

This version was used in 2020-21



Goldsmiths Academic Manual

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Academic Manual: An Introduction

The Academic Manual holds information in relation to your academic experience at Goldsmiths 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 Goldsmiths as an enrolled student and everyone complies with these. **Policies** are the statements of principles by which we conduct the business of Goldsmiths – 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 Goldsmiths Charter, Statutes, Ordinances and Regulations.

It is important to be aware of the regulations as they also underpin the Terms & Conditions we have with you. The Goldsmiths Charter, Statutes, Ordinances and Regulations (and, where relevant, the University of London Statutes, Ordinances and Regulations) regulate Goldsmiths' activity and that of its staff and students. Staff and Students also have an obligation to comply with the law when on Goldsmiths premises or conducting Goldsmiths 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 Goldsmiths premises or taking part in Goldsmiths 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 for one or more students. These suspensions will not be to the detriment of the students. These circumstances are monitored by Goldsmiths' committees and Academic Board. Advice on Suspension of Regulations can be found in a guidance document.

All programmes of study at Goldsmiths are developed in accordance with the 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, your programme handbook and VLE materials.

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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 and run for three university terms. For undergraduate programmes the year runs from September to June and has a value of 120 credits. For most Masters programmes the year runs for 12 months, from September to September, and has a value of 180 credits. Some programmes may have non-standard start and end dates. These are approved by Academic Board and published on the College website.

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.

Collaborative provision

The provision of learning opportunities leading or contributing to the award of Goldsmiths' academic credit or a Goldsmiths qualification that are delivered, assessed or supported through an academic partnership with one or more approved organisation(s).

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.

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

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Within the process of registration, online pre-enrolment is completed before arrival, and personal enrolment is completed at the start of term one.

Examination

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

Extenuating circumstances & mitigating evidence

Extenuating circumstances are unforeseen events or conditions that may impair your ability to carry out assessments. Mitigating evidence is the proof that these circumstances have taken place and have affected you during the assessment period. For example, an extenuating circumstance could be temporary illness and a valid doctor's note would be the corresponding mitigating evidence. It is your responsibility to inform your department of extenuating circumstances and provide the mitigating evidence, 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 Goldsmiths 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 administrative 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 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. Masters degrees are at Level 7

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.

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Member of the College

All staff, students and committee members, past and present, are considered to be Members of the College. A complete definition is set out within the Charter of Goldsmiths 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 internal appeals 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 Goldsmiths.

Student

A person enrolled on a programme of study at Goldsmiths.

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

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requirements of the Board of Examiners 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 Goldsmiths but have yet to enrol or begin attendance. They have been developed alongside a variety of Goldsmiths 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 Goldsmiths. Accepting the Terms & Conditions also signifies agreeing to follow Goldsmiths regulations and policies.

1.2. Admissions

1.2.1. Goldsmiths maintains a regularly updated admissions policy that complies with the Quality Code for HE (QAA) and UK 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. Goldsmiths 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. Goldsmiths provides relevant and up to date information on obtaining a visa and UKVI regulations.

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

1.3.3. Students must comply with UKVI and Goldsmiths regulations to be considered for a CAS to apply for a visa.

1.3.4. Students must inform Goldsmiths 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 the UK.

1.3.5. Goldsmiths will only issue sponsorship under its Tier 4 (General) sponsor license if a student is eligible to make a valid Tier 4 visa application.

1.3.6. Where sponsorship is provided, Goldsmiths may withdraw sponsorship if:

1.3.6.1. A student fails to comply with one or more of the conditions of their UK visa

1.3.6.2. A student fails to comply with the conditions in relation to their studies including those set out in these regulations

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- 1.3.6.3. Goldsmiths discovers that the student is no longer meeting the conditions of their Tier 4 (General) visa
- 1.3.7. Where sponsorship is withdrawn, this will usually result in the student being withdrawn from their programme of study and/or Goldsmiths.
- 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. Goldsmiths 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. Goldsmiths 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 Goldsmiths. They have been developed in accordance with a variety of Goldsmiths 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 on campus and other sites operated by Goldsmiths. 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 and/or engage (with online teaching and learning activities) for all scheduled elements of their programme.

2.2.2. Goldsmiths has the authority to take action for non-attendance and/or non-engagement (with online teaching and learning activities) 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 their department. Goldsmiths 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 Goldsmiths. However, students can make a complaint if they are dissatisfied with an aspect of their experience.

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

2.3.3. Students may submit a complaint relating to any aspect of their experience whilst a student at Goldsmiths. However, concerns about Goldsmiths policy or governance should be raised through the Goldsmiths Students' Union.

2.3.4. 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 Office of the Independent Adjudicator.

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

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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 Student Accommodation Regulations.
- 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 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. 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 from the Governance & Legal Services Department.

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.

- 2.4.7. If the matter is being investigated or prosecuted under the criminal law, then 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.
- 2.4.8. Where the student has received a caution or 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.
- 2.4.9. 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

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there are outstanding matters of concern which have not been addressed through the criminal process.

2.5. **Fitness to Practise**

- 2.5.1. Goldsmiths 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. Goldsmiths works in partnership with students to make sure they are well enough to study. Goldsmiths 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 Section 43 of the Education (no 2) Act 1986, Goldsmiths 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. Goldsmiths 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. This includes premises used by the Students' Union and premises owned, operated, or significantly controlled by Goldsmiths.
- 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 Goldsmiths 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. Goldsmiths complies with the General Data Protection Regulation (GDPR) in managing the records and personal information of Members of the College.
- 2.8.2. Goldsmiths 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**

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- 2.9.1. Goldsmiths determines the means, time and place of enrolment. Enrolment may be electronic or by completion of a paper form.
- 2.9.2. Students will not be permitted to enrol more than 28 days after the official start date of their programme unless there are approved extenuating circumstances.
- 2.9.3. No student will be permitted to enrol concurrently for more than one award (i.e. degree, diploma or certificate).

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. Goldsmiths 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 Goldsmiths student, which may include accommodation, printing, or re-sits.
- 2.10.5. Students experiencing financial hardship may apply to the College for financial aid or support.
- 2.10.6. Students who do not pay all tuition fees in accordance with the Student Fees, Refund and Compensation 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.
- 2.10.7. Students who withdraw from their programme of study shall remain liable for payment of fees for the year in which they withdrew, except that Goldsmiths may make provision for the refund of fees in accordance with the agreed policy.
- 2.10.8. Students who withdraw from a programme of study without informing Goldsmiths in the appropriate way shall not be eligible for a refund of fees.
- 2.10.9. Students who interrupt their studies without seeking and gaining the agreement of Goldsmiths shall remain liable for payment of fees in full and may not be eligible for any refund of fees paid.
- 2.10.10. Goldsmiths 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** and **postgraduate** taught programmes. They cover all programmes at levels 3, 4, 5, 6 and 7 of the Goldsmiths 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 Goldsmiths 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 the Goldsmiths procedures for the approval, amendment and review of programmes and modules. They must meet the requirements of the Goldsmiths Credit and Qualifications Framework.

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 Goldsmiths procedures for marking and moderation.

3.2.5. The pass mark is 40% for undergraduate programmes and 50% for taught postgraduate programmes. Undergraduate programmes that include a foundation year may use separate pass mark and grading criteria for that year. Refer to individual programme specifications for this information.

3.2.6. Goldsmiths 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.

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- 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.

Change – March 2021 Under the Exceptional Academic Regulations in force in 2019/20, any assessment failed at the first attempt had no cap applied to the remaining two attempts. This alteration will remain in effect for assessments failed at the first attempt in 2020/21. For all other resit attempts, including any cap applied as a result of an assessment misconduct decision, the original regulation remains in force.

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. Goldsmiths 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, and can provide independent evidence to substantiate this, they should notify the person specified in their department to receive information on extenuating circumstances so that consideration of adjusted deadlines, deferred assessments and alternative assessments can be made.
- 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 describe the circumstances and provide supporting evidence. The student is also required to show why it was not possible for them to notify Goldsmiths of their circumstances before the deadline or at the time of the examination of assessment.
- 3.3.4. Details of extenuating circumstances with documentary evidence must be submitted by the student to their Department (or Home Department) as soon as possible and, unless there are exceptional reasons, no later than seven days after the assessment deadline or date of examination. Where a student is unable to contact the person specified in their Department they should contact the relevant administrative staff to seek advice and support.

3.4. Progression

Change – March 2021. In 2020/21, Boards of Examiners may permit progression from level 4 to level 5 and from level 5 to level 6 for undergraduate students on the basis of the application of compensation, when a module meets the requirements set out in the

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Policy and Procedures for the Progression and Award of Students on Taught Programmes, without the need to have exhausted all attempts to pass the module(s). Where a student has remaining attempts, they can choose to retake at a later stage (which could see a higher mark for the module being achieved) but there would be no requirement for them to do so.

- 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. Full-time students taking a 4-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 third, “intercalated” year of study away from Goldsmiths, unless individual programme specifications detail additional requirements. Some programmes may require students to pass an ungraded assessment at the end of the year of study away from Goldsmiths to progress to the final year of the programme. Individual requirements will be detailed in the programme specification.
- 3.4.3. Programmes including a foundation year maintain requirements for progression from the foundation year to the first year of study. Refer to individual programme specifications for this information.
- 3.4.4. Part-time undergraduate students are required to pass modules to a minimum value of 45 credits in each academic year in order to progress to the next year of study, unless individual programme specifications detail additional requirements.
- 3.4.5. Some taught postgraduate programmes require part-time students or full-time students on programmes greater than one year in length to pass specific modules in order to progress to the next year of study or to proceed to completion of the major project / dissertation. Individual programme specifications provide details of those requirements.
- 3.4.6. 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 Probation Procedure.
- 3.4.7. The probation 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.
- 3.4.8. 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.

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- 3.4.9. 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 Goldsmiths degree 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. Goldsmiths will consider individual requests for adjustments to normal registration periods, such as in the case of students seeking parental leave.
- 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 Programmes.

Change – March 2021. For students graduating in 2020/21, 2021/22 and 2022/23 Goldsmiths has amended the formulae for determining the final classification of its awards. Details of the revised formulae are set out in Policy and Procedures for the Progression and Award of Students on Taught Programmes.

- 3.5.5. Goldsmiths maintains provisions for the award of an Aegrotat degree and posthumous degrees.

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 attend all meetings of finalist and part-in-advance Boards. If there is an emergency which means that no External Examiner will be able to attend, the meeting may proceed with the designated Pro-Warden's approval, subject to Examination Board conditions being met.

Change – March 2021. External Examiners will not be required to attend Boards held in 2020/21

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.

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- 3.7.2. Boards of Examiners are responsible for the approval of the content of written examination papers.
- 3.7.3. 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.
- 3.7.4. Boards of Examiners are based in academic departments and their membership includes academic staff, assessment administrators and external examiners. Rules for quoracy are set out in the Guidance and Procedures for the Conduct of Boards of Examiners.
- 3.7.5. A part-in-advance Board of Examiners considers results where there is a specific progression requirement (e.g. part-time or professional practice programmes). NOTE: regulation suspended for 2020/21
- CHANGE – March 2021. This regulation is suspended for 2020/21. Part-in-Advance Boards of Examiners are not required to meet to determine progression decisions where specific requirements are set out. Decisions taken against these requirements can be taken by the Chair of the Board of Examiners**
- 3.7.6. There is a Board of Examiners for each programme of study leading to an award. One Board of Examiners may cover multiple programmes of study.
- 3.7.7. Finalists and other students taking re-assessment in August/September can be recommended either for an award or progression by action of the Chair of Board of Examiners, without a separate meeting of the Board of Examiners concerned, providing the prior approval of the External Examiner(s) has been obtained.
- CHANGE – March 2021. This regulation has been amended for 2020/21 to include decisions on student progression**
- 3.7.8. For joint programmes, students' results are considered by all contributing Departmental 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 Board of Examiners sees the entire profile of students' marks.
- 3.7.9. Each Board of Examiners has a pre-meet on a previously agreed date.
CHANGE – March 2021. The requirement for each Board of Examiners to have a pre-meet, set out in this regulation is suspended for 2020/21
- 3.7.10. Boards of Examiners may dismiss or suspend temporarily a student on grounds of unsatisfactory academic progress because of failure in a summative assessment.
- 3.7.11. Boards of Examiners consider any adjustments relating to progression presented by extenuating circumstances. For the purposes of student privacy, Boards of Examiners do not discuss the specific extenuating circumstances themselves.
- 3.7.12. Boards of Examiners do not consider the assessments of a student subject to an academic misconduct investigation until the process is complete.

This version was used in 2020-21

3.7.13. A Board of Examiners may reconsider its recommendations only when invited to do so through an Academic Appeal.

3.8. **Academic Integrity**

3.8.1. It is a disciplinary offence for a student to cheat or attempt to cheat in an assessment. Goldsmiths 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 Goldsmiths itself. Poor academic practice or academic misconduct by a student will be considered as undermining academic integrity.

3.8.3. Goldsmiths 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. Goldsmiths 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 Equality Act 2010) that impacts their ability to learn and perform under specific teaching conditions, or in particular types of assessment tasks. RASAs will be provided by Student Services.

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. Goldsmiths 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. ¹Students 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:

¹ Amended wording approved by Academic Board, Feb 2021 to apply for the academic year 2020/21

This version was used in 2020-21

- 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 but may still be used. 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 Goldsmiths Assessment Feedback Policy.
- 3.12. **Ethics**
- 3.12.1. Students and staff whose research or research study, whether conducted within Goldsmiths 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.

4. Regulations for Research Programmes

The Code of Practice for Postgraduate Research and Training sets out the minimum standards required of MPhil/PhD students, supervisors and academic departments. This may be supplemented by information provided by departments, where appropriate. The Code of Practice should be read in conjunction with these general Research Programmes Regulations.

Research programmes of study at Goldsmiths are approved by Academic Board with delegated functions to its sub committees. These programmes are set out and approved in programme specifications and are formally reviewed as and when necessary through the Graduate School Board.

4.1. Assessment

- 4.1.1. Assessment of the MPhil and PhD is in the form of a thesis. The generic format of the MPhil and PhD thesis is defined in the Code of Practice on Postgraduate Research and Training. Any additional Requirements specific to departments are set out in programme specifications.
- 4.1.2. Goldsmiths regulations governing the conduct of Examinations for Research Degrees, including policy on Examination Entry and Nomination of Examiners, Thesis Submission, Viva Voce, Examination outcomes, Final Thesis Deposition, Completion of corrections and amendments, Re-Entry following a referral and Appeals are set out in the Guidelines for the Research Degree Examinations Process.
- 4.1.3. Instructions on submission, format and binding of theses submitted for the degrees of MPhil and PhD are provided separately in Research Student Essential Examination Information.
- 4.1.4. Students must comply with all submission requirements given by examiners and the Graduate School.
- 4.1.5. Outcomes of the PhD examination are identified in categories set out in the Guidelines for the Research Degree Examination Process. These categories are based on:
 - Pass
 - Pass with amendments
 - Not pass with amendments
 - Fail or award of MPhil
- 4.1.6. A student may have up to two attempts to pass the final examination.
- 4.1.7. At least two examiners are appointed for the PhD examination subject to Graduate School approval. One examiner must be external to Goldsmiths and University of London.
- 4.1.8. Two assessors (both academic staff at Goldsmiths) are appointed by the student's academic department for the upgrade examination from MPhil to PhD programmes.

This version was used in 2020-21

4.2. **Extenuating Circumstances**

- 4.2.1. Students may experience exceptional circumstances that temporarily make it impossible for them to participate in their studies, submit assessments, or attend examinations. Goldsmiths considers applications from students who believe that their work and assessments have been affected by these circumstances.

4.3. **Progression**

- 4.3.1. Students will be required to attend the induction programme and to attend and pass any required elements of the Core Qualitative and Quantitative Methods modules.
- 4.3.2. Students' progression is monitored annually by academic departments, overseen by the Graduate School, through the consideration of an Annual Progress Report.
- 4.3.3. The Special Academic Review (SAR) Procedure should be used to support and retain students demonstrating unsatisfactory academic performance and/or attendance. The SAR 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 Code of Practice.
- 4.3.4. All students are initially registered for an MPhil degree. They are required to pass a formal upgrade assessment to progress from MPhil to PhD mode of study.

4.4. **Supervision**

- 4.4.1. Each postgraduate research student should have a main supervisor and a second supervisor allocated by the Head of Department and the Department Postgraduate Research Committee. The criteria for eligibility to act as a supervisor and a description of the roles and responsibilities are set out in the Code of Practice.

4.5. **Awards**

- 4.5.1. Goldsmiths specifies minimum and maximum registration periods for the MPhil and PhD thesis.
- 4.5.2. The College maintains a policy on adjustments to normal registration periods, such as in the case of students seeking parental leave.
- 4.5.3. A research degree may not be awarded to a student unless they have satisfied the examiners in accordance with the Code of Practice.

4.6. **Graduate School Board & Department Postgraduate Research Committee**

- 4.6.1. Overseen by the Research and Enterprise Committee, the Graduate School Board is responsible for postgraduate research at Goldsmiths, including

This version was used in 2020-21

implementation of strategy and policy relating to research degree programmes, students, supervisors and Doctoral Training Centres.

- 4.6.2. The Graduate School Board delegates responsibility to the Graduate School for monitoring the progress and outcomes of postgraduate research students, including recommending Special Academic Review (SAR) where appropriate following consideration of student progress.
- 4.6.3. The Graduate School Board is also responsible for monitoring research supervisors in their duties, and to recommend additional training and development where appropriate. Each Department will have a committee whose remit includes consideration and approval of matters specific to postgraduate research. The composition and precise terms of reference for these committees are to be determined by the Department Board.

4.7. **Academic Integrity**

- 4.7.1. It is a disciplinary offence for a student to cheat or attempt to cheat in an assessment. Goldsmiths maintains procedures for defining and dealing with poor academic practice or academic misconduct.
- 4.7.2. 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 Goldsmiths itself. Poor academic practice or academic misconduct by a student will be considered as undermining academic integrity.
- 4.7.3. Goldsmiths 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.
- 4.7.4. Students who are dissatisfied with action taken against them under this Regulation may challenge that decision through Academic Appeal.

4.8. **Learning Support**

- 4.8.1. Goldsmiths 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.
- 4.8.2. Recommendations for Reasonable Adjustments Student Agreement (RASA) are made where a student has a 'protected characteristic' (as defined within the Equality Act 2010) that impacts their ability to learn and perform under specific teaching conditions, or in particular types of assessment tasks. RASAs will be provided by Student Services.
- 4.8.3. 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.

This version was used in 2020-21

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

4.9. **Academic Appeals**

4.9.1. Postgraduate research students are entitled to request a review of the outcome from a Transfer of Registration panel, Special Academic Review and/or Research Degree Examination in accordance with the guidelines established in the Code of Practice for Postgraduate Research and Training², 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

4.9.2. 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.

4.9.3. Academic Appeals must be received in accordance with the Appeals Procedure. Academic Appeals received which do not adhere to the Appeals Procedure may not be considered.

4.9.4. Once the Academic Appeals Procedure has been completed, any student who is dissatisfied with the final decision may refer matters for external review to the Office for the Independent Adjudicator.

4.10. **Feedback**

4.10.1. It is the responsibility of the main supervisor to provide written feedback within a reasonable timeframe on written work submitted by the student, as specified in the Code of Practice.

4.11. **Ethics**

4.11.1. Students and staff whose research or research study, whether conducted within the College 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.

² Amended wording approved by Academic Board, Feb 2021 to apply for the academic year 2020/21

This version was used in 2020-21

- 4.11.2. In addition to the College Intellectual Property guidance set out in the students Terms & Conditions, research students are expected to make their thesis publicly available unless they specifically opt out.
- 4.11.3. All students must be given relevant training in forms of scholarship, research ethics, and research methods appropriate to their particular discipline.