	Grad Dip	

10. The postgraduate awards of the School are:

Postgraduate Certificate	PGCert	FHEQ level 7
Postgraduate Diploma	PGDip	
Master of Arts	MA	
Master of Laws	LLM	
Master of Research	MRes	
Master of Science	MSc	

11. At the point of first registration, each student is registered for a specific programme of study, or as a visiting or associate student. The requirements for each stage of each programme of study are set out in the Programme Specification section on the SOAS intranet. Some programmes are offered in collaboration with another institution, with students taking specified modules at the other institution to fulfil the programme requirements.

12. A student seeking to change programme should complete the Degree Programme Transfer Form available on the Student Information Desk (SID). Programme transfers are at the discretion of the School and decisions will take into account the student's qualifications on entry, modules taken and grades achieved, availability of places and any programme-specific requirements. Changes of degree programme are not permitted later than the end of week 2 of an academic year, and any requests received later will be considered for the following academic year.

### **Mode of Attendance, Leave of Absence and Duration of Study**

13. Undergraduate degree programmes are intended for full-time study only. A full-time undergraduate student will study 120 credits in each academic session. Exceptionally, a student may be permitted to enrol on a part-time basis, in which case the sequence of modules to be taken may be specified by the School. Undergraduate students may also be required to undertake a period of part-time repeat study if they are not qualified to progress to the next stage of their programme.
14. Postgraduate degree programmes, and graduate certificate or diploma programmes, may be studied on a full-time or part-time basis, as specified on the programme webpage. Normally students are expected to retain the same mode of attendance throughout their programme.
15. In exceptional circumstances, a student may apply to transfer from full-time to part-time, or vice-versa, by completing the Change of Mode of Attendance form available on the Student Information Desk (SID). Approval to change will depend on the appropriateness of the proposed mode of study for the student's programme and visa status.
16. Where a student requires a break in study, they may apply for leave of absence for a period of up to 12 months by completing the Leave of Absence form available on the Student Information Desk (SID). Normally leave of absence will be granted no more than twice during a student's period of study.
17. After the end of week 2 of an academic year, leave of absence for that year will only be considered in cases where the student has extenuating circumstances supported by evidence. Leave of absence for an academic year cannot be considered after the end of term 2 of that year.
18. In certain circumstances, leave of absence may not be possible, for example where a stage of a programme is running in its current form for the last time.
19. Where leave of absence is granted, a return to study date will be agreed. The student must register and resume their studies on that date; otherwise they will be withdrawn from study.

20. The maximum period of study, not including any approved leave of absence, for each award is:

<b>Award</b>	<b>Full-Time (max years)</b>	<b>Part-Time(max years)</b>
3 year undergraduate degree	5	n/a
4 year undergraduate degree	6	n/a
3 year undergraduate degree with Foundation Year	6	n/a
4 year undergraduate degree with Foundation Year	7	n/a
Senior Status LLB	4	n/a
Graduate Certificate	2	3
Graduate Diploma	3	4
1 year full-time Master's	2	
2 year full-time Master's	3	
2 year part-time Master's		3
3 year part-time Master's		4
Postgraduate Certificate	2	3
Postgraduate Diploma	2	3

21. Where a student transfers between full-time and part-time modes of study the maximum period of enrolment will be calculated on a pro-rata basis, with two part-time years equivalent to one full-time year. This does not apply in cases where a student is required to register part-time in order to repeat failed modules; such years will count in full.
22. The maximum period of study will be reduced by one year full-time or two years part-time for every 120 credits granted in recognition of prior learning.

### **Modules, Engagement and Assessment**

23. Undergraduate programmes are made up of modules, which normally carry 15 or 30 credits in the Framework for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ), which equate to 7.5 or 15 ECTS respectively. Occasionally, modules may be approved carrying 45 or 60 credits (22.5 or 30 ECTS). A programme stage will contain modules totalling 120 credits.
24. Postgraduate programmes are made up of modules, which may carry 15, 30, 45, 60 or 90 FHEQ credits. The ECTS value of each is exactly half of the FHEQ credit value.

25. Students select modules using the module sign-up process. Modules must be chosen before the start of each academic year, and modules cannot be changed after the end of week 2 of the term in which the module starts.
26. Modules may be designated Core (which must be taken and passed in order to progress); Compulsory (which must be taken, and must be passed for the degree award, but need not be passed in order to progress); Guided Option (selected from a defined list); or Open Option (selected from a wide range of School modules) within the structure of the student's degree programme. With the approval of their Programme Convenor, a student may replace an Open Option with an Intercollegiate Module or an Online Shared Module (where available)
27. Students are expected to engage fully with the learning opportunities offered to them by the School, but also to study independently, taking responsibility for their own learning. Details of how the School monitors engagement and supports students can be found in the Student Engagement Policy. Repeated failure to engage can lead to a student being withdrawn from study.
28. Exceptionally, the Teaching, Learning and Student Outcomes Committee (TeLSOC) may approve a minimum attendance or participation requirement in order to pass a module, and where this is the case, it will be made explicit in the module descriptor.
29. Each module is assessed by one or more elements of assessment. Each element of assessment is given a percentage weighting in the calculation of the module grade. Where an element of assessment has not been completed, it will be weighted zero in the module grade calculation.
30. Where coursework, including a dissertation or project, is handed in late and there are no approved mitigating circumstances, the work will be accepted for up to 7 days after the due date, with the mark reduced by 2 marks per day late. After 7 days, work will not be accepted, i.e. a mark of zero will be awarded.
31. Students should ensure they are familiar with the **Academic Misconduct Policy** and the **Assessment Policies**.
32. Exceptionally, TeLSOC may specify that a pass grade must be achieved in a particular element of assessment in order to pass a module. Where this is the case, it will be made explicit in the module descriptor.
33. Student performance in each assessment and in each module will normally be assessed and recorded using a percentage grade. Exceptionally, TeLSOC may grant approval for a competence-based module to be assessed on a pass/fail basis only. Grades will be confirmed by an Assessment Board.
34. Credit will be awarded for an undergraduate module where a student has achieved a grade of 40% or higher. Grades of 39% or lower, and grades of NR, are fail grades and a grade of NC indicates that the module could not be completed. For each of these, no credit is awarded.

35. Credit will be awarded for a postgraduate module where a student has achieved a grade of 50% or higher. Grades of 49% or lower, and grades of NR, are fail grades and a grade of NC indicates that the module could not be completed. For each of these, no credit is awarded.
36. Two assessment opportunities are offered in each year. Where a student has a fail grade (including a grade of NR) for any element of assessment in the first assessment period, they will be permitted to take it at the summer reassessment period, with the module grade capped at the minimum pass mark, except in those elements where reassessment is not possible (which will be set out in the module descriptor). A student who has undertaken reassessment cannot be awarded a lower grade than that achieved at the first attempt.
37. There is no limit to the number of modules in which a student can be reassessed, provided they have not exhausted the permitted assessment attempts.
38. A student cannot be reassessed in an element of assessment, or in a module, in which they already have a passing grade.

### Progression – Undergraduate Students

39. Undergraduate student progression will be considered at the end of each academic year, after the main assessment period and again after the reassessment period. Student progression is measured against the academic requirements for each programme year, and will be applied to all non-finalists (including those who have undertaken study abroad) and to finalists who have not met the requirements for their intended award. Progression Boards oversee student progression. A student has the right to appeal against a decision of a Progression Board, in line with the **Academic Appeals Policy**. The possible decisions of the Progression Board are outlined in regulations 40 – 43 below.
40. **Progress:** Standard progression at the end of an academic year of full-time study is completion of 120 credits with passing grades. Such students will be eligible to proceed to the next year of the degree programme.
41. **Progress, carrying reassessment:** Students who have passed at least 90 credits of an programme year, and have not failed a Core module, will be permitted to proceed to the next year, carrying the missing module credit. Such students will be required to undertake reassessment in all failed elements of assessment in the following academic year. They will have access to both assessment opportunities in that year, and the grade achieved will be capped at the minimum passing grade. Where the module is running in the following academic year, they will have access to the lectures, and normally will be assessed on the latest version of the module, rather than the original version they first studied. Students must pass all carried modules by the end of that year, otherwise they will be required to withdraw. If a student wishes to repeat a module in full rather than carry it as reassessment, they may apply to do so, and if approved it will be treated as repeat study (see section below).
42. **Undertake repeat study:** Students who have passed at least 60 credits, but fewer than 90 credits of a programme year, or who have failed a Core module, will be required, if eligible, to undertake repeat study in the following year in order to retake the modules in which they have not achieved a passing grade, or to take agreed substitute modules.

43. **Withdraw:** Students who have passed fewer than 60 credits of a programme year will normally be required to withdraw from study. A student who is withdrawn may be awarded a lower award for which they have met the academic requirements within the maximum period of study for that award.
44. Those with exceptional permission to follow a degree programme on a part-time basis will progress from one year to the next on the same basis as above, will be expected to pass at least half the credit for which they have registered in each academic year, and must be able to complete within the maximum period of study.

### Undergraduate Repeat Study

45. A student will be permitted to repeat any programme year once only. Where a student is permitted to repeat a module or modules in the following academic year, they must participate fully and complete all assessments. No previous assessment grades will be carried forward. Students will have access to both assessment opportunities, and the grade achieved will be capped at the minimum passing grade whether the module is repeated or substituted. All repeated or substituted modules must be passed for the student to progress further; otherwise they will be required to withdraw.
46. No student will be permitted to repeat more than two programme years in total. If a student fails to progress on a third occasion, they will be required to withdraw.
47. A student may not take a module (or a module and an agreed substitute for that module) in more than two academic sessions.

### Progression – Postgraduate Students

48. Postgraduate student progression will be considered at the end of each academic year, after the main assessment period and again after the reassessment period. At this point, student progression is measured against the academic requirements for the taught elements of a student's programme of study. Progression is considered again after the dissertation submission date. Progression Boards oversee student progression. A student has the right to appeal against a decision of a Progression Board, in line with the **Academic Appeals Policy**. The possible decisions of the Progression Board are outlined in regulations 50-59 below.
49. Postgraduate students have access to two assessment attempts for each assessment element. Two opportunities are provided in each academic year, but where a student has not had the opportunity to take two attempts, they may be eligible to reassess as outlined below. Non-submission, without good cause approved, constitutes an attempt.
50. **Award:** Where a student has met the requirements of their intended award in full.
51. **Dissertation:** Where a student has successfully completed the taught modules and only the dissertation remains to be graded.
52. **Reassess:** Where a student has assessment attempts remaining in one module or more, and has no module where both attempts had been exhausted, they will be permitted to undertake reassessment at the next opportunity. If the reassessment attempt is in the following academic year, students must pass all reassessed modules by the end of that year, otherwise they will be

required to withdraw. Any module passed at the second assessment attempt will be capped at the minimum passing grade.

53. **Reassess and defer:** Where a student meets the criteria for 'reassess' as above, but needs to complete reassessment in 45 credits or more, they will be permitted to undertake reassessment but the due date of the dissertation will be deferred until after the reassessment has been attempted.
54. **Continue:** Where a part-time student, or a full-time student on a two-year programme, has passed all modules taken, they will continue to the next year of their programme.
55. **Continue and reassess:** Where a part-time student has assessment attempts remaining in one module or more, and no module where both attempts have been exhausted, they will be permitted to continue, undertaking assessment in the following academic year. Students must pass all reassessed modules by the end of that year, otherwise they will be required to withdraw. Any module passed at the second assessment attempt will be capped at the minimum passing grade.
56. **Pause and reassess:** Students registered on a full-time two year postgraduate programme with intensive language must pass both the language module and the summer language school on which they are enrolled in the first year in order to be permitted to progress to the second year of the programme. If a student has assessment attempts remaining in these, they must repeat and pass these before they can progress to year two. Alternatively, students in this position may request transfer to a programme without intensive language.
57. **Aim for lower award:** Where a student has attempts remaining in some modules but has exhausted both attempts in others, the original intended award is not achievable, but a lower award, typically PG Cert, is still possible. In such cases the student will be permitted to take remaining assessment opportunities in the following year in order to attempt to attain an award. No attempts will be permitted beyond that year.
58. **Award lower award:** Where a student has met the requirements for a lower award, and no higher award is possible from the remaining assessment attempts.
59. **Withdraw:** Where all assessment attempts have been exhausted, or no award is achievable from the remaining assessment attempts, or where there has been a consistent pattern of failure to attempt assessment.
60. Repeat study for postgraduate students is not normally permitted.

### **Short-term Absence and Mitigating Circumstances**

61. A student may apply for an extension or deferral of assessment as described in the **Mitigating Circumstances Policy**. Any request for extension must be submitted on or before the date on which the assessment is due. Any request for deferral should normally be submitted in advance of the coursework deadline or examination date; where this is not possible, they should be submitted, including evidence, within 7 days of the assessment date. Only in extreme cases, such as emergency hospitalisation, will requests be accepted later. Deferral will not be considered after the Assessment Board has met.
62. Applications for extension and deferral are administered overseen by the Mitigating Circumstances Panel.

63. Where deferral of an assessment has been approved, assessment should be completed in the late summer reassessment period. Assessment due in the late summer reassessment period cannot be deferred, and a final outcome of Pass, Fail or Not Completed will be given for the module, as appropriate. A module that has not been passed may be reassessed or repeated in the following academic year, provided the student is eligible to do so under the progression regulations.
64. Where a postgraduate student is prevented by mitigating circumstances from submitting the dissertation, they may apply to defer submission to 31 October of the same year. Where there are exceptional circumstances such that this is insufficient, a period of leave of absence should be requested, and a future submission date agreed by the Mitigating Circumstances Panel.

### **Undergraduate Awards**

65. Each award has a minimum credit requirement that must be met in full. No condonement or compensation of failed modules is permitted.
66. Students who withdraw from study, or are withdrawn by the School, may be awarded an exit award if they meet the criteria for an award as outlined below, with the appropriate credit gained within the maximum period of study for that award.
67. Award titles are as approved by the School, and are not adjusted to reflect the modules taken by a student, except in cases where the programme structure allows for award with a named Pathway.
68. For the award of the Certificate in Higher Education, students require passes in 120 credits at level 4 or above. The Certificate in Higher Education is an exit award and does not carry a subject title.
69. For the award of the Diploma in Higher Education, students require passes in 240 credits, with at least 90 at level 5 or above. The Diploma in Higher Education is an exit award and does not carry a subject title.
70. For the award of an Honours Degree with a specific title, having followed a 3 year programme, students require passes in 360 credits, with at least 90 at level 6, fulfilling the requirements of the programme structure for that title in full.
71. For the award of an Honours Degree with a specific title, having followed a 4 year programme, students require passes in 480 credits, with at least 90 at level 6, fulfilling the requirements of the programme structure for that title in full.
72. For the award of a Pass Degree with a specific title, students require passes in 300 credits, including at least 60 at level 6. Note that if a student is awarded a Pass degree, having followed a 3 year LLB programme, the award title will be BA in Law. No Pass degree can be awarded to a student who has followed the Senior Status LLB programme. Where a student is qualified for the award of a Pass Degree, but is also eligible under progression regulations to undertake further assessment for an Honours degree, they will be entitled to choose either to accept the Pass degree, or to undertake further assessment.

73. For any of the above awards including a Foundation Year, 120 additional credits are required.
74. For the award of the Senior Status LLB, students require passes in 270 credits, fulfilling the requirements of the programme structure in full.
75. For the award of the Graduate Certificate, students require passes in 60 credits, with at least 45 at level 6.
76. For the award of the Graduate Diploma, students require passes in 120 credits, with at least 90 at level 6.
77. The Certificate of Higher Education, Diploma of Higher Education, Bachelor’s Degree, Graduate Certificate, Graduate Diploma and integrated Master’s Degree may be awarded with Distinction or with Merit.
78. A grade average will be calculated to determine eligibility for an award with Distinction or Merit. For the Certificate in Higher Education, it will be based on the passing grades achieved in stage 1; for the Diploma in Higher Education, on the passing grades achieved in stage 2; for the Pass degree, on the passing grades achieved in stages 2 and 3; and for the Graduate Certificate and Graduate Diploma, on the passing grades achieved in all modules passed. Failed modules, and any modules assessed on a pass/fail basis, will not be included in the calculation.
79. An award will be made with distinction where a student has an overall grade average of at least 70%.
80. An award will be made with Merit where a student has an overall grade average of at least 60%.
81. Any of the School’s undergraduate awards may be awarded posthumously. A posthumous award will be calculated based on credit attained.
82. Where a student has been prevented from completing sufficient assessment due to severe illness or other exceptional circumstances, the Assessment Board may recommend to the School Board that an Aegrotat award is made. An Aegrotat award does not carry a classification, merit or distinction.

### Classification of Honours Degrees

83. Degree classification will be determined based on a grade average, weighted by module credit, of the passing grades achieved in the modules taken in stages 2 and 3 of a three year Honours programme, or stages 2 and 4 of a 4 year programme (normally 240 credits in total). For the Senior Status LLB, the calculation will be based on all modules passed at FHEQ level 6. Failed modules, and any modules assessed on a pass/fail basis, will not be included in the calculation for any student.
84. The grade average is calculated and rounded to the nearest whole number, and corresponds to an Honours classification as detailed in the table below. There is no borderline area, and Boards do not have the ability to change a classification from that calculated.

Grade average	Honours degree classification
70% and above	First class

60% - 69%	Second class, upper
50% - 59%	Second class, lower
40% - 49%	Third class

85. A degree classification will be calculated for each student who meets the credit requirements for an Honours degree in full. A student who has not met the credit requirements is not eligible for the award of the Honours degree, regardless of grade average.

### Postgraduate Awards

86. Each award has a minimum credit requirement that must be met in full. No condonement or compensation of failed modules is permitted.
87. Students who withdraw from study, or are withdrawn by the School, may be awarded an exit award if they meet the criteria for an award outlined below, with the credit attained within the maximum period of study for that award.
88. For the award of the Postgraduate Certificate, students require passes in 60 credits, with at least 45 at level 7.
89. For the award of the Postgraduate Diploma, students require passes in 120 credits, with at least 90 at level 7.
90. For the award of the Master's degree, having followed a one year programme (or its part-time equivalent), students require passes in 180 credits, with at least 150 at level 7.
91. For the award of the Master's degree, having followed a two year programme (or its part-time equivalent), students require passes in 300 or 315 credits (as specified in the programme structure), including a compulsory period of study abroad, with at least 150 at level 7. Where students exit the programme without completing the required credit total in full, the highest award that can be granted is Postgraduate Diploma.
92. Any of the School's postgraduate awards may be awarded posthumously. A posthumous award will be calculated based on credit attained.
93. Where a student has been prevented from completing sufficient assessment due to severe illness or other exceptional circumstances, the Assessment Board may recommend to the School Board that an Aegrotat award is made. An Aegrotat award does not carry merit or distinction.

### Merit and Distinction in Postgraduate Awards

94. Any postgraduate award may be granted with Merit or with Distinction. A grade average, weighted by module credit, will be calculated, based on the passing grades achieved in all modules taken, including the dissertation, as part of the postgraduate programme. Failed modules, and any modules assessed on a pass/fail basis, will not be included in the calculation.
95. The grade average is calculated and rounded to the nearest whole number. Where the grade average is 70% or higher, the award will be granted with Distinction. Where the grade average is 60% - 69%, the award will be granted with Merit. There is no borderline area, and Boards do

not have the ability to award Merit or Distinction where the required grade average has not been attained.

### Document Control Information

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