

RICHMOND THE AMERICAN INTERNATIONAL UNIVERSITY IN LONDON
ACADEMIC REGULATIONS

Preamble

1. The University Academic Regulations provide a statement of the core academic principles of the University with regard to the award of degrees, academic credit and related matters.
2. The University was granted Taught Degree Awarding Powers in the UK on 17 May 2018 for a fixed six-year term.
3. The University has been accredited by the Middle States Association for Higher Education to award US degrees since 1986 and accreditation was reaffirmed in 1996, 2006 and 2016.
4. Only the Board of Trustees has the authority to revise or change the Academic Regulations. Revisions or changes normally require the approval and recommendation of the Academic Board. The Provost may suspend Regulations only with the approval of the Academic Board.

Academic Regulations

5. **Degree Programmes.** The University offers the following degrees to students who have satisfied the relevant degree requirements outlined in the University's Policies and Procedures and the *University's Programme and Course Listings*.
 - a. Associate of Arts - AA (US only)
 - b. Bachelor of Arts - BA
 - c. Bachelor of Arts - BA (Hons) (UK only)
 - d. Bachelor of Science - BS (US only)
 - e. Bachelor of Science – BSc (UK only)
 - f. Bachelor of Science - BSc (Hons) (UK only)
 - g. Master of Arts - MA
 - h. Master of Business Administration - MBA
 - i. Master of Science – MSc (UK only)
 - j. Master of Science – MS (US only)
6. **Degree Programme Requirements.** Students are governed by the *Degree Programme Requirements* of the degree for which they are registered and for the academic year in which they declared their major. These are published in the *University's Policies and Procedures* and the *University's Programme and Course Listings* on the University's website.

- a. In order to receive the US award of Associate of Arts (AA) a student must have earned 60 US / 240 UK credits across NQF Level 3 and FHEQ Level 4. Regardless of the number of credits earned, students must satisfy all exit award requirements.
 - b. In order to graduate with a UK and US Bachelor's degree a student must have earned a minimum of 120 US/480 UK credits, with 90 US/360 UK credits at FHEQ levels 4-6. Students must satisfy all graduation requirements.
 - c. In order to graduate with a UK-only Bachelor's degree a student must have earned a minimum of 480 UK credits, with 360 UK credits at FHEQ levels 4-6. Students must satisfy all graduation requirements.
 - d. In order to graduate with a UK-only Top-Up Bachelor's degree a student must have earned a minimum of 120 UK credits at FHEQ level 6. Students must satisfy all graduation requirements.
 - e. In order to graduate with a Master's degree a student must have earned a minimum of 36 US/180 UK credits at FHEQ Level 7, and must satisfy all graduation requirements.
7. **Non-degree programmes (for credit).** The University offers the exit awards of a UK Certificate of Higher Education (CertHE), a UK Diploma of Higher Education (DipHE) and a UK and US PG Cert and PG Dip to students who have satisfied the relevant requirements outlined in the *University's Policies and Procedures* and the *University's Programme and Course Listings*.
8. **Non-degree programmes (not-for-credit).** The University may from time-to-time offer programmes and courses for professional and personal development which do not earn formal undergraduate or postgraduate credit. Not-for-credit programmes require approval at Academic Board.
9. **Posthumous and Aegrotat Awards.** The University makes provision for posthumous degree awards and, in certain cases, for aegrotat awards. These require the approval of the University Examinations Board.
10. **Admissions.** To be registered on a for-credit degree or a for-credit non-degree programme a student must satisfy the *University Admissions Policy* to gain admission to the University. Admissions standards and entry qualifications are set by the Academic Board. The Academic Board has ultimate responsibility for determining admission standards and has ultimate responsibility for their interpretation.
11. **Transfer Credit and the Accreditation of Prior Learning.** The University permits the transfer of academic credit earned outside Richmond to be applied toward the Richmond undergraduate degree according to the policies and procedures provide in the *University's Policies and Procedures*. The Academic Board has final responsibility

for transfer credit policy and has ultimate responsibility for its implementation and interpretation.

12. **Financial responsibilities.** To be registered a student must satisfy financial obligations to the University as understood in the Student Financial Regulations and are required to abide by the *Student Financial Regulations*.
13. **The Student Code of Conduct.** It is a condition of registration and enrolment that all students on for-credit or non-credit programmes and courses agree to abide by the *Student Code of Conduct*.
14. **The University Exam Board.** The University Examinations Board, chaired by the Provost and Deputy Vice Chancellor is empowered by the Board of Trustees to decide which students have met the relevant degree, diploma, certificate, and aegrotat requirements.
15. **Registration.** A student may not register for, or be entered for the award of, more than one degree at one time. For the avoidance of doubt a 'double major' is a single degree and a minor is not a degree programme, but a supplementary set of cognate courses, as explained in the *University's Policies and Procedures* and the *University's Programme and Course Listings*.
16. **Course transfer.** Any course completed by a student can only be counted towards the registered degree. For the avoidance of doubt a 'double major' is a single degree and a minor is not a degree programme, but a supplementary set of cognate courses as explained in the *University's Policies and Procedures* and the *University's Programme and Course Listings*.
17. **Course load:** the normal course load for a full time UG student is 15 US/60 UK credits a semester. The minimum full time course load is 9 US/36 UK credits a semester. The normal course load for a full time PG student is 12 US/48 UK credits a semester. The minimum full time course load is 8 US/32 UK credits a semester. A course overload may be permitted by the Academic Progress Committee, in accordance with the rules provided in *University's Policies and Procedures*.
18. **Academic Credit.** Academic Credit is earned on a semester-hour basis, and is calculated according to formal instructional time, unless specific exceptions are agreed by the Academic Board, according to the process provided in the *University's Policies and Procedures*.
19. **Academic Transcripts, Degree Certificates and the Diploma Supplement.** The Academic Transcript is the official and complete record of all courses attempted at

the University. The Degree Certificate serves as the European Diploma Supplement, compliant with the Bologna Agreement 1992. The Diploma Supplement shows attendance dates at the University, the titles, marks gained and credits awarded for courses studied, and the programme and award granted.

20. **Grading.** The University uses a Grade Point Average (GPA) system on a 4.0 scale. A letter grade system is used to evaluate individual items of work, according to the requirements of the *University's Policies and Procedures*.
21. **Degree Classification and Graduation Honours.** In addition to the final cumulative GPA, the University will publish undergraduate Degree Classifications for UK degrees (1st, 2i, etc.) and Latin Honors for US degrees. For postgraduates, the university will publish Graduation Honours (Distinction, Merit, Pass) for UK degrees.
22. **Commencement.**
- a. Only students who have completed their graduation requirements (as certified by the University Examinations Board) or have met the Commencement requirements (as certified by the Academic Registrar), and have no financial, disciplinary or other hold on their record are permitted to participate in the ceremony.
 - b. For the avoidance of doubt, attendance at the University Commencement does not confirm that a student has met graduation requirements.
 - c. For registered students on an award validated by the University, eligible graduates will normally participate in the ceremony at their home institution, in line with the relevant academic regulations. Exceptions will be considered case by case.
23. **Programme and Course Cancellation.** The University reserves the right to cancel or replace programmes and/or courses for which there is insufficient enrolment or concerns about academic standards, or for which the University cannot provide adequate teaching resources. Reasonable and appropriate effort is made to ensure that the content of courses corresponds with the descriptions in the *University's Programme and Course Listings*. The closure of a Degree Programme requires the agreement of the Board of Trustees..
24. **Academic Policies and Procedures.** The Academic Board is empowered to approve and uphold appropriate, consistent and reliable policies and procedures with regard to academic matters. These are made available to all students, staff and faculty and to the wider community in the *University's Policies and Procedures*. The Academic Regulations require the following policies to be provided and maintained:
- a. Academic Appeals, Complaints
 - b. Academic Calendar, Course Scheduling and Timetabling
 - c. Academic Misconduct

- d. Academic Standing, Academic Dismissal and Probation
 - e. Application for Graduation and Confirmation of Degree
 - f. Attendance
 - g. Assessment and Feedback Norms
 - h. Course Load, Course Auditing, Course Substitution, Course Exemptions, Repeating a Course
 - i. Declaring and Changing a Major
 - j. Degree Classification
 - k. Degree Programme Structures, including Minors, Certificates, Exit Awards, Aegrotat, and Posthumous
 - l. Equality, Disability, and Special Educational Needs
 - m. GPA and Grading
 - n. Internships, Independent Study, International Field Research
 - o. Postponed and Rescheduled Classes
 - p. Transfer Credit
 - q. Withdrawing from a Course, Withdrawing from the University, Leave of Absence
25. **Fees.** Fees are approved annually, in advance of the start of the academic year, by the Board of Trustees on the recommendation of the University Board and in line with the requirements and expectations of the Office for Students. The tuition fee will not change for the duration of the academic year. The University will ensure that all fees, payment deadlines, liabilities, refund policies and related information is available to students in an accessible and timely manner. Official information outlining tuition Fees is provided on the University website.
26. **Scholarships.** The University may make awards to both new and to continuing undergraduate students whose academic record and/or contribution to the vision, mission and values of the University is considered worthy of recognition, and/or who may require financial assistance. To be considered for a scholarship, applicants must be admitted to the University and submit the required documentation by the priority deadline as set out in the academic calendar.
- a. The University Board will agree and make available a Scholarship Policy, which will be updated annually.
 - b. The University Board will agree and make available an Access and Participation Statement, which will be updated annually, in line with the requirements and expectations of the Office for Students
27. **Equality.** The University does not discriminate in admissions, employment or access to programmes, or in the treatment of students registered for programmes or courses. The policy of the University is that students, applicants or employment candidates are considered without regard to race, colour, religion, sex, sexual orientation, gender identity, national or ethnic origin, or age. The University

complies with the UK Equality Act (2010). The University will make reasonable and appropriate adjustments for students with diagnosed and documented learning difficulties, disabilities, or related special educational needs, in line with the requirements of the Equality Act (2010) and as detailed in the *University's Policies and Procedures*.

28. **Complaints and appeals.** The University subscribes to the Office of the Independent Adjudicator (OIA) and provides appropriate complaints and appeals procedures for academic and academic-related matters. These are detailed in the *University's Policies and Procedures*.
29. **Data Protection and Privacy.** The University complies with the UK Data Protection Act 1998, the General Data Protection Regulations (2018) and the US Family Educational Rights and Privacy Act (1974) and related legislation, as amended from time to time.
30. **The Academic Calendar.** The Academic Board will propose semester dates to the University Board on an annual basis, covering the next three academic years. The University Board will ensure that the academic calendar meets the requirements of US and UK accreditation bodies.
31. **The Academic Year.** The Academic Year comprises two semesters. Semester one (the Fall Semester) is approximately 15 weeks, normally September to December. Semester two (the Spring Semester) is approximately 15 weeks, normally January to May. The University may also offer a Summer semester, a January-term and other short semesters with the approval of the University Board and in accordance with the policies and procedures detailed in the *University's Policies and Procedures*. The specific semester dates are set by the University Board.
32. **Communication.** The University email system is the official channel of communication between students, their advisors and the University administration.
33. **Visas.** The University will ensure that academic policies and procedures comply with the legal requirements for the provision of student visas, and will make this information available to all students.
34. **Freedom of thought and expression.** The University takes the position that its purpose is to teach, discuss, critique, debate and educate in an open and positive manner and in an atmosphere in which everyone has a duty to respect the freedom of thought and expression rights of others. The University will only limit these rights in exceptional circumstances, in line with our legal obligations.

35. **PREVENT.** The Prevent Duty requires the University to have due regard to the need to prevent people from being drawn into terrorism. The Academic Regulations recognise this duty and the responsibility of the University to ensure the protection of freedom of speech and expression.
36. **Programmes outside London.** The University may offer academic programmes at campuses and instructional sites outside London, subject to approval by Academic Board, University Board and the Board of Trustees. These programmes are required to comply with the *University's Policies and Procedures* at all times.
37. **Suspension of Regulations.** Requests for the Academic Board's consideration of suspension of any of these regulations must be submitted in writing to the Provost by or on behalf of the Dean of School or Designee, Academic Registrar or other appropriate officer. Any such written submission must state the reason for the request and the case in support of suspension of regulations. Suspension of regulations will be considered only in exceptional cases, such as those where an urgent decision is necessary in the interests of admission or examination of a student or group of students and where amendment of regulations is inappropriate. All requests for suspension of regulations and the decisions by or on behalf of the Academic Board shall be recorded by the Academic Registrar, and reported to the Board of Trustees.

VERSION MANAGEMENT

Responsible Department: Provost			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
1		24/07/2018	28/08/2018
2	Minor updates throughout.		
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	