

REGULATION 18: DEGREES, DIPLOMAS AND CERTIFICATES AWARDED JOINTLY BY THE UNIVERSITY OF SUSSEX AND THE UNIVERSITY OF BRIGHTON

General

1. This Regulation applies to every student who is taking a course of study leading to the award of a degree, diploma or certificate listed in Schedule 1. References to Senate are to Senate of the University of Sussex and those to the Academic Board are to the Academic Board of the University of Brighton.
2. No Regulation shall be interpreted in such a way as to conflict with the provisions of the Charter and Statutes or of any Regulation of the University of Sussex or the Instrument and Articles of Government of the University of Brighton.
3. Every student must comply at all times with the Charter and Statutes and Regulations of the University of Sussex, Articles of Government of the University of Brighton and all relevant Regulations of both universities.
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18. A student must notify the appropriate administrative authority of any changes occurring in the particulars supplied by the student for registration purposes.

Attendance and Study

19. Each student shall be required to attend such tutorials, seminars, lectures and practical classes (including field classes) and other activities and to complete such academic and practical work and to perform such academic engagements as may be prescribed for the course concerned, except when permission to be absent or not to complete the work has been obtained under procedures determined by Senate and the Academic Board. Each full-time student shall be required to be in attendance throughout each term unless permission to the contrary has been obtained under procedures determined by Senate and the Academic Board.
20. A student unable by reason of illness to comply with paragraph 15 shall immediately arrange to inform the appropriate administrative authority. In the event of a full-time student suffering illness resulting in prolonged absence a medical certificate must be obtained and sent to that authority.
21. Senate and the Academic Board shall prescribe that each course is available only to full-time students, only to part-time students or to both.
22. A student who wishes to withdraw from the University before the completion of their course of study must give notice in writing to the appropriate administrative authority. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal.
23. Senate and the Academic Board shall prescribe the procedures which shall be followed before a student is required to withdraw from the course on academic grounds.

Maximum Period of Registration

24. Senate and the Academic Board shall determine the maximum time allowed, from date of first registration, for a student to be eligible for an award.

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27. Senate and the Academic Board shall appoint examiners for each course and they shall be organised into examination boards according to the course of study being followed, in each case including at least one external, independent examiner. Consistent with this Regulation and any other relevant Regulations the examiners shall conduct the assessment of the student by appropriate means.
28. Where a candidate is required to submit a project or a dissertation or a thesis or a portfolio of work they:
 - (a) shall work under the direction of a supervisor appointed by Senate and the Academic Board; and
 - (b) shall comply with the requirements prescribed by Senate and the Academic Board with regard to the topic, form and length of the project or dissertation or thesis or portfolio; and

- (a) an Undergraduate or Postgraduate certificate or an Undergraduate or Postgraduate diploma in one of the following categories:
 - (1) Pass
 - (2) Pass with Distinction, or
 - (b) a degree of Bachelor of Arts or of Bachelor of Science in one of the following categories:
 - (1) First Class Honours
 - (2) Second Class Honours, Division I
 - (3) Second Class Honours, Division II
 - (4) Third Class Honours
 - (5) Unclassified Honours
 - (6) Unclassified Honours Aegrotat
 - (7) Ordinary
 - (8) Ordinary Aegrotat, or
 - (c) a degree of Bachelor of Medicine and Bachelor of Surgery in one of the following categories:
 - (1) Pass
 - (2) Pass with Distinction, or
 - (d) a degree of Bachelor of Science in Medical Studies in the following category:
 - (1) Pass
 - (e) a degree of Master of Arts or Master of Science in one of the following categories:
 - (1) Pass
 - (2) Pass with Distinction.
33. The examination board shall have discretion to award such marks (if any) as it thinks appropriate in the circumstances in respect of a candidate who has failed to submit work required for assessment, whether through absence or through failure to observe prescribed dates or who has failed to comply with any relevant procedures prescribed by the examiners, provided that such marks shall apply to the element or elements of the course of studies in respect of which the failure occurred and are consistent with policies approved by Senate and the Academic Board and set out in the definitive documents.
34. It shall be an offence for any candidate to be guilty of or party to attempting to commit or committing collusion, plagiarism or any other misconduct in an examination or in the preparation of any thesis, dissertation, essay or other work which is submitted for assessment.

Postgraduate Diploma in Automotive Engineering
Postgraduate Certificate in Automotive Engineering
MSc in Global Health
MRes in Medical Research
BA in Social Work
Dip SW/Diploma in Social Work
BM BS

Schedule 2

Assignment of responsibilities (primary administering University).

The primary administering university shall be the University of Brighton, with the exception of the DipSW/Diploma in Social Work and the BA in Social Work, for which the primary institution is the University of Sussex.

The primary administering university will be responsible for the administration of the admissions and registration process, the collection of fees, monitoring of students in debt, the conduct of examinations and assessments, the maintenance of student records and archives, the provision of transcripts, certificates and formal references, the conduct of student complaints and appeals, the administration of the appointment and remuneration of external examiners, and the conduct of annual monitoring of modules/courses.

The Brighton and Sussex Medical School is subject to a separate Memorandum of Agreement setting out administrative responsibilities.

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