

7.2.4	Compulsory Language Modules
7.2.5	Non-Credit Bearing Compulsory Modules
7.2.6	Intercollegiate Modules
7.3	Auditing Modules
8	Attendance Requirements
8.1	Normal Expectations of Attendance
8.2	Attendance Requirements for Students Repeating a Module
8.3	Minimum Attendance Thresholds
8.4	Authorised Absence
8.5	Unauthorised Absence and Penalties
8.6	Tier 4 Student Attendance
9	Progression Requirements for

1 Introduction and Scope of the Regulations

1.1 Application of Taught Degree Regulations

These taught degree regulations apply to all taught undergraduate and postgraduate programmes beginning in 2023/24, and all modules offered in 2023/24 at The Courtauld (referred to *The Institute*). They are made subject to the Regulations for Students and the Regulations on Admission, Registration and Assessment.

1.2 Postgraduate Research Students

These regulations do not apply to postgraduate research students except where postgraduate research students are taking individual taught modules as part of their programme. Postgraduate research students should refer to the General Regulations Research Degrees.

1.3 Suspension of Regulations

Suspension of these regulations may be approved by the Vice Dean for Education in consultation with the Academic Registrar. A suspension of regulations should only be considered where:

1. There are exceptional and/or unusual circumstances which could not have been foreseen by the regulations; and
2. To apply the regulations as they stand in this exceptional/unusual circumstance would unfairly and disproportionately disadvantage the student(s) concerned.

If a decision cannot be reached0 G(I)5(f)5(2211(e)595.5 842 reW*n)-11()-62(r)15(e)-11(a)-11(c)2

3. Minimum and Maximum Periods of Registration

3.1 Time Limit for Registration

All programmes of study at The Courtauld have a minimum and a maximum period of registration.

Students must complete their degree requirement within the set period from the date of their first enrolment. Students who fail to complete their degree requirement within the set period will be ineligible for the award of their degree unless there are extenuating circumstances accepted by The Courtauld.

The overall period of registration includes periods of leave of absence, repeat years of study (full and part-time) and deferral of assessments due to extenuating circumstances (including final year assessments).

The overall period of registration includes internal transfers to a different degree programme (i.e. the period of registration is not limited to the duration of the programme).

Programmes may include core, compulsory, optional and intercollegiate modules as defined in regulation 7.2.

4.3 Mode of Study for BA History of Art

The BA History of Art can only be studied on a full-time basis. The option to study this programme part-time is not available.

4.4 Mode of Study for the Graduate Diploma History of Art

The Graduate Diploma History of Art can only be studied on a full-time basis. The option to study this programme part-time is not available.

4.5 Mode of Study for Postgraduate Taught Programmes

The MA History of Art, MA Buddhist Art History and Conservation and the MA Curating the Art Museum can only be studied on a full-time basis. The option to study these programmes part-time is not available.

The MA Conservation of Easel Paintings and the MA Conservation of Wall Paintings can only be studied on a full-time basis. The option to study these programmes part-time is not available.

4.6 Repeat Years of Study

Students who have failed modules can apply to repeat the year of study instead of interrupting their studies.

A repeat year of study can only be approved where the programme remains available for that year of study, which may not be the case for programmes which are being taught out following withdrawal or which have had periods where recruitment was paused or in the case of an MA Special Option where the Tutor is not available.

Repeating a year of study does not guarantee that the same modules will be available as previously taken: the version of the programme available, in the repeat year and any subsequent years, will be that offered to the main cohort, with the core and compulsory requirements of that version. The exception would be where a module required by that version has previously been taken and passed, in which case the department will identify an appropriate alternative.

A repeat year of study may not include modules which have already been passed, unless extenuating circumstances have been accepted for failed elements of assessment.

Marks for elements of assessment in modules which are being retaken cannot be

Award of the degree requires students to have completed and passed modules totalling 180 credits. These will comprise taught modules of the value of 120 credits and a dissertation of 60 credits.

For information on specific programme structures, the individual programme specifications must be consulted.

6.4 Master's Degrees: Three-Year Full-Time

Award of the degree requires students to have completed and passed modules totalling 360 credits. These will comprise taught modules of the value of 300 credits and a dissertation of 60 credits.

For information on specific programme structures, the individual programme specifications must be consulted.

7. Modules

7.1 Credits

Programmes of study are made up of individual modules which represent certain amounts of credits that then add up to the required credit total for a degree (see 5. UG Degree Requirements and 6. PGT Degree Requirements). All modules are allocated a credit level which reflects the level of learning to be attained; more information on this can be found in the *Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ)* (see 2.1). The Courtauld credits can be converted into ECTS (European Credit Transfer Scheme) points as outlined below:

Undergraduate

Credit Level	Credit Amount	ECTS Points
4/5/6	15	7.5

7	90	45
---	----	----

7.2 Module D

available in the same mode of study at The Courtauld. No student may take an intercollegiate module if the content overlaps significantly with a module the student has already taken or with a module which is required to be taken in a later year of the degree as set out in the programme specification.

Students taking modules at another institution must comply with the regulations, attendance and module requirements of the module at the institution concerned.

assessment in all failed assessment elements for each failed module at the next available assessment opportunity and be placed on interruption for the year, unless the student applies for and is permitted to repeat the year of study in attendance. Students interrupted for failure to progress will be placed on the status 'repeat not in attendance' to denote that whilst they are not attending, they are expected to repeat all failed assessments.

Students who do not satisfy the annual progression requirement after re-entry for assessment must apply for a repeat year of study. Applications are considered on their merits and are not granted automatically.

The degree registration of a student will be terminated automatically if they have no further right of re-entry for assessment and as a result of this can no longer

deemed non-repeatable (i.e. cannot be re-assessed without further attendance of the module). This applies equally to students who have failed the module and those who have been unable to complete the module due to accepted extenuating circumstances. Students may not enter for re-assessment in non-repeatable assessment elements unless they have applied for and been granted permission to repeat the relevant module. Details of non-repeatable assessment elements will be included in the module outline available at the start of the module.

Students who are re-sitting failed coursework must complete new coursework for the module and must not re-use assignments which have been submitted previously for that or any other module. Re-using work in this way is known as self-plagiarism and is a breach of Student Academic Integrity and Honesty Policy. The exception to this will be for undergraduate assessed essay and postgraduate dissertations which can be revised for resubmission.

Students who are repeating a module must complete new coursework for the module and must not re-use assignments which have been submitted previously for that or any other module. Students must complete coursework on the topics for the module as they are re-attending it. Students must complete the requirements for the module as if taking the module for the first time. Re-using work in this way is known as self-plagiarism and is a breach

12.11 Re-Assessment and Module Content

Students who are re-assessed in assessment elements will be assessed on the module content as ETQq9Whe

13.6 Word Count and Marking of Over-Length Coursework

Coursework which is submitted that has exceeded the published word count by 5% or more will be penalised, with the excess wordcount not being counted towards the mark awarded to the coursework.

13.7 Plagiarism and Self-Plagiarism

Students must abide by [Student Academic Integrity and Honesty Policy](#) and the requirements for appropriate referencing in order to avoid allegations of plagiarism and/or self-plagiarism.

15.4 Penalties for Late submission of Dissertations

Students who submit a dissertation after the deadline but before the Institute deadline must submit it in the normal way. A dissertation which is submitted after the published deadline but before the Institute deadline will be marked, but with the following late penalties applied:

3 points off total mark deducted for any submission received after the 15:00 deadline on the day of submission. Submissions will be classified as being received on the day of submission if they are uploaded by 11:59pm.

5 points off total mark deducted for any submission received from 12:00am (midnight) on the day of submission until 11:59pm the next day.

A further 1 point per day will be deducted from the total mark, for a period of up to 5 days (Monday to Friday).

submission deadline for a candidate to hand- will be capped at a pass (BA 40% and MA 50% for AY 20/21) unless the quality of their assignment is beneath a passing grade, in which case the assignment will fail.

16. Degree Classification

16.1 BA History of Art Degree Classification Scheme

The Board of Examiners will meet in June/July each year, to determine the degree classification of undergraduate students, and will have regard to the *Undergraduate Degree Classification Scheme* as outlined in Appendix A of these regulations.

16.1.1 All Candidates Who Are Eligible for an Honours Degree Will be Classified

will have their degrees classified by Board of Examiners except if they have outstanding assessments due to accepted extenuating circumstances.

16.1.2 Procedure in Respect of Candidates Who Are Eligible for a Pass Degree

The

following, with a view to completing the requirements for an Honours degree.

Candidates may not take new modules after the end of their degree registration to count towards their degree.

16.2 Graduate Diploma in the History of Art Classification Scheme

The Board of Examiners will meet on one occasion each year, on the final Wednesday of June, to determine the degree classification of Graduate Diploma in the History of Art and will have regard to the *Graduate Diploma in the History of Art Classification Scheme* as outlined in Appendix B of these regulations.

16.3 Postgraduate Taught Degree Classification Scheme

The Board of Examiners will meet on one occasion each year, to determine the degree classification of postgraduate taught students, and will have regard to the *Postgraduate Degree Classification Scheme* as outlined in Appendix C of these regulations.

17. Aegrotat Awards

A candidate may make an application to the Registry for their case to be considered under the aegrotat regulation. Where a candidate is unable to make an application (due to death or serious illness or injury), a Head of department may make the application on their behalf.

In order to be considered eligible the candidate must have completed their full period of study and:

- (a) be unable to undertake assessments during their final year due to accepted extenuating circumstances or other causes judged sufficient by the Board of Examiners, or
- (b) has undertaken assessments but considers that their performance has been adversely affected by mitigating circumstances.

The application must be accompanied by a statement of the grounds on which it is made along with documentary evidence as outlined in the extenuating circumstances policy and must be submitted within six weeks from the last day of the relevant examination period.

A candidate will be considered for the award of an aegrotat degree only if the Board of Examiners has been unable to recommend the award of a degree with a Pass or Honours classification. In such a case the Board of Examiners will consider the following:

The results in assessments which the student has completed,

The Board of Examiners will determine whether evidence has been shown to their satisfaction that, had the candidate completed assessments in normal circumstances, they

Further information on appeals can be found in the *Procedure for Appeals Against Decisions of Boards of Examiners for Taught Degrees*.

A final weighted average of 59.50%-59.99% is a borderline.

A final weighted average of 59.00%-59.49% is not a borderline.

Classification may also be adjusted, at the discretion of the Board of Examiners, because of the number of course units taken and passed

Units Taken and Passed	Recommended Award
Units totalling 360 credits (including 90 Level 6 credits)	Honours degree
Units totalling more than 300 credits and less than 360 credits	Class of degree may be adjusted to reflect failure to complete the syllabus
Units totalling 300 credits (including 60 Level 6 credits)	A Pass Degree whatever the average

Appendix B –

Candidates who achieve an overall mark of at least 65% will be awarded a MERIT.

Candidates who achieve an overall mark of at least 50% will be awarded a PASS.

The Board of Examiners will only consider whether students are on a borderline on the basis of the overall weighted average mark for the degree:

A final average of 59.50%-59.99% is a borderline.

A final average of 59.00%-59.49% is not a borderline.

C2 One-Year Programme Final Degree Classifications:

MA in the History of Art

The final degree classification is calculated in the following proportions:

Preventive Conservation and Collections Care	15	10%
Principles and Theory of Easel Paintings Conservation 2	15	0%

Year 3

Module	Credit Level	Contribution to Degree Classification
Principles and Theory of Easel Paintings Conservation 3	15	0%
Studio 3 - Advanced conservation, documentation and technical study in practice	45	35%
Research Project	60	30%

