

Regulations and Procedures for the Award of Aegrotat and Posthumous Qualifications

2018-19

Issued by the Standards and Enhancement Office

Approved by Senate 16th March 2015

Technical updates of this document are undertaken on an annual basis to reflect changes to the University's organisational and management structures and to incorporate earlier, approved amendments to related policies, procedures and regulations

This document relates to the current year. If you become aware of any previous versions that are available on line please notify SEO@bolton.ac.uk so that action can be taken to remove the document(s).

Scope

This regulation applies to all undergraduate and postgraduate programmes awarded by the University of Bolton.

Definitions

The following definitions are used throughout the regulation.

Assessment Board: A committee to agree final student marks, determine progression and award of an Intermediate Award or End Qualification as outlined in the *University Regulations and Procedures for the Organisation and Conduct of Assessment Boards*.

End Qualification: The qualification aim for which the student is registered.

Intermediate Awards: The highest level of award which a student achieves who has not successfully completed the End Qualification.

Programme of Study: The modules pursued by a student in respect of their programme.

PSRB: A Professional, Statutory or Regulatory body. This includes, but is not limited to, accrediting bodies and statutory bodies that deal with legal requirements and immigration.

Senate: Any reference to Senate in these regulations shall be deemed to include a reference to any committee of Senate to which Senate has delegated the relevant authority.

Any reference in these regulations to the Academic Registrar, Academic Group Leader or Academic Group Co-ordinator, or other named officer of the University shall be deemed to include a reference to any person designated by that officer for the purpose.

Any reference in these regulations to a School shall be deemed to include a reference to the Off-Campus Division and any subsequent equivalent organisational structures of the University.

1. Aegrotat qualifications

- 1.1 An Aegrotat qualification is an unclassified qualification that may be conferred upon a candidate on the presumption that the candidate, who is unable to continue their studies, would have satisfied the standard required for the End Qualification, or Intermediate Award, had they been able to continue.
- 1.2 The award of an Aegrotat qualification may be made in accordance with the regulations outlined in sections 2 and 3 below.
- 1.3 For undergraduate and postgraduate taught students, the Aegrotat qualification awarded will normally correspond to the level of study which is interrupted. The award of such a qualification is contingent on there being sufficient evidence that, had study not been interrupted, the student would have completed the level in question. In the absence of such evidence, the Aegrotat qualification will be the relevant Intermediate Award for the body of study already completed. Where an Aegrotat qualification is awarded posthumously, the Aegrotat qualification awarded will normally be the End Qualification where there is sufficient evidence that, had study not been interrupted, the student would have completed the programme in question. In the absence of such evidence, the relevant Intermediate Award for the body of work in question shall be awarded.
- 1.4 An Aegrotat research degree shall not normally be awarded unless a candidate has submitted a thesis and has been assessed by means of an oral examination (viva). Each case shall be considered on its own merit.
- 1.5 An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, un-graded. An Aegrotat qualification may not entitle the holder to registration with a PSRB, or be exempt from the requirements of any professional qualification which might otherwise be associated with the programme of study concerned.
- 1.6 Candidates pursuing PSRB accredited programmes related to health who are subsequently awarded an Aegrotat degree, diploma or certificate will not be eligible for registration with the relevant PSRB.
- 1.7 An Aegrotat degree shall normally be a named qualification except in those cases where PSRB requirements dictate that a named qualification is not appropriate. The full degree title of an Aegrotat qualification shall be considered as part of the procedures for considering the qualification and shall be made known to the candidate (or the candidate's representative) prior to his/her acceptance of the qualification.

2. Regulations for awarding an Aegrotat qualification

- 2.1 The request for the award of an Aegrotat qualification may be made by the candidate or, where a candidate is unable to prepare or submit a request, by the candidate's representative or a member of University staff. All requests shall be submitted to the relevant Academic Group Leader who shall convene an Assessment Board (this may, alternatively, be an Assessment Board sub-committee).
- 2.2 The candidate (or their representative) shall be required to indicate that he/she is willing to accept an Aegrotat qualification in principle. Where a candidate is unwilling to accept an Aegrotat qualification, he/she may be permitted to continue the programme in question or be transferred to a new programme, insofar as this is

possible. If they decide to continue, the candidate will be subject to the normal University regulations for transfer and progression/assessment.

- 2.3 The Assessment Board shall consider relevant evidence which shall include satisfactory medical certification in the case of illness or appropriate documentation in other cases and establish the facts of the candidate's case.
- 2.4 The Assessment Board must be satisfied that:
- the candidate is unlikely to be able to return to complete his/her study at a later date, and;
 - that the options of applying adjustments as outlined by the University disability service, mitigating circumstances, appeals, temporary suspension and other university processes and procedures would not be sufficient to allow the student to complete their programme of study;
 - that the candidate's prior performance demonstrates that he/she would have passed but for the illness/event which occurred.

3. Procedure and Guidelines for awarding the qualification

- 3.1 The Assessment Board shall consider applications for the award of an Aegrotat degree, diploma or certificate.
- 3.2 Prior to the Assessment Board, the Programme Leader from the appropriate School shall gather as much information as possible on the causes which prevented the candidate from attempting the whole or part of the assessment(s), together with evidence of the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit prescribed by relevant University regulations.
- 3.3 When supporting evidence is received from a medical practitioner outside the University, it is desirable that the Occupational Health Department and/or suitable qualified practitioner, as specified by the University, be asked to undertake full consultation with the practitioner concerned before any recommendation is made on behalf of a candidate.
- 3.4 The Assessment Board shall consider:
- details of the academic standing of the candidate;
 - details on the causes which prevented the candidate from attempting the whole or part of the assessment(s);
 - details of medical evidence or other appropriate documentation;
 - recommendation from the Occupational Health Department and/or suitable qualified practitioner, as specified by the University (if appropriate);
 - evidence on the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit;
 - a recommendation on the title of the Aegrotat qualification if it is not considered appropriate for the qualification to be named;
 - a statement from the candidate (or their representative) indicating that he/she is willing to accept an Aegrotat degree.
- 3.5 The Assessment Board shall run in accordance with the *University Regulations and Procedures for the Organisation and Conduct of Assessment Boards*. A representative from the Occupational Health Department and/or other suitable qualified practitioner, as specified by the University, may be asked to attend the meeting of the Assessment Board.

3.6 The Assessment Board shall approve or not approve the award. The decision shall be conveyed to the candidate (or their representative) and reported to Senate.

4. Reporting, Monitoring, Evaluation and Review

4.1 The Assessment Board shall make a report to Senate on any Aegrotat qualifications awarded each academic year.

4.2 It shall be the responsibility of the Education Committee to review the Regulations for the Award of Aegrotat Qualifications and their effectiveness and make recommendations for changes, where appropriate, to be considered by Senate.

REGULATIONS AND PROCEDURES FOR THE AWARD OF AEGROTAT AND POSTHUMOUS QUALIFICATIONS	
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