

RICHMOND AMERICAN UNIVERSITY LONDON ACADEMIC REGULATIONS FOR VALIDATED AWARDS

Preamble

1. The Academic Regulations for Validated Awards apply to all new student cohorts on programmes leading to a UK-only validated award from Richmond American University London (RAUL). RAUL is hereon referred to as the “University”.
2. The Academic Regulations for Validated Awards provide a statement of the core academic principles of the University for Partner Institutions regarding the award of degrees, academic credit, and related matters.
3. The University was granted Taught Degree Awarding Powers (TDAP) in the UK on 17 May 2018 for a fixed six-year term. The University currently has an extension of TDAP until May 2026, whilst the UK’s Office for Students (OfS) reviews the application for indefinite awarding powers. The University is registered as an approved provider with the UK’s Office for Students (OfS). As such, the University is the UK awarding body and the qualifications awarded are the University’s UK qualifications. However, the validated programmes of study are developed and delivered by Partner Institutions.
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. The Academic Regulations for Validated Awards **are for UK-only awards**, and no Partner Institutions have approval or authorisation from the University to recommend their students for US awards.
5. The University was officially incorporated in 1978 as a not-for-profit educational institution in Washington D.C., moving in 1994 to the State of Delaware as a 501(c) (3) public education charity under US law, which enables the University to issue US degrees. As above, the Academic Regulations for Validated Awards **are for UK-only awards**, and no Partner Institutions have approval or authorisation from the University to recommend their students for US awards.
6. The University’s validated 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 validated awards.
7. Only the University’s Board of Trustees has the authority to revise or change the Academic Regulations for Validated Awards. Revisions or changes normally require the approval and recommendation of the University’s Academic Board. The University’s Provost and Deputy Vice-Chancellor may suspend the Academic Regulations for Validated Awards only with the approval of the Academic Board.

Academic Regulations

7. **Degree Programmes.** The University offers a range of degrees to students who have satisfied the relevant degree requirements outlined in the relevant Programme Specification, although Partner Institutions do not necessarily offer programmes leading to all these awards.
 - a. Undergraduate degrees:

- i. Bachelor of Arts - BA
- ii. Bachelor of Arts - BA (Hons)
- iii. Bachelor of Science – BSc
- iv. Bachelor of Science - BSc (Hons)
- b. Postgraduate degrees:
 - i. Master of Arts - MA
 - ii. Master of Business Administration - MBA
 - iii. Master of Science – MSc

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
 - ii. Undergraduate Diploma of Higher Education -DipHE
- 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
 - ii. Postgraduate Diploma – PGDip
- c. Where a student leaves a Partner Institution with an exit award, they may reapply later to upgrade to a higher award on the same programme, subject to the re-admission policy of the Partner Institution and only if the programme is still offered by the Partner Institution.
- 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.

- a. The credit value of each course and its FHEQ level determines its weighting in the aggregation of credit for an award.
- b. Classification of bachelor's degrees will be based on the mean average mark across all courses at FHEQ Level 6 (weighted at 40%) and Level 5 (weighted at 60%) respectively unless the requirements of a Professional, Statutory and Regulatory Body (PSRB) state otherwise.
- c. Where students have directly entered a Level 6 top-up award (e.g., having previously undertaken a Higher National Diploma (HND) or Foundation Degree (FD) award) the calculation for the honours classification will be based solely on all credits at Credit Level 6.
- d. Validated taught awards, consisting of at least 120 credits at FHEQ level 4 or above may be awarded with Merit or Distinction except for pass degrees where the award of Merit or Distinction will not apply.
- e. Performance in work for which an award of credit for prior learning has been made is not considered in the calculation of the final award.
- f. The total credits at each FHEQ level and their weighting in the aggregate mark for each award at the University are detailed as follows:

Award title	FHEQ level	Total credits	Minimum credits at each FHEQ level	Level weighting in aggregate mark	Aggregate mark and classifications
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Certificate of Higher Education (CertHE)	4	120	120 at level 4	Level 4 100%	Merit: 50-59.999% Distinction: 60-69.999%
Diploma of Higher Education (DipHE)	5	240	120 at level 5 120 at level 4	Level 5 50% Level 4 50%	Merit: 50-59.999% Distinction: 60-69.999%
Pass Bachelor's degree (BA, BSc)	6	360	120 at level 6 120 at level 5 120 at level 4	Level 6 60% Level 5 40%	No honours: 37-39.999%
Bachelor's degree with honours (BA(Hons), BSc(Hons))	6	360	120 at level 6 120 at level 5 120 at level 4	Level 6 60% Level 5 40%	Third class: 40-49.999% Lower Second class: 50-59.999% Upper Second class: 60-69.999% First class: 70%+
Postgraduate Certificate (PGCert)	7	60	60 at level 7	Level 7 100%	No honours: 50%+
Postgraduate Diploma (PGDip)	7	120	120 at level 7	Level 7 100%	No honours: 50%+
Master's degree (MA, MSc, MBA)	7	180	180 at level 7	Level 7 100%	No honours: 50-59.999% Merit: 60-69.999% Distinction: 70%+

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

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 in line with the Partner's policies, 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.

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 in line with the Partner's policies, the University Exam Board will award the higher classification.
- i 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).

11. 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).

12. The University Examinations Board and the Partner Institution's Board of Examiners. 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 Board of Examiners at the Partner Institution.

- a. For every programme leading to a validated award of the University there will be a Board of Examiners whose constitution (including a note of those members constituting a quorum) and terms of reference will have been approved by the University.
- b. The Board of Examiners 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.
- c. In the case of large modular programmes, there may be subsidiary boards with designated responsibility for a cognate group of course or subjects. Where this is the case, the relative responsibilities, powers, and terms of reference of the different boards will have been approved by the University.
- d. External Examiners are appointed by the Partner Institution and their annual reports are submitted to and reviewed by the University. The terms under which they engage with the Partner Institution and the programmes to which they are appointed are those advised by the University.
- e. The Academic Board (or equivalent body) of the Partner Institution is required to agree the membership of Boards of Examiners, at the start of each academic year.
- f. All External Examiner(s) for the programme/subject area will be members of the board. Where institutions operate a tiered board structure/subsidiary boards and have many External Examiners appointed, the Chief External Examiner(s) only will be required to be members of the board where recommendations for awards to the University Examinations Board are made.
- g. The Chair of the Board of Examiners will be a senior member of staff, commonly a Head of Department, Dean of Faculty, or their nominee.
- h. The Registrar (or equivalent) or a nominee at the Partner Institution – acting with the authority of the Academic Board (or equivalent) – should normally be appointed as Secretary to the Board of Examiners.
- i. A member of the University staff must be present at any Examination Board where final decisions on recommendations for validated awards are made and where decisions about progression are made. This will normally be the University's Registrar (or nominee) or the University's appointed Link Tutor. For this reason, all Boards must be conducted in English, or with appropriate translation into English.
- j. Although not normal practice, the University reserves the right to Chair the Board of Examiners or any subsidiary boards.

13. Academic Progression. The paths through which students are required to progress through the programme to obtain a validated award, and the elements identified as compulsory or optional, are set out in the programme specification and approved in the programme validation process.

- a. Progression through any programmes offered by Partner Institutions may require students to complete prerequisite or corequisite courses which are set out in the programme specification and approved during the validation process.
- b. Where a student fails a course, in accordance with the Academic Regulations of the Partner Institution, the following may apply in the first instance:
 - i. Resit – a second attempt of an assessment component within a course, following failure at first attempt.
 - ii. Retake – a second attempt of all teaching and assessment components within course following failure at the first or resit attempt.
- c. A student who does not complete the resit or retake by the date specified shall not progress in the programme, except in cases where the process for allowing mitigating circumstances has been followed.
- d. Resits and retakes take place in line with the Partner Institution's policies and procedures, but this is not normally before details have been presented to the University at the subsequent University Examinations Board.
- e. A student who successfully completes any required resits within a course shall be awarded the credit for the course and the result for the individual assessment component should be in line with any penalties in the Partner Institution's policy, approved by the University.
- f. A student shall not normally be permitted to be reassessed by resit or retake in any module that has received a pass mark.

14. Conferment of Award. The University may approve conferment of a validated award when the following conditions are satisfied:

- a. The student has been a registered student at a Partner Institution at the time of the assessment for an award and the appropriate fee to the University has been paid by the institution.
- b. Full personal and contact details for the student have been updated by the Partner Institution at least four weeks ahead of the University Exam Board.
- c. The Partner Institution has confirmed that the student has completed a programme of study approved by the University as leading to the award being recommended.
- d. The award has been recommended by a Board of Examiners convened, constituted, and acting under regulations approved by the University and including all External Examiners for the programme.
- e. The recommendation of the award has been signed by the Chair of the Board of Examiners, the External Examiners and the University's representative at the Board of Examiners, confirming that the assessments have been carried out in accordance with the requirements of the University and that the recommendations have received the written approval of the External Examiners.

15. 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. The University recognises five types of honours degrees in named subjects:

- a. Single subject or field of study degree, for example:
BA (Hons)/BSc (Hons) or MA/MSc in Psychology

- b. 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
- c. 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
- d. 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
- e. Joint degrees in two equally weighted subjects or fields of study, for example: *BSc (Hons)/BA (Hons) or MSc/MA Film and Photography*

16. Admissions. Students registering for programmes leading to awards from the University must have satisfied the admissions criteria from the Partner Institution approved by the University at validation.

17. Transfer Credit and the Accreditation of Prior Learning. The University permits the transfer of academic credit earned to be applied toward the University's validated awards.

- 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, according to the Partner Institution's Academic Regulations.
- b. If the student's prior learning is not certificated, the Partner Institution itself will assess the student's learning directly, either by requiring the applicant to take the normal progression assessments of the programme or by some other appropriate form of assessment. This will be laid out in the Recognition of Prior Learning (RPL) policy and procedure as approved by the University.
- c. A student admitted on the basis of 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.
- d. A student may be awarded recognition for prior learning (certified, experiential, or uncertified), towards the requirements of a named award up two-thirds of the total credit requirements for that award.
- e. Recognition for prior learning (certified, experiential, or uncertified) is not permitted at level 6 of a bachelor's degree or for the thesis/dissertation course, where students are expected to complete 120 credits to gain the award.
- f. Recognition for prior learning (certified, experiential, or uncertified) is not permitted for the thesis/dissertation course on a PG programme.
- g. The Partner Institution will be satisfied that an individual applicant has fulfilled some of the progression and assessment requirements 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, that student may be admitted to an appropriate point in the programme.

18. Financial responsibilities. To be registered on a validated award at the University, a student must satisfy financial obligations to the Partner Institution as understood in the Partner Institution's *Financial Policies and Procedures* as approved by the University.

19. The Student Code of Conduct. It is a condition of registration that all students agree to abide by the Partner Institution's *Student Code of Conduct* (or equivalent) as approved by the University.

20. Registration.

- a. A student may not register for, or be entered for the award of, more than one degree at the University at one time.
- b. A student who is admitted for study on a programme leading to a validated award from the University must be registered for that programme with the Partner Institution.
- c. The Partner Institution will submit student name and contact details to the University solely for the purposes of recording student details and progression information. By registering with a Partner for a programme leading to a validated award the student agrees to the sharing of their information with the University for this purpose. The University will not make any contact with students unless there is a specific need in relation to their studies towards the validated award. It is the student's responsibility to keep their personal information up to date with their institution and to notify them of any changes or errors.
- d. The period of registration will commence on the date the student registers on a programme.
- e. The minimum and maximum periods within which a student will be expected to complete the programme of study and associated assessment, including the period for any resit assessments, will be stated in the Partner Institution's Academic Regulations.
- f. A student will remain registered for the maximum period of the award or until they have achieved the award, or the registration has been terminated, whichever comes first.
- g. The period of registration may be extended if:
 - i. the student has had to resit or retake parts of their programme of study;
 - ii. the student has been unable to study or complete a year of study due to extenuating circumstances;
 - iii. the student has been given permission to take a Leave of Absence (LOA) by the Partner Institution
- h. A student's registration may be terminated if the student has:
 - i. committed a serious disciplinary offence or be deemed as unfit to study by the Partner Institution, and has exhausted all applicable appeals processes;
 - ii. exhausted all opportunities to remedy failure or has made insufficient progress through their programme of study at the required stage;
 - iii. formally notified the Partner Institution that they wish to discontinue their studies and so officially withdraw from their programme;
 - iv. failed to comply with their financial commitment to the Partner Institution
- i. The date of termination recognised by the University will be taken as the date on which the Partner Institution records the student's registration as terminated.
- j. A student may apply, or be required, to take a Leave of Absence for a maximum period of two consecutive semesters under the agreed procedure for mitigating circumstances. This may be extended in exceptional circumstances by one subsequent semester as agreed between the University and the Partner Institution.

21. Academic Credit. The University uses a UK credit-based system for its validated awards, and it defines these awards primarily in terms of the qualification level and volume of credit required for each.

- a. The main determinant for the volume of UK credit is notional learning time. This is defined as the reasonable measure of time it would take a student to achieve the learning outcomes of the activities. Total notional student learning time includes all activities required to achieve the learning outcomes of a programme, including formal study, assessment, and independent learning.
- b. Notional learning time for a 'standard' full-time academic year is 1200 hours at undergraduate qualification level and 1800 hours at postgraduate qualification level. These are intended as benchmarks only, and the actual time students take to achieve the required outcomes may be shorter or longer depending on the knowledge and skills of students at entry and on their rate of progression through the programme, and the impact of any reasonable adjustments made for students with impairments.
- c. A UK credit value is twice its European Credit Transfer (ECTS) equivalent (e.g., a 20 UK credit module equates to 10 ECTS credits).
- d. Each course of a programme will be assigned a single designated credit level (course assessment is unique to a given credit level).
- e. The volume and level of credit assigned to any one course is determined and approved by the University at the point of validation.
- f. The assignment of credit to learning should be understood in the following terms:
 - i. Credit is allocated to a learning activity based on its stated learning outcomes.
 - ii. A student will only be assigned credit after demonstration through assessment of the achievement of the stated learning outcomes.
 - iii. Credit cannot be assigned if no assessment has taken place or if the assessment has not been appropriately conducted.
- g. The number of credit points assigned is independent of the standards (grades awarded). Students achieving higher standards will not be allocated more credit points. The higher standard will be reflected in the grade and classification of the pass.

22. **Credit load.** The normal credit load is determined by the Partner Institution and approved by the University at the Institutional Approval stage. It is expected that the normal credit load will be in line with the annual notional learning hours referred to in the UK QAA Quality Code.

23. **The Academic Calendar.** Registered students on an award validated by the University are bound by the Academic Calendar at the Partner Institution. The Partner Institution will submit term/semester dates to the University on an annual basis, covering the next three academic years.

24. **The Academic Year.** Registered students on an award validated by the University are bound by the Academic Year at the Partner Institution. The Partner Institution will submit term/semester dates to the University on an annual basis, covering the next three academic years. It is expected that the academic year will be in line with the annual notional learning hours referred to in the UK QAA Quality Code.

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

- a. The Academic Transcript is the official and complete record of all courses attempted at the Partner Institution. The transcript is produced by the Partner Institution 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.
- 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.

26. Grading.

- a. 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) as detailed in the Partner Institution's policy for moderation, as approved by the University.
- b. Registered students on a validated award will be graded in each course in line with the grading policy of the Partner Institution, as approved by the University.
- c. If the grading system at the Partner Institution uses non-numerical values such as alpha or Pass/Fail, an equivalent grading system will be approved following the Institutional Approval stage, between the Partner Institution and the University for the purposes of UK degree classification and honours calculations, by the University's Academic Board.

27. Commencement.

Only students who have completed their graduation requirements (as certified by the University Examinations Board) and have no financial, disciplinary, or other hold on their record are permitted to participate in the ceremony.

Eligible graduands will normally participate in the ceremony at their home institution, in line with the relevant academic regulations.

Exceptions will be considered case by case by the Office of the Provost at the University.

28. Programme and Course Cancellation.

- a. The Partner Institution reserves the right to cancel or replace programmes and/or courses for which there is insufficient enrolment or the University raises concerns about academic standards, or for which the Partner Institution cannot provide adequate teaching resources.
- b. Substitute courses not listed on the Programme Specification for a validated award will require the approval of the University's Academic Board, before students are registered for the substitute course.
- c. Any proposed changes to a Degree Programme or the courses within the programme at the Partner Institution can only be considered once each academic year by the University's Academic Board.
- d. The closure of a Degree Programme at the Partner Institution will require approval by their Board of Trustees (or equivalent) to be submitted to the University's Academic Board.

29. Academic Policies and Procedures. The Partner Institution's Academic Board (or equivalent) is empowered to approve and uphold appropriate, consistent, and reliable policies and procedures about academic matters and to seek approval from the University for any amendments before the start of each new academic year. Partner Institutions are required to make all academic policies and procedures available to all students, staff, and faculty and to the wider community in English and the language of instruction if this is not English. The Academic Regulations for Validated Awards require the following policies to be provided and maintained by the Partner University:

- 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 (or equivalent)
- k. UK Degree Classification
- l. Degree Programme Structures, including Minors, Exit Awards, Aegrotat, and Posthumous
- m. Equality, Disability, and Special Educational Needs
- n. Grading
- o. Internships, Independent Study, International Field Research
- p. Postponed and Rescheduled Classes
- q. Transfer Credit and/or APL
- r. Withdrawing from a Course, Withdrawing from the University, Leave of Absence

30. **Fees.** Fees at the Partner Institution are to be approved annually, in advance of the start of the academic year, by the Board of Trustees (or equivalent) and in line with the requirements and expectations of the Office for Students. The tuition fee will not change for the duration of the academic year. The Partner Institution will ensure that all fees (including registration fees to the University), payment deadlines, liabilities, refund policies and related information is available to students in an accessible and timely manner.

31. **Scholarships.** The Partner University may make awards to both new and to continuing students whose academic record and/or contribution to the vision, mission and values of the Partner Institution is considered worthy of recognition, and/or who may require financial assistance. To be considered for a scholarship at a Partner Institution, applicants must follow all instructions set out by the Partner Institution and submit the required documentation by the priority registration deadline as set out in the academic calendar.

- a. Registered students on a validated award are not eligible for a scholarship at the University.
- b. Scholarships awarded by the Partner Institution have no impact on the registration fee to the University.

32. **Equality.** The University does not discriminate in admissions, employment, or access to programmes, or in the treatment of students registered for validated awards. 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 and the same is expected at the Partner Institution. The University complies with the UK Equality Act (2010) and as such the Partner Institution must 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 Partner Institution's relevant policies and procedures.

33. **Complaints and appeals.** Registered students on validated award should follow the complaints and appeals procedures at the Partner Institution.

- a. There shall be no appeal against an assessment result determined by the University Examinations Board, except on the grounds that the approved policy for moderation has not been followed.
- b. A student may appeal against a decision of a Board of Examiners 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 Board of Examiner's decision has occurred.
- c. Disagreement with the academic judgement of a Board of Examiners cannot constitute grounds for an appeal.
- d. An appeal must be made within the time limits stated in the Partner Institution's approved appeals procedure.
- 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 Partner Institution to follow up and implement that decision. Partner institutions will align to Office of the Independent Adjudicator (OIA) timelines. 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 institution's procedures. This will include, where applicable, the right to appeal to the University.
- f. There shall be a final right of appeal to the University against a decision of a Board of Examiners 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:
 - iii. all appropriate internal procedures at the Partner Institution have been exhausted;
 - iv. 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.

34. **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.

35. **Communication.** The Partner Institution's email system is the official channel of communication between students, advisors, and staff. The Partner Institution is responsible for contacting the University on the students' behalf, when necessary.

36. **Visas.** For the avoidance of doubt, the role of the student sponsor for visa purposes is that of the Partner Institution, not the University. The University will request that the Partner Institution regularly reviews its immigration policies and procedures, and the information that is available to students.

37. **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. The University expects that freedom of thought and expression are supported on all validated programmes, and that a positive dialogue on this matter is always maintained between the Partner Institution and University.

38. **PREVENT.** The Prevent Duty requires the University to have due regard to the need to prevent people from being drawn into terrorism. The University's Academic Regulations recognise this duty and the responsibility of the University to ensure the protection of freedom of speech and expression. The University expects the Partner Institution to ensure that local laws on terrorism and

extremism, and staff and student safety are followed appropriately. Where concerns are identified they should be reported to the University.

39. Programmes outside of the UK. The University may permit academic programmes at campuses and instructional sites outside of the United Kingdom, at the Institutional Approval or Review stages.

40. Distance Learning. The University may permit distance learning degree programmes at Partner Institutions, 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.

41. 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, Academic Registrar, or other appropriate officer at the Partner Institution. 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 Academic 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	New document	30/08/2022	01/09/2022
2	Completed Version Management table	20/10/2022	20/10/2022
3	Added: logo, temporary extension to TDAP, OfS registration, 501(c) 3 in State of Delaware, borderline classifications	June 2024	Sept 2024

		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	