

REGULATION 16: FIRST DEGREES, FOUNDATION DEGREES, DIPLOMAS, CERTIFICATES AND OTHER DISTINCTIONS

General

1. This Regulation applies to the following degrees as specified in the University's Academic Framework:

Bachelor of Arts (BA),
Bachelor of Engineering (BEng)
Bachelor of Laws (LLB)
Bachelor of Medicine (BM)
Bachelor of Music (BMus)

Master of Arts (MArts)
Master of Chemistry (MChem)
Master of Computing (MComp)
Master of Engineering (MEng)
Master of Mathematics

8. In order to qualify for an undergraduate award of the University, a student shall:
 - 1) Be registered in accordance with this Regulation
 - 2) Have pursued the course of study prescribed by Senate, obtained the minimum credits required for the award while registered and satisfied the assessment requirements prescribed by Senate.

Course Structures

9. The University Education Committee shall maintain oversight of the Academic Framework which establishes the criteria and rules for courses leading to an award of the University, the new course approval process and the process for subsequent modifications.
10. Under procedures approved by University Education Committee the Director of Teaching and Learning of the relevant School of study may approve a variation in the curriculum for an individual student.

Admission

11. Application for admission shall be by the method prescribed by the University.
12. Entry requirements and offer levels for each course are recommended by the relevant Head of School (or nominee) for consideration by the Intake Management Group and approval by the Provost.
13. The School Education Committee shall prescribe that each course is available only to full-time students, only to part-time students, or to both.

Exemption from part of a course

14. Consideration of any request for entry with advanced standing on the basis of previous education or relevant experience will be as specified in the University's Recognition of Prior Learning Policy.

Admission to a course

15. In addition to satisfying any general or specific entry requirements, a student shall not be admitted to a course unless they have:
 - a. satisfied, or have been properly exempted from, the entrance requirements for the course;
 - b. agreed to comply with the Charter and Statutes, and Regulations of the University.
16. The Head of School, or the relevant Admissions Tutor delegated by the Head of School, shall have authority to accept applications for admission in accordance with the University's Admissions Policy which also sets out the circumstances in which an appeal will be considered.

Re-admission to a Course

17. No student will be re-admitted to the University on a course of study of equivalent length, level or award to one they have previously failed or from which they have withdrawn or otherwise been required to leave, except with the express

permission of the Director for the Student Experience (or nominee). Where

therefore jeopardises the University's status as a Trusted Sponsor.

26. Subject to satisfactorily fulfilling any conditions placed on their return, a student may subsequently be re-registered or reinstated at such point in the academic year as is determined appropriate by the University.

Change in registration particulars

27. A student must notify the University of any changes occurring in the particulars supplied for registration purposes. Where changes are such that initial admission and registration would not have been permitted had the changed circumstances applied at that time, the University may require the student to de-register from the University and to leave their course of study.

Course Transfers

28. Permission for a student to transfer course shall be granted by the Head of School (or nominee). Where the transfer also involves a change of School, permission shall be granted jointly by the Head of School (or nominee) for the original course and the Head of School (or nominee) for the new course.

Fitness to Study

29. Fitness to study is defined as fit to:

- a) benefit from the programme of study or research;
- b) participate and function largely independently in the university environment including in academic, residential, social, community activities.

30. A student may be considered not fit if they persistently exhibit behaviour that is disruptive to the academic, social or business life of the University, its staff and other students. Under procedures approved by Senate, where a Fitness to Study Panel believes that a student is not fit to study, the Director for the Student Experience (or their nominee) may recommend to the Pro Vice Chancellor for Education and Students that the student be required to temporarily or permanently suspend their studies.

attendance requirements, shall inform the School in which they are registered in accordance with the Attendance, Absence and Engagement Policy.

Withdrawal

Temporary Withdrawal upon satisfactory completion of an academic year

36. A student may be permitted to temporarily withdraw for one academic year upon satisfactory completion of an academic year. Such an application will normally be granted provided that the student:
- a. is entitled to continue into the next succeeding year of the course, and
 - b. has applied to the Director of Student Experience with the intention to temporarily withdraw, normally before the end of the July immediately preceding the year of temporary withdrawal or, in the case of successful resit students and appellants, as soon as practicable after the outcomes are known.
37. A student having so temporarily withdrawn shall be entitled to return (and shall be assumed to be due to return) at the start of the next academic year.

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Voluntary Permanent Withdrawal

45. A student who wishes to withdraw from the University before the completion of the course on which they are registered must notify the University in writing after consulting the Director of Student Experience.
46. Any refund of course fees will be in accordance with the University's published Refund Policy.
47. Having taken voluntary permanent withdrawal any subsequent admission or readmission to the University (s)-2 ()2.6 (ngn)2.6 (beden)10.6 (t)-672 (er)4.9 (m)-5 (u)2.6 (i)2.6 (c)-2 (i)2.6 (sy)-2 (a)10.5 undp(r)-6 (l)

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- a. is required to withdraw, permanently or temporarily.
 - b. is permitted to temporarily withdraw.
56. Where relevant, notification to a sponsor shall be withheld until after the possibility of appeal has expired or until after the appeal has been heard and concluded.

Assessment

57. The University's expectations relating to assessment are set out in the Undergraduate Progression and Award Regulations and associated policies and guidance.
58. Work submitted for assessment shall:
- a. ^E be written in English unless otherwise approved by the Validation Panel under guidance from University Education Committee;

Schedule A

- (1) An Affiliated Institution for the purposes of this Regulation is one recognised by Senate for the purposes of the teaching of students registered for courses within that institution which have been approved as leading to a first degree, a foundation degree, diploma, certificate or other distinction of the University of Sussex.
- (2) Except as provided in the Regulations, the conferring of the status of Affiliated Institution shall involve no limitation of the powers of the Governing Body of the College or Institution.
- (3) An Affiliated Institution shall be open to visitation on behalf of Senate.
- (4) An Affiliated Institution shall make provision for the representation of the University on its Governing Body.
- (5) An Affiliated Institution listed in Schedule B(i) to this Regulation may use the title 'a College affiliated to the University of Sussex'.
- (6) The status of an Affiliated Institution may be withdrawn 0 of withtuti (f)-9.6 ()-6.6 (S4 6.013 Tc 0.01