

Academic Manual

Undergraduate

Contents

Academic Manual: An Introduction	3
Glossary	4
1 Regulations Relevant to Prospective Students	8
1.1 Terms & Conditions.....	8
1.2 Admissions.....	8
1.3 Visas & Sponsorship	8
1.4 Fitness to Train.....	9
1.5 Transfer, Advanced Standing & RPL.....	9
2 General Regulations	10
2.1 Safety & Security.....	10
2.2 Attendance	10
2.3 Complaints	10
2.4 Student Conduct.....	11
2.5 Fitness to Practise	12
2.6 Fitness to Study.....	12
2.7 Freedom of Speech.....	12
2.8 Information Management	13
2.9 Enrolment.....	13
2.10 Fees	14
3 Regulations for Taught Programmes	16
3.1 Programmes of Study.....	16
3.2 Assessment.....	16
3.3 Extenuating Circumstances	17
3.4 Progression	18
3.5 Awards	19
3.6 External Examiners	19
3.7 Examination Boards	19
3.8 Academic Integrity.....	21
3.9 Learning Support.....	22
3.10 Academic Appeals	22
3.11 Marking, Moderation & Feedback	23
3.12 Ethics	23

Academic Manual: An Introduction

The Academic Manual holds information in relation to your academic experience at FIDI in one place. It specifies the regulations, what you can expect of us, and what we can expect of you. The regulations aren't always very detailed, but you can find out more through the policies, procedures and guidance that link to each of them.

The manual contains regulations, policy, procedure and guidance. The **regulations** are the rules behind your contract with FIDI as an enrolled student and everyone complies with these. **Policies and Codes** are the statements of practice by which we conduct the business of FIDI – again, we expect everyone to comply with these. The **procedures** are the ways in which we carry out the policies and regulations, and **guidance** is detailed information that provides assistance in specific areas. By enrolling, all students agree to be bound by the FIDI Mission, Policy, Procedures and Regulations.

It is important to be aware of the regulations as they also underpin the Terms & Conditions we have with you. The FIDI Mission, Policy, Procedures and Regulations regulate FIDI's activity and that of its staff and students. Staff and Students also have an obligation to comply with the law when on FIDI premises or conducting FIDI business. Illegal activities may be dealt with as internal disciplinary offences, including in cases where there is also a criminal prosecution. All members of the College and others on FIDI premises or taking part in FIDI activity will be expected to behave consistently with our values related to Equality & Diversity and take responsibility for their role in our shared effort to make progress.

Occasionally there may be circumstances beyond our control when specific regulations may be suspended or amended for one or more students. These will not be to the detriment of the students and in all instances would be approved by FIDI committees and Academic Board.

All programmes of study at FIDI are developed in accordance with the UK Qualifications and Credit Framework and are formally reviewed by both internal staff and external experts. The details of your academic programme are referenced in your programme specification, which is published on the College website and the VLE/Moodle.

Glossary

Aegrotat degree

An undergraduate level degree awarded where a student has completed the taught element of the programme but, through illness, has not been able to take all elements of the assessment.

Academic year

All academic years begin in September or January and run for three university terms. For undergraduate programmes the year runs from September to June and has a value of 120 credits.

Boards of Examiners

Also referred to as 'Examination Boards', Boards of Examiners are responsible for assessing the performance of students and considering results, progression and degree awards to students. The College has programme and School Boards of Examiners.

Collaborative provision

The provision of learning opportunities leading or contributing to the award of undergraduate credit or qualification that are delivered, assessed or supported at FIDI are through an academic partnership with Goldsmiths' College and limited to those formally enrolled the Ba (hons) Interior Design or Ba (hons) Graphic Design.

Compensation

In some circumstances, on undergraduate programmes, credit may be awarded for a narrowly failed module when the overall average mark for the modules at the same level is high enough to compensate for the failed mark.

Compulsory module

A module that students must take as part of their programme. Compulsory modules cannot be replaced with alternative modules.

Credits

Credit points awarded under Credit Accumulation and Transfer Scheme (CATS) or the European Credit Transfer System (ECTS). All modules have a credit value, and a certain amount of credits must be taken and passed at any level to progress to the next level or to complete an award.

Coursework

Assessment through independently completed work.

Degree Programme

A coherent and structured combination of modules approved by Goldsmiths, which has its own specific learning outcomes. Degree programmes may have interim exit awards.

Enrolment

Within the process of registration, all students will complete an online enrolment process to register as students of the College. Continuing students will re-enrol following confirmation of progression to the next level of study.

Examination

Formal, time-limited, written assessment that takes place at a specified date, time and location.

Extenuating circumstances

Extenuating circumstances are unforeseen events or conditions that may impair your ability to carry out assessments. For example, an extenuating circumstance could be temporary illness. It is your responsibility to inform the College of any extenuating circumstances, in enough time for them to be taken into consideration for your assessments. Extenuating circumstances should not be used for ongoing issues.

External Examiner

Examiners external to FIDI who provide advice on the academic standards of awards, programmes of study and/or modules with reference to national frameworks and practice in comparable UK higher education institutions of which they have experience.

Full-time student

A student following a programme of prescribed and/or individual study or research, normally involving twenty-one hours or more per week of attendance or activities during term.

Formative assessment

An assessment which measures and provides feedback on a student's progress in achievement of the learning outcomes of a module. A formative assessment may include an indicative mark but it does not contribute to the final mark awarded for the module, though departments may still make it compulsory for students to complete.

Home department

The academic department which has responsibility for the programme of study on which a student is registered.

Level

Refers to the academic level of a module or programme as defined within the UK Framework for Higher Education Qualifications of UK Degree Awarding Bodies. The three years of an undergraduate degree are made up of modules at Levels 4, 5 and 6 respectively.

Non-compensatable module

A compulsory module on an undergraduate programme which is central to the achievement of the programme learning outcomes and which students must therefore pass to be awarded the degree. Failure of a non-compensatable module cannot be compensated by achievement in other modules.

Member of the College

All staff, students and committee members, past and present, are considered to be Members of the College.

Module

A self-contained unit of teaching and study which has its own learning outcomes and is independently assessed. Modules are designated as having a credit value and a level. They may be taught either over a whole academic year or completed within one or two terms.

Office of the Independent Adjudicator

An independent body that handles student complaints once the College's internal appeal or complaints process has been completed.

Part-time student

A student following a programme of prescribed and/or individual study or research, involving fewer than twenty-one hours per week of attendance or activities during term.

Programme of study

A programme with a prescribed structure, which may include supervised practice or research, and associated assessment which on successful completion leads to the award of a certificate, diploma or degree.

Programme specification

A document that provides definitive information on each programme of study including the aims, outcomes and structure.

RASA

A 'Reasonable Adjustments Support Agreement' (RASA) is used to take into account long-term or chronic circumstances, such as an ongoing health issue or disability, to be applied during term-time and for assessments. RASAs should be used for ongoing cases, whereas extenuating circumstances should be used for one-off and/or unforeseen cases.

Registration

The process of formally enrolling as a student at FIDI.

Student

A person enrolled on a programme of study at FIDI.

Summative assessment

An assessment which measures a student's achievement of the learning outcomes of a module and which contributes to the final mark awarded for that module.

Trailing credit

Undergraduate students who fail modules up to the value 30 credits may be permitted to progress to the following level and simultaneously undertake the requirements of the programme in relation to the failed module(s). This arrangement is referred to as trailing credit.

1 Regulations Relevant to Prospective Students

The Regulations Relevant to Prospective Students set out expectations for those who have **accepted an offer** with FIDI but have yet to enrol or begin attendance. They have been developed alongside a variety of FIDI policies which can be found in Section 3 of this manual.

1.1 Terms & Conditions

1.1.1 On acceptance of an offer, all students accept the Terms & Conditions of study which form part of the student contract at FIDI. Accepting the Terms & Conditions also signifies agreeing to follow FIDI regulations and policies.

1.2 Admissions

1.2.1 FIDI maintains a regularly updated admissions policy that complies with the relevant EU legislation on equality and discrimination.

1.2.2 In order to be considered for a programme of study, an application must have been made through the channels specified by the Admissions Policy. Programmes of study and scholarships must be applied to separately, as acceptance on one does not automatically guarantee acceptance on the other.

1.2.3 FIDI sets and maintains academic and non-academic entry criteria and requirements for all programmes of study. This includes English language proficiency where applicable.

1.3 Visas & Sponsorship

1.3.1 FIDI provides relevant and up to date information on obtaining a visa.

1.3.2 Students are required to comply with the conditions of their visa throughout the duration of their studies with FIDI.

1.3.3 Students must comply with Schengen Area laws and FIDI regulations to be considered for a student visa.

1.3.4 Students must inform FIDI immediately of any substantial changes to their immigration status, including where a student changes visa categories or ceases to have a valid visa that does not prohibit study in Italy.

1.4 Fitness to Train

- 1.4.1 Some programmes may have a fitness to train entry requirement, which must be met in order to undertake the programme. Individual programme specifications will set out where these apply.

1.5 Transfer, Advanced Standing & RPL

- 1.5.1 FIDI may exempt students from some parts of their programme of study by recognition of their prior learning from previous experiences and achievements, either where credit has been awarded for learning at a higher education level or through demonstration of the achievement of equivalent learning outcomes through vocational or other experience (RPL).
- 1.5.2 Applicants / students must make a formal application to be considered for exemption from any part of a programme. FIDI maintains a policy which provides guidance to applicants for RPL and to departments in processing RPL applications.

2 General Regulations

The General Regulations set out what we expect from students at FIDI. They have been developed in accordance with a variety of FIDI policies which can be found in Section 3 of this manual.

2.1 Safety & Security

2.1.1 Policies are maintained on a regular basis to ensure safety. Failure to comply with these policies is a disciplinary issue. Students and staff will be required to undertake appropriate training where necessary.

2.2 Attendance

2.2.1 Students are expected to attend for all scheduled elements of their programme. Students are responsible for notifying the College where they are unable to attend and the reasons for non-attendance.

2.2.2 FIDI has the authority to take action for non-attendance including termination of registration.

2.2.3 Authorised periods of absence may be granted where appropriate, and where the necessary steps have been taken by the student to inform the College. FIDI maintains a procedure for interruption and/or withdrawal from studies.

2.3 Complaints

2.3.1 Every effort is made to ensure that all students have a positive experience during their time at FIDI. However, students can make a complaint if they are dissatisfied with an aspect of their experience.

1.1.1 FIDI maintains a Complaints Procedure which sets out the process for students to make a complaint, and for how FIDI will deal with it. This procedure adheres to the Good Practice Framework of the Office of the Independent Adjudicator.

2.3.2 Students may submit a complaint relating to any aspect of their experience whilst a student at FIDI. However, concerns about FIDI policy or governance should be raised through the FIDI Student Council.

2.3.3 Once the Complaints Procedure has been concluded, students who do not feel their case has been resolved adequately may refer matters for external review to the UK Office of the Independent Adjudicator (oihe.org.uk).

2.4 Student Conduct

- 2.4.1 Students' conduct shall not (1) cause actual or potential distress or harm to others; (2) cause actual or potential damage to the property or reputation of the College or others; (3) disrupt the normal functioning or operation of the College; (4) impede or interfere with the pursuance of work or study of those working or studying at the College; or (5) contravene any provision of the College's Charter, Statutes, Regulations, policies or handbooks.
- 2.4.2 Conduct by which a student attempts to gain an unfair advantage in an academic assessment shall be dealt with separately under the Assessment Regulations, and student disciplinary offences in student accommodation are usually dealt with in the Academic Misconduct Policy and Procedures.
- 2.4.3 The College shall maintain disciplinary procedures for investigating and considering allegations of misconduct. These procedures shall adhere to the Good Practice Framework of the UK Office of the Independent Adjudicator. In the implementation and application of the procedures, the College is committed to the fair and equal treatment of all individuals regardless of gender, age, disability, colour, race, religious or political beliefs.
- 2.4.4 The College has the power under this Regulation to take action in relation to any student who is found to have acted in contravention of this Regulation, up to and including termination of registration.
- 2.4.5 The College has the power under this Regulation to take precautionary action, including suspension or exclusion, in relation to any student who is alleged to have acted in contravention of this Regulation.
- 2.4.6 Students enrolled to the Ba (hons) Graphic Design or Interior Design must go through and complete the full FIDI appeals process. Only if an issue has not been successfully resolved with FIDI, the student may ask Goldsmiths for review of their complaint.
- 2.4.7 Any student subject to a final decision made in relation to this Regulation which they are dissatisfied with may submit a complaint to the Office of the Independent Adjudicator, an independent agency established to consider complaints from students in higher education. The Office of the Independent Adjudicator will only consider a complaint once the College's own internal procedures have been exhausted. In order to submit a complaint to the Office of the Independent Adjudicator a student must obtain a letter of Completion of Procedures.

Conduct that may be subject to criminal investigation

Since these Regulations are not an Act of Parliament, nor part of the law of the land, they do not seek to reflect or incorporate the approach of the criminal law in defining criminal offences with great precision. Their purpose is to regulate the contractual relationship between students and the College.

- 2.4.8 If the matter is being investigated or prosecuted under the criminal law, then the enrolled student has a responsibility under this regulation to notify the College. Save for taking any necessary precautionary action, the internal disciplinary process shall usually be suspended until the criminal process is at an end. However, the College may invoke its disciplinary procedures more immediately if it considers this to be appropriate.
- 2.4.9 Where the student has received a caution or is convicted in relation to criminal offence, the College may take action in relation to them under this Regulation. A caution or conviction establishes responsibility for an act and therefore no further investigation shall be required by the College.
- 2.4.10 Where a decision is taken by the police or crown prosecution service not to pursue a criminal case against the student or where the student has been acquitted of a criminal offence, the College may still take disciplinary action if there are outstanding matters of concern which have not been addressed through the criminal process.

2.5 Fitness to Practise

- 2.5.1 FIDI maintains a Fitness to Practise Procedure for students whose behaviour raises concerns in a programme of study with professional requirements. Details of professional requirements are set out in the programme specification.
- 2.5.2 Once the procedure has been concluded, any student who is dissatisfied with the final decision may refer matters for external review to the Office of the Independent Adjudicator.

2.6 Fitness to Study

- 2.6.1 FIDI works in partnership with students to make sure they are well enough to study. FIDI is empowered to take action in the case of a student whose fitness to study is impaired, up to and including suspension of registration.

2.7 Freedom of Speech

- 2.7.1 In accordance with UK Section 43 of the Education (no 2) Act 1986, FIDI will take such steps as are reasonably practicable to ensure that freedom of expression within the law is secured for all Members of the College as well as anyone invited to speak or take part in any events held on premises.

- 2.7.2 FIDI will take all reasonable steps to ensure that the use of any premises is not denied to any individual or group on the basis of beliefs, views, policy or objectives.
- 2.7.3 The Freedom of Speech Policy and Procedures set out the procedures to be followed regarding the organisation of meetings to be held on FIDI premises, as well as other activities that may take place on those premises.
- 2.7.4 The statutory right of freedom of speech is limited, for example, by laws to protect national security and public safety, for the prevention of disorder or crime, for the protection of the reputation or rights of others, and to prevent the disclosure of information received in confidence.

2.8 Information Management

- 2.8.1 FIDI complies with the General Data Protection Regulation (GDPR) in managing the records and personal information of Members of the College.
- 2.8.2 FIDI also maintains internal policies on the use of recording or photographic equipment, and the maintenance of records. These are compliant with Freedom of Information laws and GDPR.

2.9 Enrolment

- 2.9.1 FIDI determines the means, time and place of enrolment. Enrolment may be electronic or by completion of a paper form. Students should normally enrol in advance of the start of their programme of study, or re- enrol in advance of the start of the next academic year.
- 2.9.2 Students will normally not be permitted to enrol or commence their programme of study more than 28 days after the official start date of their programme. Enrolment after 28 days will be conditional upon the College being satisfied that late enrolment will not have a detrimental impact upon a student's learning and ability to meet the learning outcomes of their programme of study. The College will maintain a procedure for reaching decisions on late enrolment.
- 2.9.3 No student will be permitted to enrol concurrently for more than one award (i.e. degree, diploma or certificate) or to be enrolled at FIDI whilst enrolled at another higher education provider.
- 2.9.4 Students can apply for a period of interruption of studies in accordance with the College's published procedure. Students are responsible for notifying the College of a decision to interrupt and applications should be made in advance of the interruption beginning and no later than 2 weeks of the last day of attendance. Exceptional consideration may be given to applications which include a retrospective period of interruption only where there are

exceptional circumstances which prevented the student from making an application at the time. Interruptions in excess of 2 years shall be permitted only in exceptional circumstances.

- 2.9.5 Students may apply to withdraw from their programme of study and must do so in accordance with the published requirements. Applications must be submitted to the College in advance of the last date of attendance and no later than 2 weeks of the last day of attendance. Exceptional consideration may be given to retrospective applications only where there are exceptional circumstances preventing a student from making an application at the time.
- 2.9.6 The College may consider individual requests for reinstatement of a student following a period of withdrawal as long as a period of no more than 12 months has elapsed since the last date of registration. An application for reinstatement must be made in accordance with the College's published procedure.

2.10 Fees

- 2.10.1 Students are liable for the payment of all fees associated with a programme of study for which they are enrolled.
- 2.10.2 FIDI will annually publish a schedule of tuition fees for each programme of study.
- 2.10.3 Students are responsible for meeting any associated costs of their programme of study, which may include materials or field trips.
- 2.10.4 Students are responsible for meeting any associated costs for services as a FIDI student, which may include accommodation, printing, or re-sits.
- 2.10.5 Students who do not pay all tuition fees in accordance with the Student Tuition Fee Policy will not be enrolled as a student and will not be permitted to enter any assessment until the outstanding sum has been paid except when, in the case of proven financial hardship, an alternative arrangement for payment has been approved by the College.
- 2.10.6 Students who withdraw from their programme of study shall remain liable for payment of fees for the year in which they withdrew, except that FIDI may make provision for the refund of fees in accordance with the agreed policy.
- 2.10.7 Students who withdraw from a programme of study without informing FIDI in the appropriate way shall not be eligible for a refund of fees.

- 2.10.8 Students who interrupt their studies without seeking and gaining the agreement of FIDI shall remain liable for payment of fees in full and may not be eligible for any refund of fees paid.
- 2.10.9 FIDI will take all reasonable steps to recover unpaid fees and charges and reserves the right to contract with third parties to this end.

3 Regulations for Taught Programmes

The Regulations for Taught Programmes set out what is expected from students on **undergraduate** taught programmes. They cover all programmes at levels 4, 5, and 6 of FIDI Qualifications and Credit Framework.

They should be read in conjunction with the programme specification for the relevant individual programme of study.

The Regulations for Taught Programmes have been developed in accordance with a variety of FIDI policies which can be found in Section 3 of this manual.

3.1 Programmes of Study

- 3.1.1 All programmes of study must be approved through FIDI procedures for the approval, amendment and review of programmes and modules. They must meet the requirements of the UK Credit and Qualifications Framework.
- 3.1.2 Students enrol onto the programme of study for which they have accepted an offer of a place. Where a student wishes to transfer to a different programme of study following enrolment, they must notify the College of their wish to do so in accordance with the published procedure. An application to transfer to another programme of study at the College can only be granted where it can be demonstrated that the student can meet the new programme learning outcomes.
- 3.1.3 Students wishing to change compulsory modules within a programme of study may only do so where there are exceptional circumstances and where it can be demonstrated that the programme learning outcomes can still be met. Applications to change compulsory modules must be made in accordance with the College's published procedures.

3.2 Assessment

- 3.2.1 Students must follow specific instructions for assessments. Failure to do so may result in a penalty or non-valid attempt. This includes submitting work for assessment by the published deadline and presenting themselves for written or timed examinations at the published time and place.
- 3.2.2 All assessments should be conducted in English unless the purpose of the assessment is to test the ability of students in another language.
- 3.2.3 A degree, diploma, certificate or academic credit may not be awarded to a student unless they have satisfied the examiners in accordance with the requirements of the Programme Specification.

- 3.2.4 All assessments contributing to the award are marked in accordance with FIDI procedures for marking and moderation.
- 3.2.5 The pass mark is 40% for undergraduate programmes.
- 3.2.6 FIDI publishes full marking criteria for all of its awards.
- 3.2.7 Marks are awarded for all attempts on assessments contributing to the award.
- 3.2.8 Valid attempts are awarded marks between 10%-100%. Non-valid attempts are awarded 0-9%. The term “non-valid attempt” may comprise any of the following: a non-submission (0%), a plagiarised assessment (0%) or a very bad fail (1-9%). Students must have made a valid attempt at all summative assessments required of the programme of study to be given an award, unless awarded an Aegrotat degree.
- 3.2.9 Once a summative assessment has been passed, students may not retake that assessment.
- 3.2.10 Except where a student presents extenuating circumstances which are deemed acceptable, failed assessments will be capped at the relevant pass mark for subsequent attempts.

3.3 Extenuating Circumstances

- 3.3.1 Students may experience exceptional circumstances that temporarily make it impossible for them to participate in their studies, submit assessments or attend examinations. FIDI considers applications from students who believe that their work and assessments have been affected by these circumstances.
- 3.3.2 **Before a submission or deadline:** When a student knows before a submission or other deadline that an illness, the worsening of a chronic illness, or an otherwise unforeseen event is beginning, or about to begin, they should notify the College in accordance with the requirements set out in the published extenuating circumstances policy.
- 3.3.3 **After a submission or deadline:** Where there is a request for the recognition of extenuating circumstances after the deadline for an assessment has passed or after an examination, the student is required to notify the College in accordance with the requirements set out in the published extenuating circumstances policy.

3.3.4 Extenuating circumstances applications should be submitted to the College as soon as possible, but no earlier than 14 working days prior to a deadline or examination and no later than 7 working days after a deadline or examination. Applications submitted outside of these timeframes will be rejected, unless the student can demonstrate they were prevented from disclosing the circumstances at the time.

3.4 Progression

3.4.1 Full-time students taking a 3-year undergraduate degree are required to pass modules to a minimum value of 90 credits at level 4 at the end of the first year of study to progress to the second year and in modules to a minimum value of 90 credits at level 5 taken in the second year of study to progress to the final year, unless individual programme specifications detail additional requirements.

3.4.2 Students will not normally be permitted to trail credit across more than one level of study, other than where there are exceptional circumstances affecting the student. Decisions to progress students trailing credit across more than one level of study must be taken by the College board of examiners, on the recommendation of the programme board and in accordance with the procedures set out in the Board of Examiners Guidance.

3.4.3 Heads of Department are responsible for monitoring the academic progress of students on programmes within their department and should ensure that every effort is made to support and retain students demonstrating unsatisfactory academic performance and/or attendance using the Academic Progress Procedure.

3.4.4 The academic progress procedure does not apply in cases of academic failure or other external requirements, such as fitness to practise, identified in the programme specification and/or programme handbook.

3.4.5 The Policy and Procedures for the Progression and Award of Students on Taught Programmes sets out the rules for compensation of failure in one or more modules on undergraduate degree programmes.

3.4.6 Students have three attempts to pass an assessment (i.e. the first attempt and two re-sits) except on programmes with professional practice requirements, where attempts may be limited to one or two only.

3.5 Awards

- 3.5.1 The same period of study and examination cannot be credited towards the award of a FIDI undergraduate programme and a degree of another institution, excluding approved joint awards and dual degree programmes.
- 3.5.2 The maximum period of study is the duration of the programme plus two years. Where a student has exceeded this, they shall not be automatically entitled to re-enrol.
- 3.5.3 FIDI will consider individual requests for adjustments to normal registration periods, such as in the case of students seeking parental leave. The College will consider permitting an extension to the maximum period of registration where a student can demonstrate there have been exceptional circumstances and that they can complete all remaining programme requirements within any additional period of registration granted. Applications for consideration must be made in accordance with the College's published procedure.
- 3.5.4 Goldsmiths publishes formulae for determining the final classification of its awards in the Policy and Procedures for the Progression and Award of Students on Taught Programme.
- 3.5.5 Goldsmiths can revoke an award, or seek permission from the University of London to revoke an award as set out in its Statutes. The Progression and Award of Students on Taught Programmes will set out the provisions necessary for revocation of an award.

3.6 External Examiners

- 3.6.1 All programmes of study must have at least one External Examiner who will be a full member of the relevant Board of Examiners.
- 3.6.2 No qualification shall be awarded, or progression decision taken, without at least one External Examiner participating in the examining process for that award.
- 3.6.3 External Examiners must contribute to the business of Boards of Examiners in accordance with published procedures. **This can include attendance at BoE meetings where required.**

3.7 Examination Boards

- 3.7.1 Academic Board delegates responsibility for the assessment of students and the consideration of results, progression and degree awards to Boards of Examiners. The College's examination boards will be comprised of 'programme boards' and 'College boards'.

- 3.7.2 Programme Boards of Examiners should be constituted such that all programmes can be considered, this could be at degree level or departmental level, depending on the numbers of students requiring consideration.
- 3.7.3 Programme Boards of Examiners are responsible for the approval of the content of written examination papers in accordance with the published procedures.
- 3.7.4 Marks and judgments are provisional until they have been confirmed by the Board of Examiners; this includes marks provided to students through the academic year, (for instance on coursework) to support their learning.
- 3.7.5 Programme Boards of Examiners are based in academic departments and their membership includes academic staff and external examiners. Rules for quoracy are set out in the Guidance and Procedures for the Conduct of Boards of Examiners. Meetings will be convened online and conducted in line with the College's procedures as set out in the Board of Examiners' Guidance.
- 3.7.6 One Board of Examiners may cover multiple programmes of study.
- 3.7.7 Decisions relating to finalists and other students can be taken either by the Chair (providing the prior approval of the External Examiner(s) has been obtained) or at a meeting of the Programme Board as appropriate. All decisions must be taken on the basis of confirmed marks (following completion of the marking and moderation process). Programme Boards (including External Examiner(s)) must be consulted where any exceptional decision is required in accordance with the College's published Board of Examiners' Guidance.
- 3.7.8 Consideration of module cohort performance must be undertaken by Programme Boards of Examiners as established in the Guidance for Boards of Examiners. This can either be completed at the same meeting where individual students are being considered by the Board, or separately in advance. Any additional meetings should be convened online. External Examiners can be invited to attend these meetings.
- 3.7.9 For joint programmes, students' results are considered by all contributing Programme Boards of Examiners. The home department receives recommendations from the contributing department(s) and is responsible for making final decisions on progression and degree awards. Each Programme Board of Examiners sees the entire profile of students' marks.

- 3.7.10 Programme Boards of Examiners may recommend to dismiss or suspend temporarily a student on grounds of unsatisfactory academic progress because of failure in a summative assessment. Where a student has been dismissed from a programme on the grounds of unsatisfactory academic progress, a student will not be able to make a new application for the same programme.
- 3.7.11 Programme Boards of Examiners consider any adjustments relating to progression presented by extenuating circumstances. For the purposes of student privacy, Programme Boards of Examiners do not discuss the specific extenuating circumstances themselves.
- 3.7.12 Programme Boards of Examiners do not consider the assessments of a student subject to an academic misconduct investigation until the process is complete.
- 3.7.13 A Programme Board of Examiners may reconsider its recommendations only when invited to do so through an Academic Appeal.
- 3.7.14 College Boards of Examiners will be convened to ratify decisions of Programme Boards and will operate in accordance with the College's published Boards of Examiners Guidance. All meetings will be convened online.
- 3.7.15 College Boards will comprise of the relevant Chairs of Programme Boards and will be Chaired by a member of the College appointed by the Chair of the Quality and Standards Committee. External Examiners will be appointed to College Boards on the approval of the Quality and Standards Committee Chair. College Board ratification will take place either through action taken by the Chair or a meeting of the full Board as required.

3.8 Academic Integrity

- 3.8.1 It is a disciplinary offence for a student to cheat or attempt to cheat in an assessment. FIDI maintains procedures for defining and dealing with poor academic practice or academic misconduct.
- 3.8.2 Academic integrity is defined as a commitment to the values of honesty, trust, fairness, respect, responsibility and courage within teaching, learning and scholarship. Students must not act in any way that may put at risk the academic integrity of themselves, any other Member of the College or FIDI itself. Poor academic practice or academic misconduct by a student will be considered as undermining academic integrity.
- 3.8.3 FIDI has the power to take action, up to and including termination of registration, against any student who is found to have undertaken poor academic practice or committed academic misconduct.

3.8.4 Students who are dissatisfied with action taken against them under this Regulation may challenge that decision through Academic Appeal.

3.9 Learning Support

3.9.1 FIDI has a legal responsibility and an ethical commitment to provide fair access to education and equality of opportunity in teaching, learning and assessment for all students. In some cases, teaching and assessment methods must be adapted to meet an individual's needs, in accordance with the institution's legal responsibility to make reasonable adjustments.

3.9.2 Recommendations for adjustments may be made through a Reasonable Adjustments Student Agreement (RASA) where a student has a 'protected characteristic' (as defined within the UK Equality Act 2010) that impacts their ability to learn and perform under specific teaching conditions, or in particular types of assessment tasks.

3.9.3 Extenuating Circumstances should not be used as an alternative to a RASA. However, there may be occasions where exceptional and unforeseeable factors present themselves which mean that a RASA is unable to provide adequate reasonable adjustments for a situation.

3.9.4 FIDI provides guidance for students concerned about the scheduling of assessments during religious festivals or other periods of observance.

3.10 Academic Appeals

3.10.1 Students are entitled to challenge the outcome of any academic assessment confirmed by a Board of Examiners or decision to terminate their registration on academic grounds, by lodging an Academic Appeal on one or more of the following grounds:

- Administrative error or procedural irregularity in the way in which the assessment was conducted
- There is evidence of prejudice or of bias such that the validity of the result of examination is called into question
- Their performance was adversely impacted by extenuating circumstances which they could not disclose to examiners within 7 days of the assessment affected

3.10.2 Academic Appeals cannot be submitted on the following grounds:

- Ignorance of assessment requirements and assessment regulations
- Challenge of academic judgement

- Appeals based on extenuating circumstances which do not provide evidence to explain why those circumstances could not have been brought to the attention of the examiners within 7-days of the assessment
- 3.10.3 Academic Appeals must be received in accordance with the Appeals Procedure. Academic Appeals received which do not follow the Appeals Procedure may not be considered.
- 3.10.4 Once the Academic Appeals Procedure has been completed, where a student is dissatisfied with the final decision, they may refer matters for external review to the Office for the Independent Adjudicator.
- 3.11 Marking, Moderation & Feedback**
- 3.11.1 Marking criteria must be made readily available and accessible to students in advance of the assessment to which it applies.
- 3.11.2 All summative work must be subject to some form of moderation. Moderation is not required for formative work. The form of moderation used in assessments should be appropriate for the nature and method of the assessment itself.
- 3.11.3 Feedback must be provided on all assessed work, with the exception of final assessments where this is discretionary, in line with the requirements of the FIDI Assessment Feedback Policy.
- 3.12 Ethics**
- 3.12.1 Students and staff whose research or research study, whether conducted within FIDI or elsewhere, involves work concerned with living (or recently deceased) beings or with data and materials derived from such beings or that might unduly affect the environment and hence change the lives of beings within that environment must receive ethics approval from the relevant departmental and College committees as appropriate.