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**ACADEMIC MISCONDUCT REGULATIONS AND PROCEDURE 2019/2020**

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**PART A: REGULATIONS**

**SECTION A1: INTRODUCTION**

1.1 The University’s Academic Misconduct Regulations should be read in conjunction with Part B: Academic Misconduct Procedure.

1.2 The University’s Academic Misconduct Regulations apply to:

* Students studying at the University of South Wales, including at the University’s Dubai Campus and University of South Wales courses through distance delivery.
* Students studying at the Royal Welsh College of Music and Drama.

*(NB Any reference made to ‘faculties’ or ‘faculty’ in the regulations should be read as ‘the College’.)*

* Students studying university courses at the University’s partner institutions.
* Students studying on work placements or engaged in work-based learning.
* Students on an approved leave of absence.
* Apprentices.

*(NB Any reference to ‘student(s)’ should also be read as ‘apprentice(s)’. Information on the receipt and outcome of allegations of academic misconduct against apprentices will be provided to the Dean of Faculty (or nominee), who will inform the apprentice’s employer.)*

* Research Students.

*(NB Sections A6 6.2 – 6.3 of the Academic Misconduct Regulations apply to research students throughout their studies up until thesis submission. Allegations of academic misconduct against research students are always considered by an Academic Misconduct Panel. Following submission of a thesis the Research Degree Regulations and Procedure will apply.)*

1.3 Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage or disadvantage for any other member(s) of the academic community.

1.4 The University is a 'learning community' within which students and staff learn from each other, from their peers and through original research. All members of the University are expected to maintain high standards of academic conduct and professional relationships based on courtesy, honesty and mutual respect.

1.5 As a principle, the University’s approach to academic misconduct is to develop learning and understanding, without prejudice, depending on the severity of the offence. Therefore, the penalties detailed within section A6 of the Academic Misconduct Regulations should be considered with this in mind.

**SECTION A2: GENERAL PRINCIPLES**

 **Key principles**

2.1 If it is suspected that students have committed academic misconduct, as defined in section A4, the case will be investigated.

2.2 If students believe that another student has used any of the academic misconduct practices defined in section A4, they should speak to the Module Leader. The conversation will be in confidence and the identity of students raising concerns will not be revealed as part of any investigation. However, no further action will be taken unless additional evidence is identified by the marker or Module Leader.

2.3 Students are encouraged to seek support from the Advice Zone or the Students' Union and will have the opportunity to put their case forward if it is suspected that they have committed academic misconduct.

2.4 Extenuating circumstances cannot be used as justification for committing academic misconduct.

2.5 Where professional body requirements govern courses, or a student is registered on a degree apprenticeship course, the University may be required to inform the relevant body or employer, either once an investigation is instigated or following an investigation, if it is concluded that academic misconduct has taken place.

2.6 In cases of multiple allegations of academic misconduct arising at the same time, the Academic Misconduct Officer or Academic Misconduct Panel will normally consider the allegations as being concurrent if:

1. the student has not previously been found of guilty of academic misconduct;

and/ or

1. it is determined there would have been insufficient time for the student to benefit from appropriate academic guidance in the period between the identification of academic misconduct in one piece of work and the submission of another.

 **Dealing with Academic Misconduct**

2.7The Academic Misconduct Officer and the Academic Misconduct Panel will have the following responsibilities:

1. To ensure that every student suspected of academic misconduct is given a full and fair hearing;
2. To establish, as far as possible, the facts of the case and to decide whether or not the allegation is substantiated, and its severity;
3. To determine an appropriate penalty;
4. To report the decision to the appropriate subject assessment board(s).

2.8 In order to substantiate an allegation, the University will not be required to prove that the student intended to commit academic misconduct. However, additional proof of intent may be relevant in arriving at an appropriate penalty. It is the University’s responsibility to prove that on the balance of probabilities academic misconduct took place (ie, the student is more likely to have committed academic misconduct than not).

2.9 In cases such as collusion, where two or more students are accused of related offences, the University may decide to deal with the cases together. Each student will be given the opportunity to request that the cases be heard separately.

2.10 All questions to the member of staff raising the allegation and/or any witnesses, must relate directly to the allegation and the evidence supplied. Witnesses will normally withdraw after questioning but in any event will not remain in attendance at the meeting after the student has left. All parties must agree if the Chair of the Academic Misconduct Panel wishes to allow witnesses to remain after questioning has been completed. It is not anticipated that there will be a need to call witnesses for meetings with an Academic Misconduct Officer.

2.11 Additional documentary evidence may be presented on the day of the meeting only with the express permission of the Academic Misconduct Officer/Chair of the Academic Misconduct Panel. Should a student not wish to attend a meeting with the Academic Misconduct Officer/Academic Misconduct Panel, they are permitted to submit a supporting written statement to be considered during the meeting.

2.12 The Academic Misconduct Officer/Chair of the Academic Misconduct Panel is advised to seek advice from relevant faculty members as to whether the case should be considered under the Fitness to Practise Regulations, or other professional body or employer requirements, and refer on as appropriate. This is particularly relevant to students studying professionally regulated courses/modules or who are already a registered professional.

2.13 Students may be referred through other University regulations following the conclusion of a case, where this is deemed to be appropriate.

**SECTION A3: POOR ACADEMIC PRACTICE**

3.1 The University acknowledges that students may unintentionally commit academic misconduct through poor academic practice. Poor academic practice occurs when students poorly prepare a piece of work for assessment. A student may be referred to an appropriate referencing workshop or individual tutorial at the Student Development and Study Skills Service

3.2 If a student continues to commit poor academic practice the University will consider that the student has used academic misconduct practices, as set out in section A4, unless the circumstances are concurrent.

# SECTION A4: DEFINITIONS OF ACADEMIC MISCONDUCT

 **Plagiarism**

4.1 Plagiarism is when students take someone else’s work or ideas and pass them off as their own. Plagiarism may be written or non-written. Detailed examples of plagiarism can be found at:

<https://registry.southwales.ac.uk/student-regulations/academic-misconduct/>

 **Cheating**

4.2 Cheating is when students act dishonestly or unfairly before, during, or after an examination or a class test in order to gain advantage or assist another student to do so. Detailed examples of cheating can be found at: <https://registry.southwales.ac.uk/student-regulations/academic-misconduct/>

 **Contract cheating**

4.3 Contract cheating is when students seek other persons to produce work or buy an essay or assignment, either ‘off the shelf’ or specifically written for them, and submit it as their own work. Detailed examples of contract cheating can be found at: <https://registry.southwales.ac.uk/student-regulations/academic-misconduct/>

 **Falsification**

4.4 Falsification is when students attempt to present fabricated or distorted data, evidences, references, citations or experimental results and/or knowingly make use of such material as part of an assessment. Detailed examples of falsification can be found at: <https://registry.southwales.ac.uk/student-regulations/academic-misconduct/>

4.5 For students on courses leading to a professional qualification, falsely claiming to have completed non-academic requirements such as hours in practice, or to have achieved professional competencies, may lead to discontinuation from the course and escalation to the relevant professional body (for further information see the Fitness to Practise Regulations).

 **Recycling**

4.6 Recycling, sometimes referred to as self-plagiarism, is when students submit work which has already been used in one context (eg, in an assignment) and is then used again in another. Detailed examples of recycling can be found at:

<https://registry.southwales.ac.uk/student-regulations/academic-misconduct/>

4.7 In some instances it may be acceptable to use work previously submitted for a written assignment as the basis for an examination answer or to further expand and develop work at a higher level; for example, developing the ideas formulated in a third-year dissertation into a Master's level thesis. These situations would be governed by the specific regulations of the appropriate course of study.

 **Collusion**

4.8 Sometimes, students will be required to work collaboratively, preparing and submitting assignments together, and in this case ‘joint work’ is entirely appropriate. Collusion occurs when, unless with official approval (eg, in the case of some forms of group projects), two or more students collaborate in the production of work and they submit work, which is unreasonably similar and/or is represented by the students to be the product of their individual efforts. One student sharing their own work with another student, resulting in similar pieces of work being submitted, is considered to be collusion by both parties regardless of intent. Detailed examples of collusion can be found at:

<https://registry.southwales.ac.uk/student-regulations/academic-misconduct/>

 **Other types of academic misconduct**

4.9 There may be other types of academic misconduct that are not included above. Examples include where a student writes a piece of assessed work for another student or undertakes unethical practice such as conducting research without obtaining ethical approval from the University when required, or the unauthorised use of information that has been confidentially acquired.

4.10 Cases may fall into more than one category.

4.11 Where a member of staff is concerned that a student has submitted work that is substantially different in standard or style to other work they have submitted previously, the faculty (ie, the member of academic staff who identified a concern) may investigate before deciding whether to refer the case to an Academic Misconduct Officer/Academic Misconduct Panel. The relevant procedures can be found at: <https://registry.southwales.ac.uk/student-regulations/academic-misconduct/>

## SECTION A5: STAGES IN THE HANDLING OF ACADEMIC MISCONDUCT ALLEGATIONS

The University has three stages to its Academic Misconduct Procedure:

 **Faculty Level**

5.1 A nominee of the Dean of Faculty where the course resides will manage academic misconduct cases within that faculty.For any cases relating to cross-faculty modules, the faculty where the course resides will deal with the academic misconduct allegation.

5.2 Each faculty will have a team of Academic Misconduct Officers who will consider cases at faculty level. The Academic Misconduct Officers will be academic members of staff at senior lecturer level or above, with relevant experience, nominated by the Dean (or nominee). The Academic Misconduct Officer will have had no direct involvement in the case, neither will they be involved in the consideration of the student’s module results.

 **University Level**

5.3 The University has established an Academic Misconduct Board from which the members of an Academic Misconduct Panel will be drawn to hear cases that are either complex or where it is possible the penalty may exceed A6 6.1 c).

 **Review**

5.4 The Academic Registrar (or nominee) will determine if there is a demonstrable case for review. If there is a basis for review, a Review Panel will be convened to consider the case.

Details of the process at each stage can be found in Part B: Procedure for Academic Misconduct.

**SECTION A6: POSSIBLE PENALTIES FOLLOWING PROVEN CASES OF ACADEMIC MISCONDUCT**

 **Students on taught programmes**

6.1 The following are the options available to an Academic Misconduct Officer (up to and including c)) or Academic Misconduct Panel (all penalties) based on the seriousness of the allegation:

1. Issue a formal written warning as to future conduct. The warning will be retained on the student’s personal record.
2. Cancel mark for the element of assessment – student must resubmit the work for the element – the whole module is capped at the base pass mark[[1]](#footnote-1), but all other marks achieved in the module remain the same.
3. Cancel marks for the whole module – student must resubmit the work for all elements of assessment in order to pass the module – the whole module is capped at the base pass mark.
4. Cancel marks for the whole module – student must resubmit the work for all elements of assessment in order to pass the module – the module is capped at the base pass mark. All module marks for the stage[[2]](#footnote-2) are capped at the base pass mark.
5. Cancel all module marks for current stage[[3]](#footnote-3) – student is not allowed to repeat the year. The student is allowed to retain the credits already gained. The student is discontinued from their course but is eligible to apply for admission to a new course in accordance with the University’s admissions regulations.
6. A recommendation is made to the Vice Chancellor (or nominee) that the student concerned be expelled. The student may be:
7. expelled with credit – student is allowed to retain credits already gained; no further study at the University is allowed.
8. expelled without credit – all existing credit is revoked; no further study at the University is allowed.

6.2 In addition to any decision made under a) to d) a student may be referred to an appropriate referencing workshop or individual tutorial at the Student Development and Study Skills Service.

6.3 The University reserves the right to revoke credits or an award if it is discovered that academic misconduct was committed in order to gain the credits or the award.

 **Research students – pre submission of thesis**

6.4 The following are the options available to an Academic Misconduct Panel:

1. Issue a formal warning - student is allowed to resubmit the work.
2. A recommendation can be made to the Vice Chancellor (or nominee) that the student concerned should be expelled. The student may be:
3. expelled with credit – the student is allowed to retain credits already gained on the course on which they are enrolled; no further study at the University is allowed. In the case of professional doctorates where students are not permitted; to resubmit their thesis, they may be permitted to exit with a lower award.
4. expelled without credit – all existing credit is revoked; no further study at the University will be allowed.

 **Research students – post submission of thesis**

6.5 The following are the penalties available to the Research Degrees Committee:

1. The first submission of the thesis will be discounted. The student is allowed to resubmit their work for re-examination (at discretion of examiners) but only for a lower award.
2. A recommendation can be made to the Vice Chancellor (or nominee) that the student concerned should be expelled. The student may be:
3. expelled with credit – the student is allowed to retain credits already gained; no further study at the University is allowed. In the case of professional doctorates where students are not permitted to resubmit their thesis, they may be permitted to exit with a lower award.
4. expelled without credit – all existing credit is revoked, no further study at the University will be allowed.

6.6 The University reserves the right to revoke an award if it is discovered that academic misconduct was committed in order to gain the award.

**SECTION A7: INTERNATIONAL STUDENTS**

7.1 Whilst the Academic Misconduct Regulations apply to all students, there will need to be special consideration when concern is raised regarding an international student who is sponsored by the University on a Tier 4 visa.

7.2 The student should be signposted to the Immigration and Student Advice team for information on the impact that expulsion will have on their Tier 4 visa.

**PART B: PROCEDURE**

**SECTION B1: ADVICE AND SUPPORT**

 **Advice and support for students**

1.1 A guide to Referencing, Plagiarism and Good Academic Practice can be found on UniLife for students at: <http://unilife.southwales.ac.uk/pages/3272-referencing-plagiarism-and-good-academic-practice?locale=en>

1.2 You are encouraged to seek support from the Advice Zone or the Students' Union if you are suspected of having committed academic misconduct.

1.3 The Student Casework Unit provides authoritative, formal guidance to staff and students on the applicability and operation of the Academic Misconduct Regulations and Procedure.

1.4 You are allowed to have a support person with you at any discussions, meetings or hearings, for example a representative from the Students’ Union or a friend. The role of the support person is to provide support to you during the meeting. Their role is not to represent you, advocate on your behalf or to speak for you. You cannot send any other person to the meeting on your behalf. At least 48 hours before the meeting, you must advise the University of the name and status of the person accompanying you. It is strongly recommended that you seek support from the Students’ Union or Chaplaincy as they are independent and familiar with the regulations and procedures of the University.

1.5 The Associate Registrar (Student Casework) (or nominee) reserves the right to accept or refuse a request for a legal representative to attend, depending on whether a good reason is provided and the complexity and seriousness of the case. Any such requests must be sent to the Student Casework Unit. Should such a request be approved, the University reserves the right to also have a legal representative in attendance. Legal representatives will be clearly informed of the nature of the proceedings, ie, that they are not a legal process and will not be conducted as such.

1.6 The Associate Registrar (Student Casework) (or nominee) also reserves the right to refuse the attendance of a support person if it is determined that there is a conflict of interest relating to the nominated person, in which case, you will be given the opportunity to nominate a different support person.

**SECTION B2: GENERAL PRINCIPLES FOR THE OPERATION OF MEETINGS AND**

**HEARINGS**

2.1 You will be notified of any meetings by the Student Administration team and will be sent all documentation to be considered at least five working days prior to the meeting taking place.

2.2 Due notice of meetings will be considered to have been given on sending notification to your University and personal email account. Additionally, notification may be sent by the most appropriate postal route to your last recorded address.

2.3 You will have the opportunity to provide a statement in support of your case, following receipt of the documentation, and ahead of the meeting. Additional documentary evidence may be presented on the day of the meeting only with the express permission of the Academic Misconduct Officer or Chair of the Academic Misconduct Panel.

2.4 If you require a revised date, the meeting will be rearranged only once. You must advise the Student Administration team at least 48 hours in advance of the original meeting if you require a revised date, and are responsible for indicating at this point if you are unable to make any further future dates before the revised date is rearranged. The revised date will take place at least 48 hours after the date of the original meeting. If you do not request a revised date, and do not attend the meeting, it will take place in your absence. If you are unable to attend a meeting you are strongly advised to provide a written statement to support your case.

2.5 You are expected to attend a meeting in person. However, you may request to attend a meeting via electronic means, eg, via video conference. You must make this request in writing to the campus Student Administration team no later than three working days in advance of the meeting so that the relevant arrangements can be made.

2.6 You will be notified officially in writing of the outcome at each stage of the process within five working days, together with the rationale for not applying a lesser penalty. In some cases, an Academic Misconduct Officer may also choose to give an outcome verbally during the meeting if they believe that the case is straightforward and there is no need for further consideration.

2.7 All outcomes will be reported to the assessment boards via the campus Student Administration team. The Subject Assessment Board will record the penalty imposed in relation to the module. The Award and Progression Assessment Board will record and ratify the decision, subject to your academic profile.

**SECTION B3: FACULTY LEVEL**

3.1 An Academic Misconduct Officer will review your case upon receipt to determine whether there is a case to answer, or whether poor academic practice has taken place, and whether they are able to consider your case or if it should be escalated to an Academic Misconduct Panel.

3.2 Where a minor case of academic misconduct or poor academic practice is suspected during the initial consideration of your case by an Academic Misconduct Officer, you will be notified of their judgement, rationale, and proposed outcome in writing (see section B3 3.5 c) for the range of penalties that can be applied). You will be given the opportunity to agree or disagree with this proposed outcome in writing, which will include admission of the minor offence or poor academic practice identified by the Academic Misconduct Officer. If you do not agree with the proposed outcome in writing at this point, then you will be invited to a meeting with the Academic Misconduct Officer to discuss your case further.

3.3 If the Academic Misconduct Officer considers that a discussion with you is required, or if you disagree with the allegation and/or any proposed outcome provided to you in writing, you will be invited to a meeting at your campus, or alternatively given the option to submit a written statement. It may be appropriate to arrange meetings via video conference if you will find it difficult to attend in person. This option will be offered to you in the initial invite letter.

3.4 Present at the meeting with you and your support person (should you wish to bring one) will be the Academic Misconduct Officer and a member of Student Administration to take notes.

3.5 Following discussion between you and the Academic Misconduct Officer, and taking into account any admission for a minor offence on your part (see section B3 3.2 above), one of the following actions will be taken:

a) If it is concluded that academic misconduct has not taken place, no further action will be taken, other than to advise the member of staff who suspected academic misconduct that this is not the case.

b) If it is concluded that poor academic practice has taken place you will be advised to speak to an appropriate academic member of staff and/or attend a session with the Student Development and Study Skills Service. You will be given clear advice on the steps you must take to prevent a recurrence of this poor practice. A note of this discussion will be given to you within five working days of the meeting. A copy will be kept on your record to identify repeat referrals through this Procedure.

c) If it is concluded, on the balance of probabilities, that academic misconduct has taken place, the Academic Misconduct Officer will determine a penalty from the list in section A6 of the Academic Misconduct Regulations. Academic Misconduct Officers may only issue penalties up to and including A6 6.1 c).

d) Serious and complex cases will be referred to the Academic Misconduct Panel.

**SECTION B4: UNIVERSITY LEVEL**

4.1 When a case is referred to the Academic Misconduct Panel for further consideration, the Student Administration team will arrange a meeting of the Panel.

4.2 The University has established an Academic Misconduct Board from which the members of an Academic Misconduct Panel will be drawn to hear cases, which are either complex or where it is possible the penalty may exceed A6 6.1 c).

4.3 The composition of the Academic Misconduct Board will be:

* Twenty members at academic subject manager level or above from across the institution, nominated by the deans of faculty/principal of college (or their nominees).

4.4 The composition of the Academic Misconduct Panel will be:

• Two members of the Academic Misconduct Board (one of whom will be chair);

• President of the Students’ Union (or nominee).

A member of staff from Student Administration will provide administrative support.

Members of the Academic Misconduct Panel will be independent and will not have been a member of an assessment board associated with the allegation or connected with the course, or in the case of the Students’ Union representative, will not have previously supported the student during the case.

If you are an apprentice, your employer will be informed and an invitation extended to them to attend the Panel as an observer only. This does not preclude the employer from continuing with their own procedure, should they deem that is necessary.

4.5 Both you and the member of staff who identified the suspected academic misconduct (or the Module Leader) will be invited to a meeting. The Chair of the Academic Misconduct Panel may request that the Academic Misconduct Officer also attends the meeting, if appropriate.

4.6 The Panel will establish the facts of the case as far as is possible. Where an allegation is proven the Panel will, if necessary, seek advice in determining a penalty to ensure it is appropriate to the course. Any previous proven academic offence or admission on your part will also be taken into account when determining the penalty.

**SECTION B5: REVIEW PROCEDURE**

5.1 You are entitled to submit a request for review following notification of the outcome by the Academic Misconduct Officer or Academic Misconduct Panel on the following grounds:

1. You have evidence that the procedures were not conducted in line with the regulations and this could cause reasonable doubt as to whether the same decision would have been reached had the issues not occurred.
2. That there has been an administrative error (for example, the notification of the penalty was not in line with the decision reached at the meeting or was recorded incorrectly on your record).

The grounds under which a request for review against expulsion may be made are as above and, in addition:

1. That the original penalty imposed was excessive.

5.2 University staff cannot request a review of the outcome, only you are able to request a review.

5.3 You are strongly advised to seek advice from the Students’ Union or the Advice Zone before you seek to progress to the review stage.

5.4 You must submit your request for review within 10 working days of notification of the outcome of the Academic Misconduct Officer or Academic Misconduct Panel case using the Academic Misconduct – Request for Review form which is available from:

 <https://registry.southwales.ac.uk/student-regulations/academic-misconduct/>

Requests for review will not be accepted unless they comply with the requirements above.

5.5 Requests for review will be initially considered by the Academic Registrar (or nominee) to determine whether there is a case for review, within five working days of submission of the request.

5.6 If the Academic Registrar (or nominee), after considering the request for review, concludes that:

1. it does not meet the grounds above set out in B5 5.1,
2. it was submitted outside the 10-working day deadline,

the request for review will be disallowed and the original decision will stand. You will be issued with a University Completion of Procedures Letter within five working days.

5.7 If there has been a clear administrative error, the Academic Registrar (or nominee) will direct the Student Administration team to amend your record. In such cases, the Review Panel will not be required to meet.

5.8 Otherwise, if it is decided by the Academic Registrar (or nominee) that the request for review meets one or both of the grounds above, arrangements will be made by the Student Casework Unit to set up a Review Panel, drawn from a Review Board and the President of the Students’ Union (or nominee).

5.9 The Review Board will consist of:

• Three members appointed by Academic Board;

• Four academic representatives of each faculty (as a minimum).

5.10 The Review Panel will consist of:

• One of the members of the Review Board appointed by Academic Board (Chair);

• One of the academic representatives on the Review Board, drawn from faculties unconnected with the case under consideration;

• President of the Students’ Union (or nominee) who must not have been involved with the original case at faculty nor University level (whether in a supporting capacity or as a member of an Academic Misconduct Panel).

A member of the Student Casework Unit will provide administrative support.

If you are an apprentice, your employer will be informed and an invitation extended to them to attend the Panel as an observer only. This does not preclude the employer from continuing with their own procedure, should they deem that is necessary.

5.11 Any meeting of the Review Panel will be held in private. The purpose of the meeting is to review the procedures from the Academic Misconduct Officer and/or Academic Misconduct Panel and/or Student Administration staff, and not to rehear the case. Both you and the Academic Misconduct Officer and/or the Chair of the relevant Academic Misconduct Panel will have an opportunity to provide information in writing.

5.12 The Review Panel will make one of the following decisions:

a) That the request for review is rejected and no further action is taken.

In the case above, the decision of the Review Panel will be final and the matter will be regarded as closed.

b) Recommend to the Academic Registrar (or nominee) that the decision be overturned and suggest a rationale for an appropriate alternative outcome.

**SECTION B6: MONITORING**

6.1 The Student Casework Unit will monitor the actions taken in relation to the management of academic misconduct cases. A report will be submitted to the annual meeting of the Student Casework Group.

6.2 The Student Casework Group may make recommendations for consideration by the Learning, Teaching and Enhancement Committee, Quality Assurance Committee and Academic Board, as appropriate, on any matters arising from the consideration of academic misconduct cases that require amendments to regulations.

**SECTION B7: OFFICE OF THE INDEPENDENT ADJUDICATOR**

7.1 If you are unhappy with the outcome in respect of this Procedure you may, following issue of a University Completion of Procedures Letter, lodge a complaint with the Office of the Independent Adjudicator (OIA).

7.2 Details of the OIA and the relevant information in relation to the Scheme can be accessed at [www.oiahe.org.uk](http://www.oiahe.org.uk). Further information and advice can be obtained from the Student Casework Unit.

1. The pass mark is defined in the validation document. Ordinarily this will be 40%; however, this may differ for some courses and modules, where, for example, there may be a derogation due to professional body requirements. [↑](#footnote-ref-1)
2. Modules within a stage are the modules being studied by a student in that particular academic year. [↑](#footnote-ref-2)
3. Modules within a stage are the modules being studied by a student in that particular academic year. [↑](#footnote-ref-3)