

Handbook of Academic Regulations Schedule of Changes 2025/26

SECTION	PREVIOUS REGULATION	REVISED REGULATION FOR 2025	NEW REGULATION FOR 2025/26	DESCRIPTION OF CHANGE/UPDATE
Section 1 Introduction	1.3	1.3	n/a	Removal of a link to the Student Representation Handbook as this no longer exists.
Section 2 Statues and Principles	n/a	n/a	n/a	n/a
Section 3 Admissions Regulations for Taught Courses	n/a	n/a	n/a	n/a
Section 4 Recognition of Prior Learning (RPL)	4.22 If a student already has a Master's degree, any use of credit from this towards another Master's degree is considered double counting of credit. A student may "top up" credit from a Postgraduate Certificate or Diploma to a Master's, but cannot use learning, which has already contributed to one Master's degree towards another Master's degree.	4.22. If a student already has a Master's degree, any use of credit from this towards another Master's degree is considered double counting of credit. A student may "top up" credit from a Postgraduate Certificate or Diploma to a Master's, but cannot use learning, which has already contributed to one Master's degree towards another Master's degree. Where a University of Westminster student is applying to top up to either a Diploma or a Master's course permission will need to be sought from the Course Leader. Subject to the regulations concerning the maximum period of enrolment as published in Section 17 Undergraduate Framework and Section 18 Postgraduate Framework will apply if approved, the	n/a	This regulation has been updated to include the procedure to be applied for internal students applying to top up their degree.

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		student will need to return their original certificate and transcript.		
Section 5 General Regulations.	n/a	n/a	n/a	n/a
Section 6 Coursework Assessment	6.14 Scheduled assessments should be run during Semester 1 and 2 Learning Weeks 1-12 as detailed within the University Calendar and should not normally be scheduled on any Saturday or Sunday scheduled assessments must not be take place during the University formal examination periods as detailed in the University Calendar. Organisers of scheduled assessment should refer to the Religious Observance Policy for guidance on organising such assessments.	6.14 Scheduled assessments should be run during teaching as detailed within the University Calendar and should not normally be scheduled on any Saturday or Sunday scheduled assessments must not be take place during the University formal examination periods as detailed in the University Calendar. Organisers of scheduled assessment should refer to the Religious Observance Policy for guidance on organising such assessments.	n/a	Removal of reference to specific teaching weeks to align with the new academic calendar.
Section 6 Coursework Assessment Guidance: Student Responsibilities	n/a	n/a	It is the student's responsibility to check that they have uploaded the correct version of their coursework. After submission, students should check that the submission has been uploaded correctly.	Additional note added to remind students to check they are uploading the correct version of their coursework and ensure it has been uploaded correctly.
Section 7 Examinations: regulations for students, staff and invigilators	n/a	n/a	n/a	n/a

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Section 8 Individual examination and assessment arrangements	n/a	n/a	n/a	n/a
Section 9 Viva voce examinations	n/a	n/a	n/a	n/a
Section 10 Academic Misconduct	10.20 During the application of these regulations, the University reserves the right to adjourn any investigation or hearing and reconvene at a later date.	10.20 During the application of these regulations, the University reserves the right to adjourn any investigation, meeting or hearing and reconvene at a later date in order to permit a further investigation to be undertaken, to seek additional evidence or clarification of the evidence or for such other reason as is reasonable.	n/a	The regulation has been updated to explain why an investigation may be adjourned.
Section 10 Academic Misconduct	n/a	n/a	10.34 The University may reconsider misconduct allegations previously raised against a student after a matter has been dismissed, determined or otherwise concluded if there is new material evidence or information that emerges that was not previously reasonably available, for example, at the time of an investigation.	Regulation has been added to enable the university to reconsider cases where new evidence comes to light that was not previously available.
Section 10 Academic Misconduct	10.48 d) iv that, in the case of an allegation of plagiarism or collusion, there is uncertainty on the part of the Module Leader regarding the authenticity of the student's work, in which case a viva	10.48 d) iv that, in the case of an allegation of plagiarism or collusion, there is uncertainty on the part of the Module Leader regarding the authenticity of the student's work, in which case a viva	n/a	Feedback from academic colleagues and students is that the time taken to arrange viva dates is too lengthy. The regulation has been amended to reduce the number of days required

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	<p>may be held to establish the authenticity of the work submitted and inform the Module Leader's judgement. The following procedures must apply:</p> <ul style="list-style-type: none"> i. two members of academic staff (at least one of whom must be a subject specialist) must be present; ii. the student must be advised in advance in writing of the reason for the viva being held; iii. staff present at the viva must make a record of the discussions; these may be used to form the evidence base for any future investigation. A copy of these records will be provided to the student. iv. Where a student has been offered two separate dates for the viva and either does not reply within 10 working days or declines all two dates absent exceptional reason with supporting evidence, the 	<p>may be held to establish the authenticity of the work submitted and inform the Module Leader's judgement. The following procedures must apply:</p> <ul style="list-style-type: none"> i. two members of academic staff (at least one of whom must be a subject specialist) must be present; ii. the student must be advised in advance in writing of the reason for the viva being held, and must be given 5 working days notice of the viva date; iii. staff present at the viva must make a record of the discussions; these may be used to form the evidence base for any future investigation. A copy of these records will be provided to the student. iv. Where a student has been offered two separate dates for the viva and either does not reply within 5 working days, declines all two dates, or does not 	<p>to notify a student of a viva from 10 to 5.</p> <p>The regulation was also missing reference to viva dates accepted by a student who then failed to attend without a good reason.</p>
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	<p>Module Leader will determine either;</p> <p>a. that the work will be treated as a non-submission and a mark of zero will be recorded for the assessment component. This decision must be reported to the Academic Standards Manager. Or;</p> <p>b. that academic misconduct has occurred, and the procedures as stated at 10.48 c) will be pursued.</p> <p>c. that academic misconduct has not occurred, in which case the assessment will be marked as normal and without prejudice.</p>	<p>attend a previously agreed date, absent exceptional reason with supporting evidence, the Module Leader will determine either;</p> <p>a. that the work will be treated as a non-submission and a mark of zero will be recorded for the assessment component. This decision must be reported to the Academic Standards Manager. Or;</p> <p>b. that academic misconduct has occurred, and the procedures as stated at 10.48 c) will be pursued.Or;</p> <p>c. that academic misconduct has not occurred, in which case the assessment will be marked as normal and without prejudice.</p>		
Section 10 Academic Misconduct	n/a	n/a	10.71 In the event that the Panel does not reach a consensus, the Chair will have a deciding vote.	A new regulation was added to clarify that the Chair has the deciding vote if the Panel does not reach a consensus.
Section 10 Academic Misconduct Table of Penalties - Dishonest Practice	n/a	n/a	Fabrication of data refers to the falsification of data (either qualitative or quantitative), through invention or amendment, which is then presented by the student as if it had been legitimately gathered in line with the norms of the discipline concerned.	An offence has been added for the fabrication of data/research for assessments.

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Section 10 Academic Misconduct Table of Penalties - Dishonest Practice	n/a	n/a	In the case of professional qualifications, falsely claiming to have completed hours in practice or to have achieved required competencies when this is not the case	Offence has been added in preparation for the Nursing degree.
Section 10 Academic Misconduct Table of Penalties – Examinations and In Class Tests	n/a	n/a	Additional penalties added for subsequent offences committed at levels 5, 6 and 7.	The table has been updated to include information on the recommended penalties for subsequent offences committed relating to examination and in class tests.
Section 11 Mitigating Circumstances	11.58 Where a mitigating circumstance claim in respect of a deferral of one or more identified assessment components is accepted, the student will be deferred in those assessment components. When deferred at the Main assessment period, the student will normally be required to take the assessment(s), without attendance, during the Referral/Deferral assessment period. When deferred at the Referral/Deferral assessment period, the student will normally be required to take the assessment(s) at the next assessment opportunity for that module without attendance, during the following academic year.	11.58 Where a mitigating circumstance claim in respect of a deferral of one or more identified assessment components is accepted, the student will be deferred in those assessment components. When deferred at Assessment Period 2 the student will normally be required to take the assessment(s), without attendance, during Assessment Period 3 the Referral/Deferral period. When deferred at Assessment Period 3 the student will normally be required to take the assessment(s) for that module without attendance, during the following academic year.	n/a	Regulation updated in line with academic calendar for 2025/26

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Section 12 Marking, moderation and external scrutiny	12.8 For each module, it is for the Head of School which owns that module to determine who is competent to act as a marker. A marker need not have taught on that module.	12.8 For each module, it is for the Head of School, which owns that module, to determine the appropriate internal member of staff to act as a marker. A marker need not have taught on that module.	n/a	Regulation has been updated to clarify that markers must be in internal university staff and not external colleagues.
Section 13 The determination of results - the role of examiners	n/a	n/a	n/a	n/a
Section 14 The operation of Assessment Boards	14.21 Undergraduate Progression and Award Boards will normally meet at least twice per academic year, once during the Main assessment board period and once during the Referral/Deferral Progression and Award Board period, in accordance with the academic regulations and published academic calendar.	14.21 Undergraduate Progression and Award Boards will normally meet at least twice per academic year, once following Assessment Period 2 and once following Assessment Period 3 to consider Referral/Deferral results , in accordance with the academic regulations and published academic calendar.	n/a	Regulation updated in line with academic calendar for 2025/26
Section 14 The operation of Assessment Boards	14.22 Postgraduate Progression and Award Boards will normally meet twice in each academic session, at the end of Semester 2 and immediately prior to or during the autumn term following completion of the project or dissertation. In Colleges where there is a January intake of students Progression and Award Boards will also meet following the main semester one assessment period.	14.22 Postgraduate Progression and Award Boards will normally meet three times in each academic session, at the end of Assessment Period 2, Assessment Period 3 to consider Referral/Deferral results and after Assessment Period 6 following the completion of the project or dissertation. In Colleges where there is a January intake of students Progression and Award	n/a	Regulation updated in line with academic calendar for 2025/26

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		Boards will also meet following Assessment Period 1 .		
Section 15 Publication of results	n/a	n/a	n/a	n/a
Section 16 Academic Appeals	16.8 The University reserves the right to terminate the academic appeals process at any time if it judges that the appeal is vexatious or frivolous. This decision will be made by the Deputy Vice-Chancellor (Student Engagement) on the advice of the Academic Registrar. Any student submitting fraudulent documentation in support of their appeal or who submits an appeal that is fraudulent in any other way will be subject to the provisions of the University's Student Disciplinary Regulations or Academic Misconduct Regulations, as appropriate.	16.8 The University reserves the right to terminate the academic appeals process at any time if it judges that the appeal is vexatious or frivolous. This decision will be made by the Deputy Vice-Chancellor (Education) on the advice of the Academic Registrar. Any student submitting fraudulent documentation in support of their appeal or who submits an appeal that is fraudulent in any other way will be subject to the provisions of the University's Student Disciplinary Regulations or Academic Misconduct Regulations, as appropriate.	n/a	Regulation updated to reflect correct role.
Section 17 Undergraduate Framework	3.4.1 Students are required to enrol on a named course of study and must re-enrol annually in accordance with procedures laid down by the Academic Registrar's Department. An eligible student who fails to complete their enrolment	3.4.1 Students are required to enrol on a named course of study and must re-enrol annually in accordance with procedures laid down by the Academic Registrar's Department. An eligible student who fails to complete their enrolment by	n/a	Regulation updated in line with academic calendar for 2025/26

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	before the start of teaching week 3 will be deemed to have withdrawn from their course and will normally have their enrolment terminated.	the published deadline will be deemed to have withdrawn from their course and will normally have their enrolment terminated.		
Section 17 Undergraduate Framework	3.4.4 An extension to the maximum period of enrolment may only be granted in exceptional circumstances and normally for one academic year at the discretion of the Academic Registrar or nominee. An extension should be requested as soon as it is apparent that one would be needed or within one month of the publication of results.	3.4.4 The purpose of maximum periods of enrolment is to ensure the currency of knowledge, the competencies of degree holders and the quality of degrees for the awards we make. An extension to the maximum period of enrolment may only be granted in exceptional circumstances and normally for one academic year at the discretion of the Academic Registrar or nominee. An extension should be requested as soon as it is apparent that one would be needed or within one month of the publication of results.	n/a	The regulation has been updated to provide clarity on the reasons why the maximum periods of enrolment are in place.
Section 17 Undergraduate Framework	3.7.6 Guidance: Student Responsibility – Engagement and Withdrawal Students who withdraw should make themselves aware of any financial implications, including liability for the payment of tuition fees and other costs. Further details can be found in the University's Financial Regulations, or through	3.7.6 Guidance: Student Responsibility – Engagement and Withdrawal Students who are withdrawn by the University or who choose to withdraw should make themselves aware of any financial implications, including liability for the payment of tuition fees and other costs. Further details can be found in the	n/a	The guidance note has been updated to clarify that there may be fee implications when a student decides to withdraw or if the university withdraws a student.

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	seeking advice from the Student and Academic Services department.	University's Financial Regulations, or through seeking advice from the Student and Academic Services department.		
Section 17 Undergraduate Framework	4.5.4 There will be two Progression and Award Board periods each academic year: 'Main' and 'Referral/Deferral'. There may be additional Progression and Award Board periods for incoming exchange and study abroad students.	4.5.4 An Assessment Period is a period which culminates with Progression and Award Boards (PABs) and the publication of results and begins either at the start of the associated examination period (where the assessment period has an exam period) or otherwise following the final permissible dissertation or coursework submission deadline. There are three Assessment Periods within the standard undergraduate academic year.	n/a	Regulation updated in line with academic calendar for 2025/26
Section 17 Undergraduate Framework	4.5.5 The Main Progression and Award Board period shall follow the examination period at the end of Semester 2 and shall normally be held in May and June.	4.5.5 The Main Progression and Award Board shall follow Assessment Period 2 and shall normally be held in May and June.	n/a	Regulation updated in line with academic calendar for 2025/26
Section 17 Undergraduate Framework	4.5.6 Following the notification to students of the results from the Main Progression and Award Board period there shall be a Referral/Deferral examination period, normally held in July.	4.5.6 Following the notification to students of the results from Assessment Period 2 there shall be a Referral/Deferral examination period, normally held in July (Assessment Period 3) which will consider Referral and Deferral results.	n/a	Regulation updated in line with academic calendar for 2025/26

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Section 17 Undergraduate Framework	4.5.8 Students must ensure that they are available during the Referral/Deferral examination period in case they are required to undertake one or more Referrals/Deferrals.	4.5.7 Students must ensure that they are available during Assessment Period 3 in case they are required to undertake one or more Referrals/Deferrals.	n/a	Regulation updated in line with academic calendar for 2025/26
Section 17 Undergraduate Framework	4.5.7 The Referral/Deferral Progression and Award Board period shall follow the Referral/Deferral examination period and shall consider Referral and Deferral results.	n/a	n/a	Removal of regulation no longer required.
Section 17 Undergraduate Framework	4.8.4 Where the Referral is offered by the Main Progression and Award Board it will be undertaken during the Referral/Deferral examination period. Where the Referral is offered by the Referral Progression and Award Board (i.e. following Deferral at the Main Progression and Award Board), it will be undertaken at the next assessment opportunity during the following academic year, and a new module registration is not required.	4.8.4 Where a student is referred in an assessment component at Assessment Period 2 it will be undertaken during Assessment Period 3 . Where the Referral is offered at Assessment Period 3 it will be undertaken at the next assessment opportunity during the following academic year, and a new module registration is not required.	n/a	Regulation updated in line with academic calendar for 2025/26
Section 17 Undergraduate Framework	4.10.3 Where the student is deferred in an assessment component at the Main Board the student will normally be permitted to undergo assessment during the Referral Period, which will normally comprise	4.10.3 Where the student is deferred in an assessment component at Assessment Period 2 the student will normally be permitted to undergo assessment during Assessment Period 3 , which will normally comprise	n/a	Regulation updated in line with academic calendar for 2025/26

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	submission or presentation of the outstanding assessment components (see paragraph 4.8.3 above). The marks achieved in any assessment components previously passed will stand and will be carried forward.	submission or presentation of the outstanding assessment components (see paragraph 4.8.3 above). The marks achieved in any assessment components previously passed will stand and will be carried forward.		
Section 17 Undergraduate Framework	4.10.4 Where the student is deferred in an assessment component at the Referral Board the student will normally be required to undergo assessment at the next assessment opportunity during the following academic year, without attendance, and a new module registration is not required. Again, the marks achieved in any assessment components previously passed will stand and will be carried forward.	4.10.4 Where the student is deferred in an assessment component at Assessment Period 3 the student will normally be required to undergo assessment at the next assessment opportunity during the following academic year, without attendance, and a new module registration is not required. Again, the marks achieved in any assessment components previously passed will stand and will be carried forward.	n/a	Regulation updated in line with academic calendar for 2025/26
Section 17 Undergraduate Framework	7.3.2 The indicator score will be derived from the best 220 credits at Levels 5 and 6, i.e. the module with the lowest mark, whether it be at Level 5 or Level 6, will be disregarded. Where that module has a credit volume of more than 20 credits, for the purpose of calculating the award the mark will be used but with a reduced credit volume. E.g. where that module is a 40-credit module, the mark shall be	7.3.2 The indicator score will be derived from the best 220 credits at Levels 5 and 6. The module with the lowest mark at Level 5 will be disregarded in calculating a provisional indicator score, and the module with the lowest mark at Level 6 will be disregarded in calculating second provisional indicator score; whichever is the higher provisional indicator score will be the indicator score, and will be used to	n/a	Regulation has been revised in line with new degree algorithm.

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	used but the module shall be regarded as a 20-credit module.	determine the classification. Where the disregarded module has a credit volume of more than 20 credits, for the purpose of calculating the award the mark will be used but with a reduced credit volume. E.g. where that module is a 40-credit module, the mark shall be used but the module shall be regarded as a 20-credit module.		
Section 17 Undergraduate Framework	7.3.3 Where there are two or more modules with a joint lowest mark, and those modules are at both Levels 5 and 6, the Level 6 module shall be disregarded.	n/a	n/a	The regulation has been removed as it is no longer required.
Section 18 Postgraduate Framework	18.33 An extension to the maximum period of enrolment may only be granted in exceptional circumstances and normally for one academic year at the discretion of the Academic Registrar or nominee. An extension should be requested as soon as it is apparent that one would be needed or within one month of the publication of results.	18.33 The purpose of maximum periods of enrolment is to ensure the currency of knowledge, the competencies of degree holders and the quality of degrees for the awards we make. An extension to the maximum period of enrolment may only be granted in exceptional circumstances and normally for one academic year at the discretion of the Academic Registrar or nominee. An extension should be requested as soon as it is apparent that one would be needed or within one month of the publication of results.		The regulation has been updated to provide clarity on the reasons why the maximum periods of enrolment are in place.

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Section 18 Postgraduate Framework	18.78 There will normally be four Progression and Award Board period each year. There may be additional Progression and Award periods as permitted by the College Teaching Committee.	18.78 An Assessment Period is a period which culminates with Progression and Award Boards (PABs) and the publication of results and begins either at the start of the associated examination period (where the assessment period has an exam period) or otherwise following the final permissible dissertation or coursework submission deadline. There are three Assessment Periods within the standard undergraduate academic year		
Section 18 Postgraduate Framework	n/a	n/a	18.79 Postgraduate Progression and Award Boards will normally meet three times in each academic session, at the end of Assessment Period 2, Assessment Period 3 to consider Referral/Deferral results and after Assessment Period 6 following the completion of the project or dissertation. In Colleges where there is a January intake of students Progression and Award Boards will also meet following Assessment Period 1.	Regulation added in line with academic calendar for 2025/26
Section 18 Postgraduate Framework	18.97 Where the Referral is offered at the Progression and Award Board the student will normally be permitted to undergo	18.97 Where the Referral is offered at Assessment Period 2 the student will normally be permitted to undergo assessment at a	n/a	Regulation updated in line with academic calendar for 2025/26

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	assessment during the next assessment period. A referral will normally comprise submission or presentation of the outstanding assessment components. A new module registration is not required.	Assessment Period 3. Where a referral is offered at Assessment Period 6 the student will normally be permitted to undergo the assessment at Assessment Point 1. A referral will normally comprise submission or presentation of the outstanding assessment components. A new module registration is not required		
Section 18 Postgraduate Framework	n/a	n/a	18.126 In order to be considered for an award a student must have achieved the minimum number of credits at the required levels prescribed in Table 9 above and must have met any additional requirements detailed in the relevant programme specification. In addition, apprenticeship students will normally be expected to complete all the requirements as set out in the apprenticeship standard and assessment plan, including their End Point Assessment, to be eligible for the award.	Regulation has been added to explain that in addition to meeting the prescribed credits for an award, apprenticeship students will also be expected to complete the requirements as set out in the apprenticeship standard, assessment plan and end point assessment.
Section 19 Framework for study abroad and exchange students	n/a	n/a	n/a	n/a
Section 20 Regulations for the conferment of awards	n/a	n/a	n/a	n/a
Section 21 Definitions	n/a	n/a	n/a	n/a

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Appendix A Undergraduate Award Requirements Pre-2010/11	n/a	n/a	n/a	n/a
Appendix B Undergraduate Award Requirements – Pre-2017/18	n/a	n/a	n/a	n/a
Appendix C Outcome classification descriptions for Bachelor Awards	n/a	n/a	n/a	n/a