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# Academic Regulations 2021-2022

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**Approved by:** Academic Board

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# 1.0 Introduction

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- 1.1 These Academic Regulations define the basis of the academic relationship between the Student and the Dyson Institute of Engineering and Technology (“the Dyson Institute”).
- 1.2 The Academic Regulations provide the framework of rules governing academic practice at the Dyson Institute. They are the basis for the assurance of quality and maintenance of academic standards at the Dyson Institute, and uphold the UK Quality Code for Higher Education, the conditions of registration as a Higher Education provider in England, and all other relevant rules and legislation including that relating to Apprenticeships. The Academic Regulations must be applied consistently by the Dyson Institute.
- 1.3 Students registered with the Dyson Institute are subject to, and must comply with, these Academic Regulations.
- 1.4 Students registered with The University of Warwick should refer to and comply with [The University of Warwick’s regulations](#).
- 1.5 These Academic Regulations apply to students enrolled at the Dyson Institute for the 2021/22 academic session.
- 1.6 On all matters where the Academic Regulations must be interpreted, or are silent, Academic Board will recommend a decision. In the event that the decision of Academic Board is challenged, the decision will be escalated to Council and the decision of Council will be final.
- 1.7 In exceptional circumstances, it may be necessary to suspend elements of the Academic Regulations temporarily for one or more students. Requests for suspensions must be made on a case-by-case basis to Academic Board.

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## Responsibility for the Academic Regulations

- 1.8 The Academic Regulations are approved by Council after referral from Academic Board.
- 1.9 Council authorises appropriate committees, boards and panels to act on its behalf in applying these Academic Regulations.
- 1.10 The Academic Regulations are supported by a range of sub-regulatory instruments, including:
  - Dyson Institute Policies
  - Terms and Conditions of Offer
  - Programme and Module Specifications
  - Programme Handbooks

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## Review and amendment

- 1.11 The Academic Regulations must be subject to a major review every five years, in addition to minor reviews on an annual basis.
- 1.12 The Dyson Institute reserves the right to amend or withdraw regulations and policies, and to introduce new regulations and policies.

- 1.13 Changes to the Academic Regulations should not come into effect until the subsequent academic year. Students must be consulted by an appropriate mechanism before amendments to the Academic Regulations.
- 1.14 In-academic year changes to policies are strongly discouraged unless absolutely necessary. If changes are made to policies following consultation, the Dyson Institute will determine the extent to which these changes will affect current students and communicate these changes to the students directly by email at least 5 working days prior to the changes coming into force.

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### Students as partners in decision making

- 1.15 The Dyson Institute is committed to working with students as partners, engaging them individually and collectively in the development and assurance of their academic experience.
- 1.16 The Dyson Institute provides the following formal mechanisms to ensure students are consulted on their academic experience:
- Student representation on the Academic Board
  - A Staff Student Liaison Committee, for each cohort of each programme
  - Module feedback
  - Annual survey of the overall programme and experience
- 1.17 The Dyson Institute also provides a range of formal and informal opportunities for student involvement in decision making. The Dyson Institute welcomes ongoing feedback from students in relation to all aspects of the student experience.
- 1.18 If students have any questions in relation to these Academic Regulations they should email [regulation.dysoninstitute@dyson.com](mailto:regulation.dysoninstitute@dyson.com).

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## 2.0 Admissions and enrolment

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### Admissions

- 2.1 The Dyson Institute's Admissions Policy applies in relation to the application and admission of applicants and provisional students.
- 2.2 The Dyson Institute requires all applicants and provisional students to show evidence of being able to meet the specified entry criteria for the programme at the point of entry to which they have applied.
- 2.3 The definitive entry criteria are set out in the Programme Specification.
- 2.4 Applicants may not seek admission to a programme beyond the initial entry point.
- 2.5 Applicants and provisional students must furthermore meet the other eligibility criteria as set out in the Dyson Institute's Admissions Policy, Programme Specification and the offer letter.
- 2.6 The Dyson Institute reserves the right to refuse to offer a place to an applicant, in accordance with the Admissions Policy.

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### Registration and Enrolment

- 2.7 An applicant who has accepted an offer of a place at the Dyson Institute (a provisional student) must register and enrol before they can commence their studies.
- 2.8 Provisional students are required to provide evidence demonstrating that they meet any conditions within their offer letter, such as the achievement of the necessary grades, on or before the date of registration.
- 2.9 The registration process requires provisional students to confirm:
  - their acceptance of the Dyson Institute's Academic Regulations, Terms and Conditions, policies and process and other sub-regulatory instruments; and
  - their employment with Dyson Technology.
- 2.10 The enrolment process requires students to confirm:
  - the programme on which they are enrolling; and
  - their module choices, where this is an option.
- 2.11 Enrolment takes place annually. Returning students are required to re-enrol at the beginning of each academic year.
- 2.12 The Dyson Institute may, in exceptional circumstances and at its sole discretion, refuse to permit a student to enrol for a module.

- 2.13 Students must enrol or re-enrol within the designated enrolment period of 14 days of the beginning of the academic year. A student who fails to re-enrol within the designated enrolment period, will be deemed no longer a student and will be withdrawn from their studies excepting where their studies have been suspended.
- 2.14 The Dyson Institute does not permit the award of credit for prior learning.

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### Students as employees

- 2.15 All students at the Dyson Institute must also be employed by Dyson Technology; their registration with the Dyson Institute is contingent upon their continuing employment.
- 2.16 The terms and conditions of a student's employment with Dyson Technology are the responsibility of Dyson Technology, not the Dyson Institute. It is the student's responsibility to ensure that they comply with the terms of their employment, and any disputes relating to their employment should be resolved directly between the student and Dyson Technology. While the Dyson Institute may be informed of employment disputes, and may be asked to contribute to discussions, it has no power in matters solely relating to employment and cannot influence relevant decisions.

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### Student obligations

- 2.17 Students must comply with the regulations and policies of both the Dyson Institute and Dyson Technology.
- 2.18 Students at the Dyson Institute must act appropriately and responsibly and at all times uphold a good standard of conduct.
- 2.19 Examples of unacceptable behaviour include, but are not limited to:
- Violent, indecent, disorderly, threatening, offensive or antisocial behaviour;
  - Sexual misconduct, including sexual harassment and any conduct of a sexual nature that is without consent, to include conduct online;
  - Abusive or threatening or language including online/social media;
  - Bullying and harassment;
  - Action likely to cause injury or impair safety to students and staff both off and on the Dyson Institute campus;
  - Possession, supply and production of illegal drugs;
  - Behaviour which brings the name of the Dyson Institute into disrepute; and
  - Theft, fraud, deceit and dishonesty.

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### Guidance and support

- 2.20 Students are responsible for keeping up-to-date with programme information by regularly referring to Programme and Module Specifications, email, Virtual Learning Environment and other methods as required.
- 2.21 All new students are expected to participate in an induction programme which will contain both institutional and programme-specific information.
- 2.22 All students will have access to a student support team.

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## Deferment of studies

- 2.23 In an exceptional circumstance, a student may apply to defer their studies for a period of one year, with a potential extension for a further year at the discretion of Academic Board.
- 2.24 An exceptional circumstance includes, but is not limited to:
- Maternity or paternity;
  - Adoption;
  - Recovery from an injury or medical condition;
  - Chronic illness;
  - Close bereavement;
  - Victim of a serious crime;
  - Disability for which reasonable adjustment is not yet in place;
  - Financial; or
  - Legal proceedings.
- 2.25 Any such deferment must be agreed in compliance with the requirements of Dyson Technology, and of the Education and Skills Funding Agency (ESFA) where appropriate. During this time they will remain enrolled on the programme.
- 2.26 A student whose studies have been deferred will only be able to return to the Dyson Institute if their position of employment remains open. The Dyson Institute, the student and Dyson Technology must work together to understand the implications of a deferment of study application before such a deferment is approved.
- 2.27 It may be possible for a Student's studies to be deferred and their employment with Dyson Technology to continue, but that in the case of students enrolled on a degree apprenticeship this may have an impact on levy funding and would therefore only be possible at the discretion of Dyson Technology.
- 2.28 The Dyson Institute may require a student to defer their studies in accordance with the Fitness to Study Policy or pending the outcome of a disciplinary or academic misconduct process following a disciplinary offence or following an incident of academic misconduct.

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## Withdrawal

- 2.29 A student may withdraw from their programme of studies by informing the Dyson Institute, in writing, of their intention and their requested date of withdrawal.
- 2.30 The withdrawal request will be reviewed by the Board of Examiners who will consider them for the highest award for which they are eligible as at the date of withdrawal, based on credit earned as at the date of their withdrawal as outlined in Table 1.
- 2.31 A student has the right to withdraw from a programme of study at any point during the academic year. Where a student withdraws from a programme, they will be awarded credit for any modules completed successfully before the date of withdrawal but will not be allowed to complete or receive credit for any assessment after the date of withdrawal.
- 2.32 The student will be eligible to automatically receive a transcript indicating credit earned. A student may withdraw from a module without losing an attempt on that module if withdrawal occurs within the first half

of the module's teaching period or before the deadline for submission of the first assessed element, whichever is the sooner. A student may withdraw from a module after this point, but the module remains on the student's record and an attempt is lost.

- 2.33 A final year student who wants to withdraw from a final year project or dissertation module must inform the Dyson Institute, in writing, by the end of the first term after the start of the module. A student who does not do so, and then does not present themselves for assessment, will have failed the module.
- 2.34 Once a student has been formally withdrawn, they are no longer able to access the opportunities and facilities made available to registered students.

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## Expulsion

- 2.35 A student may be expelled from their studies at the Dyson Institute for reasons including, but not limited to:
- Failure to meet the requirements for progression within their programme of study;
  - A finding of unacceptable behaviour;
  - A finding of academic misconduct under the Academic Misconduct Policy;
  - Provision of false or misleading information in order to gain entry to a programme of study at the Dyson Institute;
  - Exceeding the duration of an agreed period of suspension;
  - The Board of Examiners deeming a student to no longer be enrolled due to a prolonged absence or other valid reason;
  - Failure to enrol within the designated enrolment period;
  - The maximum registration period elapsing; or
  - Failure to comply with, or termination of, their employment contract with Dyson Technology.
- 2.36 Regardless of the reason for expulsion, an expelled student will be eligible to receive a transcript indicating credit(s) legitimately earned; this will not include any credit revoked in accordance with the Academic Misconduct Policy.
- 2.37 Once a student has been formally expelled, they are no longer able to access the opportunities and facilities made available to registered students.
- 2.38 A student will not be able to reapply to the Dyson Institute following expulsion.

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## Reapplication after withdrawal

- 2.39 A student who has withdrawn from a programme may reapply to join the programme after one year.
- 2.40 The Dyson Institute is under no obligation to admit a student who has previously withdrawn from a programme.
- 2.41 A student who has previously withdrawn from a programme and who later successfully re-applies to join the programme will be required to re-join the programme from its beginning and must retake any modules previously studied.



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### Maximum periods of enrolment

- 2.42 The maximum period of enrolment for a Bachelor degree is six years.
- 2.43 Periods of suspension count towards the maximum period of enrolment.

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## 3.0 Programme structure

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### Design and management of programmes

- 3.1 Students registered at the Dyson Institute must enrol on a specific programme of study.
- 3.2 A programme is defined as a selection of modules, which together produce a set of specified learning outcomes leading to an award. Modules have specific learning outcomes, form the basis for assessment and the award of credit, and are offered at levels 4 to 6 in accordance with the Framework for Higher Education Qualifications.
- 3.3 Some programmes may be organised into streams of study, which if selected require students to take certain groups of modules rather than others.
- 3.4 Before students can be enrolled on a programme, it must be validated by the Academic Board following the completion of the process for design, including external scrutiny.
- 3.5 For all approved programmes, a definitive Programme Specification must be published. The Programme Specification must state the award title, award structure, curriculum, teaching, learning, assessment and progression requirements for the programme and modules making up the programme.
- 3.6 Programmes must be monitored and evaluated through an annual review process, which must be informed by the findings of the External Examiner(s) and student feedback.
- 3.7 Programmes must additionally be monitored by a Staff Student Liaison Committee. Formal meetings of the Staff Student Liaison Committee must take place no less than once per trimester. The SSLC must submit an annual report to the Academic Board by a date specified by said Board.
- 3.8 Concerns relating to the quality or standards of a programme which cannot reasonably be resolved by the Programme Lead or their teaching staff must be immediately raised to the Quality and Standards Team through an appropriate feedback channel who will bring the concern to the attention of the Academic Board.
- 3.9 Programmes must be reviewed on an annual basis and a report submitted to the Academic Board by a date specified by said Board.

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### Design and management of modules

- 3.10 The Dyson Institute will provide Module Specifications to students in advance of the beginning of each academic year, but reserves the right to withdraw these modules in exceptional circumstances. Where a module is withdrawn, there must be an appropriate replacement module available.
- 3.11 Modules are set out in terms of credits. The schedule of credit volumes used at The Dyson Institute is 15 and 30.

- 3.12 Every module is approved with a set of characteristics, including a specified credit weight, defined intended learning outcomes, and assessment methods (which may include a choice of assessment methods). This information can be found in the relevant Module Specification.
- 3.13 Each module must additionally have an approved Module Specification, which sets out:
- its availability;
  - its aims;
  - its intended learning outcomes;
  - its content;
  - its level;
  - the semester in which it is offered;
  - its modular weighting;
  - the methods of teaching and learning and assessment;
  - key texts; and
  - prerequisites for studying the module.
- 3.14 Where a Programme Specification permits a choice of modular options, a student's selection of modules will normally be subject to approval by the Programme Lead or other academic staff member responsible for the programme. Modules will not necessarily be offered every year.
- 3.15 Where an insufficient number of students has chosen an optional module or stream, the Dyson Institute reserves the right to withdraw the offer of this module or stream.
- 3.16 Following the delivery of a module, it must be evaluated through the use of module feedback. Should students raise concerns related to the content or delivery of a module at any time during the delivery of a module, this must be considered by the Module Lead, change implemented as appropriate and the action(s) taken communicated to the student body.
- 3.17 All major changes to a programme, as defined in the Programme Design, Development and Approval Process, must first be reviewed and approved by the Academic Board.

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## Credit framework

- 3.18 A student progresses through a programme of study by achieving credit, through successful completion of modules detailed within an approved Programme Specification.
- 3.19 Credit is a quantified means of expressing and measuring learning equivalence, awarded for the demonstrable achievement of learning outcomes. Credit is used to measure, describe and compare learning achievement which sets out how much learning is required for each module and at what level.
- 3.20 The Dyson Institute uses the Credit Accumulation and Transfer Scheme (CATS) to express credit weightings for each unit of learning. Credit is expressed in quantified form so that achievement in different contexts can be broadly compared in terms of intellectual depth (level) and relative volume (number of credits).
- 3.21 CATS is a system which enables learners to accumulate credit and which facilitates the transfer of that credit within and beyond the providing institutions.
- 3.22 CATS equates one credit (or credit point) with 10 hours of learning effort or notional learning time, used as a measure of volume. Notional learning time is the number of hours which it is expected that a learner

(at a particular level) will spend, on average, to achieve the specified learning outcomes. This might comprise a variable combination of contact time, (lectures, seminars, labs etc.) and self-directed learning time (background reading prior to classes, research for written assignments, and examination preparation). Thus, a module allocated 30 credits or 'CATS points' should require students to commit approximately 300 hours of work to achieving the learning outcomes for the module.

- 3.23 All Dyson Institute awards must specify the minimum number of credits at stated levels that a student must obtain in order to be eligible for the award.

**Table 1 – Credit structure of Dyson Institute awards**

Qualification	FHEQ level	Level 4 or above	<u>PLUS</u> Level 5 or above	<u>PLUS</u> Level 6 or above	Total credits
Certificate of Higher Education	4	120			120
Diploma of Higher Education	5	150	90		240
Bachelor Degree Ordinary	6	150	90	60	300
Bachelor Degree with Honours	6	150	120	90	360

- 3.24 All students enrolling on a Bachelors Programme must be admitted to an Honours degree. The degree may, however, be conferred either as a degree with Honours or as a Pass degree (Bachelor Degree Ordinary).
- 3.25 If a student chooses, or finds it necessary, to end their studies earlier than planned, or is required to leave due to academic failure, the accumulation of credit may make it possible to obtain an exit award at a level determined by the amount of credit that has been achieved at the point of departure, as outlined in Table 1.
- 3.26 The Board of Examiners can award the following Exit Awards, providing the requirements of column B and C are both met:

A	B	C
Award Title	Total Credits Achieved	Minimum credits per level
Certificate of Higher Education	120	90 Credits of Level 4
Diploma of Higher Education	240	90 Credits at level 5

- 3.27 Students who are awarded an exit award will do so with a named award (i.e. Certificate of Higher Education in Engineering) but will not receive any classification. Certification will be accompanied by a transcript detailing the module marks achieved and credit awarded.

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### European Credit Transfer System (ECTS)

- 3.28 The Dyson Institute equates 2 Dyson Institute credits to 1 ECTS credit.

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## 4.0 Assessment management

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- 4.1 Assessment refers to any means the Dyson Institute uses to assess a student's ability against the learning outcomes. This may include, but is not limited to, timed written examination, coursework, projects, dissertations and required online participation and activities. The language of all assessments is English.
- 4.2 In order to be eligible for credit from the assessment of any module, students must have:
- enrolled on the relevant module;
  - met attendance requirements; and
  - satisfied any requirements for assessment as stated in the Module Specification.
- 4.3 The examination timetable will be published at least four weeks before the date of any examination included in that timetable.
- 4.4 Assessment information will be published, and it is a student's responsibility to ensure that they obtain the information they require to present themselves for assessment. The form of assessment of a module is included within the Module Specification.
- 4.5 Students are expected to submit assessments or examinations taken to stated deadlines.

Assessment is overseen by an External Examiner, appointed by Academic Board in accordance with the External Examiner Framework.

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### Preparation of assessment

- 4.6 Module leads are responsible for the production of all associated assessment materials.
- 4.7 Coursework assessments must be accompanied by clear guidance on the requirements for assessment, including anticipated word count, submission details, marking guidance and the weighting of the assessment in relation to the overall module assessment. Further details on coursework assessments are set out in the Assessment Framework for each programme.
- 4.8 If the examination will require the use of additional documents, such as a journal extract or multiple-choice answer sheet, a copy of these documents must also be submitted.
- 4.9 All assessment materials for credit must be reviewed by the External Examiner, in accordance with the External Examiner Framework.
- 4.10 The Dyson Institute must provide additional samples of assessed work, or all assessed work, at the request of the External Examiner.
- 4.11 The preparation of all unseen assessments must be secure, and all files password protected.

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### Reasonable adjustments

- 4.12 Students with declared disabilities or specific learning needs will be permitted reasonable adjustments relating to assessment as set out in the Reasonable Adjustments for Teaching, Learning and Assessment Policy.

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### Submission of coursework

- 4.13 It is the student's responsibility to ensure that the correct version of their coursework is submitted for assessment. Students will not be permitted to resubmit after the submission date if it subsequently transpires that incomplete or incorrect work has been submitted.
- 4.14 In order to protect the integrity of awards made by the Dyson Institute, all written coursework assignments must be submitted via the Dyson Institute's designated, external plagiarism detection site.

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### Late submission of coursework

- 4.15 All requests for coursework deadline extensions must be made in accordance with the Mitigating Circumstances Policy. Extensions shall be granted only where exceptional circumstances beyond the candidate's control prevent submission of the coursework on time, and all requests must be supported by relevant documentary evidence.
- 4.16 Students who fail to submit coursework by the submission date (plus any agreed extension) due to mitigating circumstances should submit a Mitigating Circumstances Claim Form, in accordance with the Mitigating Circumstances Policy. A reduced mark for late submission will only be amended if a mitigating circumstances claim is upheld.
- 4.17 Any coursework not submitted by the submission date (plus any agreed extension) will be penalised at a rate of 10% (one tenth) of the final mark per day.

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### Written examinations

- 4.18 Students must comply with the Rules for Examinations and, where relevant, the Permitted Materials list.

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### Failure to attend a written examination

- 4.19 Students must attend all examinations.
- 4.20 If a student fails to attend an examination, a mark of zero will be recorded.
- 4.21 If a student cannot attend an examination due to exceptional circumstances beyond their control, they must submit a Mitigating Circumstances Claim Form, in accordance with the Mitigating Circumstances Policy.

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## Resits and progression

- 4.22 All components of summative assessment must be passed for a module to be passed and credit awarded.
- 4.23 Students who do not pass one or more components at the first sit are entitled to a resit in the component(s) which have not been passed. Resits are only permitted to a credit cap, as follows:
- Level 4 – 45 credits
  - Level 5 – 45 credits
  - Level 6 – 45 credits (excluding the final year project or dissertation – see 5.15)
- 4.24 Where a Programme contains workplace and/or professional development modules that are not successfully passed before the annual progression board of examiners, students will still be permitted to progress to the following academic year. Any modules that have not been presented to the board of examiners will be presented at the next available opportunity.
- 4.25 Unless the Board of Examiners decides otherwise (usually on the basis of accepted mitigating circumstances) resits of components will be capped at the threshold pass mark for the module.
- 4.26 If a student is required to resit more than the number of credits outlined above at 4.25, at any level, they will usually be required to repeat the year excluding any modules already passed in the previous year.
- 4.27 A student who does not pass the module after the resits will be deemed to have failed the module and will usually be required to withdraw from their programme of study. They may be offered the opportunity to retake the year at the discretion of the Board of Examiners, who will consider performance in other assessed work as well as any relevant mitigating circumstances.

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## Academic misconduct

- 4.28 The Dyson Institute will take action against any student who contravenes its regulations and policies governing assessment, whether inadvertently or through negligence or deliberate intent.
- 4.29 The Dyson Institute has clear rules in respect of academic integrity and academic misconduct, as outlined in the Academic Misconduct Policy.
- 4.30 All work which a student submits for assessment should be the student's own, expressed in their own words. Any use of somebody else's work must be clearly attributed.
- 4.31 Where academic misconduct is suspected, this will be investigated in accordance with the Academic Misconduct Policy.



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## 5.0 Assessment decisions

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### Marking

- 5.1 Wherever possible, all coursework and examinations will be marked anonymously.
- 5.2 The Dyson Institute operates a system of sampled internal moderation for any piece of summative coursework carrying a weighting of 60% or less of the module mark, as set out in the Dyson Institute's Assessment Framework. This means that sample sets from marked summative coursework must be appraised by an internal moderator to ensure that it has been marked fairly and in accordance with the agreed marking scheme. The sample should include any work that has been awarded a mark of less than 40%, plus a random sample from across all grade bands. The sample size should be a minimum of 20% of the cohort or 10 scripts, whichever is greater.
- 5.3 Where coursework carries a weighting of more than 60% of the module mark, all coursework must be second marked. The second marking must be undertaken independently of the first marking, and without reference to the mark awarded by the first marker. Final marks must then be agreed between the two markers.
- 5.4 For examination scripts, moderation can be carried out whereby the internal moderator checks the sample set to ensure accurate, consistent and fair marking has taken place.
- 5.5 Following internal moderation, a random sample of marked work selected from across the spectrum of achievement must be sent to the External Examiner for review, as set out in the External Examiner Framework. This sample should include both moderated and un-moderated exam scripts and both second marked and non-second marked coursework.
- 5.6 Where the External Examiner identifies inconsistencies across the moderated sample, the External Examiner may request to scrutinise all assessed work.
- 5.7 Dual marking and review by the External Examiner must take place prior to the meeting of the Board of Examiners, such that the final mark is presented ahead of the award of associated credit.

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### Award of credit

- 5.8 Credit is awarded by the Board of Examiners.
- 5.9 A student who achieves the module pass mark will be awarded credit for that module.
- 5.10 At the end of each academic year, a student will be given a level result, usually equivalent to a year of full-time study.
- 5.11 The level mark shall be the weighted average of the module marks for all marked modules at that stage in the programme. It is calculated as follows, with rounding to two decimal places

$$\text{Level mark} = \text{sum of (module mark x credit)} / \text{credits at the level}$$

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## Classification of awards

- 5.12 Exit awards and ordinary degrees will not receive a classification.
- 5.13 Students on a Bachelor Degree with Honours will receive their honours classification based on the marks achieved across levels 5 and 6. The classification methodology is stated in the relevant Programme Specification and related Programme Handbook.
- 5.14 In order to be considered for an Honours degree, students must pass all modules. Any student who fails more than 30 credits (following resits) will be ineligible for an Honours degree but may be considered for an Ordinary degree if at least 300 credits have been achieved, with 60 of these at level 6.
- 5.15 A student whose final year project receives a mark of between 30% and 39% will be offered the opportunity to resubmit with minor corrections. In this situation, the mark for the final year project will be capped at 40%.
- 5.16 A student who fails their final year project or dissertation module, after any extension granted at the discretion of the Programme Lead, opportunity to resubmit and consideration of mitigating circumstance, cannot retake this module, and will therefore only be considered for an Ordinary degree.
- 5.17 Degree classifications are:

**Table 2 – Degree classifications**

80.00% or more	First Class Honours with Distinction
70.00% to less than 80.00%	First Class Honours
60.00% to less than 70.00%	Upper Second-Class Honours
50.00% to less than 60.00%	Lower Second Class Honours
40.00% to less than 50.00%	Third Class Honour

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## 6.0 Awards

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- 6.1 Awards of the Dyson Institute must be approved by the Academic Board in accordance with the Framework for Higher Education Qualifications.
- 6.2 To be eligible for an award, students must have successfully obtained the required credit at the level(s) specified for that award, and within the prescribed time-frame, including any agreed extensions to the timeframe.
- 6.3 Upon successful completion of their programme, students will receive a certificate and transcript. Students may request a replacement certificate and transcript, but this may be subject to an administrative fee.

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### Awards of The Dyson Institute

- 6.4 The awards of The Dyson Institute are outlined in Table 2, below.

**Table 2 – Awards of The Dyson Institute**

Academic award	Post nominal	FHEQ level
Certificate of Higher Education	Cert HE	4
Diploma of Higher Education	Dip HE	5
Bachelor of Engineering	BEng	6
Bachelor of Engineering with Honours	BEng (Hons)	6

- 6.5 All students enrolling at the Dyson Institute must be admitted to an Honours programme. However, other awards outlined in Table 2 may be granted if the requirements to achieve the Honours degree are not met. More information on this can be found in section 3, programme structure.

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### Honorary degrees

- 6.6 The Dyson Institute may grant honorary taught degrees to individuals who have made a major contribution to the work of the Dyson Institute, or in recognition of individuals with significant achievements in relation to areas aligned with the Dyson Institute's mission and vision.
- 6.7 Council must approve nominations for the award of honorary degree.
- 6.8 Honorary degrees are awarded without classification.
- 6.9 The Dyson Institute reserves the right to revoke honorary awards.

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### Aegrotat awards

- 6.10 An Aegrotat award is an unclassified award that may be recommended when the Board of Examiners has reason to believe that, but for exceptional circumstances, the student would have reached the standard required to achieve a pass degree.
- 6.11 Aegrotat awards may only be awarded for Bachelors qualifications.
- 6.12 Aegrotat awards are awarded without a classification.
- 6.13 The Board of Examiners must offer the opportunity either to re-sit the modules for which there is insufficient evidence, or to accept the Aegrotat award. If the student fails the resit, they may no longer claim the Aegrotat award.

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### Posthumous awards

- 6.14 Council may, at its discretion, posthumously award any of the awards conferred by the Dyson Institute.

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### Granting an award

- 6.15 Awards at module and programme level are the responsibility of the Board of Examiners.
- 6.16 The Board of Examiners is the sole body which may act on behalf of Council in recommending the award of credit or granting an award.
- 6.17 Further information regarding the conferment of awards can be found in section 5, assessment decisions.

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### Revoking an award

- 6.18 Council may revoke an award granted by the Dyson Institute if the graduate in question has been found to have been admitted to the programme or granted the award under false preferences or on material non-disclosure.
- 6.19 Before revoking an award, the Dyson Institute will conduct a detailed and thorough investigation, led by senior member of staff appointed by the Director of the Dyson Institute. The outcome of the investigation will be communicated within 25 working days of the completion of the investigation.

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## 7.0 Complaints and Appeals

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### Student Complaints

- 7.1 Students may raise a complaint if they are dissatisfied with an aspect of their programme, the operation of the Dyson Institute or other factors where a student considers that the Dyson Institute has failed to meet the standards that may be reasonably expected.
- 7.2 Complaints relating to the applications and admissions processes are dealt with separately under the Admissions Policy, as are appeals relating to a student's academic assessment, which are dealt with under the Academic Appeals Policy.
- 7.3 To make a complaint, the student must follow the guidance provided in the Dyson Institute's Student Complaints Policy.
- 7.4 Where a student considers a decision of the Dyson Institute to be unfair or perverse, the student can complain through mechanisms outlined in the Student Complaints Policy.
- 7.5 If a student is dissatisfied with the outcome of their complaint, having exhausted internal opportunities for review, they may contact the Office of the Independent Adjudicator for Higher Education.
- 7.6 A student will not be discriminated against as a result of making an appeal or raising a complaint.

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### Academic Appeals

- 7.7 If a student wishes to appeal against any formal decision relating to marks or credit awarded, progression, degree classification, decisions relating to academic misconduct or decisions relating to Mitigating Circumstances or Academic Misconduct, they should make their appeal in accordance with the Academic Appeals Policy.
- 7.8 Disagreement with the academic judgement of staff will not be accepted as grounds for an academic appeal. An academic appeal may only be made on the following grounds:
- A procedural irregularity or administrative error in the assessment process;
  - Bias or perception of bias; or
  - where, for good reason, the Institute could not have been made aware of that significant factor relating to the assessment of the student when it made its original decision.

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## 8.0 Degree Apprenticeships

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- 8.1 Students registered on a Degree Apprenticeship are subject to additional regulations, as set out below.
- 8.2 Students registering on a Degree Apprenticeship at the Dyson Institute will sign an employment contract with Dyson Technology which will identify:
- the skill, trade or occupation for which the apprentice is being trained;
  - the apprenticeship standard or framework connected to the apprenticeship;
  - the dates during which the apprenticeship is expected to take place; and
  - the amount of off the job training that the apprentice is to receive.
- 8.3 Students registered on a Degree Apprenticeship must sign a Commitment Statement before their enrolment can be processed.
- 8.4 The Commitment Statement sets out how the partners involved in the Degree Apprenticeship (the student enrolled on the apprenticeship, the employer (Dyson Technology) and the training provider (the Dyson Institute)) will support the student's successful achievement.
- 8.5 During the course of their apprenticeship, students enrolled on a Degree Apprenticeship will be required to maintain a record of their Knowledge, Skills and Behaviours, known as the Logbook.
- 8.6 Failure to maintain the Logbook may result in the termination of the Degree Apprenticeship.
- 8.7 Students enrolled on a Degree Apprenticeship will also be required to attend end of rotation reviews. Failure to attend these reviews may result in the termination of the Degree Apprenticeship.
- 8.8 In the case of an integrated Degree Apprenticeship, the examination and assessments will also include those undertaken for the End Point Assessment, in accordance with the Degree Apprenticeship Standard and End Point Assessment Plan approved by the Institute for Apprenticeships.
- 8.9 In the case of a non-integrated Degree Apprenticeship, the assessments and examinations considered toward the award of the degree exclude the End Point Assessment, which is taken as a standalone assessment following the consideration of the candidate at their final examination board.
- 8.10 A student enrolled on a Degree Apprenticeship should refer to the End Point Assessment plan for their apprenticeship standard, available on the website of The Institute for Apprenticeships and Technical Education, to understand assessment requirements, grading and re-sit and re-take opportunities.
- 8.11 A student who is dissatisfied with the provision of apprenticeship services provided by The Dyson Institute should follow the Student Complaints Policy. Following the completion of this process, the student has the right to escalate the complaint to the ESFA. Any complaint, concerns or enquiries regarding the apprenticeship may be escalated to the ESFA via the apprenticeship helpline on 0800 015 0400 or 0247 682 6482, or by email at [nationalhelpdesk@apprenticeship.gov.uk](mailto:nationalhelpdesk@apprenticeship.gov.uk).