

COURTAULD

The Courtauld Institute of Art

Taught Degree Regulations

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Significant Changes Made to the Taught Degree Regulations 2026/27

- New section 7.4: Language and Core Elective Modules
- New section 20: Withdrawal from the Courtauld
- Addition of named UG and PG exit awards

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. 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 Vice-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	Courtauld Institute Awards
Undergraduate	Level 4	Certificate of Higher Education (CertHE) (exit award only)
Undergraduate	Level 5	Diploma of Higher Education (DipHE) (exit award only)
Undergraduate	Level 6	Bachelor's Degree with Honours (BA)
Graduate Diploma	Level 6	Graduate Diploma
Graduate Certificate	Level 6	Graduate Certificate (exit award only)
Postgraduate	Level 7	Postgraduate Certificate (PG Cert) (exit award only)
Postgraduate	Level 7	Postgraduate Diploma (PGDip) (exit award only)
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 reassessment.

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
Graduate Diploma (Part-time)	2 years	6 years
Master's degree (1 year)	1 year	6 years
Master's degree (3 year)	3 years	6 years
MA Contemporary Art and the Moving Image (Full-time)	1 year	4 years
MA Contemporary Art and the Moving Image (Part-time)	2 years	5 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, 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 be studied on a full-time and part-time basis.

4.5 Mode of Study for Postgraduate Taught Programmes

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

MA Contemporary Art and the Moving Image, as a joint programme with King's College London, can be studied on a full-time or part-time basis.

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)
Diplomas of Higher Education (DipHE)	240 credits (120 credits at level 5 or above)
Certificates of Higher Education (CertHE)	120 credits (at level 4)

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
- (c) Postgraduate Diploma (PGDip) and Postgraduate Certificate (PG Cert), available as exit awards only (see Appendix C2)

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	30	15
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 Core Elective

A core elective module is a credit-bearing module selected by the student from an approved range of modules. Core elective modules may be delivered by the Courtauld or by an approved partner institution.

7.2.3 Intercollegiate and External Elective Modules

Intercollegiate or external elective modules are modules delivered by approved partner organisations.

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

Credits and marks achieved in approved intercollegiate or external elective modules will contribute to progression and degree classification in accordance with the Programme Specification and relevant assessment regulations.

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.

7.4 Language Modules

Students undertaking externally delivered Core Elective Language modules must comply with the registration, attendance and engagement requirements of the institution concerned.

Students who fail to register, attend or engage with an externally delivered Core Elective Language module by the end of Week 2 of the semester in which the module is being taken will be transferred to an intensive version of a Level 4 Core Elective module the following semester.

Where a student has not passed their Level 4 Core Elective module after all permitted reassessment attempts, the Board of Examiners may permit the student to undertake an alternative approved Level 4 Core Elective module in a subsequent academic year for credit retrieval purposes.

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. 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.

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 core 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 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 can apply for a repeat year of study. Applications are considered by the Board of Examiners and are not granted automatically.

A student will be withdrawn from the programme of study automatically if they have no further right of re-entry for assessment and can no longer achieve the award for which they are registered. Where eligible, a student can receive an exit award.

10. Progression Requirements for Three-Year Master's 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 summer 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
0 – 49	Fail	Fail

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 reassessment 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.

There is no late submission window during the resit period – submissions made after the deadline will be considered non-submissions and receive a mark of 0.

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 reassessment at the next available opportunity in all failed assessment elements where the module has been failed overall.

12.7 Reassessment 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 Reassessment 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 Reassessment Elements

Reassessment 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 reassessment 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 Reassessment 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 Reassessment

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 for the relevant module.

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 Reassessment

Marks for modules passed after reassessment will be credited to the year of study in which the module was followed and not the year in which the reassessment 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. The 'published' deadline refers to the deadline for students without extensions granted via Extenuating Circumstances or Summary of Reasonable Adjustments (SoRA).

13.4 Courtauld Institute Deadline

Individual deadlines for coursework may vary and will be no later than the published Courtauld Institute deadline which will be noted on the relevant programme information page on the Virtual Learning Environment. No marks will be awarded for coursework submitted after the Courtauld 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 will be deducted for any submission received after 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 23:59.
- 5 points off total mark will be deducted for any submission received from 12:00 (midnight) on the day of the submission until 23:59 the next day.
- A further point per day will be deducted from the total mark, for a period of 5 calendar days. After 5 calendar days from the submission deadline, 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 Courtauld deadline. Students who submit after their SoRA deadline will receive a mark of 0. There is

no late submission window during the resit period – submissions made after the deadline will be considered non-submissions and receive a mark of 0.

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 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 Courtauld Institute Deadline

The final deadline for the submission of postgraduate dissertations will be no later than the published Courtauld Institute deadline which will be noted on the relevant programme information page, on the Virtual Learning Environment. 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

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 Courtauld deadline must submit it in the normal way. A dissertation which is submitted after the published deadline but before the Courtauld deadline will be marked, but with the following late penalties applied:

- 3 points off total mark will be deducted for any submission received after 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 23:59.
- 5 points off total mark will be deducted for any submission received from 12:00 (midnight) on the day of the submission until 23:59 the next day.
- A further point per day will be deducted from the total mark, for a period of 5 calendar days. After 5 calendar days from the submission deadline, 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 Courtauld deadline. Students who submit after their SoRA deadline will receive a mark of 0.

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.

A candidate who wishes to apply for reconsideration for an Honours degree must enter for reassessment 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 during the 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 reassessment 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 reassessment 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

Once results have been ratified students will receive notification via email.

19. Appeals

Further information on appeals can be found in the [Taught Academic Appeals Policy](#).

20. Withdrawal from the Courtauld

20.1 Academic Failure

20.1.1 A student will be withdrawn for academic failure under regulation 9.1 (unable to meet progression requirements).

20.1.2 Where there is evidence that an assessment has been affected by extenuating circumstances, or there is evidence of a significant administrative error, a student may submit an academic appeal as per regulations.

20.2 Insufficient Academic Progress

20.2.1 The student has reached the maximum period of registration for their programme as set out in regulation 3.1.

20.2.2 Any decision to withdraw an undergraduate or postgraduate taught student for insufficient academic progress as outlined in regulation 20 will be ratified by an Assessment Sub-Board.

20.2.3 Where a student is removed on grounds of insufficient academic progress, they may submit an appeal via the academic appeals procedure (regulations 19).

20.2.4 If a current student does not complete re-enrolment within the specified time period, including where a student has been on interruption and has an agreed return date, the student should be considered in line with the Support to Study Policy.

20.2.5 If a new student does not complete enrolment, it will be assumed that the student intends to withdraw from the Courtauld. In such instances, Student and Academic Services will contact the student for clarification. If no response is received within specified timeframes, the student will be withdrawn from the Courtauld.

20.3 Breach of Courtauld Institute Policies and Procedures

20.3.1 A student may be withdrawn from the Courtauld under the following circumstances:

- If a student, or a third party on behalf of the student, is found to have provided untrue or inaccurate information, or to have omitted information at enrolment or during the application process, registration can be terminated without notice. However, the student will have a right to challenge the decision via the Student Complaints Policy.
- Failure to comply with the requirements of their visa conditions and sponsorship is therefore withdrawn.
- As an outcome of misconduct.
- Failure to pay tuition fees within the specified timeframes as per the Student Terms and Conditions.

20.4 Wellbeing

20.4.1 In exceptional circumstances, a student may be withdrawn under the Support for Study Policy if it is decided, after a risk assessment is conducted, that additional support and adjustments have been exhausted and that being in a higher education environment is not in the student's best interests.

20.4.2 If, following completion of the Student Attendance and Engagement Policy, a student is deemed not to have any wellbeing concerns, the student's department will be referred to the regulations on insufficient academic progress (regulation 20.2).

21 Complaints

21.1 The Courtauld is committed to considering and investigating genuine complaints from students. The Courtauld defines a complaint as an expression of dissatisfaction that warrants a response, and the Complaints Policy provides a clear mechanism for that to happen.

21.2 Complaints from students are carefully considered and, if appropriate, shall be investigated by the Deputy Academic Registrar (or nominee). The Courtauld will review what led to the complaint and, where appropriate, seek an early resolution.

21.3 A student may ask the Office of the Independent Adjudicator to consider any unresolved complaint against the Courtauld.

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	(2i i)	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 (including 60 Level 6 credits)	A Pass Degree whatever the average
Units totalling 240 credits (including 120 credits at Level 5)	Diploma of Higher Education
Units totalling 120 credits (at Level 4)	Certificate of Higher Education

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.

Where a candidate does not complete the full 120 credits required for the Graduate Diploma in the History of Art, they may be eligible for an exit award of Graduate Certificate, on completion of a minimum of 60 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 C1 Postgraduate Taught Degree

Classes

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

- High Distinction (80+)
- Distinction (70-79)
- Merit (60-69)
- Pass (50-59)
- Fail (0-49)

C2 Postgraduate Diploma and Postgraduate Certificate as Exit Awards

Where a student registered for a Master's degree has no further right of re-entry for assessment and cannot achieve the requirements for the award of the Master's degree, they will be withdrawn from the programme of study. Where eligible, the student may instead be considered for an exit award of Postgraduate Diploma (PGDip) or Postgraduate Certificate (PG Cert), in accordance with the credit requirements set out below.

- Postgraduate Diploma (PGDip): available where the student has completed and passed a minimum of 120 credits at Level 7, but has not completed the dissertation requirement for the award of the Master's degree.
- Postgraduate Certificate (PG Cert): available where the student has completed and passed a minimum of 60 credits at Level 7, but does not meet the requirements for the award of PGDip or the Master's degree.

The Exit Awards for Masters' programmes excludes the three year programmes in Conservation.

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.

C3 One-Year Programme Final Degree Classifications: MA in the History of Art

The final degree classification is calculated in the following proportions:

Module	Credit Value	Contribution to Degree Classification
Special Option	60	33.33%
Critical Debates	30	16.66%
Examining Exhibitions	30	16.66%
Research Skills and Dissertation	60	33.33%

MA Art and Business

The final degree classification is calculated in the following proportions:

Coursework	Credit Value	Contribution to Degree Classification
Understanding the Art Market	30	16.66%
Histories of the Art Market	30	16.66%
The Business of Art: theories, skills, methods	30	16.66%
Topic I	15	8.33%
Topic II	15	8.33%
Research Skills and Dissertation/Consultancy Project	60	33.33%

MA Contemporary Art and the Moving Image

The final degree classification is calculated in the following proportions:

Coursework	Credit Value	Contribution to Degree Classification
Histories and Theories of Contemporary Art and the Moving Image	30	16.66%
Critical Debates	15	8.33%
Examining Exhibitions	15	8.33%
KCL Elective 1	15	8.33%
KCL Elective 2	15	8.33%
London Film Cultures	30	16.66%
Research Skills and Dissertation	60	33.33%

MA Curating

The final degree classification is calculated in the following proportions:

Coursework	Credit Value	Contribution to Degree Classification
History and Theory of Curating	30	16.66%
Critical Debates	15	8.33%
The Practice of Curating	30	16.66%
Group Exhibition Project 1	15	8.33%
Group Exhibition Project 2	15	8.33%
Research Skills and Dissertation	45	25%
Elective 1	15	8.33%
Elective 2	15	8.33%

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%

MA Preventive Conservation

Module	Credit Value	Contribution to Degree Classification
Principles and Theory of Preventive Conservation	30	16.7%
Materials and Technical Study	30	16.7%
Monitoring	15	8.3%
Research Skills and Dissertation	60	33.33%
Environment Survey Group Project	30	16.7%
Volunteering	15	8.3%

Three Year programmes Final Degree Classifications:

MA Conservation of Wall Paintings

Year 1

Module	Credit Value	Contribution to Degree Classification
History of Art Foundations	15	0% pass/fail
Principles and Theory of wall painting conservation 1	30	0% pass/fail
History and Technology of Materials in Wall Paintings	30	0% pass/fail
Documentation of Wall Paintings	15	0% pass/fail
Fieldwork -1	30	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	15	6.25%
Principles and Theory of Wall Painting Conservation 2	30	12.5%
Project Management, Professional Practice and Research Skills	15	6.25%
Field Work – 2	30	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
History of Art Foundations	15	0%
History of Materials and Techniques with replica making	30	0%
Introduction to Technical Study (easel paintings) and Materials Science	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. Undergraduate Boards are normally held in June/July, with reassessment Boards held following the reassessment period. Postgraduate Boards are normally held in June/July and October/November, depending on programme structure and assessment timelines. 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 Courtauld Institute Policies and Procedures

EI 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](#).

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