

The Ordinances Part 7: Admission, Examinations and Awards

7.1 Admission

1. The qualifications for admission to a programme of study of a student to a programme of study leading to a degree, diploma or certificate of the University shall be prescribed in Regulations.
2. Candidates for admission to any programme of study leading to a degree, diploma or certificate awarded by the University must have the appropriate qualifications or have been exempted therefrom in accordance with Regulations.
3. Upon admission to the University, students become entitled to the full privileges of membership of the University and are bound by the corresponding obligations to conform to the Charter, Statutes, Ordinances and Regulations of the University and to comply with decisions of the Senate.
4. Possession of the appropriate qualifications for entry upon any programme of study shall not entitle any person to be admitted to the University, and the University reserves the right to accept or reject any applicant for admission.

7.2 Eligibility for Degrees, Diplomas and Certificates in the University

1. In order to qualify for a Degree, Diploma or Certificate of the University, other than an honorary, an *ex-officio* or an *ad eundem* degree, every candidate must have:
 - a) been admitted as a student of the University in accordance with the Ordinances and Regulations,
 - b) satisfied any additional requirements for entry prescribed for particular programmes of study,
 - c) pursued the appropriate programme of study for the prescribed period, satisfactorily completed any programme requirements and passed the required examinations,
 - d) paid as and when required the fees prescribed due to the University, and
 - e) complied with such Ordinances and Regulations as may be relevant.
2. The minimum period of study for any degree, diploma or certificate shall be prescribed in Regulations.
3. Notwithstanding paragraphs 1 and 2 above but subject to the provisions of the Charter and Statutes and to the stipulation set out hereafter the Senate may permit students who have credit /ECTS points from other Universities or places of learning and/or prior experiential learning to seek exemption from parts of a programme of study at the University of Southampton as the Senate shall determine. For the award of a University of Southampton degree up to one third of the credit for the taught elements of a programme may be gained through Recognition of Prior Learning (RPL).
4. For the purposes of this Ordinance study in any institution affiliated to the University and leading to a qualification awarded by the University shall, in respect of that qualification, be regarded as study within the University of Southampton.

7.3 Examinations and Examiners

1. University Examinations whether taken at one time or in sections and whether involving formal written examination, oral examination, the submission of written assignments or any other prescribed form of assessment shall be the general responsibility of Boards of Examiners. Subject to the authority of the Faculty concerned (or other authorised body) and of the Senate, each Board of Examiners shall be jointly responsible for setting and marking any formal written assessments together with oral and practical examinations as appropriate.
2. The Boards of Examiners shall consist of at least the following members and such other members as may be required by Regulations:
 - a) *Doctor of Design, Doctor of Education, Doctor of Letters, Doctor of Music, Doctor of Science, Doctor of Science in the Social Sciences, Doctor of Laws, Master of Surgery and Doctor of Medicine*
For each candidate three examiners, of whom two shall be external examiners.
 - b) *Doctor of Philosophy and Master of Philosophy*
For each candidate two examiners, of whom one shall be an external examiner.
 - c) *Other Degrees, Diplomas and Certificates*
For each programme of study two examiners in every subject or group of subjects, of whom one shall be an external examiner.
3. The external examiners appointed under paragraph 2c. above shall satisfy themselves as to the standard of the examinations and of the marking and assessment in each subject or group of subjects for which they were appointed. They shall not be required to mark individual scripts, but they shall if they so desire have access to all such scripts and to all essays, laboratory books or other written work contributing to the result of the examination for the purpose of moderation to verify that marking standards are appropriate. They shall satisfy themselves about the general arrangements for the assessment of oral and practical work contributing to the result of the examination but they will not be expected to participate personally in the assessment of such work.
4. External examiners shall be appointed by the Senate on the recommendation of the Faculty concerned. No external examiner appointed under paragraph 2c. above shall hold office for more than four years consecutively, except that in exceptional circumstances, such as to ensure continuity of external examiner cover for a programme of study which is closing, an extension of one further year may be approved.
5. Professors and those who hold posts of professorial equivalence, Associate Professors, Readers, Senior Lecturers, Lecturers and other teachers of the University or of the affiliated institution concerned who have contributed to modules and programmes of study will be deemed internal examiners for that module or programme and shall normally be expected to attend the relevant Board of Examiners.
6. The examiners shall not be required to accept the examination scripts or other work of any candidate who has not:
 - a) satisfied the requirements laid down in Ordinances and Regulations or been exempted from any such requirements by the Senate on the recommendation of the Faculty concerned (or other authorised body); or
 - b) paid the academic fees prescribed.
7. Except in the case of degrees awarded solely on the basis of research, the Board of Examiners shall make recommendations for the award of degrees, diplomas and certificates and where appropriate recommendations for the re-examination of unsuccessful candidates. The recommendations of the Board of Examiners shall be signed by the Chair who shall have been appointed by the Board of Examiners, and by the external examiner(s) present at the meeting and shall be communicated to the Faculty concerned. In the case of recommendations for the award of degrees, diplomas and certificates the Faculty shall produce a Recommendation for

Awards list which shall be signed by the Chair of the relevant Faculty Programmes Committee and forwarded for approval by the Senate. In the case of degrees awarded solely on the basis of research the Faculty concerned (or other authorised body) shall prepare a Recommendations for Awards list which shall be signed by the Chair of the relevant Faculty Committee or nominee and forwarded for approval by the Senate

8. University examinations shall be specified in Regulations.

7.4 The Award of Degrees, Diplomas, Certificates and Other Distinctions

1. Except as otherwise provided in respect of Honorary Degrees or in this Ordinance, the degrees, diplomas, certificates, fellowships, scholarships, prizes and other distinctions of the University shall be awarded by the President and Vice-Chancellor on behalf of the Senate on the recommendation of the Faculty concerned.
2. The Senate may, on the recommendation of the Faculty concerned (or other authorised body), award any degree of the University to any person who has been admitted to the same or an equivalent degree of another University.
3. If any candidate having completed the whole or a substantial part of his or her programme of study is prevented by illness or other sufficient cause from completing sufficient part of an examination (leading directly to a degree, diploma or certificate) to satisfy the examiners in accordance with the relevant Regulations, that candidate may be awarded an *aegrotat* degree, diploma or certificate. Such award may be made upon the recommendation of the Faculty concerned (or other authorised body) and upon such other conditions as the Senate may decide provided that the candidate shall not be exempted from presenting a thesis or dissertation where such is prescribed, and further provided that the candidate shall not be given honours or placed in a class or division.¹
4. No person shall be awarded a degree, diploma or certificate unless he or she has paid the academic fees prescribed due to the University.
5. The Senate may for good reason withdraw and cancel any degree, diploma, certificate or other distinction which it has previously awarded. A decision to withdraw and cancel an award may only be taken with the support of at least two-thirds of the members present.

7.5 Honorary Degrees

1. With the approval of both the Senate and the Council any degree of the University may be conferred as an Honorary Degree. The University requires the lettering Hon before the post nominal, for example an Honorary Doctorate of Science would be represented as Hon DSc.
2. Recipients of Honorary Degrees may style their written name using the title Doctor. Within the University community the recipient will be verbally addressed as Doctor. Externally the recipient is not entitled to be addressed as such.
3. Recipients of Honorary Degrees shall be presented at a Congregation of the University by a person appointed for the purpose by the President and Vice-Chancellor.

¹ Applications for the award of an *aegrotat* degree, diploma or certificate must be made in writing by the candidate or by the Tutor or Supervisor concerned, and must normally be received in the relevant office not later than eight days after the end of the written examinations for the programme of study concerned. Any application based on ill-health must be accompanied by a report from a qualified medical practitioner. Senate may award a posthumous degree, diploma or certificate To be eligible for an award the deceased student must in the judgement of the Board of Examiners concerned have demonstrated completion of the learning outcomes for the award sought

7.6 Congregations and the Conferment of Degrees

1. Degrees shall be conferred at a Congregation of the University to be held for that purpose at such time and place as may be determined by the Senate provided that a Congregation shall be held at least once a year. Degrees shall be conferred by the Chancellor, or in the absence of the Chancellor by one of the Pro-Chancellors, the President and Vice-Chancellor, a Vice-President or a Pro Vice-Chancellor.
2. Except in the case of candidates in the affiliated institutions and of candidates for Honorary Degrees, candidates shall be presented at Congregations by the Dean of the Faculty (or Director of Research Centre) concerned, provided always that in the event of illness or other unavoidable absence the President and Vice-Chancellor shall appoint another member of the Faculty to make the presentation. Candidates in the affiliated institutions shall be presented at Congregations by a person appointed for the purpose by the President and Vice-Chancellor.

7.7 Discipline of Students

The provisions governing the expulsion, suspension and exclusion of students, whether graduate or undergraduate, full-time or part-time, shall be prescribed by Regulations which, except where such expulsion, suspension or exclusion is based upon academic failure, shall include provision for a right on the part of any student to be heard in person by a Committee of the Senate before any decision to expel, suspend or exclude such student is taken, together with a right to appeal to the Council against any such decision. Such Regulations shall also provide that a student electing to be heard as aforesaid may be accompanied by one adviser of his or her own choice who may speak on his or her behalf, and that a student may call witnesses and question witnesses upon whose evidence the case against him or her is based.