



## 1. Principles

- 1.1. We value our reputation as a higher education institution that delivers high quality academic credit, awards, and student experience. As we remain the custodian of the awards we confer, we may rescind or cancel any academic credit or awards that we have previously conferred. This Policy allows us to protect our reputation and the value of our awards by explaining the circumstances in which we may rescind academic credit or awards conferred in our name.
- 1.2. This Policy is approved by our Academic Committee to allow the Vice-Chancellor or their nominee to rescind any previously conferred academic credit or award. This Policy explains how we handle circumstances which could, if left unchecked, threaten the academic quality, standards, and value of our awards, and the action we may take. The rescindment of academic credit may result in the reclassification of an award (e.g. from a 2:1 to a 2:2), or a change in the type of the award (e.g. from an M level award to a PGDip). This Policy also covers the surrender of an award where a student has been granted Readmission.
- 1.3. Our approach to conferring and rescinding academic credit is:
  - a. Clear and accessible. This means this Policy is widely available and written in such a way that you should not need additional support in understanding what academic credit is, the circumstances in which we may rescind any award or academic credit that has been conferred, and when we require you to surrender an award.
  - b. Confidential, impartial, and fair. This means that we will treat rescindment and surrender of credits using this Policy as being serious and ensure that those making these decisions have no reasonable perception of bias or conflict of interest.
  - c. Timely, flexible, and proportionate. This means that we will work as quickly as we can to tell you if your academic credit and/or award has been rescinded. We will follow the process outlined below unless we think there is a better way of handling our decision. If this is the case, we will tell you that we intend to use a different process, and the reason why.
  - d. Embedded and informative. This means we will use the experience of rescinding credit to inform enhancements and improvements to our processes and awards. We do this through our formal committees.
- 1.4. The process for conferring academic credit is rigorous, impartial, and evidence-based. Therefore, any decision to rescind academic credit or an award must be similarly evidence-based, proportionate, and subject to academic oversight. In all cases where an administrative error has occurred, the student record must be updated immediately upon approval. In cases where an award has been conferred, this information should be made public by way of the Graduation Ceremony documentation as well as being included on the student's transcripts.
- 1.5. We define academic credit and awards as follows:
  - a. Academic credit is the commonly-used way of measuring and recording learning. We give academic credit on successful completion of modules which are used to complete levels of study that align with the [Framework for Higher Education Qualifications](#). Academic credit is awarded at an assessment board and, once confirmed, is updated on the student record.
  - b. When enrolling on a course of study you will be working towards successful completion of academic credit until you reach the threshold for us to confer a

named award. Academic Committee confers awards on the recommendation of Progression and Finalist Boards. The Head of Registry – on behalf of Academic Committee – approves the conferment lists from the Progression and Finalist Board, which are subsequently noted at the next meeting of the Academic Committee.

- 1.6. The circumstances in which your academic credit or conferred award may be rescinded include:
  - a. As a result of Academic Misconduct. In the case of an award that has been conferred (i.e. the award-holder is no longer a student), we will invite you to participate in an Academic Misconduct Panel. If you do not engage with our Academic Misconduct process, we may rescind your award or credit in your absence.  
or
  - b. As a result of a previous decision for awarding credit or an award being based on misleading and/or incorrect information or evidence. This may include Recognition of Prior Learning in lieu of academic credit (RPL) that has been found to be based on academic misconduct or as a result of incorrect or misleading information.  
or
  - c. As a result of you surrendering your award in order to be readmitted to a course of study.
- 1.7. Throughout this Policy, we refer to courses and modules. However, our collaborative partners may use different terminology such as programmes and/or units. Schedule A details Collaborative Partners' exemptions.

## 2. Circumstances for Rescinding Credit

- 2.1. If you successfully apply for **readmission** to a course of study our offer of a study place will be conditional on you surrendering any interim or exit award that was previously conferred. The mechanism for surrendering any interim award (including the award we expect you to surrender) is detailed in the study place offer.
- 2.2. Occasionally an assessment board may approve credit or an award in error, where some of the course requirements have not been met. In the case of **incorrect or misleading information or evidence** in a conferment list the Head of Registry will report the error to the Quality Committee. The report will include the reasons for the error, an action plan to ensure that the error is not repeated, and the remedies to correct the error. Following approval by the Quality Committee the Head of Registry will ensure your student record is amended and notify you.
- 2.3. We may become aware of **Academic Misconduct** in the completion of credits for an award (see the Academic Regulations: Academic Misconduct for current definitions of misconduct types), even after you are no longer a student with us. For current students the Academic Regulations: Academic Misconduct will apply. For former students, the following process will apply:
  - a. A written statement alleging Academic Misconduct will be submitted to Registry. That statement will be shared with a member of the Associate Provost's group who has not been responsible for the course, award or credits you completed.
  - b. Within three months of the receipt of the allegation, the Associate Provost (or their nominee) will complete an investigation. As part of that investigation we will undertake reasonable endeavours to tell you that an allegation has been made, the nature of the allegation, the possible decisions that may be made, and how you can make representations in response to the allegation against you. For the

avoidance of doubt, we will allow 30 calendar days for you to respond to our attempts to contact you.

- c. At the end of the investigation there are two possible outcomes: the allegation is dropped, or a Misconduct Panel will be held. In either event we will tell you the outcome of the investigation. Where the allegation is to be dropped, we will destroy the allegation and all evidence connected with the investigation carried out.
- d. Where a Misconduct Panel is to be held, the process for a first-stage panel as outlined in the Academic Regulations: Academic Misconduct will apply. Exceptionally, the Misconduct Panel will be empowered to negotiate a settlement with you which may include rescindment of an award, reclassification of an award, or change to the type of award conferred. Such settlements are reported to the Quality Committee and only take effect once approved by the next relevant assessment board.
- e. The right of appeal as set out in the Academic Regulations: Academic Misconduct shall apply.

2.4. A report on rescinded credit for the previous academic year will be reported to Quality Committee and Academic Committee.

### **3. Schedule A**

This Policy (set out above) applies to Regent's University London provision delivered directly at Regent's University London or through our Collaborative Partners except as detailed below:

#### **DOMUS Academy**

3.1. TBC.

#### **Istituto Marangoni (London)**

3.2. TBC.

#### **Istituto Marangoni (Paris)**

3.3. TBC.

#### **Liverpool Media Academy (LMA)**

3.4. TBC.

#### **MACROMEDIA**

3.5. TBC.

Approved at Regent's Academic Committee 20 March 2024