

**GENERAL AND ACADEMIC
REGULATIONS FOR
HIGHER EDUCATION
STUDENTS**

FOR FULL TIME UNDERGRADUATE STUDENTS STARTING FROM
SEPTEMBER 2023;
FOR PART TIME UNDERGRADUATE STUDENTS STARTING FROM
JANUARY 2023;
FOR POSTGRADUATE STUDENTS STARTING FROM JANUARY 2023;
FOR APPRENTICES STARTING FROM JANUARY 2023
AND FOR DUAL AWARD STUDENTS STARTING FROM NOVEMBER 2022

CONTENTS

1. INTRODUCTION	4
1.1 Purpose and scope of regulations	4
GENERAL REGULATIONS	4
2. RESPONSIBILITIES	4
2.1 General conduct	4
2.2 Attendance	5
2.3 Health and safety	5
2.4 Disabilities	5
3. LEGAL ISSUES	5
3.1 Legalities	5
3.2 Ownership of students' work	6
3.3 Copyright	6
3.4 Data protection	6
3.5 Payment of fees [Not applicable to Apprentices]	6
3.6 Cancellation [Not applicable to Apprentices]	6
4. AWARDS	7
4.1 Award titles	7
4.2 Honorary awards	8
4.3 Withdrawal of awards	8
5. CREDIT FRAMEWORK	8
5.1 Credit Framework	8
5.2 Credit Framework table	9
6. ADMISSIONS AND REGISTRATION	10
6.1 Admissions	10
6.2 Age limits [Not applicable for apprentices]	10
6.3 Entry requirements	10
6.4 Registration	11
6.5 Student Information	11
6.6 Recognition of Prior Learning	11
6.7 Language	12
6.8 Readmission	12

7. PROGRAMME OF STUDY	13
7.1 Approved courses of study	13
7.2 Time limits	13
7.3 Student deferral	14
7.4 Student transfer	14
7.5 Student withdrawal	15
8. ASSESSMENT	15
8.1 Assessment	15
8.2 Timing of assessment	15
8.3 Submission of assessed work	15
8.4 Pass marks	15
8.5 Failure and Reassessment	16
8.6 Alternative assessment	16
9. REASONABLE ADJUSTMENTS	16
9.1 Reasonable adjustments	16
10. SPECIAL CONSIDERATIONS	17
10.1 Special considerations	17
11. PROGRESSION	17
11.1 Progression	17
11.2 Trailing credits	17
11.3 Deferred credit (Apprenticeship programmes only)	17
12. GRANTING AWARDS	18
12.1 Assessment Boards	18
12.2 Classifications and grades	18
12.3 Aegrotat awards	20
12.4 Graduation	20
12.5 Transcripts	20
12.6 Certification	20
13. ACADEMIC INTEGRITY	20
13.1 Academic Integrity	20
14. STUDENT COMPLAINTS AND APPEALS	21
14.1 Student complaints	21
14.2 Appeals	21
14.3 Office of the Independent Adjudicator	21

1. INTRODUCTION

1.1 Purpose and scope of regulations

These regulations apply to all students¹ studying for a Walbrook higher education award, regardless of their location, their mode of study (full-time, part-time or as an apprentice) and if delivered through an arrangement with a collaborative partner.

The Academic Board has final responsibility for the academic standard of awards of Walbrook, including the final approval of the regulations. Walbrook can, without notice, amend these regulations by agreement of the Academic Board.

Normally any changes to the regulations will come into effect at the beginning of the next academic session. Walbrook may, at its discretion, introduce changes during a session where it is either in the best interests of students, or necessary (for example due to changes in the law).

Once students are enrolled, they will sign a declaration to agree to our regulations, policies, and student charter.

These regulations should be read together with the Walbrook Code of Practice for Quality Assurance (Code of Practice) and its supporting policies, the Student Charter and dual award framework.

Any amendments to these regulations will be published on Walbrook's website and, where necessary, advised to students.

In cases of disagreement about the understanding of these regulations, the decision of the Registrar shall be final.

For Dual awards offered with a collaborative partner, each partner's award will be governed by their own regulations at programme level, for example credits and classifications/grades. Regulations at module level will be applied by the delivery partner.

GENERAL REGULATIONS

2. RESPONSIBILITIES

2.1 General conduct

2.1.1. Students are expected to behave appropriately at all times and may be subject to disciplinary action in line with Walbrook's Student Disciplinary Policy where they fail to do so.

¹ Within the regulations, 'student' is defined as any person studying a HE programme and includes apprentices.

2.1.2. Where a concern is raised in relation to student's health or wellbeing, Walbrook may act to bring about a resolution that addresses the interests of all affected parties in line with Walbrook's Fitness to Study Policy.

Attendance

2.2.1. Students are required to attend induction sessions, lectures, workshops, tutorials, and seminars where appropriate, either online or face-to-face.

2.2.2. Failure to attend may impact students' progression, student loan funding and/or Tier 4 status. For further information students should refer to the Attendance Policy.

Health and safety

2.3.1. Walbrook take all necessary steps to ensure the health, safety and welfare of students, employees and visitors and expects students to work with Walbrook, or its collaborative partners, on all health and safety matters.

2.3.2. Students should bring any health or safety concerns they might have to the attention of their lecturers or a member of Walbrook or its collaborative partner staff or their employer.

2.3.3. Students are responsible for their personal property used in connection with their studies. Walbrook shall have no liability in respect of loss or damage to such property.

Disabilities

2.4.1. Walbrook is committed to a policy of equal opportunity for students and aims to create an environment where all disabled students have access to both facilities and a learning environment that are, wherever possible, comparable to those experienced by their nondisabled students.

2.4.2. Students can apply for a reasonable adjustment if they need additional support; however, Walbrook may not always be able to meet every individual's need.

3. LEGAL ISSUES

Legalities

3.1.1. Any dispute, whether under these, or any other regulations or codes of conduct or any contract between Walbrook and any students, shall be governed by, and interpreted in accordance with, English law.

3.1.2. If the educational services provided are changed, Walbrook will ensure that students' best interests, and maintenance of the quality of such services, remain paramount considerations and will seek to notify all students concerned at the

earliest possible opportunity of any proposed change(s). Where practicable, Walbrook will gather students' opinions concerning any proposed changes.

Ownership of students' work

3.2.1. You shall own any intellectual property you generate and provide to us during your programme.

Copyright

3.3.1. All study content and media are protected by copyright. Any use for purposes other than contractually permitted is prohibited and requires the prior written consent of the copyright owner. This applies in particular to making these available via the internet, duplication and disclosure to third parties. Saving and printing the study content and media for personal purposes is permitted.

Data protection

3.4.1. Walbrook attach great importance to the personal data of students and ensure it is handled in accordance with relevant data protection legislation. Details of how Walbrook process and protect student's personal data is set out in the Data Protection / Privacy Statement / Data Collection sections on the Walbrook website.

Payment of fees [Not applicable to Apprentices]

3.5.1. All fees must be paid by the due date, or otherwise on demand.

3.5.2. Failure to pay academic fees in full may result in assessment results being withheld and / or termination of studies.

3.5.3. Students will not receive their award unless their academic fees have been paid in full.

3.5.4. Students will not receive their certificate or academic transcript unless all their fees have been paid in full.

3.5.5. Walbrook will take such action as it thinks necessary to recover all outstanding debt, including the recovery of all costs incurred in so doing.

3.5.6. Any student who is withdrawn from a module or programme as a result of disciplinary action or being unable to complete under regulation will not have the right to be reimbursed for any costs, including those for a course of study.

Cancellation [Not applicable to Apprentices]

3.6.1. Students have the right to cancel their registration(s) to study a programme and / or module, without reason. Students should refer to the Student Withdrawal Policy for more information.

AWARDS

Award titles

4.1.1. 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.

4.1.2. 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
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4.1.3. Programme specifications shall state the modules that make up that programme, the level of each module and its credit value. For Dual awards offered with a collaborative partner, programme specifications will confirm the contributing modules towards the Walbrook award.

Honorary awards

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

Withdrawal of awards

4.3.1. The Academic Board may decide to withdraw any of its Higher Education awards or modules in line with the Programme and Module Withdrawal Policy.

4.3.2. Walbrook reserves the right to withdraw an award from students in 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.

CREDIT FRAMEWORK

Credit Framework

5.1.1. Credits will be awarded to students who demonstrate that they have achieved the learning outcomes specified for a module.

5.1.2. Walbrook works in various units of credit value and programme specifications will confirm the module credit values within that programme.

5.1.3. Modules within a programme may be compulsory or elective².

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

5.1.5. Credit may not be double counted.

5.1.6. Walbrook offers staged awards for some programmes where students may progress towards awards that have a higher credit value. All staged awards will have their own programme specification.

² Elective modules may be referred to as 'optional modules' in some programmes.

5.1.7. Students that successfully complete part of a programme may be eligible for an exit award, dependent on the credit they have been awarded.

Credit Framework table

5.2.1. Students must achieve the number of credits shown in the table below, irrespective of which year the modules are studied, to be considered for an award.³

	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 diplomas	6	80	80
Graduate certificates	6	40	40
Foundation degrees	5	240	90
Diplomas of Higher Education	5	240	90

³ Walbrook's Credit Framework, as set out in these regulations, relates to both undergraduate and postgraduate programme levels and is consistent with the QAA's Higher education credit framework for England: guidance on academic credit arrangements in higher education in England

Certificates of Higher Education	4	120	90
Foundation year	3	120	120

ADMISSIONS AND REGISTRATION

Admissions

6.1.1. Applicants (or employers or training providers on behalf of apprentices if applicable) shall provide Walbrook with full and accurate academic and personal information for the admission process. If Walbrook discovers that information has been withheld, or is inaccurate or fraudulent in any way, the matter will be dealt with in line with Walbrook's Code of Practice (Chapter 9: Malpractice). As a consequence, Walbrook may cancel the application or the registration.

Age limits [Not applicable for apprentices]

6.2.1. Students who have reached the age of 17 but not the age of 18 on the first day of the month in which their programme of study starts will only be admitted with the written consent of an appropriate adult (for example a parent, guardian, or employer).

Entry requirements

6.3.1. Walbrook will determine the criteria for entry for applicants, and their admission judged against the criteria for entry.

6.3.2. Walbrook may use additional means such as personal statements, written tasks and /or interviews, etc, to judge the eligibility and suitability of an applicant.

6.3.3. In respect of criteria for entry and the admission of applicants, separate procedures will apply for different study routes and types of programmes, e.g. apprenticeships.

6.3.4. Walbrook may admit an applicant to a programme where:

It has a reasonable expectation that the applicant will be able to complete the programme and achieve the award;

The applicant is deemed to have satisfied the entry requirements for the programme.

6.3.5. Before starting their study, all applicants must have satisfied the entry criteria confirmed in the programme specification (or, in the case of apprentices, satisfied the employer's recruitment processes).

6.3.6. Students, excluding apprentices, who apply outside of UCAS are required to sign a declaration confirming their compliance with the published entry criteria.

6.3.7. Walbrook reserves the right, as part of the registration process, to require students to submit authenticated evidence of how they meet the entry requirements.

Registration

6.4.1. Students should apply for the programme they wish to study by completing the relevant application / enrolment / UCAS form and submitting evidence, where required, that they meet the required entry criteria.

6.4.2. It is the students' responsibility to ensure they register for modules and assessments in a timely manner.

Student Information

6.5.1. Due to statutory requirements, Walbrook must be given information for each student at the time of registration, including:

The student's full name;

Their current home, employer and campus addresses, where appropriate; iii.

Their email and telephone contact details.

Any change to these details must be reported to Walbrook as soon as possible.

6.5.2. Walbrook will use email as the main form of communication with students; it therefore becomes the student's responsibility to check their emails on a regular basis.

6.5.3. Students who change their name, and wish this change to be recorded with Walbrook, must provide notification supported by the relevant, authenticated documentation.

Recognition of Prior Learning

6.6.1. Walbrook recognises three forms of prior learning by students either as a basis for entry to its programmes or to exempt students from some of the requirements for awards. These are:

Accreditation of prior certificated learning (APCL);

Accreditation of prior experiential learning (APEL); and vi. Accreditation of in-house education programmes.

6.6.2. These are collectively known as accreditation of prior learning (APL). Information, including how to apply and definitions for each type of APL, can be found in Walbrook's Code of Practice (Chapter 3: Accreditation of Prior Learning).

6.6.3. There are limits for how much accreditation of prior learning can be included towards an award when the learning has been undertaken with external organisations, as described below:

For Undergraduate awards, accreditation of prior learning may be recognised for credit up to an amount of 50% of each level at Levels 4 and 5 of the programme, unless otherwise stated in the programme specification. APL may be awarded at Level 6 of Walbrook's Credit Framework for students who have completed a relevant Professional Education Qualification with the Walbrook.

For Postgraduate awards, accreditation of prior learning may be recognised for credits up to an amount of 50% of the taught modules of a programme, unless otherwise stated in the programme specification.

6.6.4. Taught modules do not include dissertation, project, work-based learning or capstone modules. APL may not be awarded against dissertation, project, work-based learning or capstone modules unless otherwise stated in the programme or module specification.

6.6.5. Modules for which credits have been awarded on the basis of APL are recognised simply as qualifying modules for the award and do not contribute to the grade or classification of an award.

6.6.6. APL cannot be claimed against modules that students have already registered for or completed.

6.6.7. Where students use accreditation of prior learning as an exemption for some of the requirements of the award it must be successfully applied for within the time limits for the level of study it is being used for, as stated within section 7.2.

6.6.8. The decision made by Walbrook regarding APL is an academic decision and therefore final.

Language

6.7.1. Unless determined otherwise by the Academic Board, English will be the language used for all tuition delivery, study materials, assessment, and administration.

6.7.2. Students are expected to have a minimum standard of English as part of the entry requirements for a programme.

6.7.3. Where English is not a student's first language, they will be expected to demonstrate their competence through achieving the IELTS score stated in the relevant programme specification (or equivalent).

Readmission

6.8.1. Where a student's registration has previously been terminated by Walbrook, admission to the same, or a similar programme, will be at the discretion of the Registrar.

PROGRAMME OF STUDY

Approved courses of study

7.1.1. All students registered for a higher education award of Walbrook must follow an approved course of study.

Time limits

7.2.1. Students must complete their programme of study within the maximum time limit. Students should refer to their individual programme specification for further information regarding expected length of study.

7.2.2. The time limit will begin from the start date of the first module within that level of study and will include any attempts at a failed module. The time limit will finish when the last assessment has been sat/ submitted.

7.2.3. Undergraduate programme maximum time limits:

	Programmes comprising 360 credits	Programmes comprising 480 credits
Full-time study	4 years	5 years
Part-time study	7 years	8 years
Apprentices ⁴	48 months	N/A

7.2.4 On some programmes, the time frames above may be prorated (for example part programmes).

7.2.5. Postgraduate programme maximum time limits:

	Programmes comprising 60 credits	Programmes comprising 120 credits	Programmes comprising 180 credits
Full-time study	1 year	2 years	3 years
Part-time study	2 years	3 years	4 years
Apprentices	2 years	3 years	4 years

7.2.6. Cases that have been processed through the Special Consideration process may lead to an extension to the time limits.

⁴ Please note some bespoke programmes may have differing standard and/or maximum periods of study.

7.2.7. Students are expected to study continuously and demonstrate their progression on a programme of study. LIBF may withdraw students who are not engaged at the appropriate level and/or progressing in line with the maximum registration periods applying to their programme and mode of study.

7.2.8. Where students wish to take a break from a course of study they must apply to defer.

7.2.9. For apprentices, any break in learning or deferral will be considered in consultation with Walbrook and their employer (and their training provider if applicable).

Student deferral

7.3.1. Deferral is where students stop their study but intend to return and complete their programme of study.

7.3.2. Students can apply to defer their studies either during a module, or between module registrations.

7.3.3. Students are advised to contact Walbrook at the earliest opportunity (or collaborative partner or employer, if applicable) to discuss the best course of action.

7.3.4. Students may incur a cost for deferring.

7.3.5. Students who defer their studies must return to study within 13 months from the start date of the deferred module unless otherwise agreed with the Academic Dean.

7.3.6. The time taken out from studying will count towards the programme time limit unless otherwise agreed because of a special consideration.

7.3.7. Students who defer and do not return to study within the time limit will be withdrawn from study.

7.3.8. Any credit achieved from a previously completed module(s) will be carried forward when students return to study. Any module(s) which were not previously completed will need to be started from the beginning.

Student transfer

7.4.1. Walbrook recognises that students' interests and needs may prompt them to seek a change in their studies, either to a different elective module or to another programme. The procedures for study transfer are set out in Walbrook's Transfer Policy.

Student withdrawal

7.5.1. Walbrook recognises that students who register for a programme may need to cancel or withdraw their registration(s). The procedures for this are confirmed in Walbrook's Student Withdrawal Policy.

7.3.9. Students may later be readmitted to the same or an alternative programme, with the permission of the Academic Dean and Registrar.

ASSESSMENT

Assessment

8.1.1. Assessment is how students can demonstrate that they have achieved the learning outcomes of their programme of study and is done in accordance with Walbrook's Code of Practice (Chapter 7: Assessment) and as described in programme and module specifications.

8.1.2. Walbrook has separate assessment regulations which students must comply with when taking an assessment.

Timing of assessment

8.2.1. For scheduled assessments students should attend and/or submit their work on / by the published dates and times.

8.2.2. For on demand assessment(s), students are required to independently schedule their own assessment(s).

Submission of assessed work

8.3.1. Walbrook will reject submissions that are not made in the requested format.

8.3.2. Submitted assessments will be checked to ensure their integrity, for example through a plagiarism detection process.

8.3.3. Where there is a set deadline for an assignment, late submission of the assignment will not be accepted. Walbrook will determine the time of assignment submission based on internal timestamps.

Pass marks

8.4.1. To pass an **assessment component** students must:

- i. Achieve 40% at Undergraduate level;
- ii. Achieve 50% at Postgraduate level.

8.4.2. To pass a **module** students must:

Achieve the module pass mark (40% at Undergraduate level and 50% at Postgraduate level); and

Where a module has more than one assessment component, achieve a minimum mark in each assessment component (20% at Undergraduate level and 25% at Postgraduate level).

8.4.3. Students who do not attend or submit their assessment will be graded as a DNS ('Did Not Sit') and will need to resit the assessment.

8.4.4. Once students have met the criteria to pass a module, they cannot resit any assessment components.

Failure and Reassessment

8.5.1. Students who fail a module be given one opportunity to resit (or resubmit if their programme allows) one or more failed assessment component(s) to then pass the module.

8.5.2. Where an assessment is resat, students need to keep up to date with any amendments/and or updates made to the syllabus.

8.5.3. Where students successfully resit an assessment, the mark will be capped at the pass mark for that assessment

8.5.4. Students cannot continue on their programme of study if they do not achieve the required number and level of credits for that programme.

8.5.5. Students may be charged a fee for reassessment.

8.5.6. In exceptional circumstances, students who have failed to pass an elective module may be allowed to switch to another elective module (not available to apprentices). A fee may be charged to students who change to a new module.

Alternative assessment

8.6.1. In exceptional circumstances, and where their programme allows, students who have failed to pass an elective module may be allowed to switch to another elective module. A fee may be charged to students who change to a new module.

REASONABLE ADJUSTMENTS

Reasonable adjustments

9.1.1. Walbrook supports students for whom the standard learning, teaching and assessment arrangements may adversely affect their ability to demonstrate their true performance level.

9.1.2. Students should apply for a reasonable adjustment if they need assistance because of a disability or special educational need.

9.1.3. The detailed procedure and conditions to apply for reasonable adjustments are set out in Walbrook's Reasonable Adjustments Policy and Code of Practice (Chapter 7: Assessment).

SPECIAL CONSIDERATIONS

Special considerations

10.1.1. Any student whose studies are significantly affected by temporary circumstances beyond their control should complete an application under the Special Consideration Policy.

PROGRESSION

Progression (programme specific)

11.1.1. On certain programmes of study, to progress from one level of a programme to the next, students must achieve the required number of credits at the previous level or be approved to trail credits where applicable. Progression is approved by the Assessment Board.

11.1.2 To proceed to Level 5, students must normally achieve 120 Level 4 credits.

11.1.3 To proceed to Level 6, students must normally achieve 120 Level 5 credits.

11.1.4. The programme specification may require that particular modules be studied and / or passed before students can progress.

11.1.5. Students who have not met the criteria above will not be given the opportunity to retake the year. If exceptional circumstances have negatively impacted a student's study for the whole academic year, they may be allowed to repeat the year. Students who repeat a year will be required to retake any previously completed modules.

Trailing credits (programme specific)

11.2.1. Trailing credits is where, on certain programmes of study, students may progress to the next level of a programme without achieving all the required credits at the former level. Trailing credits must be agreed by the Assessment Board.

11.2.2. Students may only study trailed credits at the next level if they have fulfilled any prerequisites for the study of modules at the higher level.

11.2.3. Where trailed credits are not achieved at the new level of study no further progression / completion will normally be allowed.

Deferred credit (Apprenticeship programmes only)

11.3.1. Students studying an apprenticeship programme may follow a different route to achieve their credits. For example, Accreditation of Prior Learning for Levels 4 and 5 (up to 50 per cent for each level) may be completed during the final stage (i.e. Level 6) of their programme of study.

11.3.2. Progression and trailing credits for students studying an apprenticeship programme will be based on modules scheduled for completion.

GRANTING AWARDS

Assessment Boards

12.1.1. All decisions about the outcomes of assessments and modules are considered by an Assessment Board.

12.1.2. Module marks and programme grades/ classifications are approved by an Assessment Board. The date of the award is the date it was approved by the Programme Assessment Board.

12.1.3. Provisional assessment marks will be released to students after their assessment but may be withheld under exceptional circumstances. If this is the case, students will be advised of the revised release of provisional results.

Classifications and grades

12.2.1. 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). These are informed by established programme conventions and precedent, for example consideration of borderline cases.

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	70.0% and above 60.0%-69% 40.0%-59% 0- 39%

6	Distinction Merit Pass Fail	70.0.% and above 60.0%-69% 40.0%-59% 0- 39%
6 Honours Degree	First Class Honours (1 st) Second Class Honours (2:1) Second Class Honours (2:2) Third Class Honours (3 rd) Fail	70.0.% and above 60.0%-69% 50.0%-59% 40.0%-49% 0- 39%
6 Non-Honours (Ordinary Degree)	Not classified	N/A
7	Distinction Merit Pass Fail	70.0.% and above 60.0%-69% 50.0%-59% 0- 49%

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

Level of award	Levels of study included	Classification / grade calculation
Level 5	Study at Level 4 and 5	100% Level 5
Level 5	Study at Level 5 only	100% Level 5
Level 6	Study at Level 6 only	100% Level 6

Level 6	Study at Levels 5 and 6	Weighted: 30% Level 5 70% Level 6
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Aegrotat awards

12.3.1. Assessment boards may award an Aegrotat degree where the student has died or is unable to complete their studies through severe and/or permanent illness or disablement. Aegrotat degrees are unclassified.

Graduation

12.4.1. Awards are conferred at a graduation ceremony. No candidate for an award can use the rights and privileges attached to such awards until they have been formally approved for conferment.

Transcripts

12.5.1. Students will automatically receive one copy of their final academic transcript when they have completed their degree. Requests for duplicate transcripts will incur a fee.

12.5.2. Students may request once copy of their academic transcript on completion of each level of study, if applicable.

Certification

12.6.1. After graduation, each graduate, diplomate, and certificate holder will be issued an award certificate.

12.6.2. An award certificate is the formal confirmation from Walbrook that students have met the learning outcomes of their programme of study and have completed all the requirements for the award within the regulations.

12.6.3. Replacement certificates will be issued in line with the HE Certification Policy.

ACADEMIC INTEGRITY

Academic Integrity

13.1.1. Walbrook will not tolerate cheating of any kind. Students attempting to gain credit for work that is not their own, either unknowingly or in an attempt to mislead, will be considered under the procedures set out in Walbrook's Code of Practice (Chapter 9: Malpractice).

STUDENT COMPLAINTS AND APPEALS

Student complaints

14.1.1. Walbrook understands that students may not always be satisfied with the service they receive and is 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 Walbrook's Code of Practice (Chapter 10: Student Complaints and Appeals).

Appeals

14.2.1. Appeals may only be made on specific grounds and criteria. Information and guidance on the process for making an appeal can be found in Walbrook's Code of Practice (Chapter 10: Student Complaints and Appeals).

Office of the Independent Adjudicator

12.3.1. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review the internal processes of its member providers. Walbrook is a member of this scheme. If students are unhappy with the outcome of a decision made by Walbrook, they may be able to ask the OIA to review their case.