Taught Degree Regulations

The *Taught Degree Regulations* must be read in conjunction with the *General and Admissions Regulations* and any associated School Policies and Procedures.

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Contents

1. Introduction and Scope of the Regulations

1.1 Application of taught degree regulations
These taught degree regulations apply to all taught undergraduate and postgraduate programmes beginning in 2020/21, and all modules offered in 2020/21 at SOAS University of London ("the School"). These regulations apply to Full programme, Visiting and Associate students, as defined in the General and Admissions Regulations for Students, when they are enrolled on modules delivered by the School. These regulations also apply where students enrolled at a partner organisation are undertaking a SOAS programme under a franchise arrangement.

1.2 Postgraduate research students
These regulations do not apply to postgraduate research students except where postgraduate research students are taking individual taught modules as part of their programme. Postgraduate research students should refer to the *Postgraduate Research Degree Regulations* and the *Code of Practice for Research Degrees*.

1.3 Validated programmes
These regulations do not apply to students enrolled at a partner organisation on programmes which are validated by SOAS. These students are subject to the academic regulations of the partner institution where they are enrolled, which have been reviewed by SOAS as part of the validation process.

1.4 Suspension of regulations
Suspension of these regulations can be approved by an Associate Director Teaching Quality in consultation with the Academic Registrar. If agreement cannot be reached then a final decision will be made by the Pro-Director for Learning and Teaching. If suspension is approved, the case will be reported in anonymous form annually to the School's Teaching, Learning & Student Outcomes Committee (TeLSOC). From time to time Academic Board may also approve time-limited amendments and additions to the Regulations in response to particular unavoidable circumstances which prevent their usual application.

2. Credit Levels and Awards

2.1 Credit level
All taught modules and programmes at the School are allocated a credit level in accordance with the Quality Assurance Agency's *Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ).*

2.2 School awards
The School's awards are allocated to the following FHEQ levels:

Programme level	Credit level	School awards
Undergraduate	Level 4	Certificate of Higher Education (Cert HE)
Undergraduate	Level 5	Diploma of Higher Education (Dip HE)
Undergraduate	Level 6	Bachelor's Degree with honours (BA/BSc/BMus/ LLB) Bachelor's Degree without honours (BA/ BSc/BMus) Graduate Diploma Graduate Certificate

Postgraduate	Level 7	Master's Degrees (LLM/ MA/ MMus/ MRes/ MSc) Postgraduate Diploma Postgraduate Certificate

2.3 Exit awards

2.3.1 The School Board of Examiners has the authority to award students a lower level exit qualification to the one they had registered for in the following cases:
(a) They have failed modules and have exhausted resit opportunities
(b) They have requested to withdraw from their programme of study

2.3.2 In order to be awarded a lower level qualification, the student must have met the following minimum credit requirements at the appropriate level. Any additional requirements or variations to these requirements will be outlined in the programme specification:

Awards	Minimum total credits	Minimum credits at FHEQ level
Certificate of Higher Education (Cert HE)	120	120 at Level 4
Diploma of Higher Education (Dip HE)	240	90 at Level 5
Graduate Certificate (Grad Cert)	60	30 at Level 6
Postgraduate Certificate (PG Cert)	60	40 at Level 7
Postgraduate Diploma (PG Dip)	120	90 at Level 7

2.3.3 To qualify for a named exit award, a student must pass all modules designated as 'core' at
- Level 4 for a Certificate of Higher Education
- Levels 4 and 5 for a Diploma of Higher Education.
- Level 7 for a Postgraduate Certificate or Postgraduate Diploma

2.3.4 Students registered on a Taught Postgraduate Degree in the Department of Economics will be awarded a Postgraduate Diploma in Economics or Postgraduate Certificate in Economics if they fulfil the minimum credit requirements above. The regulation about core modules does <u>not</u> apply.

2.3.5 The naming of UG exit awards will be determined as follows:

Single subject award	Minimum required in named subject of award	Total passes required for award
Diploma of Higher Education	180 credits	240 credits
Certificate of Higher Education	90 credits	120 credits

Two subject award	Minimum required in subject 1	Minimum required in subject 2	Total passes required for award
Diploma of Higher Education	90 credits	90 credits	240 credits
Certificate of Higher Education[*]	60 credits	60 credits	120 credits

[*]If a student successfully completes year one of a two-subject degree but the requirements of that degree prescribe a different balance of credits, a Certificate of Higher Education may still be awarded.

As long as the above criteria are met, the first named subject of a two-subject award shall be:

(a) the subject in which the highest number of credits has been achieved;

(b) if credit is split equally between the two subjects, the subject in which the highest level of credit has been achieved;

(c) If credit is split equally between subjects and levels, subjects will be listed in alphabetical order.

2.3.6   If a student does not fulfil the minimum requirements above for a *named* single subject or two-subject UG award but has achieved the overall minimum credit requirements for the award of a DipHE or CertHE, they will be awarded a Diploma/Certificate in Humanities and Social Sciences.

2.3.7   If a student does not fulfil the minimum requirements above for the award of a *named* PGDip or PGCert, for instance if they failed a module designated as 'core' for the degree on which they were registered, but have achieved the overall minimum credit requirements for the award of a Postgraduate Diploma or Certificate, they will be awarded a Postgraduate Diploma/Certificate in Humanities and Social Sciences.

2.3.8   If a student has accepted an exit award from SOAS, the credit that led to this award cannot be used in order to obtain credit for prior certified learning and enter into a programme leading to a higher award with advanced standing. If the student re-enrols at SOAS with the intention of obtaining a higher award than the exit award, the exit award must be rescinded.

In practice, this means e.g. that a student who has exited a BA programme with a Certificate of Higher Education after the first year can only re-commence a BA at SOAS as a direct entrant to Year 2 if they agree to have the exit award (in this case Certificate of Higher Education) rescinded.

2.3.9   The exit award will only be formally rescinded once the student has successfully completed the requirements of the higher qualification. If the student fails to obtain the higher award, the original exit award will stand. If the student has obtained enough credit for the next-higher exit award, this can be awarded upon rescission of the original exit award.

2.3.10   Rescission of an exit award can only be granted within the maximum registration period for the higher-level degree in question (see section 3).

3.   Minimum and Maximum Periods of Registration

3.1   Time limit for registration

3.1.1   All programmes of study at the School have a minimum and a maximum period of registration. Programmes may set requirements beyond the minimum requirement for registration but may not alter the maximum period of registration.

3.1.2   Students must complete their degree requirement within the set period from the date of their first enrolment. Students who fail to complete their degree requirement within the set period will be ineligible for the award of their degree unless there are mitigating circumstances accepted by the School.

3.1.3   The overall period of registration includes periods of leave of absence, repeat years of study

(full and part-time) and deferral of assessments due to mitigating circumstances (including final year assessments).

3.1.4　The overall period of registration includes internal transfers to a different degree programme (i.e. the period of registration runs from the start of the original degree programme, not the start of the degree programme to which the student has transferred.)

3.1.5　The requirement to complete within the specified time limit normally takes precedence over the opportunities for re-assessment.

3.1.6　For undergraduate students who transfer to a part-time mode of study in exceptional circumstances (see regulation 4.6), the maximum time limit for the completion for the award will be extended by one year in respect of every year where part-time study is permitted (i.e. students on a 3 year degree who take one year of the degree as part time over 2 years will study for 4 years in total and the maximum period of registration will be extended from five years to six years).

3.2　Undergraduate registration periods

Undergraduate Awards	Minimum	Maximum
Senior Status LLB	2 years	4 years
3-year degree (Year 1 entry)	3 years	5 years
3-year degree (Year 2 entry)	2 years	4 years
3-year degree with Foundation Year	4 years	6 years
4-year degree (Year 1 entry)	4 years	6 years
4-year degree (Year 2 entry)	3 years	5 years
4-year degree with Foundation Year	5 years	7 years
Graduate Certificate (full-time)	4 months	2 years
Graduate Certificate (part-time 2 years)	8 months	3 years
Graduate Diploma (full-time)	8 months	3 years
Graduate Diploma (part-time 2 years)	16 months	4 years
BSc/BA programmes via accelerated trimester delivery	8 trimesters	5 years from point of registration
BSc/BA programmes via accelerated trimester delivery with advanced entry at level 5	5 trimesters	4 years from point of registration

Alternative minimum and maximum periods may in exceptional circumstances be defined for specific undergraduate programmes via the usual programme approval procedure.

3.3　Postgraduate registration periods

Postgraduate Awards	Minimum	Maximum
1-year master's (full time)	1 year	3 years
2-year master's (full time)	2 years	4 years
2-year master's (part time)*	2 years	4 years
3-year master's (part time)*	3 years	5 years
4-year master's (part time)*	4 years	6 years

Postgraduate Certificate (full time)	4 months	2 years
Postgraduate Certificate (part time)	8 months	3 years
Postgraduate Diploma (full time)	8 months	3 years
Postgraduate Diploma (part time)	16 months	4 years

* see regulation 4.8

Alternative minimum and maximum periods may in exceptional circumstances be defined for specific postgraduate programmes via the usual programme approval procedure.

4. Programmes of Study

4.1 Programme specification

Each taught degree programme will have a programme specification which must be approved by the relevant School committee. Students must follow the approved programme specification for the degree for which they are enrolled. The programme specification will outline the approved syllabus for the programme and may detail additional requirements to these regulations such as higher qualifying marks which need to be achieved in order for students to progress to the next year of a programme. For undergraduate students, the requirement to follow the approved programme specification takes priority when necessary over the minimum degree requirements set out in regulation 5.

4.2 Modules

Programmes may include core, compulsory, optional, open option and intercollegiate modules as defined in regulation 7.

4.3 Collaborative programmes

Collaborative programmes may be offered in conjunction with other institutions outside SOAS. All collaborative programmes will require an approved Memorandum of Agreement (MoA) as part of the programme approval process.

4.4 Undergraduate non-Year 1 entrants

Students who are admitted direct to years other than Year 1 of an undergraduate degree (non-Year 1 entrants) may be exempted from specified parts of the programme specification in accordance with section 6.8 of the General and Admission Regulations regarding recognition of prior learning.

4.5 Mode of study for Undergraduate Degree programmes

Undergraduate degree programmes can normally only be followed on a full-time basis (see regulation 4.6). Where students study on a part-time basis they may be required to take certain modules in particular years in order to ensure they meet the pre-requisite requirements for the degree.

4.6 Undergraduate degree by part-time mode in exceptional circumstances

4.6.1 Undergraduate degree programmes at the School are intended for full-time study only. However, in exceptional circumstances, permission may be granted for a current student to complete their studies by part-time mode if it appears that by doing so, this will significantly enhance their chances of successfully completing the programme.

4.6.2 Permission may be granted to study part-time in respect for any year of the programme except for Year 1 or Language Years Abroad.

4.6.3   Students who wish to make an application to study part-time must follow the *Transfer to Undergraduate Part-time Study Policy* and the application will need to be approved by the appropriate Associate Director and Academic Registrar prior to the Monday of the fourth week of Term 1.

4.6.4   Permission will only be granted for a maximum of two years of part-time study (equivalent of one year full time) at any given time and a new application will be required for additional requests. Any decision to approve study on a part-time basis will also be subject to visa requirements.

4.6.5   Certain exceptions to the regulations will apply for undergraduate students who are following their studies on a part-time basis, as follows:
(a) Progression requirements (see regulation 9)
(b) Maximum period of registration (see regulation 3)

4.7   Mode of study for graduate certificates and diplomas
Graduate Certificates and Graduate Diplomas can be followed on a full-time basis or on a part-time basis over 2 years. Where students study on a part-time basis they are normally required to take 60 credits in each year of the programme in particular years as set out in the programme specification. Students on graduate certificate and diploma programmes wishing to change their mode of study during the course of an academic year must request the change no later than the first day of the second term.

4.8   Mode of study for postgraduate programmes
Postgraduate programmes can normally be followed on a full-time or part-time basis. Part-time study is normally available over 2 or 3 years of study where the full-time equivalent would be one year, except that the LLM can also be studied over 4 years on a part-time basis. Part-time study is available over 4 years of study where the full-time equivalent would be two years. Further details are outlined in the Postgraduate Degree Requirement (Regulation 6). Where students study on a part-time basis they may be required to take certain modules in particular years in order to ensure they meet the pre-requisite requirements for the degree. Students on postgraduate programmes wishing to change their mode of study during the course of an academic year must request the change no later than the first day of the second term.

4.9   Mode of study for postgraduate certificates and diplomas
Postgraduate Certificates and Postgraduate Diplomas can be followed on a full-time basis or on a part-time basis over 2 years. Where students study on a part-time basis they are normally required to take 60 credits in each year of the programme in particular years as set out in the programme specification. Students on postgraduate certificates and diplomas wishing to change their mode of study during the course of an academic year must request the change no later than the first day of the second term.

4.10   Repeat years of study
4.10.1   Students who have failed modules can apply to repeat the year of study instead of interrupting their studies. This can be on a full-time basis, or part-time, if the student's visa and funding status permit part-time enrolment. Full time is defined as being enrolled for modules totalling 120-180 credits for postgraduate taught students, or 90-120 credits for undergraduates.

4.10.2   A repeat year of study can only be approved where the programme remains available for that year of study, which may not be the case for programmes which are being taught out following withdrawal or which have had periods where recruitment was paused. Repeating a year of study does not guarantee that the same modules will be available as previously taken: the version of the programme available, in the repeat year and any subsequent years, will be that offered to the main cohort, with the core and compulsory requirements of that version. The exception would be where a module required by that version has previously been taken and passed, in which case the department will identify an appropriate alternative.

4.10.3   A repeat year of study may not include modules which have already been passed, unless mitigating circumstances have been accepted for failed elements of assessment.

4.10.4   Marks for elements of assessment in modules which are being retaken cannot be carried forward into the repeat year. Students retaking a module must complete all elements of assessment, and the marks for these elements will replace any achieved in previous years, even where they are lower than marks previously achieved.

4.10.5   Repeat years incur fees at the usual rate, pro rata for the credit value of the modules taken. Only modules which form part of the programme specification for the year being repeated may be taken, except where the department has identified a substitute for a module previously taken and passed, as described in 4.10.2.

5.   Undergraduate Degree Requirements

5.1   Required amount of credit
To be eligible for an award, students must have completed a minimum specified amount of credit as set out here.

Certificate of Higher Education (Cert HE)	120 credits (all at level 4 or above)
Diploma of Higher Education (Dip HE)	240 credits (90 at level 5 or above)
Graduate Certificate (Grad Cert)	60 credits (45 at level 6 or above)
Graduate Diploma	90 credits (all at level 6 orabove)
2- year Senior Status LLB Honours degree	270 credits*

3-year degrees	
LLB Honours	360 credits**
Honours Degree (BA/BSc/BMus)	360 credits
Pass degree (BA/BSc/BMus)	300 credits

4-year degrees	
Honours Degree (BA/BSc)	480 credits
3-year Honours Degree with Foundation Year	480 credits
LLB with Year Abroad	480 credits**
Pass degree (BA/BSc)	420 credits

5-year degrees	
4-year Honours Degree with Foundation Year	600 credits
LLB with Year Abroad and Foundation Year	600 credits**
Pass degree (BA with Foundation Year)	540 credits

Students who fail to meet the requirements for the Senior Status LLB will not be eligible for a Pass degree or the degree of BA Law.

**There is no LLB Pass degree. Students who have completed 300 credits or more from the approved programme specification may be eligible for the award of the BA Law degree as a Pass or Honours degree.

5.2   Countable years for degree award

In calculating the amount of credit required for an award, all years of the registration are counted, including modules taken in Year 1 and, if applicable, Foundation Year; those taken during a compulsory language year abroad; and recognised prior learning. Not counted is credit accumulated in:

- modules taken before the start of a student's SOAS degree
- modules taken during periods of leave of absence
- additional modules taken while registered as a repeat year student (see 4.10)

5.3   Programme specification and minimum credit requirements

To be eligible for the award of a degree with a single-subject or two-subject degree title, a student must have satisfied the requirements of the *Taught Degree Regulations* and the programme specification for the programme of study. The requirement of regulation 4.1 to follow the approved programme specification takes priority when necessary over the minimum credit requirements set out in below.

Students may have the option of taking modules outside their subject (open options), but they must meet the following requirements for credit in their named degree subject:

Single subject degrees	Total amount of credit required	Minimum amount of credit required in degree subject
Certificate of Higher Education (Cert HE)	120	90
Diploma of Higher Education (Dip HE)	240	180
Graduate Certificate	60	45
Graduate Diploma	90	60
2-year Senior Status LLB	270	270
3-year LLB	360	300
3-year BA Law	360	300
3-year LLB/BA Law with Foundation Year	480	300
3-year BA/BSc/BMus	360	270
3-year BA/BSc/BMus with Foundation Year	480	270
4-year BA	480	360
4-year BA with Foundation Year	600	360

Two subject degrees	Total amount of credit required	Minimum amount of credit required in degree subject	
		Subject 1	*Subject 2**
3-year	360	150	120
3-year if entering into Year 2	240	90	90
3-year BA/BSc/BMus with Foundation Year	480	150	120
4-year	480	240	150

4-year if entering into Year 2	360	150	90
4-year if entering into Year 3	240	90	90
4-year BA with Foundation Year	600	240	150

* The term 'subject 2' includes the second language in a four-year two-subject degree in which the second subject is another language.

6. Postgraduate Degree Requirements

6.1 Postgraduate taught degree structures

SOAS postgraduate taught degrees are defined by their module structure and the credit rating attached to individual modules. The School offers the following postgraduate awards:

(a) Master's degrees
(b) Postgraduate diplomas
(c) Postgraduate certificates

6.2 Master's degrees: one-year full-time and part-time equivalents

6.2.1 Award of the degree requires students to have completed and passed modules totalling 180 credits. In most cases, these will comprise taught modules of to the value of 120 credits and a dissertation of 60 credits, although other formats may also be possible.

6.2.2 Part-time mode for one-year MA, MSc and MRes programmes is available over two or three years. Part-time mode for one-year LLM programmes is available over two, three or four years.

6.2.3 The dissertation on a part-time programme will normally be taken in the final year.

6.2.4 For information on specific programme structures, the individual programme specifications must be consulted.

6.3 Master's degrees: two-year full-time and part-time equivalents

6.3.1 Award of the degree requires students to have completed at least 300 or 315 credits, as set out in the programme specification, including a compulsory period of Study Abroad. The balance between taught credits and the dissertation varies from programme to programme.

6.3.2 Students cannot exit the award once they have completed 180 credits (or more) and be awarded a master's degree. Students who do not obtain the required credits may be eligible for the award of Postgraduate Diploma or Postgraduate Certificate if they meet the requirements.

6.3.3 For information on specific programme structures, the individual programme specifications must be consulted.

6.4 Postgraduate Diplomas (120 credits)

Award of the degree requires students to have completed and passed modules totalling a minimum of 120 credits. There may be variations to this structure and these will be outlined in the relevant programme specification.

6.5   Postgraduate Certificates (60 credits)
Award of the degree requires students to have completed and passed modules totalling a minimum of 60 credits. There may be variations to this structure and these will beoutlined in the relevant programme specification.

7.   Modules

7.1   Credits
Programmes of study are made up of individual modules which represent certain amounts of credits that then add up to the required credit total for a degree (see 5. UG Degree Requirements and 6. PGT Degree Requirements). All modules are allocated a credit level which reflects the level of learning to be attained; more information on this can be found in the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)* (see 2.2)*.* SOAS credits can be converted into ECTS (European Credit Transfer Scheme) points as outlined below.

Undergraduate

Credit Level	Credit Amount	ECTS Points
3 / 4 / 5 / 6	15	7.5
3 / 4 / 5 / 6	30	15

Postgraduate

Credit Level	Credit Amount	ECTS Points
7	15	7.5
7	30	15
7	45	22.5
7	60	30
7	90	45

7.2   Module definitions
Permitted modules for a named degree will be outlined in the programme specification. Modules fall into a number of categories not all of which are available for all programmes.

7.2.1   Core module
A core module is a module which must be passed before a student is permitted to progress to the next year of their degree and be eligible for the award of a degree.
Postgraduate core modules are the unique identifying component for a particular postgraduate degree programme and would not normally be available for another programme.

7.2.2   Compulsory module
A compulsory module is a module which is required for the degree programme but need not necessarily be passed before a student is permitted to progress to the next year of their degree or be awarded a degree.

7.2.3   Option modules
An option module, sometimes called 'guided option', is a module which is selected from a range of different modules specified for a named degree award. The option module need

not necessarily be passed before a student is permitted to progress to the next year of an undergraduate degree and/or be awarded a degree, provided that sufficient credit has been obtained.

7.2.4   **Open options**

An open option is a module which is in a subject or a language other than the subject(s) or language(s) named in a student's degree title, or other than prescribed in the programme specification for which a student is registered. An open option module may only be taken at SOAS and not another College.

a)   At UG level, students can only take open option modules to a maximum value of 30 credits in any one academic year. Information on access to open options at PGT level is contained within the relevant programme specifications.

b)   If the programme specification permits, a student may take open option modules to the following maximum values across the entire degree:

Single-subject degree	90 credits	This is the case regardless of the length of the degree (3, 4 or 5 years) and whether or not a Foundation Year is included. Foundation Years and Years Abroad cannot include Open Options.
Two-subject degree	60 credits	This is the case regardless of the length of the degree (3, 4 or 5 years) and whether or not a Foundation Year is included. Foundation Years and Years Abroad cannot include Open Options.

7.3   **Language modules**

7.3.1   Introductory-level languages are normally taught as two 15-credit modules (1a and 1b) that will be taken together, thus amounting to 30 credits. Students must pass the first 15-credit module (1a) in term 1 in order to progress to the second 15-credit module (1b) in term 2.

7.3.2   Where a student takes introductory-level language module(s) as optional module(s), and it becomes apparent that they are unlikely to be able to successfully complete these module(s), they will be given the opportunity to complete designated substitute module(s) and/or alter their module selection for the following term as applicable. These substitutions will be by permission of the relevant Director of Learning & Teaching , who will require a statement from the teacher of the language module that the student has attended a minimum of 80% of language classes but is, in the opinion of the teacher, likely to fail the module. The Director of Learning & Teaching will report to the Academic Registrar any module selection changes approved under this regulation.

7.3.3   First-year students on three-year single- or two-subject versions of BA African Studies, BA Middle Eastern Studies, BA South Asian Studies and BA South East Asian Studies may, in exceptional circumstances and on the advice of their module convenor, be permitted to take designated substitute module(s) as an alternative to the compulsory language requirement. The same process and requirements as outlined in 7.7.2 apply. This substitution is not permitted on the single- or two-subject version of BA South Asian Studies (Sanskrit) or other programmes where the language is core to the programme.

7.3.4 In the case of programmes where the language modules are core, students who are deemed by the module convenor to be unlikely to be able to complete successfully, will be given the opportunity to complete designated substitute module(s) and/or alter their module selection for the following term as applicable, and to transfer to an alternative programme in order to accommodate this. If they prefer to continue on the programme of registration, they will be permitted the usual number of attempts at re-assessment before being required to transfer to an alternative programme in order to continue.

7.4 Online shared modules

An online shared module is one which is delivered by SOAS but validated for credit by another institution (including the University of London Worldwide). This regulation does not apply to modules which are taken via online learning and which are owned by SOAS. Nor does it apply to modules delivered by other institutions, including colleges of the University of London. Online modules may include mandatory participation in online activities at times which fall outside the usual SOAS teaching terms.

Online shared modules may be taken as either open options (where the programme specification allows an open option and the online shared module has been included in the list of open options) or as guided options (where the online shared module has been included in the programme specification via the usual approval procedures).

7.4.1 Overlap with SOAS modules

No student may take an online shared module if the content overlaps significantly with a module the student has already taken or with a module which is required to be taken in a later year of the degree as set out in the programme specification.

7.4.2 Regulations for online shared modules

SOAS regulations, policies and procedures continue to apply to students who are taking online shared modules.

7.4.3 Undergraduate students

A maximum of 90 credits of online shared modules may be taken by undergraduate students taking on campus undergraduate degree programmes, with a maximum of 30 credits in any one year.

7.4.4 Postgraduate taught students

A maximum of 30 credits of online shared modules may be taken by postgraduate taught students taking on campus postgraduate taught degree programmes of any length.

7.4.5 Postgraduate research students

Online shared modules may be audited by postgraduate research students under the same procedures as on campus modules. Postgraduate research students may not take online shared modules for credit whilst enrolled on a research programme.

7.4.6 Degree Classification

Online shared modules are taken into account for a student's degree classification in the same way as modules completed on campus, i.e. both credit (in any year) and marks (in years apart from Y1 UG) will count.

7.5.1 Intercollegiate modules

An intercollegiate module is taught at another College of the University of London (including

the University of London Worldwide) or at New York University in London (NYUL). This regulation does not apply to modules which are taken at universities outside the University of London, either under an Erasmus scheme or as a period of language study abroad. Likewise, it does not apply to non-SOAS modules which form part of the programme specification for a degree i.e. for a two subject degree taught with another College of the University of London (if the module is not part of the programme specification then these regulations do apply).

7.5.2   Overlap with SOAS modules
No student may take an intercollegiate module if a satisfactory equivalent module is available in the same mode of study at SOAS. No student may take an intercollegiate module if the content overlaps significantly with a module the student has already taken or with a module which is required to be taken in a later year of the degree as set out in the programme specification.

7.5.3   Regulations for intercollegiate modules
Students taking modules at other Colleges of the University of London must comply with the regulations, attendance and module requirements of the module at the College concerned.

7.5.4   Undergraduate students
Intercollegiate modules may be taken by undergraduate students on 3 or 4 year on campus degree programmes, where the module can be shown to complement the student's programme of study and is agreed by the Programme Convenor.

7.5.5   Postgraduate taught students
Postgraduate students are not permitted to take intercollegiate modules at other Colleges unless this forms part of the programme specification for the degree.

7.5.6   Maximum number of intercollegiate modules
A maximum of 60 credits can be taken as part of a 3 or 4 year undergraduate degree programme. A maximum of 30 credits can be taken in any one academic year, unless the intercollegiate modules form part of the programme specification for the degree. (These maximum values are the same whether or not a student has taken a Foundation Year)

7.5.7   Year 1 undergraduate students
No Year 1 undergraduate student may take an intercollegiate module unless it forms a part of the programme specification for the degree.

7.5.8   Intercollegiate open option modules
No student may take an open option intercollegiate module at another College (except for modules at New York University in London). An open option module is in a subject other than those listed in a student's degree title. Thus, the only intercollegiate modules that may be taken are in the subject(s) of a student's degree title i.e. a student of BA History and Politics may apply to take a module at another College in either History or Politics, but not in any other subject.

7.5.9   Intercollegiate language modules
No student may take an intercollegiate language module at another College, without having received approval in advance from the relevant SOAS Programme Convenor and the Associate Director Teaching Quality (Undergraduate). This does not apply to students on language degrees which are taught with other Colleges of the University of London and form part of the programme specification for that degree.

7.5.10   Degree classification
Intercollegiate modules are taken into account for a student's degree classification in the same way that modules completed at SOAS are, i.e. both credit and marks willcount.

7.6   Auditing modules
Some registered students have the option to attend modules on an auditing basis. Students who audit modules are required to attend the classes but do not take the assessment and are not awarded credit for the module. Students audit modules for a number of reasons including general interest, to broaden knowledge or to obtain additional skills. Students must refer to the *Auditing Modules Policy* prior to making any request to audit modules.

7.6.1   Audited modules do not count towards progression requirements or to the degree award requirements.

7.6.2   Students cannot substitute a module they are auditing for one which they have enrolled on as part of their degree programme.

7.6.3   Not all modules can be audited and students must gain approval as set out in the *Auditing Modules Policy* before being allowed to audit modules.

8.   Attendance Requirements

8.1   Normal expectation of attendance
In order to benefit fully from their studies, students are expected to attend classes as required for the modules on which they are enrolled, which may include lectures, tutorials, seminars, language classes, practical classes and any other taught sessions as timetabled. Details of these requirements and how they are monitored are set out in the School's *Attendance Policy*.

8.2   Attendance requirements for students repeating a module
Students who are repeating a module must meet the normal class attendance requirements as if taking the module for the first time.

8.3   Minimum attendance thresholds
Some modules may set minimum attendance thresholds for the module which must be met. This is often the case for language modules.

8.4   Authorised absence
Exceptions to attendance requirements will be made where a student can demonstrate that they have mitigating circumstances in line with the School's *Mitigating Circumstances Policy*. This will result in their absence from class being designated as authorised.

8.5   Unauthorised absence and penalties
When a student's level of attendance gives cause for concern, the School will intervene to determine whether support is needed to ensure the student's re-engagement and continuation with their studies. Methodologies for identifying causes of concern, and the interventions to be used, will be approved by TeLSOC.

In cases where attendance remains below expected levels following supportive intervention, academic Departments may recommend to the Academic Registrar that the student's module mark be capped at the pass mark (this may impact on the student's degree

classification). Where, after supportive intervention, students fail to meet the attendance requirements across multiple modules, academic departments may recommend to the Academic Registrar that a student's programme registration should be terminated and they be withdrawn from the School.

9. Progression Requirement for Undergraduate Degrees

9.1 Annual progression requirement

9.1.1 Full-time students must complete modules to a minimum value of 90 credits in each year of their degree in order to be eligible to proceed to the next normal year of their degree programme. This must include all core modules prescribed for the year of study as outlined in the programme specification.

9.1.2 Undergraduate students who are studying part-time due to exceptional circumstances must meet the same progression requirements after two years. Part-time students will normally complete modules to a minimum value of 60 credits in any part-time year of study. (See regulation 4.6).

9.1.3 Students who are repeating the year of study full-time must complete modules to a minimum value of 90 credits in order to be eligible to proceed to the next normal year of their degree programme. Students who are repeating the year of study part-time must have met the same requirements by the end of their part-time year of study in order to be eligible to proceed to the next normal year of their degree programme.

9.1.4 Students who do not satisfy the annual progression requirements due to academic failure or mitigating circumstances will be automatically re-entered for assessment in all failed assessment elements for each failed module at the next available assessment opportunity and be placed on interruption for the year, unless the student applies for and is permitted to repeat the year of study in attendance (see 9.1.5) or to transfer programme. Students interrupted for failure to progress will be placed on the status 'repeat not in attendance' to denote that whilst they are not attending, they are expected to repeat all failed assessments.

9.1.5 Students who do not satisfy the annual progression requirement after re-entry for assessment must apply for one of the options below if they do not wish to undertake an interruption as set out in 9.1.4. Applications are considered on their merits and are not granted automatically:
(a) Full-time repeat year of study
(b) Part-time repeat year of study

9.1.6 The degree registration of a student will be terminated automatically if they have no further right of re-entry for assessment and as a result of this can no longer achieve the award for which they are registered.

9.2 Annual progression for students who have taken an Erasmus year outside SOAS

9.2.1 Students who have taken an Erasmus year outside SOAS must have passed modules taken at the Erasmus institution to the equivalent of a minimum of 90 credits (3 modules) to be permitted to proceed to the next normal year of their degree programme. The equivalence between modules at the Erasmus institution and SOAS modules will be determined by the Head(s) of the student's department(s) at the School in consultation with the Academic Registrar.

9.2.2   Students who do not satisfy the progression requirement in regulation 9.2.1 may be required to undertake re-assessment (if possible) at the Erasmus institution before being allowed to proceed, or may be required to register as a part-time repeat year student at SOAS to undertake alternative modules in place of those failed at the Erasmus institution, or may be required to satisfy the progression requirement in another manner approved by the student's Head(s) of department(s) and appropriate Associate Director Teaching Quality in consultation with the Academic Registrar.

9.3   Degree progression for Year 1 BA Japanese (single and two subjects)
9.3.1   These progression requirements apply to BA Japanese (single or two subject awards)only.

9.3.2   Students in Year 1 of BA Japanese (single or two subject award) must meet all of the following conditions to be eligible to progress to Year 2:
(a) Pass all core modules prescribed for Year 1 of their degree
(b) Pass a minimum of 90 credits
(c) Achieve a minimum overall qualifying mark of 50% at the first attempt in the core module (155901195 J100 Elementary Japanese or 155901196 J100 Accelerated Elementary Japanese).

9.3.3   Students who meet regulations 9.3.2 (a) and (b) but pass the core module in the summer examination period with a mark between 40 and 49% cannot progress to Year 2 of BA Japanese and may apply to transfer to another degree (such as BA Japanese Studies). Students cannot be entered for a summer resit examination to improve their mark.

9.4   Degree progression for Year 1 BA Arabic (single and two subjects)
9.4.1   These progression requirements apply to BA Arabic (single or two subject awards)only.

9.4.2   Students in Year 1 of BA Arabic (single or two subject award) must meet all of the following conditions to be eligible to progress to Year 2:
(a) Pass all core modules prescribed for Year 1 of their degree
(b) Pass a minimum of 90 credits
(c) Achieve a minimum overall mark of 50% at the first attempt in the core module (155900896 Arabic 1 Intensive (single subject) or 155905005 Arabic 1 Foundation (two subject).

9.4.3   Students who meet regulations 9.4.2 (a) and (b) but pass the core module in the summer examination period with a mark between 40 to 49% cannot progress to Year 2 of BA Arabic and may apply to transfer to another degree (such as Year 2 of BA Middle Eastern Studies or BA Islamic Studies). Students cannot be entered for a summer resit examination to improve their mark.

9.4.4   Students who meet regulations 9.4.2 (a) and (b) but fail the core module in the summer examination period with a mark of 0 to 39% may enter to take a late summer resit examination. Students who obtain an overall module mark of 40% or higher in the resit examination cannot progress to Year 2 of BA Arabic and may apply to transfer to another degree (such as Year 2 of BA Middle Eastern Studies or BA Islamic Studies).

9.5   Progression Requirements Two Year Postgraduate Programmes with Intensive Language
Students registered on a full-time named two year postgraduate programme with intensive language must pass both the language module and the summer language school on which they are enrolled in the first year in order to be permitted to progress to the second year of the programme.

10. Marking Schemes

10.1 Undergraduate Marking Scheme

Mark (%)	Classification	Pass/Fail
70 to 100	First Class	Pass
60 to 69	Second Class (Upper Division)	Pass
50 to 59	Second Class (Lower Division)	Pass
40 to 49	Third Class	Pass
0 to 39	Fail	Fail

10.2 Postgraduate marking scheme

Mark (%)	Classification	Pass/Fail
70 to 100	Distinction	Pass
60 to 69	Merit	Pass
50 to 59	Pass	Pass
0 to 49	Fail	Fail

11. Assessment

11.1 Conduct of assessment

11.1.1 Assessment will be conducted in accordance with the procedures outlined in the *Assessment Handbook* which will be published annually.

11.1.2 A candidate shall enter for assessment in accordance with the provisions of the *General and Admissions Regulations*, the *Taught Degree Regulations* and the relevant programme specification requirements.

11.2 Definition of assessment element

A module may be assessed by one or more means (an assessment element), each contributing a defined percentage to the overall module mark. An assessment element includes: written examinations, essays, oral examinations, practical examinations, seminar presentations, in-class tests or other specified assessment methods approved by the appropriate Department Committee. Where used without modification, the word 'examination' refers to a written examination.

Examples of assessment elements:

The following module has 3 assessment elements
EX - One written examination counting for 60%
AS - One essay counting for 30%
TS - A set of five weekly in-class tests counting together for 10%

The following module has 4 assessment elements
EX - One written examination counting for 60%
AS1 - One essay counting for 15%
AS2 - One essay counting for 15%
TS - A set of five weekly in-class tests counting together for 10%

11.3 Timing of assessment

Assessment will be undertaken in the academic year in which the relevant modules have been followed unless the re-assessment of the module falls in the following academic year.

11.4 **Pass marks and qualifying marks**

11.5.1 The minimum pass mark for modules is:
- 40% for an undergraduate module
- 50% for a postgraduate module

11.5.2 Individual modules may set qualifying marks which are higher than the minimum pass mark. These are approved via the usual procedure for module amendments and should be clearly published along with the assessment details. Not achieving the qualifying mark may prevent progression onto the next part of a degree programme but will not result in failing the module overall if the minimum pass mark has been achieved.

11.6 **Failure and resit attempts**

11.6.1 The definition of module failure is obtaining an overall module mark of:
(a) 0 to 39 for an undergraduate module
(b) 0 to 49 for a postgraduate module

11.6.2 Students can fail a module due to a number of reasons and normal resit (re-assessment) regulations apply in all cases:
(a) Academic failure of the module
(b) Failure due to not attempting assessment without good reason
(c) Failure due to deduction of marks for late submission

11.6.3 Students are permitted one first attempt at an assessment and a limited number of resit attempts. Further first attempts and resit attempts will only be granted as a result of accepted mitigating circumstances. A student who has failed a module at the first attempt will normally be allowed the following number of resit attempts:
(a) 2 resit attempts for undergraduate modules
(b) 1 resit attempt for postgraduate modules

11.6.4 If a student fails a module or does not attempt the assessment at the resit attempt due to accepted mitigating circumstances this will result in the resit attempt being deemed null and void. This will not count towards the number of permitted attempts. The student will be offered a replacement resit attempt at the next available opportunity which will be capped at the minimum pass mark.

11.6.5 The opportunity to resit is subject to a student remaining within their time limit for completion of the degree (see regulation 3).

11.6.6 Resit attempts apply to modules overall and not to individual assessment elements. To be entered for a resit in one or more assessment elements for a module on one occasion constitutes a resit attempt for that module as a whole and uses up one attempt.

11.6.7 Where a first-year student has failed an optional module, they may with the permission of their Programme Convenor, be permitted to take a new optional module in the following year to replace the failed first year module. The substitute module must be from the same list if it replaces a guided option or of the same level if it is to substitute for an open option and must, in all cases, be compliant with the relevant programme specification. This is permitted for a maximum of 30 credits. This regulation does not apply to core and compulsory modules.

11.7 **Capping of resit marks**

11.7.1 The overall mark for a module passed following a resit will be capped at the minimum pass

mark. The assessment elements are marked as normal and capping is applied to the overall module mark after the marks for the assessment elements have been totalled. The minimum pass marks are:
(a) 40% for undergraduate modules
(b) 50% for postgraduate modules

11.7.2   This capping will not apply if the module was failed at the first attempt due to accepted mitigating circumstances in line with the School's *Mitigating Circumstances Policy*.

11.8   Assessment elements to be re-assessed
Students will be automatically entered for re-assessment at the next available opportunity in all failed assessment elements where the module has been failed overall.

11.9   Re-assessment not permitted if a module has been passedoverall
Students will not be entered to be re-assessed in any assessment element if they have passed a module overall, except where the assessment element has not been attempted due to accepted mitigating circumstances.

11.10   Re-assessment not permitted in any assessment element that has beenpassed
Students will not be entered to be re-assessed in any assessment element for which the pass mark has been obtained. The only exception will be where the student has been permitted to repeat the module due to mitigating circumstances. In these cases the original mark will be wiped and replaced by the attempt in the repeat year even if the mark is lower than the original mark.

11.11   Repeating a module not permitted if that module has been passedoverall
Students may not repeat a module if they have passed the module overall, nor may take a module (either at SOAS or in another Higher Education Provider) which overlaps significantly with the module which has been passed.

11.12   Format of re-assessment elements
11.12.1 All modules should offer a re-assessment opportunity for all assessment elements for that module at the next available opportunity.

11.12.2 Re-assessment of modules should normally be in the same format as the original assessment. Re-attendance at the module is not normally required.

11.12.3 Where it is not possible to repeat the same assessment element at the re-assessment attempt, module convenors will be required to set an alternative assessment which assesses the same learning outcomes as the original assessment.

11.12.4 There may be some exceptional circumstances where an assessment element is deemed non-repeatable (i.e. cannot be re-assessed without further attendance of the module). This applies equally to students who have failed the module and those who have been unable to complete the module due to accepted mitigating circumstances. Students may not enter for re-assessment in non-repeatable assessment elements unless they have applied for and been granted permission to repeat the relevant module. Details of non-repeatable assessment elements will be included in the module outline available at the start of the module.

11.12.5 Students who are resitting failed coursework must complete new coursework for the module and must not re-use assignments which have been submitted previously for that or any other module. Re-using work in this way is known as self-plagiarism and is a breach of the School's *Academic Misconduct Policy*. The exception to this will be for Independent Study Projects and postgraduate dissertations which can be revised for resubmission.

11.12.6 Students who are repeating a module must complete new coursework for the module and must not re-use assignments which have been submitted previously for that or any other module. Students must complete coursework on the topics for the module as they are re-attending it. Students must complete the requirements for the module as if taking the module for the first time. Re-using work in this way is known as self-plagiarism and is a breach of the School's *Academic Misconduct Policy*.

11.13   Re-assessment and module content
Students who are re-assessed in assessment elements will be assessed on the module content as they attended it. However, LLB and LLM students should be aware that questions may also be set on recent legislation, case law, or current proposals for law reform within the scope of the syllabus.

11.14   Timing of re-assessment
11.14.1 Non-finalist undergraduate students who have failed a module or were absent from a module assessment due to accepted mitigating circumstances will be entered for re-assessment in the late summer assessment period immediately following.

11.14.2 Finalist undergraduate students and postgraduate taught students who have failed a module or were absent from a module assessment due to accepted mitigating circumstances will be entered for re-assessment in the summer assessment period of the year immediately following, not in the late summer assessment period.

11.14.3 Undergraduate students who spend Year 2 of their degree as a compulsory language year abroad are not eligible to enter for late summer re-assessment of their Year 1 modules. They may enter to be re-assessed at the next available opportunity during the following academic year (if possible) or the academic year following that. If they are ineligible to proceed to Year 2 of their degree programme, they must apply for one of the options available under 9.1.4.

11.14.4 Undergraduate students who spend Year 3 of their degree as a compulsory language year abroad are not eligible to enter for late summer re-assessment of their Year 2 modules. They may enter to be re-assessed at the next available opportunity during the following academic year (if possible) or the academic year following that. If they are ineligible to proceed to Year 3 of their degree programme, they must apply for one of the options available under 9.1.4.

11.14.5 Modules taken at other Colleges of the University of London are subject to the regulations of the relevant College and late summer re-assessment may not be permitted.

11.15   Crediting of marks for modules passed after re-assessment
Marks for modules passed after re-assessment will be credited to the year of study in which the module was followed and not the year in which the re-assessment was undertaken.

11.16   Condoned Fails
11.16.1 Students on undergraduate programmes who have not achieved the pass mark of 40% may be eligible for a condoned fail.

11.16.2 In order to be awarded a condoned fail, a student must have achieved a minimum mark of 30% for the module overall.

11.16.3 Condoned fails can be awarded at any UG level (i.e. levels 3, 4, 5 and 6). The maximum amount of condoned fails that can be awarded over the course of an entire programme, regardless of length, is 30 credits.

11.16.4 This does not apply to core modules, which must – by definition – be taken _and_ passed. A fail in a core module can therefore never be condoned.

11.16.5 The credits associated with a condoned fail will count towards the credit total for the degree, but the condoned fail mark will be considered when calculating the classification.

11.16.6 Students in their final year will be able to opt for a condoned fail once their results have been confirmed, in order to enable them to graduate, but they may also put themselves forward for reassessment in the following academic year as per the normal regulations.

11.16.7 Students who are in a Foundation Year, or in Year 1 or 2 of a three-year programme, or Year 1, 2 or 3 of a four-year programme, will need to make full use of all re-assessment attempts before a condoned fail can be awarded.

11.16.8 LLB and LLB Senior Status awards only. In order for a condoned fail to be considered a 'condoned marginal fail' in accordance with the Bar Standards Board/Solicitors Regulation Authority Academic Stage Handbook and thus enable an LLB awarded with a condonement to meet the requirements for a Qualifying Law Degree, the following conditions must be met in addition to those in 11.16.1-7 above:
   i) a minimum overall mark of 35% must have been attained in the module being considered; and
   ii) exceptional circumstances must be demonstrated, namely that the student has had an application for mitigating circumstances accepted at some point against an element of assessment on the module being considered.

11.16.9 Condoned fails cannot be awarded in modules taken as part of Study Abroad exchanges, Erasmus periods or for intercollegiate modules.

12.   Coursework Submission

12.1   Coursework submission policy
Students must abide by the School's *Coursework Submission Policy*. In order to benefit fully from their modules, students are expected to submit all coursework required for the module by the published deadline. Failure to submit coursework in whole or in part will result in a proportionate reduction of the mark awarded for the module as outlined in the School's *Coursework Submission Policy*.

12.2   Online submission
Submission of coursework is normally online. Upon submission of coursework an automatic email receipt is sent to the student confirming receipt. In exceptional circumstances, hardcopy submission of coursework may be required and the procedure will be explained by the department in advance of the submission date.

12.3   Deadlines for submission of coursework
12.3.1   Heads of departments will ensure that students are informed in writing at the beginning of the academic year of the deadlines for the submission of coursework for modules within their department.

12.3.2   Individual deadlines for coursework submission may vary and may be earlier than the published School deadline (the Friday immediately before the start of the summer examination period) but may not be later than the School deadline. No marks will be awarded for any coursework submitted after the School deadline even if this is as a result of accepted mitigating circumstances.

12.3.3   *Late summer assessments*: The deadline for the submission of late summer coursework is the first day of the late summer examination period. The School deadline for late summer coursework is the last day of the late summer examination period. Work submitted after the coursework deadline but before the School deadline will attract penalties as set out in 12.4. No marks will be awarded for any coursework submitted after the late summer School deadline even if this is as a result of accepted mitigating circumstances.

12.4   Penalties for late submission of coursework
Coursework which is submitted after the coursework deadline published in the module outline but before the School deadline will be marked, but marks will be reduced for every day or part day that the work is late. The mark deduction will be specified in the School's *Coursework Submission Policy*. This reduction of marks will not apply if there are accepted mitigating circumstances and the work is submitted before the relevant School deadline.

12.5   Word count and marking of over-length coursework
Students must abide by the School's *Word Count and Marking of Over-length Coursework Policy*.

12.6   Plagiarism and self-plagiarism
Students must abide by the School's *Academic Misconduct Policy* and the requirements for appropriate referencing in order to avoid allegations of plagiarism and/or self-plagiarism.

13   Examination Requirements

13.1   Instructions to candidates
Students must abide by the School's *Instructions for Candidates* which govern the conduct of examinations at the School. Any breaches of these instructions may be referred to the School's *Academic Misconduct Policy*.

13.2   Absence from written examinations
Students who are absent from examinations will be recorded as having failed the examination and will use up one right of entry for assessment. This provision will not apply if the student was unable to take the examination due to accepted mitigating circumstances which does not use up a right of entry for assessment.

14.   Postgraduate Dissertation Requirements

14.1   Postgraduate dissertation deadline
The deadline for the electronic submission of postgraduate dissertations is 11:59 pm on 8 September of the year in which the dissertation is undertaken. This is the time and date by which a dissertation must be submitted to avoid the possibility of a penalty for late submission.

14.2   The final School deadline
The final deadline for the electronic submission of postgraduate dissertations is 11:59 pm on 30 September of the year in which the dissertation is undertaken. No marks will be awarded for a dissertation submitted after this date unless mitigating circumstances have been accepted to defer submission to the following academic year.

14.3   Procedure for deferring postgraduate dissertations
Students who wish to apply for a long-term deferral of submission (during the period 1 October to 8 September in the year following the year in which the dissertation was undertaken) must do so in accordance with the mitigating circumstances procedure. The results for dissertations approved for deferred submission will be considered by the relevant Sub-Board of Examiners in either June or November of the following year, depending on when the dissertation is submitted. Therefore, there will be a year's delay in the award in the case of long-term deferral. The opportunity to apply for a long-term deferral is subject to a student completing the programme within the specified time limit.

14.4   Late submission
Students who submit a dissertation after the 8 September deadline but before the 30 September deadline must submit it in the normal way. Late dissertations will be marked, but the mark awarded will have marks deducted in line with the School's *Coursework Submission Policy* for each calendar day, or part thereof, that the work is late. This reduction of marks will not apply if there are accepted mitigating circumstances and the work is submitted before the relevant School deadline for postgraduate dissertations.

14.5   Extensions and mitigating circumstances
There is no procedure for granting extensions to dissertation submission dates. No member of academic or administrative staff has the authority to grant an extension. If the late submission is due to mitigating circumstances, these must be submitted in line with the School's *Mitigating Circumstances Policy*.

15. Viva Voce Examinations

15.1 The examiners may test any candidate by means of an oral examination, which may cover the candidate's entire field of study. This is known as a viva voce examination and is normally only used when a candidate is on the borderline between classifications.

15.2 The viva voce examination is in addition to any other prescribed form(s) of assessment, or oral examinations which form an assessment element for some modules.

15.3 At least two members of academic staff must be involved in any viva voce examination including the external examiner.

16. Degree Classification

16.1 Undergraduate degree classification scheme
The School Board of Examiners will meet on one occasion each year, usually in June/July, to determine the degree classification of undergraduate students, and will have regard to the *Undergraduate Degree Classification Scheme* as outlined in Appendix A of these regulations.

16.1.1 All candidates who are eligible for an Honours degree will be classified
Candidates who meet the criteria of eligibility for the award of an Honours degree will have their degrees classified by the School Board of Examiners except if they have outstanding assessments due to accepted mitigating circumstances.

16.1.2 Classification for Honours on one occasion only
No student who has been awarded a degree may be reconsidered for the award of Honours degree in respect of the same period of study.

16.1.3 Procedure in respect of candidates who are eligible for a Pass degree
(a) The Registry will write to the candidate informing them that the School Board of Examiners has determined they have met their degree requirements and are eligible for the award of a Pass degree. The candidate will be given the choice of either accepting the Pass degree or requesting reconsideration for an Honours degree in the following year provided they have re-assessment opportunities remaining and are within the maximum period of registration for their degree.
(b) A candidate who applies for the award of a Pass degree will be informed that the Pass degree has been awarded, and will not be eligible to enter for re-assessment in modules for an Honours degree except by registering anew for a degree under the School's Regulations.
(c) A candidate who wishes to apply for reconsideration for an Honours degree must enter for re-assessment to be undertaken in the academic year immediately following, with a view to completing the requirements for an Honours degree.
(d) Candidates may not take new modules after the end of their degree registration to count towards their degree.

16.2 Graduate certificate and diploma classification scheme
The School Board of Examiners will meet on one occasion each year, usually in June/July, to determine the degree classification of Graduate Certificate and Graduate Diploma students, and will have

regard to the *Graduate Certificate and Diploma Classification Scheme* as outlined in Appendix B of these regulations.

16.3   Postgraduate degree classification scheme

The School Board of Examiners will meet on two occasions each year, usually in July and November, to determine the degree classification of postgraduate taught students, and will have regard to the *Postgraduate Degree Classification Scheme* as outlined in Appendix C of these regulations.

16.4   Postgraduate certificate and diploma classificationscheme

The School Board of Examiners will meet on two occasions each year, usually in July and November, to determine the degree classification of Postgraduate Certificate and Postgraduate Diploma students, and will have regard to the *Postgraduate Certificate and Diploma Classification Scheme* as outlined in Appendix D of these regulations.

17.   Aegrotat Awards

17.1   A candidate may make an application to the Registry for their case to be considered under the aegrotat regulation. Where a candidate is unable to make an application (due to death or serious illness or injury), a Head of department may make the application on their behalf. In order to be considered eligible the candidate must have completed their full period of study and:

(a) be unable to undertake assessments during their final year due to accepted mitigating circumstances or other causes judged sufficient by the Board of Examiners, or

(b) has undertaken assessments but considers that their performance has been adversely affected by mitigating circumstances.

17.2   The application must be accompanied by a statement of the grounds on which it is made along with documentary evidence as outlined in the mitigating circumstances policy and must be submitted within six weeks from the last day of the relevant examination period.

17.3   A candidate will be considered for the award of an aegrotat degree only if the Board of Examiners has been unable to recommend the award of a degree with a Pass or Honours classification. In such a case the Board of Examiners will consider the following:

(a) the results in assessments which the student has completed, if any

(b) records of the candidate's performance during the degree programme

(c) assessment provided by the candidate's teachers

The Board of Examiners will determine whether evidence has been shown to their satisfaction that, had the candidate completed assessments in normal circumstances, they would clearly have reached a standard and completed the necessary modules required for the award of a degree.

17.4   Where the Board of Examiners are satisfied that the student meets the requirements for the aegrotat degree, the candidate will be informed that they are eligible to apply for the award of an aegrotat degree, and if so, that they may either:

(a) Apply for the award of the aegrotat degree;or

(b) Not apply but enter to undertake assessment or re-assessment in the academic year immediately following, with a view to completing the requirements for the award of a degree. Candidates may not take new modules after the end of their degree registration to count towards their degree.

17.5   If a candidate applies for an aegrotat degree they will be informed whether or not the degree has been conferred.

17.6   A candidate who has applied for the award of an aegrotat degree will not be eligible thereafter to enter to undertake assessment or re-assessment for a classified degree.

17.7   On re-entry for the classified degree a candidate who has been informed that they are eligible to apply for the award of an aegrotat degree ceases to be eligible so to apply.

17.8   Aegrotat degrees will be awarded without classification.

17.9   Holders of aegrotat degrees may not subsequently be considered for Honours, except that they may apply to register anew for a degree under the School's *General and Admissions Regulations for Students*.

18.   Dates of Award

18.1   The date of award for undergraduate programmes is 31 July.

18.2   The dates of award for postgraduate programmes are 31 December and 31 July depending on when the final assessment is taken.

18.3   These dates may be altered by Academic Board in any given year if exceptional circumstances arise which prevent the usual assessment and examination board procedures from being completed at the usual times.

19.   Notification of Results

19.1   Further information can be found in the *General and Admissions Regulations for Students* (Regulation 24).

20.   Appeals

20.1   Further information can be found in the *General and Admissions Regulations for Students* (Regulation 23) and in the School's *Appeals Policy*.

Appendix A – Undergraduate Classification Scheme

A1   **Degree Classes**
The Board of Examiners may award BA, BSc, BMus and LLB Honours degrees with one of the following classes:

70 to 100	(1)	First class
60 to 69	(2i)	Upper second class
50 to 59	(2ii)	Lower second class
40 to 49	(3)	Third class
0 to 39	(F)	Fail

The Board of Examiners may award BA, BSc and BMus degrees with a Pass classification, but may not award Pass degrees to candidates for the LLB. LLB students who have completed 300 to 345 credits from the LLB programme specification may be eligible for the award of the degree of BALaw.

A2   **Classification scheme**
The Board of Examiners determines the class of degree to be awarded to each student at the end of their degree. The classification scheme is based on a profile of degree classes of modules obtained in years other than Foundation Year and Year 1 of the degree, including intercollegiate modules. The Board does not use averages. The classification scheme applies to 3 and 4-year degrees that include two years of classifiable modules.

A2.1   **Correct number of credits**
The Board first checks that candidates have the minimum number of credits required for an Honours degree. These must comply with the requirement that students complete 120 credits in each academic year of their programme of study.

A2.2   **Qualifying years for honours**
The Board only considers modules for Honours classification which are in the qualifying years of a degree (i.e. years other than Foundation Year/Year 1).

A2.3   **Primary and secondary rules**
The Board then examines the classes of a student's modules under two rules of classification - the **primary rule** and the **secondary rule**.
(a) The Board determines the classification of each candidate by using both the primary and the secondary rule.
(b) The primary rule is applied first followed by the secondary rule.
(c) No candidate is classified by the operation of one rule only.

A2.4   Results for candidates spending a compulsory language year **abroad**
(a) Modules taken as part of a compulsory language year abroad are not counted for honours classification and are awarded as pass or fail.
(b) Students who successfully complete the language year abroad are awarded 120 credits towards the credit required for a degree, but no marks. The modules count as modules in the relevant language for the purpose of calculating the degree title.

A2.5   **Results for candidates spending an Erasmus year abroad**
(a) Candidates will receive credit for a successfully completed Erasmus year spent outside SOAS. This credit will take the form of modules graded as Pass, which will count towards the degree requirement. The Board will not consider the actual marks awarded by the

Erasmus institution when classifying for Honours. The Board may take into account the content of the modules studied at the Erasmus institution when determining the title of degree to be awarded.

(b) Candidates who have undertaken an Erasmus year as Year 2 of a three-year degree will be classified for Honours solely on the basis of their results in Year 3. The Board will have regard to both the profile and the average of marks in this year.

A2.6   Candidates admitted to years other than Year 1
Non-year 1 entrants are classified for Honours solely on the basis of modules taken during their degree registration at SOAS.

A3   The Primary Rule
To be awarded a degree of class x, a candidate must have a minimum number of credits at class x or better, falling into one of the following patterns. These credits must be from modules in the final two years of the degree, or in Years 2 and 4 for students taking four-year degrees with a language year abroad in Year 3 or in Years 3 and 4 for students taking four-year degrees with a language year abroad in Year 2.

Pre-final year x or above	Final year	Total credits in class
0	120	120
15	105	120
30	90	120
45	75	120
60	60	120
75	60	135
90	45	135
105	45	150
120	30	150

A4   The Secondary Rule
To be awarded a degree of class x, candidates must **not** have more than a certain maximum number of credits which are two classes below class x (x − 2). Modules in class x - 2 can be compensated by modules of the same credit value or greater which are one class higher than class x (x + 1, *except where x is a first as this is the highest class possible*).

A4.1   For the purpose of this rule, the classes are 1, 2i, 2ii, 3, and Fail.
Class x - 2 (two or more classes below class x)
Class x + 1 (one or more classes above class x)

A4.2   (a)   To be awarded a degree of class x under the primary rule, a candidate must not have more than 45 credits in the qualifying years in class x − 2 under the secondary rule.
(b)   If a candidate has 60 or more credits in class x − 2 in the qualifying years, the second and subsequent modules in class x - 2 may be compensated by modules in class x + 1, except where x = 1st then (c) below applies.
(c)   If there are no compensating modules in class x + 1, then the modules in class x are deemed to be reduced by one class to class x − 1. This is on a one for one basis according to the number of modules above 45 credits in class x - 2. This reduction will be carried out in the way least disadvantageous to the candidate.
(d)   The profile of classes adjusted by the deemed reduction will then be classified under the primary rule.

(Note: 'deemed reduction' - classes are regarded as reduced for this classification exercise only. The actual results remain unaffected and will be shown on the transcript.)

A5   **Degree titles**

A5.1   **Title of degree on application and enrolment and title of degree awarded**
For two-subject degrees, the title of the degree during the programme of study is arranged in alphabetical order of the subjects. Degrees in which a language is part of the degree title have the language first in the degree title. These orders are conventional and do not reflect the balance between the two subjects either overall or in any particular year. These forms of degree titles will not necessarily be the same as the titles of the degrees as awarded on completion of the degree.

A5.2   **Determination of the title of degree to be awarded**
The Board of Examiners determines the title of degree for each candidate when classifying that candidate for Honours or a Pass degree. The Board will have regard to the guidelines set out below, but reserves the right in exceptional circumstances to determine degree titles according to other criteria.

A5.3   **Criteria for determining the title of degree**
When determining the title of degree to be awarded, the Board will have regard to the whole profile of modules passed by the candidate during their enrolment at levels 4, 5 and 6, including those taken in Year 1, but not Foundation Year. The level of pass is not taken into account in determining the title of the degree. For candidates admitted to years other than Year 1, this does not include modules taken before the start of the SOAS degree.

A5.4   **Types of degree title**
The Board may award a degree with a title having reference to one field of study (a single-subject degree) or to two fields of study (a two-subject degree). The title of a two-subject degree will be joined by the conjunction 'and' (some awards may have the conjunction 'with').

A5.5   **Naming of single-subject degrees**
Students have to meet the minimum number of credits in the subject of the title of the degree as outlined in regulation 5.

A5.6   **Naming and order of two-subject degrees**
That subject will appear first in the degree title in which the greater number of credits has been passed (the level of pass is not relevant for this purpose). If there is overall equity, the order will be determined by the majority of credit in the final year. If there is overall equity and equity in the final year, the subjects will normally be listed in alphabetical order.

A5.7   **Modules taken during a compulsory language year abroad**
Students who successfully complete a compulsory language year abroad are credited with 120 credits towards their degree requirement. These count as credits in the relevant language for the purpose of calculating the degree title.

Appendix B – Graduate Certificate and Diploma Classification Scheme

B1   **Eligibility for award**

In order to be eligible for the award of a Graduate Certificate a candidate must have completed and passed modules (or equivalent half modules) totalling a minimum of 60 credits; for the award of a Graduate Diploma, a candidate must have completed and passed modules totalling a minimum of 120 credits (or equivalent half modules). Variations to these requirements may exist and this will be outlined in the approved programmespecification.

B2   **Graduate Certificate and Diploma classification**

The Board of Examiners may award a Graduate Certificate or a Graduate Diploma with one of the following classes:
- Distinction
- Merit
- Pass
- Fail

B3   **Graduate Certificate and Diploma classification scheme**

Candidates must meet the following criteria for the award of a Graduate Certificate or a Graduate Diploma. Variations to these requirements may exist and this will be outlined in the approved programme specification.

Award with a Pass
- Pass all modules with a mark of at least 40 for each module. Averaging marks across modules is not permitted to obtain a Pass grade

Award with Merit
- Pass all modules with an average overall mark of at least 60. A mark of at least 65 must be obtained for modules to the value of 60 credits.

Award with Distinction
- Pass all modules with an average overall mark of at least 65. A mark of at least 70 must be obtained for modules to the value of 60 credits.

Appendix C – Postgraduate Classification Scheme

C1   Postgraduate degree classes
The Board of Examiners may award LLM, MA, MMus, MRes and MSc degrees with one of the following classes:
- Distinction
- Merit
- Pass
- Fail

C2   Postgraduate classification schemes
Candidates must meet the following criteria for the award of a master's degree:

C2.1   One-year programmes (including relevant part-time pathways)
Award with a Pass
- Students must obtain 180 credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.

Award with Merit
- Students must obtain 180 credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.
- Students must achieve a mark of at least 60 in a minimum of 60 credits excluding the dissertation.
- Students must achieve a mark of at least 60 in the dissertation.

Award with Distinction
- Students must obtain 180 credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.
- Students must achieve a mark of at least 60 in each full module; marks for half-modules will be averaged.
- Students must achieve a mark of at least 70 in a minimum of 60 credits excluding the dissertation.
- Students must achieve a mark of at least 70 in the dissertation.

C2.2   Two-year programmes (including relevant part-time pathways)
Study Abroad period
For the MA Intensive Chinese Studies, and the MA Anthropological Research Methods & Nepali, credit for the Study Abroad period of the degree will be recorded as pass/fail but will not have a numerical mark. The degree classification will be calculated on the basis of marks awarded for SOAS-modules only.
MA programmes with a discipline subject and an intensive language component do record marks for the Study Abroad period of the degree and do use these marks towards classification.

C2.3   MA Intensive Chinese Studies and MA Intensive South Asian Studies
Award with a Pass
- Students must obtain 300 credits, including Study Abroad credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.

Award with Merit
- Students must obtain 300 credits, including Study Abroad credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.

- Students must achieve a mark of at least 60 in a minimum of 105 credits taken at SOAS, excluding the dissertation.
- Student must achieve a mark of at least 60 in the dissertation.

Award with Distinction
- Students must obtain 300 credits, including Study Abroad credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.
- Students must achieve a mark of at least 60 in each full module taken at SOAS; marks for half-modules will be averaged.
- Students must achieve a mark of at least 70 in a minimum of 105 credits taken at SOAS excluding the dissertation
- Students must achieve a mark of at last 70 in the dissertation.

C2.4   MA Anthropological Research Methods & Nepali
Award with a Pass
- Students must obtain 300 credits, including Study Abroad credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.

Award with Merit
- Students must obtain 300 credits, including Study Abroad credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.
- Students must achieve a mark of at least 60 in a minimum of 120 credits, excluding the dissertation.
- Student must achieve a mark of at least 60 in the dissertation.

Award with Distinction
- Students must obtain 300 credits, including Study Abroad credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.
- Students must achieve a mark of at least 60 in each full module; marks for half-modules will be averaged.
- Students must achieve a mark of at least 70 in a minimum of 120 credits takenat SOAS excluding the dissertation
- Students must achieve a mark of at last 70 in the dissertation.

C2.5   MA [Discipline] & Intensive Language
Award with a Pass
- Students must obtain 315 credits, including Study Abroad credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.

Award with Merit
- Students must obtain 315 credits, including Study Abroad credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.

- Students must achieve a mark of at least 60 in a minimum of 150 credits, excluding the dissertation. At least 60 of these credits must be in the discipline.
- Student must achieve a mark of at least 60 in the dissertation.

<u>Award with Distinction</u>
- Students must obtain 315 credits, including Study Abroad credits, i.e. each individual module must be passed. Marks for half-modules may not be averaged in order to generate a pass mark.
- Students must achieve a mark of at least 60 in each full module taken at SOAS; marks for half-modules will be averaged.
- Students must achieve a mark of at least 70 in a minimum of 150 credits taken at SOAS excluding the dissertation. At least 60 of these credits must be in the discipline.
- Students must achieve a mark of at last 70 in the dissertation.

Appendix D – Postgraduate Certificate and Diploma Classification Scheme

D1   **Eligibility for award**
In order to be eligible for the award of a Postgraduate Certificate a candidate must have completed and passed modules (or equivalent half modules) totalling a minimum of 60 credits; for the award of a Postgraduate Diploma, a candidate must have completed and passed modules totalling a minimum of 120 credits (or equivalent half modules). Variations to these requirements may exist and this will be outlined in the approved programme specification.

D2   **Postgraduate Certificate and Diploma classes**
The Board of Examiners may award a Postgraduate Certificate or a Postgraduate Diploma with one of the following classes:
- Distinction
- Merit
- Pass
- Fail

D3   **Postgraduate Certificate and Diploma classificationscheme**
Candidates must meet the following criteria for the award of a Postgraduate Certificate or Diploma. Please also see D1 above. Variations to these requirements may exist and this will be outlined in the approved programme specification.

Award with a Pass
- Pass modules with a mark of at least 50 for each module (or equivalent half module). Averaging marks across modules is not permitted to obtain a Pass grade.

Award with Merit
- Pass modules with an average overall mark of at least 60. A mark of at least 65 must be obtained for modules to the value of 60 credits.

Award with Distinction
- Pass modules with an average overall mark of at least 65. A mark of at least 70 must be obtained for modules to the value of 60 credits.

Appendix E – Boards of Examiners

E1   **Discretion of Sub-Boards of examiners**
If a candidate does not meet the criteria for the award of a certain classification, the relevant Sub-Board of Examiners may at its discretion recommend the award of a different classification on one or both of the following grounds:

(a) Consideration of the overall profile of the candidate; and/or
(b) Consideration of accepted mitigating circumstances for the candidate (but not if these circumstances have already been taken into account in determining the marks for the constituent modules, as this could result in double compensation).

When a classification is recommended in these circumstances, the reasons for the award shall be fully recorded in the minutes of the Sub-Board of Examiners. Such recommendations will be considered for approval by the appropriate School Board of Examiners.

E2   **School Board of examiners**
The School Board of Examiners determines the classification of degrees at its annual meeting in June/July for undergraduate programmes and July and November for postgraduate programmes. The School Board of Examiners retains the discretion in exceptional circumstances to calculate degree classification on profiles other than those set out here. No individual member of staff can promise that any particular class of degree will be awarded.

Appendix F – Other School Policies and Procedures

F1   Further regulations, codes of practice, policies and procedures, which are referred to in these regulations and should be read in conjunction with them, can be found at https://www.soas.ac.uk/registry/degreeregulations/.

Document Version

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2015/16	John Peck, Head of Registry and Quality		September 2015
2016/17	Eva Peters, Curriculum & Regulations Officer	See 2016/17 Regulations	September 2016
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2018/19	Rebecca Harrison, Academic Registrar	See 2018/19 Regulations	August 2018
2019/20	Jenni Rhodes, Academic Registrar	Inclusion of the Foundation Year (throughout) Terminology and job titles to reflect academic and OPS restructuring, and recent legislation (throughout) Definition of accelerated programmes and flexibility for new programmes to set minimum and maximum periods of study (3.2) Clarification of PT mode of study for 2year PGT programmes (4.8) Updates to classification scheme to reflect approved amendments to specific 2 year PGT programmes (6.3.1, App 2) Inclusion of procedure allowing students to complete designated substitute modules, in case of failure where a language module is core (7.3.4) Update to regulation on intercollegiate modules to facilitate blended learning (7.5) Signposting to Attendance Policy and clarification around penalties for non-attendance to ensure supportive intervention (8.1)	August 2019
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