

Table of Contents:

1.	Introduction	3
2.	Definitions and abbreviations	4
3.	Approval, scope and interpretation	8
	Approval and amendment	8
	Scope	8
	Interpretation	8
4.	Admissions	9
	General requirements	9
	Accreditation of Prior Learning	9
	English Language requirements	10
5.	Registration and enrolment	12
	Registration	12
	Enrolment	12
	Interruptions of Studies	13
	Withdrawals	13
6.	Academic Awards	15
	General	15
	Interim and Exit Awards	15
	Award Titles	15
7.	Assessment, Progression and Awards	16
	Assessment, re-assessment and penalties	16
	Undergraduate programmes	16
	Honours degrees	16
	Integrated Master's Degrees	17
	Top-up Honours Degrees	18

Diploma of Higher Education	19
Certificate of Higher Education	19
Ordinary degrees	19
Progression, Compensation and Average Stage Mark	20
Postgraduate Programmes	20
Master's degrees	20
Postgraduate Diplomas	21
Postgraduate Certificates	21
Compensation and Aggregate Percentage Mark	21
8. Extenuating Circumstances	22
General	22
Extensions to deadlines	22
Deferrals	22
Mitigation	23
Fitness to Study	23
9. Good Academic Practice	24
10. Academic Appeals	25
Grounds for Academic Appeal	25
Procedure for Academic Appeal	25
Duration of Registration	25
Schedule 1 - Awards	26
Schedule 2 - Derogations	27
Schedule 3 - Approved Award Titles	28
Schedule 4 - List of Abbreviations	29

1. Introduction

- 1.1 These are the academic regulations of Escape Studios which apply to any provision approved under Escape Studios' validation agreement with Coventry University. Escape Studios.
- 1.2 These Regulations have been approved by Escape Studios' Academic Board to safeguard the academic standards and the quality of learning opportunities of Escape Studios' awards.
- 1.3 These Regulations have been drafted with the following principles in mind:
 - a. Fairness to students;
 - b. Upholding and promoting academic standards;
 - c. Compatibility with the Office for Students Conditions of Registration and the UK Quality Code for Higher Education;
 - d. Clarity of language;
 - e. Supporting student achievement.
- 1.4 It is intended that the Regulations should be flexible in that they can be reviewed if it is found that any provisions are problematic in practice or have unintended consequences that conflict with the principles referred to above. Details of how the Regulations can be amended can be found in Chapter 3.

2. Definitions and abbreviations

Academic Malpractice	An act by a student or member of staff which may give them or another an unauthorised or unfair advantage in an Assessment or in the determination of results; <i>or</i> which is in contravention of any policies governing the conduct of Assessments or Academic Malpractice; <i>or</i> which might otherwise undermine the academic integrity or reputation of Escape Studios.
Academic Year	Escape Studios' Academic Year is 1 August to 31 July. This definition is the same as that adopted by the Higher Education Statistical Agency. References to the start of the Academic Year refer to the commencement of the first term following 1 August, i.e. the start of the Autumn Term.
Accreditation of Prior Learning	The identification, assessment and formal acknowledgement of prior learning. This may be formally assessed and certificated prior learning (APCL) or prior learning achieved outside formal education (experiential learning) (APEL).
Aggregate Percentage Mark	The overall average mark obtained by a student over the course of a Programme of Study, which is calculated according to the relevant provisions in these Regulations.
APL	Accreditation of Prior Learning.
Assessment	An umbrella term to cover all the methods by which a student's work is assessed. Assessment may be <i>diagnostic</i> , <i>formative</i> or <i>summative</i> , or a combination.
Average Stage Mark	The overall average mark obtained by a student over the course of a Stage of a Programme of Study, which is calculated according to the relevant provisions of these Regulations.
Award	A qualification or certificated credit conferred upon a student who has achieved the learning outcomes and passed the assessments required for the Programme of Study leading to the Award in accordance with the Programme Specification and these Regulations.
Chapter	In this document, references to Chapters are references to the ten Chapters in these Regulations.
Core Modules	Those Modules on a Programme of Study which are compulsory. The Programme Specification will set out which Modules are Core for a given Programme of Study.
Coursework	An Assessment which requires submission of a piece of work by a deadline, including (without limitation) essays, projects, reports, portfolios,

	pre-recorded video presentations, artwork, videos, computer games.
Credit	A method of quantifying an amount of verified learning a student has achieved. A Credit roughly corresponds to 10 notional learning hours which may include face-to-face teaching, on-line learning, self-study, revision and assessment. One Credit is worth twice of ECTS (European Credit Transfer and Accumulation System) credit.
Deferral	A postponement of an Examination based on Extenuating Circumstances.
Diploma Percentage Mark	The overall average mark obtained by a student over the course of 120 credits of a taught Master's Programme of Study, comprising all Modules except the 60 credit Master's Final Project.
Elective Modules	Those Modules on a Programme of Study which are not compulsory. The Programme Specification will set out the Elective Modules which are available for a given Programme of Study.
Enrolment	Students on Programmes of Study which comprise more than one Stage must complete some formalities at the start of each Stage, to confirm their intention to complete the next Stage and verify the accuracy of certain data. This process is known as Enrolment (or Re-enrolment).
Examination	An Assessment which takes place at a scheduled time.
Exit Award	An Award made to a student whose registration on a Programme of Study has been terminated prior to completion either as a result of academic failure or because of voluntary withdrawal. The availability (or otherwise) of Exit Awards will be set out in the relevant Programme Specification.
Extension	An extension of time for the submission of Coursework, based on Extenuating Circumstances.
Extenuating Circumstances	Exceptional circumstances which have, or are likely to have, a material impact on a student's academic performance in an assessment or prevent them from participating in an assessment. Extenuating Circumstances are, normally, unexpected and outside the student's control.
FHEQ	Framework for Higher Education Qualifications of UK degree-awarding bodies.
HECF	Higher Education Credit Framework for England.
Interim Award	An award made to a student whose registration on a Programme of Study is continuing but who has achieved the requirements of a lower qualification. Escape Studios does not make Interim Awards. For example, a student who is registered for a Master's degree will not be granted a Postgraduate Certificate at the point where they have achieved 60 credits.
Interruption of Studies	A period during which a student pauses their studies on a Programme of Study owing to illness or other circumstances which materially impact upon their ability to continue. An Interruption of

	Studies can last for one term or a year and must be approved by their Programme Leader and the Head of Registry. A return date will be agreed when the Interruption of Studies starts.
Level	A Level of study as described in the FHEQ. A Level is an indicator of the relative demand, depth and complexity of study and of the amount of autonomy required. There are five Levels (Levels 4 to 8) for Higher Education.
Live Examination	An invigilated assessment in which a student or a group of students is required to attend at a scheduled time and place in order to be examined 'live' online or in person. A Live Examination can include (without limitation) written examinations, presentations, question and answer sessions, teamwork demonstrations, performances, or questions based on previously submitted Coursework.
Master's Final Project	The Level 7 60 credit final Module which forms part of a taught Master's Programme of Study and which will normally take the form of a dissertation, project or consultancy report.
Mitigation	An adjustment to the outcome of an Assessment based on Extenuating Circumstances.
Module	A coherent and self-contained unit of learning, teaching and assessment with stated learning outcomes, as described in a Module Specification. Every Module has an assigned Credit value and is taught at a specific Level. The Assessment method for the Module is described in the Module Specification and may comprise more than one Assessment component. Where this is the case, the weighting of the different components will be defined in the Module Specification.
Ofqual	The Office of Qualifications and Examinations Regulation Ofqual regulates qualifications, examinations and assessments in England and is a non-ministerial department.
Partners	Other Higher Education Institutions which validate higher education programmes delivered by Escape Studios.
Programme of Study or Programme	A Programme of Study comprises a validated curriculum studied through an approved combination of Modules, which enables a student to achieve stated learning outcomes and leads to an Award. The details of the Programme of Study are set out in the Programme Specification.
Registration	The process by which a student formally becomes a member of Escape Studios and registered on their Programme of Study immediately prior the commencement of the Programme.
Regulations	Any reference to Regulations in this document is a reference to these Regulations.
Stage	Longer Programmes of Study, for example those with more than 120 credits or comprising more

	than one Level, are divided into Stages. The completion of each Stage is a defined point in the student's progress and progression from one Stage to the next higher Stage is decided by the Board of Examiners.
Summative Assessment	Summative assessments enable students to demonstrate achievement of the learning outcomes for the module. The marks for summative assessments contribute to the student's overall module results.
Written Examination	Any written assessment, including multiple choice tests, which takes place in an examination room or online over a scheduled time. It includes timed, live, invigilated written assessments, whether online or in person, and unsupervised written assessments completed over a specific time frame, such as a 24-hour period.

3. Approval, scope and interpretation

Approval and amendment

- 3.1 These Regulations and any amendments to them shall be approved by the Escape Studios Academic Board and Coventry University.
- 3.2 Boards of Examiners may propose amendments to these Regulations at any time by writing to the Dean of Academic Affairs. On receipt of a proposal for amendment, the Dean of Academic Affairs shall establish a Regulations Working Party to consider the proposal in detail.
- 3.3 The Regulations Working Party shall report to the Escape Studios Academic Board with a proposal to *either*:
 - Reject the proposed amendment, *or*
 - Put forward a detailed amendment.
- 3.4 The Escape Studios Academic Board will make a determination as to whether to reject or progress the proposed amendment and will refer its recommendation to Coventry University for decision.
- 3.5 These Regulations shall be reviewed regularly by the Escape Studios Academic Board, normally on an annual basis.

Scope

- 3.6 These Regulations apply to all programmes of study leading to a higher education award awarded by Escape Studios and validated by Coventry University.
- 3.7 Consideration should be given to whether any derogations are required to these Regulations. Derogations will only be agreed when they are necessary to comply with the requirements of a Professional, Supervisory or Regulatory Body or in other exceptional circumstances. Derogations must be approved by the Escape Studios Academic Board and by the validating partner Coventry University. Approved derogations shall be included in a Schedule to these Regulations.
- 3.8 These Regulations form part of Escape Studios' quality assurance framework and should be read in conjunction with the Terms of Reference of the Committees listed below. These Committees shall make their decisions in accordance with these Regulations which shall take precedence in the event of any conflict between the latter and the Terms of Reference.
 - Academic Board
 - Boards of Examiners
 - Extenuating Circumstances Panel
 - Additional Learning Needs Panel
 - Admissions Panel
 - Academic Malpractice Panel
 - Student Disciplinary (non-academic) Panel

Interpretation

- 3.9 These Regulations are supplemented by additional documents such as policies, student handbooks and detailed guidance on how the Regulations are implemented and enforced. In the event of any conflict between such additional documents published by Escape Studios and these Regulations, the latter shall take precedence.
- 3.10 The Dean of Academic Affairs shall have the authority to determine the correct interpretation of these Regulations.

4. Admissions

General requirements

- 4.1 In order to be admitted as a student to Escape Studios, an applicant must:
 - a. Be at least 17 years old on the date of Registration;
 - b. Have satisfied the English Language requirement set out in Regulation 4.15.
 - c. Have satisfied the admissions requirements of the Programme of Study to which they have applied;
 - d. Have satisfied any conditions included in an offer from Escape Studios of a place on a Programme of Study.
- 4.2 There is no maximum age for admission.
- 4.3 The Programme Specification for Programmes of Study will set out the specific admissions requirements for that Programme of Study.

Accreditation of Prior Learning

- 4.4 Escape Studios will consider applications for APL to its undergraduate and postgraduate Programmes of Study, subject to the provisions of Regulations 4.7 to 4.13. Escape Studios may, at its discretion, recognise for academic purposes prior certificated learning (known as APCL) or experiential learning (known as APEL). All APL decisions require approval by our validating partner, Coventry University. If prior learning is recognised, it will be accorded a credit value and will be counted towards the total number of credits required for an award.
- 4.5 Regulation 4.13 sets out the maximum number of credits of APL permitted on all Programmes of Study. Programme Specifications for Programmes of Study will set out specific requirements for APL which may exclude consideration of APL for the relevant programme or set more stringent conditions than these Regulations. Programme Specifications cannot specify APL requirements which allow for accreditation of more credits than is permitted by this Regulation.
- 4.6 Programmes of Study which are accredited by Professional, Regulatory and Statutory Bodies may exclude or impose more stringent requirements for APL than these Regulations.
- 4.7 Prior certificated learning shall only be accredited where the prior learning has been assessed and certificated for academic purposes by another Higher Education Institution or an awarding body recognised by Ofqual.
- 4.8 Prior experiential learning shall only be accredited where the applicant can demonstrate by evidence that they have, through experience, met the relevant learning outcomes at the appropriate higher education level.
- 4.9 Prior learning, whether certificated or experiential, shall normally only be accredited if it has been achieved within the 5 years prior to Registration on the relevant Programme of Study.
- 4.10 Applications for APL shall only be considered if received at the admissions stage, prior to the applicant accepting a place on the Programme of Study. Applications for APL cannot be considered after a student has enrolled on the Programme of Study.
- 4.11 Applications for APL shall be *either* for a specific Module or Modules (known as "Modular APL"; *or* for credit for a whole Stage of a Programme of Study (known as "Stage APL"). Applications for APL in relation to parts of a Module will not be considered.
- 4.12 For Modular APL to be agreed, the applicant's certificated learning or evidence of experience must demonstrate that they have met the learning outcomes of the Module in question.

- 4.13 For Stage APL to be agreed, the applicant's certificated learning or evidence of experience must demonstrate that they have met the learning outcomes of the Stage in question.

The maximum number of credits which may be accredited are set out in the table below:

Award	Maximum number of credits	Notes
Honours degree	240 credits at Levels 4 and 5	No APL is permitted at Level 6.
Integrated Master's degree	240 credits at Levels 4 and 5	
Top-up Honours degree	None	
Diploma of Higher Education	120 credits at Level 4	
Certificate of Higher Education	60 credits at Level 4	
Master's degree	60 credits at Level 7. No APL to be available for the Master's Final Project	
Postgraduate Diploma	30 credits at Level 7	
Postgraduate Certificate	None	

- 4.14 Credits granted under accreditation of prior learning will be excluded from the calculation of final classification.

English Language requirements

- 4.15 Applicants for programmes whose first language is not English and who have not been taught and assessed in the English language throughout their educational career or at Honours degree level, shall be required to provide certified proof of ability in the English Language in accordance with the requirements set out in the Table below. The Table sets out the requirements by reference to the International English Language Test System with equivalents from other leading tests. The Escape Studios Academic Board shall have the authority to add further acceptable tests to this list.

Programme	International English Language Test System (IELTS)	Pearson Test of English (Academic)	Cambridge English: Advanced & Proficiency	Internet-based Test Of English as a Foreign Language (TOEFL)
Undergraduate programmes including Integrated Master's (entry at Levels 4 or 5)	6.0 IELTS (with a minimum of 6.0 in Reading and Writing and 5.5 in Speaking and Listening)	62 including 60 in each subtest	176 (with a minimum of 169 in Reading and Writing and 162 in Speaking and Listening)	90 overall including at least 22 in Reading, 21 in Writing, 17 in Listening and 20 in Speaking
Undergraduate Top-up programmes (level 6)	6.5 IELTS (with a minimum of 6.0 in Reading and Writing)	62 including 60 in each subtest	176 (with a minimum of 169 in Reading and Writing)	90 overall including at least 22 in Reading, 21

	and 5.5 in Speaking and Listening)		and 162 in Speaking and Listening)	in Writing, 17 in Listening and 20 in Speaking
Postgraduate programmes	6.5 IELTS (with a minimum of 6.0 in Reading and Writing and 5.5 in Speaking and Listening)	62 including 60 in each subtest	176 (with a minimum of 169 in Reading and Writing and 162 in Speaking and Listening)	90 overall including at least 22 in Reading, 21 in Writing, 17 in Listening and 20 in Speaking

- 4.16 Applicants who are not required to provide certified proof of English Language proficiency in accordance with Regulation 4.15 shall be required to demonstrate adequate English Language proficiency. This will, normally, be demonstrated by achievement of GSCE English Language Grade C or equivalent Level 2 qualification. Applicants without such a qualification will be required to undertake a diagnostic test and achieve a result equivalent to GSCE Grade C or above.
- 4.17 Programme Specifications may set a higher requirement for English Language proficiency but may not set a lower requirement than those set out in these Regulations.

5. Registration and enrolment

Registration

- 5.1 An applicant to Escape Studios who has satisfied the admissions requirements must register as a student of Escape Studios and enrol on the relevant Programme of Study prior to commencement of their Programme.
- 5.2 Registration requires the applicant:
- To provide satisfactory original evidence of all prior qualifications save for those already verified through the UCAS confirmation process (whether or not these are entry requirements);
 - To provide satisfactory original evidence of identity;
 - If the applicant is not a UK citizen, to provide satisfactory original evidence of the right to study in the UK;
 - To complete all necessary registration forms and procedures which are required at the time of Registration;
 - To agree to be bound by these Regulations and all other rules, regulations and policies of Escape Studios which are in force during their period of registration;
 - To pay the required tuition fees or provide satisfactory evidence of payment of fees by a third party, such as the Student Loan Company or an employer sponsor.
- 5.3 The Director of Registry and Student Services, or nominee, will determine what constitutes satisfactory evidence and necessary registration forms and procedures for the purpose of Regulation 5.2.
- 5.4 An applicant who fails to attend Registration within two weeks after the commencement date of the relevant Programme of Study shall be deemed to have withdrawn their application.
- 5.5 Once an applicant has registered, they will be a student of Escape Studios, entitled to an Escape Studios identity card and access to Escape Studios facilities, and enrolled on the relevant Programme of Study. Only persons who have completed the Registration procedure in accordance with Regulations 5.1 to 5.2 are permitted to commence a Programme of Study or attend classes.
- 5.6 Notwithstanding Regulation 5.4, a student may be registered on a temporary basis where they have not fully completed Registration. This is known as "Temporary Registration". The Director of Registry and Student Services, or their nominee, will determine the circumstances in which Temporary Registration is permitted and decide on individual cases and their decision shall be final and not subject to appeal.
- 5.7 A student who is Temporarily Registered will be permitted to attend classes. The maximum period of Temporary Registration shall normally be two weeks from the date of commencement of the Programme of Study. However, this period may be extended at the discretion of the Director of Registry and Student Services or their nominee where the student is unable to comply with the requirements of 5.2(a) or 5.2(f) above, owing to circumstances outside their control.
- 5.8 A student who has not complied with the requirements of 5.2(b) or 5.2(c) cannot be supplied with an Escape Studios ID card or IT account.

Enrolment

- 5.9 At the commencement of a Programme of Study, a student's Registration coincides with their Enrolment on the Programme of Study. Thereafter, students

who are enrolled on a Programme of Study which lasts for more than one year or comprises more than one Stage are required to re-enrol at least once a year.

- 5.10 Re-enrolment takes place at the start of any term in which a student progresses from one Stage to the next. If a student does not progress from one Stage to the next in the course of any given year, they must re-enrol at the start of the Academic Year.

Interruptions of Studies

- 5.11 If a student experiences illness or other circumstances which materially inhibit their ability to continue on their Programme of Study, they may apply to Student Services for an Interruption of Studies. Students are, further, encouraged to discuss their plans and options with their personal tutor.
- 5.12 An Interruption of Studies must be approved by the relevant Programme Leader and the Director of Registry and of Student Services, or their nominee. A return date will be agreed when the Interruption of Studies is approved. The return date shall be the start of a term.
- 5.13 The minimum period for an Interruption of Studies is one term and the initial maximum period is one calendar year.
- 5.14 A student on Interruption of Studies may apply to Student Services for an extension of their period of interruption. Applications for an extension which will take the total period of interruption over one year must be approved by the Dean of School and shall only be approved in exceptional circumstances.
- 5.15 An Interruption of Studies cannot be approved for a period of more than two calendar years in total.
- 5.16 An Interruption of Studies cannot be approved where the maximum term for the completion of the award¹ on which the student is enrolled will be exceeded.
- 5.17 An Interruption of Studies may be applied retrospectively where there is objective and authoritative evidence of impaired performance.
- 5.18 On return from Interruption of Studies, a student is required to re-enrol on their Programme of Study. If they fail to do so, they will be deemed to have withdrawn from the Programme.
- 5.19 Where a programme has been amended during a student's absence, the student will be offered the opportunity, in consultation with the Programme Leader, to continue with their original programme or to transfer to the amended version.
- 5.20 While on Interruption of Studies, a student does not have access to Escape Studios facilities and is not eligible to undertake Assessments until they formally re-enrol.
- 5.21 An application for an Interruption of Studies is not a substitute for Mitigation based on Extenuating Circumstances. Where a student has undertaken Assessment or has missed an Examination or Coursework deadline prior to an application for an Interruption of Studies, they must also apply, if appropriate, to the Board of Examiners for Mitigation in accordance with the provisions in Chapter 8.

Withdrawals

- 5.22 If a student wishes to withdraw from a Programme of Study, they must notify Student Services in writing, giving their reasons. Their withdrawal date will be the date of receipt by Student Services of this written notice.
- 5.23 A student may be deemed to have withdrawn from their Programme of Study if they are persistently absent from classes for a period of four weeks or fail to re-enrol within two weeks of the required re-enrolment date. Withdrawal under these Regulations shall only take effect once the student has been notified by Student Services that Escape Studios is considering treating them as having withdrawn

¹ As provided by Schedule I to these Regulations.

from their Programme and given them at least 14 days' notice to respond. The Board of Examiners has the authority to decide that a student is deemed to have withdrawn under this Regulation.

- 5.24 Persons who have withdrawn from their Programme of Study or who are deemed to have withdrawn under Regulation 5.23 are not entitled to use Escape Studios facilities nor to represent themselves as students of Escape Studios.
- 5.25 Students who are deemed to have withdrawn under Regulation 5.23 have a right to appeal the decision in accordance with Chapter 10.

6. Academic Awards

General

- 6.1 Escape Studios' awards are validated by Coventry University and are listed at Schedule 3 to these Regulations.
- 6.2 The designation of credits and levels within the Awards made by Escape Studios shall be consistent with the Framework for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ).
- 6.3 All Awards shall have a maximum period of registration which is shown in Schedule 1 to these Regulations. Students must complete their Programme of Study within the maximum period of registration which will include any periods of time the student spends on Interruption of Studies or re-attendance or resits.

Interim and Exit Awards

- 6.4 On some Programmes of Study, students whose registration on the Programme of Study has been or is about to be terminated prior to completion, either because of academic failure or voluntary withdrawal, may be awarded an Exit Award provided they have met the requirements for the award as set out in these Regulations and the Programme Specification.
- 6.5 Escape Studios does not make Interim Awards to students who are continuing on a Programme of Study. For example, a student registered on a Master's programme, shall not be offered a Postgraduate Certificate at the point where they have achieved the requirements for a Postgraduate Certificate unless their registration has been or is about to be terminated.

Award Titles

- 6.6 Awards made by Escape Studios shall have titles which are approved by the Escape Studios Academic Board and Coventry University. A list of currently approved Award titles is shown at Schedule 3 of these Regulations.
- 6.7 Award titles shall comply with the FHEQ with respect to their description of the subject matter covered and the requirements for major/minor combinations.

7. Assessment, Progression and Awards

Assessment, re-assessment, and penalties

- 7.1 Modules will be marked out of 100. The overall mark for a Module will be an average of the marks for the assessment components in the Module (which will themselves be marked out of 100), weighted as described in the Module Specification and rounded to the nearest integer.
- 7.2 The pass mark for Modules on undergraduate programmes, including integrated Masters, shall be 40%.
- 7.3 The pass mark for Modules on postgraduate programmes shall be 40%.
- 7.4 A student who fails one or more Modules shall be permitted two further attempts at the assessments for the failed Module. These further attempts are known as resits. Subject to contrary requirements in the Module Specification, where a Module has more than one assessment component, the student will only be permitted further attempts at the assessments if they have failed the Module as a whole. Students who pass a Module shall not be permitted to re-sit in the absence of Extenuating Circumstances (see Regulation 8.14).
- 7.5 Where a Module has more than one assessment component and the student has failed the Module as a whole, the student will only be permitted to resit the assessment components which they have failed. The actual mark gained in that resit will then be used, together with the marks gained in the previously passed assessment component(s) for that Module, to calculate whether the student passed the Module.
- 7.6 Where a student resits and passes at least one component of assessment of a Module, the overall mark for the Module shall be capped at the pass mark.
- 7.7 Where a student has failed a second attempt at a Module, they will usually be required to re-attend before their third (and final) attempt. The Board of Examiners will have discretion not to require re-attendance where the student is permitted to progress to the next Stage in accordance with the provisions of Regulation 7.37.
- 7.8 All written Coursework Assessments will be required to be submitted on-line by a deadline and analysed by suitable plagiarism detection software, such as TurnItIn.
- 7.9 In the absence of Extenuating Circumstances, late submission of Coursework will be penalised as follows:
 - a. The mark for a component of assessment submitted up to 24 hours late will be reduced by ten percentage points;
 - b. The mark for a component of assessment submitted late by 24 hours or more will be zero.

Undergraduate programmes

Honours degrees

- 7.10 An Honours degree will comprise three stages of 120 credits each:
 - a. Stage 1 will comprise Modules at FHEQ Level 4 or above;
 - b. Stage 2 will comprise Modules at FHEQ Level 5 or above;
 - c. Stage 3 will comprise Modules at FHEQ Level 6 or above.
- 7.11 Students shall be awarded a Bachelor's Degree (Honours) where they have:
 - a. Completed an approved Programme of Study comprising Modules amounting to at least 360 credits as prescribed in Regulation 7.10 (subject to the provisions on APL in Regulation 4.13 and provisions on compensation at Regulation 7.37);

- b. Successfully completed all the Core Modules as specified in the Programme Specification for the Programme of Study.
- 7.12 The student's Aggregate Percentage Mark for an Honours degree will be calculated according to the following credit weightings, rounded to the nearest two decimal places (subject to the provisions of Regulation 7.14 below):
 - a. Average Stage Mark for Stage 1: a weight of 0
 - b. Average Stage Mark for Stage 2: a weight of 1
 - c. Average Stage Mark for Stage 3: a weight of 2
- 7.13 Students awarded an Honours degree will be awarded the highest classification for which they are eligible according to the following table:
 - a. First Class Honours where their Aggregate Percentage Mark is 70% or higher;
 - b. Upper Second Class Honours where their Aggregate Percentage Mark is 60% or higher;
 - c. Lower Second Class Honours where their Aggregate Percentage Mark is 50% or higher;
 - d. Third Class Honours where their Aggregate Percentage Mark is 40% or higher.
- 7.14 In addition, students whose Aggregate Percentage Mark is within two percentage points below the classification boundary, will be awarded the higher classification in the following circumstances:
 - a. A student will be awarded First Class Honours where their Aggregate Percentage Mark is between 68.00 and 69.99 and they have achieved Module marks of 70% or higher in Modules totalling a minimum of 120 credits at Levels 5 and 6;
 - b. A student will be awarded Upper Second Class Honours where their Aggregate Percentage Mark is between 58.00 and 59.99 and they have achieved Module marks of 60% or higher in Modules totalling a minimum of 120 credits at Levels 5 and 6;
 - c. A student will be awarded Lower Second Class Honours where their Aggregate Percentage Mark is between 48.00 and 49.99 and they have achieved Module marks of 50% or higher in Modules totalling a minimum of 120 credits at Levels 5 and 6.

Integrated Master's Degrees

- 7.15 An Integrated Master's degree will comprise four stages of 120 credits each:
 - a. Stage 1 will comprise Modules at Level 4 or above;
 - b. Stage 2 will comprise Modules at Level 5 or above;
 - c. Stage 3 will comprise Modules at Level 6 or above;
 - d. Stage 4 will comprise Modules at Level 7.
- 7.16 Students shall be awarded an Integrated Master's degree where they have:
 - a. Completed an approved Programme of Study comprising Modules amounting to at least 480 credits as prescribed in Regulation 7.15 (subject to the provisions on APL in Regulation 4.13 and provisions on compensation at Regulation 7.37);
 - b. Successfully completed all the Core Modules as specified in the Programme Specification for the Programme of Study.
- 7.17 The student's Aggregate Percentage Mark for an Integrated Master's degree will be calculated according to the following credit weightings, rounded to the nearest two decimal places (subject to the provisions of Regulation 7.19 below):
 - a. Average Stage Mark for Stage 1: a weight of 0
 - b. Average Stage Mark for Stage 2: a weight of 1
 - c. Average Stage Mark for Stage 3: a weight of 2

- d. Average Stage Mark for Stage 4: a weight of 3
- 7.18 Students awarded an Integrated Master's degree will be awarded the highest classification for which they are eligible according to the following table:
 - a. First Class Honours where their Aggregate Percentage Mark is 70% or higher;
 - b. Upper Second Class Honours where their Aggregate Percentage Mark is 60% or higher;
 - c. Lower Second Class Honours where their Aggregate Percentage Mark is 50% or higher;
 - d. Third Class Honours where their Aggregate Percentage Mark is 40% or higher.
- 7.19 In addition, students whose Aggregate Percentage Mark is within two percentage points below the classification boundary, will be awarded the higher classification in the following circumstances:
 - a. A student will be awarded First Class Honours where their Aggregate Percentage Mark is between 68.00 and 69.99 and they have achieved Module marks of 70% or higher in Modules totalling a minimum of 180 credits at Levels 5, 6 and 7;
 - b. A student will be awarded Upper Second Class Honours where their Aggregate Percentage Mark is between 58.00 and 59.99 and they have achieved Module marks of 60% or higher in Modules totalling a minimum of 180 credits at Levels 5, 6 and 7;
 - c. A student will be awarded Lower Second Class Honours where their Aggregate Percentage Mark is between 48.00 and 49.99 and they have achieved Module marks of 50% or higher in Modules totalling a minimum of 180 credits at Levels 5, 6 and 7.

Top-up Honours Degrees

- 7.20 A Top-up Honours degree will comprise a single Stage of 120 credits at Level 6.
- 7.21 The Aggregate Percentage Mark for a Top-up Honours degree will be calculated as a percentage to the nearest two decimal places according to the credit weighting of the Modules undertaken for the Programme of Study.
- 7.22 Students awarded an Honours degree will be awarded the highest classification for which they are eligible according to the following table:
 - a. First Class Honours where their Aggregate Percentage Mark is 70% or higher;
 - b. Upper Second Class Honours where their Aggregate Percentage Mark is 60% or higher;
 - c. Lower Second Class Honours where their Aggregate Percentage Mark is 50% or higher;
 - d. Third Class Honours where their Aggregate Percentage Mark is 40% or higher.
- 7.23 In addition, students whose Aggregate Percentage Mark is within two percentage points below the classification boundary, will be awarded the higher classification in the following circumstances:
 - a. A student will be awarded First Class Honours where their Aggregate Percentage Mark is between 68.00 and 69.99 and they have achieved Module marks of 70% or higher in Modules totalling a minimum of 60 credits;
 - b. A student will be awarded Upper Second Class Honours where their Aggregate Percentage Mark is between 58.00 and 59.99 and they have achieved Module marks of 60% or higher in Modules totalling a minimum of 60 credits;

- c. A student will be awarded Lower Second Class Honours where their Aggregate Percentage Mark is between 48.00 and 49.99 and they have achieved Module marks of 50% or higher in Modules totalling a minimum of 60 credits.

Diploma of Higher Education

- 7.24 A Diploma of Higher Education can only be awarded to students who exit at that level of the programme.
- 7.25 A Diploma of Higher Education will comprise two stages of 120 credits each:
 - a. Stage 1 will comprise Modules at Level 4 or above;
 - b. Stage 2 will comprise Modules at Level 5 or above.
- 7.26 Students shall be awarded a Diploma of Higher Education where they have:
 - a. Completed an approved Programme of Study comprising Modules amounting to at least 240 credits as prescribed in Regulation 7.25 (subject to the provisions on APL in Regulation 4.13 and provisions on compensation at Regulation 7.37);
 - b. Successfully completed all the Core Modules as specified in the Programme Specification for the Programme of Study.
- 7.27 Students who are awarded a Diploma of Higher Education will be awarded a Pass classification. No higher classification is available.

Certificate of Higher Education

- 7.28 A Certificate of Higher Education can only be awarded to students who exit at that level of the programme.
- 7.29 A Certificate of Higher Education will comprise one stage of 120 credits of Modules at Level 4 or above.
- 7.30 Students shall be awarded a Certificate of Higher Education where they have:
 - a. Completed an approved Programme of Study comprising Modules amounting to at least 120 credits as prescribed in 7.29 (subject to provisions on compensation at Regulation 7.37);
 - b. Successfully completed all the Core Modules as specified in the Programme Specification for the Programme of Study.
- 7.31 Students who are awarded a Certificate of Higher Education will be awarded a Pass classification. No higher classification is available.

Ordinary degrees

- 7.32 An Ordinary degree can only be awarded to students who exit at that level of the programme.
- 7.33 An Ordinary degree will comprise three stages as follows:
 - a. Stage 1 will comprise Modules totalling 120 credits at Level 4 or above;
 - b. Stage 2 will comprise Modules totalling 120 credits at Level 5 or above;
 - c. Stage 3 will comprise Modules totalling 60 credits at Level 6 or above.
- 7.34 Students shall be awarded an Ordinary degree where they have:
 - a. Completed an approved Programme of Study comprising Modules amounting to at least 300 credits as prescribed in 7.33 (subject to provisions on compensation at Regulation 7.37);
 - b. Successfully completed all the Core Modules as specified in the Programme Specification for the Programme of Study.
- 7.35 Students who are awarded an Ordinary degree will be awarded a Pass classification. No higher classification is available.

Progression, Compensation and Average Stage Mark

- 7.36 A student is not permitted to progress from one Stage to the next higher Stage, until they have completed the earlier Stage, save that a student shall be permitted to progress if they are required to resit assessments accounting for a maximum of 30 credits from the earlier Stage. This is known as “trailing credits”. This Regulation is subject to the compensation provisions at Regulation 7.37. This Regulation only permits students to trail credits from one Stage to the next higher Stage. Trailing credits over two Stages is not permitted.
- 7.37 A student on an undergraduate programme, not including Top-up degrees, may be permitted to progress from one Stage to the next and may achieve an Award notwithstanding that they have not met the requirements of the Award in question, provided they meet the following compensation requirements:
- They have obtained an overall Module mark of at least 40% for each Module except for a maximum of one 15-credit Module at each of Stages 1 and 2 in which they have obtained an average mark of 35% or above; and
 - They have obtained an Average Stage Mark for each Stage in which they have claimed compensation (calculated according to Regulation 7.38) of at least 40%; and,
 - They have met all the learning outcomes for the Stage.
- 7.38 The Average Stage Mark for each Stage will be calculated as a percentage to the nearest two decimal places according to the credit weighting of the Modules undertaken at that stage excluding any Modules from which the student has been exempt through the APL procedure. Where a Module is excluded from the calculation for this reason, it will be given a weight of 0 in calculating the overall mark.

Postgraduate Programmes

Master's degrees

- 7.39 A Master's degree will comprise one Stage of 180 credits of which:
- At least 150 credits derive from Modules at Level 7 including a Master's Final Project; *and*
 - A maximum of 30 credits derive from Modules at Level 6.
- 7.40 Students shall be awarded a Master's degree where they have:
- Completed an approved Programme of Study comprising Modules amounting to at least 180 credits as prescribed in 7.39 (subject to the provisions on APL in Regulation 4.13 and provisions on compensation at Regulation 7.49);
 - Successfully completed all the Mandatory Modules as specified in the Programme Specification for the Programme of Study.
- 7.41 The Diploma Percentage Mark for a Master's degree will be calculated as a percentage to the nearest two decimal points according to the credit weighting of the Modules undertaken in the Programme of Study, excluding the 60 credit Master's Final Project and excluding any Modules from which the student has been exempt through the APL procedure.
- 7.42 Students awarded a Master's degree will be awarded the highest classification for which they are eligible according to the following table:
- Distinction where *either*:
 - Their Aggregate Percentage Mark is 70% or higher and their mark in the Master's Final Project is 65% or higher; *or*
 - Their Diploma Percentage Mark is 65% or higher and their mark in the Master's Final Project is 70% or higher.
 - Merit where *either*:

- i. Their Aggregate Percentage Mark is 60% or higher and their mark in the Master's Final Project is 55% or higher; *or*
- ii. Their Diploma Percentage Mark is 55% or higher and their mark in the Master's Final Project is 60% or higher.
- c. Pass where their Aggregate Percentage Mark is 40% or higher.

Postgraduate Diplomas

- 7.43 A Postgraduate Diploma will comprise one Stage of 120 credits of which at least 90 credits derive from Modules at Level 7 and a maximum of 30 credits derive from Modules at Level 6.
- 7.44 Students shall be awarded a Postgraduate Diploma where they have:
- a. Completed an approved Programme of Study comprising Modules amounting to at least 120 credits as prescribed in 7.43 (subject to the provisions on APL in Regulation 4.13 and provisions on compensation at Regulation 7.49);
 - b. Successfully completed all the Core Modules as specified in the Programme Specification for the Programme of Study.
- 7.45 Students who are awarded a Postgraduate Diploma will be awarded a Pass classification. No higher classification is available.

Postgraduate Certificates

- 7.46 A Postgraduate Certificate will comprise one Stage of 60 credits of which at least 30 credits derive from Modules at Level 7 and a maximum of 30 credits derive from Modules at Level 6.
- 7.47 Students shall be awarded a Postgraduate Certificate where they have:
- a. Completed an approved Programme of Study comprising Modules amounting to at least 60 credits as prescribed in 7.46 (subject to the provisions on compensation in Regulation 7.49);
 - b. Successfully completed all the Mandatory Modules as specified in the Programme Specification for the Programme of Study.
- 7.48 Students who are awarded a Postgraduate Certificate will be awarded a Pass classification. No higher classification is available.

Compensation and Aggregate Percentage Mark

- 7.49 A student may achieve a Postgraduate Award, notwithstanding that they have not met the requirements of the Award in question, provided they meet the following compensation requirements:
- a. They have obtained an overall Module mark of at least 40% for each Module except for one 15-credit Module in which they have obtained an average mark of 35% or above; and
 - b. They have obtained an Aggregate Percentage Mark (calculated according to Regulation 7.50) of at least 40%; and
 - c. They have met the learning outcomes for the award.
- 7.50 The Aggregate Percentage Mark for a Postgraduate Award will be calculated as a percentage to the nearest two decimal places according to the credit weighting of the Modules undertaken in the Programme of Study excluding any Modules from which the student has been exempt through the APL procedure. Where a Module is excluded from the calculation for this reason, it will be given a weight of 0 in calculating the Aggregate Percentage Mark.

8. Extenuating Circumstances

General

- 8.1 Extenuating Circumstances are exceptional circumstances which have, or are likely to have, a material impact on a student's academic performance in an assessment or prevent them from participating in an assessment. Extenuating Circumstances are, normally, unexpected and outside the student's control.
- 8.2 Where a student is affected by Extenuating Circumstances, it is their responsibility to bring this to the attention of Escape Studios in accordance with the Policy on Extenuating Circumstances which is in force at the relevant time, including the evidentiary requirements specified in such a Policy. Consideration of a student's Extenuating Circumstances is the responsibility of the Extenuating Circumstances Panel reporting to the Board of Examiners for the student's Programme. The membership and remit of Extenuating Circumstances Panels are specified in its Terms of Reference.
- a. Requests for Extensions or Deferrals will, normally, be decided on an *ad hoc* basis, so that such requests might be resolved in a timely manner. The staff members with authority to consider such requests are specified in 8.4 below. Decisions taken by Chair's Action and/or on behalf of the Panel will be recorded by Student Services and reported, in anonymised form, to the Panel.
 - b. Applications for Mitigation will be considered by the Extenuating Circumstances Panel in a quorate meeting.

Extensions to deadlines

- 8.3 A student who is unable owing to Extenuating Circumstances to submit a piece of Coursework by the submission deadline may apply to Student Services for an Extension in advance of the deadline, and in accordance with the timings specified in the Extenuating Circumstances Policy.
- 8.4 The following staff members have authority to grant Extensions of up to 14 days:
- a. Director of Registry and Student Services
 - b. Deputy Director of Registry and Student Services
 - c. Dean of School
 - d. Dean of Academic Affairs who is, also, the Chair of the Extenuating Circumstances Panel.
- 8.5 Requests for Extensions of more than 14 days may, exceptionally, be granted by the following staff members in consultation with the Dean of School:
- a. Director of Registry and Student Services
 - b. Dean of Academic Affairs who is, also, the Chair of the Extenuating Circumstances Panel.
- 8.6 Requests for Extensions which are received by Student Services late, i.e. not in accordance with the timings specified in the Extenuating Circumstances Policy, shall be treated as applications for Mitigation.

Deferrals

- 8.7 A student who is aware in advance that they will be unable owing to Extenuating Circumstances to attend an Examination may apply to Student Services in advance of the Examination, and according to the timings specified in the Extenuating Circumstances Policy.
- 8.8 If a Deferral is granted owing to Extenuating Circumstances, the student will normally be required to take the Examination at the next available scheduled sitting

without penalty. The following staff members have authority to grant Deferrals of Examinations:

- a. Director of Registry and Student Services
 - b. Deputy Director of Registry and Student Services
 - c. Dean of School
 - d. Dean of Academic Affairs who is, also, the Chair of the Extenuating Circumstances Panel.
- 8.9 If Escape Studios grants a Deferral of a presentation, or other Live Examination which is not a Written Examination, Escape Studios may allow the Examination to be rescheduled without penalty. Decisions to reschedule Examinations (other than Written Examinations) can be made by the Director of Registry and Student Services.
- 8.10 Deferral requests which are received by Student Services late, i.e. not in accordance with the timings specified in the Extenuating Circumstances Policy, will be treated as applications for Mitigation.

Mitigation

- 8.11 A student may apply to Student Services for Mitigation if, owing to Extenuating Circumstances, one or more of the following applies:
- a. They did not submit Coursework;
 - b. They submitted Coursework late;
 - c. They did not attend an Examination;
 - d. Their academic performance in an Assessment was materially affected.
- 8.12 A student may apply for Mitigation in circumstances where they have previously applied for an Extension or a Deferral based on the same Extenuating Circumstances and this has not been granted.
- 8.13 Applications for Mitigation shall be considered by the Extenuating Circumstances Panel prior to the meeting of the relevant Board of Examiners.
- 8.14 If the Extenuating Circumstances Panel grants the application for Mitigation, it shall recommend to the Board of Examiners one of the following two outcomes as appropriate:
- a. Removal of any late penalty; or,
 - b. Permitting the student to re-attempt the assessment on the same basis as the attempt to which the Extenuating Circumstances relate. For example, if the student has missed a first attempt at an Assessment, they are permitted a new attempt which counts as a first attempt and is uncapped. If the student has missed a second capped attempt at an Assessment, they are permitted a new attempt which counts as a second attempt and is capped.

Fitness to Study

- 8.15 Where a student's behaviour gives cause for concern and is having a negative impact on their learning, the Fitness to Study Procedure aims to create a positive framework of interventions that seek to help a student to engage with their studies and to be able to function in Escape Studios' environment.
- 8.16 Escape Studios' Student Wellbeing Policy sets out the academic, social, psychological and financial provisions that seek to support students to achieve academic and professional success.

9 Good Academic Practice

- 9.1 Students and staff shall not commit, or attempt to commit, any Academic Malpractice, that is any act:
- Which may give them or another an unauthorised or unfair advantage in an Assessment or in the determination of results; *or*
 - Which is in contravention of any policies governing the conduct of Assessments or Academic Malpractice; *or*
 - Which might otherwise undermine the academic integrity or reputation of Escape Studios.
- 9.2 Within these Regulations and the relevant Escape Studios' Academic Malpractice policies a distinction is made between minor offences and major offences, which are subject to different procedures and outcomes, commensurate with the type of offence.
- 9.3 A minor offence is one in which:
- The student is unaware of the requirements of good academic practice or did not fully understand the type of behaviour which could be regarded as Academic Malpractice. This would, normally, be an acceptable consideration only for students in their first term of study – whether undergraduate or post-graduate; *and*
 - There is evidence that it is a case of poor academic practice and there is no deliberate attempt to deceive or gain advantage; *and*
 - The student has not committed a previous act of Academic Malpractice (whether minor or major).
- 9.4 All acts of Academic Malpractice which do not fall within the definition of minor offence in Regulations 9.3 shall be regarded as major offences.
- 9.5 Responsibility for the investigation and determination of minor offences shall lie with the Head of Academic Support and Assessment as the Chair of the Academic Malpractice Panel.
- 9.6 The Head of Academic Support and Assessment will typically convene an Academic Malpractice Panel to consider major offences, in accordance with Escape Studios' Policy on Academic Malpractice.
- 9.7 There shall be a right of appeal against a finding of and penalty for a major offence, in accordance with Escape Studios' Appeals Policy.

10 Academic Appeals

- 10.1 A student may appeal against a decision of:
- The Extenuating Circumstances Panel;
 - The Board of Examiners;
 - The Additional Learning Needs Panel;
 - The Academic Malpractice Panel.
- 10.2 An appeal constitutes an application by a student for reconsideration of a decision affecting their status, progression and achievement made by an officer, board, panel or committee of Escape Studios.

Grounds for Academic Appeal

- 10.3 The following shall be the only grounds for an Appeal:
- There is reasonable ground supported by objective evidence to believe that there has been administrative, procedural or clerical error of such a nature as to have affected the decision;
 - There is new evidence, which, for good reason, objectively and authoritatively evidenced, could not be presented earlier;
 - There is evidence of prejudice or bias, or that the decision of an officer or Panel was otherwise unreasonable, logically flawed or perverse.
- 10.4 There shall be no appeal against decisions resulting from the exercise of academic judgment.

Procedure for Academic Appeal

- 10.5 The procedure for Academic Appeal shall be set out in Escape Studios' Academic Appeals Policy.
- 10.6 A student who has exhausted the internal procedure for Academic Appeals shall be sent a Completion of Procedures letter explaining their right to apply to the validating partner and the Office for the Independent Adjudicator for Higher Education for their case to be reviewed.

Duration of Registration

- 10.7 The maximum duration of registration on any of Escape Studios' undergraduate and postgraduate awards, including periods of suspension temporary and complete withdrawal are normally as follows:

Duration of Course	Maximum period of registration
1 year	2 years
2 years	4 years
3 years	6 years
4 years	8 years

- 10.8 In the case of students who require a visa to study at Escape Studios, the duration of study agreed at the time when a visa was sought must be adhered to. The registration for a student who requires a visa to study at Escape Studios can be curtailed at any time if the student fails to comply with the terms of their visa.
- 10.9 A student who is given recognition for prior learning shall have their maximum duration of registration adjusted accordingly.

Schedule 1 - Awards

Award	Post-nominal	Minimum number of credits	Alternative Exit Awards	Notes
Bachelor's degree with Honours	BA (Hons); BSc (Hons); LLB (Hons)	360	Ordinary degree DipHE CertHE	
Integrated Master's degree	MArt; MSci; MLaw	480	Bachelor's degree with Honours Ordinary degree DipHE CertHE	
Top-up Bachelor's degree with Honours	BA (Hons); BSc (Hons)	120	None	
6 Ordinary degree	BA; BSc	300		Available as exit and stand-alone award
Diploma of Higher Education	DipHE	240		Available as exit and stand-alone award
Certificate of Higher Education	CertHE	120		Available as exit and stand-alone award
Master's degree	MA; MSc	180	PGDip PGCert	
Postgraduate Diploma	PGDip	120	PGCert	
Postgraduate Certificate	PGCert	60	None	

Schedule 2 - Derogations

Programme	Approved Derogations	Date Approval Academic Board	of by

Schedule 3 - Approved Award Titles

Award	Title	Date of approval by Academic Board

Schedule 4 - List of Abbreviations

A&P Plan	Access and Participation Plan
AB	Academic Board
APL	Accreditation of Prior Learning
APMR	Annual Programme Monitoring Review
BAME	Black, Asian and Minority Ethnic
DAP	Degree Awarding Powers
DCT	Degree Concept Team
DfE	Department for Education
DAA	Dean of Academic Affairs
ECs	Extenuating Circumstances
ECTS	European Credit Transfer and Accumulation System
EE	External Examiner
ES	Escape Studios
ET	Executive Team
FHEQ	Framework for Higher Education Qualifications
GB	Governing Body
HESA	Higher Education Statistics Agency
KPI	Key Performance Indicators
MEQ	Module Evaluation Questionnaire
NSS	National Students Survey
OfS	Office for Students

Ofsted	The Office for Standards in Education, Children's Services and Skills
OIA	Office of the Independent Adjudicator
OLE	Online Learning Environment
SA	Student Association
PSRBs	Professional, Statutory and Regulatory Bodies
QAA	Quality Assurance Agency
SB	School Board
SC	Short Course
SEND	Special Educational Needs and/or Disabilities
ToRs	Terms of Reference
WP	Widening Participation

Person responsible	Dean of Academic Affairs
Approval date	
Version Number	V3.1
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Date of next formal review	
Status (Current or Post DAP)	