

# Academic Regulations

2022/2023

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# 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.

The information contained in this document was correct at the time of going to press. Any amendments can be found in the version published on Nexus, which will always be the most accurate and up to date information available. Where anything in the Academic Regulations contradicts any Code of Practice or other policy, the Academic Regulations take precedence.

*If you have any queries about these Regulations, contact the Registry.*

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# Significant changes

For 2022/23 only minor amendments for clarity and accuracy have been made to the Academic Regulations.

Changes have been highlighted with a downrule.

# Introduction

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## 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 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, University of London awards conferred by the ICR comply with the criteria set out in University of London Regulation 1 (University of London Awards).
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## 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.
- 2.9. Students 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.

### Updates to the Regulations

- 2.10. Updates to the Regulations are normally published in September and remain in force for the full academic year in which they are published.
- 2.11. 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.

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## 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.
- 3.4. 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.

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## 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 to all students who have successfully completed the course of study. Awards of the ICR are issued by the ICR.
- 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; or
  - 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 be 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 of or the entire 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.

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## **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 course 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.
- 7.6. Students cannot be registered on two courses at the same time, unless they are in the writing up phase for one of the courses.

### **Transfer of registration**

- 7.7. 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:
  - 7.7.1. The student must meet the entry requirements for the degree onto which they wish to transfer;
  - 7.7.2. There must be good academic grounds in support of the transfer request;
  - 7.7.3. Transfer must not occur after entry to examination for any degree.
- 7.8. 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.
- 7.9. On transfer of registration, registration for the original degree will lapse.

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## **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. See 16.1 for APL allowable for taught courses.
  - (iv) In the case of the MPhil or PhD degree the course of study at the ICR must not be less than one third of the normal programme length, e.g. 16 months of a four-year programme. 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.

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## 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            |

- 10.2.1. *Research degree students whose original submission deadline was prior to 1st August 2014 shall not be subject to the provision above, even if their submission deadline has been extended beyond that date.*
- 10.3. Part-time students will have their registration period adjusted on a pro-rata basis, and will be informed of their anticipated submission date upon registration.
- 10.4. If there are changes to an active student's mode of study over the course of their degree, either through a change in activity level or where an interruption of studies is approved, an updated submission date will be issued.
- 10.5. Full-time students (for the purposes of registration, period of study, calculation of fees and stipend/salary) are those registered at an activity level of 0.9FTE (full-time equivalent) and above.
- 10.6. Students who move into paid employment following the end of their funded programme but before the end of the maximum registration period and have not submitted their thesis, will move from active to writing-up mode and will remain registered at a nominal activity level of 0.1FTE.
- 10.7. All minimum periods of registration are measured over pro-rated, active study only and do not include periods in writing-up mode.
- 10.8. Once a student is in writing-up mode, registration can no longer be prorated and calculation of the remaining period of registration will be made as though the student is full-time.
- 10.8.1. *For example, a part-time clinical PhD student who completes their funded programme, which covers the equivalent of three years, full-time, and returns to clinical duties will, from that point onwards, have a maximum of one year to submit their thesis.*
- 10.9. 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.
- 10.10. Where engagement is deemed unsatisfactory, the ICR may terminate a student's registration.
- 10.11. 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. All Research Degree students 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 course of study. The work of a thesis must be a student'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 student 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 student'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 student 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 student. The student 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"> <li>• a record of original work; <i>or</i></li> <li>• an ordered and critical exposition of existing knowledge. There shall be evidence that the field has been surveyed thoroughly.</li> </ul> | <p>A thesis for the degree of MD(Res) or degree of PhD should:</p> <ul style="list-style-type: none"> <li>• 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></li> <li>• demonstrate research skills relevant to the thesis being presented, and be of a standard to merit publication (in whole, part, or a revised form);</li> </ul> <p>The MD(Res)/PhD student:</p> <ul style="list-style-type: none"> <li>• should indicate how they believe their findings advance the study of their subject;</li> <li>• 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></li> <li>• will display objectivity, and the capacity for judgment in complex situations and independent work within their field of study.</li> </ul> |

- 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.

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## Entrance to examinations

- 12.1. The decision to submit a thesis in any particular form rests with the student 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. With approval from the Academic Dean, special arrangements can be made for students with specific 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) beyond the standard six month embargo for e-theses, up to a maximum of three years from the award date.
- 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 student should submit an electronic copy of their thesis. The Library Theses Office will arrange a printed copy, if an examiner requests this.
- 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 student. 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 student 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 student's research or any other relationship to the student 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 student;
  - 13.5.3. have had an active role in considering a student'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 student). Sometimes it may be appropriate for a Visiting Professor at the ICR to be nominated as an internal examiner, and for a Visiting Professor at another University of London college to be nominated as an external examiner.
- 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 student 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.

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## Conduct of examinations

- 14.1. All Research Degree students will be examined orally on the subject of the thesis.
- 14.2. All examination matters are confidential.
- 14.3. The viva (oral) 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 students, except in the case of an appeal against the result of the examination.
- 14.7. Viva examinations will be held in private, and conducted in London. Only in exceptional circumstances, and with agreement from the student, both examiners and the Deputy Dean may the examination be conducted outside of London or virtually.
- 14.8. Students must bring a copy of their thesis to their examination. It must be an exact printed copy of the version submitted to the Library Theses Office.
- 14.9. The Supervisor shall be invited to attend the examination of their student, unless the student has indicated otherwise on their entry form. The Supervisor does not have the right to participate in the examination of the student, 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.

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## Outcome of examinations

- 15.1. After the viva 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 student'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 students 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 student. 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 viva examination:

| Examiners' judgment   | Outcome  |
|---|--|
| The thesis fulfils the requirements and the examiners are satisfied that this is supported at the viva examination.                               | Examiners report the student 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 viva examination. | The student 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 student fails to satisfy the examiners at the viva examination.                                       | The student may re-present the same thesis and re-enter for the viva 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 viva examination, the examiners   | The student may re-present a revised thesis within 18 months of the viva for PhD and MD(Res)   |

|   |   |
|---|---|
| judge there is sufficient merit for re-presentation of the thesis in revised form.  | degrees and within 12 months for the degree of MPhil. At the discretion of the examiners, they may be exempted from further viva examination. |
| The student fails to satisfy examiners that the award is merited. See 15.4.1. ( <i>Examiners shall not make this decision without examining the student orally, except in very exceptional circumstances.</i> ) | Examiners report the student 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 student 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"> <li>if the student does not wish to enter for the MPhil, the examiners will report that the student has failed to satisfy them. No degree will be awarded; <i>or</i></li> <li>if the student 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.</li> </ul> |
| The thesis is inadequate for the award of the MPhil degree, but of some merit.                       | <p>The student 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 viva examination. Examiners shall have discretion to waive the maximum thesis length requirement for the MPhil degree.</p>  |

- 15.5. 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.
- 15.6. Once the examiners have reached their decision, the Academic Dean will notify the student of their result.
- 15.7. Students 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.
- 15.7.1. 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).
- 15.8. Students may use the Academic Appeals procedure to appeal against the result of the examination. The student must submit their appeal in writing within two months of being notified notification of the result of the examination.

- 15.9. A requirement of the award of the degree is that a final electronic copy of a successful thesis is placed in the ICR's online repository. These copies must include any amendments made as part of the examination process.



# Taught Courses Regulations

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## Accreditation of Prior Learning

- 16.1. 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.
- 16.1.1. 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).
- 16.1.2. 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).
- 16.2. 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.
- 16.3. 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. The minimum and maximum periods of registration for Taught Course students are shown in the table below, measured from the date of enrolment.

| Course | Minimum period of registration | Maximum period of registration |
|--------|--------------------------------|--------------------------------|
| PGCert | One-third of a calendar year   | Five calendar years            |
| PGDip  | Two-thirds of a calendar year  | Five calendar years            |
| MSc    | One calendar year              | Five calendar years            |

The minimum period of registration given in the table is for full-time study.

- 17.2. A student's registration will be terminated once the maximum period of registration has elapsed, unless they request and are granted an extension by the Academic Dean.
- 17.3. In cases where registration is terminated, the student will be allowed to exit with an alternative award, if they have the appropriate credits.
- 17.4. If a student does not register on their course in the year for which it is offered, they may be asked to re-apply for entry at a later date.

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## Attendance

- 18.1. Individual course and module guides record the expected levels of attendance. Attendance which is not in line with the expected level can only be varied with agreement in writing from a Course Director.
- 18.2. Where attendance is deemed unsatisfactory, the ICR may terminate a student's registration or deny permission to enter examinations.

- 18.3. 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.
- 18.4. Periods of interruption count towards a student's total period of study.

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## Examinations and assessments

### General

- 19.1. The Registry will notify students of the arrangements for examinations and submission of academic work and other assessed material.
- 19.2. Students must take each assessment required, and submit sufficient work to allow them to be examined.
- 19.3. All answers to examination questions must be written in English unless instructions are given to the contrary.
- 19.4. Students are only allowed to use the books, notes, instruments, and other materials or aids specifically permitted by the ICR in examinations.
- 19.5. Students must take the assessments necessary for their award within 24 months of completion of their course of study (or other time period, at the discretion of the Examination Board).
- 19.6. Students cannot repeat (or take assessments deemed to overlap with) assessments they have already passed.
- 19.7. With approval from the Academic Dean, special arrangements can be made for students with specific requirements. Students may appeal against the decision made for these arrangements under the Review Procedure.
- 19.8. 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 students.
- 19.9. Examiners shall not be required to mark illegible answers to examination questions or other written assessments. Where handwriting is deemed illegible, the student concerned may be required, at the discretion of the examiners, either,
- 19.9.1. to undertake a viva examination; or,
- 19.9.2. to have the examination script or other written assessment transcribed under secure conditions at the student's own expense.

### Assessment, late submission and re-assessment

- 19.10. A student will be regarded as eligible for assessment if they are registered for an award, have completed the prescribed period of study to a satisfactory level, and have met any other conditions as given in regulations above.
- 19.11. Written assessments must be submitted by a date specified by the Registry. Assessments submitted late will be liable to a reduction in the mark. There will be a reduction of 10% for assessments submitted up to two weeks late, down to the minimum pass mark for an assessment which would have passed if not for the penalty. Assessments submitted after two weeks will be recorded as a non-submission.
- 19.12. 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 19.13 applies.
- 19.13. If a student is unable to complete an assessment or attend an examination, they may submit an application for consideration of extenuating circumstances according to the timescales set out in

the Code of Practice for Extenuating Circumstances. If this is approved, their next attempt will be considered their first attempt.

- 19.14. A student who is eligible for an assessment and who does not submit/attend on the specified date will be regarded as having attempted the assessment, and will be awarded a mark of zero, except where 19.12 and 19.13 applies. Such a student will be permitted to attempt the assessment again as a referral.
- 19.15. Students who fail a module are entitled to one further attempt at the assessment(s) failed as a referral. If the student is unsuccessful at this attempt they must retake the module in full including attendance and assessment. Students may only attempt retake assessments once.
- 19.16. Where a student subsequently passes a failed assessment by referral or retake, the overall mark for the relevant module will be capped at the minimum pass mark.

### **Viva examinations**

- 19.17. Examiners may employ viva (oral) examinations in addition to the methods of assessment prescribed in individual course regulations in order to determine a student's result. Viva examinations may also be employed as examination methods in their own right. For the avoidance of doubt, the Examination Board has the discretion to determine the final classification of an award.
- 19.18. Viva examinations must be conducted by no less than two examiners acting together.
- 19.19. A viva voce examination to allow the Examination Board to determine classification may increase the student's provisional mark, not lower it.
- 19.20. If a selection of students is to be given a viva examination, an External Examiner should advise on the selection and be present at the examination.
- 19.21. With the exception of Inspectors appointed under Act of Parliament for examinations leading to registrable qualifications, no one may attend a viva examination except the examiners and the student.

### **Outcome of assessments**

- 19.22. The Registry will advise students of their result (for their information) after it has been determined by the Examination Board. The results of all assessments are provisional until the official results letters have been issued.
- 19.23. After issuing official results letters, Registry send the official pass list for the course to the University of London for the production and dispatch of certificates.
- 19.24. Students may appeal against an academic decision at an Examination Board. The student must submit their appeal in writing within two months of notification of their results, as per the Academic Appeals Procedure.

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### **Progression requirements**

- 20.1. Students must usually pass a minimum of 90 credits at the PGDip stage and have attended the teaching for the remaining taught modules before being permitted to progress to the dissertation stage. However, students must usually have passed 120 credits prior to the submission of their dissertation.

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### **Awards**

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

| Award                             | Credits required | Awarding body        |
|-----------------------------------|------------------|----------------------|
| Master of Science (MSc)           | 180              | University of London |
| Postgraduate Diploma (PGDip)      | 120              | University of London |
| Postgraduate Certificate (PGCert) | 60               | University of London |

- 21.2. To gain an award, students must successfully complete all parts of any assessment or examination for the award (to the satisfaction of the relevant Examination Board).
- 21.3. Where an award is classified, there must be evidence that the student's work falls at or above the class awarded. Marks attained in work falling within other classes will also be considered.
- 21.4. All forms of assessment will be marked numerically out of 100. Examiners should use the full range of marks, according to the following classification scheme, to indicate the standard of the work:
- 70-100 Distinction
- 60-69 Merit
- 50-59 Pass
- 0-49 Fail
- 21.5. Confirmed assessment marks of 69, 59 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.
- 21.6. The overall mark for an individual module will be the weighted average of the marks awarded for each constituent assessment of the module.
- 21.7. Subject to ratification by the Examination Board, the overall classification for the full MSc will be determined as follows:
- 21.7.1. In order to achieve an award of Distinction, a student must obtain a mark of at least 70% for the dissertation, and a weighted average mark of at least 65% across all other modules;
- 21.7.2. Where a Distinction has not been awarded, then in order to achieve an award of Merit for the overall MSc, a student 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;
- 21.7.3. Where neither a Distinction nor a Merit have been awarded, a student will achieve a Pass, provided that their mark for every module is at least 50%.
- 21.8. Marks agreed at a meeting of the Examination Board cannot subsequently be altered except under the provisions of the Academic Appeals procedure.

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## Examiners

- 22.1. Examiners shall be approved or re-approved 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. External Examiners are approved on the recommendation of Taught Courses Committee.
- 22.2. All Examiners must declare to the Chair of the relevant Examination Board, at the time of nomination/appointment, if they have any interest (either personal or professional) with any student, or make known any such relationship that develops during their period of office. Chair of

an Examination Board or Deputy Chair of an Examination Board must declare such an interest to the Chief Executive. External Examiners must declare if any conflict of interest arises during their term of office, including but not confined to the situations set out in 22.14 below.

- 22.3. If any such conflict of interest cannot be resolved, the Examiner will normally be expected to resign.
- 22.4. There are three categories of examiner: Internal Examiner, Assistant Examiner and External Examiner.

### **Internal Examiners**

- 22.5. Internal Examiners are involved in the teaching and assessment of a course of study and are normally Module Leaders and those with a formal contract to be Course Director or Module Leader.
- 22.6. Internal Examiners are principally and generally responsible for ensuring that the assessment and examination procedures for which they are 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.
- 22.7. 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**

- 22.8. Assistant Examiners are examiners who assist in the marking of assessments, practical examinations or any other form of assessment deemed appropriate by the Chair of the Examination Board and in agreement with the Regulations.
- 22.9. Assistant Examiners are commonly early career researchers, clinical research fellows or academic clinical lecturers.
- 22.10. Assistant Examiners may not attend or vote at meetings of Examination Boards.

### **External Examiners**

- 22.11. External Examiners are examiners from outside the ICR unconnected with the ICR or the teaching and internal assessment of the course of study.
- 22.12. Nominees will be expected to comply with all relevant aspects of the person specification set out in the QAA's UK Quality Code for Higher Education. Should a successful nominee not do so, Academic Board will record the reasons for making the appointment nonetheless.
- 22.13. An External Examiner will not normally hold more than two External Examinerships in higher education at any level.
- 22.14. An External Examiner shall not normally be drawn from those in the following categories:
  - 22.14.1. 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;
  - 22.14.2. anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the course of study;
  - 22.14.3. anyone required to assess colleagues who are recruited as students to the course of study;
  - 22.14.4. anyone who is, or knows they will be, in a position to influence significantly the future of students on the course of study;
  - 22.14.5. 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;

- 22.14.6. 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);
  - 22.14.7. anyone involved in a reciprocal arrangement involving similar programmes at another institution;
  - 22.14.8. anyone succeeding an External Examiner who is a colleague from the examiner's home department and institution; or
  - 22.14.9. staff from the same department of the same institution as an existing appointment, i.e. no more than one External Examiner should be appointed from the same department of the same institution.
- 22.15. External Examiners will normally serve at the ICR for four academic years. An exceptional extension of one year may be permitted to ensure continuity.
- 22.15.1. 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.
- 22.16. The appointment of an External Examiner 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:
- 22.16.1. a failure to attend Examination Board meetings;
  - 22.16.2. a failure to submit reports or the provision of incomplete reports; or
  - 22.16.3. the emergence of a conflict of interest which cannot be satisfactorily resolved or otherwise acting in breach of these Regulations.
- 22.17. Neither the raising of well-founded concerns, nor the submission of a confidential report to the Chief Executive, shall constitute grounds for termination.
- 22.18. The principal responsibilities of an External Examiner are:
- 22.18.1. to ensure the academic standard of the course of study is appropriate to the award concerned;
  - 22.18.2. that it is consistent with the equivalent (or a similar) programme at the same level elsewhere in UK higher education;
  - 22.18.3. that the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme; and
  - 22.18.4. that it is conducted in line with ICR policies and regulations.
  - 22.18.5. 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.
- 22.19. In carrying out their overall duties, External Examiners shall:
- 22.19.1. be consulted on the proposed content of examination papers, coursework and other assessments as far as is practical;
  - 22.19.2. be given a representative sample of answers to written assessments and will have the right to see all answers to a written assessment;
  - 22.19.3. review borderline cases;
  - 22.19.4. 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;
  - 22.19.5. act as an advocate to ensure students are treated fairly;

- 22.19.6. provide an External Examiner's Report to the Academic Dean 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;
- 22.19.7. raise a concern at any point during the year if they believe 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 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 them what decisions have been made and any actions taken. The Chief Executive or their delegate will inform staff and/or students of the report, or actions arising from it, where these have implications for them; and
- 22.19.8. have an opportunity to provide an oral report at Examination Boards.
- 22.20. 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.
- 22.21. 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.
- 22.22. External Examiners may refuse to endorse the final marks if they are:
- 22.22.1. in dispute with the decisions arrived at by the Examination Board;
  - 22.22.2. not satisfied that the examination procedure has been carried out properly;
  - 22.22.3. of the belief that there were serious deficiencies in the assessment procedure and/or in the conduct of the Examination Board; and
  - 22.22.4. in this event the marks for all students will be withheld and Academic Board will deal with the matter.
- 22.23. An External Examiner must set out in writing their reasons for refusing to sign the final marks sheet, and this document must be laid before Academic Board.
- 22.24. External Examiners shall have full voting rights at all meetings of Examination Boards of the course on which they are an External Examiner.

### **Chairs and Deputy Chairs of an Examination Board**

- 22.25. 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.
- 22.26. 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 these Regulations. In the absence of the Chair, the Deputy Chair of the Examination Board is similarly responsible.
- 22.27. Chairs of Examination Boards are responsible for ensuring that Internal Examiners make similar interests known to them.
- 22.28. The Chair of the Examination Board is entitled to act on behalf of the Examination Board in any appropriate matter delegated to them, but any action must be reported to the next full meeting of the Board.



- 22.29. The Chair of the Examination Board has a casting vote in all meetings, in addition to their own vote as Internal Examiner. A Deputy Chair does not have an additional casting vote in addition to their own vote as Internal Examiner when the Chair is present.
- 22.30. The Chair shall ensure:
- 22.30.1. that a proper record is kept of the proceedings and decisions of the Board through the minutes; and
  - 22.30.2. that these minutes are reported to the next meeting of the Board; and
  - 22.30.3. the confidentiality of such proceedings and decisions; and
  - 22.30.4. a copy of this confidential record is passed to the Registry.

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## Examination Boards

- 23.1. Examination Boards' Terms of Reference are kept under review by Academic Board, as are their appointments.
- 23.2. Minutes of the Examination Boards are considered by the Taught Courses Committee as part of Taught Courses Annual Monitoring Exercises.
- 23.3. The Terms of Reference of all Examination Boards shall include the following:
- 23.3.1. to act in accordance with these Regulations and any other relevant ICR regulations;
  - 23.3.2. to recommend annually to Academic Board, through the Chair, details of its membership;
  - 23.3.3. to approve marking schemes;
  - 23.3.4. to determine the final recommendations on:
    - (i) the results of examinations;
    - (ii) the pass lists;
    - (iii) the classification of each student 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;
  - 23.3.5. to consider and approve recommendations made regarding the deferment of assessment and reassessment and by the extenuating circumstances panel;
  - 23.3.6. to determine examination policy and procedures for the award;
  - 23.3.7. 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;
  - 23.3.8. to consider requests for suspension of any relevant Regulations and to recommend a course of action to the Academic Dean;
  - 23.3.9. to perform other appropriate duties as defined in the Regulations;
  - 23.3.10. to determine policy in respect of reassessment and the timing of any permitted reassessment.
- 23.4. The Examination Board is the sole body having authority to advise Academic Board and the University of London on the conferment of the awards for which it is responsible.
- 23.5. Student work which has required moderation or has received a borderline mark should be available for review by Examination Board members.
- 23.6. 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.



- 23.7. No decision of a properly convened and constituted Examination Board acting within its Terms of Reference may be modified except through the Academic Appeals and Review procedures.
  - 23.8. The membership of the Examination Board leading to a named award, approved and appointed by Academic Board, shall comprise:
    - 23.8.1. a Chair;
    - 23.8.2. a Deputy Chair;
    - 23.8.3. Internal Examiners; and
    - 23.8.4. at least one External Examiner.
  - 23.9. 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.
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## **Examination Board meetings and quorum**

- 24.1. Examiners shall be given reasonable notice of the Examination Board meetings.
- 24.2. The quorum for any meeting of the Examination Board held to determine the results of examinations shall be as follows:
  - 24.2.1. the Chair or, in their absence, the Deputy Chair;
  - 24.2.2. at least one External Examiner; and
  - 24.2.3. at least two Internal Examiners.
- 24.3. At all other meetings of the Examination Board, the quorum shall be:
  - 24.3.1. the Chair or, in his/her absence, the Deputy Chair; and
  - 24.3.2. at least two Internal Examiners.
- 24.4. Decisions of the Examination Board shall be arrived at by a majority vote of the examiners present and eligible to vote.
- 24.5. If an Examination Board is inquorate a meeting cannot:
  - 24.5.1. agree a student's mark if there are any differences of view as to what that mark should be; or
  - 24.5.2. determine policies and procedures; or
  - 24.5.3. consider the reports of the External Examiners.
- 24.6. In the event of a meeting being unable to deal expeditiously with business under 23.3 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.
- 24.7. 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.
- 24.8. Those present must keep the results of all examinations confidential until the official results letters have been issued.

# 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  |
|--|-----------------------|---|
| <b>General</b>   |                       |   |
| 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 or 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.  |
| Course of study  | -                     | A programme of teaching and/or independent research leading to award  |
| <b>People</b>  |                       |   |
| 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.<br><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.   |
| <b>Courses</b>   |                       |   |
| 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.   |

| <b>Examination</b>         |      |  |
|----------------------------|------|--|
| Viva examination           | viva | An oral examination also known as a <i>viva voce</i> .   |
| Pass list                  | -    | A list of students that have satisfied the examiners signed by the Academic Dean.  |
| Referral                   | -    | A re-assessment without attendance given to a student who failed the assessment on a previous attempt, and who has not successfully applied for extenuating circumstances.               |
| Retake                     | -    | A re-assessment with attendance given to a student who failed the assessment on a referral attempt, and who has not successfully applied for extenuating circumstances on that occasion. |
| Capped mark                | -    | A maximum mark possible for a student re-attempting an assessment either as a referral or retake.  |
| <b>Committees</b>          |      |  |
| 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 Courses Committee   | TCC  | The committee that oversees the taught courses of the ICR. Reports to Academic Board.  |
| Research Degrees Committee | RDC  | The committee that oversees the research degrees programmes of the ICR. 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 |
| <b>General</b>  |          |        |           |
| 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   | X        |        | X         |
| Academic Engagement   | X        | X      | X         |
| <b>Taught Course</b>  |          |        |           |
| 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         |
| <b>Research Degrees</b>   |          |        |           |
| 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         |

