



# **General Regulations for Students and Programmes of Study**

**Session 2019-20**

# St George's, University of London

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## **1. Authority and interpretation of these regulations**

- 1.1 These regulations are made by Senate and shall apply to all programmes of study and students of St George's, University of London. Where a University of London degree or diploma is concerned, these regulations are made in compliance with the University Ordinances and Regulations, and shall not be interpreted in a manner that is contrary to the Ordinances.
- 1.2 Any doubt over the interpretation of these regulations or any matter on which these regulations are silent shall be referred to the Principal for decision.
- 1.3 These regulations shall be published annually before the start of the academic year by means of a copy posted on St George's website. All applicants and students will be referred to the Regulations. Students and staff will be assumed to be familiar with the provisions of these regulations.
- 1.4 Senate may suspend, amend or revoke any provision of these regulations or make new provisions in these regulations provided they remain in compliance with the University Ordinances and Regulations where University degrees and diplomas are concerned. Amendments, revocations or additions made during an academic year shall be published to all staff and students. Applications for suspension of regulations shall be made in the first instance to the Academic Registrar with the support of the relevant Dean and/or Head of Institute /School. The Principal may act on behalf of Senate in suspending a regulation only in the most urgent situations.
- 1.5 In these regulations or subordinate regulations or procedures, in the absence of a named officer of St George's the following shall be empowered to exercise all their powers and responsibilities on their behalf:
- the Vice-Chair of Council for the Chair of Council;
  - the Principal's nominee for the Principal;
  - the Deputy or other nominee of any other named officer.
- 1.6 For the purposes of St George's regulations and policies, trainees undertaking apprenticeships at the University are included in references to students and courses, while also adhering to specific apprenticeship requirements. Each apprenticeship programme is covered by an individual set of regulations which will apply to trainees working towards the apprenticeship.

## **2. Degrees, diplomas, certificates and programmes of study**

- 2.1 In these regulations 'programme of study' means the whole period of study prescribed for a degree, diploma or certificate. 'Course' or 'module' means a constituent component of a programme of study.

- 2.2 St George's will register students on programmes of study leading to the following degrees and diplomas of St George's Hospital Medical School, a constituent College of the University of London:

*Certificates:*

Graduate Certificate (Grad Cert)

*Diplomas:*

Diploma in Higher Education (DipHE)

Graduate Diploma (Grad Dip)

*Foundation degrees:*

Foundation Degree in Science (FdSc)

*First degrees:*

Bachelor of Science (BSc)

Bachelor of Medicine and Bachelor of Surgery (MB,BS)

Master in Science (MSci)

*Postgraduate taught degrees:*

Master of Science (MSc)

Master of Art (MA)

Master of Research (MRes)

Master of Clinical Research (MClin.Res)

Master of Education (MEd)

Master of Surgery (MCh)

Master of Physician Associate Studies (MPAS)

*Research degrees:*

Master of Philosophy (MPhil)

Doctor of Philosophy (PhD)

Doctor of Medicine (Research) (MD(Res))

Publicity for these programmes of study and course documentation may be endorsed with the University of London's name, and pass lists and diplomas awarded to successful students shall be endorsed with the University of London's name.

Degree Awarding Powers and transitional arrangements

From 1 June 2012, St George's has been awarding its own degrees whilst remaining a College of the University of London.

Students registering from 1 September 2012 receive St George's Hospital Medical School (SGHMS) awards.

Transitional arrangements are in place for students registering before 1 September 2012 to choose their awarding body: SGHMS or University of London. For those choosing University of London as their awarding body, their awards will be as prescribed in University of London Regulation 1 (Section A).

2.3 St George's will register students on programmes of study leading to the following diplomas and certificates of St George's:

Foundation Certificate  
Undergraduate Certificate  
Undergraduate Diploma  
Postgraduate Certificate  
Postgraduate Diploma

Publicity for these programmes of study, course documentation, pass lists and diplomas awarded to successful candidates shall be endorsed with St George's name.

2.4 Programmes of study leading to the degrees of Master of Philosophy (MPhil), Doctor of Philosophy (PhD), and Doctor of Medicine (Research) (MD(Res)) of the University of London shall be governed by the regulations made by the University of London (Regulation 1, Section E). This arrangement is in place for transitional arrangement students choosing University of London as their awarding body.

2.5 Each programme of study leading to certificates, diplomas, first degrees and postgraduate taught degrees shall have a set of regulations specific to that programme, approved by Senate, and which complies with these general regulations (except for intercollegiate degree programmes – see paragraph 2.6). Significant amendments to these regulations shall normally not be approved for implementation in the same academic year. Specific regulations for programmes of study shall include the following:

1. The title of the programme of study and any named pathways within the whole programme.
2. The committee of Senate responsible for the programme.
3. Entry requirements for the admission of students to the programme.
4. A provision for an admissions policy to be prescribed.
5. Provisions for exemptions from courses/modules for students with accredited prior (experiential) learning.
6. The minimum and maximum periods of study.
7. The structure of the programme of study to be followed, listing the courses/modules and the weighting and order of these.
8. The methods and timing of assessment.

9. A provision for a Scheme of Assessment to be prescribed (by the committee responsible for the programme) for each course/module or other appropriate subset of the programme (see Regulation 7).
10. The rules for progression of students from one stage of the programme to another.
11. The rules for re-entry to assessments.
12. The conditions to be satisfied for the award of the qualification.
13. Criteria for the award of honours, merits and distinctions (where relevant).
14. The date of the award of the qualification to successful students.
15. A provision that a Course Document, incorporating a Programme Specification, learning outcomes and indicative syllabus content (as detailed in St George's Quality Manual) will be prescribed by the committee responsible for the programme and published to staff and students.
16. The constitution, procedures for appointment and duties of the Board of Examiners (see General Regulation 8.2).

## 2.6 Intercollegiate degree programmes

Programmes of study which are intercollegiate (that is, taught and examined by more than one College of the University of London) shall be governed by the regulations approved for that programme by the federal University authorities. These General Regulations shall apply to such programmes of study and to students registered at St George's for such programmes except where indicated to the contrary. In any case of conflict between these General Regulations and the University regulations for the programme, the University Regulations shall take precedence.

## 2.7 Duration of programmes of study and standard of awards

*(University of London Regulation 1 (Section C) and QAA Framework for Higher Education Qualifications refers)*

The duration of programmes of study and standard of awards shall be governed by University of London Regulation 1 (Section C) for University of London awards, and (for both University of London and St George's awards) shall meet the generic criteria specified by the Quality Assurance Agency for Higher Education's Framework for higher education qualifications in England, Wales and Northern Ireland ("the QAA Framework").

2.7.1 Foundation Certificate and Undergraduate Certificate programmes shall be of not less than one academic year full-time study or the equivalent. Foundation Certificates shall be at level 3; Undergraduate Certificates shall meet the qualification descriptor for level 4 in the QAA Framework.

2.7.2 DipHE and Undergraduate Diploma programmes shall be of not less than two academic years' full-time study or the equivalent. The awards shall meet the qualification descriptor for level 5 in the QAA Framework. Grad Dip programmes

shall normally be the equivalent of one year of full-time study. The awards shall meet the qualification descriptor for level 6 in the QAA Framework.

- 2.7.3 Foundation degree programmes shall be of not less than two academic years' full-time study or the equivalent. The Foundation degree award shall meet the qualification descriptor for level 5 in the QAA Framework.
- 2.7.4 BSc degree programmes shall be of not less than three academic years' full-time study or the equivalent, except for the Intercolated BSc programme for students registered for the degrees of MB,BS, which shall be of one academic year's duration. The BSc (Honours) award shall meet the qualification descriptor for level 6 in the QAA Framework; the BSc (non-honours) award shall meet the qualification descriptor for level 6 in the QAA Framework.
- 2.7.5 MSci degree programmes shall be of not less than four academic years' full-time study or the equivalent. The MSci (Honours) award shall meet the qualification descriptor for level 7 in the QAA Framework.
- 2.7.6 The MB,BS degree programme shall be of not less than 56 months' duration, except for the MB,BS Graduate Entry Programme in Medicine, which shall be not less than 45 months study. The award shall meet the QAA Framework qualification descriptor deemed to be appropriate for a first degree in medicine.
- 2.7.7 Taught postgraduate degree programmes shall be of not less than one calendar year's full-time study or the equivalent. The awards shall meet the qualification descriptor for level 7 in the QAA Framework.
- 2.7.8 Postgraduate diploma programmes shall be of not less than nine months' full-time study or the equivalent. The awards shall meet the qualification descriptor for level 7 in the QAA Framework.
- 2.7.9 Postgraduate certificate programmes shall be of not less than six months' full-time study or the equivalent. The awards shall meet the qualification descriptor for level 7 in the QAA Framework.
- 2.7.10 MPhil, PhD and MD(Res) programmes of study shall be of not less than two academic years' full-time study or the equivalent. The awards shall meet the qualification descriptor for level 8 in the QAA Framework.

### **3. Admission of students to programmes of study**

- 3.1 In order to be admitted to St George's as a student, a candidate must:
  - (a) satisfy the general entrance requirements of St George's which shall be published on the St George's website;
  - (b) satisfy additional requirements where prescribed in the specific regulations for a programme of study;

- (c) demonstrate a proficiency in the English language to the satisfaction of the relevant admissions tutor;
  - (d) (if an international applicant) satisfy the requirements of the UK Visas and Immigration so that St George's upholds its responsibilities as a Tier 4 Sponsor.
- 3.2 Application for registration as a student on a bachelors degree programme or an undergraduate integrated masters degree programme must be made through the Universities and Colleges Admissions Service (UCAS). Applications for admission onto other than the first year of a programme, applications for admission onto Foundation Degree Programmes and applications for registration for the part-time Dip/BSc post-registration programmes in Health Care Practice must be made direct to St George's. Application for registration as a student onto a diploma, postgraduate taught or research degree programme must be made direct to St George's. Applications to the Medicine programme at the University of Nicosia are made directly to their School of Medicine.
- 3.3 Applications for registration as a student will be processed according to the Admissions Policy and the entry criteria, and in accordance with St George's Equality Objectives and Single Equality Scheme.
- 3.4 Applicants accepted for a place on a programme of study leading to a registrable qualification or one which requires the student to work in 'regulated contact' (i.e. frequently or intensively) with children or vulnerable adults shall be required to consent to a Disclosure and Barring Service (DBS) check at the 'Enhanced Disclosure' level in line with the procedures of the Disclosure and Barring Service (the DBS provides a combined barring and criminal records disclosure service, previously carried out by the Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB)). Students on such programmes shall also declare to St George's, by notifying the Academic Registrar, of any criminal convictions obtained prior to, or during, their course of study. All applications are conditional upon satisfactory clearances.
- A policy for handling Disclosure applications and for determining whether a criminal record should be a bar to a student entering or continuing with his/her studies shall be prescribed by the Senate, and shall conform to the policy and guidelines of the Disclosure and Barring Service.
- 3.5 Applicants accepted for a place on a programme of study leading to a registrable qualification shall be required to be cleared as fit to study and practise by Occupational Health for the protection of patients and students. The University will be informed by Occupational Health of any student not attending a booked OH appointment.
- 3.6 Applicants accepted for a place on a programme of study leading to a registrable qualification shall be required to consent in writing to any entry agreement



prescribed by the committee responsible for that programme of study covering standards of behaviour and conduct.

### 3.7 Advanced Standing and Credit Transfer

3.7.1 An applicant may be admitted to the second or third year of a first degree programme, or the second year of a DipHE or Undergraduate Diploma programme and be exempted from any assessments in those years on the basis of a prior qualification or previous study in appropriate subjects equivalent to one or two years' study as appropriate. Such admissions with Advanced Standing will be at the discretion of the Board of Examiners, acting in accordance with the provisions of the Programme Regulations.

3.7.2 The Board of Examiners, acting in accordance with the provisions of the Programme Regulations, may accept work undertaken at other institutions within or outside the University of London and credit it towards the requirements of a qualification of the University or St George's, provided that normally the amount of credit does not exceed 120 credits at level 4 and 60 credits at level 5 for the Diploma, and one half of the normal programme of study for all other programmes, and that this credit is not counted toward more than one qualification at the same academic level. Senate may approve Accreditation of Prior Learning (APL) allowances that exceed these norms on a programme by programme basis. Students who have been granted Advanced Standing under paragraph 3.6.1 shall not be eligible for any other transfer of credit.

3.8 A person who does not meet the normal entrance requirements of a programme but who wishes to study courses or modules of that programme may apply to register as an Associate Student of St George's. Such applications will be accepted only at the discretion of the committee responsible for the programme. An Associate Student may not be awarded any qualification of the University or St George's, but may, on satisfactory completion of his or her course of study, apply for a certificate confirming the courses/modules attended and any assessments passed.

3.9 Any student who secures admission to St George's on the basis of qualifications, documents or statements which are subsequently found to be false shall have his or her registration terminated and shall accordingly cease to be a student.

## 4. **Registration, enrolment, and termination of registration**

4.1 In these regulations, 'registration' is the process by which St George's accepts a person as a student. 'Enrolment' is the process by which a registered student declares his or her active participation on the programme of study (usually for an academic year). A student who does not re-enrol may, with the permission of St George's, remain registered as a student, and enter for assessments where required and allowed to do so.

- 4.2 Except with the special permission of Senate, a person who is currently registered for a diploma or degree of the University, St George's or any other university or other institution of equivalent standing will not be permitted to register concurrently for a qualification of the University or St George's. Failure to disclose this information can be classed as fraud.
- 4.3 Notwithstanding the provisions of paragraph 4.1 above, a person may register at St George's for a Master's degree while also registered for a diploma or degree of the University, St George's or any other university or other institution of equivalent standing, provided the rules for such admission are included in the regulations for that programme of study and have been approved by Senate.
- 4.4 Students shall enrol at the beginning of their programme of study at St George's, and shall thereby be registered for that programme of study. Students shall thereafter enrol at the beginning of each subsequent academic year of attendance at St George's, or as directed by their course regulations, throughout their programme of study. Except in circumstances approved by Senate, students who are not enrolled may not use St George's facilities. St George's reserves the right to charge a late enrolment fee to any student who fails to enrol by the published deadline. At the discretion of the Academic Registrar, a student who does not satisfy all of the requirements for enrolment (eg health clearance or payment of fees) may be provisionally enrolled until such requirements are completed.
- 4.5 In order to complete enrolment, students shall make satisfactory arrangements for the payment of their tuition fees for the relevant academic year (see regulation 5.3). Students who are unable to make such arrangements to the satisfaction of the Academic Registrar shall not normally be entitled to be enrolled as students of St George's.
- 4.6 The name by which a student is registered shall be the name under which any letter, certificate or award is issued in respect of that student. Students may be required to produce documentary evidence of identity prior to initial enrolment. Any request to record a change of name shall be made to the Academic Registrar, and must be supported by appropriate documentary evidence.
- 4.7 Students are required to notify the Registry, on enrolment, of their permanent and term-time addresses, and to inform the University of any subsequent changes of address. Students in the UK on a visa must also inform UK Visas and Immigration of any change of address, and, where necessary, the Police.
- 4.8 Students shall carry their Student Identity Cards at all times when on St George's premises or when participating in St George's or Students' Union activities. St George's reserves the right to exclude from any St George's building or activity any students who are unable, on demand, to produce their current Student Identify Cards to a member of staff of St George's.

- 4.9 After any assessment failure Senate, or the Committee responsible for the programme of study, or the relevant Board of Examiners may require a student to complete a further period of study.
- 4.10 A student who has failed assessments the maximum number of times prescribed in the regulations for the relevant programme of study shall have his or her registration terminated automatically. Where provision for a further discretionary attempt at an assessment is allowed, Senate shall prescribe the procedures to be followed in such cases.
- 4.11 All students must abide by the Attendance Policy. Students' attendance is closely monitored throughout their programme. Students are required to seek permission for, and keep the University informed about, any absence. Unsatisfactory attendance is followed up in accordance with the procedure pertaining to the programme of study concerned and the overarching St George's Attendance Policy. Students who do not complete enrolment formalities and meet satisfactory attendance requirements (following repeated and extensive correspondence) will, at the discretion of the Academic Registrar, have their registration terminated.
- 4.12 Students not granted leave to remain in the UK or unable to evidence their permission to study in the UK for the whole period of their study will, at the discretion of the Academic Registrar, have their registration terminated.
- 4.13 The Principal, Principal's nominee, appropriate Dean and appropriate Course Director (or his or her nominee) shall have the authority to approve a student's application to interrupt his or her studies for a specified period. This period should not exceed one academic year in the first instance; at the end of this period, a further period of interruption can be granted by the Course Director (again to a maximum of one year) under exceptional circumstances. A re-application process to the Course Director must take place after a period of absence lasting for two years or longer.
- 4.14 A student who wishes to request an extension to a maximum period of study ("registration period") as prescribed in the regulations for the relevant programme of study, shall do so in accordance with the procedure prescribed by Senate *Procedure for Consideration for an Extension to a Maximum Period of Study (Registration Period)*.
- 4.15 Fitness to study and practise  
Regardless of the provisions for termination of a student's registration because of failure in assessments, a student may be suspended from his or her studies or have his or her entry to assessments cancelled or have his or her registration terminated on the following grounds: (i) persistent unsatisfactory attendance and/or performance; (ii) lack of aptitude for the course; (iii) unfitness to practise in a profession for which the course provides qualification. The procedure to be

followed in such cases shall be prescribed by Senate as the *Procedure for Consideration of Fitness to Study or Practise*.

#### 4.16 Data protection

It shall be a condition of the contract between a student and the University that a student gives permission for the University to hold and process personal data about themselves for the purposes of educational administration and management of St George's. There shall be a Student Privacy Notice issued by the Academic Registrar which describes these data types, the broad purposes for which they are used and the persons to whom data may be disclosed, in accordance with St George's registration/notification under UK data protection legislation. The Statement shall be publicised to students at the time of enrolment.

#### 4.17 International Students

Any student found to be breaking the conditions of their permission to stay in the UK, such as working in breach of their conditions, will be reported to UK Visas and Immigration and will, at the discretion of the Academic Registrar, have their registration terminated.

### **5. Fees**

5.1 Composite tuition and assessment fees for programmes of study, and fees for entry or re-entry to assessments for students not currently enrolled, shall be determined annually and notified to students. Fees are not normally refundable.

5.2 All students must abide by the Tuition Fee Policy. In accordance with the Tuition Fee Policy, students are required to be in good financial standing when they enrol at the start of each academic year. Students should be able to demonstrate that they can cover the tuition fee and any associated living costs for the year.

5.3 Students shall make satisfactory arrangements for the payment of their tuition fees at the beginning of the academic year (or other period as may be appropriate for the programme of study) as a precondition of enrolment. Such arrangements shall normally be either by paying the fees in full, or by providing documentary evidence that the fees will be paid on demand by an approved sponsor on behalf of the student. Students unable to make satisfactory arrangements for the payment of fees may be enrolled on a "Time Limited Enrolment", during which time they may attend classes and use St George's facilities. Students will be allowed until the end of October, for programmes which start in September and October, and one month after the start of the programme for programmes starting at other times, to make satisfactory arrangements for payment of fees. If they do not make satisfactory arrangements, their registration will be terminated.

- 5.4 A self-financing student may pay his or her tuition fees by instalments.
- 5.5 Students who do not make satisfactory arrangements for the payment of their tuition fees as specified in regulation 5.3 or default upon agreed instalments of tuition fees shall, at the discretion of the Academic Registrar or appointed officer, have any formal notification of assessment results and/or degree certificate, including notification to professional bodies, withheld for the programme for which fees are unpaid. Medical students in this situation will not be able to progress to their Foundation placement.
- 5.6 At the discretion of the Academic Registrar or appointed officer, students who fail to make satisfactory arrangements for the payment of their tuition fees or payment of other fees, fines or debts to St George's, University of London, may have their registration suspended, or may not be permitted to enrol for a subsequent year of study.
- 5.7 The Academic Registrar may recommend to the Principal that students who fail to settle or make satisfactory arrangements for the payment of outstanding tuition fees have their registration terminated. If the Principal accepts the Academic Registrar's recommendation, the student will have the right of appeal under the *Tuition Fee Policy* to an Appeal Committee which shall be appointed by and report to Council, whose decision shall be final.
- 5.8 Full-time members of staff of St George's registering for a part-time programme of study shall be eligible for a discount of 50% on the usual fee.
- 5.9 All students resident in St George's Halls of Residence must abide by the Accommodation Fee Policy.
- 5.10 At the discretion of the Academic Registrar or appointed officer, students who fail to settle or make satisfactory arrangements for payment of outstanding accommodation fees will be entered into the debt collection cycle as described within the Accommodation Fee Policy. Under the *Accommodation Fee Policy* the student will have the right of appeal against any decision taken by a Panel as part of the debt collection cycle. This decision shall be final.
- 5.11 St George's may from time to time validate programmes and modules offered by external Associates. As part of the validation process, it shall be determined whether responsibility for obtaining tuition fees rests with St George's or with the Associate. Where the Associate is responsible for obtaining tuition fees, the provisions of General Regulation 5 will not normally apply. Instead the regulations and policy documents of the Associate will normally apply and these will be made available to students at enrolment.

## 6. The academic year and dates of terms and semesters

St George's academic year shall usually run from 1 September, and the dates of terms and semesters within this shall be determined by the Academic Registrar and published for the following academic year in April.

## **7. Schemes of Assessment**

- 7.1 Each programme of study shall have a Scheme of Assessment for each major stage (eg year) or module, as defined in its Regulations. Schemes of Assessment shall be approved from time to time by the committee responsible for the programme of study (or, in the case of Intercollegiate programmes, the federal University authorities). Information about the assessments shall be provided to students at the start of the academic year, detailing the types of assessment, their general timing, and how each assessment or other element contributes to the overall result. Amendments to a Scheme which significantly alter this information shall normally not be approved for implementation in the same academic year.
- 7.2 Schemes of Assessment shall comply with the regulations for that programme of study and these General Regulations (see Regulation 11). They must have regard to (i) the totality of the programme of study and to the requirements for progression within it; and (ii) the requirement for the student to achieve a satisfactory standard overall.
- 7.3 Schemes of Assessment shall include details of assessment types to be used, the general timing of these assessments, marking schemes, marking procedures, rules for determining candidates' overall results, and criteria for the award of honours, merits and distinctions.
- 7.4 In accordance with University of London Regulation 1 (Section C), Schemes of Assessment for first degrees (except for the MB,BS) shall include criteria for the award of honours which shall have regard to:
- (a) the levels of achievement (in descriptive rather than numerical terms) required to meet the following broad criteria: First class honours: excellent; Second class honours (upper division): very good; Second class honours (lower division): good; Third class honours: adequate; Pass: minimum acceptable;
  - (b) the requirement that no candidate shall be awarded a class of degree who has not shown evidence of sufficient work falling within that class, with due regard being given also to the candidate's performance in work falling within other classes.
- 7.5 Schemes of Assessment shall comply with the following weightings for the calculation of degree classifications:

- (a) Credits at level 6 (conventionally year 3 of a full-time undergraduate programme) will normally be given a 0.7 weighting, but not less than a 0.6 weighting, and credits at level 5 (conventionally year 2 of a full-time undergraduate programme) will normally be given a 0.3 weighting;
- (b) Exceptionally, credits at level 4 (conventionally year 1 of a full-time undergraduate programme) may contribute; where this is the case, the weighting for credits at level 4 must not exceed 0.1;
- (c) Credits at level 7 (conventionally year 4 of a full-time undergraduate programme eg MSci Biomedical Science) will normally be given a 0.4 weighting; credits at level 6 will normally be given a 0.3 weighting; credits at level 5 will normally be given a 0.2 weighting; and credits at level 4 will normally be given a 0.1 weighting.

7.6 Schemes of Assessment for the Bachelor of Science (BSc) degrees shall comply with the following:

(a) An **enhancement of the highest module mark at level 6**: the highest module mark at level 6 is used to calculate a 15-credit enhancement to the overall final year mark. This regulation applies only to those programmes that have made provision for the enhancement in their Scheme of Assessment; the way in which the enhancement is applied will be described in the programme's Scheme of Assessment (including any module marks that may be exempt from the application of the enhancement process).

(b) A **borderline zone** of 1% will be used at all the BSc degree classification boundaries, effectively operating at 68.5% (First class honours), 58.5% (Second class honours (upper division)), 48.5% (Second class honours (lower division)) and 38.5% (Third class honours) due to rounding. If a student's overall degree mark falls within this borderline zone and the student has achieved at least 60 credits worth of module marks at QAA level 6 in the higher classification band (that is, higher than 70, 60, 50 or 40, as appropriate), the higher degree classification will be automatically awarded. In the case of BSc degrees where fewer than 120 credits at QAA level 6 are given a % grading, the number of graded credits the student must achieve at QAA level 6 (from the total number of available graded credits) in the higher classification band, in order to be automatically awarded the higher classification, will be stipulated in the Scheme of Assessment for the programme.

(c) The borderline zone (described in (b) above) shall be applied to the calculation of BSc degree classifications only where individual module requirements for the award of the degree, as described in the programme's Scheme of Assessment, have been met.

## 8. Boards of Examiners

*Note: for intercollegiate programmes of study, rules for the appointment and conduct of Boards of Examiners approved by the federal University of London authorities shall apply in place of this regulation.*

- 8.1 Each programme of study shall have a Board of Examiners (which may in turn have sub-boards for phases, years or discrete fields of study) appointed annually by Senate. External Examiners are appointed to all programmes of study, not just HE programmes. The annual start date of each Board of Examiners shall be that best suited to the cycle of assessments for that programme of study.
- 8.2 The constitution of a Board of Examiners shall be included in the programme regulations (see paragraph 2.5(16)) and shall conform to this regulation:
  - 8.2.1 An Internal Examiner must be a member of the academic staff of St George's or hold an honorary academic appointment of St George's.
  - 8.2.2 An External Examiner must be a member of the academic staff of another medical school or university or institution with equivalent standing, with normally at least three years' experience of examining in the institution(s) in which they have worked.
  - 8.2.3 An External Examiner may not serve on a Board for more than four consecutive years, or in exceptional circumstances for such limited extension of this period as Senate shall allow, and after retiring from membership shall not be eligible to serve again until a period of five years shall have elapsed.
  - 8.2.4 A member of the academic staff of St George's who leaves St George's shall not be eligible to be appointed as an External Examiner before a lapse of at least five years from the date of leaving, or of sufficient time for students to have been taught by the member of staff to have passed through the system, whichever is the longer.
  - 8.2.5 Each Board shall have at least three Internal Examiners, one of whom shall be appointed to chair the Board, and another may be appointed as a Deputy Chair.
  - 8.2.6 A Board of Examiners may have sub-boards for specific years, phases or discrete pathways or fields of study, and an Internal Examiner may be appointed to chair these and/or be responsible for a specific assessment.
  - 8.2.7 Each Board shall have at least one External Examiner.
  - 8.2.8 The Principal and the Principal's nominee shall be ex officio members of all Boards of Examiners.
  - 8.2.9 A procedure shall be prescribed in the constitution of each Board of Examiners for the scrutiny and nomination of all examiners.
  - 8.2.10 Assessors may be appointed by the Chair or Deputy Chair of a Board of Examiners to assist with the setting of assessments or the marking of candidates' work. Assessors need not be members of staff of St



George's and are not members of the Board, but may be invited to meetings of the Board, where they may speak but not vote.

- 8.2.11 All members of a Board of Examiners or sub-board shall be invited to meetings of that Board or sub-board. The quorum of any Board shall be not less than one sixth of the number of members (excluding ex officio members) or at least three members (whichever is the greater). Ex officio members attending a meeting may, however, be counted as part of the number making up the quorum.
- 8.2.12 In the event of the designated Chair or Deputy Chair being unavailable to chair a meeting of a Board of Examiners, the Principal or, in his or her absence the Principal's nominee, shall nominate a chair.
- 8.2.13 Minutes of the meetings of Boards of Examiners shall be kept by a member of the administrative staff of St George's.
- 8.2.14 Recommendations of awards of degrees, diplomas and certificates by a Board of Examiners shall be made to the Principal (see regulation 17).

## **9. Duties of External Examiners**

- 9.1 The primary duty of External Examiners is to ensure that the standard of the awards made by St George's is consistent with that of institutions elsewhere in the United Kingdom, and that the standards required by professional registering bodies (where relevant) are met. External Examiners shall be invited to participate in the setting of assessments and shall have the right to inspect any assessment material for the relevant programme of study. Senate shall approve from time to time a statement of the detailed duties of External Examiners, which shall be issued to External Examiners on appointment. Specific programmes of study may issue supplementary advice on the role of External Examiners.
- 9.2 Each External Examiner shall make a report at the end of each year of his or her period of office to the Principal using a standard report form.

## **10. Entry and re-entry to assessments**

- 10.1 A student who has enrolled for a programme of study in any given academic year shall be deemed to have entered for the specified assessments, including any re-sit assessments in that year.
- 10.2 A student shall be examined in accordance with the Regulations current at the time of his or her entry or re-entry to the assessments.
- 10.3 A student who commences an assessment is deeming themselves physically and mentally well enough to enter the assessment. A candidate who becomes unwell during a supervised assessment, and who cannot complete the assessment, will have the status of that attempt considered on a case-by-case basis by the Board of Examiners.

- 10.4 A student who is unable to sit an assessment because of illness (for which acceptable medical certification from a doctor not related to the student must be provided) or other good cause accepted by the Principal, appropriate Dean, appropriate Course Director or appropriate Chief Examiner (or his or her nominee) may withdraw from an assessment in the week before the first date of the assessment period, including the day of the first assessment, providing he or she has not commenced the assessment.
- 10.5 A student whose withdrawal from an assessment has been accepted shall not be regarded as having made an entry to the assessment for the purposes of the number of attempts allowed under the regulations for that programme of study, but may be required to interrupt or extend his or her studies in order to enter for the assessment on the next occasion it is held.
- 10.6 A student who has entered for an assessment and whose withdrawal has not been accepted under regulations 10.4 or 10.5 but who does not attend for all prescribed tests or submit all prescribed work will be deemed to have failed the assessment.
- 10.7 A student who is prevented from completing at the normal time the assessment or part of the assessment towards an award for reason of illness (for which acceptable medical certification from a doctor not related to the student must be provided) or other good cause accepted by the Principal or his or her nominee may, subject to the agreement of the Principal or his or her nominee either:
- (a) Enter the assessment in those elements in which he or she was not able to be examined on the next occasion when the assessment is held in order to complete the assessment; or
  - (b) At the discretion of the Chair of the Board of Examiners, be set a special assessment in those elements of the assessment missed as soon as possible and/or be permitted to submit any work prescribed at a date specified. Any special assessment shall be in the same format as the assessment missed.
- 10.8 A student who has failed an assessment shall be permitted to have that attempt discounted under certain circumstances as will be prescribed in the regulations for that programme of study, thereby having it not count as one of the permitted assessment attempts.
- 10.9 A student who has failed an assessment shall be permitted to re-enter on such conditions as may be prescribed in the regulations for that programme of study on not more than three occasions for first degrees and diplomas (although this maximum may be reduced in specific regulations for programmes of study) and on one occasion for postgraduate degrees, diplomas and certificates (other than for pre-registration MSc Physiotherapy – students on this programme may re-

enter on such conditions as prescribed in the regulations for the programme of study). Re-entry shall normally be at the next occasion on which that assessment is offered, although a Board of Examiners may require that a student defer such re-entry. A candidate who does not re-enter for the assessment at the next available occasion shall only be permitted to re-enter on a subsequent occasion with the permission of the relevant Board of Examiners.

- 10.10 Postgraduate Taught students who have failed an elective module(s) on the maximum number of occasions permitted will be allowed to take an alternative module(s) within certain constraints as specified in the regulations for that programme of study.
- 10.11 Where re-entry to an assessment would involve further attendance at St George's, this shall be subject to the approval of the relevant Dean or Course Director of the programme of study.
- 10.12 To be eligible for the award of a degree, diploma or certificate, a student must satisfy the examiners in the assessments prescribed for the programme of study within a period of two years from the satisfactory completion of the prescribed period of study. This period of two years may be extended at the discretion of the Principal or relevant Dean.

## **11. Assessments**

- 11.1 The Academic Registrar shall issue *Rules for the Conduct of Candidates in Supervised Examinations*, which shall stipulate procedures to be followed to ensure the fair and proper conduct of assessments in accordance with the following regulations. These rules shall be publicised to candidates prior to each assessment.
- 11.2 In accordance with the St George's Calculator Policy, Boards of Examiners shall determine what source materials or aids such as electronic calculators candidates may be permitted to use in supervised assessments. Such materials may not include dictionaries for the specific purpose of enabling students to overcome any deficiency in their command of the English language.
- 11.3 All answers to assessment questions must be written in English unless instructions are specifically given to the contrary.
- 11.4 All work undertaken by candidates in a supervised assessment remains the property of St George's and will not be returned to candidates. Save where the regulations for a programme of study otherwise provide, work undertaken in the candidate's own time towards assessment requirements may be returned to candidates after such period as the Board of Examiners determines.

- 11.5 The copyright of assessment papers and other test material written by examiners shall belong to St George's, and examiners are appointed on this condition.
- 11.6 Candidates for supervised written assessments shall be identified by candidate number only, to ensure anonymity. This practice shall be extended to unsupervised written assessments where practicable.
- 11.7 Written assessments, whether conducted under supervised or unsupervised conditions, shall be marked in detail by one Internal Examiner or Assessor, with at least one other Internal Examiner or Assessor having an overview of the work submitted for assessment. The precise rules for moderation shall be detailed in the Scheme of Assessment for the programme in question.
- 11.8 Written and practical assessments in which an objective scheme for the award of marks is pre-determined (eg OSCE or Short Answer Question) may be supervised and marked by one Internal Examiner or appointed Assessor.
- 11.9 Oral assessments shall be conducted by at least two examiners acting together, one of whom shall normally be an External Examiner, and who shall agree a mark in accordance with the relevant Scheme of Assessment.
- 11.10 (i) Additional arrangements may be made for a candidate who is ill or who has a disability, impairment or specific learning difficulty to take his or her assessment. Applications under this regulation should be made to the Academic Registrar as early as possible after registration, and in any event no later than six weeks before the date of the candidate's first assessment. Applications received after this date will only be considered in the case of sudden illness or accidental injury. Applications will be dealt with according to the *Procedure for Additional Assessment Arrangements for students with disabilities or specific learning difficulties*, which shall be approved by Senate.
- (ii) Special arrangements may be made in accordance with the Religious Observance and Assessments Policy for a candidate to take his or her assessments. Applications under this regulation should be made to the Academic Registrar, in accordance with the timelines stipulated in the Policy.
- 11.11 Illness, other factors, and condonement of performance
- (i) Marks and grades awarded to a student for his or her work in assessments shall reflect the work actually submitted, and shall not be amended to take account of any illness or other cause which may have affected the candidate's performance. In terms of spelling, students should be marked only for technical spelling accuracy; students shall not be penalised for non-technical spelling accuracy.
- (ii) For registrable qualifications of MB,BS, the BSc and MSc degrees in Physiotherapy, the BSc degree in Radiography, the FdSc degree in

Paramedic Science, and the Postgraduate Diploma in Physician Associate Studies there is no provision for upgrading a candidate's result or classification on account of illness or other relevant factors since St George's has to certify to the accrediting bodies that applicants for professional registration have achieved a satisfactory standard in the qualifying assessments. Information about circumstances which affected a student's performance, however, may be taken into account in determining decisions concerning re-entry to assessments under the appropriate programme regulations.

- (iii) For other qualifications, the Board of Examiners may condone poor performance because of illness or other factors in determining the *progression* of a candidate through the programme of study, where such condonement is specifically permitted in the Scheme of Assessment.
- (iv) In accordance with General Regulation 16.3, no Board of Examiners may condone poor performance because of illness or other factors in determining the *award* of a degree or diploma or the *classification* of that award.
- (v) A student who considers that his or her performance in an assessment has been adversely affected by illness or some other cause should submit a doctor's certificate (in the case of illness) or other appropriate evidence in other cases, to the Academic Registrar (or via the process published for the individual programme of study) as soon as possible, and before the date of the final Board of Examiners meeting.

11.12 For any element of an assessment where a candidate is absent or fails to submit assessed work by the stipulated date, and no special arrangements have been approved under Regulation 10.6 above, the examiners shall award a penalty as prescribed in the programme's Scheme of Assessment, up to a maximum of awarding zero marks.

11.13 It is a condition of entry to an assessment that a candidate consents to his or her assessed work being submitted to an agency outside of St George's for the purposes of detecting plagiarism, and for that work to be used by such an agency in its database of student work.

## **12. Assessment offences**

12.1 An assessment offence shall be considered to be any attempt by a student to gain improper advantage in an assessment (whether in a supervised assessment or in work undertaken in the candidate's own time such as essays or reports or dissertations) or to assist another student to gain an advantage or to disrupt an assessment. Specifically, the following shall be considered assessment offences:

- (a) Failure to observe the *Rules for the Conduct of Candidates in Supervised Examinations*.

- (b) *Cheating*: (i) The introduction into a supervised assessment room (including practical and clinical assessments) and/or the use of books, notes, electronic documents or materials accessed over the internet, instruments, calculators or other materials or aids, unless expressly authorised by the examiners; (ii) the submission of any work in a supervised assessment undertaken prior to that assessment; (iii) copying the work of another candidate; (iv) passing any information to another candidate or to any other person outside an assessment room unless expressly so authorised by the examiners.
- (c) *Copying and collusion*: (i) copying the work of another candidate with or without that candidate's knowledge; (ii) representing as the work of a single candidate a piece of work which two or more students have undertaken together, without express permission to do so from the examiners.
- (d) *Plagiarism*: Representing another person's work (whether published or unpublished) as the candidate's own, without acknowledgement of the source. Examples of plagiarism include: (i) including in a student's own work more than a single phrase from the work of another person without the use of quotation marks and acknowledgement of the source; (ii) summarising another person's work by changing a few words or altering the format or order of presentation without acknowledgement; (iii) using the ideas of another person or data gathered by another person without acknowledging the source; (iv) copying the work of another person (eg a book, article, or the work of another present or past student); (v) using and presenting as the candidate's own, material prepared by another person and stored on computer disk or downloaded from the Internet. Detailed guidelines as to what constitutes plagiarism shall be published to students in programme of study handbooks.
- (e) *Bribery*: Offering payment or other inducement to another person or threatening another person in order to gain improper advantage in an assessment or to falsify the result of an assessment.
- (f) *Substitution*: Commissioning another person to undertake all or part of an assignment presented as the candidate's own work, or knowingly undertaking work for another candidate to present as his or her own work.
- (g) *Impersonation*: Sitting an assessment or test in place of another candidate or knowingly allowing another person to sit an assessment or test in the candidate's own place.
- (h) *Re-submission of assessed work*: Including in any coursework material which is identical or substantially similar to material which has already been assessed at St George's or elsewhere, either by the same candidate or another (eg the use of essay banks).
- (i) *Fabrication*: Presenting data in reports or projects as based on work undertaken by the candidate which have been invented by the candidate, altered, copied or obtained by improper means.

- (j) *Deception*: Making a false declaration in order to receive special consideration by a Board of Examiners, such as an extension to a deadline.
- (k) *Aiding and abetting* another student in any of the above.
- (l) *Any other dishonest practice* in assessment not included above intended to secure improper advantage or to assist another student to secure an improper advantage or to subvert the fair and proper conduct of an assessment.

12.2 An alleged assessment offence shall be handled in accordance with the *Procedure for considering allegations of Assessment Irregularity*, which shall be made by Senate.

### **13. Result notifications and assessment marks**

13.1 A candidate's result for each assessment shall be reported to him or her as soon as possible after the meeting of the Board of Examiners has confirmed the results and in accordance with the Feedback Policy (St George's Policy on feedback to students on their performance in assessment). Where a certificate, diploma or degree is recommended for award, such notification shall be provisional until the award is made by the Principal or Principal's nominee (see regulation 17). Provisional results for interim term, semester or module assessments may be reported to a candidate for his or her information and guidance where the Regulations and/or Scheme of Assessment for the programme of study provide for this.

13.2 In addition to the overall result for an assessment, the marks or grades for each discrete element of an assessment as defined in the Scheme of Assessment will be notified to the candidate in the format in which this was reported to the Board of Examiners and used for the final determination of the result.

13.3 Assessment marks, grades or results of an individual candidate shall not be disclosed to anyone other than the candidate, the candidate's employer (where the University has a contract with the employer to permit the disclosure), the examiners or other staff of St George's who have good reason to see them, except that (a) pass/fail notifications for candidates at an assessment may be listed by candidate number only on a noticeboard; (b) numerical marks or other grades for candidates at an assessment may be listed by candidate number only on a noticeboard; (c) lists of candidates awarded a degree, diploma or certificate and showing degree classifications or distinctions may be listed on a noticeboard and included in material used at graduation or presentation ceremonies.

### **14. Academic Appeals**

- 14.1 Requests for a review of provisional assessment results or decisions of a Board of Examiners may be made only by students who allege that their assessment marks, grades, result or classification have been affected for one of the following reasons:
- (a) that the result as published was affected by an administrative error;
  - (b) that the assessments and/or meeting of the Board of Examiners were not conducted in accordance with the Scheme, Regulations and approved procedures of St George's;
  - (c) that the student's performance had been adversely affected by illness or other relevant factors which either the student had, for good reason, been unable to make known to the Board of Examiners at the appropriate time in accordance with General Regulation 11.11(v), or which the Board of Examiners had failed properly to take into account.

**There is no provision for appeal against the academic judgement of a Board of Examiners or its members where this has been properly exercised in accordance with its constitution and established procedures.**

**Academic judgement is the judgement made by a member of staff about a student's performance in any assessment task (including coursework, essays, assignments, written examinations, reports, OSCEs, vivas and clinical attachments). The judgement derives its authority from the disciplinary, clinical and pedagogic expertise of the staff member exercising that judgement. Academic judgement also encompasses the collective decision of boards of examiners in relation to student progression and achievement.**

- 14.2 General Regulation 11.11 stipulates the limited circumstances under which performance affected by illness or other factors may be condoned by a Board of Examiners, and those provisions shall apply to consideration of any request for a review under paragraph 14.1(c). Therefore, any academic appeal from a candidate under paragraph 14.1(c) which could not, in any case, have altered the Board of Examiners' determination of that candidate's result or classification, shall be noted on the student's record but a review of the Board of Examiners' decision will not be undertaken. Information in such an academic appeal shall be made available to any Panel required to be convened to give consideration for a final discretionary attempt by the student at an assessment, where this is allowed in the relevant Programme regulations.
- 14.3 In order to establish good reason for a review under paragraph 14.1(c) the student shall be required to explain why information was not made available to the Board of Examiners in accordance with General Regulations paragraph 11.11(v).
- 14.4 Senate shall approve a procedure for dealing with academic appeals from candidates under the above paragraphs.



## **15. Conditions of admission to a degree, diploma or certificate**

- 15.1 To be admitted to a degree, diploma or certificate (other than Aegrotat degrees and diplomas) a candidate must:
- (a) have completed to the satisfaction of St George's the course of study prescribed in the regulations for that programme of study; and
  - (b) have been examined in all parts of the assessment prescribed for that degree, diploma or certificate and shown a competent knowledge in the assessment as a whole.
- 15.2 A student who has been awarded a degree, diploma or certificate of the University or St George's may not subsequently present him or herself for re-assessment for that award in the same subject or branch of study.
- 15.3 A student who is in debt to St George's or the University shall not be entitled to receive routine notification of assessment results, nor to progress from one year to the next, or be included on a Pass List for the award of a degree, diploma or certificate, until arrangements for settlement of the debt have been made to the satisfaction of St George's. The above provisions shall also apply where a student is enrolled as an Associate Student or the equivalent at another Higher Education Institution by reason of their main registration at St George's and is in debt to that other institution.

## **16. Aegrotat provisions**

- 16.1 Provision for the award of an Aegrotat degree or diploma may be made in the regulations for programmes of study for first degrees and diplomas, except for those degrees and diplomas which lead automatically to registration with a professional body or which have been validated by a professional body (unless agreement of that professional body has been obtained for an aegrotat provision). No provision for the award of Aegrotat degrees may be made for postgraduate certificates, diplomas or degrees. Applications for the award of an Aegrotat degree or diploma shall be made in accordance with the following paragraphs:
- 16.2 Where a candidate has completed his or her full period of study for the award and (a) is absent through illness or other cause judged sufficient by the Board of Examiners from some or all of the assessments for that award, or (b) though present at the assessments considers that his or her performance has been adversely affected by any of the above reasons, that candidate may submit an application under these provisions. The application must be submitted to the Academic Registrar as soon as possible, and within six weeks of the last date of the course assessments to which it refers, and must be accompanied by a medical certificate or other statement of the grounds on which it is made.

- 16.3 If a candidate has satisfied the requirements of the degree or diploma as stipulated in paragraph 15 and the regulations for the relevant programme of study, the Board of Examiners shall recommend the award of the degree or diploma with a Pass or Honours classification as appropriate, and shall not consider the candidate for the award of an Aegrotat degree or diploma. The Board of Examiners shall not recommend the award of a class of degree or diploma higher than the overall level which the candidate has achieved in the work actually presented.
- 16.4 A candidate for whom an application has been submitted to the Board of Examiners under paragraph 16.2 will be considered for the award of an Aegrotat degree or diploma only if the examiners have been unable, under paragraph 16.3, to recommend the award of a degree or diploma with a Pass or Honours classification. In such a case, the Board of Examiners, having considered the work which the candidate has submitted at the assessment or in such part of the assessment as he or she has attended (if any), and records of the candidate's performance during the course and assessment as provided by the candidate's teachers, will determine whether evidence has been shown to their satisfaction that had he or she completed the assessment in normal circumstances, the candidate would clearly have reached a standard (and completed the necessary requirements of the assessment) which would have qualified him or her for the award of the degree or diploma. Where the Board of Examiners is so satisfied, the candidate will be informed that he or she is eligible to apply for the award of an Aegrotat degree or diploma, and that he or she may either:
- (a) apply for the award of the Aegrotat degree or diploma, in which case the degree or diploma will be conferred; or
  - (b) not apply, but re-enter the relevant assessments under the regulations for that programme of study at the next normal date with a view to completing the requirements for the degree or diploma. A candidate who elects not to apply, but re-enter the assessments shall cease to be eligible for an Aegrotat degree or diploma in respect of the assessments on which his or her original application was based.
- 16.5 A candidate who, under paragraph 16.4, has applied for the award of an Aegrotat degree or diploma will not be eligible thereafter to re-enter for the assessment for a classified degree or diploma.
- 16.6 Aegrotat degrees and diplomas will be awarded without classification, distinction or class. Holders of Aegrotat degrees and diplomas may not subsequently be considered for honours or a mark of distinction for that degree or diploma, but may apply for permission to proceed to a higher degree in accordance with the appropriate regulations.
- 17. Award of degrees, diplomas and certificates**

- 17.1 The degrees, diplomas and certificates listed in paragraphs 2.2 and 2.3 shall be awarded by the authority of the Principal or the Principal's nominee to students who have completed the approved course of study and satisfied the examiners in the assessments prescribed in the relevant regulations for that programme of study.
- 17.2 Recommendations for the award of degrees, diplomas or certificates shall be made in writing by the relevant Board of Examiners. A provisional pass list of the recommendations of Boards of Examiners may be posted for the information of assessment candidates. The award of degrees, diplomas or certificates shall be made by the signature of the Principal or Principal's nominee on an Award List.
- 17.3 Students awarded a degree, diploma or certificate shall receive a certificate attesting to this.
- 17.4 An annual statistical return of University of London awards shall be made to the University.
- 17.5 *A Procedure for the award of degrees, diplomas and certificates* shall be approved by the Principal to give effect to paragraph 17.

## **18. Revocation of degrees, diplomas and certificates**

### **18.1 Revocation of University awards in cases of irregularity**

If, after a degree, diploma or certificate of the University of London has been awarded, there is an allegation of irregularity in the events or circumstances leading to that award (excepting the circumstances detailed in paragraph 18.3), this shall be dealt with under the University's *Procedure for the Consideration of Allegations of Irregularity (Annex 2 to University of London Regulation 1 (Section B))*. Under Annex 2 to University of London Regulation 1 (Section B), the Vice-Chancellor may, after this procedure has been followed, revoke any degree, diploma or certificate granted by St George's on behalf of the University and all privileges connected therewith.

### **18.2 Revocation of St George's awards in cases of irregularity**

If, after a diploma or certificate of St George's has been awarded, there is an allegation of irregularity in the events or circumstances leading to that award (excepting the circumstances detailed in paragraph 18.3), this shall be dealt with under the procedure for the consideration of allegations of misconduct (see paragraph 20). The Principal or Principal's nominee may, after this procedure has been followed, and on the recommendation of Council, revoke any diploma or certificate granted by St George's and all privileges connected therewith.

18.3 Revocation of University and St George's awards in cases of administrative error or change of classification (see Annex 2 to University of London Regulation 1 (Section B))

The Principal or Principal's nominee, on the recommendation of Senate, may revoke any degree, diploma or certificate of the University or any diploma or certificate of St George's awarded by St George's and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of St George's that:

- (a) there was administrative error in the award made under the relevant procedures; or
- (b) subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.

## 19. Quality assurance arrangements

19.1 Senate shall ensure that appropriate arrangements are put in place to ensure that the standards of the programmes of study and assessments conform to University Regulations, these regulations, and specific regulations for those programmes of study.

19.2 All new programmes of study shall be validated by Senate or its Validation Committee. The process of validation shall ensure that programmes are: needed; adequately specified; realistic in terms of demand for resources, including demands on staff time and expertise; appropriately targeted in terms of student eligibility; co-ordinated with other activities and courses within St George's; have an appropriate blend of teaching and learning methods; have an appropriate set of outcomes or learning objectives; make appropriate provision for assessment; make appropriate provision for quality assurance. Senate or its Validation Committee may take advice from external referees as well as relevant members of St George's before approving programmes of study.

Senate shall make provision for:

- (a) All programmes of study to provide handbooks or other appropriate material which define them and provide aims and objectives against which they can be evaluated;
- (b) Regular monitoring of programmes of study and constituent courses/modules by the relevant committee;
- (c) Periodic major review of programmes of study;
- (d) Student involvement in the evaluation and development of programmes of study;
- (e) *Ad hoc* monitoring for programmes of study being developed or where specific problems have been identified;

- (f) An institution-wide comments and complaints procedure;
- (g) A system of staff development and appraisal;
- (h) A system for the gathering of information about good practice within St George's and elsewhere and dissemination of that information;
- (i) Any Committees or other groups to be responsible for the above, and to issue guidance about quality assurance arrangements in the form of a *Quality Manual*.

## **20. Misconduct and disciplinary procedures**

20.1 All members of staff are responsible for the maintenance of order amongst students while under their charge and are required to report any serious disorder or misdemeanour to the Principal.

20.2 Misconduct is defined as improper interference in the broadest sense, with the proper functioning or activities of St George's, associated hospitals, or any other place to which a student is attached, or with those who work or study in them, or participating in any action which damages St George's.

20.3 Misconduct will include the following:

- (a) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of St George's, whether on St George's premises or elsewhere;
- (b) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of St George's or of any hospital or other place to which a student is attached or any authorised visitor or patient;
- (c) violent, indecent, disorderly, threatening or offensive behaviour or language;
- (d) fraud, deceit, deception or dishonesty in relation to St George's or its staff or in connection with holding any office in St George's or in relation to being a student of St George's;
- (e) action likely to cause injury or impair safety on St George's or hospital premises;
- (f) breach of St George's published policies on bullying, harassment or of any other St George's equality and diversity policy;
- (g) breach of the provisions of St George's IT Conditions of Use Policy or of any other Code or St George's rule or regulation;
- (h) academic misconduct in relation to work undertaken as a student, whether submitted for assessment or not, including assessment offences as defined in paragraph 12;
- (i) misuse or unauthorised use of audio-recordings of lectures, including making them public or available outside of the University;

- (j) damage to, or defacement of, St George's or hospital or other property or the property of other members of St George's or hospital or other community caused intentionally, negligently, or recklessly, and misappropriation of such property;
- (k) misuse or unauthorised use of St George's or hospital or other premises or items of property;
- (l) conduct which constitutes a criminal offence;
- (m) behaviour which brings or is likely to bring St George's into disrepute;
- (n) failure to disclose name and other relevant details to an officer or employee of St George's or an associated hospital or other place to which a student is attached in circumstances when it is reasonable to require that such information be given;
- (o) failure to comply with a previously imposed penalty under these Regulations;
- (p) in the case of students registered for the MB, BS and intercalated BSc degrees, any act or omission which, in the opinion of Council, having considered relevant policies and statements of the General Medical Council, would be improper in a member of the medical profession;
- (q) in the case of students registered for degrees or diplomas leading to registration with professional bodies in nursing, midwifery or other professions supplementary to medicine, any act or omission which, in the opinion of Council, would be improper in a member of these professions;
- (r) in the case of research students, proven research misconduct, as defined in the University's definition of and policy on Research Conduct;
- (s) any other act or omission which shall, in the opinion of Council, amount to misconduct.

20.4 In the case of misconduct a formal *Student Disciplinary Procedure* has been approved by Council in accordance with the St George's Scheme.

## **21. Student Charter and complaints**

21.1 A Student Charter shall be approved by Senate, setting out the rights and responsibilities of students. It shall be made available to all students on their initial registration by the Registry.

21.2 There is a *Student Concerns and Complaints Procedure* approved by Council for dealing with concerns which a student may have about the provision of his or her programme of study or the facilities of St George's, or about the actions of a member of staff or other student of St George's, except for those matters more specifically covered by other procedures.

21.3 There is a *Student Appeals Committee Procedure* approved by Council to hear an appeal against a decision of a hearing committee or panel, where the procedures for that committee or panel provide for such appeal. Appeals made

under General Regulation 5.7 shall also be handled under the *Student Appeals Committee Procedure*.

## **22. Insurance**

- 22.1 St George's shall provide insurance cover from its public funds for its buildings and contents. It shall also maintain a public liability policy to provide against any third party claims, and provide for other specialised areas of minor insurance.
- 22.2 St George's does not normally provide insurance to students other than that stipulated under paragraph 22.1, and students are required to arrange their own cover for their possessions while in attendance at St George's.
- 22.3 St George's does not insure students against liability arising from their clinical work while engaged in studies. Insurance in this respect in the UK is provided under the policy of the consultant or other senior practitioner under whose supervision such work is carried out. Students undertaking studies abroad are responsible for ascertaining whether such cover is provided by the hospital or other institution where they will be studying, and if it is not, for arranging their own liability insurance. It is a requirement of St George's that students undertaking elective study abroad have cover for their personal healthcare, as this is not adequately covered by reciprocal arrangements with the NHS.

## **23. Patent Rights and intellectual property**

- 23.1 Students may be involved in research which may give rise to intellectual property which may be included in patents or commercial exploitation. It is a condition of registration that students shall assign any intellectual property they may create to St George's, unless the student is supported by company-sponsored or Research Council studentships and has to assign their intellectual property to that company or Research Council. The policy of St George's is that students shall receive a share of any financial benefits which St George's receives from commercial exploitation of the intellectual property they have created in the course of their studies.
- 23.2 St George's Intellectual Property Rights Policy, approved by Strategy, Planning and Resource Committee, shall apply to students as detailed in that policy.
- 23.3 If, in the course of their study, a student makes an invention or otherwise develops intellectual property which they believe may be capable of exploitation, they should inform their Head of Institute or relevant Dean and the Research Office immediately. A student is not authorised to sign or enter into agreements or other commitments or accept obligations on behalf of St George's with third parties. Any unauthorised action may be treated as a serious disciplinary matter.

## Appendix: List of procedures and other documents

The following procedures and other documents referred to in these Regulations are available from the Academic Registrar. The body or individual responsible for approving each document is also shown. ('Responsible Committee' means the Senate committee responsible for a programme of study):

Document	Para	Issued/Approved by
Regulations for MPhil, PhD, and MD(Res)	2.4	University of London/SGUL Senate
Regulations for individual programmes of study	2.5	Senate
Course Document and Programme Specification	2.5 (15)	Responsible Committee
General entrance requirements	3.1	Senate
Admissions Policy	3.3	Senate
Equality Objectives	3.3	Executive Board
Single Equality Scheme	3.3	Executive Board
Disclosure and Barring Service Policy	3.4	Executive Board
Student Entry Agreement	3.6	Responsible Committee
Procedure for consideration for a final discretionary attempt at an assessment	4.10	Senate
Attendance and Engagement Policy	4.11	Senate
Procedure for consideration for an extension to a maximum period of study (registration period)	4.14	Senate
Procedure for Consideration of Fitness to Study or Practise	4.15	Senate
Student Privacy Notice	4.16	Academic Registrar
Schedule of Fees	5.1	Finance Committee
Tuition Fee Policy	5.2	Finance Committee
Accommodation Fee Policy	5.9	Finance Committee
Schedule of term and semester dates	6	Academic Registrar
Scheme(s) of Assessment for individual programmes of study	7	Responsible Committee
Constitution of Boards of Examiners	8	Responsible Committee
Duties of External Examiners	9.1	Senate
Rules for the Conduct of Candidates in Supervised Examinations	11.1	Academic Registrar
Calculator Policy	11.2	Academic Registrar
Procedure for Additional Assessment Arrangements for students with disabilities or specific learning difficulties	11.10(i)	Senate
Religious Observance and Assessments Policy	11.10(ii)	Senate
Procedure for considering allegations of Assessment Irregularity	12.2	Senate
Feedback Policy (St George's Policy on feedback to students on their performance in assessment)	13.1	QAEC
Academic Appeal Procedure	14.4	Senate
Procedure for the award of degrees, diplomas and certificates	17.5	Principal
Procedure for the Consideration of Allegations of Irregularity under Annex 2 to University of London Regulation 1 (Section B)	18.1	University of London
Handbooks/appropriate materials for individual programmes of study	19.2 (a)	Responsible Committee
Quality Manual	19.2 (i)	QAEC
Bullying, Harassment and other Equality policies	20.3(f)	Executive Board
IT Conditions of Use Policy	20.3 (g)	Executive Board
Rules for the use of the Library	20.3(g)	Executive Board
Student Disciplinary Procedure	20.4	Council
Student Charter	21.1	Senate
Student Concerns and Complaints Procedure	21.2	Senate
Student Appeals Committee Procedure	21.3	Council
Intellectual Property Rights Policy	23.2	Executive Board

Jenny Laws

Academic Registrar

July 2019

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