

## **ZHEJIANG UNIVERSITY OF TECHNOLOGY (ZJUT) AND UNIVERSITY OF EXETER (UOE)**

### **JOINT INSTITUTE**

### **PROGRAMME REGULATIONS**

#### **1. Introduction**

- 1.1. Both Universities, ZJUT and Exeter, have their own separate regulations. For ZJUT, these can be found in the [ZJUT Student Handbook](#) and [Regulations of ZJUT on Graduate Education](#) and for Exeter these can be found in the [Teaching Quality Assurance Manual](#) and the [University Academic Calendar](#). These Joint Regulations make clear the processes that apply to the Zhejiang University of Technology – University of Exeter Joint Institute (JI) programmes leading to the below awards from ZJUT and Exeter and describe where processes are different to either University's standard processes. These Joint Regulations operate as a supplement to, and within the framework of, the existing regulations of both Universities. The Joint Regulations provide further details only for the specified areas (e.g., admission, registration, etc.) based on the Joint Institute's operational needs.
- 1.2. These regulations apply to the JI programmes that lead to these awards from the University of Exeter:
  - a) BEng Energy and Environmental Engineering (part of dual award programme)
  - b) BSc Data Science (part of dual award programme)
  - c) BSc Digital Media Technology (part of dual award programme)
  - d) MSc Energy and Power Engineering (single award and part of dual award programmes)
  - e) MSc Electronic Information (single award and part of dual award programmes)

And these awards from ZJUT:

- a) BEng in Energy and Environmental System Engineering – Graduation and Degree Certificates (part of dual award programme)
- b) BEng in Data Science and Big Data Technology – Graduation and Degree Certificates (part of dual award programme)
- c) BEng in Digital Media Technology – Graduation and Degree Certificates (part of dual award programme)
- d) MEng in Energy and Power Engineering – Graduation and Degree Certificates (part of dual award programme)
- e) MEng in Electronic Information – Graduation and Degree Certificates (part of dual award programme)

## 2. Definition of Terms

2.1 A **programme** is a set curriculum that, when successfully completed, leads to the award of a degree, such as a Bachelors or Masters degree.

2.2 **Dual award programmes** are made up of both ZJUT and Exeter modules and credit. Successful completion of a dual award programme leads to the award of two degrees, one from Exeter and one from ZJUT. The credits of different modules may be recognised by either or both Universities towards their award.

**PLEASE NOTE** that where ZJUT modules are not recognised towards the Exeter award, these will follow ZJUT's standard policies, procedures, and regulations.

2.3 **Single award programmes** are made up of both Exeter and ZJUT modules. Successful completion of a single award programme leads to the award of an Exeter degree only.

2.4 **Modules** are smaller self-contained blocks of teaching and learning within a programme. Modules have their own curriculum and assessment and lead to the award of academic credit.

2.4.1 **Exeter modules** are modules designed by Exeter. They may be taught by Exeter staff, ZJUT staff, or staff from both Exeter and ZJUT. Successful completion of Exeter modules will lead to Exeter and ZJUT credit (except for the Academic English modules, where students on dual award programmes will be awarded ZJUT credit only upon successful completion of the modules).

2.4.2 **ZJUT modules** are modules designed by ZJUT and taught by ZJUT staff. For students on dual award programmes, successful completion of ZJUT modules will lead to ZJUT credit and may also lead to Exeter credit. Some ZJUT modules are compulsory, and some ZJUT modules are optional.

2.5 **Credits** are a way to measure learning achieved.

2.5.1 ZJUT uses a credit system, credit hours, based upon the teaching staff – student contact hours at ZJUT as in the Chinese system.

2.5.2 Exeter uses a different credit system, the Credit Accumulation and Transfer System (CATS). CATS credits are used by many UK institutions, where one credit is the equivalent of 10 learning hours. This is explained further below in Section 10.

2.6 The **Grading system** is the framework under which all modules of the programme are to be assessed using the same set of marking scales.

2.6.1 **ZJUT Grade System (ZGS)** is applied in the evaluation of all modules undertaken for the purpose of conferring a ZJUT degree.

2.6.2 **Exeter Grade System (EGS)** is applied in the evaluation of all modules undertaken for the purpose of conferring an Exeter degree.

2.7 **Academic English modules:** these are modules teaching English as used in academic contexts. Unlike other Exeter modules, these do not lead to Exeter award credit upon their successful completion. For students on dual award programmes, successful completion of these modules will lead to ZJUT credit. For single award students, completion of the modules is a non-credit bearing requirement of the programme.

2.8 **Compulsory modules** are modules that students must take as part of their programme.

2.9 **Optional modules:** students studying dual PGT award programmes will undertake optional modules. Optional modules are modules that students choose to study.

- 2.10 **Stage:** For undergraduate dual award programmes, a stage is an academic year. For postgraduate programmes there is only one stage which spans the duration of the programme.
- 2.11 **Cap on marks (marks are capped):** the module mark (for example, on referral) is capped at a particular mark, for example the minimum pass mark.
- 2.12 **Referral (or resit, reassessment)** of an assessment is the situation where a student who fails a credit-bearing module is required to take a make-up examination or other form of assessment at the beginning of the following semester. Where assessments for part or all of a module are referred, the whole module is capped at 60% (ZGS) or 40% (EGS) for undergraduate modules and 60% (ZGS) or 50% (EGS) for postgraduate modules.
- 2.13 **Deferral** of an assessment allows a student to postpone an exam or extend the submission date of coursework if they are unable to take an exam or submit coursework due to personal circumstances such as illness, family crisis, or bereavement. Marks for the deferred first attempt at an assessment are not capped.
- 2.14 **Repeat Study (or re-study):** where a student fails a referred assessment, and as a result cannot progress, a student may be able to repeat the module or the academic stage within the maximum allowable study period, (undergraduate programmes) or academic year for the taught modules (postgraduate programmes), with the approval of the Joint Award and Progression Committee. Marks for repeat study modules or years are not capped.
- 2.15 **Dean:** The Dean of the Joint Educational Institute is the administrative head of the JI and reports to the Joint Management Committee.

- 2.16 **Vice-Deans:** the ZJUT Vice-Dean(s) of the JI (appointed by ZJUT) and the Exeter Vice-Dean of the JI (appointed by Exeter) support the Dean with the administration of the JI and report to the JMC and Academic Committee respectively.
- 2.17 **Programme Director:** A member of ZJUT academic staff who oversees the day-to-day management of a programme and is the primary point of contact for the programme.
- 2.18 **Programme Link Tutor:** A member of Exeter academic staff (one per programme but can be same individual for more than one programme) who supports the programme with the Programme Director and acts as the point of liaison with Exeter for the programme.
- 2.19 **Module leader:** A member of academic staff from either ZJUT or Exeter who is primarily responsible for a module and acts as the first point of contact for the module.
- 2.20 **Fudaoyuan:** A member of ZJUT staff who is a student affairs councillor.
- 2.21 **Programme Handbook:** A handbook specific to an individual programme that will be made available to students of that programme on or before the commencement of studies.

### **3. Admission**

- 3.1 Entry requirements for the dual award undergraduate and postgraduate JI programmes will be as according to ZJUT's usual entry requirements for equivalent programmes. The Joint Management Committee of the JI is responsible for approving changes to the admission criteria for dual award programmes.
- 3.2 Entry requirements for the single award postgraduate JI programmes will be the same as Exeter's standard entry requirements for equivalent Exeter programmes. Any amendments to entry single award programmes will be made at Exeter's discretion and be communicated to ZJUT by the agreed date.
- 3.3 Any student admitted to any of the programmes based on qualifications, documents or statements that are subsequently found to be false will have their registration and student status terminated.

### **4. Registration**

- 4.1 Students are required to register within the prescribed period at the beginning of their programme of study at both ZJUT and Exeter, reflecting their dual registered status.
- 4.2 Students must complete their annual registration with the University of Exeter, aligning the timing with ZJUT's designated registration period.
- 4.3 Students must confirm their registration at ZJUT at the beginning of each semester within the prescribed period.
- 4.4 By completing the registration processes, students shall confirm that they will abide by the relevant regulations set by both Universities, including these regulations.
- 4.5 Students must make adequate arrangements for the payment of their fees. A student

who fails to pay fees, or who subsequently defaults on the payment of fees, shall be deregistered from the programme of study in accordance with ZJUT's regulations.

- 4.6 Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent due to an illness or disease is required to produce a medical certificate before starting the re-enrolment process.
- 4.7 Students who want to withdraw from the programmes should discuss this with the Fudaoyuan and follow the withdrawal procedures of both Universities.

## **5. Transfer of Programmes**

- 5.1 Students may be permitted to transfer from one undergraduate JI programme to another undergraduate JI programme after completing the first year of their original programme (joining the receiving programme at the start of the second year). This is subject to the student meeting the entry criteria for the receiving programme, space on the receiving programme, and the approval of the Programme Director of the receiving programme.
- 5.2 Students on the JI Programmes are not normally permitted to transfer to alternative non-JI programmes at either institution.
- 5.3 Students of ZJUT's non-JI programmes may apply to transfer on to a JI programme, however this would be at the discretion of the Programme Director, subject to there being sufficient space on the programme, and on the condition that the student meets the programme entry requirements and joins the programme at the beginning of Year 1 (direct entry to Year 2 will not be permitted).

## 6. Periods of Study

- 6.1 For all programmes, the period of study shall normally be continuous.
- 6.2 Students registered on a programme shall be full time.
- 6.3 Periods of interruption (suspension) will normally be counted towards the student's maximum period of study. In exceptional circumstances, the Joint Student Policy Committee may permit periods of interruption to be excluded from a student's period of study, otherwise students who exceed the maximum period of study will be permanently withdrawn.
- 6.4 For **undergraduate dual award programmes**:
- 6.4.1 The minimum period of study shall be three academic years, but the minimum period of study for the JI dual award is four years.
- 6.4.2 The maximum period of study is six years.
- 6.5 For **postgraduate dual award programmes**:
- 6.5.1 The minimum period of study shall be three academic years.
- 6.5.2 The maximum period of study is five years.
- 6.6 For **postgraduate single award programmes**:
- 6.6.1 The minimum period of study shall be one and a half academic years.
- 6.6.2 The maximum period of study is five years.
- 6.6.3 Processes for continued registration on these programmes will follow Exeter's [usual policy](#).

## **7. Attendance and Engagement**

- 7.1 Students are required to be in attendance during term-time, engage with activities required by their programme, and attend all key contact points that may be applicable to their student status (unless they have followed procedures for applying for leave).
- 7.2 'Attendance' encompasses the activity of being present, whether on campus or online (where online is offered as a valid mode of attendance), at scheduled classroom instructions, scientific research trainings, and professional practices and actively engaging with them as required by the module and/or programme. This may include physical attendance at face-to-face lectures, seminars, laboratory sessions, tutorials, research projects, group meetings, and work placements.
- 7.3 'Engagement' encompasses the activity of asynchronously actively engaging with, and participating in, guided independent or group study activities, summative assessment and feedback and any other activities required by the module and/or programme of study.
- 7.4 Any additional expectations regarding attendance and engagement specific to an individual programme will be made clear in the programme handbook.
- 7.5 Both Universities require students to comply with any additional attendance or engagement monitoring processes put in place to enable the Universities to comply with external agencies (such as government and funding agencies).
- 7.6 Unsatisfactory attendance or engagement may be identified where there is a repeated or sustained absence and failure to engage.
- 7.7 A student whose attendance and/or engagement is not considered satisfactory by the Programme Director may have their registration terminated, in accordance with ZJUT's usual regulations and processes. A decision to terminate a student's registration will be ratified by the Joint Student Policy Committee.

- 7.8 Students who receive notice that they are to be withdrawn from a programme due to unsatisfactory attendance or engagement may appeal in accordance with the appeal procedure of the University that notified the student of the decision for them to be withdrawn.

## **8. Leave and Interruptions from Study (Suspension)**

- 8.1 Students who require sick leave or leave for any other reason during term time must seek approval from the Programme Director or other appropriate contact, as in ZJUT's usual processes.
- 8.2 A student may interrupt (suspend) their studies due to illness or other valid reason with the permission of the Programme Director, as in ZJUT's usual processes. The student will then also need to complete interruption procedures with Exeter.
- 8.2.1 An individual period of interruption (suspension of studies) is generally granted for a period of one academic year and will not usually last longer than one academic year.
- 8.2.2 For all programmes, the total period of interruption usually permitted is two years.
- 8.2.3 Where a student needs to extend an individual period of interruption beyond the initial one academic year, an extension to two years may be approved. If the student needs to continue their period of interruption, they will need to reapply for interruption to the Programme Director of their programme before the start of the next academic year. The Programme Director will then refer the case to the Joint Student Policy Committee. If the interruption is approved, the student will then also need to complete interruption procedures with Exeter.

- 8.3 The total duration of study, including periods of suspension, should not usually exceed the maximum allowed study period. A student may only interrupt for periods greater than described above in exceptional circumstances, and with the approval of the Joint Student Policy Committee. Students who exceed the maximum study period will be treated as having voluntarily withdrawn from the university.
- 8.4 A student who is in a period of interruption is in the status of suspended registration at both of ZJUT and Exeter.
- 8.5 Both universities will note the student as interrupted in their respective systems.
- 8.6 Students planning to return from a period of interruption will be required to notify the ZJUT Academic Affairs Office and Graduate School before the start of the next semester or academic year and follow ZJUT's standard processes for returning from interruption.
- 8.6.1 Students will also need to record their return from interruption with Exeter via Exeter's Student Record System (SRS).
- 8.7 Students returning from interruption are normally only permitted to enrol at the start of a semester or academic year as designated in ZJUT's Academic Calendar, as determined by the Academic Affairs Office (in consultation with the Joint Student Policy Committee if required) on a case-by-case basis.
- 8.8 Students will forfeit the credit for any modules partially completed at the time of their interruption.
- 8.9 Where students fail to return to their studies by the date specified and where no response is received to any communication from the Universities by a given deadline, the student will be assumed to have withdrawn. Following confirmation by the Joint Student Policy Committee, the student shall be informed in writing by the Universities that they have been withdrawn. The student will be able to appeal this decision following the joint academic appeals procedure.

- 8.10 In some cases, a student may be required to interrupt pending an investigation, due to ill health, etc.

## 9. Extension, Deferral, and Individual Adjustments

- 9.1 It is the responsibility of the student to inform the universities of any circumstances that may mean the student requires additional support while studying or adjustments for assessment.

9.1.1 **Deferral:** A student who is unable to attend or complete a first attempt of an assessment or examination due to illness or personal circumstance acceptable to the Joint Extenuating Circumstances Committee (extenuating circumstance), will be permitted to complete the assessment at the next available opportunity with no cap on marks (defer the assessment).

9.1.1.1 Students who need to defer an assessment must notify the Fudaoyuan and apply for mitigation via Exeter's SRS system. The Joint Extenuating Circumstances Committee is able to advise where necessary.

9.1.1.2 The programme handbook will make clear the timescales for deferred assessments for the modules for that programme.

9.1.1.3 The Joint Extenuating Circumstances Committee will refer to the jointly agreed commonly accepted grounds when advising on a deferral request and will take into account each partner's usual accepted grounds.

9.1.2 **Extension:** Where a student needs extra time (one or two weeks) to complete a coursework assessment due to illness or personal circumstance acceptable to the Joint Extenuating Circumstances Committee (extenuating circumstance), they may submit their assessment up to two weeks later with no cap on marks.

9.1.2.1 Students who need an extension for a coursework assessment must notify the Fudaoyuan and apply for mitigation via Exeter's SRS system. The Programme Director will be able to liaise with the Joint Extenuating Circumstances Committee where necessary.

9.1.2.2 The Joint Extenuating Circumstances Committee will refer to the jointly agreed commonly accepted grounds when advising on an extension request and take into account each partner's usual accepted grounds.

9.1.2.3 Where a student requires an extension of more than two weeks, they should instead defer the assessment.

9.1.3 **Adjustments:** Where a student has an illness or health condition, the Fudaoyuan (in consultation with the Joint Extenuating Circumstances Committee) may approve arrangements for the student, for example extra time in an exam. The approved arrangements must be agreed by both ZJUT and Exeter.

9.2 ZJUT modules that do not count towards the Exeter award will follow ZJUT's usual policy and processes.

## 10. Study on the Programmes

10.1 For all dual award programmes, the programme of study will consist of a list of modules agreed by the Teaching Committee and Joint Management Committee and approved by the Chinese Ministry of Education.

10.2 The table below shows the number of Exeter credits and the number of ZJUT credits the student must complete as part of their programme. Please note that where ZJUT modules are not recognised towards the Exeter award, they follow ZJUT's usual regulations and processes and are outside of these regulations. The below totals are provided for completeness.

**PLEASE NOTE** The ZJUT credits may vary with the revision of education plan; the minimum ZJUT credits required for the undergraduate programme will be no less than 160 ZJUT credits.

| Programme                                              | Total credits for Exeter award | Total credits for ZJUT award |
|--------------------------------------------------------|--------------------------------|------------------------------|
| BEng Energy and Environmental Engineering (Dual award) | 360 CATS credits               | 170 ZJUT credits             |
| BSc Data Science (Dual award)                          | 360 CATS credits               | 178 ZJUT credits             |
| BSc Digital Media Technology (Dual Award)              | 360 CATS credits               | 183 ZJUT credits             |
| MSc Energy and Power Engineering (Dual award)          | 180 CATS credits               | 39 ZJUT credits, plus thesis |
| MSc Energy and Power Engineering (Single award)        | 180 CATS credits               | N/A                          |

|                                              |                  |                                 |
|----------------------------------------------|------------------|---------------------------------|
| MSc Electronic Information<br>(Dual award)   | 180 CATS credits | 39 ZJUT credits, plus<br>thesis |
| MSc Electronic Information<br>(Single award) | 180 CATS credits | N/A                             |

- 10.3 Students will study both ZJUT and Exeter modules. The programme handbook and the module introduction materials will make clear whether the module is a ZJUT module or an Exeter module and the number of credits assigned to the module by either or both Universities.
- 10.4 Students cannot apply to be exempt from studying any module, or any lectures for any module in the dual award or single award programmes, with the exception of the circumstances described in 12.3.
- 10.5 Exeter modules and ZJUT modules are structured differently and come with different expectations regarding independent study. Where Exeter modules are taught by ZJUT staff, the module will still follow the usual Exeter expectations regarding independent study.
- 10.6 At Exeter, one academic credit point is the equivalent to 10 notional hours of study. Those 10 hours of study may include lectures, seminars, laboratory work, and other forms of contact with staff. Importantly, those hours also include independent, self-guided study. The programme handbook will make clear expectations for independent study for each module.
- 10.7 The Exeter degree transcript will show modules in Exeter credits.
- 10.8 The ZJUT degree transcript will show modules in ZJUT credits.

10.9 Each module and programme has an associated academic level that reflects its depth, complexity, amount of pre-requisite knowledge, and the academic skills required to pass it. The academic levels used at the University of Exeter are the national levels as set in the Regulated Qualifications Framework (RQF) for general and vocational qualifications regulated by Ofqual in England. The levels assigned to a module will be made clear in the module descriptors in the programme handbook and are described in Exeter's [Credit and Qualifications Framework](#).

10.10 Each module that counts towards the Exeter award shall also be assigned European Credit Transfer System Credits (5 ECTS credits is approximately equivalent to 10 Exeter (CATS) credits).

## 11. Assessment

11.1 If a student does not submit coursework by the given deadline and has not followed extenuating circumstances or extension procedures (see Section 9), the mark for the assessment will be subject to a late submission penalty.

11.1.1 If the coursework was submitted up to 59 minutes and 59 seconds late after the deadline, the marked grade will be reduced 5 percent (%) of the total percentage available for the assessment (i.e. 100%), if the coursework reached (or is above) the standard of the module pass mark.

11.1.2 If the coursework was submitted between 1 hour and up to 23 hours, 59 minutes 59 seconds late, the work will be capped at the pass mark for the assessment.

11.1.3 Coursework submitted later than 24 hours after the deadline will receive a mark of zero.

- 11.2 Where a student submits the incorrect file, or the file is corrupted, and realises their error, they may choose to submit the correct file late and accept the late penalty that applies at the point at which the replacement submission is made.
- 11.3 Where a student has submitted their assignment on time, but to the wrong location (such as a different assessment submission link) within a University of Exeter system, the student will be responsible for providing details of where the submission can be found, within the relevant timeframe set out in the penalties detailed above. Providing it can be accessed, the piece of work should be marked and a non-capped mark awarded. Where a student does not provide this information and/or the submission cannot be accessed, the relevant late penalty will be applied at the point at which the student submits their assignment to the correct location.
- 11.4 Students must have met attendance and assignment submission requirements as according to ZJUT's standard policies and processes to be permitted to take assessments/examinations: if the absence hour is more than 1/3 of the total teaching hours (including sick leave, personal leave, etc.,) or assignments have not been submitted for more than 1/3 of the semester, the student will not allowed to complete the exam, and the module will receive a 0 mark. In this case the student must restudy.
- 11.5 All modules of the programme (that are recognised towards the Exeter award) use the same marking scales at the point of marking.

11.6 Grade transfer matching tables are used to convert marks from Exeter Grade System (EGS) to ZJUT Grade System (ZGS).

| Grade | EGS (UG) | ZGS (UG) |
|-------|----------|----------|
| 1     | 90-100   | 98-100   |
| 1     | 80-89    | 95-97    |
| 1     | 70-79    | 85-94    |
| 2:1   | 60-69    | 75-84    |
| 2:2   | 50-59    | 70-74    |
| 3     | 40-49    | 60-69    |
| Fail  | 30-39    | 50-59    |
| Fail  | 20-29    | 40-49    |
| Fail  | 10-19    | 20-39    |
| Fail  | 0-9      | 0-19     |

| Grade       | EGS (PG) | ZGS (PG) |
|-------------|----------|----------|
| Distinction | 80-100   | 90-100   |
| Distinction | 75-79    | 85-89    |
| Merit       | 70-74    | 80-84    |

|       |       |       |
|-------|-------|-------|
| Merit | 65–69 | 75–79 |
| Pass  | 60–64 | 70–74 |
| Pass  | 55–59 | 65–69 |
| Pass  | 50–54 | 60–64 |
| Fail  | 45–49 | 55–59 |
| Fail  | 40–44 | 50–54 |
| Fail  | 30–39 | 40–49 |
| Fail  | 0–29  | 0–39  |

11.6.1 A pass mark is 60%(ZGS) or 40%(EGS) for undergraduate.

11.6.2 A pass mark is 60%(ZGS) or 50%(EGS) for postgraduate.

11.6.3 A pass mark for the Academic English modules is 60%(ZGS).

11.7 To pass a module, a student must meet all requirements specified for a pass in the module. Requirements will be specified in the module descriptor. In most cases this is a requirement to achieve an overall pass mark for the module.

11.8 Students are generally not permitted to reattempt assessments or modules that achieved a passing grade except where approved by the Joint Student Policy Committee where there are for example severe mitigating circumstances.

## 12. Consequences of failure

12.1 Where a student has failed a module (with the exception of the Academic English modules, see 12.1.1), the student may take referred assessments at the next available opportunity, unless it is an assessment on a module involving an experiment or practical element. For these, if the failure of the assessment leads the module to be failed, the student will be required to sit a referred exam worth 100% of the module. The module descriptor will make clear the format of reassessment.

12.1.1 Where a student has failed an Academic English module, they will progress to the next Academic Year and repeat the module in the next academic year.

12.2 The programme handbook will make clear the timescales for referred assessments for the modules for that programme.

12.3 Where a student fails their referred assessment but has not failed to meet the progression requirements (see 14.3), they will be able to repeat the module with attendance. If a repeat module conflicts with other scheduled academic activities, the student may submit a class attendance waiver request for the retaken course through the academic management system to the respective instructor. With approval from the instructor and the Joint Student Policy Committee, the student may attend classes partially or study independently but must complete all assigned coursework and laboratory work in order to be eligible for assessment. The overall module mark for a repeat module will not be capped.

12.4 Students will be charged on a pro-rata basis for the repeat of modules, unless there are certified extenuating circumstances. There is no charge for referred exams.

- 12.5 Where a student is required to repeat the year due to failure to meet the progression requirements (see 14.3) or due to extenuating circumstances, they may be required to repeat all components of the year in their entirety, or specific modules as directed, including attending teaching sessions. Any previous marks for modules being repeated will be replaced. Marks from the repeated year are not capped.

### **13. Moderation of Exeter Modules**

- 13.1 Feedback, annotations, and comments noted on student work by markers for Exeter module assessments must always be in English.

- 13.2 For Exeter modules that involve assessments being marked by multiple markers from both partners or markers from ZJUT alone, a marking calibration process will be undertaken prior to marking a set of assessments to ensure consistency of marking.

13.2.1 In advance of team members marking their own batch of assessments, a sample (see [5.5.6 of Exeter's Assessment, Progression, and Awarding Handbook](#)) of submissions will be graded by all markers separately. The grades and feedback given will then be discussed in a calibration meeting. Further rounds of calibration papers may be completed if there is a more than 10% difference in marks from the first round.

13.2.2 The sample should be sufficient in number to ensure the grading approach being taken by all markers is consistent (see [5.5.6 of Exeter's Assessment, Progression, and Awarding Handbook](#)).

13.2.3 Following marking, all fails and a selection from each marker and each grade band will be moderated.

13.2.4 A report will be produced to compare the average grade and grade distribution.

13.2.5 For Exeter modules that involve assessments being marked by markers from both partners or from ZJUT alone, but the number of markers is very small, the calibration rounds can instead be reviewed by the Exeter module lead (an academic who convenes the module for Exeter-owned and Collaborative modules) rather than discussed in a larger moderation meeting. As above, multiple calibration rounds may be needed and once final marking is completed, all fails will be checked by the Exeter module lead.

13.3 Subject panels will be established. The subject panels will consider the marking, moderation, and scaling for all Exeter owned modules to confirm marks for the modules prior to the meeting of the Joint Award and Progression Committee. The subject panels will include module staff and the External Examiner. When the subject panels have confirmed marks for the Exeter modules, these will be communicated to ZJUT where relevant for their records.

## **14. Award and Progression**

14.1 The Joint Award and Progression Committee will be established. Following the confirmation of marks for each partner's modules at the subject panels, the Joint Award and Progression Committee will meet to:

14.1.1 To receive confirmation that Joint Extenuating Circumstances Committee decisions have been applied.

14.1.2 To be responsible for confirming and approving progression decisions for all students on JI programmes.

14.1.3 To make recommendations for awards, classification and consequences of failure for students on JI programmes.

14.1.4 To error check (including, degree titles, classifications, core modules, level of credits).

14.1.5 To consider External Examiner(s) reports.

14.1.6 To consider assessment processes e.g. moderation and any assessment changes.

14.1.7 To identify student exceptions that require further scrutiny, advice, or approval from the Joint Student Policy Committee or other bodies.

14.1.8 To ensure that progression and awarding decisions across the JI are applied consistently and that standards are maintained.

14.1.9 The Joint Award and Progression Committee will report into Exeter's UAPAC and ZJUT's University Board.

## 14.2 Progression

14.2.1 For **undergraduate dual award** programmes:

14.2.1.1 For a student to progress to the next stage or to classification of the award, the Joint Award and Progression Committee must confirm that they have passed their current stage. They must have satisfied the following conditions:

14.2.1.1.1 Credit values:

- i. Students must have registered for and participated in at least the minimum Exeter credit value per stage as specified in [Annex A](#) of Exeter's Credit and Qualifications Framework.
- ii. Students must also meet ZJUT's requirements for average ZJUT credits to be studied per semester (12 ZJUT credits). Where students have repeatedly not met this requirement, they will be withdrawn.
- iii. Students must earn more than 100 ZJUT credits by the beginning of the seventh semester, otherwise they will not be allowed to proceed to the graduation phase and will be placed on an extended study plan.

14.2.1.1.2 Achieved a credit weighted mean for that academic year of at least 40% as calculated for the Exeter award.

14.2.1.2 Students who have failed more than 30 Exeter credits in an academic year, may be required by the Joint Award and Progression Committee to repeat the academic year as a whole rather than repeating the failed modules in the next academic year.

14.2.2 For **postgraduate dual award** programmes:

14.2.2.1 For a student to progress to the next academic year or to classification of the award, all requirements of the training process stipulated by ZJUT must be satisfied. If, during the training process, any of the following circumstances occurs, the student shall be withdrawn from the program:

1. The student fails the thesis/dissertation proposal twice;
2. The student fails the ZJUT mid-term assessment twice;
3. The student is deemed unsuitable to continue the training process for legitimate reasons, and a training redirection or termination is recommended by the

supervisor and approved by the Joint Award and Progression Committee.

14.2.2.2 For a student to progress to the next academic year or to classification of the award, the Joint Award and Progression Committee must confirm that they have satisfied the following conditions:

14.2.2.2.1 Credit values:

- i. Students must have registered for and participated in at least the minimum Exeter credit value per stage as specified in [Annex A](#) of Exeter's Credit and Qualifications Framework.
- ii. Achieved a credit weighted mean for that academic year of at least 50% as calculated for the Exeter award.
- iii. Students who have failed more than 45 Exeter credits in the preceding academic year may be required by the Joint Award and Progression Committee to repeat the year/stage of the programme rather than repeating the failed modules in the next academic year.

14.2.3 For **postgraduate single award** programmes:

14.2.3.1 For a student to progress to the next academic year or to classify the award, the Joint Award and Progression Committee must confirm that they have passed their current year. They must have satisfied the following conditions:

14.2.3.2 .1 Credit values:

- i. Students must have registered for and participated in at least the minimum Exeter credit value per stage as specified in Annex A of Exeter's Credit and Qualifications Framework.
- ii. Achieved a credit weighted mean for that academic year of at least 50% as

calculated for the Exeter award.

- iii. Students who have failed more than 45 Exeter credits in the first academic year may be required by the Joint Award and Progression Committee to repeat the academic year as a whole rather than repeating the failed modules in the next academic year.

14.2.4 The Joint Award and Progression Committee may approve in some cases for the student to continue to progress in order to accumulate credit for a lesser award.

## **15. External Examiners**

- 15.1 Exeter shall appoint an External Examiner for each programme or area. The role of the External Examiner is described in Exeter's External Examining of Taught Programmes Handbook.

## 16. Degree Certification Requirements and Classification

16.1 Students must meet the requirements of both Universities to be eligible for award, according to the regulations of each University.

### 16.2 Exit awards

16.2.1 Certificate of Completion (Undergraduate): During the standard academic program duration (excluding suspension or leave of absence), students who have completed all courses specified in the curriculum (including the thesis defense) but have failed certain courses shall be processed as course completion, and a certificate of completion shall be issued by ZJUT. Those who have completed the courses may participate in retaking the failed courses within the maximum allowable study period. Upon meeting the graduation requirements, the university shall replace the completion certificate with a graduation certificate. The graduation date shall be recorded as the date when the graduation certificate is issued.

16.2.2 Certificate of Completion (Postgraduate): Graduate students who have passed the assessments of courses and other components specified in their individual training plans, but have not passed the thesis defense, may apply for course completion. In such cases, ZJUT will issue a certificate of completion. If such students revise their thesis within the maximum allowable study period and pass the defense, they may be granted graduation, and their certificate of completion will be replaced with a graduation certificate. The graduation date shall be recorded as the date when the graduation certificate is issued.

16.2.3 **Certificate of Attendance:** A certificate of Attendance awarded by ZJUT for dual award students on the programme for one year or more who decide to withdraw or fail to successfully complete their studies.

16.2.4 Exit awards for Exeter are as defined in [Annex A](#) of Exeter's Credit and Qualifications Framework.

### 16.3 Degree Classification

16.3.1 **Undergraduate dual award programmes for Exeter:** Degree classification of will be based on the final two stages of the programme weighted in the ratio 1:2, where:

16.3.1.1 First Class Honours: A final credit-weighted mark greater than or equal to 69.50% or a final credit-weighted mark greater than or equal to 68.00% and modules to the value of at least 50% of weighted credits with a module mark greater than or equal to 70%.

16.3.1.2 Upper Second Class Honours: A final credit-weighted mark greater than or equal to 59.50% or a final credit-weighted mark greater than or equal to 58.00% and modules to the value of at least 50% of weighted credits with a module mark greater than or equal to 60%.

16.3.1.3 Lower Second Class Honours: A final weighted mark greater than or equal to 49.50% or A final weighted mark greater than or equal to 48.00% and modules to the value of at least 50% of weighted credits with a module mark greater than or equal to 50%.

16.3.1.4 Third Class Honours: A final credit-weighted mark greater than or equal to 40.00%.

16.3.1.5 Fail: The pass/ fail threshold for the award is an average of 40.00%

16.3.2 **Postgraduate dual and single award programmes for Exeter:** Degree classification will be based on the credit weighted mean of all modules recognised by Exeter, where:

16.3.2.1 Distinction: A final credit-weighted mark greater than or equal to 69.50% or A final credit-weighted mark greater than or equal to 68.00% and modules to the value of at least 50% of weighted credits with a module mark greater than or equal to 70%.

16.3.2.2 Merit: A final credit-weighted mark greater than or equal to 59.50% or A final credit-weighted mark greater than or equal to 58.00% and modules to the value of at least 50% of weighted credits with a module mark greater than or equal to 60%.

16.3.2.3 Pass: A final credit-weighted mark greater than or equal to 50.00%.

16.3.2.4 Fail: The pass/ fail threshold for the programme award is an average of 50.00%.

#### 16.4 Degree awarding

16.5.1 If the student is within a disciplinary period at ZJUT and as such cannot yet receive their ZJUT award, the Exeter award will also be withheld until the disciplinary period is complete and both awards can be given.

16.4.2 A student with tuition fee debts to shall not be entitled to receive either award.

16.4.3 A student who has received a diagnosis of a terminal or debilitating illness or has been otherwise medically incapacitated and therefore been prevented from attending the whole or part of a deferred assessment for an award may be entitled to an aegrotat award from Exeter subject to regulations of Exeter and on the recommendation of the Joint Award and Progression Committee.

### 17. Academic Appeals

17.1 Students have a right to appeal academic decisions and recommendations made by the

Joint Award and Progression Committee, such as a module or assessment mark, progression decision or for a degree classification that has been confirmed by the Joint Award and Progression Committee, and withdrawal from a programme on unsatisfactory progress or attendance grounds.

17.2 For an academic appeal regarding an assessment or module result, this will follow the joint academic appeals process.

17.2.1 Where marks for a module that is recognised by the other university towards their award have been changed, the changes will be fully and promptly communicated to the other university to ensure both Universities' records are accurate. This will take place prior to the result of the appeal being communicated to the student.

17.2.2 Where the outcome has an impact on the student's ability to progress with or receive an award from either or both Universities, their ability to progress or be awarded will be reviewed by the Joint Award and Progression Committee or confirmed by the Co-chairs of the Committee via Chairs' Action. This will take place prior to the result of the appeal being communicated to the student.

17.3 For an academic appeal regarding either or both degree classifications, this will follow joint academic appeals process.

17.4 For an appeal regarding withdrawal from the programme, this will follow the joint academic appeals process.

17.5 Joint Academic Appeals process: The student must submit their written appeal in English via Exeter's SRS within 10 working days from the receipt of the decision they are appealing against. The Universities will then consider the appeal and will aim to resolve the appeal within 30 calendar days or will otherwise inform the student of the expected delay. The Universities may refer to [Exeter's Procedures Relating to Student Academic Appeals](#), or ZJUT's procedures for Academic Review or Degree Review, as appropriate.

The student may be informed in writing that the appeal has been dismissed or that an appropriate remedy will be implemented, the student being informed about this in a response letter. The response letter will be copied to ZJUT's Appeal Handling Committee and to Exeter's Cases Office.

17.5.1 Appeal Review process: An appeal review may be submitted via Exeter's SRS under the circumstances described in section 7.1 of [Exeter's Procedures Relating to Student Academic Appeals](#). The student must submit their appeal review application within 10 working days of being notified of a Formal Appeal decision. The Universities will normally aim to resolve an academic appeal within 30 calendar days of receipt of the appeal or otherwise inform the student of the expected delay.

17.5.2 Following completion of the Joint Academic Appeal and Appeal Review process, the student will be advised of their options regarding applying to the Department of Education of Zhejiang Province or to appeal to the Office of the Independent Adjudicator for Higher Education in England and Wales if the student is unsatisfied with the outcome.

## **18. Academic Misconduct, Disciplinary Matters, Disciplinary Appeals**

18.1 Each university has its own academic misconduct and appeals procedures. The procedures will be followed for the University which 'owns' the module in which the misconduct or disciplinary offence is suspected to have taken place.

18.1.1 Where misconduct is suspected in a form that could have also occurred on other modules, the student's work for those other modules will also be reviewed for the same misconduct.

18.1.2 The Universities will each assist in any investigation run by the other as required.

18.1.3 Where misconduct is suspected to have taken place across modules 'owned' by both universities, a joint meeting with the student and joint investigation will take place following Exeter's process (see the Academic Conduct and Practice Handbook) and the penalty applied will be agreed by both universities.

18.1.4 Any penalty applied due to academic misconduct will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript.

18.1.5 Where the penalty applied due to an academic offence on a module owned by one university results in the withdrawal or non-award of the student, the student will also be withdrawn by the other university.

- 18.2 Any disciplinary matters arising in relation to Chinese national examinations will be dealt with under the national procedures specified for those examinations.
- 18.3 Expectations regarding conduct in invigilated examinations will follow ZJUT's usual process. Where an offence is suspected during an invigilated examination, a written report will be completed by the invigilator. The process of the university 'owning' the module that the examination belonged to will then use the report when following their usual process regarding the suspected offence.
- 18.4 Disciplinary matters unrelated to academic matters or the programme will be dealt with by ZJUT. Exeter will notify ZJUT of any disciplinary concerns that need to be escalated to ZJUT. ZJUT will notify Exeter of any disciplinary concerns that need to be escalated to Exeter.
- 18.5 **Disciplinary appeals:** Students appealing against a disciplinary decision shall use the normal procedure of the university that made the original decision. Where the disciplinary decision was jointly made, the student may choose to appeal to either University. A student may not appeal against the decision of one university to the other.
- 18.6 **Appeals to a higher body:** A student may appeal against the decision of a university to an external appeals body for the country in which that university is situated (for Exeter, this is the Office of the Independent Adjudicator for Higher Education and for ZJUT this is the Department of Education of Zhejiang Province) and both universities will be bound by that decision subject to Chinese Law.

## 19. Complaints

19.1 Where a student is dissatisfied with any aspect of their University experience with respect to the teaching, supervision or support services, they may make a complaint.

19.2 Complaints about a module: Where a student has a complaint about a module that complaint will normally be made to the University responsible for said module, i.e. ZJUT for ZJUT modules and Exeter for Exeter modules (including Exeter modules taught by ZJUT staff). Each University will then follow their own procedures for handling the complaint. Complaints about a programme of study or a matter related to their programme should be made to the University of Exeter. Complaints about matters not relating to their programme of study, such as local support services, will follow ZJUT's usual procedure.

### 19.3 University of Exeter Student Complaints Procedure:

19.3.1 **Early Resolution Stage:** In the first instance a student should raise their complaint with the staff member most directly responsible for the service delivery in question. If a student is comfortable doing so, they may contact the member of staff they wish to raise the concern with to discuss it with them in person or in writing. If the student does not feel comfortable doing this, they may contact another member of staff in their department, such as their Fudaoyuan, and raise their concerns with them. Students should, where possible, make an early resolution stage complaint in order to try to resolve the issue prior to making any formal complaint.

- 19.3.2 **Formal Stage:** If following the completion of the Early Resolution Stage the student remains dissatisfied, they should submit a formal stage complaint. Students must submit their written complaints in English via Exeter's SRS system within 10 working days of the conclusion of the Early Resolution Stage. The Universities will then consider the complaint, referring to [Exeter's Student Complaints Procedure](#), and will aim to resolve the appeal within 45 calendar days or will otherwise inform the student of the expected delay.
- 19.3.3 **Review Stage:** If the complaint is not resolved at the formal stage, a Review Stage Complaint may be submitted via Exeter's SRS under the circumstances described in section 9.1 of [Exeter's Procedures Relating to Student Complaints](#). The student must submit their complaint review application within 10 working days of being notified of a Formal Complaint decision. The Universities will normally aim to resolve a Review Stage complaint within 45 calendar days of receipt of the Review Stage Complaint or otherwise inform the student of the expected delay.
- 19.6 If, after completing the complaint procedures, the student remains unhappy with the outcome, they may refer the complaint to an external appeals body for the country in which the University subject to the complaint is situated. For items that are the responsibility of Exeter, this is the Office of the Independent Adjudicator for Higher Education. For items that are the responsibility of ZJUT, this is Zhejiang Provincial Department of Education.
- 19.7 The University receiving a complaint of any severity shall fully and promptly copy that complaint to the other and keep the other university fully informed of all steps taken, where the other is not already involved due to a joint process being followed.
- 19.8 Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken and keeping with the provisions in the contract for such issues.

## **20. Student Voice and Feedback**

- 20.1 ZJUT and Exeter may individually ask students to complete surveys or provide feedback, for example to provide feedback on a particular module.
- 20.2 A Student Representative Group will be established for each programme, which will meet at a termly Student Symposium over the course of the Academic Year. The Student Symposium will be chaired by a member of ZJUT or Exeter staff and students who are not part of the Student Representative Group may also attend.
- 20.3 Actions decided at each meeting will be recorded and reported upon to the next meeting.
- 20.4 Students may volunteer to attend the Student Representative Group as representatives of their peers. The Student Representatives will ensure that the students' voice is heard and feedback taken account of in developing ideas, plans, process, policy and programme review, and the Student Representative Group may be asked to input into these areas.

## **22. Monitoring and Amendments to the Programmes**

- 22.1 Programme or module amendments will be suggested by either university at the Teaching Committee. The Teaching Committee will review and approve programme or module amendments prior to these being approved by the Joint Management Committee. These will then go through each partner's usual programme or module amendment processes.
- 22.2 Amendments must be made within each partner's published deadlines for module amendments each year. For Exeter, this is usually in April.
- 22.3 Proposed amendments will be discussed with Student Representatives at the Student Symposium where appropriate.

22.4 Trends in student feedback for each programme will be discussed by the Teaching Committee when considering programme amendments. Feedback from module staff will also be considered.

22.5 The Teaching Committee will review the Education plan annually.