

Academic Regulations

2019/2020

Approved by: Academic Board	Author: Academic Projects Manager, Sarah Persaud
Approval Date/Revision Dates: 1 Oct 2006; 18 July 2018, July 2019	Document ID: ICR/AS/08/P4/04
Equality Impact Assessment: 8 June 2011; 24 July 2017	
Minute reference: Academic Board 17-Jul-13 RDC 11/3/2014 and 3/6/2014; TCC 28/11/2014 and 13/6/2014; TCC 4/6/15, RDC 9/6/15 and Academic Board 6/7/15; RDC 8/8/16 and Academic Board 4/7/16; Academic Board A/7/18/6	
File name: ICR REGULATIONS	Uncontrolled if printed
Review date: July 2020	

Contents

The Regulations must be read in conjunction with Codes of Practice and other relevant policies.

A list of terms, abbreviations and acronyms can be found in **Annex A**.

A list of the documents that together form the Academic Policy Library is provided in **Annex B** of this document.

If you have any queries about these Regulations, contact the Assistant Director of Academic Services (Registry).

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Significant changes

Both the General and Research Degree Regulations have been significantly restructured and rewritten for 2019/20 in order to:

- streamline the information in accordance with the review of documentation to ensure compliance with Competition and Markets Authority guidelines.
- remove duplication to reduce risk of inconsistencies when policies/procedures also sit elsewhere
- enhance clarity of wording with plain English principles in mind and to accurately reflect current practice.

The sense of the majority of the regulations has not been changed. However, the following significant changes have been made following discussion by the academic committees and approval by Academic Board in July 2019:

Both Research Degree and Taught Course Regulations

1. Detail on the academic appeals process has been removed and incorporated into the new Academic Appeals and Review policy and procedure documents.
2. The time that candidates have to appeal against the result of an examination has been updated from 15 days to two months to reflect the new Academic Appeals procedure (see **regulation 15.9**) and 21 days given to request a review of a decision of the Examination Board regarding special arrangements to reflect the new Review procedure (see **regulation 30.2**).

Research Degree Regulations

3. **Regulation 12.5** is an amended version of RD 6.3 in 2018/19 to allow for the fact that the supervisor can also apply for restriction of access of the thesis as the intellectual property sits with them (the ICR). This is already reflected in the Restriction of Access form.

Taught Course Regulations

4. The procedural detail on interruptions of study (TC 5 in 2018/19) has been moved into a standalone policy and procedure document as it was also sitting within both Research Degrees Codes of Practice.
5. Section on examination offences (TC 19 in 2018/19) has been removed to avoid duplication. The statements here were guidance and signposting only, all now captured by **regulation 3.3** and covered in detail by the Code of Practice for Exam Offences.
6. The discretion given to the Examination Board for awarding Distinction (TC 12.4.2 in 2018/19) has been removed and the minimum requirements for a Distinction and a Merit have been made clear (see **regulations 26.4 - 26.8**).

Introduction

Academic governance

- 1.1. On 1 September 2003, the Institute of Cancer Research ('the ICR') was admitted as a full-member college to the University of London. Students of the ICR are also students of the University of London.
- 1.2. As a college of the University of London, the ICR can:
 - award both its own qualifications at sub-degree level, and all awards of the University of London; *and*
 - publish its own regulations for the award of University of London degrees in accordance with the ICR's Academic Framework.
- 1.3. The Academic Framework is the means through which the ICR ensures academic quality assurance procedures are approved and followed, as required by the University of London.
- 1.4. In addition, courses and awards of the ICR comply with the criteria set out in University of London Regulation 1 (University of London Awards).

The Academic Regulations

- 2.1. The Academic Regulations ('the Regulations') provide a framework for the education delivered and administered by the ICR.
- 2.2. The Board of Trustees, acting through the Academic Board, is responsible for the maintenance, management, and publication of the Regulations.
- 2.3. All registered students are subject to the Regulations. They must agree to abide by them as a condition of enrolment.
- 2.4. The Regulations apply to all students registered at the ICR until they are awarded their degree, alongside other relevant policies. Some policies continue to apply after students have left the ICR.
- 2.5. The Regulations and all policies which form part of the conditions of students' registration are available on the ICR website and are provided to the student at the time they are offered a place at the ICR.
- 2.6. The Regulations are divided into four parts. The Introduction and General Regulations are relevant to all students and staff. The Taught Course Regulations and the Research Degree Regulations provide details of course specific regulations.
- 2.7. The Registrar shall provide a final ruling on any disputes.
- 2.8. The Academic Dean may consider applications for the suspension of any regulation.

Updates to the Regulations

- 2.9. Updates to the Regulations are normally published in September and remain in force for the full academic year in which they are published.
- 2.10. Amendments must be approved by Academic Board and students will be informed of these. Occasionally, it may be appropriate to publish updates to the Regulations during the academic year at which time students will be informed and, where appropriate, be asked to consent to the changes in writing.
- 2.11. Candidates are examined in accordance with the Regulations in force at the time of module enrolment/ examination entry, whether they are sitting the examination as a first or subsequent attempt.

Student conduct

- 3.1. Good conduct is expected at all times on ICR premises, and when individuals are engaged in ICR activities (or in any activity that may reflect on the ICR). The Student Charter provides a set of expectations to which both students and the ICR commit.
- 3.2. Students must comply with instructions given by the staff and officers of the ICR, providing the instruction is reasonable and necessary for the proper and efficient functioning of the ICR.
- 3.3. Misconduct, including examination offences, will be subject to investigation and appropriate penalty or disciplinary procedures.
 - 3.3.1. The degree will not be awarded if clinical research involved in the thesis does not conform to high ethical standards, irrespective of the merit of the thesis in other respects.

Communications

- 4.1. Students must notify the Registry of any change in contact details following the submission of a registration form.
- 4.2. Communications shall be considered received if sent to an ICR email address, or any of the contact points held on file by Registry (email or postal), unless proof of non-delivery is provided.

Clarifications (relevant to all policy and procedure documents)

The ICR's 'academic year' means the period from 1 September to the subsequent 31 August. In all other cases, 'year' means a calendar year.

Where the Regulations (or other policies or procedures) refer to specific officers of the ICR, these officers may nominate others to act on their behalf.

Where policies or procedures allow a student to be accompanied or represented (e.g. to a hearing), this cannot be by a legal representative.

General Regulations

Awards

Alignment of awards offered

- 5.1. The higher education awards offered by the ICR align to the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ). The ICR offers awards aligned to Level 7 (Masters) and Level 8 (Doctoral) of the FHEQ.
- 5.2. A summary of the awards made by the ICR is given in the table below. Those granted degrees may use the relevant form of reference, in the final column.

FHEQ Level	Award type	Award name	Form of reference/ abbreviation
8	Advanced Research Degree in Medicine	Doctor of Medicine (Research)	MD(Res) (London)
8	Research Degree	Doctor of Philosophy	PhD (London)
7	Research Degree	Master of Philosophy	MPhil (London)
7	Taught Postgraduate Degree	Master of Science	MSc (London)
7	Taught Postgraduate Diploma	Postgraduate Diploma	PGDip
7	Taught Postgraduate Certificate	Postgraduate Certificate	PGCert

Conferral and revocation of awards

- 5.3. The Academic Dean, as Chair of Academic Board, confers degrees, diplomas and certificates of the University of London, on behalf of the ICR. They also confer awards of the ICR.
- 5.4. Degrees of the University are issued under the seal of the University of London, whilst awards of the ICR are issued by the ICR. These will be sent to all successful candidates.
- 5.5. University of London awards are signed by the Vice-Chancellor of the University of London. ICR awards will carry the signatures of both the Registrar and the Chief Executive of the ICR.
- 5.6. Academic Board must formally receive all pass lists.
- 5.7. The Academic Dean, on behalf of Academic Board, may revoke any degree, diploma or certificate conferred by the ICR. Any privileges associated with the award will also be revoked.
- 5.8. Academic Board may revoke an award at any time if:
 - 5.8.1. it is discovered that the award was made as the result of an administrative error
 - 5.8.2. information not available at the time of award leads the Examiners or Examination Board to recommend that the classification of an award should be altered.
- 5.9. The award holder may also request that their award is revoked. For example, a student may surrender a sub-degree qualification for the award of a full degree where both qualifications are based (in part of in full) on the same credit.

Fees

- 6.1. The Fees Working Group reviews fees annually, under the authority of the Executive Board.
- 6.2. Once agreed, the fees schedule for the next academic year is published on the ICR website.

- 6.3. The payment of fees is the responsibility of the student, even if their employer is paying part or all of the fee. The ICR will not accept a promise of payment from an employer.
- 6.4. If a student fails to pay their fees before or upon registration or re-registration, they may be penalised with suspension or termination of their registration and/or the ICR may take legal action to recover any outstanding debts.
- 6.5. Any student with outstanding tuition fees following final examination may have their results and/or award withheld until the debt has been paid in full.

Admission and registration

- 7.1. Decisions of admission are taken in good faith by the ICR, on the basis that information supplied is accurate and correct. At any point, if it is discovered that this is not true, the applicant may be refused admission, or have their registration terminated.
- 7.2. Details of key admissions criteria and procedures are made available to all prospective applicants via the ICR website.
- 7.3. In order to register as a student of the ICR, an individual must normally:
 - 7.3.1. be at least 17 years of age, subject to waiver in exceptional circumstances;
 - 7.3.2. satisfy the specific entrance criteria for the course/degree as published with the course details.
- 7.4. Students are required to re-register at the beginning of every academic year until they have been awarded or leave their programme of study. Signing the enrolment form during registration signifies willingness to abide by the Regulations and all other conditions of registration.
- 7.5. The period of study shall normally be continuous. However, at its discretion, the ICR may grant a formal period of interruption of study, including for eligible parental leave.

Transfer of registration

- 7.6. Students may be allowed to transfer their registration to another course but this must be approved by the Academic Dean or their deputy. Consideration will be given to each individual case but the following conditions must usually be met:
 - 7.6.1. The student must meet the entry requirements for the degree onto which they wish to transfer.
 - 7.6.2. There must be good academic grounds in support of the transfer request;
 - 7.6.3. Transfer must not occur after entry to examination for any degree.
- 7.7. The date of registration for the course onto which the student is transferring will be the same as the registration date of the course to which the student originally enrolled.
- 7.8. On transfer of registration, registration for the original degree will lapse.

Credit transfer and the Accreditation of Prior Learning

- 8.1. Students transferring to the ICR to complete an award
 - 8.1.1. Study undertaken previously elsewhere may be recognised by the ICR and credited towards an ICR award under the following conditions:
 - (i) Credit is granted in accordance with the Regulations for the course of study.
 - (ii) Credit is granted for a course of study at higher education level or of modules contributing to a course of study, which have been formally assessed and certified.
 - (iii) Credit granted shall not exceed 50% of the total credit required for the successful completion of the course of study at the ICR. In the case of the MPhil or PhD

degree the course of study at the ICR must not be less than one calendar year or its equivalent in part-time study. The Academic Dean shall determine the maximum allowed registration period for any such students.

- 8.2. Students with Prior Learning from the ICR
 - 8.2.1. Students who have had credit awarded through an ICR degree programme may apply to import up to 100% of this credit when applying to an ICR degree course.
 - 8.2.2. Where a student has already received an ICR qualification based (in part or in full) on the credit imported into a new ICR degree programme, the previous qualification must be surrendered upon re-registration. See 5.9.
 - 8.2.3. Where granted, students will receive credit in respect of individual modules on the new course, subject to an academic assessment of the currency of the content previously studied and assessed. It will be unusual for credit to be imported if more than 5 years has elapsed since it was first awarded.
- 8.3. In order to be eligible for an award, a student admitted with prior credit and granted relevant exemptions must:
 - 8.3.1. meet the prescribed criteria for the award;
 - 8.3.2. be assessed for the award by the ICR; and
 - 8.3.3. complete the remainder of the total period of study, under the direction of the ICR.
- 8.4. Any classification shall be based solely on studies undertaken at the ICR.

Courses of study

- 9.1. The modules (or combinations of modules) that students are required to complete on their course of study to be eligible for their award, must be specified to them prior to the student accepting the offer.

Changes to courses

- 9.2. Academic Board, and/or the relevant sub-committee, will consider approving and introducing any significant changes to courses or awards. The impact of the proposed changes on the aims and objectives of the course or award as a whole should be considered. Such changes must be communicated to students affected at the earliest opportunity and if it affects students' continuation of study, the Student Protection plan must be referred to.
- 9.3. A new course of study, or award, must be approved by Academic Board before it is offered.
- 9.4. Academic Board must approve the withdrawal of a course of study. Consideration will be given to students enrolled on (or accepted for admission to) the course. Students will be notified, and the ICR will do its utmost to protect continuity of study and the students' interests.

Research Degrees Regulations

Registration

- 10.1. A student's research proposal must be approved before registration for their degree.
- 10.2. The minimum and maximum periods of registration for full-time Research Degrees students are shown in the table below. The registration period is measured from the anniversary of registration and does not include any agreed periods of interruption.

Degree	Minimum period of registration	Maximum period of registration
MPhil	Two calendar years	Three calendar years
PhD	Two calendar years	Four calendar years
MD(Res)	Two calendar years	Four calendar years

Part-time students will have their registration period adjusted pro-rata, and will be informed of their anticipated submission date upon registration. If there are changes to a student's FTE over the course of their degree, an updated submission date will be issued.

10.2.1. Research degree students whose original submission due date was prior to 1st August 2014 shall not be subject to the provision above, even if their due date has been extended beyond that date.

- 10.3. Full-time students (for the purposes of registration, period of study, calculation of fees and stipend/salary) are those registered at 0.9FTE and above.
- 10.4. A student's registration will be terminated once the maximum period of registration has elapsed. After this point, students cannot submit their thesis, nor can they be examined for their degree, unless a suspension of regulations has been approved by the Academic Dean.
- 10.5. If a student wishes to defer their registration on a course, the Head of Division and Deputy Dean must agree. Without agreement, the student will have to re-apply to be considered for a place in a subsequent academic year.

The thesis

- 11.1. Candidates for Research Degrees must submit a thesis.
- 11.2. Theses must be submitted within the maximum period of registration.
 - 11.2.1. In exceptional circumstances, requests may be made for the Regulations to be suspended for a student either to (i) submit early before the minimum period of study or (ii) submit late beyond his/her registration period.
- 11.3. The scope of the thesis shall be what might reasonably be expected after the length of the programme of study. The work of a thesis must be a candidate's own work. Submission is regarded as a declaration of this fact.
 - 11.3.1. A thesis for the MD(Res) degree will deal with any branch of medicine, surgery or medical or dental science.
- 11.4. A thesis should give a critical assessment of the relevant literature, describe the method of research and its findings, and include discussion on those findings.

- 11.5. A thesis must be an integrated and coherent whole. A series of papers is not acceptable for submission as a thesis. Work already published (or submitted for publication) by the candidate alone, or jointly with others, may be included in the thesis. Papers themselves may not be included in the body of the thesis, but may be adapted to form a part of the thesis, contributing to the main theme. Such papers may be bound as supplementary material at the back of the thesis.
- 11.6. A thesis should be a candidate's own account of their investigations (in their own words and incorporating their own ideas and judgments), and the thesis must include a signed declaration to this effect.
- 11.7. Most of the work submitted must have been done after registration for the degree at the ICR (except where credit transfer or accreditation of prior learning has been granted). A thesis which has already been submitted for an award at the ICR, or any other institution, cannot be submitted. However, a candidate may incorporate work that they have already submitted. Any incorporated work should be indicated on the entry form, and on the thesis itself.
- 11.8. Work done in conjunction with a supervisor and/ or fellow research workers may be submitted by a candidate. The candidate must clearly state their own personal share in the investigation – the statement must be certified by the Supervisor.
- 11.9. Specific requirements for theses within the individual programmes of study are set out below:

MPhil thesis	MD(Res) and PhD theses
<p>A thesis for the degree of MPhil should be either:</p> <ul style="list-style-type: none"> • a record of original work; <i>or</i> • an ordered and critical exposition of existing knowledge. There shall be evidence that the field has been surveyed thoroughly. 	<p>A thesis for the degree of MD(Res) or degree of PhD should:</p> <ul style="list-style-type: none"> • provide a distinct contribution to the knowledge of the subject. There should be evidence or originality in the form of discovery of new facts and/ or the exercise of independent critical power; <i>and</i> • demonstrate research skills relevant to the thesis being presented, and be of a standard to merit publication (in whole, part, or a revised form); <p>The MD(Res)/ PhD candidate:</p> <ul style="list-style-type: none"> • should indicate how they believe their findings advance the study of their subject; • will demonstrate a deep and comprehensive understanding of the field of study, and an ability to place the thesis in a wider context; <i>and</i> • will display objectivity, and the capacity for judgment in complex situations and independent work within their field of study.

- 11.10. A thesis should be written in English and be of satisfactory literary presentation, include a full bibliography and references, and adhere to the relevant word limit* in the table below.

MPhil	PhD	MD(Res)
60,000	100,000	50,000

* Bibliography and appendices excluded, footnotes included.

- 11.11. Appendices should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.

Entrance to examinations

- 12.1. The decision to submit a thesis in any particular form rests with the candidate alone.

- 12.2. Examination entry forms should be submitted at least four months before thesis submission, but no earlier than six months before. The thesis title shall be approved as part of this process.
 - 12.3. At the discretion of the Academic Dean, special arrangements can be made for students with access requirements.
 - 12.4. Students must sign a declaration on the reproduction of the thesis as part of their application for entry to the examination.
 - 12.5. Students and supervisors may apply to restrict access to the thesis (and/ or the abstract of their thesis), for a maximum of two years.
 - 12.5.1. An application for restriction of access can be requested on the grounds of commercial exploitation or patenting, or other exceptional circumstances.
 - 12.5.2. The restriction period begins from the official date of the award of the degree.
 - 12.5.3. Where a restriction of access has been granted, examiners are not permitted to divulge any previously unpublished material within a thesis, until the restriction has been removed.
 - 12.6. Students must submit their thesis for examination within 18 months of entering for examination. Failing to do so will result in their entry being cancelled. The ICR may alter the 18 month period, at its discretion.
 - 12.7. The thesis must be submitted to the ICR Library Theses Office, and should include a short abstract of the thesis of no more than 300 words.
 - 12.8. The candidate should submit two bound and printed examination copies of their thesis. If a third examiner is appointed, an additional copy will be required.
 - 12.9. The official submission date is recorded as the date the Library Theses Office receives the thesis.
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Examiners

- 13.1. The ICR is responsible for approving and appointing examiners.
- 13.2. Examiners will jointly determine the outcome of a Research Degree examination.
- 13.3. Normally, two examiners are appointed for each Research Degree candidate. The examiners should be experts in the field of the thesis, and between them should have expertise to cover all aspects of a thesis. Occasionally, a third examiner may be appointed to achieve this.
- 13.4. One examiner must be external to the University of London; and one (the 'Internal Examiner') will normally be from another college of the University of London (rather than from within the ICR).
 - 13.4.1. At least one examiner should have had experience examining for a research degree of the University of London.
 - 13.4.2. An examiner must not hold an academic appointment at a college of the University of London where the candidate is also a member of staff.
 - 13.4.3. An examiner who is an NHS Consultant or the equivalent in the NHS should either also be an employee of a college of the University of London, or hold an honorary contract with a college (at Senior Lecturer level or above);
 - 13.4.4. Only one examiner can be an NHS consultant and not a substantive university employee.
- 13.5. It is necessary to ensure examiners are objective and independent.

Examiners must not normally:

 - 13.5.1. have direct involvement in the candidate's research or any other relationship to the candidate or supervisory team which might inhibit their objectivity. Where the Internal Examiner nominated is from within the ICR, their impartiality must be demonstrated.

- 13.5.2. be repeatedly nominated by one supervisor or have recently nominated that supervisor to examine their candidate.
 - 13.5.3. have had an active role in considering a candidate's transfer of registration from the MPhil to the PhD degree.
 - 13.5.4. have been appointed as both Internal and External Examiner in quick succession, implying no distinction between the two roles.
 - 13.5.5. have resigned (rather than retired) from the University of London within the last three years in order to be an External Examiner.
- 13.6. Examiners may be:
- 13.6.1. retired academic staff who are still active in their fields, retaining close links with their former departments. This applies for Internal Examiners only.
 - 13.6.2. a Visiting Professor to the ICR or another college of the University of London (in a different department or research group to the candidate). Sometimes it may be appropriate for a Visiting Professor at the ICR to be nominated as an internal, and for a Visiting Professor at another University of London college to be nominated as an external.
- 13.7. The approval and appointment process for examiners is as follows:
- 13.7.1. The Supervisor will nominate examiners by completing the Examiner Nomination form by the deadline set out in iProgress.
 - 13.7.2. The Head of Division must assess and approve the academic suitability of the nominated examiners and counter-sign the nomination form. If the Supervisor is also the Head of Division, then they should nominate an alternate to counter-sign their form. A list of alternates is held by the Registry.
 - 13.7.3. The Academic Dean, or Deputy Dean acting on their behalf, will review and approve all nominations. They must have sufficient time to consider these and check that the same examiners are not used too frequently as well as against the conditions set out in 13.3-13.6. Any concerns will be discussed with the Supervisor and Head of Division who will be asked to provide alternative nominations or strengthen the case for the existing nominees.
 - 13.7.4. Examiners must have been formally appointed and have agreed to act well before the candidate submits their thesis in order to ensure that the examination process can start immediately on submission of the thesis to the Library Theses Office.
 - 13.7.5. If the Supervisor or Head of Division are unable or unwilling to suggest alternative nominations, the nominations will be discussed by the Research Degrees Committee.
- 13.8. The Academic Dean, or Deputy Dean acting on their behalf, may recommend the appointment of an Independent Chair to an examination.

Conduct of examinations

- 14.1. Candidates for Research Degrees will be examined orally on the subject of the thesis.
- 14.2. All examination matters are confidential.
- 14.3. The viva examination should normally take place within two months of thesis submission.
- 14.4. Supervisors must notify the Library Theses Office of the date of the viva once it is known.
- 14.5. The examiners will prepare independent preliminary written reports on the thesis, which should be submitted to the Library Theses Office before the examination.
- 14.6. Preliminary reports will not be released to candidates, except in the case of an appeal against the result of the examination.

- 14.7. Oral examinations will be held in private, and conducted in London. Only in exceptional circumstances may the examination be conducted elsewhere.
- 14.8. Candidates must bring an additional copy of their thesis to their examination. It must be paginated in the same way as the copies submitted to the Library Theses Office.
- 14.9. The Supervisor shall be invited to attend the examination of their candidate, unless the candidate has indicated otherwise on their entry form. The Supervisor does not have the right to participate in the examination of the candidate, but may contribute if invited to do so by the examiners. If the Supervisor is attending the examination, a further copy of the thesis may be required.

Outcome of examinations

- 15.1. After the oral examination, a joint final report shall be prepared by the examiners and submitted to the Library Thesis Office. This shall indicate whether the thesis meets the requirements for the degree, and include a supporting statement reviewing the candidate's performance.
 - 15.1.1. The examiners may consult the Supervisory team before completing their final report, particularly if they have doubts relating to the appropriate decision to be made.
- 15.2. The joint final report will be released to candidates for their information.
- 15.3. Examiners have the right to make comments in confidence to the Chief Executive of the ICR in a separate report. These comments should not normally be concerned with the performance of a candidate. Typically, they will cover procedural matters which they wish to draw to the attention of the ICR.
- 15.4. There are five general outcomes for research degree examinations, following oral examination:

Examiners' judgment	Outcome
The thesis fulfils the requirements and the examiners are satisfied that this is supported at the oral examination.	Examiners report the candidate has satisfied them for the degree examined.
The thesis fulfils the requirements but requires minor amendments and the examiners are satisfied that this is supported at the oral examination.	The candidate must make the amendments specified within three months. The amended thesis shall be submitted to both examiners (or one nominated between them), to confirm the amendments are satisfactory.
The thesis fulfils the requirements but the candidate fails to satisfy the examiners at the oral examination.	The candidate may re-present the same thesis and re-enter for the oral examination within 18 months of the viva for PhD and MD(Res) degrees and within 12 months for the degree of MPhil.
The thesis is inadequate for award of the degree but, alongside oral examination, the examiners judge there is sufficient merit for re-presentation of the thesis in revised form.	The candidate may re-present a revised thesis within 18 months of the viva for PhD and MD(Res) degrees and within 12 months for the degree of MPhil. At the discretion of the examiners, they may be exempted from further oral examination.
The candidate fails to satisfy examiners that the award is merited. See 15.4.1. (<i>Examiners shall not make this decision without examining the candidate orally, except in very exceptional circumstances.</i>)	Examiners report the candidate has not satisfied them for the degree examined.

- 15.4.1. The following outcomes are available to PhD examinations, where the thesis is not of sufficient standard to merit award of the PhD, nor merit re-submission. The examiners must submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken in order for these criteria to be satisfied.

Thesis	Outcome
The thesis is of sufficient standard (with or without amendments) for the award of the MPhil degree.	<p>The candidate will be informed they have been unsuccessful for the PhD examination. They must decide (within two months) whether they wish to be entered for the degree of MPhil. Depending on their decision, the following outcomes are possible:</p> <ul style="list-style-type: none"> • if the candidate does not wish to enter for the MPhil, the examiners will report that the candidate has failed to satisfy them. No degree will be awarded; <i>or</i> • if the candidate wishes to be entered for the MPhil, they will have to submit to the examiners (or one nominated between them) any amendments required to the original thesis within three months of the viva, in order for the examiner(s) to confirm the amendments are satisfactory. Examiners shall have discretion to waive the maximum thesis length requirement for the MPhil degree.
The thesis is inadequate for the award of the MPhil degree, but of some merit.	The candidate may re-present a revised thesis for the examination of the MPhil degree, within 12 months of the viva. At the discretion of the examiners, they may be exempted from further oral examination. Examiners shall have discretion to waive the maximum thesis length requirement for the MPhil degree.

- 15.5. Supervisors are required to inform the Library Theses Office of the outcome of the oral examination, within 72 hours of the examination.
- 15.6. If the examiners are unable to reach agreement on the result of an examination, their reports shall be referred to Research Degrees Committee, which will determine the action to be taken.
- 15.7. Once the examiners have reached their decision, the Academic Dean will notify the student of their result.
- 15.8. Candidates who do not satisfy examiners are not permitted to re-enter for examination. However, they may apply to the ICR to register for another course of study leading to the submission of a thesis on a different topic.
- 15.8.1. Students who are not awarded their degree following examination can appeal against the decision (but only on the grounds of the conduct of the examination itself).
- 15.9. Candidates may use the Academic Appeals procedure to appeal against the result of the examination. The candidate must submit their appeal in writing within two months of being notified notification of the result of the examination.
- 15.10. A requirement of the award of the degree is that a hard-bound archival copy of a successful thesis is placed in the ICR library. An electronic copy must also be submitted. These copies must include any amendments made as part of the examination process.

Taught Courses Regulations

Admissions

- 16.1. Entrance criteria for individual taught courses can be found in their course-specific regulations.
 - 16.2. Consideration will be given to the Accreditation of Prior Learning (APL) from non-ICR courses up to a maximum of 50% of the overall credits needed for the intended award outcome.
 - 16.2.1. New students will be allowed to accredit a maximum of 30 credits because the first possible exit outcome from the course is the PGCert (60 credits).
 - 16.2.2. Students transferring from other courses with learning equivalent to 60 credits may apply to accredit that learning if the exit outcome is the PGDip (120 credits).
 - 16.3. The ICR will require a detailed description and transcript of the prior learning the applicant wishes to accredit towards the diploma or degree in order to assess equivalence. The ICR may ask applicants presenting prior learning for accreditation to undertake assessments to test the equivalence of knowledge to that required by the course.
 - 16.4. Consideration will be given to the APL for of all credit previously earned in ICR degree programmes, subject to the surrender of the original award (as in section 8).
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Registration

- 17.1. If a student does not register on his/her course in the academic year for which it is offered, he/she may be asked to apply again if he/she still wishes to be considered for a place in a subsequent academic year or relevant admissions point.
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Attendance

- 18.1. Every student is required to pursue a regular course of study as prescribed in the Academic Regulations and Codes of Practice.
 - 18.2. Students are expected to attend at least 80% of classes on each module, unless otherwise agreed in writing by a Course Director.
 - 18.3. The ICR reserves the right to terminate a student's registration in the event of unsatisfactory attendance.
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Absence

- 19.1. Students are required to be in attendance on course teaching days.
- 19.2. If a student is absent through illness or for any other reason on course days they must inform the Registry as soon as possible and complete the appropriate form on their return. A prolonged period of illness (two months or more) should be recorded as an interruption of study.
- 19.3. Periods of interruption count towards a student's total period of study.

Examination Regulations

- 20.1. All examinations and other forms of assessment leading to the award of a Taught Postgraduate award shall be conducted in accordance with these Examination Regulations which include appropriate provision for:
- 20.1.1. the appointment, duties and responsibilities of Examiners on final Examination Boards (i.e. where awards are made, not just decisions on progression in the intermediate years of study on a course);
 - 20.1.2. general assessment methods;
 - 20.1.3. the conditions under which a student may be admitted to examinations or be otherwise assessed;
 - 20.1.4. the conditions under which a student may withdraw from examinations;
 - 20.1.5. the conditions under which a student may be reassessed as a result of failure in examinations;
 - 20.1.6. special provisions relating to illness or other extenuating factors which may affect a student registered on a course of study;
 - 20.1.7. marking schemes;
 - 20.1.8. provisions for special examination arrangements for students with special needs or for whom other special circumstances apply;
 - 20.1.9. conditions of eligibility for an award; and
 - 20.1.10. procedures for dealing with examination offences and irregularities, and for representations concerning decisions of Examination Boards.
- 20.2. A student taking an examination leading to an award conferred by the ICR, whether at a first or subsequent attempt, shall be examined in accordance with course regulations current at module enrolment, or subsequently amended with approval.

Courses of study

- 21.1. In line with the requirements of University of London Regulation 1, all Postgraduate Taught Degrees offered by the ICR shall entail a prescribed programme of study beyond the standard first degree level, which assumes the general level of educational competence implicit in the award of a first degree. Candidates must achieve a satisfactory overall standard in a scheme of assessment appropriate to the course or award concerned in order to be conferred. Such courses shall extend over a period equivalent to a minimum of one calendar year of full-time study for an MSc, two-thirds of a calendar year of full-time study for a PGDip, and one-third of a calendar year of full-time study for a PGCert. The maximum permitted duration of full-time or part-time study is five academic years including periods of official interruption of study.

Progression requirements

- 22.1. All candidates must pass a minimum of 40 credits at the PGCert stage to be permitted to continue to the PGDip stage. Candidates carrying forward failed assessments are expected to re-sit these assessments.
- 22.2. Candidates must usually pass a minimum of 90 credits at the PGDip stage before being permitted to progress to the dissertation stage. In exceptional cases, the Course Directors may permit a student to progress with fewer credits. However students must usually have passed 120 credits prior to the submission of their dissertation.

Dissertation

- 23.1. The dissertation should be between 8,000-10,000 words, excluding the summary/abstract and reference list.
- 23.2. Students will be required to give an oral presentation of their dissertation; the presentation is compulsory.
- 23.3. Dissertation marks will normally be reviewed at the next available Exam Board.
- 23.4. Dissertations will be failed if there is evidence of plagiarism.
- 23.5. A viva will be held for cases where a candidate's moderated mark is 48-49%, or 68-69%. They will not be held for candidates who achieve a Pass or Distinction for the dissertation (see 26.4).

Admission to examinations

- 24.1. Only students who meet the expected course attendance rates will be admitted to examinations.
- 24.2. In order to be eligible for admission to an examination, a student must complete, to the satisfaction of relevant teaching staff, the prescribed period of study and satisfy any other conditions.
- 24.3. To be eligible for the award a candidate must satisfy the examiners in the examinations prescribed for the course within a period of 24 months from the satisfactory completion of the prescribed period of study. The period of 24 months may be extended on the recommendation of the Examination Board.
- 24.4. A candidate must be examined in all parts of the examination prescribed for a particular course. Therefore (unless prevented by illness or other adequate cause for which certification must be provided) a candidate must take each prescribed examination or examination test and submit sufficient work to enable him/her to be examined.
- 24.5. If a student has not completed the course they registered for after 5 years of enrolment, his/her registration shall be terminated (allowing them to exit with the appropriate credits or alternative awards earned) unless they request an extension and have it granted by the Academic Dean.
- 24.6. A candidate who has passed a course examination may not repeat that examination, nor may he/she usually take a course examination deemed to overlap an examination which he/she has already taken and passed.

Admission to a degree or other award

- 25.1. To be admitted to a degree or other award a student must:
 - 25.1.1. have completed, to the satisfaction of the relevant teaching staff, the course of study prescribed in the regulations for the award for which the student is registered;
 - 25.1.2. have successfully completed all parts of the assessment prescribed for the award and shown a competent knowledge in the assessment as a whole to the satisfaction of the relevant Examination Board; and
 - 25.1.3. where a degree is classified, have shown evidence of sufficient work falling at or above the class awarded. Due regard shall also be given to the marks attained in work falling within other classes.

Scheme for awards

- 26.1. The ICR provides three taught postgraduate awards. The credits required to exit with each award are shown in the table below.

Award	Credits required
Master of Science (MSc)	180*
Postgraduate Diploma (PGDip)	120
Postgraduate Certificate (PGCert)	60

*including the Dissertation module

- 26.2. The Master of Science (MSc), Postgraduate Certificate (PGCert) and Postgraduate Diploma (PGDip) courses at the ICR are awarded by the University of London.
- 26.3. The course-specific regulations for admission, examination etc., can be found in the appropriate Course Handbook.
- 26.4. All forms of assessment will be marked numerically out of 100. Examiners should use the full range of marks, according to the following scheme, to indicate the standard of the work:
- 70-100 Distinction
- 60-69 Merit
- 50-59 Pass
- 0-49 Fail
- 26.5. Confirmed assessment marks of 69 and 49 will be taken to indicate the agreement of the examiners that a script or other element is not deserving of the class above. Marking guidance is given to examiners in relation to awarding marks within the Distinction division, and in relation to marks in the Fail division.
- 26.6. The overall mark for an individual module will be the weighted average of the marks awarded for each constituent assessment of the module.
- 26.7. Subject to ratification by the Examination Board, the overall classification for the full MSc will be determined as follows:
- 26.7.1. In order to achieve an award of Distinction, a candidate must obtain a mark of at least 70% for the dissertation, and a weighted average mark of at least 65% across all other modules.
- 26.7.2. Where a Distinction has not been awarded, then in order to achieve an award of Merit for the overall MSc, a candidate must obtain either:
- a mark of at least 60% for the dissertation and a weighted average mark of at least 60% across all other modules; or
 - a mark of at least 70% for the dissertation and a weighted average mark of at least 55% across all other modules;
- 26.7.3. Where neither a Distinction nor a Merit have been awarded, a candidate will achieve a Pass, provided that their mark for every module is at least 50%.
- 26.8. Marks agreed at a meeting of the Examination Board cannot subsequently be altered except under the provisions of the Academic Appeals procedure.

Methods and timing of assessment

- 27.1. The timing of all examinations shall be specified by the Registry.
- 27.2. Assessment methods will be determined by academic staff in collaboration with the Taught Courses Committee. Assessment methods may include any the following:
- 27.2.1. written examinations;
- 27.2.2. practical examinations;

- 27.2.3. essays and/or papers;
- 27.2.4. research projects;
- 27.2.5. portfolios of work;
- 27.2.6. group assessed work; and
- 27.2.7. oral (viva voce) examinations.

General conditions for examinations and other assessments

- 28.1. All answers to examination questions must be written in English unless instructions are given to the contrary.
- 28.2. Examiners shall not be required to mark illegible answers to examination questions or other written assessments. In cases where the examination script or other written assessment is illegible, the candidate concerned may be required, at the discretion of the examiners, either to undertake an oral examination or to undertake to have the examination script or other written assessment transcribed under secure conditions at the candidate's own expense.
- 28.3. It is the responsibility of the Registry to notify candidates of the arrangements for examinations and submission of academic work and other assessed material.
- 28.4. Written material for assessment must be submitted by a date specified by the Registry. Material submitted late will be liable to a reduction in the mark. There will be a reduction of 10% for material submitted up to 2 weeks late, with a minimum mark of 50% for an assessment which would have passed if not for the penalty. Material submitted after two weeks will be recorded as a non-submission.
- 28.5. Scripts for written examinations taken at the end of a course or module are the property of the ICR and may not be returned to candidates.

Oral (viva voce) examinations

- 29.1. For the purpose of determining a candidate's result, Examiners may employ oral (viva voce) examinations in addition to the methods of assessment prescribed in individual course regulations. Oral examinations may also be employed as examination methods in their own right. Oral examinations must be conducted by no less than two examiners acting together. The Registry shall specify the date, time and place of oral examinations. A viva voce examination to allow the Examination Board to determine classification may increase the candidate's provisional mark, not lower it. For the avoidance of doubt, the Examination Board has the discretion to determine the final classification of an award.
- 29.2. If a selection of candidates is to be given an oral examination, an External Examiner should advise on the selection and be present at the examination.
- 29.3. With the exception of Inspectors appointed under Act of Parliament for examinations leading to registrable qualifications, no one may attend an oral examination except the examiners and the candidate.

Special examination arrangements

- 30.1. At the discretion of the Examination Board, special arrangements can be made for students with particular access requirements. The special need may be of a permanent nature (for example, a

visual impairment or dyslexia) or temporary (for example, illness or pregnancy). Students must provide a medical certificate (or other proof found acceptable to the Chair of the Examination Board) outlining their special examination needs normally at least six weeks before the date of the examination except in the case of accidental injury or acute illness when the application should be submitted as soon as possible after the event. Applications will be considered by the Chair of the Examination Board who will decide whether to grant extra time or make other appropriate arrangements for the candidate.

- 30.2. Candidates may appeal against the decision of the Examination Board regarding special arrangements within 21 calendar days of notification of the decision under the Review Procedure.

Use of authorised materials

- 31.1. Candidates at any written examination taken under supervision, and at an examination without a defined time limit, or at any practical, oral or similar examination, are permitted to use only such books, notes, instruments or other materials or aids as specifically permitted by the ICR for the examination in question.
- 31.2. Except as provided elsewhere in the regulations above, no books, notes or other materials or aids may be introduced into an examination, or be handled or consulted during an examination. Introducing, handling or consulting any such materials or aids constitutes an examination offence.
- 31.3. Any unauthorised materials or aids introduced into an examination must be surrendered to the invigilator upon request.

Late submission of coursework, withdrawal from examinations and replacement examinations

- 32.1. A student who is registered for an award, has completed satisfactorily the prescribed period of study, and has met any other conditions as given in regulations above, will be regarded as eligible for assessment unless he/she provides satisfactory evidence of illness or other good cause within seven working days of the last day of examination or the date for the submission of written work, by submitting an application for extenuating circumstances. The mechanism for making such an application, the process for considering it, and the possible outcomes are specified in the Code of Practice for Extenuating Circumstances. Alternatively, at the discretion of the examiners, the student may be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed (e.g. essay) at a date specified by the Examination Board concerned. The special assessment shall normally be in the same format as specified in the course regulations for the element(s) missed, but the Examination Board may exercise its discretion in selecting the format of assessment, provided that the candidate is assessed on equal terms with other candidates.
- 32.2. If a student is eligible to sit an examination, but is absent from that examination without having been granted permission to withdraw, that student may submit evidence of illness or other good cause that affected his/her ability to sit the examination at the required time. This is acceptable only if the student has not entered the examination room. The student must provide the reasons for which he/she was unable to present this evidence at the required time, and the evidence will be accepted at the discretion of the Chair of the Examination Board.
- 32.3. If a student is aware that they will not be able to submit a written assessment on time, they must complete a late submission form and submit this to the Registry prior to the deadline. The case will be considered by a Course Director and, in exceptional circumstances, an extension (of up to two weeks for coursework; or up to four weeks for a dissertation) will be permitted, without a reduction in marks. In unforeseen circumstances section 32.1 applies.

- 32.4. A student who is eligible to sit an examination and who is absent from the examination without having been permitted to withdraw according to the provisions in 32.1 and 32.2 above, will be regarded as having attempted the examination, and will be awarded a mark of zero for the examination. Such a student may be permitted to attempt the examination again (a re-sit examination) if the regulations for the award permit such reassessment and at the discretion of the Examination Board.
- 32.5. The Examination Board will decide whether a student who is permitted to be examined as if for the first time after having been permitted to withdraw from the examination (i.e. given a replacement examination) would be considered eligible to sit that replacement examination without further attendance on the course of study.

Reassessment/failure

- 33.1. A student who fails an element or the module overall for a Taught Postgraduate award has the right to be reassessed without attendance on not more than one occasion. Such examinations are termed referral examinations and must be attempted at the next occasion when the examination is offered. The overall mark for the module will be capped at the pass mark i.e. 50%. For a dissertation, the student has no further right to referral.
- 33.2. A student who fails to achieve an overall pass mark through referral without attendance will be permitted to re-register for the module with full attendance once only with no right to referral. The overall mark for the module will be capped at the pass mark i.e. 50%.

Appeal against decisions of Examination Boards following the issue of examination results

- 34.1. Candidates may appeal against the result of the examination. The candidate must submit their appeal in writing within two months of notification of the result of the examination using the procedure detailed in the Academic Appeals policy.

General profile and nomenclature of Examiners

- 35.1. There are three categories of Examiners: External Examiners, Internal Examiners and Assistant Examiners, all of which shall be confirmed or re-confirmed on an annual basis by Academic Board. Where it is necessary to appoint Internal or Assistant Examiners during an academic year they can be approved by the Chair or Deputy Chair of the Examination Board and ratified by Academic Board.
- 35.1.1. Internal Examiners are those examiners involved in the teaching and assessment of a Course of Study and are normally Module Leaders appointed by members of teaching staff at the ICR and those with a formal contract to be Course Director or Module Leader. The Chair and Deputy Chair of Examination Boards are also Internal Examiners, with additional responsibilities as set out in these Examination Regulations. The Deputy Chair has the same responsibilities as the Chair, and deputises in all respects for the Chair in any appropriate circumstances (i.e. absence, illness etc.).
- 35.1.2. External Examiners are examiners from outside the ICR unconnected with the ICR or the teaching and internal assessment of the Course of Study.
- 35.1.3. Assistant Examiners are examiners who assist in the marking of scripts, practical examinations etc. They are commonly early career researchers, clinical research fellows

or academic clinical lecturers who assist with the marking of papers, but do not have the rights of Internal Examiners.

Chairs and Deputy Chairs of an Examination Board

36.1. Conditions of appointment

36.1.1. The Chair and Deputy Chair of an Examination Board shall be a senior member of staff at the ICR. Chairs and Deputies are also Internal Examiners and hold the rights and responsibilities of such an examiner.

36.1.2. A Chair of an Examination Board or Deputy Chair of an Examination Board must declare to the Chief Executive at the time of nomination/appointment if he/she has any interest (either personal or professional) in any student on the course or courses for which he/she is Chair of the Examination Board, or make known any such relationship as may develop during his/her period of office. Chairs of Examination Boards are responsible for ensuring that Internal Examiners make similar interests known to them.

36.2. Responsibilities

36.2.1. The Chair of the Examination Board is responsible for ensuring that the Membership, constitution, duties and decisions of the Examination Board for which they are responsible are dealt with in a fashion consistent with the prescriptions of the Regulations. In the absence of the Chair, the Deputy Chair of the Examination Board is similarly responsible.

36.3. Rights and entitlements

36.3.1. The Chair of the Examination Board is entitled to act on behalf of the Examination Board in any appropriate matter delegated to him/her, but any action must be reported to the next full meeting of the Board.

36.3.2. The Chair of the Examination Board has a casting vote in all meetings; in addition to his/her own vote as Internal Examiner. A Deputy Chair does not have an additional casting vote in addition to his/her own vote as Internal Examiner, when the Chair is present.

36.3.3. The Chair of the Examination Board must ensure the minutes of each meeting of the Board held are reported to the next meeting of the Board. Taught Course Directors are responsible for ensuring that all Examination Board minutes for the relevant academic year are considered as part of the course's Annual Monitoring Exercise.

Internal Examiners

37.1. Conditions of appointment

37.1.1. See 35.1.1

37.1.2. An Internal Examiner must declare to the Chair of the Examination Board, at the time of nomination/appointment, if he/she has any interest (either personal or professional) with any student on the course or courses for which he/she is Chair of the Examination Board, or make known any such relationship that develops during his/her period of office.

37.2. Responsibilities

37.2.1. Internal Examiners are principally and generally responsible for ensuring that the assessment and examination procedures for which he/she is responsible have been carried out judiciously and assiduously; specifically that marking, assessment, liaison with the Examination Board and the subsequent recommendations to the Board are in agreement with the Regulations.

37.3. Rights and entitlements

37.3.1. Internal Examiners have the right to attend the Examination Board and are expected to make every effort to do so. Where this is not possible the Chair is responsible for conveying the views of Internal Examiners at the meeting.

Assistant Examiners

38.1. Conditions of appointment

38.1.1. See 35.1.3

38.1.2. An Assistant Examiner must declare to the Chair of the relevant Examination Board, at the time of nomination/appointment, if he/she has any interest (either personal or professional) with any student, or make known any such relationship that develops during his/her period of office.

38.2. Responsibilities

38.2.1. Assistant Examiners may assist in marking scripts and in any other form of assessment deemed appropriate by the Chair of the Examination Board and in agreement with the Regulations.

38.3. Rights and entitlements

38.3.1. Assistant Examiners may not attend or vote at meetings of Examination Boards.

External Examiners

39.1. Nomination, approval and appointment

39.1.1. The Chair of the Examination Board shall be responsible for nominating External Examiners to the Taught Courses Committee (TCC). Academic Board shall be responsible, on advice from the TCC, for considering nominations and appointing External Examiners.

39.1.2. In considering nominations, evidence will be sought of a nominee's compliance with the person specification set out in Chapter B7 of the QAA's UK Quality Code for Higher Education. Nominees will be expected to comply with all relevant aspects of the person specification. Should a successful nominee not do so, Academic Board will record the reasons for making the appointment nonetheless.

39.1.3. An External Examiner will not normally hold more than two External Examinerships in higher education at any level.

39.1.4. An External Examiner shall not normally be drawn from those in the following categories or circumstances:

- (i) a member of a governing body or committee of the ICR or one of its collaborative* partners, or a current employee of the ICR or one of its collaborative partners. (*The QAA review 2012 agreed with our view that, at that time, we had no collaborative provision in this sense);
- (ii) anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
- (iii) anyone required to assess colleagues who are recruited as students to the programme of study;

- (iv) anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study;
- (v) anyone significantly involved in recent or current substantive research activities with a member of staff closely involved in the delivery, management or assessment of the programmes(s) or modules in question;
- (vi) former staff or students of the ICR unless a period of five years has elapsed and all students taught by or with the External Examiner have completed their programme(s);
- (vii) a reciprocal arrangement involving similar programmes at another institution;
- (viii) the succession of an External Examiner by a colleague from the examiner's home department and institution; or
- (ix) the appointment of more than one External Examiner from the same department of the same institution.

39.2. External Examiners will normally serve at the ICR for four academic years. An exceptional extension of one year may be permitted to ensure continuity. An External Examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since the end of their last appointment. External Examiners may interrupt their four year appointment for one academic year (for example due to illness or taking sabbatical leave) and return to their examinership without a period of five academic years having elapsed, and without being subject to the formal nomination process again, until they have served for a total of four years.

39.3. Should a conflict of interest arise during an External Examiner's term of office, including but not confined to the situations set out in 39.1.4 above, an External Examiner must declare this and if it cannot be resolved will normally be expected to resign.

39.4. The appointment may be terminated early by either side, subject to due notice being given. Circumstances in which the ICR may terminate an appointment include, but are not confined to: a failure to attend Examination Board meetings; a failure to submit reports or the provision of incomplete reports; or the emergence of a conflict of interest which cannot be satisfactorily resolved or otherwise acting in breach of these Regulations.

39.5. Neither the raising of well-founded concerns, nor the submission of a confidential report to the Chief Executive, shall constitute grounds for termination.

39.6. Responsibilities

39.6.1. The principal responsibilities of an External Examiner are to ensure the academic standard of the Course of Study is appropriate to the award concerned and that it is consistent with the equivalent (or a similar) course at the same level elsewhere in UK higher education, and that the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programmes, and is conducted in line with ICR policies and regulations. In doing so, where appropriate, regard shall be had to subject-specific Benchmark Statements and to the QAA's Quality Code for Higher Education. However, an External Examiner must not assume the responsibilities of an Internal Examiner.

39.6.2. In carrying out their overall duties, External Examiners shall:

- (i) be consulted on the proposed content of examination papers, coursework and other assessments as far as is practical;
- (ii) be given a representative sample of answers to written assessments and will have the right to see all answers to a written assessment;
- (iii) review borderline cases;
- (iv) consider the overall standards of student performance by reviewing the classification profile of the cohort and comparing it with achievement at other

higher education institutions with which they are familiar to ensure consistency;

- (v) act as an advocate to ensure students are treated fairly;
- (vi) provide an External Examiner's Report to the Academic Dean of the ICR, on the conduct of the Examinations, after each meeting of the relevant Examination Board. External Examiners will receive a formal written response from the Academic Dean on all of the points they have raised after the report has been considered by the appropriate academic committees. Comments raised by External Examiners are included in the annual monitoring forms. Providing an External Examiner Report after each Examination Board is a mandatory requirement;
- (vii) raise a concern at any point during the year if he or she believes it is too urgent to wait until the next report is due. In addition if an External Examiner wants to raise a matter of particular importance or sensitivity, he or she may make a confidential report to the ICR's Chief Executive. Any such report would then be dealt with as the Chief Executive considers appropriate, and a reply will be sent to the External Examiner within one month of receipt informing him or her what decisions have been made and any actions taken, and staff/students will be informed by the Chief Executive or his or her delegate of the report, or actions arising from it, where these have implications for them; and
- (viii) have an opportunity to provide an oral report at Examination Boards.

39.7. Decisions taken on all issues raised in External Examiners' reports, including on systematic failings, by Academic Board or (in the case of a confidential report) by the Chief Executive, are final.

39.8. Rights and additional responsibilities and entitlements

39.8.1. All External Examiners must attend all Examination Boards and familiarise themselves with all the material sent to them on appointment. External Examiners who cannot attend an Examination Board without good reason should normally be asked to resign their examinership. External Examiners are also expected to attend vivas where required.

39.8.2. External Examiners may refuse to endorse the final marks if they are:

- (i) in dispute with the decisions arrived at by the Examination Board;
- (ii) not satisfied that the examination procedure has been carried out properly;
- (iii) of the belief that there were serious deficiencies in the assessment procedure and/or in the conduct of the Examination Board; and
- (iv) In this event the marks for all candidates will be withheld and Academic Board will deal with the matter.

39.9. An External Examiner must set out in writing his or her reasons for refusing to sign the final marks sheet, and this document must be laid before Academic Board.

39.10. External Examiners shall have full voting rights at all meetings of Examination Boards of the course on which they are an External Examiner.

Examination Boards: structure, responsibilities and constitution

40.1. The Examination Board and its Examiners shall be appointed annually, in accordance with the Examination Regulations. Examination Boards' Terms of Reference are kept under review by the ICR's Academic Board, as are their appointments. Minutes of the Examination Boards are

considered by the Taught Courses Committee as part of Taught Courses Annual Monitoring Exercises.

Terms of Reference

- 40.2. The Terms of Reference of all Examination Boards shall include the following:
- 40.2.1. to act in accordance with the course regulations and the Examination Regulations and any other relevant ICR regulations;
 - 40.2.2. to recommend annually to Academic Board, through the Chair, details of its membership;
 - 40.2.3. to approve marking schemes;
 - 40.2.4. to determine the final recommendations on:
 - (i) the results of examinations;
 - (ii) the pass lists;
 - (iii) the classification of each candidate who is recommended for the award of a degree or other qualification; and
 - (iv) to communicate the final recommendations to Academic Board and, through the Registry, to the University of London;
 - 40.2.5. to consider requests for the deferment of assessment, and reassessment;
 - 40.2.6. to determine examination policy and procedures for the award;
 - 40.2.7. to consider reports and any other observations of the External Examiners and/or to take action arising from such reports, with other appropriate ICR bodies through the Annual Monitoring Exercise, and subject to the approval of Academic Board;
 - 40.2.8. to consider requests for suspension of Examination Regulations and/or any other relevant Regulation and to recommend a course of action to the Academic Dean;
 - 40.2.9. to perform other appropriate duties as defined in the Regulations;
 - 40.2.10. to determine policy in respect of reassessment and the timing of any permitted reassessment; and
 - 40.2.11. to adjudicate on applications received in respect of replacement examinations and deferred assessment and reassessment.
- 40.3. The Examination Board is the sole body having authority to advise the ICR's Academic Board and the University of London on the conferment of the awards for which it is responsible.
- 40.4. Student work which has required moderation or has received a borderline mark should be available for review by Examination Board members.
- 40.5. Any member of the Examination Board who has a personal or professional interest, involvement or relationship with a student being assessed should declare this to the Examination Board Chair at the start of the meeting.
- 40.6. No decision of a properly convened and constituted Examination Board acting within its Terms of Reference, and within the Regulations governing the award, may be modified except through the Academic Appeals and Review procedures.

Membership

- 40.7. The membership of the Examination Board leading to a named award, approved and appointed by Academic Board, in accordance with the Examination Regulations, shall comprise:
- 40.7.1. a Chair;
 - 40.7.2. a Deputy Chair;
 - 40.7.3. Internal Examiners; and
 - 40.7.4. at least one External Examiner.

Meetings and quorum

- 41.1. The Chair of the Examination Board shall be responsible for all arrangements relating to the meetings of the Board.
- 41.2. Reasonable notice of the meetings of examiners shall be given.
- 41.3. The quorum for any meeting of the Examination Board held to determine the results of examinations shall be as follows:
- 41.3.1. the Chair or, in his/her absence, the Deputy Chair;
 - 41.3.2. at least one External Examiner; and
 - 41.3.3. at least two Internal Examiners.
- 41.4. At all other meetings of the Examination Board, the quorum shall be:
- 41.4.1. the Chair or, in his/her absence, the Deputy Chair; and
 - 41.4.2. at least two Internal Examiners.
- 41.5. Decisions of the Examination Board shall be arrived at by a majority vote of the examiners present and eligible to vote.
- 41.6. If an Examination Board is inquorate a meeting cannot:
- 41.6.1. agree a student's mark if there are any differences of view as to what that mark should be;
 - 41.6.2. determine policies and procedures; or
 - 41.6.3. consider the reports of the External Examiners.
- In the event of a meeting being unable to deal expeditiously with business under 41.2, a further meeting will need to be reconvened as soon as possible and within the timelines laid down for dealing with relevant business in ICR policies.
- 41.7. No persons other than the appointed Examiners and members of appropriate administrative staff shall be permitted to attend meetings of the Examination Board, except that Assistant Examiners may be invited to attend for discussion as required by the Chair.
- 41.8. The Chair shall ensure that a proper record is kept of the proceedings and decisions of the Board through the minutes and that the confidentiality of such proceedings and decisions and the record of them is preserved and that a copy of the confidential record is passed to the Registry.

Publication of examination results

- 42.1. The results of all examinations are confidential until the official pass list has been issued.
- 42.2. Students will be advised of their grades for their personal information routinely after the results have been determined by the Examination Board. The administration relating to the issuing of marks will be undertaken by the Registry, and due account will be taken of the provisions of the Data Protection Legislation.
- 42.3. After the Examination Board has held a meeting to determine the results of the examinations, the official pass list for the course will be sent to the University of London for the production and dispatch of certificates.

Annexes

Annex A: Definitions

The terms and abbreviations in the table below are used throughout the documents in the Academic Policy Library. Please familiarise yourself with them.

Term	Abbreviation	Definition
General		
The Institute of Cancer Research	the ICR	The Institute itself, and all of the premises it currently owns, rents, and administers.
The University of London	UoL <i>or</i> the University	The federal University of London, of which the ICR is a member college.
Higher education institution/ provider	HEI	A provider of tertiary education. Typically a university, college, or institute.
Academic Regulations	the Regulations	The rules governing the student experience at the ICR.
QAA's UK Quality Code for Higher Education	QAA's Quality Code	The standard used by UK HEIs to ensure they are achieving what is expected of them.
Framework for Higher Education Qualifications in England, Wales and Northern Ireland	FHEQ	Part A of the QAA's UK Code. Sets out academic standards, and describes how they are maintained.
People		
Educational Supervisor/ Academic Facilitator	-	<i>Taught Courses:</i> an individual at the same NHS Trust as a Part C student, who provides day-to-day support for the student's research project. They guide the student as to where they need to seek permissions, and ensure that the student has access to the appropriate facilities.
External Examiner	-	An examiner external to the ICR, and the University of London.
Internal examiner	-	<i>Taught Courses:</i> an examiner from the ICR, usually involved in the teaching delivery and assessment of the course. They have full voting rights at Examination Boards. <i>Research Degrees:</i> an examiner from within the University of London. They are usually not from the ICR.
Assistant Examiner	-	<i>Taught Courses:</i> an examiner who assists in the marking of papers, under the direction of the Chair of the Examination Board. They are not a full Internal Examiner, and do not have voting rights at Examination Boards.
Courses		
Year	-	Without limitations, 1 Jan – 31 Dec.
Academic year	-	1 Sep – 31 Aug.
Accreditation of Prior Learning	APL	The process of recognising relevant credit that a student has gained on another course, and transferring it to an ICR course. The recognised credit contributes towards the award of an ICR qualification.

Module	-	An individual element of a course of study.
Examination		
Viva voce examination	viva or oral	An oral examination.
Authorised Materials	-	Equipment (e.g. papers, books) that a candidate is expressly permitted to bring into the examination room.
Pass list	-	A list of candidates that have satisfied the examiners signed by the Academic Dean.
Replacement exam	-	An examination given to a student who missed the original examination and has successfully applied for extenuating circumstances. There is no mark penalty for replacement exams.
Re-sit	-	A re-examination given to a student who failed the examination on a previous attempt, and has not successfully applied for extenuating circumstances. Examination Board may impose a mark penalty.
Capped mark	-	A maximum mark possible for a student re-sitting an examination, or element of an examination. This is determined by Examination Board.
Committees		
Academic Board	AB	The Board that oversees the teaching at the ICR. It is chaired by the Academic Dean, and reports to the Board of Trustees.
Taught Course Committee	TCC	The committee that oversees the Taught Course of the ICR (PGCert, PGDip, and MSc). Reports to Academic Board.
Research Degrees Committee	RDC	The committee that oversees the Research Degrees of the ICR (MPhil, PhD, and MD(Res)). Reports to Academic Board.

Annex B: Policy reference list

The table below provides a list of the documents that together make up the Academic Policy Library, and information as to where they sit on the Nexus, Canvas, and the external-facing ICR site.

Document name	Location		
	Nexus	Canvas	icr.ac.uk
General			
Academic Regulations	X	X	X
Teaching and Learning Strategy	X	X	X
Terms of Reference (Academic Board)	X	X	X
Student Protection Plan	X	X	X
Student Charter	X	X	X
Academic Appeals Procedure	X	X	X
Review Procedure	X	X	X
Withdrawal of a Programme of Study Policy and Procedure	X		
Code of Practice (Examination Offences)	X		
Admissions Policy and Procedure	X	X	X
Student Complaints Procedure	X	X	X
Student Maternity and Paternity Policy	X	X	
Policy and Procedure for Quality Assurance of Educational Collaborative Provision	X	X	
Validation of Postgraduate Programmes Policy and Procedure	X	X	X
Privacy Policy			X
Academic framework	X	X	X
Refunds and compensation policy	X	X	X
Interruption of studies (new)	X		X
Taught Course			
Handbook (Taught Course)	X	X	X
Terms of Reference (Examination Board)	X	X	
Code of Practice (Periodic Review)	X		X
Annual Monitoring of Taught Courses – Policy and Guidelines	X		X
Assessment of Taught Course Programmes	X	X	
External Examiners (Taught Course)	X		X
Terms of Reference (Taught Courses Committee)	X	X	X
Research Degrees			
Code of Practice (Research Degrees)	X		X
Student Handbook (Research Degrees)	X		X
Guidelines for Suspension of Regulations Requests (Research Degrees)	X		
Terms of Reference (Research Degrees Committee)	X	X	X

