

# Regulation XVII - Impaired Performance and Project Extensions

*(Version effective from 4 October 2004 until 2 October 2005)*

## [Scope of Regulation](#)

## [Submission of Individual Impaired Performance Claims](#)

## [Postgraduate Project or Dissertation Module Extensions](#)

## [Impaired Performance Claims and Student Disciplinary Procedures](#)

## [Consideration of Impaired Performance Claims - Impaired Performance Panel](#)

### **Scope of Regulation**

1. This regulation shall apply to all introductory studies, undergraduate and modular postgraduate students and should be read in conjunction with the Staff and Student Guides to Impaired Performance. The Academic Registrar may waive any of the requirements of this regulation in the case of individual students. Any such waiver shall be reported to the next meeting of Senate.

2. In this regulation Head of Department shall be taken to include Directors of Studies designated by Senate.

### **Submission of Individual Impaired Performance Claims**

3. It is the right of every candidate who for any reason has missed part or all of a Module Assessment or whose performance in a Module Assessment has been impaired to notify the Academic Registrar of the circumstances in writing, using the appropriate form, with supporting evidence.

4. For each Semester and for the University's Special Assessment Period, the Academic Registrar shall set a deadline for submission of all relevant impaired performance claims. Where a student wishes to claim impairment in respect of an examination which takes place after this date and before the end of the relevant assessment period, the student must ensure that the claim is submitted within two working days of that examination.

5. Impaired performance claims will not normally be accepted after the Internal Examiner has published Module Marks for any of the modules which could be considered. Under exceptional circumstances, a student's Head of Department may recommend the consideration of a claim submitted after the appropriate deadline but before the relevant Impaired Performance Panel meets. Such a recommendation must be made using the appropriate form and must be approved by the Academic Registrar or nominee before the impaired performance claim is considered by the relevant Impaired Performance Panel.

6. It shall be the duty of the Academic Registrar to forward a timely submission received from a student to the student's Head of Department.

7. The Academic Registrar may make a written submission to a Head of Department about any matter or circumstance which may have acted to the detriment of one or more candidates in any or all parts of an assessment.

8. On receipt of a submission from the Academic Registrar in accordance with paragraphs 6 or 7 hereof, it shall be the duty of each Head of Department to ensure that the submission is brought to the notice of the relevant Impaired Performance Panel.

### **Postgraduate Project or Dissertation Module Extensions**

9. A candidate taking a postgraduate project or dissertation module may request that the date given in the Module Specification for the submission of the work which is to be assessed should be varied and may also request one further variation to any date revised under the provisions of this paragraph. Such requests must be made to the Head of the department responsible for the module:

(i) in writing, using the appropriate form and stating the exceptional circumstances which are to be taken into account

(ii) not later than the date which the candidate wishes to vary.

10. On receipt of an extension request in accordance with the provisions of paragraph 9 hereof the relevant Head of Department shall, in consultation with the Internal Examiner for the module, determine whether an extension should be permitted and if so what period such an extension should cover, and shall inform the student of the outcome of the extension request no more than ten working days after the receipt of the request for an extension.

### **Impaired Performance Claims and Student Disciplinary Procedures**

11. Where a student is suspended, excluded or otherwise subjected to disciplinary procedures in accordance with the provisions of Statute V and/or Ordinance XVII, claims for impaired performance relating to the disciplinary process shall only be considered should the student be subsequently found not guilty of the alleged offences.

### **Consideration of Impaired Performance Claims - Impaired Performance Panel**

12. Each department shall convene at least one Impaired Performance Panel which shall consist of at least three internal examiners, one of whom shall act as Chair. Where possible, the secretary to the Impaired Performance Panel shall be the secretary to the associated Programme and Progress Boards.

13. The Head of Department shall ensure that Impaired Performance Panels are convened prior to the Undergraduate Programme Boards and Postgraduate Module Boards and, if necessary, Postgraduate Programme Boards.

**14. When an Impaired Performance Panel determines that a claim is eligible for consideration and the students performance has been impaired it *must* make one of the following recommendations to the relevant Progress or Programme Board:**

**(i) Increase the student's marks.**

**(ii) Substitute an alternative mark obtained from an appropriate source.**

**(iii) Permit the student to repeat one or more assessments.**

**(Made June 2004)**