WALBROOK
Institute London

General & Academic Regulations

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A: General Regulations

1. Introduction

1.1. The General and Academic Regulations (the Regulations) are the framework of rules by which Walbrook Institute London makes awards of credit or degrees in our name.

1.2. The Regulations are approved by Academic Board and are designed to ensure decisions relating to your academic progress and our academic provision are made fairly and consistently.

1.3. Where there is any inconsistency or misalignment between the General and Academic Regulations and any associated policies, procedures, or guidance documents, the General and Academic Regulations shall take precedence. In all cases, we will act in the best interests of our students and ensure decisions are made fairly, transparently, and in accordance with these Regulations.

1.4. The Academic Board is responsible for reviewing these Regulations periodically to ensure they remain fit for purpose. Any changes will be implemented in consultation with students. Because Walbrook delivers flexibly (not following a traditional academic year), we will take steps to minimise the impact of any changes on you.

1.5. Within our regulatory framework, you will also find:

- Our Terms and Conditions
- A number of Policies and Procedures, which provide further detail on how the Regulations are implemented
- Your Programme Specification, which sets out the content and delivery of your programme

1.6. Where programmes are accredited by a Professional, Statutory or Regulatory Body (PSRB), there may be differences to these Regulations. Any variations or derogations will be set out clearly in your Programme Specification.

2. Equality Act 2010

2.1. These Regulations operate in accordance with our responsibility under the Equality Act 2010.

2.2. We will make Regulations available in accessible formats.

3. Events Outside Our Control

3.1. In exceptional local, national, or global circumstances, we may vary or suspend these Regulations.

3.2. Any variation will be approved by the Academic Board.

4. Ownership and Retention of Student Work

4.1. You will own any intellectual property you create and submit to us as part of your programme, unless it is developed jointly with others or is subject to a separate agreement.

4.2. Your work will be retained by us in line with our *Retention of Students' Work Policy*.

5. Copyright

5.1. All study content and media are protected by copyright.

5.2. Use beyond your contractually permitted study purposes is prohibited without written consent.

5.3. Saving and printing materials for personal study is permitted.

6. Data Protection

6.1. We are committed to protecting your personal data in accordance with data protection legislation.

6.2. Details of how we collect, use, and protect your information are set out in the Data Protection/Privacy Statement/Data Collection sections on the Walbrook website.

7. Payment of Tuition Fees

7.1. You must pay all academic fees by the due date, or immediately if requested.

7.2. If you do not pay in full:

- Your assessment results may be withheld.
- You may not receive your award, certificate, or transcript.
- Your studies may be terminated.

7.3. We reserve the right to recover outstanding debt and any associated costs.

7.4. If you are withdrawn due to disciplinary action or academic failure, you will not be entitled to a refund of any fees already paid.

B: Academic Regulations

8. Admission, Enrolment and Registration

8.1. Definitions and Context

8.1.1. Admission is the process where we assess whether you meet the entry requirements and offer you a place to study.

8.1.2. Registration is when you formally accept our offer, complete registration tasks, and agree to our Regulations, Policies, and Procedures.

8.1.3. Enrolment is when you have completed registration and commenced your studies.

8.1.4. You must re-register each year on the anniversary of your enrolment.

8.1.5. These regulations guide all admissions decisions, including the setting of entry requirements for new courses.

8.1.6. All applicants must demonstrate the skills needed to succeed on their programme and show a reasonable likelihood of completing it and achieving an award.

8.1.7. Applicants (or employers or training providers, where applicable) must provide full and accurate information. Any withheld, inaccurate, or fraudulent information will be dealt with under the *Admissions Policy*, and your application or registration may be cancelled.

8.1.8. Normally students under the age of 18 won't be admitted to our programmes.

8.1.9. Before starting study, you must meet the entry criteria set out in your Programme Specification (or the employer's recruitment process, as applicable, for apprentices).

8.2. Standard Entry Requirements

8.2.1. Undergraduate Programmes

- 2 A Levels or equivalent, which could include:
  - International qualifications at the same level
  - Professional or work-based experience demonstrating readiness for higher-level study
- English Language Requirements will be set out in the *Admissions Policy* and programme web pages.

8.2.2. Postgraduate Programmes

- UK Bachelor's degree or international equivalent
- Equivalent work experience may also be considered
- English Language Requirements will be set out in the *Admissions Policy* and programme web pages.

8.3. Recognition of Prior Learning (RPL) and Prior Experiential Learning (RPEL)

8.3.1. You may apply for RPL or RPEL to be exempted from part of your programme during the admissions process and must be applied for before registering on a module and within the time limits of the level of study.

8.3.2. RPL or RPEL cannot be claimed against modules you have already registered for or completed.

8.3.3. RPL/RPEL decisions are based on academic judgement and final; there is no right of appeal.

8.3.4. Credit limits:
- Undergraduate: up to 50% of each level at Levels 4 and 5, unless otherwise stated in the Programme Specification.
- Postgraduate: up to 50% of taught modules unless otherwise stated in the Programme Specification.

8.3.5. RPL may not be awarded against dissertation, project, work-based learning or capstone modules unless otherwise stated in the Programme or Module specification.

8.3.6. Modules awarded RPL credit count toward your qualification but do not contribute to your grade/classification.

8.3.7. The *Recognition of Prior Learning Policy* sets out application procedures.

8.4. Readmission

8.4.1. If your registration was previously terminated by Walbrook, you would not normally be readmitted to the same or similar programme.

8.4.2. If you voluntarily withdrew, we may consider your application for readmission.

9. Study Breaks

9.1. You may request a study break during your programme and should refer to the *Study Break Policy*.

9.2. You should consider the financial and academic impact before taking a study break.

9.3. Time taken for a study break normally counts toward your maximum period of registration unless Extenuating Circumstances apply.

9.4. If you fail to return as agreed, you may be at risk of not finishing the programme within the time limit and you may be withdrawn from your programme.

9.5. Any credit you have already achieved will be carried forward. Uncompleted modules must be restarted from the beginning.

10. Termination of Registration

10.1. Your Right to Cancel (not applicable to apprentices)

10.1.1. You can cancel your registration with us within:
- 14 days from the date you accept your unconditional offer, or
- 14 days from the date your programme starts, whichever is later (see our Terms and Conditions for full details).

10.1.2. If you wish to withdraw after this cancellation period, see Withdrawal, section 12.6, below.

10.2. Our Right to Cancel

10.2.1. We may cancel your registration if:
- You fail to engage with your studies in line with the Student Engagement Policy.
- You do not meet any additional engagement requirements stated in your Programme Handbook (e.g., PSRB requirements).
- You do not meet the engagement requirements of your Student Visa.
- You do not pay your tuition fees as agreed at enrolment.
- You are subject to disciplinary action upheld under the *Student Disciplinary Policy* or *Harassment & Sexual Misconduct Policy*.
- You are found guilty of serious academic misconduct under the *Academic Integrity Policy*.
- You are deemed unfit to study under the *Support to Study Policy*.
- You fail to meet the academic requirements of your programme as confirmed by the Assessment Board

11. Maximum Periods of Registration

11.1. Overview

11.1.1. You must complete your programme within the maximum period of registration (sometimes referred to as the time limit).

11.1.2. Your registration period starts when you begin your first module.

11.1.3. It includes any time taken for reassessment or repeats.

11.1.4. It normally includes any time taken for a study break.

11.1.5. It ends when your final assessment is sat or submitted.

11.1.6. You can find the expected duration of study for your programme in your Programme Specification.

11.2. Maximum Periods for Undergraduate Programmes

Programme Type	**360 credits (e.g. BA/BSc Hons)**	**480 credits (e.g. Bachelor's with foundation year)**
Full-time study	4 years	5 years
Part-time study	7 years	8 years
Apprenticeships	48 months	N/A

11.2.1. If you start with recognised prior credit or transfer credit, the normal and maximum time limits are adjusted (for example, a full-time student starting at Level 5 has a maximum time limit of 3 years).

11.3. Maximum Periods for Postgraduate Programmes

Programme Type	**60 credits**	**120 credits**	**180 credits**
Full-time study	1 year	2 years	3 years
Part-time study	2 years	3 years	4 years
Apprenticeships	2 years	3 years	4 years

11.4. Extensions and Breaks

11.4.1. If you are approved for Extenuating Circumstances, we may extend your registration period.

11.4.2. You are expected to study continuously and show progression.

11.4.3. If you fall behind and cannot complete within the maximum period of registration, we may withdraw you.

11.4.4. If you want to take a break, you must apply for a study break (see Study Breaks, section 9).

11.4.5. For apprentices, any break will be reviewed with Walbrook, your employer, and your training provider (if applicable).

12. Support for Learning

12.1. Student Charter

12.1.1. The Student Charter (published on our website) sets out:
- Your rights and responsibilities as a student
- Our commitments as an institution
- How we will work together to support your success

12.2. Student Responsibility

12.2.1. You are expected to:

- Attend your induction sessions.
- Engage actively and regularly with your studies.
- Submit assessments on time.
- Attend all scheduled learning activities (lectures, tutorials, workshops, seminars) if studying on campus.
- Contact us for support when needed.

12.2.2. If you are studying with a Student Visa, you must:

- Attend all required classes and activities regularly and actively.
- Engage with your studies and submit assessments on time.
- Inform us immediately if you are unable to attend due to illness or other serious reasons.
- Keep your contact details up to date with us at all times.
- Hold valid immigration permission for the duration of your studies.
- Comply with any other visa conditions, including limits on work hours and travel.

12.2.3. If you are an apprentice, you must meet all engagement and attendance requirements (both online and in-person).

12.2.4. Failure to engage could affect your progression, student loan funding, or visa status. See the *Student Engagement Policy* for more information.

12.3. Reasonable Adjustments

12.3.1. We support students for whom the standard learning, teaching and assessment arrangements may adversely affect their ability to demonstrate their true performance level.

12.3.2. If you have a disability or long-term health condition that affects your ability to study, you can apply for reasonable adjustments.

12.3.3. It is your responsibility to disclose any disability, special education or other need. Ideally, this should be done during the admissions and enrolment process to ensure we can support your studies, or as soon as your additional need becomes apparent.

12.3.4. If you disclose, we will meet our obligations under the Equality Act 2010 and our Enrolment Advisers will discuss and identify reasonable adjustments.

12.3.5. The detailed procedure and conditions to apply for reasonable adjustments are set out in the *Reasonable Adjustments Policy*.

12.4. Extenuating Circumstances

12.4.1. We will support students who are adversely affected by Extenuating Circumstances during the course of their study.

12.4.2. If you are aware of circumstances which affect your studies before the assessment, you must inform us immediately. By sitting the assessment, you are declaring yourself ‘fit to sit’ and normally would be ineligible to apply for consideration of Extenuating Circumstances

12.4.3. The detailed procedure and conditions to apply for consideration of Extenuating Circumstances are set out in the *Extenuating Circumstances Policy*.

12.5. Transfer

12.5.1. We recognise that your needs and interests may prompt you to seek a change in your studies — for example, switching elective modules or transferring to another programme.

12.5.2. You may also request to transfer permanently between full-time and part-time study modes, subject to approval and programme availability.

12.5.3. We offer flexibility to adjust your pace of study — either by reducing or increasing your intensity — depending on your circumstances.

12.5.4. The procedures for study transfers, including changes in mode of study, are set out in our *Transfer Policy*.

12.6. Withdrawal

12.6.1. If you wish to leave your programme permanently:
- You must formally notify us in writing.
- You should seek academic advice before deciding.
- If you withdraw, any credits you have achieved will be reviewed by the Assessment Board to consider the award of credit or an exit award.

12.6.2. If you are studying on a Student Visa, withdrawal will be reported to UKVI and may affect your immigration status.

12.6.3. If you are an apprentice, withdrawal will be managed in consultation with Walbrook, your employer, and your training provider (if applicable).

13. Student Conduct

13.1. Conduct

13.1.1. You must always behave respectfully, responsibly, and professionally, in all forums, in person and online towards:
- Other students
- Staff
- Employers (where applicable)
- The wider community

13.1.2. Our expectations are outlined in the Student Charter.

13.1.3. We may take disciplinary action where an investigation demonstrates you have failed to act appropriately, in line with our *Student Disciplinary Policy*.

13.2. Academic Integrity

13.2.1. We are committed to academic integrity and in the interest of ensuring the maintenance of academic standards, all suspected cases of academic misconduct will be taken seriously and investigated thoroughly in line with our *Academic Integrity Policy*.

13.2.2. Where academic misconduct is confirmed, penalties may apply. In serious cases, penalties can include exclusion from the institution.

13.3. Fitness to study

13.3.1. If we're worried about your health or wellbeing, we'll try to find a way forward that supports you and anyone else who may be affected. We'll do this in line with our *Support to Study Policy*.

14. Assessment & Progression

14.1. Assessment Overview

14.1.1. Assessment is the way we measure your learning, skills, and understanding. Assessments may include exams, coursework, projects, presentations, or other activities relevant to your programme.

14.1.2. Details of the assessment methods for each module are set out in your Programme Specification and Module Specifications.

14.2. Submission of Coursework

14.2.1. You must submit your coursework via our virtual learning environment in the specified format. If you submit your work in a different file format, we will ask you to resubmit it in the correct format. The time of submission will be registered as the time the correct format files is received, may accordingly trigger the Late Submission clause 14.5 below.

14.3. Examinations and scheduled/timed assessment

14.3.1. For examinations and scheduled/timed assessments students should attend or engage online, as required according to the programme, at the published dates and times.

14.4. Extensions

14.4.1. You may be entitled to an extension to the deadline for assessed coursework in certain circumstances. Further information is available in the *Assessment & Feedback Policy*.

14.5. Late submission

14.5.1. Unless you have an approved extension, a late penalty will apply if you submit your work, complete with a required coversheet and AI declaration, after the published deadline. Absence of a required coversheet and declaration will be treated as non-submission.

14.5.2. Submissions received up to 24 hours after the deadline will incur a deduction of 5 percentage points. A deduction under this clause will not reduce your mark below the pass mark.

14.5.3. Between 1 and 6 days late, a further daily deduction of 5 percentage points shall be imposed. The cumulative deduction will not reduce your mark below the pass mark.

14.5.4. If 7 or more days late, the work will receive a zero.

14.6. Receiving your marks and feedback

14.6.1. Provisional assessment marks are normally released to students and will remain provisional until confirmed by the Assessment Board.

14.6.2. You will normally receive your provisional mark within 3 weeks of taking the assessment.

14.6.3. Feedback is provided for all summative assessments via the approved process as a minimum. You may have other opportunities to receive formative feedback, for example, through in-class activities, online via discussion boards or other means.

14.7. Pass mark

14.7.1. The pass mark for each module is 40% at Undergraduate level and 50% at Postgraduate level.

14.7.2. To pass a module students must:

- Achieve the module pass mark of 40% at Undergraduate level and 50% at Postgraduate level.
- Where a module is assessed by a number of components, a module pass will be awarded where the weighted average of all assessment marks meets the overall module pass mark.

14.7.3. Where a module is Pass/Fail, and it is made up of more than one component of assessment, you must achieve a Pass in each component to pass the module overall. If you fail any component in a Pass/Fail module, the module will be recorded as a Fail overall.

14.7.4. The final mark for each module shall be calculated and recorded to one decimal place.

14.7.5. For the purpose of determining whether a module has been passed, the recorded module mark shall be rounded half-up to the nearest integer before the applicable pass threshold is applied. Accordingly:

- a module mark of 49.5 shall be deemed a pass where the pass mark is 50%;
- a module mark of 39.5 shall be deemed a pass where the pass mark is 40%.

14.7.6. The overall award mark shall be calculated as the credit-weighted mean of the recorded module marks and shall be determined to two decimal places. This mark shall then be rounded half-up to the nearest integer before the relevant award or classification boundary is applied. No further rounding shall be undertaken.

14.8. Compensation

14.8.1. The Assessment Board may award compensation for failure in modules amounting to no more than 30 credits, provided that:
a. the mark achieved in each failed module is no more than 5 percentage points below the applicable module pass mark; and
b. the student's overall credit-weighted aggregate mark for that stage (UG), or award (PG) meets or exceeds the applicable pass mark.

14.8.2. Where compensation is awarded, the failed module(s) shall be deemed to have been passed by compensation and the original mark shall remain on the student's transcript.

14.8.3. Compensation shall not be available for modules that have been designated as non-compensatable in the relevant Programme Specification, nor for Pass/Fail modules.

14.8.4. The modules to which compensation does not apply shall be identified in the relevant Programme Specification.

14.9. Module failure

14.9.1. If you fail a module, you will be given a resit opportunity to be reassessed in one or more failed assessment component(s) to then pass the module at the next available opportunity.

14.9.2. Where you do not pass the module following the first resit, you may exceptionally be offered a second resit opportunity. A second resit may be granted where the module mark achieved at the first resit is within 10 percentage points of the applicable pass mark, or otherwise at the discretion of the Assessment Board, which will determine whether in its view you have a reasonable chance of success.

14.9.3. If you successfully pass a module after a resit, the aggregate module mark will be capped at the pass mark.

14.9.4. There is no limit on the number of modules that may be re-taken.

14.9.5. If you have three or more failed modules you may opt not to seek to redeem the fails but instead repeat the modules, as set out below in paragraph 14.11.

14.9.6. If you are unsuccessful on second resit, you may be given the opportunity to repeat the module or, if you are on an undergraduate programme, to trail credits (see clauses 14.11 and 14.12).

14.10. Module failure with Extenuating Circumstances

14.10.1. If you have approved Extenuating Circumstances, you will be given the opportunity for an uncapped resit.

14.11. Repeat modules

14.11.1. A repeat module is one you take again in full, including teaching, learning and all assessments.

14.11.2. You can only repeat a module once.

14.11.3. There’s no overall limit on the number of modules you can repeat within your programme of study, unless your Programme Specification or the requirements of a Professional, Statutory or Regulatory Body (PSRB) state otherwise.

14.11.4. There is a charge for repeating a module.

14.11.5. Marks for repeat modules are capped at the pass mark (40% for undergraduate and 50% for postgraduate) unless you have approved Extenuating Circumstances.

14.11.6. A repeat module requires the student to engage in the learning material and includes both the first and second assessment attempts.

14.11.7. If a module you need to repeat is no longer running, we'll identify a suitable alternative.

14.11.8. If you fail a repeat module, you'll normally need to withdraw from your programme, unless Extenuating Circumstances apply. In this circumstance, we'll consider whether you're eligible for an exit award or credit.

14.11.9. You cannot continue on your programme if you don't meet the credit requirements for progression or award.

14.11.10. Undergraduate students repeating modules must complete them before progressing to the next level, unless the Assessment Board approves trailing of credits.

14.11.11. Postgraduate students must wait until the next time the module is offered.

14.12. Trailing Credits

14.12.1. Trailing credits means starting the next level of your programme without having passed all your modules at the previous level, and therefore only applies to undergraduate students. You can only do this with approval from the Assessment Board.

14.12.2. You can only trail credits if the module isn't a pre-requisite for one at the next level.

14.12.3. Normally, you can trail up to 20 credits (or one module), this depends on your programme and must be approved by the Assessment Board.

14.12.4. You'll need to complete any trailed credits alongside your new modules, within the timeframe we set.

14.12.5. If you don't pass your trailed credits, you won't usually be allowed to continue, and you will be required to withdraw.

14.12.6. You can't both trail and repeat the same module. If you've already trailed a module and failed it, you'll only be allowed to repeat it if the Assessment Board agrees.

14.13. Withdrawal - academic failure

14.13.1. If, after reassessment, you have not met the academic requirements of your programme, the Assessment Board will withdraw you from your programme.

14.13.2. The Assessment Board will consider if the award of credit or an exit award may be made.

14.14. Progression

14.14.1. On undergraduate programmes of study, to progress from one level of a programme to the next, you must achieve the specified number of credits at the lower level, as defined in the programme specification or be approved to trail credits where applicable. The programme specification may require that particular modules be studied and/or passed before students can progress.

14.14.2. Progression decisions are made by the Assessment Board.

14.14.3. To proceed to Level 5, you must achieve 120 credits at Level 4. Credits awarded through compensation (14.8) count towards this total. Alternatively, the Assessment Board may approve you to proceed with at least 100 Level 4 credits and trail the remaining credits, in line with section 14.12.

14.14.4. To proceed to Level 6, you must achieve 120 credits at Level 5. Credits awarded through compensation (14.8) count towards this total. Alternatively, the Assessment Board may approve you to proceed with at least 100 Level 5 credits and trail the remaining credits, in line with section 14.12.

14.15. External examiners

14.15.1. We recognise the value of External Examiners to provide independent and external participation in the management of academic standards, student success and progression and opportunities to identify best practice and enhancements.

14.15.2. None of our higher education qualifications will be awarded without participation in the assessment process by at least one external examiner to ensure the appropriateness of the academic standards being applied.

14.15.3. The process for the appointment of External Examiners is outlined in the *External Examiners Policy*.

14.16. Procedural irregularity

14.16.1. In rare circumstances, there may be a procedural or administrative error that negatively impacts a student or group of students in their assessment. Where this occurs, we will proactively address the situation, so you are not adversely affected.

14.16.2. How we do this is outlined in our Assessment Irregularities Policy.

14.17. Assessment Boards

14.17.1. All decisions on assessment outcomes and module results are made by an Assessment Board. This includes approval of module marks and final programme grades or classifications. The official award date is the date it was confirmed by the programme Assessment Board.

15. Credit Framework, Awards and Classification

15.1. Credit framework

15.1.1. Credits will be awarded where you demonstrate that you have achieved the learning outcomes specified for a module.

15.1.2. We work in various units of credit value and programme specifications will confirm the module credit values within that programme.

15.1.3. Modules within a programme may be compulsory or elective.

15.1.4. Any pre-requisite rules will be stated within programme and module specifications.

15.1.5. Credit may not be double counted.

15.1.6. You must achieve the number of credits shown in the table below to be considered for an award.

	Qualification level	**Minimum overall credits**	**Minimum credits at the level of the qualification**
Master's Degrees	7	180	150
Postgraduate Diplomas	7	120	90
Postgraduate Certificates	7	60	40
Bachelor's degrees with Honours and Foundation	6	480	90
Bachelor's degrees with Honours	6	360	90
Bachelor's degrees with Foundation	6	420	60
Bachelor's degrees	6	300	60
Graduate diploma	6	80	80
Graduate certificate	6	40	40
Foundation degree	5	240	90
Diploma of Higher Education	5	240	90
Certificate of Higher Education	4	120	90
Foundation year	3	120	120

15.2. Approved awards

15.2.1. Walbrook awards qualifications and designations up to and including Level 7 in the Framework for Higher Education Qualifications (FHEQ) for England, Wales and Northern Ireland.

15.2.2. Programme specifications state the modules that make up that programme, the level of each module and its credit value.

15.2.3. If you successfully complete part of a programme, you may be eligible for an exit award, dependent on the credit awarded/achieved.

15.2.4. The Academic Board may decide to withdraw any of its Higher Education awards or modules in line with the *Programme Development, Approval, Monitoring and Review Policy*.

15.2.5. The following higher education awards may be granted:

Level in the FHEQ	**Award**
7	Postgraduate Certificate (PGCert) Postgraduate Certificate in Education (PGCE) Postgraduate Diploma (PGDip) Master of Arts (MA)

	Master of Education (MEd) Master of Science (MSc)
6	Bachelor of Arts (BA) Bachelor of Arts (BA) with Foundation Bachelor of Arts with Honours (BA (Hons)) Bachelor of Arts with Honours (BA (Hons)) with Foundation Bachelor of Science (BSc) Bachelor of Science (BSc) with Foundation Bachelor of Science with Honours (BSc (Hons)) Bachelor of Science with Honours (BSc (Hons)) with Foundation Graduate diploma Graduate certificate Professional Certificate in Education
5	Diploma of Higher Education (DipHE) Foundation of Arts degree (FdA) Foundation of Science degree (FdSc)
4	Certificate of Higher Education (CertHE)
3	Foundation Year

15.3. Aegrotat and Posthumous Awards

15.3.1. Normally, if your health or other circumstances mean you cannot complete your programme, you will withdraw from the programme and the Assessment Board will consider whether it can award an exit award or credit to you.

15.3.2. In the event of terminal illness, the Assessment Board may award an Aegrotat degree where it is unlikely that the degree can be finished in a reasonable time frame and no other degree award can be made. The Assessment Board must be satisfied that the student has demonstrated achievement at the level of the proposed Aegrotat award and that on the balance of probabilities, the student would have achieved the standard required if not for illness.

15.3.3. An Aegrotat Award is unclassified.

15.3.4. An Aegrotat Award does not convey eligibility for registration with the relevant professional body.

15.3.5. Where the student has died, the Assessment Board may recommend a posthumous award. Any award may be conferred posthumously. Sufficient credits must have been passed at the level of the award and that on the balance of probabilities, the student would have qualified for the award.

15.3.6. A posthumous award is unclassified.

15.3.7. If sufficient credits have been earned for a classified award, the award will not be considered posthumous and will be classified.

15.3.8. The decision of the Assessment Board must be ratified by the Chair of Academic Board.

15.4. Honorary Awards

15.4.1. The Academic Board may award honorary degrees in line with our taught degree-awarding body status.

15.5. Classification/grades

15.5.1. The grade/classification of an award will be determined by reference to the overall average module mark per level (dependent on module credit values), and the prescribed weighting between levels (see below for further details).

Level in the FHEQ	**Grade/Classification**	**Average mark threshold**
3	Pass Fail	40% and above 0-39%
4	Pass Fail	40% and above 0-39%
5	Distinction Merit Pass Fail	70% and above 60%-69% 40%-59% 0-39%
6 Graduate Diploma/Certificate	Distinction Merit Pass Fail	70% and above 60%-69% 40%-59% 0-39%
6 Honours Degree	First Class Honours (1st) Second Class Honours - upper (2:1) Second Class Honours - lower (2:2) Third Class Honours (3rd) Fail	70% and above 60%-69% 50%-59% 40%-49% 0-39%
6 Non-Honours (Ordinary Degree)	Not classified	N/A
7	Distinction Merit Pass Fail	70% and above 60%-69% 50%-59% 0-49%

15.6. Awards that cover different levels will be weighted as shown in the following table:

Level of Award	**Levels of study included in the classification**	**Classification/grade calculation**
Level 5	Level 4 and 5	100% Level 5
Level 5	Level 5 only	100% Level 5
Level 6	Level 6 only	100% Level 6
Level 6	Levels 5 and 6	Weighted: 30% Level 5 70% Level 6
Level 7	Level 7 only	100% level 7

15.7. Borderline cases

15.7.1. For the purpose of determining the final classification, if your overall degree mark is within 2 percentage points below the boundary for the higher classification you will be uplifted to the higher classification if you meet the requirements outlined below.

15.7.2. For undergraduate students:

- At least 50% of the module credits at Level 6 have marks in the higher classification
  AND
- None of the module credits at Level 6 have marks in the next lower classification band.

15.7.3. For Postgraduate students

- at least 50% of the qualifying credits at the level of the award being made, including the credits for the dissertation, are from the higher classification
  AND
- none of the modules at the level of the award being made are from the next lower range.

15.8. Graduation

15.8.1. Awards are conferred at the Assessment Board. You cannot use the rights and privileges attached to such awards until they have been formally approved for conferment. Degree certificates and transcripts will be issued in line with our *Certification Policy*.

15.9. Revocation of awards

15.9.1. Walbrook reserves the right to withdraw an award from students under exceptional circumstances, and within a reasonable timeframe, for example, where records later show that:

- The academic record, following a correction, indicates that students did not meet the academic requirements.
- Facts which, if known at the time the award was granted, would have resulted in a decision not to grant the award.

16. Academic Appeals

16.1. You may appeal the decision of an assessment board only on specific grounds and criteria. Information and guidance on the process for making an appeal can be found in *Academic Appeals Policy*.

16.2. Appeals can be made on a number of grounds, including procedural irregularity, administrative error or other irregularity or that there were Extenuating Circumstances which weren't known to, and couldn't have been brought to the attention of, the Assessment Board when it made the decision concerned. Appeals cannot be made based on a challenge to academic judgement.

16.3. Walbrook is a member of the Office of the Independent Adjudicator for Higher Education (OIA) scheme. If you are unhappy with the outcome of a decision made by us under *Academic Appeals Policy*, you may be able to ask the OIA to review your case.

17. Complaints

17.1. We understand that students may not always be satisfied with the service they receive, and we are committed to ensuring that complaints are dealt with effectively and consistently. Information and guidance on the process for making a complaint can be found in the *Student Complaints Policy*.

17.2. Walbrook is a member of the Office of the Independent Adjudicator for Higher Education (OIA) scheme. If you are unhappy with the outcome of a decision made by us under *Student Complaints Policy*, you may be able to ask the OIA to review your case.

Document Control

Document Control	
Version:	7.0
Approved by:	Academic Board
Originator/Author:	Provost
Policy Owner:	Registrar
Date approved:	12 August 2026
Effective from:	1 October 2026
Review date:	Summer 2028
Updates:	

Appendix 1 - Glossary

Term	Definition
Academic Board	The senior academic body responsible for academic governance and approving regulations, policies, and awards.
Academic Integrity	Acting honestly and responsibly in all academic work, avoiding misconduct such as plagiarism and cheating.
Aegrotat Award	An unclassified award granted when a student cannot complete their programme due to serious illness.
Apprenticeship Programme	A programme combining study and work-based learning, supported by an employer.
Assessment Board	A formal committee that confirms results, reassessments, awards, and progression decisions.
Virtual Learning Environment (VLE)	The online platform used for delivering learning materials, submitting assessments, and accessing feedback.
Credit	A numerical value that represents the learning outcomes achieved and the volume of learning required.
Extenuating Circumstances	Extenuating Circumstances are exceptional, unforeseen and unavoidable circumstances beyond a student's reasonable control that have had, or are likely to have had, a significant adverse impact on their ability to engage with their studies or demonstrate their academic achievement in assessment. See the Extenuating Circumstances Policy for full details.
Extension	An approved additional period of time to submit coursework, normally due to short-term unforeseen circumstances
Support to Study	A policy and process to support students whose health or behaviour significantly impacts their ability to study safely and effectively.
Maximum period of registration	The longest amount of time you are allowed to take to complete your programme of study, normally including any breaks or repeated study.
Module Specification	A document that outlines the aims, learning outcomes, assessments, and content of a specific module.
Posthumous Award	A qualification that is granted to a student after their death, in recognition of the academic work they completed during their studies
Programme Specification	A document describing the overall structure, content, learning outcomes, and regulations for a programme.
RPL (Recognition of Prior Learning)	Awarding credit for learning gained through formal study.
RPEL (Recognition of Prior Experiential Learning)	Awarding credit for learning gained through experience rather than formal study.
Reasonable Adjustments	Changes or support put in place to remove or reduce barriers for disabled students, or those with additional learning needs, so they can access learning, assessments, and services on an equal basis with others.
Repeat Module	Retaking a module in full, including teaching and all assessments, after a failure.
Study Break	Taking time out of study which is approved by the institution. Study breaks count towards the maximum period of registration.
Trailing Credits	Being allowed to start the next level of study while completing up to 20 credits from the previous level (for undergraduates only).
Withdrawal (Institutional)	The action taken by Walbrook to remove a student from their programme due to academic failure, misconduct, or non-engagement.
