

UHE(UK)

Academic Regulations

Validated provision of the University of Roehampton and the University of Bradford

Aligned to UHE(UK) governance and staffing structure | Academic year 2026/27

Document owner	UHE(UK) Academic Board
Status	Approved by University of Bradford and Roehampton University
Review principle	The validating university's approved regulations prevail for its awards

Document status and interpretive rule

This draft provides a single UHE(UK) regulatory framework for taught programmes validated by the University of Roehampton and the University of Bradford. It is designed to make shared institutional processes clear while preserving the mandatory academic rules of each validating university. Institutional responsibilities in this version are allocated to the offices and roles shown in the approved UHE(UK) governance and staffing organograms.

This document is not itself an approval by either validating university. It must be checked against the final validation agreements, operations manuals, programme specifications, variance registers and the version of each university regulation applicable to the student's cohort.

Where a rule differs, the relevant validating-university route is stated expressly. The university-specific rule applies only to students registered for an award of that validating university. No UHE(UK) committee may use this document to disapply or amend a validating university regulation.

Source base

Roehampton source: University of Roehampton, Taught Degree Regulations 2025/26, supplied by UHE(UK). The document covers awards, admission, credit transfer, registration, assessment, progression, boards, classification, appeals and variations.

Bradford sources: University of Bradford Regulation 2 (Undergraduate Assessment, Continuation and Award) 2026/27; Regulation 9 (Postgraduate Taught Assessment, Continuation and Award) 2026/27; Regulation 1 (Admission); Regulation 6 (Academic Appeals) and the current Academic Appeals webpage; Regulation 8 (External Examiners) 2025/26; and the Assessment, Marking and Feedback Policy 2025/26.

How to use this document

Label	Meaning
COMMON	A harmonised UHE(UK) procedure that can operate for both validating-university cohorts, subject to the award-specific rule.
ROEHAMPTON ROUTE	Applies only to University of Roehampton validated awards.
BRADFORD ROUTE	Applies only to University of Bradford validated awards.
PROGRAMME VARIATION	An approved programme-specific or PSRB variation recorded in the programme specification, validation agreement/operations manual or variance register.

Executive comparison of material differences

Topic	Roehampton	Bradford	UHE(UK) drafting treatment
Postgraduate module pass mark	50% at Level 7.	40% overall unless an approved programme/accreditation requirement states otherwise.	Keep separate award routes.
Condonation/compensation	Formal condoned-fail scheme: UG generally above 30%; Level 7 above 40%; volume limits vary by	The 2026/27 core Regulations 2 and 9 do not state a general condonation scheme;	Do not apply Roehampton condonation to Bradford awards.

Topic	Roehampton	Bradford	UHE(UK) drafting treatment
	award.	continuation/award is based on passed credit and reassessment/restudy, subject to approved variances.	
UG continuation	Typically 90 credits to progress from Level 4; 210 total with at least 90 at Level 5 to progress to Level 6.	Pass at least 100 credits in current stage and have 120 credits in prior stages; up to 30 credits may receive a third attempt without attendance.	Separate progression decisions.
Assessment attempts	Normally one resit; Board may grant up to two resit opportunities; one retake per module.	Second attempt through reassessment; potential third and final attempt without attendance up to 30 credits; restudy provisions reset attempts.	Record attempt status by validator.
Bachelor classification	Current general method uses best 100 credits at Level 6 plus next best 100 at Levels 5/6, unweighted; transition rules apply to listed cohorts/programmes.	0:20:80 stage split using best 100 credits at Stage 2 and best 100 at Stage 3.	Never combine algorithms.
Borderline uplift	Generally 1% below boundary with specified higher-band credits; later Roehampton transition model uses 2%.	No general borderline uplift stated in Bradford Regulation 2 table.	Validator-specific only.
Master classification/pass	Pass 50–59%; Merit 60–69%; Distinction 70–100%; generally best 180 Level 7 credits.	Pass at 40; Merit 60; Distinction 70; weighted mean of award credits.	Separate route is essential.
Appeal deadline	10 working days from formal notice.	Formal appeal normally within three weeks; review within two weeks of formal-stage outcome.	Use validator’s deadline and form.
Assessment boards	Module Assessment Board recommends; Awards and Progression Board confers awards and decides progression.	Continuation and Award Board ratifies credit, continuation, reassessment/restudy and awards; institutional monitoring by Assessment and Achievement Monitoring Board.	UHE(UK) boards must map to validator structures.
Maximum period	Fixed maxima by award (for example seven years Bachelor; six years Master), interruptions count.	Standard programme length plus normally one year suspension and one stage/period of restudy/reassessment, with exceptional extension by Board.	Maintain award-specific registration clocks.

Part A - General provisions

1. Scope and precedence

1. **1.1** These regulations apply to students enrolled at UHE(UK) on taught credit-bearing programmes leading to awards validated by the University of Roehampton or the University of Bradford.
2. **1.2** The validating university identified in the student's offer, registration record and programme specification determines the applicable award regulations.
3. **1.3** Where these regulations conflict with an approved validating-university regulation, validation agreement, operations manual, programme specification, PSRB requirement or formally approved variance, that external approved requirement prevails.
4. **1.4** Research degrees and professional doctorates are outside scope unless expressly brought within an approved agreement.
5. **1.5** Students must be informed at enrolment and in every formal outcome letter which validating-university route applies.

Authority: COMMON; Roehampton Introduction and s.32; Bradford Reg.2 ss.1.2 and 10; Bradford Reg.9 ss.1.2 and 9.

2. Definitions and regulatory labels

6. **2.1** Award means the qualification conferred by the relevant validating university.
7. **2.2** Credit represents 10 notional learning hours.
8. **2.3** Module means an approved unit of assessed learning.
9. **2.4** Resit/reassessment means a further assessment opportunity without repeating normal teaching. Retake/restudy means repeating learning with attendance, fees where applicable, and reset or replacement of marks as specified by the validating university.
10. **2.5** Academic judgement cannot be challenged merely because a student disagrees with a mark or classification.

Authority: COMMON terminology adapted from both frameworks.

3. Admission and English language

11. **3.1** Applicants must meet the approved entry requirements in the programme specification and any validating-university minimum requirements.
12. **3.2 The Academic Services Team, under the Director of Academic Services and with academic input from the relevant Programme Lead, will verify academic qualifications, relevant prior learning, identity, English-language proficiency and any PSRB requirements before registration.**
13. **3.3 ROEHAMPTON ROUTE:** the minimum general requirements in the Roehampton regulations apply unless the programme has approved additional conditions.
14. **3.4 BRADFORD ROUTE:** admissions decisions must comply with Bradford Regulation 1 and the approved programme specification.
15. **3.5** Any admission with advanced standing must be separately approved under the applicable RPL/credit-transfer rules.

Authority: Roehampton s.3; Bradford Regulation 1 and programme specifications.

4. Registration, enrolment and student status

16. **4.1 A student becomes registered only after accepting an offer, meeting its conditions, completing UHE(UK) and validating-university registration requirements, and making acceptable fee arrangements. The Academic Services Team maintains the registration process under the authority of the Director of Academic Services.**

17. **4.2** Students must re-enrol at the beginning of each academic year and on return from an approved interruption/suspension.
18. **4.3** Failure to enrol, satisfy engagement requirements, meet immigration conditions or discharge relevant debt may affect the right to continue.
19. **4.4** **The Academic Services Team must maintain the authoritative student record, including validating university, cohort regulations, programme, mode, credit load, interruptions, assessment attempts and award outcome. The Director of Academic Services is accountable for record integrity and data returns.**

Authority: Roehampton ss.6-7; Bradford Reg.2/9 ss.1.3 and 2.

5. Credit and recognition of prior learning

20. **5.1** Prior certificated or experiential learning may be recognised only after an evidenced academic mapping to programme learning, level and credit.
21. **5.2** Marks from another institution are not normally imported. Credit is recorded without a mark unless the validating university expressly permits transfer of marks within its own provision or approved partner network.
22. **5.3** ROEHAMPTON ROUTE: Roehampton's award-specific maximum credit-transfer limits apply, including its normal five-year currency expectation and restrictions for programmes under 120 credits.
23. **5.4** BRADFORD ROUTE: recognition is governed by Bradford's Recognition of Prior Learning Policy and programme specification; marks may transfer between Bradford programmes or approved partner provision as stated in Regulations 2 and 9.
24. **5.5** No RPL decision may undermine the integrity, volume or level of the award or any PSRB requirement.

Authority: Roehampton s.5; Bradford Reg.2 s.3.3 and Reg.9 s.3.3.

6. Period of registration and interruption

25. **6.1** ROEHAMPTON ROUTE: the fixed maximum periods specified by award apply; approved interruption normally totals no more than 12 months unless exceptionally approved, and interruption counts towards the maximum period.
26. **6.2** BRADFORD ROUTE: the normal maximum is the standard programme length plus one authorised year of suspension and one permitted academic stage/period of restudy or reassessment; further extension requires a Board decision.
27. **6.3** During interruption/suspension, access to teaching and assessment is suspended except where expressly authorised.
28. **6.4** On return, a student may be required to follow revised modules or assessment where the curriculum has changed, while preserving the intended award and approved learning outcomes as far as reasonably possible.

Authority: Roehampton ss.8 and 13; Bradford Reg.2/9 s.2.1.

Part B - Assessment

7. Assessment principles

29. **7.1** **Assessment must validly test approved learning outcomes, be supported by clear briefs and criteria, and be subject to appropriate internal moderation and external examining. Programme Leads are responsible for the academic quality and delivery of assessment within their subject areas, overseen by the Director of Teaching and Learning.**

30. **7.2** Assessment briefs must state the task, weighting, learning outcomes, marking criteria, submission method and deadline, permitted use of generative AI, word/time limits, feedback arrangements and relevant policies.
31. **7.3** Reasonable adjustments may change the method but not the academic standard or learning outcomes assessed.
32. **7.4** Provisional marks remain subject to ratification by the appropriate assessment/award board.

Authority: COMMON; Roehampton ss.9 and 19; Bradford Assessment, Marking and Feedback Policy and Regulation 8.

8. Pass marks and component requirements

33. **8.1** For undergraduate modules at Levels 3-6, the normal module pass mark is 40.
34. **8.2** ROEHAMPTON ROUTE: the normal Level 7 module pass mark is 50. Any separately passed component must normally also achieve the applicable pass mark, subject to the limited component condonation power in the Roehampton regulations.
35. **8.3** BRADFORD ROUTE: the normal module pass threshold for both undergraduate and postgraduate taught modules is an overall mark of 40, unless an approved accrediting-body or programme requirement sets a different threshold in the module descriptor/variance register.
36. **8.4** Ungraded or practice assessments are recorded Pass/Fail in accordance with the approved module specification.

Authority: Roehampton s.9(a); Bradford Reg.2 s.4.2 and Reg.9 s.4.2.

9. Condonation and compensation

37. **9.1** ROEHAMPTON ROUTE: a Module Assessment Board may record a Condoned Fail where the applicable Roehampton conditions are satisfied. Normally the overall mark must be above 30 at Levels 3-6 or above 40 at Level 7. Award-volume limits and programme prohibitions apply.
38. **9.2** Roehampton limits include: up to 30 credits for DipHE/Foundation Degree; up to 60 credits across a Bachelor degree with no more than 30 per level; no condonation for a Postgraduate Certificate; and up to 30 credits for a Postgraduate Diploma or Master degree, subject to programme variations.
39. **9.3** BRADFORD ROUTE: no general condonation entitlement is created by these UHE(UK) regulations. Credit, continuation and award decisions must use Bradford's passed-credit, reassessment, third-attempt and restudy rules unless a specific Bradford-approved variance authorises a different mechanism.
40. **9.4** A compulsory, accredited, placement, professional or dissertation module may be excluded from condonation/compensation by the programme specification or approved variance.

Authority: Roehampton s.9(b) and Appendix A; Bradford Reg.2/9 core rules and variance register.

10. Reassessment, resit, retake and restudy

41. **10.1** Only failed components are normally reassessed; a passed component or module may not normally be repeated to improve a mark.
42. **10.2** ROEHAMPTON ROUTE: a student who fails a module at first attempt is normally allowed one resit of failed components. The Module Assessment Board may allow up to two resit opportunities. One retake with attendance is permitted per module; the retake mark replaces prior marks and no prior credit or mark is carried forward.
43. **10.3** Roehampton resit marks are normally capped at 40 for Levels 5-6 and 50 at Level 7. Under the stated Roehampton transitional rule, Level 4 resits may be uncapped where the first-attempt conditions are met.
44. **10.4** BRADFORD ROUTE: a failed module receives a second attempt by reassessment, capped at the pass mark or the original mark if higher. A third and final attempt without attendance may be permitted

in up to 30 credits, subject to continuation/award rules. Approved restudy resets attempt status and discounts prior marks.

45. **10.5** Personal/mitigating circumstances or academic-integrity outcomes may alter the attempt status or cap only under the applicable validating-university policy.

Authority: Roehampton s.9(c)-(e); Bradford Reg.2 ss.5-6 and Reg.9 s.5.

11. Submission deadlines, extensions and deferral

46. **11.1** UHE(UK) will publish definitive deadlines and submission methods. Students are responsible for submitting the correct work by the deadline.
47. **11.2** ROEHAMPTON ROUTE: work submitted up to 14 calendar days late is capped at 40 (Levels 3-6) or 50 (Level 7); after 14 days it is a non-submission marked zero. Approved mitigating-circumstance extensions are normally 14 days; up to three self-certified extensions of five working days may be available each academic year. Deferral moves assessment to the next available period without penalty where approved.
48. **11.3** BRADFORD ROUTE: deadline adjustments and extenuating-circumstance outcomes follow Bradford's Consideration of Personal Circumstances policy and approved assessment procedures. No Roehampton 14-day late window or self-certification entitlement applies to Bradford awards unless Bradford has separately approved it.
49. **11.4** For Bradford Canvas submission errors or technical problems, students must notify the programme administration team within 24 hours and provide the final work, in accordance with the Bradford Assessment, Marking and Feedback Policy.
50. **11.5** An approved extension or deferral does not change academic standards or the required learning outcomes.

Authority: Roehampton ss.10-12; Bradford Assessment, Marking and Feedback Policy ss.6.8-6.10 and personal-circumstances policy.

12. Marking, moderation and feedback

51. **12.1** All assessment must use an approved mark scheme or rubric and be internally moderated using a proportionate, risk-based process.
52. **12.2** External examiners must have appropriate expertise, independence and current knowledge of UK standards.
53. **12.3** BRADFORD ROUTE: provisional marks and feedback should normally be released within four weeks of the assessment deadline, subject to stated exceptions.
54. **12.4** ROEHAMPTON ROUTE: feedback timescales are those approved in Roehampton/UHE(UK) programme documentation and policies.
55. **12.5** Boards may correct errors and apply approved regulations but may not systematically normalise marks to produce a desired distribution.

Authority: Roehampton ss.17-20; Bradford Assessment Policy ss.7.5-7.10; Bradford Reg.8.

Part C - Progression and continuation

13. Annual review and good standing

56. **13.1** Each student's academic profile will be reviewed at least annually and whenever an award or continuation decision is required.
57. **13.2** Continuation may be affected by academic performance, engagement, conduct, fitness to study/practise, debt, visa or sponsorship conditions.

58. **13.3** A student must receive a written outcome identifying passed credit, failed credit, attempt status, conditions, next opportunities, applicable deadlines and appeal rights.

Authority: COMMON; Roehampton ss.14-16; Bradford Reg.2/9 ss.1.3 and governance provisions.

14. Undergraduate progression/continuation

59. **14.1** ROEHAMPTON ROUTE: a full-time student normally progresses from Level 4 after passing, being condoned or otherwise receiving at least 90 credits. Progression to Level 6 normally requires at least 210 cumulative credits, including at least 90 at Level 5. Compulsory modules may be required.
60. **14.2** BRADFORD ROUTE: at the continuation point a student must have passed at least 100 credits at 40 in the current stage and have accumulated 120 credits in each prior stage. A student meeting the threshold but lacking full stage credit may undertake a third attempt without attendance in up to 30 credits.
61. **14.3** After Bradford restudy, continuation normally requires all 120 credits in the restudied stage and all previous-stage credit; a further third-attempt-without-attendance opportunity is not then available.
62. **14.4** Programme-specific progression requirements, prerequisites, placements and PSRB rules prevail where approved.

Authority: Roehampton s.15; Bradford Reg.2 s.6.

15. Postgraduate continuation and completion

63. **15.1** ROEHAMPTON ROUTE: credit and condonation rules use the Level 7 pass mark of 50 and the award-specific condonation limits.
64. **15.2** BRADFORD ROUTE: the standard Level 7 pass threshold is 40; after second-attempt reassessment, a final reassessment without attendance may be allowed in up to 30 credits. Restudy is exceptional and requires evidence of exceptional personal circumstances, student agreement, Board approval and a support plan.
65. **15.3** A student who does not meet the target award may be considered for an eligible exit or intermediate award.

Authority: Roehampton ss.9 and 27-29; Bradford Reg.9 ss.4-6.

16. Outcomes for unsatisfactory progress

66. **16.1** The relevant Board may permit reassessment, suspend studies for reassessment, permit retake/restudy, approve transfer to another programme, make an exit award, or terminate registration, subject to the validating-university regulations.
67. **16.2** Termination for academic failure must be based on a ratified academic profile and must identify appeal rights.
68. **16.3** Re-admission after required withdrawal is governed by the validating university. Bradford normally bars readmission to the same programme except following a successful appeal; Roehampton states that students terminated for academic failure will not be readmitted to the same or similar programme.

Authority: Roehampton s.16; Bradford Reg.2/9 s.2.3.

Part D - Awards and classification

17. General award requirements

69. **17.1** An award may be conferred only when the required credit, level, compulsory modules and programme-specific requirements have been achieved or otherwise satisfied under the applicable regulations.
70. **17.2** Higher-level credit may substitute for lower-level credit only where permitted by the validating university.
71. **17.3** Normally only the highest award arising from the same curriculum is conferred, except where further approved study supports a higher award.
72. **17.4** Certificates and transcripts are issued under the authority and processes of the relevant validating university.

Authority: Roehampton ss.21-30; Bradford Reg.2 s.7 and Reg.9 s.6.

18. Minimum credit requirements

Award	Minimum credit	Normal level requirement
CertHE	120	120 at Level 4
DipHE	240	120 at Level 4 and 120 at Level 5
Foundation Degree	240	120 at Level 4 and 120 at Level 5
Ordinary Bachelor degree	300	Normally 120 L4, 120 L5, 60 L6
Bachelor degree with honours	360	Normally 120 at each of Levels 4, 5 and 6
Integrated Master	480	Normally 120 at each of Levels 4, 5, 6 and 7
Graduate Certificate/Diploma	60/120 as approved	Level 6
Postgraduate Certificate	60	Level 7
Postgraduate Diploma	120	Level 7
Master degree	180	Level 7

The approved programme specification and validating-university rules are definitive. Roehampton includes additional award types and special rules; Bradford includes a Certificate of Continuing Education and programme-specific integrated-master calculations.

19. Bachelor degree classification

73. **19.1** Classification bands are First 70-100, Upper Second 60-69, Lower Second 50-59, and Third 40-49.
74. **19.2** ROEHAMPTON ROUTE: apply the Roehampton calculation applicable to the cohort and programme. Under the general 2025/26 method, classification uses the best 100 credits at Level 6 and the next best 100 credits at Levels 5 and 6, without level weighting. Specific later-cohort transition rules and top-up rules must be applied where relevant.

75. **19.3** Roehampton borderline uplift must be applied only where the applicable cohort rule permits it: commonly 1% below a boundary with at least 60 Level 6 credits in the higher band; the listed later transition rule uses 2%.
76. **19.4** BRADFORD ROUTE: classification uses a 0:20:80 stage split: the average of the best 100 credits at Stage 2 contributes 20% and the average of the best 100 credits at Stage 3 contributes 80%.
77. **19.5** No UHE(UK) discretion may replace or average the two methods.

Authority: Roehampton s.23 including transition provisions; Bradford Reg.2 Table 7.1.2.

20. Foundation degree, diploma and certificate classification

78. **20.1** ROEHAMPTON ROUTE: DipHE, Foundation Degree and HND use the best 120 Level 5 credits; HNC uses the best 120 Level 4 credits. Distinction 70, Merit 60, Pass 40, with the stated 1% borderline rule.
79. **20.2** BRADFORD ROUTE: CertHE uses the best 100 credits; DipHE and Foundation Degree use the best 100 credits in Stage 2. Distinction 70, Merit 60 and Pass 40.
80. **20.3** Any award not listed must follow its approved programme specification and validator rule.

Authority: Roehampton ss.25 and 28; Bradford Reg.2 Tables 7.1.1-7.1.2.

21. Postgraduate classification

81. **21.1** ROEHAMPTON ROUTE: a Master degree normally requires 180 Level 7 credits and is classified from the best 180 Level 7 credits achieved at Roehampton/approved provision. Distinction 70-100, Merit 60-69, Pass 50-59. The standard borderline rule is 1% below a boundary with at least 100 credits, including the dissertation/project, in the higher classification.
82. **21.2** Roehampton Postgraduate Diploma uses 120 Level 7 credits and Pass begins at 50; Postgraduate Certificate is normally unclassified under the supplied regulations.
83. **21.3** BRADFORD ROUTE: PgCert, PgDip and Master awards use the weighted mean of award credits. Distinction begins at 70, Merit at 60 and Pass at 40.
84. **21.4** The Bradford pass threshold and classification calculation must not be applied to a Roehampton award, and vice versa.

Authority: Roehampton ss.22, 27 and 29; Bradford Reg.9 Table 6.1.1.

22. Exit, aegrotat, posthumous and revoked awards

85. **22.1** A student who does not qualify for the target award must be considered for the highest eligible exit award.
86. **22.2** ROEHAMPTON ROUTE: an aegrotat award may be conferred where exceptional permanent circumstances prevent completion and all mitigation is exhausted; it is unclassified.
87. **22.3** BRADFORD ROUTE: undergraduate posthumous/aegrotat consideration normally requires at least 80 credits in the final stage and all prior stages; postgraduate consideration normally requires at least 75% of target-award credit (45/60, 90/120 or 135/180). An incomplete award is unclassified.
88. **22.4** An award may be revoked for administrative error, fraud, deception or academic misconduct under the validating university's procedures.

Authority: Roehampton ss.21(g) and 23(m); Bradford Reg.2 ss.7.2-7.4 and Reg.9 ss.6.2-6.4.

Part E - Academic governance

23. UHE(UK) assessment governance

89. 23.1 The Board of Governors has ultimate responsibility for the effective governance of UHE(UK), including academic assurance, regulatory compliance, financial sustainability, risk management, student protection and oversight of the institution's relationships with the University of Roehampton and the University of Bradford.
90. 23.2 The Executive Committee is responsible for strategic implementation of the decisions of the Board of Governors and for oversight of institutional performance, major academic and regulatory risk, external partnerships and resourcing.
91. 23.3 The Senior Management Team is responsible for operational implementation of these Regulations and the Quality Assurance Framework. It coordinates the work of the Campus Director, Director of Teaching and Learning, Director of Academic Services, Director of Student Services, Director of Employment and Campus Manager.
92. 23.4 Academic Board is the principal academic authority of UHE(UK). Subject to the authority of the validating universities for their awards, Academic Board approves and monitors academic policy, academic standards, quality assurance, academic integrity, student outcomes and recommendations from its committees.
93. 23.5 The Teaching, Learning and Quality Committee oversees programme delivery, learning and teaching, assessment practice, annual monitoring, academic enhancement, staff development and student outcomes. It receives reports from Programme Leads and reports to Academic Board.
94. 23.6 The Quality and Standards Committee oversees programme approval and modification, validation compliance, external examining, academic regulatory compliance, assessment-board assurance, quality risks and the implementation of actions arising from validating-university review. It reports to Academic Board.
95. 23.7 The Student Experience Committee oversees student voice, engagement, welfare, complaints trends, employability, support and enhancement of the student experience. It works with the Director of Student Services, Campus Manager, Student Support Team and Director of Employment.
96. 23.8 The Ethics Committee oversees research and institutional ethics within its approved terms of reference. The DEI Committee oversees equality, diversity, inclusion, reasonable-adjustment and attainment-gap matters. The Access and Participation Committee oversees access, continuation, completion and progression priorities and relevant OfS commitments.
97. 23.9 The Campus Director is the senior operational lead for UHE(UK) and is accountable to the Executive Committee and Senior Management Team for implementation of institutional strategy, these Regulations and approved decisions. The Campus Director may exercise only those academic powers expressly delegated by Academic Board or a validating university.
98. 23.10 The Director of Teaching and Learning provides institutional academic leadership for curriculum delivery, teaching quality, assessment practice and academic staff performance. The Director chairs or sponsors academic business only where authorised by the relevant committee terms of reference.
99. 23.11 Programme Leads for Business Undergraduate, Business Postgraduate and Computing Undergraduate provision are responsible for programme delivery and academic quality in their subject areas, including assessment preparation, moderation, student performance review, annual monitoring and implementation of external examiner and validator actions.
100. 23.12 The Director of Academic Services is accountable for academic administration, student records, assessment-board preparation, formal results, regulatory advice and liaison with the validating universities. The Academic Services Team carries out academic administration under that Director's authority.

101. 23.13 The Quality Office is responsible for academic quality assurance, maintenance of the regulatory and policy framework, validation and review coordination, quality monitoring, the UHE(UK) Appeals Office, and escalation of Stage 3 complaints. The Quality Office reports through the Director of Academic Services and the relevant academic committees.
102. 23.14 The Director of Student Services is accountable for welfare, pastoral and student-support provision. The Campus Manager and Student Support Team manage day-to-day student support and casework, including the Student Casework function for complaints at the stages allocated by the Complaints Procedure.
103. 23.15 The Director of Employment develops and maintains strategic employer partnerships and ensures students have access to meaningful work-related learning opportunities that support progression and graduate outcomes.
104. 23.16 ROEHAMPTON ROUTE: the Roehampton Module Assessment Board determines module outcomes and makes recommendations; the Roehampton Awards and Progression Board or approved equivalent determines progression and confers awards in accordance with Roehampton regulations and the operations manual.
105. 23.17 BRADFORD ROUTE: the Bradford Assessment and Achievement Monitoring Board undertakes the monitoring and scrutiny assigned to it, and the Bradford Continuation and Awards Board ratifies credit and makes continuation, reassessment/restudy and award decisions in accordance with Bradford regulations and the operations manual.
106. 23.18 UHE(UK) committees and staff prepare, scrutinise and assure the evidence placed before validating-university boards but must not take a decision reserved to Roehampton or Bradford. Terms of reference, membership, quoracy, external examiner participation, chair's action and minutes must comply with the relevant approved arrangements.

Authority: UHE(UK) governance and staffing organograms; Roehampton ss.17-18; Bradford undergraduate and postgraduate taught assessment regulations and approved partnership arrangements.

24. External examiners

107. **24.1** External examiners provide independent assurance that standards are appropriate, assessment is fair and consistent, and outcomes are comparable with the UK sector.
108. **24.2** Appointments are made or approved by the validating university under its regulation. UHE(UK) may nominate but may not appoint outside delegated authority.
109. **24.3** External examiners must be independent and free from recent involvement that could create actual or perceived bias.
110. **24.4** UHE(UK) must provide access to assessment briefs, samples, marking/moderation evidence, Board papers and responses to annual reports.

Authority: Roehampton s.19; Bradford Regulation 8.

25. Programme oversight, student voice and quality reporting

111. 25.1 Each Programme Lead will maintain a programme-level forum or equivalent mechanism, meeting at least twice per academic year, to review curriculum delivery, assessment, student experience, outcomes, recruitment, support, employability and enhancement actions.
112. 25.2 Programme Leads report programme performance and risks to the Director of Teaching and Learning and the Teaching, Learning and Quality Committee. Academic standards, validation compliance and external examiner actions are also reported to the Quality Office and Quality and Standards Committee.

- 113. 25.3 The Student Experience Committee receives student-representation, complaints, welfare, engagement and survey themes. Individual confidential cases remain with the authorised casework, appeals or assessment route.
- 114. 25.4 The Academic Services Team supplies accurate student, assessment, continuation and award data. The Quality Office coordinates the annual quality report and tracks actions to completion.
- 115. 25.5 Academic Board receives an integrated annual report covering programme performance, external examiner findings, validating-university actions, continuation, completion, attainment, progression, complaints, appeals and equality gaps.

Authority: UHE(UK) governance and staffing organograms; Roehampton s.20; Bradford programme-management and quality-assurance requirements.

26. Variations and regulatory change

- 116. **26.1** A programme-specific variation is valid only if approved through the validating university's formal process and recorded in the programme specification, operations manual and/or variance register.
- 117. **26.2** UHE(UK) staff cannot create a local exception for convenience or perceived fairness.
- 118. **26.3** Students should normally remain under the assessment and award regulations in force when they commenced, subject to the validating university's approved transition rules.
- 119. **26.4** Any post-enrolment change must be communicated clearly, with its impact and available support/options explained.

Authority: Roehampton s.32 and Appendix A; Bradford Reg.2 s.10 and Reg.9 s.9.

Part F - Academic appeals

27. General principles

- 120. **27.1** A student may appeal an academic decision only on permitted grounds. Disagreement with academic judgement is not itself a ground.
- 121. **27.2** The original decision remains in force while an appeal is considered unless the validating university authorises temporary continuation.
- 122. **27.3** **Students should first seek clarification or early resolution from the relevant Programme Lead or module tutor, without missing the formal deadline. The Quality Office is the UHE(UK) Appeals Office and will advise on the correct validating-university route.**
- 123. **27.4** Appeals are confidential, students are not disadvantaged for using the procedure, and frivolous, vexatious or fraudulent submissions may be rejected or referred under conduct procedures.

Authority: Roehampton s.31; Bradford Regulation 6 and Academic Appeals webpage.

28. Permitted grounds

- 124. **28.1** **ROEHAMPTON ROUTE:** procedural irregularity or administrative error with a reasonable possibility of a different decision; significant relevant uncontrollable circumstances unknown to the decision-maker that could not reasonably have been disclosed earlier; or prejudice/bias capable of affecting the decision.
- 125. **28.2** **BRADFORD ROUTE:** the grounds are those stated in Bradford Regulation 6. The appeal must state all grounds and substantive points at submission because new grounds may not normally be added later.
- 126. **28.3** Evidence must be relevant, contemporaneous where possible, independent where appropriate, and cover the affected period.

Authority: Roehampton s.31(l); Bradford Regulation 6 and current appeals guidance.

29. Deadlines and stages

127. **29.1 ROEHAMPTON ROUTE:** the appeal must normally be submitted within 10 working days of formal notice of the decision. The Roehampton screening, University Secretary decision and review stages apply, including the stated 70-day and 20-day indicative timescales.
128. **29.2 BRADFORD ROUTE:** students are encouraged to seek informal resolution in writing within one week. A formal appeal is normally due within three weeks of receiving the ratified result/decision. A review request is normally due within two weeks of the formal-stage outcome.
129. **29.3** Late appeals are considered only where the student provides a good evidenced reason for delay.
130. **29.4 The correct validating-university form and submission route must be used. The Quality Office, acting as the UHE(UK) Appeals Office, will assist students to identify and access the correct route but will not substitute its own deadline or determine an appeal reserved to a validating university.**

Authority: Roehampton s.31(m)-(oo); Bradford Academic Appeals webpage and Regulation 6.

30. Appeal outcomes and external review

131. **30.1** An appeal may be rejected, upheld, partially upheld, referred back for reconsideration or result in a substituted decision, as permitted by the validating university.
132. **30.2 Where an appeal is upheld, the academic profile is reconsidered by the competent validating-university Board. The Academic Services Team will amend the student record following formal authorisation and the Quality Office will retain the case record.**
133. **30.3** After the validating university's internal process is complete, an eligible student may complain to the Office of the Independent Adjudicator within its applicable time limit, normally 12 months from the Completion of Procedures Letter.

Authority: Roehampton s.31; Bradford Academic Appeals guidance.

Part G - Operational schedules

Schedule 1 - Decision routing matrix

Decision	Roehampton-validated award	Bradford-validated award	UHE(UK) responsibility and accountable role
Module outcome	Module Assessment Board	Continuation and Award Board process	Programme Lead and Director of Teaching and Learning prepare and quality-check marks; Academic Services Team prepares Board data.
Condonation	Roehampton rules and Board discretion	Not available unless Bradford-approved variance	Programme Lead and Quality Office flag the validating-university rule; no cross-application is permitted.
Progression/continuation	Recommendation to Awards and Progression Board	Continuation and Award Board	Academic Services Team prepares the profile; Director of Academic Services assures records; outcome issued only after validator ratification.
Award/classification	Roehampton Awards and	Bradford Continuation and	Academic Services Team calculates

Decision	Roehampton-validated award	Bradford-validated award	UHE(UK) responsibility and accountable role
	Progression Board	Award Board	under the correct algorithm; Quality Office performs compliance assurance; validating-university Board decides.
Exceptional regulatory decision	Roehampton approved variation route	Bradford monitoring/variance route	Quality Office coordinates escalation through the Director of Academic Services; Campus Director cannot create a local exception.
Appeal	Roehampton Secretariat route	Bradford Student Circumstances and Casework route	Quality Office acts as Appeals Office, identifies the correct validator route and supplies records; Academic Services Team implements authorised outcomes.

Schedule 2 - Classification calculation controls

Control	Required check
Validator lock	The student record must identify Roehampton or Bradford before any calculation is run.
Cohort lock	Apply the regulation version and transition provision applicable to the commencement cohort.
Credit eligibility	Exclude transferred credit or include it only as permitted; use the required “best credit” selection where stated.
Level/stage weighting	Roehampton and Bradford methods differ and must be configured separately.
Borderline	Apply only the validating university’s express borderline rule; no discretionary rounding beyond the rule.
Programme variation	Check PSRB and programme-specific rules before confirming the result.
Independent verification	A second trained officer verifies the calculation before Board papers are finalised.

Schedule 3 - Matters requiring confirmation before approval

- Confirm formal approval of the committee terms of reference, delegations and reporting lines corresponding to the UHE(UK) governance organogram.
- Confirm the 2026/27 operations manuals and validation agreements for both universities.
- Confirm which Bradford 2026/27 rules apply to cohorts commencing before 2026/27 and whether UHE(UK) has approved variances.
- Confirm the Bradford Consideration of Personal Circumstances and Recognition of Prior Learning policies to be cross-referenced.
- Confirm the Roehampton 2026/27 regulations if a later approved version replaces the supplied 2025/26 document.

- Create programme-specific appendices listing prohibited condonation, compulsory pass components, placements, accreditation rules and classification variations.
- Complete legal review, student-consumer information review, equality impact review, staff-role verification and validating-university approval before publication.

References

UHE(UK), Governance Framework organogram, identifying the Board of Governors, Executive Committee, Senior Management Team, Academic Board and its committees, and the Roehampton and Bradford assessment/award boards.

UHE(UK), Fee Cap organogram and staffing structure, August 2026, identifying the Campus Director, Directors of Teaching and Learning, Student Services, Academic Services and Employment, Programme Leads, Campus Manager, Student Support Team, Academic Services Team and Quality Office.

University of Roehampton, Taught Degree Regulations 2025/26: Supplied document: Roehampton academic regs.docx.

University of Bradford, University Regulations landing page: <https://www.bradford.ac.uk/about/legal-and-governance/governance/regulations/>

University of Bradford, Regulation 2 - Undergraduate Assessment, Continuation and Award 2026/27: <https://www.bradford.ac.uk/media-v8/aeo/regulations/Regulation-2-Undergraduate-Assessment-Continuation-and-Award-2627.pdf>

University of Bradford, Regulation 9 - Postgraduate Taught Assessment, Continuation and Award 2026/27: <https://www.bradford.ac.uk/media-v8/aeo/regulations/Regulation-9-Postgraduate-Taught-Assessment-Continuation-and-Award-2627.pdf>

University of Bradford, Assessment, Marking and Feedback Policy 2025/26: <https://www.bradford.ac.uk/media-v8/aeo/regulations/Assessment-Marking-and-Feedback-Policy-2526.pdf>

University of Bradford, Academic Appeals: <https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/academic-appeals/>

University of Bradford, Regulation 8 - External Examiners of Taught Programmes 2025/26: <https://www.bradford.ac.uk/media-v8/aeo/regulations/Regulation-8-External-Examiners-2526.pdf>

University of Bradford, Regulation 1 - Admission: <https://www.bradford.ac.uk/media-v8/site/governance/regulations/Regulation-1.pdf>