

GENERAL REGULATIONS FOR STUDY AND AWARDS

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5	Amends to Submission deadlines of Examination and Assessment section	Head of Examinations and Assessments	April 2024		

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1. Degrees

- 1.1 The Royal Veterinary College (RVC) offers courses leading to the awards of the University of London, in veterinary and other science related subjects, and the awards of the Royal College of Veterinary Surgeons and the RVC itself.

2. Admission

- 2.1 In order to be admitted to the RVC applications must follow the processes and procedures of the institution's admissions systems which can be found here: [Admissions policy July 2022.pdf \(rvc.ac.uk\)](#)
- 2.2 Admission to the RVC is subject to the requirement that the student will comply with the Regulations and Procedures of the RVC.
- 2.2 The RVC authorities reserve the right to refuse admission to the RVC to any applicant, and to require any student to withdraw.
- 2.3 All programmes are delivered in English. An applicant for admission to any programme may be required to demonstrate proficiency in the English language.
- 2.4 Where a student seeks to commence study before the age of 18, admission will only be permitted where parents or guardians agree to provide supervision that has been agreed by them and the RVC to be appropriate for a minor studying at the RVC.
- 2.5 Identification:
- 2.5.1 On registration, a student must provide the Registry with the original of an official document, normally a birth certificate or passport, confirming their full name and date of birth. The name under which a student is enrolled shall be the name under which any letter, certificate or award will be issued in respect of that student. Any request to record a change of name shall be made to the Registry and must be supported by official documentary evidence.
- 2.5.2 The RVC reserves the right to require original, official evidence of academic entry qualifications at any time. Any student who secures admission to the RVC on the basis of qualifications, documents or statements which are subsequently found to be false may have their registration terminated.
- 2.6 The RVC reserves the right to make offers subject to satisfactory occupational health reports.

3. Registration

- 3.1 All RVC or University of London awards must be designed and delivered such that their normal form of operation is within the minimum and maximum periods of registration specified below.
- 3.2 All students must complete their studies within the maximum period of registration for each award (see item 3.13 for minimum and maximum registration periods).
- 3.3 Exemption from study can be given at admission for a maximum of two-thirds of the normal form of operation or credit value where a student has prior relevant qualifications, experience or credit. Each case must be considered according to the RVC's procedure for admissions with the recognition of prior learning ("APL and APEL").
- 3.4 All students must enrol for each year of each course by the due date and provide all reasonable information requested.
- 3.5 Where relevant, all students must register for each module by the due date.
- 3.6 A student may not concurrently register for two full time courses at the RVC or at the RVC and another institution.
- 3.7 A student may concurrently register for one full-time and one part-time course at the RVC or at the RVC and another institution but approval to do so must be given by the Registrar following written request from the student prior to enrolment on any RVC course.
- 3.8 A student may concurrently register for two part-time courses at the RVC or at the RVC and another institution. Registration for more than two part-time courses at the RVC or at the RVC and another institution requires approval by the Registrar following a written request from the student prior to enrolment on any RVC course.
- 3.9 For taught courses the period of registration includes all periods of deferred assessment.
- 3.10 Periods of interruption agreed with the RVC will not count towards maximum registration periods (see 5.5)
- 3.11 Where a taught programme contains linked awards (e.g., PG Certificate/PG Diploma/MSc) The specific programme may specify a maximum period of registration that is less than the sum of the maximum for the separate awards.
- 3.12 For research degree programmes (MRes, MPhil, PhD, Professional Doctorate) the period of registration is considered to be the time until submission of the thesis and excludes periods of interrupted study.
- 3.13 PGCert/PGDip/MSc programme in Veterinary Education must be completed in 6 years.

3.13 Minimum and Maximum registration periods:

Award	Full-Time Programmes		Part-Time Programmes	
	Minimum *	Maximum	Minimum	Maximum
Certificate	1 academic year	3 academic years	2 academic years	5 academic years
Diploma	2 academic years	4 academic years	3 academic years	6 academic years
FdSc	24 months	60 months	N/A	N/A
BSc (not intercalated)	2 academic years	5 academic years	4 academic years	6 academic years
BSc (with Placement Year)	3 academic years	6 academic years	N/A	N/A
Intercalated BSc	1 academic year	2 academic years	N/A	N/A
BVSc	60 months	8 academic years <ul style="list-style-type: none"> There is not more than 3 years from the start of the course to completion of Years 1 & 2. There is not more than 5 years from the start of Year 3 until final examination. 	N/A	N/A
BVetMed (excluding Gateway year)	48 months	8 academic years provided that: <ul style="list-style-type: none"> There is not more than 3 years from the start of the course to completion of the pre-clinical phase (Years 1 & 2) There is not more than 5 years from the start of the clinical phase (Year 3) until final examination 	Not available	Not available
MSci	3 academic Years	6 academic years	N/A	N/A
MSci (with Placement Year)	4 academic years	7 academic years	N/A	N/A
MSc	12 months	36 months	24 months	48 months
MRes	12 months	24 months	24 months	36 months

MVetMed	3 academic years	+1 academic year longer than Clinical Training Scholars (Interns) contract. Typically, 4-5 academic years.	N/A	N/A
Postgraduate Certificate	3 months	12 months	12 months	24 months
Postgraduate Diploma	6 months	24 months	12 months	36 months
MPhil	24 months	48 months	36 months	60 months
PhD	24 months	60 months	48 months	96 months
DProf	Not available	Not available	48 months	96 months

* before exemptions

1. See also regulations below concerning Academic Progress and Intercalation: 5.2 and 6.3
2. Associate and Fellow qualifications cannot be done on a full-time basis

4. Tuition Fees and Debt

- 4.1 Tuition fees are payable in full at the start of the session. Students whose fees are not paid for them, by the SLC or similar agency must make effective arrangements to ensure prompt payment of fees at the due date.
- 4.2 The RVC reviews its tuition fees and fee policy annually. Increases in the costs of delivery of programmes mean that tuition fees are likely to be subject to annual increases and all students are, therefore, advised to plan their finances assuming that this will be the case. Tuition fees are formally approved by the RVC Council and are published on the RVC website in September of the preceding academic year.
- 4.3 The RVC shall publish annually its tuition fee payment schedules and refund policy.
- 4.4 A student who is in debt to the RVC for tuition fees, will not be permitted to progress to the next academic year or to receive their degree until a payment plan or full payment has been agreed with the Director of Finance
- 4.5 A student who is in tuition fee debt to the RVC and breaks their agreement with the Director of Finance may have their registration terminated, at the discretion of the Principal/ President.
- 4.6 Debts arising from fines, accommodation or other purchases from the RVC will be subject to commercial debt recovery procedures. Students with such debts will not be permitted to attend a Graduation Ceremony until the debt is paid.

5. Attendance and Progress

- 5.1 Students are required to enrol at the beginning of each year of study and be available for the full period of term as published in the Academic Year Plans.

- 5.2 Students are expected to engage fully with their programme throughout the year of study in a variety of ways as appropriate to their course. This includes (but is not limited to) attending scheduled teaching, placements, rotations and examinations, access of online learning materials, engagement with supervisors, submission of assessment hand-ins and completion of professional competency logs.
- 5.3 Students undertaking assessments are expected to be present in the United Kingdom in order to take part in their examinations, whether in person or an online setting. The only exceptions being distance learning students.
- 5.4 If students are unable to attend/engage for more than 1 week they must communicate the reason for absence (using appropriate mechanisms) to Academic Registry or the Graduate School as appropriate and to report on their return. In cases of illness a medical certificate may be requested. Students studying in the UK on a Student Route Visa and those in receipt of a US Federal Loan have additional attendance requirements in order to meet the expectations of UKVI and/or the USA Department for Education.
- 5.5 The RVC reserves the right to require any student to undergo a medical examination either as a condition of admission, or at any time during their studies, to inform the decision by the RVC regarding fitness to study and/or practice. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, will normally be required to produce a medical certificate confirming their current health status to inform the decision by the RVC regarding return to study and/or practice.
- 5.6 Alternative patterns of study, including deferral of examinations and interruptions, where a student cannot meet the normal pattern of study due to illness or other documented personal circumstances must be approved through the Student Performance and Development (SPD) system.
- 5.7 We recognize that students may need to interrupt their studies to manage significant life events such as parenthood, illness or for other personal reasons. All periods of interruption must be agreed via SPD and will not normally be agreed for more than one year per programme.

If SPD are requested to exceptionally agree an additional interruption, it will also be necessary for the Course Director/Supervisor to assess the prior learning of the student to ensure that overall programme learning outcomes can still be met within the registration limits of the programme at the intended return date. This assessment must be completed prior to approval of the additional interruption.

Periods of approved interruption will not be counted against the maximum periods of study permitted in 3.10.

FdSc and BSc Veterinary Nursing students must be mindful of RCVS requirements to complete the registerable part of the programme within 6 years of student enrolment with the RCVS (including periods of interruption). Veterinary Nursing students must also be mindful that they cannot undertake programme placements required for

RCVS registration whilst their RVC studies are interrupted as per RCVS student veterinary nursing registration requirements.

For Intern students, the high clinical component and duration of the course for interns (PGDipVCP) means that any absence or interruption for a period greater than 4 weeks is likely to have a significant impact on their ability to complete the clinical requirements of the course. Absences of more than 4 weeks will, in most cases, require students to withdraw from the course.

Students studying for the award of the BVetMed are permitted to undertake preclinical and clinical Extra Mural Studies (EMS) whilst interrupted as they remain BVetMed students (albeit inactive due to interruption). All interrupted students wishing to undertake EMS during their interruption period must have express permission to do so via SPD and the Placements Office.

6. Intercalation Study on the BVetMed

6.1 A student on the BVetMed will be permitted to intercalate for a maximum of five years as follows:

- i. for one year for a BSc.
- ii. for one year for a MSc or MRes
- iii. for four years for a PhD or MPhil; or for any combination of these awards.

6.2 Intercalation will normally take place after the Second Year of the BVetMed. Intercalation after the Third Year will require approval by the Student Performance and Development (SPD) Panel/ meeting. Following intercalation, a student shall be re-admitted to the Third Year (or where appropriate the Fourth Year).

6.3 Whilst intercalating, students are not normally considered as BVetMed students as they are actively studying an alternative programme until re-enrolment on the BVetMed at the start of the relevant academic year. Intercalating students are therefore unable to undertake clinical EMS.

6.4 Time spent in intercalation will not be counted against the maximum periods of interruption of study permitted in 3.10.

7. Student Transfer Between Undergraduate Taught Courses within the RVC

7.1 The Academic Board will design and approve procedures permitting the transfer of students between taught courses and research degree programmes offered by the RVC detailed information regarding student transfers can be found [Transfer between courses.pdf \(rvc.ac.uk\)](#)

7.2 Transfer procedures will only apply to students who are already registered for an RVC or University of London award offered at the RVC.

- 7.3 The procedures can only be used for student who are either:
- seeking to change their course of study to a course leading to the same or a lower level of award, or
 - a course leading to a higher award but on a related award pathway.
- 7.4 A student may only transfer provided that the registration period for the new course, including the period taken for previous study, is not exceeded.
- 7.5 Once a student has transferred to a new course they will be registered for that award and title and will gain that award and title upon successful completion of the course.
- 7.6 A student can seek to transfer back to their original course of study through the usual transfer procedures providing that they did not fail the original course prior to transfer.

8. Examinations and Assessment

8.1 Amendments to Examinations and Programme Provision

Any amendment to the details of a degree examination must be announced at least 3 months before the date of that examination.

When any significant change to programme specifications or assessment regulations is proposed the students who will be directly affected by such a change will be consulted, through their elected representatives on academic committees. Exceptionally, where an amendment is proposed which would significantly change the conditions under which students were taught, examined or allowed to progress during their current year or stage of study, then the consent of students who would be directly affected by such a change shall normally be required prior to its implementation.

8.2 General and Course Specific Assessment and Award Regulations

The Academic Board will approve and publish General and Course Specific Assessment and Award Regulations for Taught Courses and assessment requirements for Research Degrees. These can be found at [Academic Quality, Regulations & Procedures - Academic Quality, Regulations & Procedures - The RVC - About - Royal Veterinary College, RVC](#)

8.3 Language of Assessment

All assessments and answers will be in English.

8.4 Conduct of Students in Examinations

- 8.4.1 The RVC publishes the expected conduct of students during examinations. Any breach of the published conduct shall be reported to the Board of Examiners who has the power to recommend that the matter be treated as an examination offence. Where this is the case, in accordance with the Academic Misconduct Procedures.

8.4.2 The Board of Examiners shall determine precisely which source materials candidates shall be permitted to introduce or which may be provided for the candidates in the examination for written, practical or oral examinations. Such materials may not include dictionaries for the specific purpose of enabling students to overcome any deficiency in their command of the English language. No materials or devices other than those specifically authorised may be introduced in an examination.

8.4.3 Boards of Examiners shall determine at which examinations candidates shall be permitted to use their own electronic calculators. Where the use of calculators is permitted:

- Only simple calculators of the hand-held type, quiet in operation and compact and with their own power supply are permitted. The use of prepared programs and stored information, tablets or mobile phones or any device capable of communication is not permitted.
- Candidates are responsible for ensuring that their machines are in working order, and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination.

8.4.4 Any materials or devices (other than simple calculators) that are required for the examination will be supplied and controlled by the RVC.

8.5 Oral Examinations

8.5.1 Oral examinations shall be conducted by not less than two examiners acting together. A brief written record shall be kept of the key points of each oral examination.

8.5.2 Candidates for oral examinations that relate to major projects may take only a single copy of their project report into the examination unless the Assessment and Award regulations for the course specify otherwise.

8.5.3 External Examiners may observe oral examinations. Processes for PhD and MRes vivas can be found in the relevant handbooks.

8.6 Examination Offences

8.6.1 Any case of alleged cheating or irregularities of a similar character, including plagiarism, will be governed by the [Academic Misconduct Procedure](#).

8.6.2 Candidates shall not, unless expressly so authorised, pass any information from one to another during an examination, nor shall any candidate act in collusion with another candidate or other person or copy from another candidate or engage in any similar activity.

8.6.3 Any assessable work submitted by a candidate must be their own and any quotation

from the published or unpublished works of other persons, or any summary or paraphrasing of them, must be duly acknowledged.

8.7 Special Examination Arrangements and Extenuating Circumstances

- 8.7.1 Special arrangements may be made for a candidate who is ill or otherwise disabled to take their examination, subject to the arrangements being jointly agreed by the Chair of the Board of Examiners and the Disability Officer. The Examinations Officer is permitted to approve routine and frequently occurring alternative arrangements.
- 8.7.2 The Boards of Examiners may not take into account the personal extenuating circumstances of students in determining a result.
- 8.7.3 All candidates are expected to present themselves at the examination. Failure to sit any part of an examination will be regarded as a failure in that part of the examination.
- 8.7.4 A candidate unable to sit as a result of illness or other unavoidable cause, should present independent evidence to the Exams Office exams@rvc.ac.uk and seek a deferral of a sitting.

8.8 Submission Deadlines for Essays, Reports and Dissertations

- 8.8.1 Essays, Reports and Dissertations must be submitted by the date, time and means specified.
- 8.8.2 Penalties for late submission will be applied according to the following requirements:
- Work that is submitted more than 72 hours late will be given a mark of 0
 - Work that is submitted 72 or fewer hours late will be subject to a reduction of 5 marks for up to 24 hours of lateness, 10 marks for up to 48 hours of lateness and 15 marks for up to 72 hours of lateness (but no lower than the pass mark)
 - The Assessment and Award regulations for the course will specify any maximum penalty that can be applied for a piece of work. Where there is no such specification, the minimum mark awarded will be zero.
- 8.8.3 Students unable to meet the deadline for medical reasons or unforeseeable, unmanageable, or uncontrollable personal circumstances should seek an extension to the deadline from the year or course leader with accompanying medical or other independent evidence. Where the extension is sought after the deadline, good reason for the late request will be required. Guidance on extensions to submission dates and relevant forms can be found here: <https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures#panel-examinations-assessment>

8.9 Re-entry to Examinations

- 8.9.1 Re-entry to an Examination or any part of an Examination must be made at the next Examination (following failure at the first attempt or deferral) for which the candidate is eligible, unless the candidate has been permitted to interrupt their studies by an SPD Meeting.

- 8.9.2 A candidate shall be examined under the relevant regulations for first sitting or re-sit according to whether it is the candidate's first or re-sit attempt.
- 8.9.3 A candidate sitting a further attempt following appeal shall be assessed according to the regulations for the re-sit.
- 8.9.4 A candidate taking an Examination shall be examined in accordance with the Regulations that are currently in force, unless they are studying a different curriculum to the main cohort of students.
- 8.9.5 Where a student is permitted to re-sit an Examination and to attend the next part of the course in the meantime, this shall not be taken as implying that the student will be permitted to continue with the course if they do not pass the Examination on the next following occasion.

8.10 Degree Aegrotat

- 8.10.1 Where a candidate has completed the course of study prescribed for any awards except the BVetMed and FdSc Veterinary Nursing and (a) is absent through irrecoverable illness, or other causes judged sufficient by the Academic Board, from all or part of the final stages of examination, or (b) though present at that Examination considers that their performance has been adversely affected by the above reasons, an Aegrotat award may be recommended. The application for an Aegrotat award must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted to the Board of Examiners.
- 8.10.2 Where a candidate has completed up to the third-year examination of the BVetMed (a) is absent through irrecoverable illness, or other causes judged sufficient by the Academic Board, from all or part of the final stages of examination, or (b) though present at that Examination considers that their performance has been adversely affected by the above reasons, an Aegrotat BSc Pre Clinical Veterinary Sciences may be recommended. The application for an Aegrotat award must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted to the Board of Examiners.
- 8.10.3 Where a candidate has completed the course prescribed for the FdSc Veterinary Nursing (a) is absent through irrecoverable illness, or other causes judged sufficient by the Academic Board, from all or part of the final stages of examination, or (b) though present at that Examination considers that their performance has been adversely affected by the above reasons, an Aegrotat FdSc Animal Welfare may be recommended. The application for an Aegrotat award must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted to the Board of Examiners.
- 8.10.4 In the circumstances described in 8.10.1, 8.10.2 or 8.10.3 above, the examiners, having considered the work which the candidate has submitted at the Examination or in such part of the Examination as the candidate has attended, if any, work submitted during the course of study, and an assessment provided by the candidate's teachers, will determine whether evidence has been shown to their satisfaction that, had the candidate completed the Examination in normal circumstances, he/she would clearly have reached a standard which would have qualified him/her for the award.
- 8.10.5 Where the examiners are so satisfied the candidate will be informed that they are

eligible for the award of an Aegrotat degree, and if so, that they may either:

- accept the Aegrotat award.
- or
- not accept, but (re)take the assessments on the next occasion with a view to completing the requirements for the award.

8.10.6 A candidate who under 8.10.5 has accepted the award of an Aegrotat award will not be eligible thereafter to re-enter for the Examination for a classified degree.

8.10.7 A candidate who under 8.10.5 above has been informed that they are eligible for the award but chooses b) to complete the requirements will relinquish his/her eligibility for an Aegrotat award.

8.10.8 Aegrotat awards will be awarded without class.

8.11 Publication of Results and Conferment of Awards

8.11.1 Marks are the property of the RVC.

8.11.2 The overall results of a course or stage/year of a course are confidential until the official results document, authorised by the Chairperson of the Board of Examiners, has been signed.

8.11.3 Following the signature of the Board of Examiners' results list the results shall be released to students.

8.11.4 Any information which is sent to candidates advising them of their marks under 8.11.3 shall contain a statement along the lines of the following:

the marks shown in this document are provided for the personal information of the candidate. The marks shown here are provisional and still subject to confirmation on behalf of the Academic Board of the Royal Veterinary RVC

8.11.5 Following the meeting of the Board of Examiners at which the overall results have been agreed, a pass list showing awards made shall be checked by officers to confirm that

8.11.6 The awards were agreed by a Board of Examiners constituted and operated according to the requirements of the Academic Board and that the list is accurate.

The list will then be signed by the Head of Examinations and Assessment and, the Academic Registrar and then, where relevant, submitted to the University of London. The date that the pass list is signed by the Academic Registrar shall be the date of conferment.

8.11.7 Where an assessment or examination takes place more than six weeks before a meeting of the Board of Examiners, the marks for that assessment or examination must be made available to students following completion of the marking arrangements and confirmation that the marks are suitable for release from the Course Director or Year Leader.

8.11.8 Any document which is sent to candidates advising them of their marks under 8.9 shall contain a statement along the lines of the following:

the marks shown in this document are provided for the personal information of the candidate. The marks shown here are provisional and still subject to confirmation by the Board of Examiners.

Under no circumstances may candidates' marks or results be given to any third party, except for the purpose of assessing applications for further qualifications, or for the purposes of credit transfer.

8.11.9 All results sent to individual students shall be sent by a secure electronic route.

8.12 Retention of Materials

8.12.1 All examination scripts and other items of assessed work are the property of the RVC. Items of assessed work contributing to a summative coursework mark (including casebooks and research projects), other than MCQs and spot test questions, will be returned to students in order to give them feedback on their performance. However, such coursework must be retained safely by candidates and produced on demand if required by the External Examiners. Where the submission deadline is shortly before the examination, such work will be returned after the examination.

8.12.2 Scripts shall be archived and retained according to the national JISC guidelines for retention of records.

8.13 Appeal

Students who according to the assessment or progression regulations for the programme concerned are required to relinquish study for their chosen award will have a right of appeal. Further information can be found at:

<https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures#panel-student-appeals-complaints-and-conduct>

8.14 Revocation of Awards

The RVC may revoke the award of any degree, diploma or certificate which it has granted, and all privileges connected therewith, if it shall be discovered at any time and proved to the satisfaction of the Principal/ President that:

- I. There was an administrative error in the award; or
- II. subsequent to the award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's result no longer permits the making of the award.

9 Professional conduct and compliance with regulations

- 9.1 The RVC may at any time discipline, suspend or exclude any student who is deemed to be acting in a manner which jeopardises animal welfare or the health and safety of staff, students or clients or who does not meet the expectations outlined in the [RVC Charter](#) using the [RVC's Student Misconduct Procedures](#) or [Professional Requirements Procedures](#).
- 9.2 Students may not bring animals on to the campus unless they are either a volunteer animal for designated purposes of teaching or research or as a hospital patient or assistance animal. Students must observe any RVC policies or procedures concerning the welfare of animals at all times.
- 9.3 Students shall carry their RVC identity card with them at all times when on RVC premises (including hospitals and SUS rooms) or on placements or visits. The RVC reserves the right to exclude from any RVC activity or building any student who is unable, on demand, to produce their current identity card to a member of staff of the RVC or authorised security personnel.

10 Rules and Regulations: Publication and Compliance

- 10.1 RVC rules and/or Regulations are published electronically and must be complied with. [Academic Quality, Regulations & Procedures - Academic Quality, Regulations & Procedures - The RVC - About - Royal Veterinary College, RVC](#)
- 10.2 Students shall be subject to the RVC Regulations for as long as they are students of the RVC. Failure to do so may result in disciplinary action using the [RVC's Student Misconduct Procedures](#) or [Professional Requirements Procedures](#).
- 10.3 A student or group of students may be exempted from any RVC Regulation, either temporarily or permanently, at the discretion of the Academic Board in the form of a Suspension of Regulation. An anonymized record of any such exemptions will be presented to the Academic Board at the next meeting.