



# ACADEMIC REGULATIONS

UNDERGRADUATE AND POSTGRADUATE PROGRAMMES  
A.Y. 2024-2025

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# UNDERGRADUATE AND POSTGRADUATE ACADEMIC REGULATIONS

This compendium of Academic Regulations provides information on the academic structures, policies and regulatory frameworks that have been developed by the ESE to clarify and maintain academic standards and enhance the quality of students' learning experiences in all programmes operating across ESE campuses.

## PART 1 – INTRODUCTION

### Undergraduates

- I. Some programmes offered by ESE are validated by a University Partner for the UK award of Bachelor of Science Business Administration and BSc Bachelor of Science Global Political Science. The Validating Partner and the Validating Arrangement will be explicitly outlined in the Programme Specifications for the relevant programme of study.
- II. Degrees are classified with honours at First Class, Second Class (Upper Division), Second Class (Lower Division) and Third Class. A degree without honours is classified as a Diploma of Higher education (DipHE) (300 credits minimum).
- III. The first degree of ESE may be conferred by the authority of the University Examinations Board of the Validating Partner upon such candidates having:
  1. Satisfied the provisions and regulations of the European School of Economics as agreed with the Validating Partner; and
  2. Completed a programme of studies consisting of the prescribed number and range of modules of the degree programme for which they are registered; and
  3. Satisfied their Board of Examiners that they have attained the requisite standard in the prescribed assessments for the modules on their programme of study.
- IV. All modules are aligned with The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ).

### Degree programme requirements

In order to graduate with a UK Bachelor's (Hons) degree a student must have earned a minimum of 360 UK credits at FHEQ levels 4-6. Students must satisfy all graduation requirements.

### Undergraduate exit awards

1. Undergraduate Level: FHEQ Levels 4 and 5 Certificate, Certificate of Higher Education (Cert HE) (qualified by subject area(s)) (minimum 120

credits)

2. Diploma of Higher Education (DipHE) (qualified by subject area(s)) (minimum 240 credits)
3. Undergraduate FHEQ Level 6 Bachelor's Degree with Honours (Classified) Bachelor's Degree (minimum 360 credits)

## Postgraduates

- I. Some programmes offered by ESE are validated by a University Partner for the UK award of Master of Science or Master of Business Administration. The Validating Partner and the Validating Arrangement will be explicitly outlined in the Programme Specifications for the relevant programme of study.
- II. The degrees of MSc or MBA may be awarded on the basis of a programme of taught modules, examination and dissertation.
- III. All Master's programmes are aligned with The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ).
- IV. The Master's degrees of ESE may be conferred by the authority of the University Examinations Board of the Validating Partner upon such candidates having:
  1. Satisfied the provisions and regulations of the ESE as agreed with the Validating Partner; and
  2. Completed a programme of studies consisting of the prescribed number and range of modules of the degree programme for which they are registered; and
  3. Satisfied their Board of Examiners that they have attained the requisite standard in the prescribed assessments for the modules on their programme of study.
- V. Candidates may be required to attend an oral examination which shall form part of the assessment and examination for the degree.
- VI. There is no prescriptive balance between the elements within a Master's programme. In some cases, students may follow elements that are also provided to undergraduate students, but these must be at level 6 of the FHEQ and must not constitute more than 30 units of the total programme. In these cases, there will normally be separate course specification documents, tuition and/or separate assessment for postgraduate students. Each Master's programme shall describe the nature of the programme (e.g., the constituent components and assessment).
- VII. The minimum period of study for a Master's programme shall be twelve months, consisting of a minimum of 180 units at Level 7 in the FHEQ. On

successful completion the weighting and credits assigned to a module will be equal to its unit value. In order to be eligible for the award of a degree a student must have studied the full syllabus as prescribed by the curricula and special regulations for the degree programme.

### Degree programme requirements

In order to graduate with a Master's degree a student must have earned a minimum of 180 UK credits at FHEQ Level 7, and must satisfy all graduation requirements.

### Postgraduate exit awards

1. Postgraduate Certificate (minimum 60 credits)
2. Postgraduate Diploma (minimum 120 credits)
3. Master of Business Administration (MBA) (minimum 180 credits)
4. Master of Science (MSc) (minimum 180 credits)

### Part 1a – scope of regulations

These regulations apply to ESE's undergraduate and postgraduate taught provision.

Any departure from these regulations, for any Partner-validated programme, must have been formally approved and must be made available to students via the Programme Specifications.

- 1A.1 The Academic Regulations apply to all taught provision of the European School of Economics and to all students undertaking that provision unless specifically exempted by the Academic Board or disallowed under accreditation agreements with Professional, Statutory and Regulatory Bodies.
- 1A.2 The Academic Regulations for each year shall be approved annually by the Academic Board.
- 1A.3 The Regulations in force at any time shall be those for that academic year unless specified otherwise. When a student registers at the start of an academic year for a year of study or part way through an academic year, the student shall sign up for the Regulations for that academic year.
- 1A.4 When a student resumes study after a period of intermission the student shall normally undertake to abide by the Regulations and the programme and module specifications in force at the time of resumption.
- 1A.5 The Regulations are intended to be used as a primary source of information. Alongside the Regulations, ESE operates a wide range of institutional policies and procedures. Key aspects of these policies and procedures are incorporated within the Regulations and reference is made here to the full policy or procedures, which can be found on the ESE's website.

### Part 1b – suspension of the regulations

- 1B.1 In exceptional circumstances, a programme or subject may seek, at the time of approval or review, to operate outside of one or more of the Regulations.

Application to do so must follow appropriate consultation with other programmes and subjects as required, and must be made explicit at the time of approval or review and must be explicitly approved.

- 1B.2 In exceptional circumstances, and following appropriate consultation, a programme or subject may seek to obtain formal approval to suspend one or more of the Regulations. Where this approval is secured, students must be explicitly notified before implementation.

## **PART 2 – REGISTRATION AND ATTENDANCE**

- 2.1 All students are reminded of their responsibility to notify the European School of Economics, via the Admission Officer or designate, if they have been convicted of a relevant criminal offence, either in the UK or in any other country, since completing their application form and / or becoming a student of the European School of Economics. Any student or trainee, who through their course or other ESE related activity e.g., volunteering, comes into contact with children or vulnerable adults and who has been required to obtain a criminal record check (disclosure) from the Disclosure and Barring Service (DBS), must declare any new conviction (including cautions / reprimands) to the ESE Campus Manager. The European School of Economics and the Validating Partner reserve the right to terminate the registration of any student whose criminal record proves to be unsatisfactory.
- 2.2 No student shall be admitted to a full-time or part-time programme unless they have registered for the programme as the Validating-Partner requires and agreed that they will pay the required fee within the timescale specified by the European School of Economics.
- 2.3 Students on programmes which should last more than one year shall re-register at the beginning of each academic year. A student will not normally be permitted to re-register for the second or subsequent year of their programme unless they are in good academic standing and have satisfactorily fulfilled the requirements pertaining to the previous year as prescribed by the Regulations, including assessment and examination requirements. Students in debt to the European School of Economics will not normally be considered as being in good standing.
- 2.4 At registration all students are required to sign the enrolment agreement. The rules of the European School of Economics are deemed to include both these regulations and also the rules relating to the operation of programmes and that of individual services (i.e., on the use of IT facilities). Students who infringe this agreement shall be subject to the Disciplinary Procedures.

### **Proof of identity**

- 2.5 All new students are required to provide original proof of identity when they first register on their modules/programme of study at the European School of Economics. Normally, proof will be a Passport/EU National Identity Card, UK Photo Driving License or Birth Certificate. For international students with a

Tier 4 General Student Visa, they will be required to present their original Passport with Entry Clearance Visa and/or Biometric Card (where applicable).

### Changes to Personal Details

- 2.6 Students shall notify the Student Services Department promptly of any changes to personal details, including address or other contact details that occur after registration. If a student wishes to change their name, they will have to provide original, official documentation to support the request e.g., change of name deed, marriage certificate.

### Part 2a registration

- 2A.1 A student remains registered unless:
1. they have advised ESE of their withdrawal by completing the approved withdrawal form and submitting it to Academic Department; or
  2. the University has terminated their registration.
- 2A.2 A registered student of ESE shall ensure that their online record, held by the European School of Economics, always has their most up to date residential addresses and contact numbers, both permanent and local/term-time.

### Part 2b student attendance and workload

- 2B.1 While the European School of Economics recognises that many students combine study with paid or voluntary work, it is the responsibility of students to organise their time in a way which allows them to participate fully in required teaching and learning activities and complete assignments and examinations at the appropriate time. International students must also abide by any condition of their visa requirements which may include a restriction on part-time work.
- 2B.2 Students admitted to full-time or part-time programmes shall keep to the term dates as published in their student programme handbook and shall attend any additional periods of study required.
- 2B.3 Attendance at all timetabled sessions, including lectures, tutorials, workshops, seminars, practical classes, school or work experience or other activities prescribed by the student programme handbook is compulsory for all students. Students shall present themselves for all assessment and examination requirements in order to satisfy the requirements laid out in their student programme handbook.
- 2B.4 It is the responsibility of the student to attend modules according to their study plan to ensure both a full programme of study and progression between levels within the programme of study.

Where elective modules are available, it is each student's responsibility to ensure that they have notified the administrator for the degree programme of their module selection. Failure to do so may result in a student not being

able to satisfy the regulations for their degree programme. Advice on choice of electives should be sought within each student's own degree pathway. The mechanism for providing such advice is determined by the Academic Coordinator of the campus or their delegated nominee.

- 2B.5 Students can attend 65 credits maximum in a term of studies (excluding workshop and final project/dissertation).

### Absence from timetabled sessions

- 2B.5 Students are required to attend punctually and regularly at least 80% of each module.

If students exceed the maximum absences allowed, they may not proceed to the examination without approved mitigating circumstances.

- 2B.5.1 Students may request authorised absence due to medical or other reasons. ESE reserves the right to specify conditions pertaining to such requests and may, upon the length of absence, require the student to retake modules. Applications for authorised absence should be made through the local Academic Coordinator to the Academic Governance Council.

Wherever possible, permission for absence should be sought in advance. Where permission for absence is not sought in advance, the absence must be reported at the earliest possible opportunity and a submission must be made to the Academic Governance Council together with appropriate evidence, as to why the standard Regulation has been breached.

- 2B.5.2 In the case of illness causing an absence of three days or more, a medical certificate may be required and will be necessary in order to apply for mitigating circumstances. (For ill health and examinations, see under Examinations below).

- 2B.5.3 Where at any time (but no earlier than the end of the student's first term), a student's Programme Director is satisfied on the basis of all relevant information, including tutorial reports, that the student has made so little progress that the student is incapable of passing the programme of study, the Programme Director, after having discussed with the Head of Quality and Standards, may ask the Head of Academic Coordination to terminate the student's studies or may require the student to sit and pass a test at the next available opportunity. The Academic Registrar shall notify the student in writing of the intention to make such a decision and of the reasons for this. The student shall have seven days following this notification to make representations in writing to the Head of Academic Coordination. At the end of this period the Head of Academic Coordination will convene with the Programme Director and Head of Quality & Standards to reach a decision and shall give formal notification to the student of the action being taken.

- 2B.5.4 In the event of a student's studies being terminated, or as a result of failure, the student may appeal in writing, within 14 days of formal notification of termination of studies, to the Head of Quality and Standards.

## Leave of absence

- 2B.6 Students will not normally be granted leave of absence. Students must be available at re-assessment periods if required. Exemptions from this regulation will be rare and unusual for example, a student representing their country in an international sporting event. Students seeking such exemption should seek written permission from the Academic Coordinator, who will make the decision within the policy established by the Academic Board.

## Part 2C Full-time and Part-time Study

- 2C.1 A part-time registered student is defined as a student taking the equivalent of 90 credits or less in an academic year, unless they are temporarily part-time on a full-time programme to make up a credit shortfall or due to mitigating circumstances. In this scenario a Board of Examiners might permit a student to undertake up to 105 credits or equivalent. All other regulations applying to full-time students apply to part-time students registered on the same programme.
- 2C.2 Students will be permitted to take individual modules as a part-time student without registering for a specific programme. There is no limit to the number of such 'stand-alone' modules that can be taken. However, no award will be made unless registration for the award has taken place and the student has taken the specified diet of modules for the award.
- 2C.3 An auditing student is defined as one who is registered for a module or modules but not subject to the assessment requirements. No credit will be awarded where the student has registered as auditing the module, although a certificate of attendance may be provided.

## PART 3 - PROGRESSION

### Undergraduate students

- 3.1 To progress from Levels 4 to 5 (Framework for Higher Education Qualifications) the student must be awarded 120 Level 4 credits. To achieve this, the student must attend and complete the required number of modules and achieve an overall average mark of 40pc when the grades for the eight modules taken at this level are aggregated. Normally, 30 credits (two modules, one module per phase maximum, see 7D.3 Undergraduate 'Trailing' Modules) will be allowed to go forward at less than 40pc. Equally, to progress from a Foundation degree to an Honours degree, the student will normally be expected to have completed the Foundation degree successfully. Modules which are graded at less than 35pc will be considered to be failed modules, irrespective of the average grade for all modules taken, and must be redeemed at 40pc before progression may take place.
- 3.2 Modules which are graded at less than 35% will be considered to be failed

modules, irrespective of the average grade for all modules taken, and must be redeemed at 40% before progression may take place.

A '**provisional pass**' is allowed for non-professional programmes only in up to 45 credits of failed modules, providing the fail mark is 35% or above, pending confirmation that the average across all Level 4 modules is at least 40%. Therefore, if the average of the Level 4 profile is lower than 40%, the students will have to undertake re-assessment in the failed modules, but if the average is 40% or above, they will be able to progress with confirmed passes in the failed modules and relevant credits.

- 3.3 To progress from FHEQ Levels 5 to 6 the student, having achieved 120 Level 4 credits, must be awarded 120 credits at FHEQ Level 5. To achieve this, the student must attend and complete the required number of modules at FHEQ Level 5 and achieve an overall grade in all FHEQ Level 5 modules of 40pc. Modules which are graded at less than 40pc will be considered fail modules and must be redeemed at 40pc before progression may take place. Normally, 30 credits (two modules, one trailing module per term maximum, see 7D.3 Undergraduate 'Trailing' Modules) will be allowed to go forward at less than 40pc.
- 3.4 Credit-bearing workshops are considered equal to core academic modules regarding academic progression with three possible attempts to successfully pass them. All Workshops remain mandatory to the academic programme, but do not block progression in case of re-sit failure, reattendance is required.
- 3.5 Non-credit bearing workshops may be exceptionally allowed by the Academic Governance Council, more than 3 attempts to satisfy programme requirements and completion of studies.
- 3.6 To qualify for the award of the Honours degree the student, having achieved the intended learning outcomes and 120 Level 4 credits and 120 Level 5 credits, must be awarded 120 Level 6 credits. To achieve this the student must attend and complete the required number of modules at FHEQ Level 6. Modules that are graded at less than 40pc will be deemed to be fail modules and, at the discretion of the Board of Examiners, must be re-assessed. Students with an incomplete profile at the final Board of Examiners in their final year of study will be allowed up to two years to gain a full profile within the regulations. This provision will also be applied to part-time students. A part-time student's final year is taken as that in which the student's credit count would amount to that needed for the Award if all module assessments had been successful.
- 3.7 Students will normally accumulate 120 credits for one year of full-time study or its equivalent.
- 3.8 In the case of all programmes, the Degree with Honours will only be awarded where the final aggregation of grades from FHEQ Levels 5 and 6 is 40pc or above.
- 3.9 Progression to the next level signals that the student has participated fully in the modules that make up the programme of study at the lower level, has achieved the required standard of work, and enters the next level with the

capability to meet the increased challenge of work that will be involved. Students will be allowed to take modules from any two Levels during the same year of study. Normally, all modules required at FHEQ Level 4 must be completed before undertaking FHEQ Level 5. (See 7D.3 Undergraduate 'Trailing' Modules)

### Postgraduate students

- 3.10 Each pathway of the Modular ESE MSc and MBA programmes is divided into self-contained units called "courses" / "modules".
- 3.11 Apart from the dissertation (30 credits according to the programme specifications and eight contact hours) each module has the same credit value of 15. In order to graduate an internship portfolio/personal development plan and a dissertation have to be completed in addition to the prescribed modules.
- 3.12 The European Credit Transfer System (ECTS) table of values and credit equivalents will be provided to foreign students upon request. Most of the ESE modules are 15 United Kingdom credits or 7.5 ECTS equivalent. Modules are divided into four Phases. Students on these programmes who do not obtain 180 credits may be entitled to the award of a Certificate or a Diploma in the chosen pathway at different stages of the programme. Each MSc has Phase 1 modules common to all specialisations and the core specialised modules in Phase 2.
- 3.13 Students can complete any of the above pathways in a minimum of twelve/fifteen months and up to a maximum of 24 months for MSc Programmes and 24/27 months for the MBA Programme.
- 3.14 In the case of part-time study, students must take at least 2 modules per term (and at least two terms per Academic Year), and may not, unless with approval of the intermission request form by the Academic Governance Council, take a leave of absence for any one term. Regardless of leave of absence, study should be terminated in a maximum of 48 months (with payment of the annual registration fee regardless of intermission).
- 3.15 Students will be required to retake the module if they have failed the module after a resit. The maximum number of retakes permitted per module is one. Students are allowed only 2 retakes per programme.

No student who has passed a module may retake, resit or repair it in order to achieve a higher mark. No student may retake any module on more than one occasion. Students who fail a module after a retake, may be eligible for a PG Certificate or PG Diploma.

The maximum mark obtainable for any module in which a student has completed a retake is a minimum pass for that module: capped at 50%.

Where a module is not available for whatever reason, a student required to retake that module may be required to substitute an alternative module of the same level in order to meet the requirements of the degree programme. Where a student is required to retake an elective module they may elect to choose an alternative module at the same level to the required credit levels.

The maximum mark obtainable for any elective module which a student has completed a retake, is a minimum pass for that module: capped at 50%.

### Illegible Scripts (if applicable)

- 3.16 Candidates whose scripts are found by the examiners to be illegible shall be required to pay the cost to the ESE of employing a typist to transcribe them with the candidate's assistance.

### Examination and Re- examination

- 3.17 A student is assessed in all the modules taken in any term during and at the end of that term. A student who fails a module at the first examination will be permitted by the Board of Examiners to resit that module at the next available opportunity, normally the resit examination diet.

### Deferring Examinations

- 3.18 Candidates who are unable to attend an examination for any reason, or who believe their examination performance to have been significantly affected by illness or adverse circumstances shall as soon as possible, report the circumstances to the Academic Coordinator. **Medical or other evidence which is received more than seven days following the end of the examination period will not normally be considered.**

Appeals may be accepted up to 14 days after but they have to be accompanied with a written explanation as to why the claim was not submitted in due time. (See Part 9 Appeals)

### Medical Evidence

- 3.19 Where a candidate requests to defer examinations on medical grounds, the application should be accompanied by a letter from a recognised medical practitioner addressed to the Head of Academic Coordination explaining fully (and in confidence) the nature of the illness and making relevant comments. (The medical practitioner may charge for this service.) ESE reserves the right to refer that letter and / or the candidate concerned to the Academic Governance Council.

### Policy on Recording Marks and on Re-Sits:

- 3.20 Final marks are the only marks recorded. In order to pass a module, coursework (minor assessments) is weighted at 25% and final assessment at 75%. In order to achieve a passing mark, students must:
1. receive at least 35 as a final assessment grade for Undergraduate courses and 40 for Postgraduate courses;
  2. have an overall average for the course of 40 for Undergraduate courses and 50 for Postgraduate courses.

- 3.21 **Students will either pass or fail a module, not a component.** We will not record failed components. We allow minor assessment resit/resubmission at Undergraduate level during the term for a capped mark. In case of failure in both minor assessment attempts, the higher grade will count for the course final average.
- 3.22 Resits will normally be based on the **final assessment type**, which should in any event be comprehensive of all intended learning outcomes. Resits will be individual assessments.
- 3.23 ESE reserves the right, when advisable, to make the resit assessment different in form from that of the original assessment, as per the syllabus.
- 3.24 Resit sessions are usually held in May and August. However, if a student has a failure in a module that is being taught on their campus in a subsequent term, the student may be allowed to join the class for the final examination of that module. In this way, for some students and some modules, resits might possibly occur outside the annual resit sessions.
- 3.25 All resits are capped at 40 or 50 (respectively for UG and PG programmes) no other mark will be recorded.

## **PART 4 – INTERMISSION AND INTERNAL TRANSFERS**

### **Part 4A Intermission**

Unless a student is registered on a taught programme of study for at least one module per term, they will need to apply for intermission unless they are a postgraduate taught student at the 'writing up' stage.

#### **Intermission from Study (Undergraduate)**

- 4A.1 Students (full-time and part-time) may apply to intermit from their programme of study on more than one occasion provided the overall period of intermission on the programme does not exceed two years in total. Unless a student on a programme is registered for at least one module per semester, they will need to apply for intermission. By intermitting, undergraduate students in effect 'stop the clock' of their period of registration. A student may only intermit from a complete block of study (i.e., a semester or year – or a term, where the programme is organised on a trimester basis) and recommence at the same point upon their return. If a student intermits during a term or semester, they must recommence at the start of that block of study. Students wishing to intermit must seek advice from their Academic Coordinator and Campus Manager and complete the appropriate form.

#### **Intermission from Study (Postgraduate)**

- 4A.2 Intermission is permitted for a maximum of two years in total – providing the overall 48 months period of registration is not exceeded.

## Part 4B Transfer to Alternative Programmes

- 4B.1 A student may in certain circumstances be allowed to transfer from the programme for which they first registered to another programme. A student contemplating a transfer to another programme should discuss the issue with the Academic Coordinator before submitting a formal application. When a student fails an examination or assessment, the Academic Governance Council will consider the appropriateness of a transfer to another route; and the student will be advised accordingly.
- 4B.2 A Board of Examiners is empowered to require a student with a weak profile (credit deficits of 30 credits or more at both Level 4 and/or Level 5) to transfer to the part-time route in order to complete Levels 4 and 5 and demonstrate ability to proceed, before permission would be granted for them to progress to Level 6.

## PART 5 – CREDITS AND PROGRAMME STRUCTURE

### Part 5A Credit and Study Requirements

- 5A.1 The 15-credit module is the basic unit of credit. Module leaders are responsible for ensuring that a form of assessment is utilised that is appropriate to the learning outcomes of the module, of the level at which it occurs and of the programme of study within which it is located.
- 5A.2 It is the responsibility of the Head of Quality and Standards, Programme Directors and Head of Academic Coordination to ensure that programme rules ensure that students experience a range of types of assessment. Programmes should include at least two examinations at Levels 5 and 6.
- 5A.3 The Head of Academic Coordination will instruct and send approved assessments to the Academic Offices for publishing a clear schedule of dates and times for the submission of individual assignments, and dates for the return of assessed work. At the discretion of the Academic Governance Council, students may be permitted an extension following a formal request to be submitted to the local Academic Office along with supporting evidence. A formal record of the extension and the reason it was agreed must be kept. Extensions will not be granted for the submission of assignments beyond the date of the next Board of Examiners for the programme. Extensions may not be granted for re-assessment unless this is deemed to be a first attempt by reason of valid mitigating circumstances. Again, such extensions will not go beyond the date of the next Examination Board.
- 5A.4 Module leaders are responsible for clarifying the nature of the assessment to the other centres lecturers and at the commencement of the module and establishing clear assessment criteria for students that faculty and the local academic office will deliver to all students. The approved syllabus will remain the main reference.

### Postgraduate; Extensions to the dissertation submission

- 5A.5 Extensions to deadlines will be considered exceptionally by the Academic

Governance Council on a case-by-case basis. If the new submission goes beyond the current Academic Year's last board of examiners, students will be required to re-register and pay the extra annual registration fee.

### Postgraduate; Writing up

- 5A.6 Students on the dissertation stage who have not completed at the final Board of Examiners will be allowed up to two years 'writing up' period to complete, provided the maximum time to complete the full Masters' is not exceeded. Extra annual registration fees are payable and tutoring fees may be applied at the discretion of the Academic Governance Council.

### 5B Undergraduate Minimum Unit and Credit Requirements

- 5B.1 At least one third of study must have been taken at ESE (i.e., of a 360-credit programme, 120 credits must have been studied on a ESE Validated Programme in order to receive the corresponding degree).

### Part 5C Programme Structure

#### Undergraduate

- 5C.1 Degree programmes will be divided into the three levels. Normally, each level is the equivalent of a year's full-time study. Students will normally take eight modules at each level (or equivalent).
- 5C.2 A student may request a change to their optional modules during the first two weeks of the term provided this fits within their timetable and the module has enough capacity. Any such requests will require authorisation from the relevant module tutor. A free choice module is a module which sits outside the programme that the student is registered on. If programme-specific regulations allow, students may take one free choice module per level of study to replace an optional module provided this can be accommodated within their timetable and is approved by their programme coordinator and relevant module leader.
- 5C.3 A student may be able to change to a different programme of study, however any change will be dependent upon meeting admission requirements for the new programme, the availability of the programme including timetabling constraints, and the amount of credit achieved at the point of transfer. For continuing students, a completed Change in Registration form must be submitted by the end of their previous year's study (including the re-sit period) and for new students a Change in Registration form must be submitted within the first two weeks of the start of the academic year.

#### Postgraduate

- 5C.4 The taught postgraduate framework expects that structure for the awards of a postgraduate certificate (60 credits, equivalent to 600 notional learning hours); a postgraduate diploma (120 credits, equivalent to 1200 notional learning hours) and a Masters qualification (180 credits, equivalent to 1800

notional learning hours).

The framework provides for these three distinct postgraduate awards, each of value in its own right at Level 7 of the Framework for Higher Education Qualifications.

- 5C.5 THE POSTGRADUATE CERTIFICATE will be awarded upon successful completion of programmes deemed to be worth 60 credit points at Level 7, signifying that students have taken programmes entailing 600 hours. The award of a certificate will meet criteria as set out in QAA guidance, including the Framework for Higher Education Qualifications.
- 5C.6 THE POSTGRADUATE DIPLOMA will be awarded upon successful completion of programmes deemed to be worth 120 credit points at Level 7, signifying that students have taken programmes entailing 1200 hours. As above, these programmes will operate at Level 7 and the award of a diploma will meet criteria as set out in QAA guidance, including the Framework for Higher Education Qualifications.
- 5C.7 A MASTERS DEGREE will be awarded upon successful completion of a 'dissertation' of 12 /18,000 words or its equivalent worth a further 60 credit points, bringing the total for the award to 180 signifying 1800 hours for an award at this level. To achieve this award, candidates will have had to demonstrate considerable skills in carrying out and presenting the fruits of independent research. The award will operate at Level 7 and will cohere with QAA guidance, including that contained within the Masters Characteristics.
- 5C.8 The MBA is located at Level 7 of the Framework for Higher Education Qualifications. Award-specific requirements include a minimum three years of appropriate and relevant postgraduate experience upon entry; admission with credit limited to 20% of the course of study, and any prior learning must have been acquired no later than five years before enrolment; 180 credits at L7 of FHEQ; a pass mark of 50% to apply; and credits for independent project (minimum 40, but 60 credits for an independent project which includes a research/consultancy skills type component).

### Part 5D Programme-specific regulations (Undergraduate)

- 5D.1 A student who has satisfied the module requirements and has satisfied the examiners in a module will be awarded a number of credits equal to the unit value assigned to the module (e.g., a student will be awarded 15 credits for passing a module with a value of 15 units).
- 5D.2 Any additional requirements for the award of a degree, such as attendance at and completion of the integrative workshops, may be contained in the special regulations for the degree programme concerned.
- 5D.3 A student who has received a provisional pass (PP) for Level 4 modules up to a maximum of 45 credits, will receive the prescribed credits for the mentioned modules; Provisional Pass will not be applied to re-assessments.
- 5D.4 In order to be eligible for the award of an honours degree a student must have:

- a) Taken completed assessment for modules with a minimum total value of 360 units, as prescribed by the curricula and special regulations for the degree programme
  - b) Taken and completed assessment for Level 5 and 6 modules with a minimum value of 240 units of which at least 90 must be passed at level 6.
- 5D.5 A student who is not eligible for an honours' degree may be eligible for a different type of award. Additional information can be found [here](#).
- 5D.6 A student who is not eligible for an honours' degree may have the opportunity to substitute a maximum of two IFs (irredeemable failures) assuming a reasonable attempt at the assessment tasks has been made, at each level. The replacements will be capped at 40.
- Appropriate replacements must be approved by the Academic Governance Council according to the programme specific requirements and up to a maximum attempt of 12 modules per level (15 credit modules or equivalent) (See 7D Undergraduate for details).

## **PART 6 – AWARDS AND PERIODS OF REGISTRATION**

### **Part 6A Maximum Period of Registration**

- 6A.1 Normally, the maximum period of registration for a full-time undergraduate student would be two years longer than the length of the programme on which they are registered (i.e., five years for a student registered on a three-year programme of study). A part-time student would normally take the award within eight years of initial registration on a programme which would normally take three years on a full-time basis, or within ten years of initial registration on a programme which would normally take four years on a full-time basis.
- 6A.2 The maximum period of registration for the Master's award is four years, irrespective of mode of study.

### **Student Status**

- 6A.3 A student at the European School of Economics is someone who is either registered on a programme and modules and studying on a part-time or full-time basis, or intermitting, or writing up. It is the student's responsibility to ensure that they are registered in one of these modes. Failure to do so can lead to the Board of Examiners terminating a student's registration.
- 6A.4 The status of 'full-time' student could be accorded to students who were also full-time employees, provided the equivalent of eight modules was being studied in a year. The latter could include credit given for 'study in the workplace', provided that the work is formally assessed.
- 6A.5 Admission will not normally be granted for re-entry to the same programme if the student left the programme due to academic failure or if their previous programme registration was terminated on disciplinary grounds.

### Student Debts: Registration and Awards

- 6A.6 Students are expected to be in good standing by the prompt payment of all fees due in connection with their programme or otherwise arising from their status as ESE students. In particular, tuition fees shall, unless the European School of Economics agrees to the contrary in any particular case, be payable immediately on a demand being raised by the European School of Economics.
- 6A.7 A student who is in debt to the European School of Economics will not normally be permitted to re-register at the beginning of an academic year. A student who has a debt from attendance on a previous programme at the European School of Economics shall not be admitted to a postgraduate or second programme of any kind until the debt is cleared, or a payment plan agreed.
- 6A.8 If a candidate for the award of a degree, diploma or certificate is in significant debt to the European School of Economics for tuition fees, they will not be permitted to attend the Graduation Ceremony and their award certificate will be withheld until the debt has been cleared, or a payment plan agreed.

### Registration on more than one programme

- 6A.9 No student may be registered simultaneously on a full-time programme and any other taught higher education programme of studies, whether solely within ESE or involving any other institution, without the explicit written permission of the Head of the Academic Department responsible for the full-time programme. The discovery of any such dual registration could result in the suspension or termination of the student's programme of study at the European School of Economics.

### Suspension or termination of programme

- 6A.10 Students may be suspended or their programme terminated if they fail to maintain satisfactory progress or fail to observe the regulations relating to the European School of Economics or to their programme.
- 6A.11 The Academic Governance Council may suspend a student or terminate their programme if they fail to comply with these regulations or those that govern the programme. Breaches of these regulations include:
- i. Failure to attend lectures and similar tutorial activities or examinations and assessments
  - ii. Failure to comply with the procedures for the conduct of assessment.
- 6A.12 A student who fails to satisfy the Board of Examiners will not be permitted to re-register for any subsequent year of their programme. In certain circumstances, the student may appeal against a decision of the Board of Examiners. The circumstances and the procedure are described in Part 9 Appeals of these regulations.
- 6A.13 A Board of Examiners is empowered to terminate the registration of any

student who has not been awarded credit during the previous two terms and where the student has failed to respond to the European School of Economics' repeated attempts to make contact.

### Recognition of Prior Learning (RPL) - Undergraduate

- 6A.14 Students may not normally use the same credit towards more than one qualification as this would constitute "double counting" of credit.
- 6A.15 Students may be admitted with credit transfers by demonstrating that they have already achieved the equivalent number and level of credits in equivalent subjects.
- 6A.16 The maximum amount of transferable credit allowed shall not normally exceed 2/3 of the course or 240 units for undergraduate study, and 1/2 of the course or 90 units for postgraduate study. In the case of undergraduate requests for credit transfer for second year modules (level 5) will only be considered exceptionally and no credit transfers are allowed for final year modules (level 6).
- 6A.17 Exemptions or credit transfers may be considered in the following circumstances, but all exemptions or credit transfers must be agreed prior to a student's enrolment on a programme of study:
- a. A student transferring from another institution who wishes to transfer credits for individual modules, or gain exemption from stages of the programme;
  - b. A student permitted to restart at either the first year or later stages;
  - c. Where students coming from academically dissimilar backgrounds request transfer, a special programme of study may be required and approved by the Academic Governance Council.

### Part 6B Student Conduct

- 6B.1 Students should conduct themselves in a manner appropriate to an institution of learning, demonstrating respect for others and for ESE property at all times. All students registered with the European School of Economics are deemed as falling under the provision of the Student Disciplinary Procedures to be found at the annexe to the regulations.

### Loss of or Damage to ESE Property

- 6B.2 Students are required to pay for damage to or the loss of ESE property for which they are held responsible.
- 6B.3 The student will be advised in writing at their last known address of any charge to be raised. Prompt payment is required. Any dispute concerning such a charge will be referred forthwith to the Financial Department for determination. If liability is disputed, the matter may be referred to a Disciplinary Panel; or the European School of Economics may seek to

recover the cost of damage through legal action.

## Health and Safety

6B.4 Students are required to observe instructions issued by ESE for the maintenance of health and safety. Failure to comply with these instructions could result in serious injury not only to those who breach the instructions but to others as well. The breach of safety instructions may lead to disciplinary proceedings; to criminal proceedings under the Health & Safety at Work Act; or civil actions in the courts for damages.

## Intra-Campus Transfer

6B.6 Where a student wishes to move to a different ESE campus, application to do so must be made jointly to the local Campus Managers and Academic Coordinators and the Head of Academic Coordination and Head of Quality & Standards. Such a transfer will normally be granted subject to the availability at the proposed new campus of compulsory modules and of any modules where there are retakes or resits required.

6B.7 Applications to move to a different campus must be made through the relevant Intra-Campus Transfer Form and submitted to the local Academic Office by the due dates indicated on the ESE Student Portal each term.

6B.8 Applications to move to a different campus should normally be made a minimum of one term prior to the proposed move.

6B.9 In-term transfer will normally not be allowed, unless documented reasons could be submitted for evaluation.

6B.10 The Academic Coordinator will communicate the outcome to the student in due time, once the transfer is approved or rejected.

6B.11 In case the transfer is not possible, the Head of Academic Coordination will discuss alternatives with the student and propose an ESE centre where their programme and specialisation are available.

## Part 6C Awards

### Conferment of Partner-Validated UK Awards

1. Information about awards may be found in the Validating Partner's academic regulations, available [here](#).

## Undergraduate

1. Undergraduate Level: FHEQ Levels 4 and 5 Certificate of Higher Education (Cert HE) (qualified by subject area(s))
2. Diploma of Higher Education (DipHE) (qualified by subject area(s))
3. Undergraduate FHEQ Level 6 Bachelor's Degree with Honours (Classified) Bachelor's Degree

## Postgraduate

1. Postgraduate Certificate
2. Postgraduate Diploma
3. Master of Business Administration (MBA)
4. Master of Science (MSc)

## The Conferment of Awards

- 6C.4 The Validating Partner will ensure that all stages leading to the conferment of academic awards are subject to rigorous and well-defined Procedures and Regulations.
- 6C.5 Awards procedures will be based on proper security of records. Each student's personal details and academic record will be carefully maintained to ensure they are accurate.
- 6C.6 The Validating Partner will only confer an award when the candidate has been confirmed as a registered student on a programme offered by the European School of Economics leading to the award, who participated in the programme to which it relates as a student of the European School of Economics (or of an affiliated or accredited institution) and that the candidate is in good standing with ESE as defined in the Terms & Conditions.
- 6C.7 Graduands will be invited to the next Graduation Ceremony following the achievement of their qualification; attendance cannot be deferred unless exceptional circumstances, such as international sports representation, have been accepted not less than three months prior to the event by the Head of Quality & Standards, whose decision is final. It is expected that students on the final year of an undergraduate Honours programme (other than on professional programmes) will attend the next scheduled Graduation Ceremony.
- 6C.8 Where a candidate is not eligible for an award because they have not undertaken one third of their study at the University but nonetheless has a profile of 240 credits or over, the Board of Examiners may exercise discretion and award the Diploma of Higher Education (DipHE). Additional information can be found [here](#).
- 6C.9 The award has been made by the Board of Examiners acting under delegated authority from Academic Board with a pass list signed by external examiners.
- 6C.10 The European School of Economics may publish award results but not classifications or grades (unless a First, in the case of a Bachelors, or Distinction in the case of a Masters award). However, students will be given the opportunity to request that their name is published when they are invited to the Award Ceremony.

## Conditions of Award

- 6C.11 The Validating Partner will make an award in accordance with the requirements published in the regulations of the programme to which it relates. Interim awards will not be made where such awards are listed as part of a longer programme of study. (Such an award will be made if a student has passed the requirements for such an award and fails a subsequent, later award stage or if a student chooses to withdraw voluntarily at this stage.)
- 6C.12 All major awards must be conferred at a properly constituted awards ceremony.
- 6C.13 Where a student is awarded a Validating Partner Certificate or Diploma and subsequently qualifies for a degree award in the same programme, the award of the degree will be on the condition that the lesser award(s) are surrendered. However, in the case of certain professional courses where a named undergraduate Certificate or Diploma has been agreed through approval, this award will be made and may be retained by the student on achievement of the higher award. In such cases, the student will be permitted to attend only one undergraduate award ceremony.

## Certificate of Award

- 6C.14 The certificate of each award conferred by the Validating Partner to the European School of Economics students shall record:
- (i) the name of the Validating Partner;
  - (ii) the full name of the student;
  - (iii) the name of the academic award;
  - (iv) the title of the programme followed by the student;
  - (v) the name of the teaching institution - European School of Economics;
  - (vi) the campus where the student was registered;
  - (viii) the date of the award.

## Record of achievement or transcript

- 6C.15 A record of achievement or transcript will be made available to all students who have successfully completed element(s) of a programme of study of the European School of Economics.

The transcript will record:

- (i) full name of the student;
- (ii) Matriculation Number;
- (iii) a list of modules indicating which academic year they were successfully completed;
- (iv) list of modules successfully completed, with details of the length and

level and grades achieved;

(v) title and classification of any final award, if applicable;

(vi) the name of the European School of Economics and Campus of study where the student has been registered on the programme for their last year.

### Certification

- 6C.16 Award certificates are issued to all successful students on Validating Partner programmes.
- 6C.17 All other undergraduate, postgraduate taught and students on collaborative programmes receive an award certificate and European Diploma Supplement (formal transcript of results) upon successful completion of their programme of study.
- 6C.18 Students on bespoke packages of modules (e.g., employer engagement packages) that do not lead to an award will receive a transcript and any certificates of attendance required will be issued by the relevant Academic Department.
- 6C.19 Students who exit their programme of study will receive a certification of any module credit and marks received plus any award that they may be eligible to receive, e.g., Certificate of Higher Education.
- 6C.20 Students not able to attend the ceremony may collect their certificate at their home campus from one week after the scheduled event.

### Part 6D Award Classifications (Undergraduate)

An Honours' degree shall be awarded to a student who has passed modules equivalent to 360 credits minimum at levels 4, 5 and 6 within their approved programme of study; including a research assignment (dissertation, personal study or independent project) unless a variation waiving the requirement for a programme to include a dissertation has been approved by the Academic Board.

- 6D.1 In calculating the final award of the Honours degree all grades achieved at FHEQ Levels 5 and 6 will be aggregated, such that the 120 Level 5 credits will be weighted as 40% of the award and the 120 Level 6 credits as 60% of the award. The classification of an Honours degree for students entering directly to Level 6 at ESE will be calculated in accordance with programme requirements and will be based on an aggregate of the marks achieved at this level. If fewer than 60 Level 5 credits are studied at ESE then the award calculation will be based solely on the Level 6 profile of marks but if 60 credits or more are studied at ESE then the award calculation will be based upon the normal weighting. In the former scenario students would be required to pass the Level 5 credits but they would not be included in the award calculation.
- 6D.2 The Board of Examiners shall base the recommendation of the classification on the following schedules:

- 70% and above First Class Honours
- 60-69% Second Class, Upper Division, Honours
- 50-59% Second Class, Lower Division, Honours
- 40-49% Third Class Honours
- Below 40% Fail

### Diploma of Higher Education (DipHE)

6D.3 A Diploma of Higher Education (DipHE) may be awarded where the student has achieved the intended learning outcomes and 24 credits.

### Part 6E Classification for Borderlines for Honours

There are some cases in which students may be awarded a higher class of degree.

6.E.1 a. Undergraduates:

- i. If total mean average is up to or 1% below the higher classification boundary, and at least half the credits that contribute to the award are in the higher class, and no course grades are capped because of re-sit opportunities, the University Exam Board will award the higher classification.
- ii. If a student has fewer than half the credits, the University Exam Board may award the higher class.

6.E.2 b. Postgraduate:

- i. If total mean average is up to or 1% below the higher classification boundary and at least half the credits that contribute to the award (including the research element(s)) are in the higher class, and no course grades are capped because of re-sit opportunities, the University Exam Board will award the higher classification.
- ii. If a student does not have the research element(s) in the higher class, the exam board may award the higher class. When considering borderline students, the UEB has the discretion to reclassify based on the individual student profile as presented by course results. Consideration may be given to:
  - i performance in the taught courses
  - ii performance in the research element(s).

### Awards and Classification (Postgraduate)

6E.1 Master's degrees may, at the discretion of the Joint Academic Board, be awarded as a Pass, Merit, or Distinction.

### The Postgraduate Certificate

6E.3 The certificate will be awarded on a two-point scale – Pass, Fail – determined by the grades for the modules that comprise the certificate.

**Pass** – any other combination of grades except failure.

**Fail** – a Fail grade in any one module after re-submission has been allowed will lead to failure (see Re-submission regulations).

### The Postgraduate Diploma

6E.4 The diploma will be awarded on a two-point scale – Pass, Fail – determined by the grades for the modules that comprise the diploma.

**Pass** – any other combination of grades except failure.

**Fail** – a Fail grade in any one module after re-submission has been allowed will lead to failure (see Re-submission regulations).

### The Master's Degree

6E.5 Awards will be made on the basis of 'pass', 'merit' or 'distinction'.

6E.6 A Master's degree shall be awarded to a student who has passed modules equivalent to 180 credits at Masters Level within their approved programme of study; including a dissertation or equivalent (unless a variation waiving the requirement for a programme to include a dissertation has been approved by the Academic Board).

6E.7 To be awarded a Master's Degree with Distinction a student must (where the award in its entirety, i.e., 180 credits, has been taught and assessed at the Validating Partner):

- Achieve a grade of at least 70 in their Dissertation, AND
- Achieve a grade of at least 70 in the majority of modules (equivalent to at least 80 credits).

To be awarded a Master's Degree with Merit a student must (where the award in its entirety, i.e., 180 credits, has been taught and assessed at the Validating Partner):

- Achieve a grade of at least 60 in their Dissertation, AND
- Achieve a grade of at least 60 in the majority of modules (equivalent to at least 80 credits).

## PART 7 – ASSESSMENT

### Part 7A Submission of Assessment Information provided for all students

7A.1 The European School of Economics will make available to students the necessary information for them to understand the assessment and examination requirements of their particular programme. In addition to the information provided in definitive programme documents, ESE will also make available:

- (i) timetables for examination and submission of other assessed work;
- (ii) procedures for the release of marks or grades;
- (iii) rules for Conduct in Examinations approved by the Academic Board;
- (iv) grounds on which students may request that Boards of Examiners may be asked to review their decisions;
- (v) In regards to minor/midterm take-home assignments, minor/midterm assignment guidelines are posted on the module page on the student portal by the beginning of the term and due on Sunday of the Reading Week (with oral presentations due in Week 6).
- (vi) In regards to final take-home assignments, final guidelines are also posted on the module page on the student portal by week 6 and due on Sunday of Week 10.

### Responsibilities of all Students Submission of Coursework

- 7A.2 Coursework must be submitted for assessment by the times (usually midnight) and dates available on the guidelines published by the Academic Office (the 'due date'). Coursework is deemed to have been submitted once it is lodged in accordance with the assessment requirements for the module or unit.

Coursework may be accepted after the deadline, but 5pc will be deducted from the face value mark for work submitted before the end of the day of submission, and 10pc for coursework submitted up to one week after the due date. (For example, if a piece of work deserves a mark of 48pc, 43pc will be recorded if the work is submitted before the end of the day, and 38pc - fail – if the work is submitted up to a week late). If the imposition of the penalty deduction results in a fail mark, the student will be deemed to have failed the assessment.

- 7A.3 Coursework arising from resubmission must be submitted before Sunday of Week 9 at the very latest, usually for a capped mark, unless Mitigating Circumstances apply and case-by-case approved deadlines.

Assessments that take the form of presentation, performance or exhibition may not be submitted late. Submission of coursework arising from reassessment may not be submitted late.

Prior to the date of submission, you may use Turnitin to review your own work. This you may do twice, and an automatic review is undertaken when you submit your final copy through the electronic submission process.

Written assessments must be submitted electronically on Turnitin through your student portal for plagiarism check. The electronic submission records the date and time of submission to determine that your written work was submitted on time.

Please note, if you fail to submit an electronic version of your work, your mark will be recorded as a non-submission. If there are any technical

problems with the submission systems, you will be advised of these, and how the hand-in dates may be revised accordingly, and without any risks of penalty for late submission.

**26%** is the maximum similarity rate accepted on Turnitin for an assignment to be graded

- 7A.4 However, if on the due date for your assignment, Turnitin is unavailable due to technical difficulties, students are asked to submit a digital copy to the Academic Coordinator, who will upload it on behalf of the student. Your tutor will be aware of the situation and may well have informed you of such problems, so you will not risk penalties. You should submit the electronic copy of your work as normal by the deadline.
- 7A.5 A student who finds that they are unable to complete the work by the published date through sickness, family or other difficulties may seek an extension by applying in writing to the Academic Office. The grounds for seeking an extension must be stated. If an extension is allowed, a revised date for the submission of the piece of coursework will be confirmed. Extensions will not normally be granted by the Academic Coordinator beyond the date of the next Board of Examiners for the programme. The Board of Examiners will then agree to any deferment that is appropriate and wherever possible this will be within thirteen months of the normal, annual registration date for the programme – or for students on ‘standalone’ modules, prior to the next academic year. Extensions may not be granted for re-assessment unless this is deemed to be a first attempt by reason of valid mitigating circumstances. Again, such extensions will not normally go beyond the date of the next Board of Examiners.
- 7A.6 In the event of a dissertation failing to fulfil the required criteria/standard, the Board of Examiners, on the advice of those who marked the work, may permit a student to resubmit the dissertation within a period to be specified by the Board of Examiners.

### Viva Voce Examination

Viva-voce examination for undergraduate or postgraduate will not be used to resolve borderline cases. It may, however, also be used, exceptionally and at the discretion of the Board of Examiners, where malpractice occurs within an assessment.

### Postgraduate – conditions for re-submission

- 7A.7 Students have the right to re-submit an assignment that has not obtained a pass grade in order to recover a failure. Moreover, re-submission must occur within a period set by the Board of Examiners, and the maximum grade obtainable for such re-submitted work shall be capped at 50% .

## Part 7B Attendance at Examinations and Practical Assessments

- 7B.1 It is the responsibility of all students to:
- (i) attend examinations as required: if a student fails to attend the examination/s without a valid reason, the Board of Examiners will determine that the student has failed the examination concerned;
  - (ii) provide the Board of Examiners before the date of the examination with any information on exceptional circumstances that may have affected performance and which they wish the Board of Examiners to take into account. (See Part 10 Mitigating Circumstances).

## Part 7C First Attempt at assessment

- 7C.1 All students registered for a module will be deemed to have made a first attempt at each element of assessment when due, unless an extension or deferral has been approved in accordance with these Regulations.
- 7C.2 All students who fail to submit coursework or sit a practical assessment or examination will be deemed to have made a first attempt and have failed through non-submission, which would result in a non- submission with a mark of zero.

## Part 7D Re-assessment

### Undergraduate students

- 7D.1 The maximum number of modules that may be attempted by any student at each level of their programme is 12 (15 credit modules or equivalent) of which eight must be passed. Students are able to substitute two irrevocably failed modules, assuming a reasonable attempt at the assessment tasks has been made, at each level, with an appropriate 'make-up' module, where such a module is available within the rules for the programme in question This practice is referred to as 'trailing' a module(s) into the next level. At the discretion of the Board of Examiners, a student may exceptionally be permitted to re-take a module if it is core to the programme. Programmes may, at their discretion, allow students to take suitable 'make-up' modules from other programmes.
- 7D.2 Students will be credited on their profile with their merit mark for a 'make-up' module unless: the 'make up' module is being taken because a reasonable attempt at the re-assessment task has not been made, in which case students may achieve the maximum of the bare pass mark of 40 pc for the make-up module, or the 'make up' module is being taken in compensation due to failure as a result of non-submission at both the first sit and reassessment opportunities, in which case, students may achieve the maximum of the bare pass mark of 40pc for the 'make up' module and an administration charge per module will be charged (retake-fee).

## Undergraduate 'Trailing' Modules

- 7D.3 Students may complete up to two modules (normally totalling no more than 30 credits) plus any eventual workshops, from the previous level during study at the next level (one per term plus any workshop), though their progression to the higher level will be provisional, pending the completion of the lower level. Where insufficient modules are available at the lower level, to be taken on a 'make-up' basis, candidates may be permitted to undertake a module from the higher level. The credit would be downgraded to the lower level and, when contributing to the Award, the weighting of the mark would be adjusted accordingly. Normally, students will be allowed to take only one 'make-up' module per semester, with a maximum overall workload of 65 credits per term.
- 7D.4 Students taking 'make-up' modules in their final year of full-time study may be required to complete their studies as part-time students in order to complete their profile of credit (but the restriction of 12 modules at any one level will apply).
- 7D.5 Full-time students 'trailing' more than two modules (normally totalling more than 30 credits) in any one academic year will be required to change their registration to part-time until the credit gap has been fixed.
- Part-time students will normally be expected to complete undergraduate study for a degree within eight years of initial registration (this period to include intermission periods).
- 7D.6 In the case of failure at reassessment on any programme where an alternative module is not available, or where substitution is not possible (as in the case of a compulsory module where it is essential for an Award) students will normally be required to withdraw from the programme or change their programme or route of study.
- 7D.7 Students will be permitted to take modules from two levels during the same year of study where such an arrangement can be facilitated within the rules of the programme for the sequencing of modules. This is referred to as 'straddling' two levels of study.
- 7D.8 A module or assessment item which has been passed may not be re-taken in order to achieve a higher mark. Students are not normally permitted to take additional modules, beyond the number required for an award, in order to improve their classification.
- 7D.9 At the discretion of the Undergraduate Programmes Award Board (or its Interim Board), a student may be permitted to re-take the modules in a complete level of study. This will normally only be permitted in cases where the student has exhausted all other means to progress through re-assessment and the Board of Examiners is convinced that the student is likely to succeed. Repetition of a level is only permitted to retrieve failure and not to improve a grade profile. In such a case, any credit previously achieved at that level will be removed from the student's transcript prior to the re-taken level. The opportunity to repeat a complete level of study on the student's programme will be limited to one level during an individual student's

undergraduate study at the European School of Economics. Where a student repeats a level of study on the same programme, credit previously gained at that level will be removed from their record.

- 7D.10 Where a student's failure is deemed to be serious, the Programme Board of Examiners, or where appropriate, the February Board, may require that the student withdraw from the course on academic grounds without the offer of re-assessment.
- 7D.11 Students who fail to meet assessment requirements may be re-assessed in the modules they have failed at the discretion of the Board of Examiners for their programme.
- 7D.12 Re-assessment must not be a replication of the original assessment requirements. unless this is not possible due to the nature of the assessment component e.g., dissertation.
- 7D.13 Where re-assessment is required in all components of assessment of the module (as described in part 7D Reassessment), they may differ from the original assessment requirements if it is not possible for students to undertake the original assessments e.g., group presentations or performances.
- 7D.14 The maximum mark achievable at re-assessment is 40pc, with a maximum of 3 attempts per module. Unless exceptionally approved at programme level, students who fail on re-attended module will be deemed to have irrevocably failed the module.
- 7D.15 Students who are deferred or referred at the July Board will be assumed to present for reassessment in August of that year. Any exceptions to this must be approved by the Chair of the Board of Examiners.
- 7D.16 Students who are referred or deferred by the Board in February must present for reassessment in the May resit session so that their candidature may be discussed in September. However, if they have three or more modules of reassessment, the Board may approve spreading the reassessment load across May and August.

### Postgraduate re-assessment

- 7D.17 The regulations concerning the deferral of examinations, non-attendance at examinations, examination performance affected by illness etc, and illegible scripts contained in the General Regulations for First Degrees shall, so far as appropriate, apply to students governed by these regulations.
- 7D.18 A candidate who fails an examination or assessment may be permitted by the Joint Academic Board to present himself for re-examination at the earliest available opportunity. In case mitigating circumstances apply, a candidate may be re-examined or re-assessed more than once for the purposes of progression or classification.
- 7D.19 Re-assessment in case of failure will consist in a single final assessment resit worth 100% of the module grade. Following successful re-examination or re-assessment, the final mark, excluding deferrals and mitigation claims, will be capped at 50%

- 7D.20 Re-sits to gain a higher mark for a module are not permitted. A pass grade is the cumulative average of 50% across the midterm and end of term assessments except where an individual component score is less than 40% whereupon a re-sit would apply to that student. Resits are capped at a 50% grade.
- 7D.21 In the case of dissertations students are permitted one re-submission, normally within the following six months after submission unless a longer period would be approved (always by the maximum writing up period of 2 years). Students may resubmit the same dissertation with improvements subject to the feedback from the ESE supervisor. There may be occasions where the ESE, exceptionally advises that a new dissertation needs to be embarked upon. In certain circumstances, students are allowed to appeal to the Board of Examiners for consideration of mitigating circumstances that may have affected the work submitted, poor exam performance, or the non-submission of work. This must be done, in writing to the Academic Governance Council giving comprehensive details of the circumstances to be taken into consideration, supported by all necessary documents or evidence, supporting the claim. The appeal will be heard by the Board of Examiners and the findings communicated to the student, with any necessary information or actions to be taken. Resits are capped at a 50% grade.
- 7D.22 Standardised marking criteria are used for each module assessment and written feedback provided to students by way of standardised grading forms and commentary on assignments, presentations and written exams. Written feedback is available to students after each Exam Board, although lecturers are expected to provide formative feedback by way of group or individual meetings during the reading weeks of each teaching term.

### Part 7E Academic Malpractice (Undergraduate and Postgraduate)

- 7E.1 All assessable items must be the candidate's own work. Where this is not so, the Board of Examiners will deal with the case as one of academic malpractice.
- 7E.2 Academic malpractice results when a person, or people, trick, defraud or deceive others either on purpose or unintentionally. Whether intended or not, all incidents of academic malpractice will be treated seriously by the European School of Economics. Malpractice includes:
- (i) Collusion: where a student works in a fraudulent manner with another (or others) being assessed independently (either wholly or in part) in the same module.
  - (ii) Plagiarism: to 'take and use another person's thoughts, writings, inventions as one's own' with intent or otherwise.
  - (iii) Commissioning: getting another person(s) to complete work which is subsequently submitted as the student's own work (reasonable grounds in regard to commissioning may include a difference in the execution of the work compared with other work, stylistic differences, work of a higher level. A request to see earlier drafts, notes on references and sources may be

made).

- (iv) Impersonation: where someone undertakes an examination or assessment posing as another person.
- (v) Duplication: the replication of element(s) of material in more than one assessment within the same institution or elsewhere, simultaneously or at some other time.
- (vi) Syndication: the submission of substantially similar piece(s) of work by two or more students, either in the same institution or in a number of institutions, either at the same time, or at different times.
- (vii) Falsification of data: where data have been invented, altered, copied or obtained by unfair means.
- (viii) Aiding and abetting: where a student assists another student in any form of dishonest academic practice.
- (ix) Professional misconduct: where, in the course of their assessed work, students on professional courses act in a manner which breaches the relevant professional Code of Conduct.
- (x) Cheating in Examinations: where a student is found to have contravened the arrangements for the examination, for instance bringing in notes where none are permitted, or secreting electronic devices on their person.

- 7E.3 The European School of Economics requires all students to adhere to its Honour Code. This mandates that students sign a declaration on the front of each assessment confirming that they will neither give nor receive aid. The Honour Code declaration states that the students:
- Are the student sitting the exam/submitting the assessment
  - Will not cheat or have not cheated
  - Are fit to sit/submit the examination/assignment

In all cases of academic malpractice or any other form of attempting to secure unfair advantage, the European School of Economics confirms:

- (i) the right of the Board of Examiners to delay reaching a decision on a candidate's results until the facts have been established;
- (ii) the ability of the Board of Examiners to judge the seriousness of the academic misdemeanour and to exercise its discretion;
- (iii) the ability to re-open a matter when evidence becomes available after a Board of Examiners has reached its decisions.

- 7E.4 When academic malpractice is suspected beyond Level 4 the tutor shall inform the Academic Coordinator, who will inform the Academic Governance Council, of their suspicions in writing and should cite or copy what evidence there is to support their suspicions. (Suspected malpractice at Level 4 will normally be addressed within the Department using these following procedures). Such cases are to be dealt with consistently, with the department ensuring impartiality by involving a scrutineer from another academic department. The Validating Partner will receive all relevant documents and information from ESE of all such cases and will make a

judgement on whether they have been addressed appropriately and consistently. All cases will be logged and recommendations made to Boards of Examiners in the normal way.

- 7E.5 The Academic Coordinator or, where appropriate, the Academic Governance Council, will seek a second opinion from another member of staff. Turnitin Originality Reports - generated by the student or a member of staff - may be used to assist in the identification of plagiarised work submitted for assessment. An Originality Report will never be advanced as the sole reason for suspecting that a piece of work is plagiarised, nor may an Originality Report be advanced as the sole defence against an accusation of plagiarism.
- 7E.6 Following the second opinion the Head of Academic Coordination (or Programme Coordinator) shall notify the Deputy Vice-Chancellor or designate of the suspicions and indicate whether they consider the suspicions should be investigated further or whether the suspicions are unsubstantiated. If the suspicions are unsubstantiated the Academic Coordinator and/or Programme Co-ordinator may wish to advise the student regarding better study skills or work practices to avoid further suspicions being raised.
- 7E.7 The Assessment Enquiry Panel will be composed of at least two people appointed by the ESE's Head of Quality and Standards who will meet to review the evidence presented both by the tutor and that presented by the student who is suspected of malpractice. The student may be accompanied by a friend. Members of the Assessment Enquiry Panel may be drawn from Heads of Academic Coordination or other senior members of academic staff. Once the entire process is completed, ESE AEP will send the final outcomes to the Validating Partner.
- 7E.8 The Assessment Enquiry shall be in two parts, the first which reviews the evidence to support the claim of malpractice and the second which seeks to ascertain how the student conducted the work and the reasons for malpractice being suspected. This second part shall allow full opportunity for the student to respond to the suspicions. The tutor shall present her/his evidence in writing (with, where appropriate, the Turnitin report), as can the student, but the student can also put their case in person if they so choose.
- 7E.9 The Assessment Enquiry Panel shall forward a report to the Chair of the Board of Examiners to include the following: a summary of the evidence considered by the panel and the panel's conclusions with regard to whether malpractice has occurred and if it has, the seriousness of the case.
- 7E.10 Each case is different, and panels are expected to use their judgement in deciding the seriousness of an offence and deciding on whether there are aggravating circumstances that might affect the severity of the penalty. Panels must attempt to ensure consistency of treatment between cases, making a judgement about what is a proportionate penalty and ensuring that the penalty chosen does not have consequences for academic progression which are disproportionate in impact.
- 7E.11 Factors to take into account when determining the penalty and its proportionality include the following:

- The proportion of the piece of work that was subject to malpractice: the higher the proportion, the more serious the offence;
- Whether the student would have failed the work, regardless of the malpractice;
- The student's previous history (including information available under 'additional requirements'): a second offence, occurring after a student has already received a warning or a penalty for academic malpractice, will mean that the students risk expulsion.

- 7E.12 Following the Assessment Enquiry, the Chair of the Board of Examiners will notify the student of the Panel's conclusion. If malpractice has been found to have occurred, the Board of Examiners has the discretion to impose a range of stepped penalties from re-assessment of an assignment to termination of the student's registration on the programme. The Board of Examiners may choose not to award credit for a module where academic malpractice has been proven or to not make the award. For undergraduate programmes, in all cases where credit is to be awarded, normally the student shall resubmit the work for a maximum achievable grade which will be determined and stipulated by the Assessment Enquiry Panel, and confirmed by the Board of Examiners, taking account of the severity of the case.
- 7E.13 For postgraduate programmes, the Board of Examiners will exercise discretion according to the individual case. The Board of Examiners will also implement harsher penalties where a student has a previous record of malpractice. Mitigating circumstances will not be considered in cases of academic malpractice, only in application of the penalty.
- 7E.14 Candidates may not evade the consequences of academic malpractice. Students who have been proven to have openly violated the Honour Code will in most cases receive no credit for the specific assessment.
- 7E.15 If a student disagrees with the outcome of an Assessment Enquiry Panel the route of appeal is through the normal appeals procedure, (see Part 9).

### Academic Malpractice - Penalty Tariff (Undergraduate/Postgraduate)

- 7E.16 The European School of Economics strives to instil the principles of integrity and to facilitate the consolidation of a code of personal ethics in its students and is therefore intolerant of cheating. The principle is simple and serves to ensure that all students are aware of the penalties that they will receive if they are found guilty of academic malpractice. The Board of Examiners will consider the recommendation of any resulting assessment enquiry panel and may accept or modify the decision.

### Malpractice penalties

#### Written Assignments Submitted through Turnitin

Plagiarism	
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Between 26% and 50%	10 points
Above 50%	20 points
Commissioning	Fail
Falsification of data	Variable

### **In-class exams**

Use of unauthorised material	Fail
Cheating (Giving or receiving aid)	Fail

### **History (previous incidences of malpractice)**

#### **Written Assignments and Thesis (Submitted through TurnItIn)**

#### **For plagiarism and commissioning**

1 <sup>st</sup> offence	Student must resubmit work capped
2 <sup>nd</sup> offence	Student must retake the module for a capped mark
3 <sup>rd</sup> offence	Risk of expulsion

### **In-class exams**

1 <sup>st</sup> offence	Student must resubmit work capped
2 <sup>nd</sup> offence	Student must retake the module for a capped mark
3 <sup>rd</sup> offence	Risk of expulsion

## Part 7F ESE Internship Programme

- 7F.1 The internship is a compulsory component of the ESE programme.
- 7F.2 Students are placed with a company by the ESE Internship Department for a minimum of 6 weeks. The exact dates of the internship can be negotiated .
- 7F.3 Students' progress will be monitored by the Internship Office and by a designated member of staff at the company where the student is placed.
- 7F.4 During the internship, the student must abide by the rules and regulations of the placement company.
- 7F.5 Students should behave as ambassadors for the ESE at all times and not behave in a manner that would discredit the ESE
- 7F.6 The internship should not be considered as a full-time paid job and any payment given will be at the discretion of the placement company.
- 7F.7 Students will need to produce a Report of their internship experience following approved guidelines and complying with the requested academic standards. The assessment is worth 100% of final grade .

## Part 7G Undergraduate Final Projects

- 7G.1 All students are required to complete a Final Project.
- 7G.2 The length of the Final Project is 10 000 words  $\pm$  10%, excluding appendices and supporting material. Final Projects which are over length will be penalised by 10 marks for up to 20% over the word limit. Final Projects over 20% will not be accepted.
- 7G.3 Students must submit their final project by the beginning of the last week of the final term. Copies of the Dissertation must be submitted as follows: ring bound copy of the final project
  - a. unbound copies of the abstract
  - b. An electronic copy submitted on Turnitin.com as instructed
- 7G.4 Extensions to the deadline for submitting final project will only be granted in exceptional circumstances. Extensions must be requested in writing to the Registrar, along with supporting evidence (for example: medical certificates). Extensions are limited in duration and students will normally be expected to submit by the next available deadline. Further extensions will not be granted except in very exceptional circumstances.
- 7G.5 In the case of late submission, students who submit their final project up to 2 weeks after the given deadline will have 10% of the given mark deducted. Students who do not submit within this timescale will be deemed to have failed and be given a mark of zero (0). The Board of Examiners may give such students one further opportunity to submit their dissertation for a maximum of a capped mark of 40. The deadline for resubmission will be set by the examination board.
- 7G.6 Students who fail their Final Project will be given only one further opportunity

to submit. The deadline for resubmission will be set by the examination board.

- 7G.7 Final Projects are double marked by two members of academic staff and an agreed mark which is not necessarily the arithmetic mean of the two marks given. Where the two markers cannot agree on a mark, a third independent marker will also mark the work to resolve any difference of opinion.
- 7G.8 Students may, at the discretion of the examiners, be required to attend a viva voce examination or such other tests as may be considered appropriate. Wherever possible the viva should be held before the end of term, but this cannot be guaranteed.

## Part 7H Postgraduate Dissertation

- 7H.9 The pre-requisite of this module is the successful completion of all modules in the first and second term and successful completion of the Internship Portfolio.
- 7H.10 The Dissertation is a 30-credit module and is assessed as follows:
- 3,500 words Research Proposal (10%)
  - 12,000-, 15,000 words dissertation report (80%)
  - Oral Presentation (10%)

Deadlines for the submission of each component are provided by the local Academic Office and the final Dissertation deadlines are also included in the official Academic Calendar. Students must attend the oral presentation of their dissertation at the designated time. Failure to do so for whatever reason, except a sudden, unforeseen and certified emergency, will be considered an 'unjustified absence' and result in a mark of 0% for the component. Failure to attend the oral presentation may also result in a fail grade for the whole dissertation. If a student finds they are not able to attend the scheduled oral presentation, it is their responsibility to make arrangements for an alternative date, or for virtual presentation, with the campus Academic Office. This should be done at least one week before the scheduled presentation. The oral presentation will usually last around 30 minutes, with 15-20 minutes for the student to present a summary of their research, followed by questions from members of the panel. The student should use Powerpoint slides for the presentation.

## PART 8 – BOARD OF EXAMINERS

### Glossary

Board of Examiners decision of *Deferral* (AJ approved) – where a first sit is rescheduled due to matters such as mitigating circumstances.

Board of Examiners decision of *Referral* (resit) – where a re-sit has to be scheduled where a student has failed (or was not present for the first assessment).

*First sit* – to take an assessment task/s, without attendance, as if for the first time for the merit (actual mark achieved) mark.

*Re-sit* – to re-take the assessment task/s without attendance for a capped mark of 40 pc UG / 50 PG pc.

*Re-take modules* – to repeat core module(s) with attendance, for the merit (actual mark achieved) mark with previous marks expunged from the student's result profile.

Re-take year – to repeat all modules, with attendance, for the merit (actual mark achieved) mark with all previous marks expunged from the student's results profile

### Undergraduate and Postgraduate Programmes Board of Examiners

8.1 Boards of Examiners will be attended by external and internal Examiners, and are held for all programmes. These boards will meet at the end of each academic session to make recommendations on student progression and student awards for students registered on that programme to the Undergraduate Programmes Award Board and to review standards within that programme. A Progression Board for Undergraduate Programmes and an Award Board for Undergraduate Programmes will meet in September to deal with deferred and referred candidates.

Their terms of reference are the:

- a) scrutiny and approval of assessment items and their marking;
- b) assuring the appropriate standards for modules;
- c) considering the performance of students on modules;
- d) confirming the grades achieved by students on modules.

### Undergraduate and Postgraduate Programmes Award Board

8.2 This board will meet annually, after all the other boards, to receive recommendations for awards from the Programme Board of Examiners, endorsed by the External Examiners. Any areas of unresolved difficulty in the work of the Programme Board of Examiners may be passed to this Board for resolution. The Undergraduate Programmes Awards Board will make awards on behalf of the Academic Board, within the provisions of the Academic Regulations. It will also review standards and levels of achievement across the programmes and monitor the application of the assessment regulations for undergraduate programmes.

8.3 The membership of the Undergraduate Programmes Award Board will be:

- Chair – appointed by Academic Board;
- Programme Coordinators or assessment coordinators representing all undergraduate programmes;
- Representatives from AQSS and Academic Registry;

- Chief External Examiner for Undergraduate Programmes.

Its terms of reference are the:

- a) reviewing the students' entire profile of module results;
- b) making decisions regarding progression;
- c) confirming eligibility for awards on the basis of accumulated credit;
- d) ensuring any award-specific requirements have been met;
- e) conferring awards and if appropriate agreeing the classification of each student;
- f) noting decisions of the mitigating circumstances panel/s and agreeing the recommendations of the assessment enquiry panel/s.

### Undergraduate and Postgraduate Programmes Interim Board

- 8.4 The Undergraduate and Postgraduate Programmes Award Board will also meet, as an interim board, at the start of the second semester to deal with referred and deferred candidates. It will award credit to students wishing to transfer out of the institution and make Awards where appropriate. This board will also consider those cases where failure in modules requires re-assessment or termination of registration. Where this applies the Interim Board will have the discretion to allow re-assessment of a candidate in failed modules and to determine the nature and timing of any re-assessment.

Membership of the Interim Board will be:

- Chair – appointed by Academic Board;
- Programme Coordinators or assessment coordinators representing all undergraduate programmes;
- Chief External Examiner for Undergraduate Programmes.

### Undergraduate Programmes Progression Board

- 8.5 A Progression Board of Examiners will be convened in September to agree the progression of students between FHEQ Levels 4, 5 and 6 where they have been referred or deferred by the Undergraduate Programmes Award Board. The membership of this Board will be:

- Chair – appointed by Academic Board;
- Programme Coordinators or assessment coordinators representing all undergraduate programmes;

### Undergraduate Programmes Award Board (Referrals and Deferrals)

- 8.6 An Award Board will be convened in September to deal with those students who have been deferred and referred by the Undergraduate Programmes Award Board. The membership of this Board will be:

- Chair – appointed by Academic Board;

- Quality Assurance Department, ESE Programme Coordinators, Head of Academic Coordination or Academic coordinators representing all undergraduate programmes;
- External Examiners and Validating Partner representatives.

### Authority of Boards of Examiners (Undergraduate and Postgraduate)

- 8.7 A Board of Examiners is responsible for all assessments that contribute to the giving of an academic award.
- 8.8 The Board of Examiners is responsible, under delegated powers from the Academic Board, for making the award on behalf of the European School of Economics.
- 8.9 All awards of the European School of Economics, or of any other awarding body, made by a Board of Examiners must be made with the written confirmation (signature) of the external examiner(s) involved.
- 8.10 A Board of Examiners may delegate its authority to make awards to a formally constituted subsidiary committee, particularly with reference to the progression of students or the recommendation of awards following referral or re- examination of students. When awards are made, such a subsidiary committee will always be supported by an external examiner. The remit of such a formally constituted subsidiary committee will be limited solely to the consideration of candidates referred or deferred from the main Board of Examiners.
- 8.11 No other body has authority to recommend the conferment of an award, nor to amend the decision of a properly constituted Board of Examiners acting within its terms of reference and in accordance with the regulations of the programme.
- 8.12 Certificates for European School of Economics awards shall only be issued by the Academic Registry. This provision applies to all awards except certificates of competence or of attendance.
- 8.13 In some circumstances, for example, when additional information comes to light, it may be necessary for the Chair of the Board of Examiners to act on behalf of the full Board. Such action will be exceptional and only occur when all four of the following circumstances apply;
- (i) The matter is urgent;
  - (ii) There is no reasonable doubt about the decision which should be reached such that the decision is unlikely to cause debate at the meeting of the Board;
  - (iii) The decision is based on precedent from the full Board's activity;
  - (iv) It is not reasonably practicable to proceed in any other way.
- 8.14 All such action must be reported to the next meeting of the Board of Examiners. Module marks must be confirmed by the external examiner prior to Chair's Action being taken.

- 8.15 A Board of Examiners may be required by the Academic Board to review a decision on grounds on which an appeal has been sustained by an Appeals Panel (see Part 9).

### Regulations on external examiners

- 8.16 All programmes will appoint an external examiner in keeping with external examining at the Validating Partner.

### Publication of Approved Results

- 8.17 Following ratification by the Academic Board of Examiners final examination results are released to the students by the Academic Office contacting the student by email. Academic Transcripts, showing classification, subjects and grades will be released and collected from the Campus Academic Office. Students will be informed when these are ready for collection.
- 8.18 It is the responsibility of the student to ensure that the Academic Office holds the correct address to which any relevant documentation may be sent.
- 8.19 Where a Board of Examiners has permitted a candidate to be re-examined or reassessed in a module after initial failure, any re-examination or re-assessment shall be at the next available opportunity unless otherwise directed by the examiners. A candidate who does not avail themselves of this further opportunity will lose any further right to a re-sit examination. Marks for re-examined or re-assessed work will be capped at 40 pc for UG Programme and 50pc (C) for PG Programme.
- 8.20 Where an Undergraduate student fails a resit or a resubmission, they must repeat the module at the earliest available opportunity. In no case may a candidate be re-examined or reassessed more than twice for the purposes of progression or classification.
- 8.21 Following successful re-examination or re-assessment of any failed element(s), the final mark, in which an element is retaken, excluding deferrals, will be capped at 40 pc or 50pc (according to the programme) or the first attempt grade, whichever is higher. This capped grade will be used to calculate the final average of the programme.
- 8.22 Where a candidate fails to satisfy the examiners on re-examination or reassessment the higher mark achieved will be recorded for the purposes of progression or classification.
- 8.23 Candidates will not be allowed to re-sit papers passed at the first attempt.
- 8.24 Exceptionally, where the circumstances under which a candidate sat an examination are deemed to have been seriously disadvantageous (for example: medical reasons), and subject to Regulation 12.5 having been adhered to, the Board of Examiners may recommend that the candidate be permitted one further attempt at the examination and be credited with the actual mark obtained.

## **PART 9 – APPEALS**

### **Early clarifications before appealing against the decision of a Board of Examiners by Undergraduate / Postgraduate**

- 9.1 Querying of a final grade can only occur after the results approval of the Board of Examiners that point the student's only redress is to consider whether they have grounds for appeal. However, it should be noted that appeals cannot be made against academic judgement after 2 weeks of results delivery.
- 9.2 **Stage One:** Students who query their grade should in the first instance be encouraged to review their work in the light of the assessment criteria and the marker's comments. The student should also be made aware of the rigorous internal and external moderation and final approval processes of which their work has formed a part (whether it was second marked or not). If they still feel there is a mismatch, they should be encouraged to meet with the marker in order to develop a better understanding of their performance as it relates to the assessment criteria. If in reviewing the students' work and the grade awarded in relation to the assessment criteria the marker feels that they have overlooked or misread/misinterpreted some element of the work which would have an impact on the grade, they could recommend a change of grade to the Board of Examiners submitting a formal request to the Academic Governance Council (if the marks have not already been considered by the Board of Examiners).
- 9.3 **Stage Two:** If Stage One confirms that a review is needed students will follow the procedure below:
- The Programme Coordinator may either confirm the grade or, if they felt an error had been made in the marking process, arrange for the work to be re-marked by a second (or third marker, if it has already been subject to second marking). A revised mark would then be submitted to the Board of Examiners via the Assessment Office. The revised mark may be higher or lower than the original mark. It is hoped that by the end of this stage the student will have had their queries addressed in a satisfactory manner and has either come to accept the original grade or accepted a new grade as result of a remarking process. Under the Regulations there are no grounds for an appeal based on academic judgement, and therefore any student who remains particularly aggrieved about a grade would have no further scope for redress within the European School of Economics. It should be noted also that students aggrieved by a grade would not be eligible to take their case to the Office of the Independent Adjudicator for Higher Education, whose remit does not cover matters of academic judgement.

### **Appeal against the decision of a Board of Examiners by undergraduate/postgraduate**

- 9.4 Students aggrieved by a decision of a Board of Examiners shall have a right of appeal if they produce evidence of one or more of the following:
- (i) a procedural irregularity in the assessment process;
  - (ii) bias or perception of bias;

(iii) mitigating circumstances where, for good reason, the academic body was not made aware of a significant factor relating to the assessment of a student when it made its original decision. If the appeal is based on mitigating circumstances, evidence must be produced; if the appeal is based on evidence that the student had been previously unwilling to divulge to the Board of Examiners, the letter should set out the reasons why the student was unwilling to produce such evidence at an earlier stage and provide any appropriate supporting documentary or medical evidence.

(iv) In reaching its decision, the Board of Examiners had erroneously concluded that they had cheated or plagiarised or attempted to gain an unfair advantage in an element of work submitted for a degree.

Appeals will be resolved without prejudice to the appellant.

9.5 The following are not considered to be legitimate grounds for an academic appeal:

(i) where a student questions the exercise of academic judgement, that is, the decision made by academic staff on the quality of the work itself or the criteria being applied to mark the work (rather than the administrative marking process);

(ii) where there is disagreement about the way mitigating circumstances were considered, unless there is clear evidence that the defined procedures were not followed by the mitigating circumstances panel and/or the mitigating circumstances panel's recommendation was not properly considered by the board of examiners.

9.6 If a group of students wishes to appeal, a spokesperson should be identified to act on behalf of the group. One appeal should be submitted but agreement indicated by the signature of all students included within the collective action.

9.7 Students may not question the academic judgement of the examiners and any request based on such grounds will be dismissed.

9.8 Students wishing to make an appeal and who have evidence of extenuating circumstances unknown to the Board of Examiners when it made its recommendation, or allegations of error or irregularity, should in the first instance discuss the matter with the Head of Quality and Standards (or their nominee). At this stage the matter can be referred to the Validating Partner's Mitigating Circumstances team, who may advise the student that the Board of Examiners will reconsider its decision, at its next meeting, taking into account the new evidence, and that the appeal is not necessary.

9.9 If the discussions referred to fail to resolve the issue, students should write to the Head of Quality and Standards (or nominee) setting out the grounds for the appeal and the revised decision they seek. A request for an appeal should reach the Head of Quality and Standards or nominee within 21 calendar days of the announcement of the decision of the Board of Examiners. The Head of Quality and Standards will refer the written appeal to the department concerned for a written response to be provided alongside the student's appeal to the Appeals Panel. A copy of the department's written response will be provided to the student, who should raise any

matters of factual inaccuracy immediately with the Head of Quality and Standards.

- 9.10 The Head of Quality and Standards will refer the matter to an Appeals Panel. The Panel will be chaired by the Validating Partner's appointed person, and will consist of two other members of the Academic Board and two members from Boards of Examiners other than the Board against which the Appeal is lodged. It will also include a representative of the Students' Union. The composition of the Panel will be in line with the ESE's Equality and Diversity Policy. The Head of Quality and Standards (or nominee) will usually be in attendance.
- 9.11 The Panel may:
- (i) dismiss the Appeal if the grounds are unsubstantiated or if in the case of alleged mitigating circumstances these would not have affected the recommendation of the Board of Examiners;
  - (ii) uphold the student's case and request the Board of Examiners to reconsider its recommendation(s);
  - (iii) dismiss the case but request a change in the procedures of the Programme or of the Board of Examiners.
- 9.12 Appeals Panels will not strike out appeals solely because of minor procedural deficiencies in the application.
- 9.13 The Panel shall instruct the Chair of the Appeals Panel (or nominee) to convey its decision in writing to the student as soon as possible after the conclusion of the hearing and not later than 14 calendar days after the hearing.
- 9.14 The registered status of any student who lodges an appeal under the provisions above may be reinstated (providing this is possible within the constraints of the programme) on a provisional basis. In the event of an appeal being rejected, the provisional registration will no longer be valid and will be terminated. Boards of Examiners will not normally reconvene solely to consider students whose Appeals have been upheld. The Board of Examiners shall have the power to amend its original decision, in light of the Appeal Panel's finding, or to adhere to its original decision where it feels the Appeals Panel has acted outside of these regulations. Such cases must be referred to the Academic Board for resolution at its next meeting. The Academic Board may decide to accept the Board of Examiners' original decision, or the Appeals Panel's recommendation, or to amend either decision.
- 9.15 If the Chair of the Appeal Panel considers that the Board of Examiners has not taken due and proper account of the recommendations of the Appeals Panel, he or she may refer the matter to the Academic Board. The Academic Board may decide to annul or amend the decision of the Board of Examiners or to take no action.
- 9.16 If a student is dissatisfied with the outcome of the formal stage, he or she may be able to request a review within 2 weeks after the notification of the outcome of the Panel. A request for a review may be on limited grounds,

including but not confined to:

- a review of the procedures followed at the formal stage
- a consideration of whether the outcome was reasonable in all the circumstances
- new material evidence which the student was unable, for valid reasons, to provide earlier in the process.

- 9.17 The European School of Economics will allocate the request for review to a designated member of staff not involved at any previous stage. This allocation will clarify exactly what is being reviewed, and to ensure that both the reviewer and the student understand the purpose and scope of the review. The reviewer will ascertain whether the matter needs to be referred back to the Chair of the Appeals Panel for reconsideration.
- 9.18 Acceptance of an award, for example by attendance at an awards ceremony to receive the award, will be taken as agreement to the decision of the Board of Examiners by the student concerned. In such circumstances, no further appeal will be allowed.
- 9.19 These procedures are operated without prejudice to a student's right to pursue legal remedies outside the European School of Economics, but excludes any form of legal representation within the European School of Economics' procedures.
- 9.20 Once all internal avenues have been exhausted, unsatisfied students should be issued with a Completion of Procedures Letter by the school. They may then seek advice on the range and remit of services provided by the Validating Partner and should make their application to the University, and eventually the OIA within 12 months of the date of issue of the Completion of Procedures Letter.
- 9.21 The European School of Economics and the Validating Partner are part of the Scheme provided by the Office of the Independent Adjudicator ([www.oiahe.org.uk](http://www.oiahe.org.uk)). The OIA will provide a final level of opportunity for students whose complaints or appeals may not have been resolved to their satisfaction, through the ESE's regulatory procedures. Students may seek advice on the range and remit of services provided by the OIA and should make their application to the OIA within 12 months of the date of issue of the Completion of Procedures Letter.

## **PART 10 – MITIGATING CIRCUMSTANCES**

- 10.1 Any undergraduate or postgraduate student who believes that there are circumstances which might have led them to be unable to submit or have seriously affected his or her performance in an assessment and which he or she wishes a Board of Examiners to take into consideration, shall, before the point of assessment, complete the declaration form on mitigating circumstances and submit it with appropriate independent corroborating

documentary evidence, e.g., a medical certificate, hospital discharge letter, midwife report, coroner's report or correspondence from a court or tribunal, to the Academic Quality and Standards Service. Students who feel they have good cause for failing to meet workload requirements, for example, due to short-term personal or medical circumstances may apply for such to be taken into account.

- 10.2 The mitigating circumstances will be considered by a Board of Examiners' Chair who will accept or reject the application and report the outcome to the relevant Board of Examiners.
- 10.3 Where an application is accepted it will be taken by the Board of Examiners as mitigation against failure in that module only, resulting in a waiving of the assessment undertaken and provision being made for the student to take the assessment as a first attempt. Students will usually only be permitted a maximum of four attempts (including the original first sit and the re-sit) at an assessment.
- 10.4 All work submitted for examination, for which an application for mitigating circumstances has been made, shall be marked at face value and the marks shall be submitted to the Board of Examiners in the normal way. Marks are not altered as a result of a student's claim for mitigation.
- 10.5 Evidence of mitigating circumstances cannot usually be taken into account retrospectively (unless such circumstances have been revealed through the Appeals process and the applicant's Appeal has been upheld and referred back to the Board of Examiners for reconsideration of the original candidature, in the light of the mitigating circumstances).
- 10.6 The Validating Partner treats all students without bias and acknowledges that there are inevitable circumstances occurring to students, which may adversely affect student's attendance, ability to sit assessments, and engagement with school life. The definition of mitigating circumstances is regarded as highly disruptive or unexpected events beyond the student's control.
- 10.7 The most commonly accepted examples regarded by the Validating Partner as mitigating circumstance normally are:
  - a. Sudden deterioration of a chronic mental and/or physical health condition;
  - b. Short-term serious or significant illness that leads to the need of medical intervention;
  - c. Severe emergency family/personal issue;
  - d. Bereavement;
  - e. UK Visa problems/ change in immigration status.
- 10.8 For the purpose of this guidance, a chronic condition encompasses a wide range of symptoms and illnesses. If a student is suffering from a sudden deterioration of the chronic condition that is preventing them from engaging in and attending ESE, both the Validating Partner and the European School of Economics expect that they seek medical intervention or professional help without delay. In addition, the student must contact their academic advisor

immediately if they are struggling to attend and engage in their studies.

- 10.9 Students who have an on-going declared SENs are given reasonable adjustments on the basis of academic suitability for the programme of study. These adjustments are agreed in advance and are not covered by mitigating circumstances. Long- term disability should not be considered as a ground of the mitigating circumstances since it is a retrospective process, when the disabilities are normally registered by Student Affairs.
- 10.10 Not every unexpected event will be seen as a mitigating circumstance. Students are expected to manage circumstances in their lives in conjunction with their responsibilities as a student. The following list is not exhaustive but **WILL NOT NORMALLY BE SEEN AS A MITIGATING CIRCUMSTANCE**:
- Employment;
  - Financial difficulties;
  - Poor time management;
  - Religious holidays/family events;
  - Personal computer/printer problems (including ESE computer / server / printing facilities);
  - Poor practice e.g., no back up of electronic documents;
  - Criminal conviction;
  - Being unaware of the dates or times of submission deadlines or examination(s);
  - Not being aware of the Attendance Policy/Mitigating Circumstance Guidance.

### Submitting Mitigating Circumstance

The submission of evidence must be in line with the submission dates of the appeal. The Student Privacy Policy is in place with the evidence you provide and all the requests are regarded as strictly confidential. If appropriate, the OIA will be the only governing body as a matter of appeal procedure. The information supplied is used in order to review the case.

- 10.11 If the appeal is submitted without the necessary evidence, it will not be heard. The Committee, however, may decide to accept the application out of discretion, if the student could prove genuine grounds by supporting evidence to explain the reasons for late submission.

### Evidence Requirements

- 10.12 Students are responsible for submitting the evidence with the appeal. It is not the burden of the European School of Economics to collate evidence on the student's behalf. The Committee will, however, from time to time reach out to a relevant member of the European School of Economics to seek further information should it be required to make a decision relevant to the case.

- 10.13 Evidence examples:
- a. Medical evidence of certification or letter by a registered medical practitioner:
    - i. confirming the nature and extent of the illness;
    - ii. confirming the dates clearly correspond with the timeframe of the claim;
    - iii. whenever possible, comes from a locally registered medical practitioner;
    - iv. confirming that the claim has an impact on attendance and/or assessments;
  - b. Funeral notice or death certificate. The Validating Partner appreciates that it is difficult to obtain the original death certificate, particularly if the occurrence of death is outside the UK, therefore a copy or alternative evidence, such as funeral arrangements, death notice, written evidence from a professional such as a funeral director etc. if the evidence is substantial and compelling. A letter from a family member, text messages or an email to a friend about a death does not count as legitimate evidence;
  - c. Report from a police officer or investigating authority (a crime reference number is needed if necessary);
  - d. Letter from solicitor, summons to attend court.
- 10.14 Documents must be translated if the supported evidence is not written in English.
- 10.15 The European School of Economics, under the freedom of information act, reserves the right to liaise with the relevant person, in regards to seeking clarification of the authenticity of submitted evidence at the time of the decision stage. If students are found to supply fraudulent documentation, a disciplinary action will be given.