

RICHMOND AMERICAN UNIVERSITY LONDON
ACADEMIC REGULATIONS

Preamble

1. The Academic Regulations apply to all new student cohorts on programmes leading to both UK and US awards from Richmond American University London (RAUL). RAUL is hereon referred to as the “University.”
2. The Academic Regulations provide a statement of the core academic principles of the University regarding the award of degrees, academic credit, and related matters.
3. The University was granted Taught Degree Awarding Powers in the UK on 17 May 2018 for a fixed six-year term.
4. The University has been accredited by the Middle States Association for Higher Education to award US degrees since 1986 and accreditation was reaffirmed in 1996, 2006 and 2016.
5. The University’s awards are defined with reference to the Further and Higher Education Qualification framework of England, Wales, and Northern Ireland (FHEQ). The framework provides a set of learning outcomes and skills expected of the holders of the University’s awards.
6. Only the University’s Board of Trustees has the authority to revise or change the Academic Regulations, on the recommendation of the University’s Academic Board. The University’s Provost and Deputy Vice-Chancellor may suspend the Academic Regulations only with the approval of the Academic Board.

Academic Regulations

7. **Degree Programmes.** The University offers the following degrees to students who have satisfied the relevant degree requirements outlined in the University’s *Policies and the University’s Programme and Course Listings*.
 - a Undergraduate degrees:
 - i Associate of Arts - AA (US only)
 - ii Bachelor of Arts – BA (UK and US)
 - iii Bachelor of Arts - BA (Hons) (UK only)
 - iv Bachelor of Science - BS (US only)
 - v Bachelor of Science – BSc (UK only)
 - vi Bachelor of Science - BSc (Hons) (UK only)
 - b Postgraduate degrees:
 - i Master of Arts – MA (UK and US)
 - ii Master of Business Administration – MBA (UK and US)
 - iii Master of Science – MSc (UK only)
 - iv Master of Science – MS (US only)

8. Exit Awards.

- a The University offers the following undergraduate exit awards to students who have satisfied the relevant requirements outlined in the programme specification:
 - i Undergraduate Certificate of Higher Education - CertHE (UK only)
 - ii Undergraduate Diploma of Higher Education - DipHE (UK only)
- b The University offers the following postgraduate exit awards to students who have satisfied the relevant requirements outlined in the programme specification:
 - i Postgraduate Certificate – PGCert (UK)
 - ii Postgraduate Diploma – PGDip (UK)
 - iii Postgraduate Certificate (US)
- c Where a student leaves the University with an exit award, they may reapply later to upgrade to a higher award on the same programme, subject to the re-admission policy at the time of application and only if the programme is still offered by the University.
- d A student who has withdrawn from a programme or has exhausted all assessment attempts will automatically be considered for an exit award where sufficient credit has been accrued.

9. Degree and Exit Award Credit Requirements, Classifications and Graduation Honours. Students are governed by the *Degree Programme Requirements* of the degree for which they are registered and for the academic year in which they declared their major. These are published in the *University's Policies* and the *University's Programme and Course Listings* on the University's website.

- a To receive the US award of Associate of Arts (AA) a student must have earned 60 US / 240 UK credits across NQF Level 3 and FHEQ Level 4. Regardless of the number of credits earned, students must satisfy all exit award requirements.
- b To graduate with a UK and US Bachelor's degree a student must have earned a minimum of 120 US/480 UK credits, with 90 US/360 UK credits at FHEQ levels 4-6. Students must satisfy all graduation requirements.
- c To graduate with a UK-only Bachelor's degree a student must have earned a minimum of 480 UK credits, with 360 UK credits at FHEQ levels 4-6. Students must satisfy all graduation requirements.
- d To graduate with a UK-only Top-Up Bachelor's degree a student must have earned a minimum of 120 UK credits at FHEQ level 6. Students must satisfy all graduation requirements.
- e To graduate with a Master's degree a student must have earned a minimum of 36 US/180 UK credits at FHEQ Level 7 and must satisfy all graduation requirements.

Award title	FHEQ level	Total credits (US/UK)	Minimum credits at each FHEQ level	Level weighting in aggregate mark	Aggregate mark and classifications
Associate of Arts (AA) (US)	4	60 US/ 120 UK	30 US/60 UK level 3 30 US/60 UK level 4	N/A	Pass: 2.000+ cGPA
Certificate of Higher Education (CertHE) (UK)	4	120 UK	120 UK level 4	Level 4 100%	Pass: 1.850-2.999 cGPA Merit: 3.000-3.499 cGPA Distinction: 3.500+ cGPA
Diploma of Higher Education (DipHE) (UK)	5	240 UK	120 UK level 5 120 UK level 4	Level 5 50% Level 4 50%	Pass: 1.850-2.999 cGPA Merit: 3.000-3.499 cGPA Distinction: 3.500+ cGPA
Pass Bachelor's degree (BA, BSc) (UK)	6	360 UK	120 UK level 6 120 UK level 5 120 UK level 4	Level 6 66.67% Level 5 33.33%	1.850-1.999 cGPA
Bachelor's degree with honours (BA (Hons), BSc (Hons)) (UK)	6	360 UK	120 UK level 6 120 UK level 5 120 UK level 4	Level 6 66.67% Level 5 33.33%	Third class: 2.000-2.499 cGPA Lower Second class: 2.500-2.999 cGPA Upper Second class: 3.000-3.499 cGPA First class: 3.500-4.000 cGPA
Bachelor's degree (BA, BS) (US)	6	120 US	30 US level 6 30 US level 5 30 US level 4 30 US level 3	N/A	3.4000+ cGPA AND cum laude 3.500-3.599 mGPA Magna cum laude 3.600-3.699 mGPA Summa cum laude 3.700+ mGPA
Postgraduate Certificate (PGCert) (UK)	7	60 UK	60 UK at level 7	Level 7 100%	Pass: GPA of 2.000+
Postgraduate Certificate (US)	7	24 US	24 US at level 7	Level 7 100%	Pass: GPA of 2.000+
Postgraduate Diploma	7	120 UK	120 UK at level 7	Level 7 100%	Pass: GPA of 2.000+

(PGDip) (UK)					
Master's degree (MA, MSc, MBA) (UK)	7	180 UK	180 UK at level 7	Level 7 100%	Pass: 50-59.999% Merit: 60-69.999% Distinction: 70%+
Master's degree (MS) (US)	7	36 US	36 US at level 7	Level 7 100%	Pass: GPA of 2.000+
Master's degree (MA, MBA) (US)	7	36 US	36 US at level 7	Level 7 100%	Pass: GPA of 2.000+

10. Posthumous and Aegrotat Awards. The University makes provision for posthumous degree awards and, in certain cases, for aegrotat awards. These require the approval of the University Examinations Board.

- a Considerations for undergraduate Aegrotat Awards are limited to students who are permanently unable to continue their studies and have less than 60 UK credits at FHEQ Level 6 remaining. The University Examinations Board must be satisfied that the student's prior performance shows beyond reasonable doubt that they would have passed but for the illness, or other circumstances.
- b Posthumous awards are permitted for all programmes. The recommended classification for such awards is based on past performance and aligned to the closest exit award (which may include a classification).

11. The University Examinations Board. The University Examinations Board, chaired by the Provost and Deputy Vice-Chancellor is empowered by the Board of Trustees to decide which students have met the relevant award and aegrotat award requirements as recommended by the relevant School/Department Examination Board.

- a The University Examinations Board is authorised to determine the progression of students in accordance with these academic regulations and to recommend progression or the conferment of validated awards of the University.
- b External Examiners are appointed by the University and their annual reports are submitted to and reviewed by the University.
- c All External Examiner(s) for the programme/subject area will be members of the School/Department Board.

12. Academic Progression. The paths through which students are required to progress through the programme to obtain an award, and the elements identified as compulsory or optional, are set out in the programme specification and approved in the programme validation process. Progression through any programme may require students to complete prerequisite or corequisite courses which are set out in the programme specification and approved during the validation process.

13. Conferment of Award. The University may approve conferment of an award when the following conditions are satisfied:

- a The student has been a registered student at the time of the assessment for an award and the appropriate fee to the University has been paid.
- b The award has been recommended by a School/Department Examinations Board convened, constituted, and acting under regulations approved by the University and including all External Examiners for the programme.
- c The recommendation of the award has been signed by the Chair of the University Exam Board, the External Examiners and the Registrar, in accordance with the requirements of the University.

14. Programme Titles. A title will be given to an approved programme leading to any taught award and will not be changed without approval by the University's Academic Board. The title will accord with the normal expectations of higher education bodies, relevant professional bodies, students, and employers about the level of knowledge and skills to be expected from a person holding such a qualification.

- a The University recognises five types of UK honours degrees in named subjects:
 - i Single subject or field of study degree, for example: *BA (Hons)/BSc (Hons) or MA/MSc in Psychology*
 - ii Major subject or field of study, with a specialist minor (where the minor subject is part of the broad-based field of study that is the major subject of the degree), for example: *BA (Hons)/BSc (Hons) or MA/MSc Communications: Advertising and Public Relations*
 - iii Major subject or field of study with a supplementary minor honours subject, (where the minor subject is not part of the field of study which is the major subject of the degree), for example: *BA (Hons)/BSc (Hons) or MA/MSc History with English*
 - iv Major subject or field of study with a minimum of three additional fields of study, for example: *BA (Hons)/BSc (Hons) or MA/MSc Marketing with Combined Studies*
 - v Joint degrees in two equally weighted subjects or fields of study, for example: *BSc (Hons)/BA (Hons) or MSc/MA Film and Photography*
- b The University recognises three types of US degrees in named subjects:
 - i Single subject or field of study degree, for example: *BA/BS (Hons) or MA/MS in Psychology*
 - ii Major subject or field of study, with a specialist minor (where the minor subject is part of the broad-based field of study that is the major subject of the degree), for example: *BA/BS or MA/MS Communications: Advertising and Public Relations*
 - iii Joint degrees in two equally weighted subjects or fields of study, for example: *BS /BA or MS/MA Film and Photography*

15. Non-degree programmes (not-for-credit). The University may from time-to-time offer programmes and courses for professional and personal development which do not earn formal undergraduate or postgraduate credit. Not-for-credit courses and programmes require approval at Academic Board.

16. Admissions. To be registered on a for-credit degree or a for-credit non-degree programme a student must satisfy the *University Admissions Policy* to gain admission to the University. Admissions standards and entry qualifications are set by the Academic Board.

The Academic Board has ultimate responsibility for determining admission standards and has ultimate responsibility for their interpretation.

17. Transfer Credit and the Accreditation of Prior Learning. The University permits the transfer of academic credit earned outside Richmond to be applied toward the Richmond undergraduate degree according to the policies and procedures provide in the *University's Policies*. The Academic Board has final responsibility for transfer credit policy and has ultimate responsibility for its implementation and interpretation.

a Students who can demonstrate that they have already fulfilled some of the learning outcomes of the programme by means other than attendance on the planned programme, and will be able, by completing the remaining requirements, to fulfil the learning outcomes of the programme and attain the standard required for the award, may be admitted with advanced standing, thus exempting them from some courses on the programme.

b A student admitted based on uncertificated learning and experience or through prior certified learning is subject to the same principles of admission as all other students on that programme. Subject to the requirements of any Professional, Statutory and Regulatory Body (PSRB) requirements the partner institution has discretion to admit a student with exemption from certain elements of the programme or with specific credit.

18. Financial responsibilities. To be registered, a student must satisfy financial obligations to the University as understood in the Student Financial Regulations and are required to abide by the *Student Financial Regulations*.

19. The Student Code of Conduct. It is a condition of registration and enrolment that all students on for-credit or non-credit programmes and courses agree to abide by the *Student Code of Conduct*.

20. Registration. A student may not register for, or be entered for the award of, more than one degree at the University one time. For the avoidance of doubt an undergraduate 'double major' is a single degree and a minor is not a degree programme, but a supplementary set of cognate courses, as explained in the *University's Policies* and the *University's Programme and Course Listings*.

21. Course transfer. Any course completed by a student can only be counted towards the registered degree. For the avoidance of doubt an undergraduate 'double major' is a single degree and a minor is not a degree programme, but a supplementary set of cognate courses as explained in the *University's Policies* and the *University's Programme and Course Listings*.

22. Credit load

a The normal credit load for a full time UG student is 15-17 US/60-64 UK credits a semester.

b The minimum full time UG credit load is 9 US/36 UK credits a semester.

c The normal credit load for a full time PG student is 10-12 US/48 UK credits a semester.

d The minimum full time PG credit load is 8 US/32 UK credits a semester.

e Some programmes offer intense instruction in the summer semester, which, whilst running over a shorter semester, offers a similar credit load to a regular semester, in terms of weeks of instruction.

f A credit overload may be permitted by the Academic Progress Committee, in accordance with the rules provided in *University's Policies*.

g Students registered below the minimum full-time load will hold part time student status and will be charged in accordance with the rules provided in the *University's Policies*.

23. **Academic Credit.** Academic Credit is earned on a semester-hour basis, and is calculated according to formal instructional time, unless specific exceptions are agreed by the Academic Board, according to the process provided in the *University's Policies*.

24. **Academic Transcripts, Degree Certificates, and the Diploma Supplement.**

a The Academic Transcript is the official and complete record of all courses attempted at the University. The transcript is produced by the University and provides a comprehensible verifiable record of a student's learning. If a student has completed only a part of a programme of study, without fulfilling the full requirements for an award, a transcript is issued on request.

b The Degree Certificate serves as the European Diploma Supplement, compliant with the Bologna Agreement 1992. The Degree Certificate is issued by the University and will not be amended or reissued in a different name if a change of name is notified after the date the qualification is conferred, except in the case of an error by the University in recording personal details, or if a valid request is made under the Gender Recognition Act 2004. A duplicate diploma will be issued in the same name as the original certificate (unless amended as above), even if a change of name may subsequently have been notified.

c The Diploma Supplement is produced by the University solely on the successful completion of a qualification. It shows attendance dates at the University, the titles, marks gained, and credits awarded for courses studied, and the programme and award granted.

25. **Grading.**

a The University uses a Grade Point Average (GPA) system on a 4.0 scale. A letter grade system is used to evaluate individual items of work, according to the requirements of the *University's Policies*.

b The final grade for an individual assessment component and the final grade for the course will be determined after completion of a quality assurance process (e.g., moderation, remarking, external examination).

c cGPA refers to a Cumulative Grade Point Average and includes all courses taken for the degree programme.

d MGPA refers to a Major Grade Point Average and all includes all courses taken within the Major only.

26. **Graduation.**

a Only students who have completed their graduation requirements (as certified by the University Examinations Board) are permitted to participate in the ceremony.

b Normally students who have financial, disciplinary, or other hold on their record are not permitted to participate in the ceremony.

27. **Programme and Course Cancellation.**

a The University reserves the right to cancel or replace programmes and/or courses for which there is insufficient enrolment or concerns about academic standards, or for which the University cannot provide adequate teaching resources.

b Reasonable and appropriate effort is made to ensure that the content of courses corresponds with the descriptions in the *University's Programme and Course Listings*.

c The closure of a Degree Programme requires the agreement of the Board of Trustees.

28. Academic Policies and Procedures. The Academic Board is empowered to approve and uphold appropriate, consistent, and reliable policies and procedures regarding academic matters. These are made available to all students, staff, and faculty and to the wider community in the *University's Policies*. The Academic Regulations require the following policies to be provided and maintained:

- a Academic Appeals, Complaints
- b Academic Calendar, Course Scheduling and Timetabling
- c Academic Misconduct
- d Academic Standing, Academic Dismissal and Probation
- e Admissions Standards
- f Application for Graduation and Confirmation of Degree
- g Attendance
- h Assessment and Feedback Norms
- i Course Load, Course Auditing, Course Substitution, Course Exemptions, Repeating a Course
- j Declaring and Changing a Major
- k UK Degree Classification
- l Degree Programme Structures, including Minors, Certificates, Exit Awards, Aegrotat, and Posthumous
- m Equality, Disability, and Special Educational Needs
- n GPA and Grading
- o Internships, Independent Study, International Field Research
- p Postponed and Rescheduled Classes
- q Transfer Credit
- r Withdrawing from a Course, Withdrawing from the University, Leave of Absence.

29. Fees

- a Fees are approved annually, in advance of the start of the academic year, by the Board of Trustees on the recommendation of the University Board and in line with the requirements and expectations of the Office for Students.
- b The tuition fee will not change for the duration of the academic year.
- c The University will ensure that all fees, payment deadlines, liabilities, refund policies and related information is available to students in an accessible and timely manner.
- d Official information outlining tuition Fees is provided on the University website.

30. Scholarships.

- a The University may make awards to both new and to continuing undergraduate students whose academic record and/or contribution to the vision, mission and values of the University is considered worthy of recognition, and/or who may require financial assistance.
 - b To be considered for a scholarship, applicants must be admitted to the University and submit the required documentation by the priority registration deadline as set out in the academic calendar.
- a. The University Board will agree and make available a Scholarship Policy, which will be updated annually.
 - b. The University Board will agree and make available an Access and Participation Statement, which will be updated annually, in line with the requirements and expectations of the Office for Students

31. **Equality.** The University does not discriminate in admissions, employment, or access to programmes, or in the treatment of students registered for programmes or courses. The policy of the University is that students, applicants, or employment candidates are considered without regard to race, colour, religion, sex, sexual orientation, gender identity, national or ethnic origin, or age. The University complies with the UK Equality Act (2010). The University will make reasonable and appropriate adjustments for students with diagnosed and documented learning difficulties, disabilities, or related special educational needs, in line with the requirements of the Equality Act (2010) and as detailed in the *University's Policies and Procedures*.

32. **Complaints and appeals.** The University subscribes to the UK Office of the Independent Adjudicator (OIA) and provides appropriate complaints and appeals procedures for academic and academic-related matters. These are detailed in the *University's Policies*.

a There shall be no appeal against an assessment result determined by the University Examinations Board (UEB), except on the grounds that the approved policy for moderation has not been followed.

b A student may appeal against a decision of the UEB only if one or more of the following grounds apply:

i there has been a material administrative error; or

ii the examinations or other assessments were not conducted in accordance with the regulations for the programme and/or special arrangements formally agreed; or

iii some other material irregularity relevant to the UEB's decision has occurred.

c Disagreement with the academic judgement of the UEB cannot constitute grounds for an appeal.

d An appeal must be made within the time limits stated in appeals policy.

e The student will be sent a written statement setting out the decision that has been made and the reasons for reaching that decision, together with any actions required by the student or the University to follow up and implement that decision. The written statement will also include details of any further right of appeal available to the student if they remain dissatisfied with the outcome of the University's procedures.

f There shall be a final right of appeal to the University against a decision of the UEB only if the appeal is against a decision related to either:

i progression from one stage to another of the programme to the next; or

ii a final award; and both of the following criteria are met:

I all appropriate internal procedures at the Partner Institution have been exhausted;

II there are reasonable grounds to believe that the Partner Institution's internal procedures and regulations for dealing with appeals were not implemented correctly or fairly.

33. **Data Protection and Privacy.** The University complies with the UK Data Protection Act 1998, the General Data Protection Regulations (2018) and the US Family Educational Rights and Privacy Act (1974) and related legislation, as amended from time to time.

34. **The Academic Calendar.** The Academic Board will propose semester dates to the University Board on an annual basis, covering the next three academic years. The University Board will ensure that the academic calendar meets the requirements of US and UK accreditation bodies. Registered students on an UK award validated by the University are bound by the Academic Calendar at their home institution.

35. **The Academic Year.** The Academic Year comprises two semesters. Both semesters are typically 15 weeks for undergraduates and 10-12 weeks for postgraduates, depending on the programme. Semester one (the Fall Semester) is normally September to December. Semester two (the Spring Semester) is normally January to May. The University may also offer a Summer semester(s), a January-term, and other short semesters with the approval of the University Board and in accordance with the policies and procedures detailed in the *University's Policies*. The specific semester dates are set by the University Board.
36. **Communication.** The University email system is the official channel of communication between students, their advisors, and the University administration.
37. **Visas.** The University will ensure that academic policies and procedures comply with the legal requirements for the provision of student visas and will make this information available to all students. Students registered below the minimum full-time load will hold part time student status and will be bound by the immigration and visa rules provided in the *University's Policies* as revised from time to time.
38. **Freedom of thought and expression.** The University takes the position that its purpose is to teach, discuss, critique, debate and educate in an open and positive manner and in an atmosphere in which everyone has a duty to respect the freedom of thought and expression rights of others. The University will only limit these rights in exceptional circumstances, in line with our legal obligations.
39. **PREVENT.** The Prevent Duty requires the University to have due regard to the need to prevent people from being drawn into terrorism. The Academic Regulations recognise this duty and the responsibility of the University to ensure the protection of freedom of speech and expression.
40. **Programmes outside London.** The University may offer academic programmes at campuses and instructional sites outside London, subject to approval by Academic Board, University Board, and the Board of Trustees. These programmes are required to always comply with the *University's Policies*.
41. **Distance Learning.** The University may offer distance learning degree programmes, based on agreement and approval by the Academic Board and University Board. Only courses within an approved Distance Learning Programme may be studied via distance learning. The relevant UK and/or US degree requirements will be outlined in the University's Policies and the University's Programme and Course Listings.
42. **Suspension of Regulations.** Requests for the Academic Board's consideration of suspension of any of these regulations must be submitted in writing to the Provost by or on behalf of the Dean of School or Designee, Registrar, or another appropriate officer. Any such written submission must state the reason for the request and the case in support of suspension of regulations. Suspension of regulations will be considered only in exceptional cases, such as those where an urgent decision is necessary in the interests of admission or examination of a student or group of students and where amendment of regulations is inappropriate. All requests for suspension of regulations and the decisions by or on behalf of the Academic Board shall be recorded by the Registrar and reported to the Board of Trustees.

VERSION MANAGEMENT

Responsible Department: Provost			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
1		24/07/2018	28/08/2018
2	Minor updates throughout.	30/08/2020	30/08/2020
3	Minor updates on PT student status. Updates to ceremony attendance, PG semester and new addition of distance learning.	28/02/2022	30/08/2022
4	Removed header and hyperlinks	20/10/2022	20/10/2022
5	Major additions and restructuring to mirror Academic Regulations for Validated Awards and new boundaries for PG awards.	30/06/2023	29/08/2023
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	