



Royal
Agricultural
University

Academic Regulations for Taught Programmed addendum; Covid-19 amendments 2019/20

Managed by: Academic Registrar

Approved by: Academic Board

Department: Registry

Date approved: 29th April 2020 and
20th May 2020

Type of document: Addendum to Policy

Version Control

| Version number | Purpose/change | Name and job title | Date (DD/MM/YY) |
|----------------|--|--|-----------------|
| 1.0 | To create an addendum to the RAU Academic Regulations for Taught Programmes giving details of the temporary amendments approved by Academic Board due to Covid-19. Temporary changes have been made to regulatory paragraphs: 51, 53, 143,144, 145, 148, 149, 151, 152, 153, 155, 228, 229 and 280. | Caro Khamkhami; Assistant Registrar – Quality Assurance and Enhancement | 10/07/20 |
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Temporary Amendments

51. Full time study is not compatible with full-time work. However the University recognises that many students may wish to combine their studies with part-time work, including voluntary work. Work commitments will not normally be accepted as a reason for a student not being able to meet their academic commitments.

Temporary Covid-19 Regulation:

Full time study is not compatible with full-time work. However the University recognises that many students may wish to combine their studies with part-time work, including voluntary work. For the duration of the COVID 19 national emergency, work commitments or shielding requirements will normally be accepted as a reason for a student not being able to meet their academic commitments. Where a student is affected in this way, they should apply for an extension using the standard form.

52. Where a student's personal circumstances change as a result of life events, such as maternity, paternity or adoption, then the University will consider a request to change from full-time to part-time study at any point in their programme.
53. Where a student is a member of the reserve forces and is called upon to join active service, then procedures for interruption of study will be applied.

Temporary Covid-19 Regulation:

Where a student is a member of the reserve forces or equivalent COVID 19 voluntary service and is called upon to join active service, then procedures for interruption of study will be applied.

Foundation Degrees

143. Candidates for the award of a Foundation Degree who have achieved the required credits as specified above and whose average score in the final assessment is 40% or greater will be awarded a Foundation Degree. The final assessment will normally comprise the results of level 4 weighted at 30% plus the results of level 5 weighted at 70%. The normal basis for awards will be the overall average score in the final assessment, graded as follows:

Distinction 70% or above

Merit 60 - 69%

Pass 40 - 59%

Fail Below 40%

Dominant quality

In exercising its powers to award a Foundation Degree an Examination Board may raise the classification of the award based on the average marks, as set above where the dominant quality of the full array of module marks is in a higher class. Dominant quality in this case is defined as a minimum of 75 credits of the final year assessment. Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Temporary Covid-19 Regulation:

In exercising its powers to award a Foundation Degree an Examination Board may raise the classification of the award based on the average marks, as set above where the dominant quality of the full array of module marks is in a higher class. **Dominant quality in this case is defined as more than 50% of modules used in the calculation of the final award having module marks in a higher class.** Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Ordinary Degrees

144. Candidates for the award of an Ordinary Degree who have achieved the required credits as specified above and whose average score in the final assessment is 40% or above will be awarded a degree. The final assessment will normally comprise the results of level 5 studies weighted at 30% plus level 6 studies weighted at 70%. Candidates with an average score in the final assessment of 65% or above on an ordinary degree programme may be awarded a degree with commendation.

Temporary Covid-19 Regulation:

In exercising its powers to award an Ordinary Degree an Examination Board may raise the classification of the award based on the average marks, as set above

where the dominant quality of the full array of module marks is in a higher class. **Dominant quality in this case is defined as more than 50% of modules used in the calculation of the final award having module marks in a higher class.** Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Honours Degrees

145. Candidates for the award of a BSc or BA Honours Degree who have achieved the required credits as specified above and whose average score in the final assessment is 40% or above will be awarded an honours degree. The final assessment will normally comprise the results of level 5 and level 6 studies weighted at 30% for level 5 and 70% for level 6.

Where level 5 results are not available, for example on a one-year BSc or BA Honours Top-up programme, then the award will be based only on the performance at level 6.

The normal basis for awards will be the overall average score in the final assessment, graded as follows:

- First Class Honours: 70% or above
- Second Class Honours upper division: 60% to 69%
- Second Class Honours lower division: 50% to 59%
- Third Class Honours: 40% to 49%
- Fail 0% to 39%

Dominant quality

In exercising its powers to award a degree with Honours an Examination Board may raise the classification of the degree based on the average marks, as set out above, where the dominant quality of the full array of module marks is in a higher class. Dominant quality is defined as a minimum of 75 credits of the final year assessment. Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the degree classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Temporary Covid-19 Regulation:

In exercising its powers to award an Honours Degree an Examination Board may raise the classification of the award based on the average marks, as set above where the dominant quality of the full array of module marks is in a higher class. **Dominant quality in this case is defined as more than 50% of modules used in the calculation of the final award having module marks in a higher class.** Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Graduate awards

Graduate Certificate

146. Candidates for the award of graduate certificate who have achieved the required credits as specified above and whose average score in the final assessment is 40% or above will be awarded a certificate. Candidates with an average score in the final assessment of 65% or above on a graduate certificate programme may be awarded a certificate with commendation.

Graduate Diploma

147. Candidates for the award of graduate diploma who have achieved the required credits as specified above and whose average score in the final assessment is 40% or above will be awarded a diploma. The awards are based on overall average scores in the final assessment, as follows:

Distinction average of 70%
Merit average of 60 - 69%
Pass average of 40 - 59%
Fail average mark of 0 - 39%

148. In exercising its powers to award a Graduate Diploma, an Examination Board may raise the classification of the diploma based on the average marks, as set out above, where the dominant quality of the full array of module marks is in a higher class. Dominant quality is defined as a minimum of 75 credits of the final year assessment. Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the degree classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Temporary Covid-19 Regulation:

In exercising its powers to award a Graduate Diploma an Examination Board may raise the classification of the award based on the average marks, as set above where the dominant quality of the full array of module marks is in a higher class. **Dominant quality in this case is defined as more than 50% of modules used in the calculation of the final award having module marks in a higher classification.** Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Postgraduate awards

Postgraduate Certificates

149. Candidates for the award of a Postgraduate Certificate who have achieved the required credits as specified above and whose average score in the final assessment is 40% or above will be awarded a Postgraduate Certificate. The awards are based on overall average scores in the final assessment, as follows:

Distinction average of 70%
Merit average of 60 - 69%
Pass average of 40 - 59%
Fail average mark of 0 - 39%

In exercising its powers to award a Postgraduate Certificate, an Examination Board may raise the classification of the certificate based on the average marks, as set out above, where the dominant quality of the full array of module marks is in a higher class. Dominant quality is defined as a minimum of 45 credits of the final assessment. Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the degree classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Temporary Covid-19 Regulation:

In exercising its powers to award a Postgraduate Certificate an Examination Board may raise the classification of the award based on the average marks, as set above where the dominant quality of the full array of module marks is in a higher class. **Dominant quality in this case is defined as more than 50% of modules used in the calculation of the final award having module marks in a higher classification.** Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class

Postgraduate Diplomas

150. Candidates for the award of a Postgraduate Diploma who have achieved the required credits as specified above and whose average score in the final assessment is 40% or above will be awarded a Postgraduate Diploma. The awards are based on overall average scores in the final assessment, as follows:

Distinction 70% or above
Merit 60-69%
Pass 40 - 59%
Fail 0 - 39%

151. In exercising its powers to award a Postgraduate Diploma, an Examination Board may raise the classification of the diploma based on the average marks, as set out above, where the dominant quality of the full array of module marks is in a higher class. Dominant quality is defined as a minimum of 90 credits of the final assessments. Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the degree classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Temporary Covid-19 Regulation:

In exercising its powers to award a Postgraduate Diploma an Examination Board may raise the classification of the award based on the average marks, as set above where the dominant quality of the full array of module marks is in a higher class.

Dominant quality in this case is defined as more than 50% of modules used in the calculation of the final award having module marks in a higher classification. Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class

Postgraduate Degrees

152. Candidates for the award of a MA, MBA and MSc who have achieved the required credits as specified above and whose average score in the final assessment is 40% or above will be awarded a Masters Degree. The awards of MA, MBA and MSc will be based on a weighted average of the results of all modules contributing to both the taught and research phases of the Master's award. Such weighting for final classification will be directly related to module credits using the following criteria: for Master's programmes not professionally accredited, the research element will be double-weighted prior to calculating the overall final average based on the relative credit value of each module. For Master's programmes receiving professional accreditation from the Royal Institute of Chartered Surveyors (RICS), the final award will be determined by a straight average based on relative credit value of all elements without applying any additional weighting.

All Master's awards will be classified as Fail, Pass, Merit or Distinction according to the following criteria:

- Distinction Weighted average of 70%
- Merit Weighted average of 60 - 69%
- Pass Weighted average of 40 - 59%
- Fail Weighted average mark of 0 - 39%

Dominant Quality

In exercising its powers to award a Master's degree with merit or distinction, an Examination Board may raise the classification of the degree based on the average marks, as set out above where the dominant quality of the full array of module marks is in a higher class. Dominant quality in this instance is defined as a minimum of 100 credits, to include the 60 credit research element, of a 180 credit Master's programme. Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the degree classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Temporary Covid-19 Regulation:

In exercising its powers to award a Master's degree an Examination Board may raise the classification of the award based on the average marks, as set above where the dominant quality of the full array of module marks is in a higher class. **Dominant quality in this case is defined as more than 50% of modules used in the**

calculation of the final award having module marks in a higher classification. Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class

One Year Farming Course

153. Candidates for the One Year Farming Course who have successfully completed 120 credits and whose average score in the final assessment is 40% or greater will be awarded a Royal Agricultural University Certificate. The normal basis for award classifications for the One Year Farming Course will be:

Distinction 70% or above
Merit 60 - 69%
Pass 40 - 59%
Fail Below 40%

Dominant quality

In exercising its powers to award a RAU Certificate to students successfully completing the One Year Farming Course, an Examination Board may raise the classification of the award based on the average marks, as set out above where the dominant quality of the full array of module marks from the summative assessed modules (i.e. excluding the Pass/Fail assessed skills module) is in a higher class. Dominance in this instance is defined as a minimum of 75 credits of the final assessment. Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class.

Temporary Covid-19 Regulation:

In exercising its powers to award a RAU Certificate to students successfully completing the One Year Farming Course, an Examination Board may raise the classification of the award based on the average marks, as set above where the dominant quality of the full array of module marks is in a higher class. **Dominant quality in this case is defined as more than 50% of modules used in the calculation of the final award having module marks in a higher classification.** Dominance will automatically be considered where the final weighted average mark is no more than 2% below the higher grade. Average marks of more than 2% below will not be considered for a dominant quality award. Dominant quality will only prevail in deciding the award classification if no score for a full module, or no two scores for half modules, is more than two classes lower than the dominant class

Compensation

154. Compensation refers to the mechanism by which a student who fails a module is nevertheless awarded credit for that module by the Programme Board on the grounds

that the failure is marginal and offset by good performance elsewhere in their programme of study.

- 155.A Programme Board will have the power to recommend award of a pass in one module worth no more than 15 credits where the student has failed to achieve the pass score identified above
- a. Providing modules at that level of the programme worth at least 120 credits have been undertaken;
 - b. and providing that the mark for the module is 35% or above
 - c. and the student's overall average mark for the year is 40% or greater
 - d. and where the failed module(s) are not designated as ineligible for compensation in the programme specification.

Temporary Covid-19 Regulation:

A Programme Board will have the power to recommend award of a pass in no more than **30** credits where the student has failed to achieve the pass score identified above

- a. Providing modules at that level of the programme worth at least 120 credits have been undertaken;
- b. and providing that the mark for the module is 35% or above
- c. and the student's overall average mark for the year is 40% or greater
- d. and where the failed module(s) are not designated as ineligible for compensation in the programme specification.

156.In such cases, a compensated pass will be recorded; the student will be awarded the credits for the modules and will be allowed to progress to the next level as if a pass score had originally been achieved in the module concerned.

157.Where a student has failed an assessment as a consequence of academic misconduct, no compensation shall be given for that module.

158.Modules undertaken as part of the research stage of an Honours or Taught Master's Programme (the project stage) shall not be eligible for compensation.

Assessment management

Module assessment

228.The assessment for each module must be completed. The assessment methods are defined through validation but may be amended through a formal approval process.

229.An assignment must not be assessed as part of a module if the assignment has already been assessed and credit awarded as part of another module.

Temporary Covid-19 Regulation:

Paragraphs 228 and 229 do not apply to Foundation Year or Level 4 BSc students in 2019-20; Academic Board have approved assessment of Programme Level Outcomes for these students at this time.

Appeals against Examination Board decisions

279. A candidate for any University award who believes that he or she has been incorrectly failed or has been awarded an incorrect class of degree or other award may initially request further information from Registry.

280. Any student who continues to believe they have grounds for appeal against the decision of a Programme Board, must submit their appeal in writing to be received by the Academic Registrar within ten working days of publication of the final ratified results. An appeal may be made only on one or more of the following grounds:

- a. that there had been irregularities in the conduct of the examination or other form of assessment or of the Examination Board itself, including administrative error, of such a nature as to raise reasonable doubt that a properly conducted or informed Examination Board would have reached the same conclusion;
- b. that there were circumstances that had affected the candidate's performance which could not, for valid reasons, be divulged before a decision had been reached;
- c. that one or more of the examiners was prejudiced against the candidate or unreasonably biased in his, her or their judgement(s).

Temporary Covid-19 Regulation:

Any student who continues to believe they have grounds for appeal against the decision of a Programme Board, must submit their appeal in writing to be received by the Academic Registrar within **five** working days of publication of the final ratified results. An appeal may be made only on one or more of the following grounds: