

## Summary of regulations, policies and terms and conditions 2024-25

This document is a summary of significant clauses in College academic regulations, policies and terms and conditions of study. Students should also be familiar with all College regulations and policies. Details of the College Regulations, Policies, Frameworks and Codes are available online: [Student Regulations and Policies](#)

### Attendance Policy

Students are expected to attend classes and submit assessments. Students who do not engage with their studies and fail to respond to College communications will have their registration with the College discontinued.

### Common Awards Scheme Regulations (Clause 22.5)

Students who fail any element of assessment are offered the opportunity to be reassessed. The reassessment will be capped at the pass mark, unless there are accepted mitigating circumstances, or the reassessment is a retake of the module with attendance.

### Common Awards Scheme Regulations (Clause 35-52)

For taught programmes of study classifications of awards are awarded on the basis of a calculated weighted average. The following indicates the algorithms applied for the type of award. The weighted average is calculated by averaging all module marks proportionate to the credit size of the module and weighted by level.

- Cert HE - Level 4 and above only, equal weighting
- Dip HE/Foundation Degree/BA/BSc/LLB - Level 4 modules are weighted 0 and do not count to the weighted average
- Level 5 modules are weighted 1 and level 6 modules are weighted 2.
- Graduate Certificate/Diploma – level 6 only, equal weighting
- MSci - Level 4 modules are weighted 0 and do not count to the weighted average. Level 5 modules are weighted 1, level 6 and level 7 modules are weighted 2.
- Postgraduate Taught (PGcert, PGDip, MA, MSc, LLM, MRes) – level 7 only, equal weighting

### Common Awards Scheme Regulations (Clause 52)

Students whose weighted average falls within 2.00% of a borderline classification will be considered at sub-boards for raising into the next classification band. Classifications will

only be raised where a) there is a preponderance (50% or more, including level 4 at UG) of credit in the higher band, or b) where there are relevant mitigating circumstances.

Where a student's weighted average result falls below a classification boundary but is within 0.5% of that boundary, they will automatically be rounded up to the higher classification.

### **Discontinuation of a Student's Registration Policy (Clause 20 to 21)**

Students are expected to attend classes and submit assessments. Students who do not engage with their studies and fail to respond to College communications will have their registration with the College discontinued.

A student's registration may be discontinued at any stage of the year, on academic grounds, or non-academic grounds, including grounds of discipline or where the student is in debt to the College.

### **Fees Policy (Clause 4.2 to 4.3)**

Students are charged an annual tuition fee in each year of their programme. For modular enrolment courses as part of a Certificate of Higher Education, students are charged an annual tuition fee based on the fee(s) for the selected module(s). Following the first year of study tuition fees may be subject to annual inflationary increases. Fees for home undergraduate students are regulated by the government and annual fee increases will be made up to the maximum level permissible by government regulation. In all other circumstances for the duration of their programme students may expect tuition fees to increase annually in line with inflation up to a maximum of the Consumer Price Index (CPI) +3%.

### **Fees Policy (Clause 4.4 to 4.5)**

Students are charged a fee depending on which year they started and which year of study they are in. Students who take a break in study or are required to re-take modules may change their cohort of study for fee purposes. Students will be charged fees according to the cohort of study to which they are in. In some cases, this may be a higher fee than the previous cohort fee if the fee for that programme has changed for a particular cohort.

### **Fees Policy (Clause 7.1 to 7.2)**

Students who wish to change programme or mode of study are encouraged only do so between academic years. If a student changes mode of study from full-time to part-time

(or vice versa) or transfers to a different programme of study during the academic year, this may affect the tuition fee that is charged.

### **Fees Policy (Clause 1.1, 1.2 and 14.1)**

Students who do not complete a full academic year of study due to taking a break in study or withdrawal will have their fee liability adjusted in line with the term in which they cease studying for that year. Liability is charged by term on the basis of 25%/50%/100% for undergraduate students paying by student loan and 33.33%/66.66%/100% for all other students.

### **Fees Policy (Section 10)**

Overseas applicants who require a UK Student visa to study and are not funded by a scholarship or studentship are required to pay a deposit when accepting an offer to secure their place.

### **Fees Policy (Section 12)**

Students are able to cancel the contract for studies without financial penalty until 14 days (calendar days) into the start of the first term of study that the programme begins. This is in addition to your right to cancel the contract for students 14 days after accepting the offer of a place.

### **Fees Policy (Section 13)**

Students who do not complete a full academic year of study due to taking a break in study or withdrawal will have their fee liability adjusted in line with the term in which they cease studying for that year. Liability is charged by term on the basis of 25%/50%/100% for undergraduate students paying by student loan and 33.33%/66.66%/100% for all other students.

### **Late Submission Policy**

Assessment that is submitted late will receive a late penalty mark and deduction of 10% of marks awarded from the original, 'real' mark for the piece of assessment concerned if it is submitted up to 7 calendar days late, except where there are accepted mitigating circumstances. Work submitted more than 7 calendar days late will be capped at the pass mark except where there are accepted mitigating circumstances.

### **Student Discipline Policy**

Birkbeck is committed to providing the highest quality academic and work environment where all are welcomed, respected and treated in a consistent and non-discriminatory

manner. Students are expected to conduct themselves appropriately at all times. Any student whose conduct is inappropriate may be subject to the disciplinary proceedings outlined in this Policy.

## **Terms and Conditions of Study**

### **- (Clause 35 to 40)**

The College will not normally make material changes to modules or programmes that students have agreed to study except where the changes will benefit the student experience or changes are necessary due to circumstances outside of the control of the College. Where material changes are necessary or proposed, these will be kept to a minimum and the College will provide appropriate support and guidance.

### **- (Clause 41 to 43)**

The College may update and replace regulations, policies and procedures from time to time in order to ensure that the College operates efficiently for students and meets relevant legal and regulatory obligations. Changes to the College's regulations, policies, guidelines and procedures will be appropriately notified to students and published on the College's website by academic year.

### **- (Clause 44 to 45)**

- a. Sometimes circumstances beyond the control of the College may mean that it cannot provide its educational services. Examples of such circumstances include: (strikes, lockouts or other industrial action;
- b. the unanticipated departure of members of College staff;
- c. power failure;
- d. acts of terrorism or threatened acts of terrorism;
- e. damage to buildings or equipment;
- f. the acts of or any restrictions imposed by any governmental, public or local authority;
- g. epidemic, pandemic, quarantine or widespread illness;
- h. failure of public utilities or transport system or networks;
- i. fire;
- j. civil commotion or riot;
- k. war (whether declared or not) or invasion;
- l. severe weather or natural disaster;
- m. flood; or
- n. changes required by accrediting/regulatory bodies.

In these circumstances, the College will take all reasonable steps to minimise the resultant disruption to those services and to those affected students.

**- (Section 61)**

The College may record, store and make available to students, staff and visitors, video and audio recordings of instances of learning and teaching where you may be present. The College does not commit to making recordings of instances of live learning and teaching for any individual or groups of students.