

Awards for students who are unable to complete all the necessary assessment



Summary			
The document sets out the authority of the faculty board of examiners to allow a student to be awarded a qualification, where appropriate with a classification, who is unable to complete assessment for a programme of study due to serious/severe circumstances. This was previously provided in Ordinance 18.			
Scope - This document applies to:			
Taught students who are prevented from completing all assessment for their award due to serious/severe circumstances			
Applies to academic year	2023/24		
Document Control			
Owning team	Academic Quality and Policy Office		
Division	Education and Student Experience		
Lead contact	Deputy Director of Education Quality and Policy		
Type	Regulation	Status	Approved
Asset number	As listed on asset register	Version	4.0
Approved by	University Education Committee	Date current version approved	25.05.2022
Date current version published	04.09.2023	Date first published	01.09.2016
Revision schedule	Annually	Next review date	01.06.2024
Superseded documents	N/A		
Related documents	Regulations and Code of Practice for Taught Programmes		
Keywords	Aegrotat degree; boards of examiners		

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Failure to complete part of the assessment

1. In extraordinary circumstances, on the recommendation of the relevant board of examiners for the programme of study, the faculty board of examiners may allow the candidate to pass, where appropriate with a classified award, when:
 - a. the candidate is prevented by illness or other substantial cause from completing a minor part of the assessment for an the academic award for which he or she is registered, provided this does not exceed one quarter of the total assessment for the award
 - b. the academic award cannot be made under the University's academic regulations
 - c. there is no prospect in the foreseeable future of the candidate being able to fulfil the requirements of the academic award, and
 - d. there is sufficient evidence of the candidate's ability at the appropriate level for the academic award.

For the purposes of this regulation, 'a minor part of the assessment' means all those examinations and written assignments that are assessed for the purposes of determining a candidate's eligibility for an academic award (but excluding any examinations or written assignments that are not taken into account in determining the classification of the award).

2. A student's exceptional circumstances should be considered in the normal manner before the application of section 1 above is contemplated. It should only be applied to students who would not qualify for the award after this process and where it would be impossible for the student to take supplementary assessments in the foreseeable future. It should not be used in order to expedite graduation of a student who is likely to be able to take supplementary assessment in the future. It is also not a mechanism by which degree class or its equivalents may be adjusted.
3. After considering a student's exceptional circumstances, an examination board should apply each of the four tests (a-d) above. If all of these tests are passed, then the Faculty Examination Board may make the award based on the assessments that contribute to the award and have been completed notwithstanding the incomplete assessment. The case for the final award should be detailed in the Examination Board minutes. Where there is not sufficient evidence for a student to be given the award for which they are registered, an examination board may consider an alternative applicable award e.g. a student studying for a Masters degree may be considered for an Honours Bachelors degree, though the same tests must be satisfied.

Aegrotat awards

4. Where, after a student's exceptional circumstances have been considered, a student is unable to qualify for the award to which they were studying, there is no prospect of them resuming their studies in the foreseeable future, and there is insufficient evidence of achievement at the right level for the usual award to be made, a Faculty Examination Board may determine there is enough evidence that a student would

have gone on to achieve an award but for their circumstances and make an aegrotat award.

5. Aegrotat awards are awards for students who are unable to complete a programme of study by illness or other substantial cause and do not qualify for a normal award, but in the judgement of the Boards of Examiners would have gained an award if circumstances had permitted. Aegrotat awards are not classified and do not include an honours degree or an award with commendation or distinction. They will not be made to candidates for academic awards which deem the holder to be fit to practise in a professional capacity. In the following circumstances the faculty board of examiners may decide that an aegrotat award should be made:
 - a. if the candidate has been prevented by illness or other substantial cause from completing a minor part of the assessment for an academic award, as under Failure to Complete Part of the Assessment above, but there is insufficient evidence of the candidate's ability for the examiners to make a classified award; or
 - b. the candidate has been prevented by illness or other substantial cause from completing the whole or a major part of the assessment; and in addition to case a) or b),
 - c. the candidate is unable to undergo assessment at a later date in accordance with regulations, or the school / department and student consider this undesirable or impracticable; and
 - d. the candidate has demonstrated that he or she is worthy of an aegrotat award; and
 - e. the candidate (or in the case of posthumous awards, his or her next of kin) agrees to an aegrotat award.
6. When this award is made then the case must be detailed in the Examination Board minutes.