

Regulation XXVIII

Pre-Sessional Study

(Version effective from 1 October 2018 to 31 July 2022)

Scope

- 1.** This regulation applies to students undertaking pre-sessional programmes offered by the University, and not to students undertaking other programmes.
- 2.** Pre-sessional programmes are programmes of study for students holding an offer of admission who have not yet achieved the required level of English language to gain admission to their chosen academic programme at the University.
- 3.** In this Regulation, cross-references are made to processes in other University Ordinances and Regulations. Where Deans of School are referred to within those processes, the Director of Student Services will fulfil the role of Dean for the purposes of students governed by this Regulation.

Registration and status of students

- 4.** Pre-sessional students are required to register as students of the University in accordance with Ordinance I (Admission of Students) and Regulation IX (Registration, Attendance, Leave of Absence, Withdrawal and Transfer).
- 5.** The status of pre-sessional students is governed in accordance with Ordinance II.

Tuition Fees and Payments for Other University Services

- 6.** Tuition fees and payments for other university services for students on a pre-sessional programme shall be governed by Regulation XVI (Tuition Fees and Payments for Other University Services), with the exception of paragraph 6 of reg XVI relating to withdrawals.
- 7.** Pre-sessional students who chose to withdraw shall be liable for payment of fees in accordance with paragraph 2.15 of the University Terms and Conditions of Study.
- 8.** Where appropriate, pre-sessional students will be required to pay all outstanding tuition fees for their pre-sessional programme before progressing to their chosen academic programme.

Attendance

- 9.** Pre-sessional students are required to attend timetabled teaching and assessment sessions in accordance with the Pre-sessional Programme Attendance and Engagement Policy.

Student Behaviour and Discipline

10. It shall be the duty of all pre-sessional students in all their acts and demeanour to seek to preserve the good reputation of the University and to observe and maintain honest and peaceable behaviour at all times. All students are required to observe the University's Charter, Statutes, Ordinances, Regulations and Codes of Practice.

11. All student discipline matters will be governed in accordance with Ordinance XVII (Conduct and Discipline of Students).

Programme Structure and Assessment

12. Pre-sessional programmes A and B each contain two modules, whilst pre-sessional programmes C and D each contain one module.

13. Where a pre-sessional programme contains two modules, students are required to pass the first module prior to progressing to the second module on the programme.

14. All pre-sessional students are required to undertake pre-sessional assessments before progressing to their chosen academic programme.

15. All pre-sessional students are normally permitted two opportunities to complete a pre-sessional programme, subject to paying the associated fees.

16. Pre-sessional students who fail to meet the required thresholds to demonstrate that they have achieved the minimum English language level required by UK Visas and Immigration (UKVI) for degree level study will normally be provided with reassessment opportunities during the pre-sessional programme or shortly thereafter.

17. Pre-sessional students undertaking reassessment for any other purpose are required to do so, with attendance, during the next academic year.

18. Where pre-sessional students, following their second attempt at the pre-sessional programme, fail to meet the required levels to progress to their chosen degree programme, their studies will be terminated by the Programme Board in accordance with paragraph 32.3 of this Regulation.

Progression

19. All pre-sessional students are expected to attend and engage appropriately with the learning opportunities offered by their pre-sessional programme. Pre-sessional students who do not attend and/or engage sufficiently with their programme will not be permitted to progress to their chosen degree programme and will be required to leave the University in accordance with the Pre-sessional Programme Attendance and Engagement Policy.

20. Pre-sessional students are required to meet a minimum standard within a series of tests and coursework assignments at the end of the pre-sessional programme.

21. In order to be sponsored for immigration purposes by the University pre-session students must demonstrate that they have achieved the minimum English language level required for degree level study by relevant UK government agencies.

22. Specific programmes of study may have progression requirements higher than the general requirements referred to in paragraph 20. In order to progress onto these programmes, pre-session students must satisfy the requirements referred to in their pre-session progression information.

Mitigating Circumstances

23. It is the right of pre-session students who, for any reason, have missed part or all of a module assessment or whose performance in a module assessment has been affected by mitigating circumstances, to inform the Programme Director or nominee of the circumstances in writing, with supporting evidence. This is referred to as submitting a Mitigating Circumstances claim.

24. Mitigating Circumstances claims will be considered by a Mitigating Circumstances Panel comprised of three members of University staff involved in the delivery of the pre-session programmes appointed by the Director of Student Services.

25. Where a Mitigating Circumstance Panel determines that a claim is eligible for consideration and the student's performance has been impaired, it must take one of the following actions in relation to the assessment(s) claimed for:

25.1 substitute an alternative component mark derived from appropriate sources;

25.2 permit reassessment with attendance the following year with or without associated fees;

25.3 increase any of the student's component marks.

26. Where a Mitigating Circumstances Panel determines that a claim is not eligible for consideration, or the student's performance has not been impaired, it shall take no action in respect of the claim.

Academic Misconduct

Definition of Academic Misconduct

27. It is academic misconduct for any pre-session student, in the course of any assessment, to engage in any of the following activities:

27.1 Failing to comply with the Rules for the Conduct of Written Examinations (set out in Senate Regulation VII), for example by taking prohibited materials into an Examination Hall.

27.2 Assisting another student to gain an advantage by unfair means, or receiving such assistance, for example by impersonation or the passing off of one individual's

work as another's. This includes undeclared failure to contribute to group coursework assignments.

27.3 Misleading the examiners by the fabrication or falsification of data.

27.4 Plagiarism; namely submitting work as the student's own of which the student is not the author. This includes failure to acknowledge clearly and explicitly the ideas, words or work of another person whether these are published or unpublished.

27.5 Collusion; namely submitting work as the student's own of which the student is not the sole author, or knowingly providing material for another student to submit as their own work of which the submitting student is not the sole author. (Collusion occurs when the source of the unreferenced work is another complicit student, and differs from plagiarism where the source of the unreferenced work is another person who is unaware of its use).

27.6 Submitting work that the student has previously submitted for formal assessment at Loughborough or any other University, unless specific provision is made in the assessment brief.

27.7 Engaging in any other activity likely to give an unfair advantage to any student.

Procedure

28. Where a pre-sessional student is suspected of academic misconduct the following process will be followed:

28.1 The student shall be notified in writing of, and invited to a meeting to discuss, the alleged offence.

28.2 The notification shall include the nature of the allegation and evidence in support of the allegation and the date and time of the meeting, together with details of who will be present.

28.3 The student will be invited to admit or deny the allegation and will be permitted to:

- submit a written defence and any other written evidence.
- attend the meeting in person.
- be accompanied to the meeting by a person of their choosing.

28.4 The student will be informed in writing of the outcome of the meeting.

28.5. Where a pre-sessional student is found guilty of an offence, one or more of the following penalties will be imposed:

- the issue of a formal reprimand.
- the reduction by any amount of any or all of the marks obtained by the student in the module concerned to a minimum module mark of 1%.

28.6 Students have the right to appeal the decision in accordance with Paragraphs 21-23 of Regulation XVIII (Academic Misconduct).

29. Where a pre-sessional student is found guilty of an offence of academic misconduct, this will not be treated as a previous offence for the purposes of paragraph 6 of Regulation XVIII should the student commit a further offence when registered on their chosen programme.

Programme Boards

30. Programme Boards for pre-sessional programmes will be constituted as below:

30.1 The Programme Director, who shall act as Chair.

30.2 At least three Senior Tutors, one of whom will act as Deputy Chair.

31. In order for a pre-sessional Programme Board meeting to be quorate, the following minimum attendance requirement must be met:

- The Chair and at least one Senior Tutor.

32. Pre-sessional Programme Boards shall have the following powers delegated by Senate:

32.1 To determine whether students have demonstrated that they have achieved the minimum English language level required by UK immigration requirements.

32.2 To determine whether students have met the requirements to progress to the chosen degree programme for which they are holding an offer.

32.3 To terminate the studies of a student who has undertaken two attempts at the pre-sessional programme and who has not met the required progression thresholds.

Appeals against Programme Board Decisions

33. Pre-sessional students wishing to appeal against the decision of a Programme Board must do so in writing to the Academic Registrar normally within 10 working days of the publication of the decision of the Programme Board.

34. All appeals against the decisions of a pre-sessional Programme Boards will be administered in accordance with Regulation XIV (Student Appeals against Programme Board or Review Board Decisions).

Complaints

35. Any pre-sessional student wishing to lodge a complaint should do so in accordance with the University's student complaints procedure as set out in Ordinance XXXVIII (Student Complaints Procedures).