

The Courtauld

The Courtauld Institute of Art Taught Degree Regulations

Contents

1	Introduction and Scope of the Regulations
1.1	Application of Taught Degree Regulations
1.2	Postgraduate Taught Degrees
1.3	Suspension of Regulations
2	Credit Levels and Awards
2.1	Credit Levels
2.2	The Courtauld Awards
3	Minimum and Maximum Periods of Registration
3.1	Time Limit for Registration
3.2	Undergraduate Registration Periods
3.3	Postgraduate Taught Registration Periods
4	Programmes of Study
4.1	Programme Specification
4.2	Modules
4.3	Mode of Study for BA History of Art
4.4	Mode of Study for the Graduate Diploma History of Art
4.5	Mode of Study for Postgraduate Taught Programmes
4.6	Repeat Years of Study
5	Undergraduate Degree Requirements
5.1	Required Amount of Credit
5.2	Countable Years for Award of Degree
5.3	Programme Specification and Minimum Credit Requirements
6	Postgraduate Taught Degree Requirements
6.1	Postgraduate Taught Degree Structures
6.2	Graduate Diploma in the History of Art
6.3	Master's Degrees: One-Year Full-Time
6.4	Master's Degrees: Three-Year Full-Time
7	Modules
7.1	Credits
7.2	Module Definitions
7.2.1	Core Modules
7.2.2	Compulsory Modules

7.2.3	Compulsory Option Modules
7.2.4	Compulsory Language Modules
7.2.5	Non-Credit Bearing Compulsory Modules
7.2.6	Intercollegiate Modules
7.3	Auditing Modules
8	Attendance Requirements
8.1	Normal Expectations of Attendance
8.2	Attendance Requirements for Students Repeating a Module
8.3	Minimum Attendance Thresholds
8.4	Authorised Absence
8.5	Unauthorised Absence and Penalties
8.6	Tier 4 Student Attendance
9	Progression Requirements for Undergraduate Degrees
9.1	Annual Progression Requirement
10	Progression Requirements for Three-Year Masters Degrees
11	Marking Schemes
11.1	Undergraduate Marking Scheme
11.2	Graduate Diploma Marking Scheme
11.3	Postgraduate Taught Marking Scheme
12	Assessment
12.1	Definition of Assessment Element
12.2	Timing of Assessment
12.3	Pass Marks
12.4	Failure and Resit Attempts
12.5	Capping of Resit Marks
12.6	Assessment Elements to be Re-Assessed
12.7	Re-assessment Not Permitted if a Module Has Been Passed Overall
12.8	Re-Assessment Not Permitted in Any Assessment Element that Has Been Passed
12.9	Repeating a Module Not Permitted if That Module Has Been Passed Overall
12.10	Format of Re-Assessment Elements
12.11	Re-Assessment and Module Content
12.12	Timing of Re-Assessment
12.13	Crediting of Marks for Modules Passed After Re-Assessment
12.14	Condoned Fails
13	Coursework Submission
13.1	Coursework Submission Policy
13.2	Online Submission of Coursework
13.3	Deadlines for Submission of Coursework
13.4	Institute Deadline
13.5	Penalties for Late Submission of Coursework
13.6	Word Count and Marking of Over-Length Coursework
13.7	Plagiarism and Self-Plagiarism
14	Examination Requirements
14.1	Instructions to Candidates
14.2	Absence From Written Examinations
15	Postgraduate Dissertation Requirements

15.1	Deadline for Submission of Dissertation
15.2	Institute Deadline
15.3	Procedure for Deferring Dissertations
15.4	Penalties for Late Submission of Dissertations
16 Degree Classification	
16.1	BA History of Art Degree Classification Scheme
16.1.1	All Candidates Who Are Eligible for an Honours Degree Will be Classified
16.1.2	Procedure in Respect of Candidates Who Are Eligible for a Pass Degree
16.2	Graduate Diploma in the History of Art Classification Scheme
16.3	Postgraduate Taught Degree Classification Scheme
17	Aegrotat Awards
18	Dates of Award
18.1	Notification of Results
19	Appeals
Appendix A	BA History of Art Classification Scheme
Appendix B	Graduate Diploma in the History of Art Classification Scheme
Appendix C	Postgraduate Classification Schemes
Appendix D	Boards of Examiners
Appendix E	Other Institute Policies and Procedures

1 Introduction and Scope of the Regulations

1.1 Application of Taught Degree Regulations

These taught degree regulations apply to all taught undergraduate and postgraduate programmes and all modules offered at The Courtauld (referred to *The Institute*). They are made subject to the Regulations for Students and the Regulations on Admission, Registration and Assessment.

1.2 Postgraduate Research Students

These regulations do not apply to postgraduate research students except where postgraduate research students are taking individual taught modules as part of their programme. Postgraduate research students should refer to the General Regulations Research Degrees.

1.3 Suspension of Regulations

Suspension of these regulations may be approved by the Dean for Education in consultation with the Academic Registrar. A suspension of regulations should only be considered where:

1. There are exceptional and/or unusual circumstances which could not have been foreseen by the regulations; and
2. To apply the regulations as they stand in this exceptional/unusual circumstance would unfairly and disproportionately disadvantage the student(s) concerned.

If a decision cannot be reached then the Dean and Deputy Director will be the final arbiter. All suspensions of regulations will be reported in anonymous form to Academic Board.

2. Credit Levels and Awards

2.1 Credit Level

All taught modules and programmes at The Courtauld are allocated a credit level in accordance with the Quality Assurance Agency's [Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(FHEQ\)](#).

2.2 The Courtauld Awards

The Courtauld's awards are allocated to the following FHEQ levels:

Programme Level	Credit Level	Institute Awards
Undergraduate	Level 6	Bachelor's Degree with honours (BA)
Graduate Diploma	Level 6	Graduate Diploma
Postgraduate	Level 7	Master's Degree

3. Minimum and Maximum Periods of Registration

3.1 Time Limit for Registration

All programmes of study at The Courtauld have a minimum and a maximum period of registration.

Students must complete their degree requirement within the set period from the date of their first enrolment. Students who fail to complete their degree requirement within the set period will be ineligible for the award of their degree unless there are extenuating circumstances accepted by The Courtauld.

The overall period of registration includes periods of leave of absence, repeat years of study (full and part-time) and deferral of assessments due to extenuating circumstances (including final year assessments).

The overall period of registration includes internal transfers to a different degree programme (i.e. the period of registration runs from the start of the original degree programme, not the start of the degree programme to which the student has transferred.)

The requirement to complete within the specified time limit normally takes precedence over the opportunities for re-assessment.

3.2 Undergraduate Registration Periods

Undergraduate Awards	Minimum	Maximum
3-year degree	3 years	6 years

3.3 Postgraduate Taught Registration Periods

Postgraduate Awards	Minimum	Maximum
Graduate Diploma	1 year	4 years
Masters degree (1 year)	1 year	6 years
Masters degree (3 year)	3 years	6 years

4. Programmes of Study

4.1 Programme Specification

Each taught degree programme will have a programme specification which must be approved by the Academic Board. Students must follow the approved programme specification for the degree for which they are enrolled. The programme specification will outline the approved modules for the programme

4.2 Modules

A module is a prescribed form of teaching and study which is separately examined. Programmes may include core, compulsory, optional and intercollegiate modules as defined in regulation 7.2.

4.3 Mode of Study for BA History of Art

The BA History of Art can only be studied on a full-time basis. The option to study this programme part-time is not available.

4.4 Mode of Study for the Graduate Diploma History of Art

The Graduate Diploma History of Art can only be studied on a full-time basis. The option to study this programme part-time is not available.

4.5 Mode of Study for Postgraduate Taught Programmes

The MA History of Art, MA Art History and Conservation of Buddhist Heritage and the MA Curating the Art Museum can only be studied on a full-time basis. The option to study these programmes part-time is not available.

The MA Conservation of Easel Paintings and the MA Conservation of Wall Paintings can only be studied on a full-time basis. The option to study these programmes part-time is not available.

4.6 Repeat Years of Study

Students who have failed modules can apply to repeat the year of study instead of interrupting their studies.

A repeat year of study can only be approved where the programme remains available for that year of study, which may not be the case for programmes which are being taught out following withdrawal or which have had periods where recruitment was paused or in the case of an MA Special Option where the Tutor is not available.

Repeating a year of study does not guarantee that the same modules will be available as previously taken: the version of the programme available, in the repeat year and any subsequent years, will be that offered to the main cohort, with the core and compulsory requirements of that version. The exception would be where a module required by that version has previously been taken and passed, in which case the department will identify an appropriate alternative.

A repeat year of study may not include modules which have already been passed, unless extenuating circumstances have been accepted for failed elements of assessment.

Marks for elements of assessment in modules which are being retaken cannot be carried forward into the repeat year. Students retaking a module must complete all elements of assessment, and the marks for these elements will replace any achieved in previous years, even where they are lower than marks previously achieved.

Repeat years incur fees at the usual rate, pro rata for the credit value of the modules taken. Only modules which form part of the programme specification for the year being repeated may be taken.

5. Undergraduate Degree Requirements

5.1 Required Amount of Credit

To be eligible for an award, students must have completed a minimum specified amount of credit as set out here.

3-year degrees	
Honours Degree (BA)	360 credits (90 at level 6 or above)
Pass Degree (BA)	300 credits (60 at level 6 or above)

5.2 Countable Years for Award of Degree

In calculating the amount of credit required for an award, all years of the registration are counted, including modules taken in Year 1. Not counted is credit accumulated in:

- Modules taken before the start of a student's degree at The Courtauld.
- Modules taken during periods of leave of absence.

5.3 Programme Specification and Minimum Credit Requirements

To be eligible for the award of a degree a student must have satisfied the requirements of the *Taught Degree Regulations* and the programme specification for the programme of study.

6. Postgraduate Taught Degree Requirements

6.1 Postgraduate Taught Degree Structures

Postgraduate taught degrees are defined by their module structure and the credit rating attached to individual modules. The Courtauld offers the following postgraduate awards:

- (a) Master's degrees
- (b) Graduate Diploma

6.2 Graduate Diploma in the History of Art

Award of the Graduate Diploma in the History of Art requires students to have completed and passed modules totalling 120 credits. These will comprise of taught modules.

6.3 Master's Degrees: One-Year Full-Time

Award of the degree requires students to have completed and passed modules totalling 180 credits. These will comprise taught modules of the value of 120 credits and a dissertation of 60 credits.

For information on specific programme structures, the individual programme specifications must be consulted.

6.4 Master's Degrees: Three-Year Full-Time

Award of the degree requires students to have completed and passed modules totalling 360 credits. These will comprise taught modules of the value of 300 credits and a dissertation of 60 credits.

For information on specific programme structures, the individual programme specifications must be consulted.

7. Modules

7.1 Credits

Programmes of study are made up of individual modules which represent certain amounts of credits that then add up to the required credit total for a degree (see 5. UG Degree Requirements and 6. PGT Degree Requirements). All modules are allocated a credit level which reflects the level of learning to be attained; more information on this can be found in the *Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ)* (see 2.1). The Courtauld credits can be converted into ECTS (European Credit Transfer Scheme) points as outlined below:

Undergraduate

Credit Level	Credit Amount	ECTS Points
4/5/6	15	7.5
4/5/6	30	15
4/5/6	60	30

Postgraduate Taught

Credit Level	Credit Amount	ECTS Points
7	15	7.5
7	27	13.5
7	30	15
7	36	18
7	45	22.5

7	60	30
7	90	45

7.2 Module Definitions

Permitted modules for a named degree will be outlined in the programme specification. Modules fall into a number of categories not all of which are available for all programmes.

7.2.1 Core Modules

A core module is a module which must be passed before a student is permitted to progress to the next year of their degree and be eligible for the award of a degree.

Postgraduate core modules are the unique identifying component for a particular postgraduate degree programme and would not normally be available for another programme.

7.2.2 Compulsory Modules

A compulsory module is a module which is required for the degree programme but need not necessarily be passed before a student is permitted to progress to the next year of their degree or be awarded a degree.

7.2.3 Compulsory Option Modules

A compulsory option module is a module which is selected from a range of different modules specified for a named degree award. The compulsory option module need not necessarily be passed before a student is permitted to progress to the next year of an undergraduate degree and/or be awarded a degree, provided that sufficient credit has been obtained, for example the BA3 Special Option.

7.2.4 Compulsory Language modules

Introductory-level languages are normally taught as one 15-credit module over semesters one and two in the first year of undergraduate study.

7.2.5 Non-Credit Bearing Compulsory Modules

Modules that are required, but not assessed or credit bearing, for example MA Methodologies in Conservation.

7.2.6 Intercollegiate Modules

Intercollegiate modules may be taken by BA History of Art students as set out in the Programme Specification. Postgraduate students are not permitted to take intercollegiate modules at other institutions.

No student may take an intercollegiate module if a satisfactory equivalent module is

available in the same mode of study at The Courtauld. No student may take an intercollegiate module if the content overlaps significantly with a module the student has already taken or with a module which is required to be taken in a later year of the degree as set out in the programme specification.

Students taking modules at another institution must comply with the regulations, attendance and module requirements of the module at the institution concerned.

Intercollegiate modules are taken into account for a student's degree classification in the same way that modules completed at The Courtauld are, i.e. both credit and marks will count.

7.3 Auditing Modules

Registered students may be permitted to have the option to attend modules on an auditing basis. Students who audit modules may attend lectures, but are not permitted to attend seminars, do not take the assessment and are not awarded credit for the module. Students audit modules for a number of reasons including general interest, to broaden knowledge or to obtain additional skills.

Students must ensure that if they audit a module, this does not interfere with their study for modules counting towards their degree, which must take priority. Audited modules do not count towards progression requirements or to the degree award requirements. Students cannot substitute a module they are auditing for one which they have enrolled on as part of their degree programme.

Not all modules can be audited and students must gain approval as set out in the Auditing Modules Policy before being allowed to audit modules.

8. Attendance Requirements

8.1 Normal Expectations of Attendance

In order to benefit fully from their studies, students on all programmes are expected to attend all timetabled events associated with their programme. This includes all lectures, seminars, discussion groups, individual tutorials, Personal Tutor meetings, learning support sessions and study visits to external organisations. The Courtauld's Regulations stipulate that the minimum attendance requirement is 80% of teaching and learning events held during term time. Details of these requirements and how they are monitored are set out in The Courtauld's Attendance and Engagement Management Policy.

8.2 Attendance Requirements for Students Repeating a Module

Students who are repeating a module must meet the normal class attendance requirements as if taking the module for the first time.

8.3 Minimum Attendance Thresholds

Some modules may set minimum attendance thresholds for the module which must be met. This is often the case for language modules.

8.4 Authorised Absence

Exceptions to attendance requirements will be made where a student can demonstrate that they have extenuating circumstances in line with The Courtauld's Attendance and Engagement Management Policy. Students should inform their Class Tutor or Personal Tutor (or the Wellbeing Manager) of any health problems, changes in circumstances or other difficulties that may affect attendance, making a request for approval for the absence. This will result in their absence from class being designated as authorised.

8.5 Unauthorised Absence and Penalties

If a student fails to attend any teaching and learning event and does not seek authorisation for absence, the student will be marked as not attending and may be at risk of falling below The Courtauld's minimum attendance threshold of 80%. Students will receive an email regarding non-attendance if this slips below 80%.

When a student's level of attendance gives cause for concern, The Courtauld will intervene to determine whether support is needed to ensure the student's re-engagement and continuation with their studies.

8.6 Student Route Visa Student Attendance

All universities are required by UKVI to monitor attendance to ensure that all students on a Student Route or Tier 4 visa are both attending and engaged with their programme of study.

The Courtauld is required to report to the Home Office within 10 working days any Student Route or Tier 4 student whose lack of attendance or engagement or lack of progress has resulted in their exclusion, thereby cancelling The Courtauld's education sponsorship for the student to be in the UK. For more information please refer to The Courtauld's Attendance and Engagement Management Policy.

9. Progression Requirements for Undergraduate Degrees

9.1 Annual Progression Requirement

Students should normally complete modules to a minimum value of 90 credits in each year of their degree in order to be eligible to proceed to the next normal year of their degree programme. This will include all core modules prescribed for the year of study as outlined in the programme specification.

Students who are repeating the year of study full-time should normally complete the compulsory modules to a minimum value of 90 credits in order to be eligible to

proceed to the next normal year of their degree programme.

Students who do not satisfy the annual progression requirements due to academic failure or extenuating circumstances will be automatically be re-entered for assessment in all failed assessment elements for each failed module at the next available assessment opportunity, , unless the student applies for and is permitted to repeat the year of study in attendance. Students will be placed on the status 'repeat not in attendance' to denote that whilst they are not attending, they are expected to complete all failed assessments.

Students who do not satisfy the annual progression requirement after re-entry for assessment must apply for a repeat year of study. Applications are considered on their merits and are not granted automatically.

The degree registration of a student will be withdrawn from the programme of study automatically if they have no further right of re-entry for assessment and as a result of this can no longer achieve the award for which they are registered.

10. Progression Requirements for Three-Year Masters Degrees

In order to progress from one year to the next, students enrolled on MA Conservation of Easel Paintings or MA Conservation of Wall Paintings need to pass the practical (Studio/Fieldwork) modules in each academic year. If students fail the practical module, they will not be permitted to continue on the programme, and will be noted as a fail. Other modules may be re-examined in the August/September assessment periods and must be passed in order to progress to the subsequent academic year.

11. Marking Schemes

11.1 Undergraduate Marking Scheme

Mark (%)	Classification	Pass/Fail
70 to 100	First Class	Pass
60 to 69	Second Class (Upper Division)	Pass
50 to 59	Second Class (Lower Division)	Pass
40 to 49	Third Class	Pass
0 to 39	Fail	Fail

11.2 Graduate Diploma Marking Scheme

Mark (%)	Classification	Pass/Fail
50 to 100	Pass	Pass
0 to 49	Fail	Fail

11.3 Postgraduate Taught Marking Scheme

Mark (%)	Classification	Pass/Fail
80 to 100	High Distinction	Pass
70 to 79	Distinction	Pass
60 to 69	Merit	Pass
50-59	Pass	Pass

12. Assessment

12.1 Definition of Assessment Element

A module may be assessed by one or more means (an assessment element), each contributing a defined percentage to the overall module mark. An assessment element includes: written online examinations, essays, oral examinations, practical examinations, seminar presentations, in-class tests or other specified assessment methods. Where used without modification, the word 'examination' refers to a written examination.

12.2 Timing of Assessment

Assessment will be undertaken in the academic year in which the relevant modules have been followed unless the re-assessment of the module falls in the following academic year.

12.3 Pass Marks

The minimum pass mark for a module is:

- 40% for an undergraduate module
- 50% for a postgraduate taught module

12.4 Failure and Resit Attempts

The definition of module failure is obtaining an overall module mark of:

- 0 to 39% for an undergraduate module
- 0 to 49% for a postgraduate taught module

Students can fail a module due to a number of reasons and normal resit (re-assessment) regulations apply in all cases:

1. Academic failure of the module
2. Failure due to not attempting assessment without good reason
3. Failure due to deduction of marks for late submission

Students are permitted one first attempt at an assessment and one resit attempt. Further first attempts and resit attempts will only be granted as a result of accepted extenuating circumstances. A student who has failed a module at the first attempt will normally be allowed the following number of resit attempts:

- 1 resit attempt for undergraduate modules
- 1 resit attempt for postgraduate taught modules

If a student fails a module or does not attempt the assessment at the resit attempt due to accepted extenuating circumstances this will result in the resit attempt being deemed null and void. This will not count towards the number of permitted attempts. The student will be offered a replacement resit attempt.

The opportunity to resit is subject to a student remaining within their time limit for completion of the degree (see regulation 3).

Resit attempts apply to modules overall and not to individual assessment elements. To be entered for a resit in one or more assessment element for a module on one occasion constitutes a resit attempt for that module as a whole and uses up one attempt.

12.5 Capping of resit marks

The mark for an assessment element following a resit will be capped at the minimum pass mark. The minimum pass mark is:

- 40% for undergraduate assessment elements
- 50% for postgraduate taught assessment elements

This capping includes undergraduate modules that are pass/fail and graded as either 0%, or 100%. Therefore, marks will be capped at 40.

This capping will not apply if the student is resitting the module due to accepted extenuating circumstances in line with The Courtauld's Extenuating Circumstances Policy.

12.6 Assessment Elements to be Re-Assessed

Students will be automatically entered for re-assessment at the next available opportunity in all failed assessment elements where the module has been failed overall.

12.7 Re-assessment Not Permitted if a Module has Been Passed Overall

Students will not be entered to be re-assessed in any assessment element if they have passed a module overall, except where the assessment element has not been attempted due to accepted extenuating circumstances.

12.8 Re-Assessment Not Permitted in Any Assessment Element that Has Been Passed

Students will not be entered to be re-assessed in any assessment element for which the pass mark has been obtained.

12.9 Repeating a Module Not Permitted if That Module Has Been Passed Overall

Students may not repeat a module if they have passed the module overall, nor may they take a module (either at The Courtauld or in another Higher Education Provider) which overlaps significantly with the module which has been passed.

12.10 Format of Re-Assessment Elements

Re-assessment of modules should normally be in the same format as the original assessment. Re-attendance at the module is not normally required.

There may be some exceptional circumstances where an assessment element is deemed non-repeatable (i.e. cannot be re-assessed without further attendance of the module). This applies equally to students who have failed the module and those who have been unable to complete the module due to accepted extenuating circumstances. Students may not enter for re-assessment in non-repeatable assessment elements unless they have applied for and been granted permission to repeat the relevant module. Details of non-repeatable assessment elements will be included in the module outline available at the start of the module.

Students who are re-sitting failed coursework may re-use assignments for that particular assessment, but they cannot use work submitted for another module. Students must adhere to The Courtauld's Student Academic Integrity and Misconduct Policy.

Students who are repeating a module must complete new coursework for the module and must not re-use assignments which have been submitted previously for that or any other module. Students must complete coursework on the topics for the module as they are re-attending it. Students must complete the requirements for the module as if taking the module for the first time. Re-using work in this way is known as self-plagiarism and is a breach of The Courtauld's Student Academic Integrity and Misconduct Policy.

12.11 Re-Assessment and Module Content

Students who are re-assessed in assessment elements will be assessed on the module content as they attended it.

12.12 Timing of Re-Assessment

Students who have failed a module or were absent from a module assessment due to accepted extenuating circumstances will be entered for reassessment at the next available examination period.

Modules taken at other institutions are subject to the regulations of the relevant Higher Education provider.

12.13 Crediting of Marks for Modules Passed After Re-Assessment

Marks for modules passed after re-assessment will be credited to the year of study in which the module was followed and not the year in which the re-assessment was undertaken.

12.14 Condoned Fails

Students studying BA History of Art who have not achieved the minimum pass mark of 40% for non-core modules may be eligible for a condoned fail. For a failed

non-core undergraduate module to be considered for condoning by the Board of Examiners the module result must be no less than 30 and the overall average module result for the academic year must be no less than 40. No more than 30 credits of non-core undergraduate modules may be condoned for the full undergraduate programme.

13. Coursework Submission

13.1 Coursework Submission Policy

In order to benefit fully from their modules, students are expected to submit all coursework required for the module by the published deadline. Failure to submit coursework in whole or in part will result in a late penalty being applied to the relevant coursework.

13.2 Online Submission of Coursework

Submission of coursework is normally online via Turnitin and students receive an electronic confirmation of each submission

13.3 Deadlines for Submission of Coursework

Students are referred to the VLE at the beginning of the academic year and the programme landing page and handbook, which outlines all coursework submission deadlines for each module and dates of when coursework marks will be published.

13.4 Institute Deadline

Individual deadlines for coursework may vary and will be no later than the published Institute deadline which will be noted on the relevant programme information page, in the student handbook. No marks will be awarded for coursework submitted after the Institute deadline.

13.5 Penalties for Late Submission of Coursework

Coursework which is submitted after the published coursework deadline will be marked, but late penalties will be applied as follows:

- 3 points off total mark deducted for any submission received after the 15:00 deadline on the day of submission. Submissions will be classified as being received on the day of submission if they are uploaded by 11:59pm.
- 5 points off total mark deducted for any submission received from 12:00am (midnight) on the day of submission until 11:59pm the next day.
- A further 1 point per day will be deducted from the total mark, for a period of up to 5 days (Monday to Friday).
- After 5 days, an essay will be noted as a 'non-submission' and a mark of 0 will be recorded.

This reduction of marks will not apply if there are accepted extenuating circumstances and the work is submitted before the Institute deadline.

13.6 Word Count and Marking of Over-Length Coursework

Coursework which is submitted that has exceeded the published word count by 5% or more will be penalised, with the excess wordcount not being counted towards the mark awarded to the coursework.

13.7 Plagiarism and Self-Plagiarism

Students must abide by The Courtauld's Student Academic Integrity and Misconduct Policy and the requirements for appropriate referencing in order to avoid allegations of suspected academic misconduct.

14. Examination Requirements

14.1 Instructions to Candidates

Students must abide by The [Courtauld's Student Academic Integrity and Misconduct Policy](#).

14.2 Absence From Written Examinations

Students who are absent from examinations will be recorded as having not submitted, which is equivalent to a failure of the examination and will use up one right of entry for assessment. This provision will not apply if the student was unable to take the examination due to accepted extenuating circumstances which does not use up a right of entry for assessment.

15. Postgraduate Coursework and Dissertation Requirements

15.1 Deadline for Submission of Dissertation

The final deadline for the electronic submission of postgraduate dissertations is available on the relevant programme information page of the year in which the dissertation is undertaken. This is the time and date by which a dissertation must be submitted to avoid the possibility of a penalty for late submission.

15.2 Institute Deadline

The final deadline for the electronic submission of postgraduate dissertations will be no later than the published Institute deadline which will be noted on the relevant programme information page, in the student handbook. No marks will be awarded for a dissertation submitted after this date unless extenuating circumstances have been accepted to defer submission to the following academic year.

15.3 Word Count and Marking of Over-Length Coursework and Dissertation

Coursework which is submitted that has exceeded the published word count by 5% or more will be penalised, with the excess wordcount not being counted towards the mark awarded to the coursework.

15.4 Procedure for Deferring Dissertations

Students who wish to apply for a long-term deferral of submission (to submit the dissertation in the academic year following the year in which the dissertation was undertaken) must do so in accordance with the extenuating circumstances procedure.

15.5 Penalties for Late Submission of Coursework and Dissertations

Students who submit a piece of coursework or dissertation after the deadline but before the Institute deadline must submit it in the normal way. A dissertation which is submitted after the published deadline but before the Institute deadline will be marked, but with the following late penalties applied:

- 3 points off total mark deducted for any submission received after the 15:00 deadline on the day of submission. Submissions will be classified as being received on the day of submission if they are uploaded by 11:59pm.
- 5 points off total mark deducted for any submission received from 12:00am (midnight) on the day of submission until 11:59pm the next day.
- A further 1 point per day will be deducted from the total mark, for a period of up to 5 days (Monday to Friday).
- After 5 days, an essay will be noted as a 'non-submission' and a mark of 0 will be recorded.

16. Degree Classification

16.1 BA History of Art Degree Classification Scheme

The Courtauld's Board of Examiners will meet in June/July each year, to determine the degree classification of undergraduate students, and will have regard to the *Undergraduate Degree Classification Scheme* as outlined in Appendix A of these regulations.

16.1.1 All Candidates Who Are Eligible for an Honours Degree Will be Classified

Candidates who meet the criteria of eligibility for the award of an Honours degree will have their degrees classified by The Courtauld's Board of Examiners except if they have outstanding assessments due to accepted extenuating circumstances.

16.1.2 Procedure in Respect of Candidates Who Are Eligible for a Pass Degree

The Programme Administration Team will write to the candidate informing them that the Board of Examiners has determined they have met their degree requirements and are eligible for the award of a Pass degree. The candidate will be given the choice of either accepting the Pass degree or requesting reconsideration for an Honours degree in the following year provided they have re-assessment opportunities remaining and are within the maximum period of registration for their degree.

A candidate who applies for the award of a Pass degree will be informed that the Pass degree has been awarded and will not be eligible to enter for re-assessment in modules for an Honours degree.

A candidate who wishes to apply for reconsideration for an Honours degree must enter for re-assessment to be undertaken in the academic year immediately following, with a view to completing the requirements for an Honours degree.

Candidates may not take new modules after the end of their degree registration to count towards their degree.

16.2 Graduate Diploma in the History of Art Classification Scheme

The Board of Examiners will meet in June/July each year, to determine the degree classification of Graduate Diploma in the History of Art and will have regard to the *Graduate Diploma in the History of Art Classification Scheme* as outlined in Appendix B of these regulations.

16.3 Postgraduate Taught Degree Classification Scheme

The Board of Examiners will meet on one occasion each year, to determine the degree classification of postgraduate taught students, and will have regard to the *Postgraduate Degree Classification Scheme* as outlined in Appendix C of these regulations.

17. Aegrotat Awards

A student may make an application to the Programme Administration Team for their case to be considered under the aegrotat regulation. Where a student is unable to make an application (due to death or serious illness or injury), a Head of department may make the application on their behalf.

In order to be considered eligible the candidate must have completed their full period of study and:

- (a) be unable to undertake assessments during their final year due to accepted extenuating circumstances or other causes judged sufficient by the Board of Examiners, or
- (b) has undertaken assessments but considers that their performance has been adversely affected by extenuating circumstances.

The application must be accompanied by a statement of the grounds on which it is made along with documentary evidence as outlined in the extenuating circumstances policy and must be submitted within six weeks from the last day of the relevant

examination period.

A candidate will be considered for the award of an aegrotat degree only if the Board of Examiners has been unable to recommend the award of a degree with a Pass or Honours classification. In such a case the Board of Examiners will consider the following:

- The results in assessments which the student has completed, if any.
- Records of the candidate's performance during the degree programme.
- Assessment provided by the candidate's teachers.

The Board of Examiners will determine whether evidence has been shown to their satisfaction that, had the candidate completed assessments in normal circumstances, they would clearly have reached a standard and completed the necessary modules required for the award of a degree.

Where the Board of Examiners are satisfied that the student meets the requirements for the aegrotat degree, the candidate will be informed that they are eligible to apply for the award of an aegrotat degree, and if so, that they may either:

- (a) Apply for the award of the aegrotat degree; or
- (b) Not apply but enter to undertake assessment or re-assessment in the academic year immediately following, with a view to completing the requirements for the award of a degree. Candidates may not take new modules after the end of their degree registration to count towards their degree.

If a candidate applies for an aegrotat degree, they will be informed whether or not the degree has been conferred.

A candidate who has applied for the award of an aegrotat degree will not be eligible thereafter to enter to undertake assessment or re-assessment for a classified degree.

On re-entry for the classified degree a candidate who has been informed that they are eligible to apply for the award of an aegrotat degree ceases to be eligible so to apply.

Aegrotat degrees will be awarded without classification.

18. Dates of Award

The date of award for BA History of Art is the date when the results are confirmed by the relevant Board of examiners].

The dates of award for postgraduate taught programmes is the date when the results are confirmed by the relevant Board of examiners].

These dates may be altered by Academic Board in any given year if exceptional

circumstances arise which prevent the usual assessment and examination board procedures from being completed at the usual times.

18.1 Notification of Results

Further information can be found in the Programme information page, on the student handbook

19. Appeals

Further information on appeals can be found in the *Procedure for Appeals Against Decisions of Boards of Examiners for Taught Degrees*.

Appendix A – BA History of Art Classification Scheme

A1 Degree Classes

The Board of Examiners may award BA Honours degrees with one of the following classes:

70 to 100	(1)	First class
60 to 69	(2i)	Upper second class
50 to 59	(2ii)	Lower second class
40 to 49	(3)	Third class
0 to 39	(F)	Fail

The Board of Examiners may award BA degrees with a Pass classification.

A2 Classification Scheme

The Board of Examiners determines the class of degree to be awarded to each student at the end of their degree. The classification scheme is based on a profile of degree classes of modules obtained in years other than Year 1 of the degree, including intercollegiate modules.

A2.1 Correct Number of Modules

The Board first checks that candidates have the minimum number of modules required for an Honours degree. These must comply with the annual module requirement that students complete 120 credits in each academic year of their programme of study.

A2.2 Qualifying Years for Honours

The Board only considers modules for Honours classification which are in the qualifying years of a degree (i.e. years other than Year 1).

Final Honours Classification will be on the basis of a weighted average. Normally only second year and third year marks will be taken into account when calculating the average mark.

One weighted average will be calculated for the second year and one for the third year, and the two figures will be weighted 60:40 in favour of the Final Year

First-Class Honours will be awarded normally on the basis of a weighted average performance of 70% or more, Upper Second on the basis of 60% or more, Lower Second on 50% or more, Third on 40% or more. A Pass (non-Honours) degree may be awarded if a student has only completed modules to the total credit value of 300.

The rounding up of decimals of 0.5 and above is automatic and will take place when the individual student's degree is ratified by the Board of Examiners.

The Board of Examiners will only consider whether students are on a borderline on the basis of the overall weighted average mark for the degree, for example:

- A final weighted average of 59.50%-59.99% is a borderline.
- A final weighted average of 59.00%-59.49% is not a borderline.

Classification may also be adjusted, at the discretion of the Board of Examiners, because of the number of course units taken and passed

Units Taken and Passed	Recommended Award
Units totalling 360 credits (including 90 Level 6 credits)	Honours degree
Units totalling more than 300 credits and less than 360 credits	Class of degree may be adjusted to reflect failure to complete the syllabus
Units totalling 300 credits (including 60 Level 6 credits)	A Pass Degree whatever the average

Appendix B – Graduate Diploma in the History of Art Classification Scheme

B1 Eligibility for Award

In order to be eligible for the award of the Graduate Diploma in the History of Art a candidate must have completed and passed all modules with a minimum pass mark of 50 and totalling a minimum of 120 credits.

B2 Graduate Diploma Degree Classes

The Board of Examiners may award the Graduate Diploma in the History of Art with one of the following classes:

- Pass
- Fail

Appendix C – Postgraduate Classification Schemes

CI Postgraduate Taught Degree Classes

The Board of Examiners may award MA degrees with one of the following classes:

- High Distinction (80+)
- Distinction (70-69)
- Merit (60-69)
- Pass (50-59)
- Fail (0-49)

Candidates who achieve an overall mark of at least 80% will be awarded a HIGH DISTINCTION.

Candidates who achieve an overall mark of at least 70% will be awarded a DISTINCTION.

Candidates who achieve an overall mark of at least 65% will be awarded a MERIT.

Candidates who achieve an overall mark of at least 50% will be awarded a PASS.

The Board of Examiners will only consider whether students are on a borderline on the basis of the overall weighted average mark for the degree:

- A final average of 59.50%-59.99% is a borderline.
- A final average of 59.00%-59.49% is not a borderline.

C2 One-Year Programme Final Degree Classifications:

MA in the History of Art

The final degree classification is calculated in the following proportions:

Coursework	Contribution to Degree Classification
Essay 1	15%
Essay 2	20%
Virtual Exhibition	15%
Dissertation	50%

MA in Curating the Art Museum

The final degree classification is calculated in the following proportions:

Coursework	Contribution to Degree Classification
Essay 1	15%
Essay 2	15%
Group Exhibition	30% (50% group work & 50% individual work)
Dissertation	40%

MA Art History and Conservation of Buddhist Heritage

The final degree classification is calculated in the following proportions:

Module	Credit Value	Contribution to Degree Classification
Conservation in a Buddhist Context	30	16.5%
Arts of the Buddhist World	30	16.5%
Art History and Conservation of Buddhist Heritage	60	33.5%
Dissertation	60	33.5%

C3 Three Year programmes Final Degree Classifications:

MA Conservation of Wall Paintings

Year 1

Module	Credit Value	Contribution to Degree Classification
History of Art	30	0% pass/fail
Principles and Theory of conservation	30	0% pass/fail
Materials and technology of wall paintings	30	0% pass/fail
Introduction to Remedial Conservation of Wall Paintings (Laboratory)	15	0% pass/fail

Documentation of Wall Paintings (Laboratory)	15	0% pass/fail
Fieldwork -1	15	0% pass/fail

Year 2

Module	Credit Value	Contribution to Degree Classification
Technical Examination and Microscopy of wall Paintings (Laboratory)	30	12.5%
Preventive Conservation of Wall Paintings and their Supporting Structures (Laboratory)	15	6.25%
Principles and Theory of Wall Painting Conservation 2: Cleaning and Consolidation of Wall Paintings (Laboratory)	30	12.5%
Project Management, Professional Practice and Research Skills	15	6.25%
Field Work – 2	15	12.5%

Year 3

Module	Credit Value	Contribution to Degree Classification
Field work -3	60	25%
MA Research Dissertation	60	25%

MA Conservation of Easel Paintings

Year 1

Module	Credit Value	Contribution to Degree Classification
Foundations, History of Art	15	0%
History of Materials and Techniques with replica making	30	0%
Introduction to Technical Study (easel paintings)	15	0%
Principles and Theory of Easel Paintings Conservation 1	30	0%
Studio 1 - Introduction to conservation, documentation and technical study in practice	30	0%

Year 2

Module	Credit Value	Contribution to Degree Classification
Studio 2 – Intermediate conservation, documentation and technical study in practice and professional context	90	35%

Preventive Conservation and Collections Care	15	0%
Principles and Theory of Easel Paintings Conservation 2	15	0%

Year 3

Module	Credit Level	Contribution to Degree Classification
Principles and Theory of Easel Paintings Conservation 3	15	0%
Studio 3 - Advanced conservation, documentation and technical study in practice	45	35%
Research Project	60	30%

Please note the above does not relate to students who commenced the MA Conservation of Easel Paintings programme from the 2022/23 academic year, please see the VLE for the relevant information.

Appendix D – Boards of Examiners

D1 Discretion of Board of Examiners

If a candidate does not meet the criteria for the award of a certain classification, the Board of Examiners may at its discretion recommend the award of a different classification on one or both of the following grounds:

- Consideration of the overall profile of the candidate.
- Consideration of accepted extenuating circumstances for the candidate (but not if these circumstances have already been taken into account in determining the marks for the constituent modules, as this could result in double compensation).

When a classification is recommended in these circumstances, the reasons for the award shall be fully recorded in the minutes of the Board of Examiners.

D2 Board of Examiners

The Board of Examiners determines the classification of degrees at its annual meeting in June/July for undergraduate programmes and June/July and October for postgraduate programmes. The Board of Examiners retains the discretion in exceptional circumstances to calculate degree classification on profiles other than those set out here. No individual member of staff can promise that any particular class of degree will be awarded.

Appendix E- Other Institute Policies and Procedures

E1 Further regulations, codes of practice, policies and procedures, which are referred to in these regulations and should be read in conjunction with them, can be found on The Courtauld website.

---- ENDS ----