

Assessment Regulations

Date: 9 June 2026

Last amended by: Tim Johnson

1 Introduction and Scope

- 1.1 ThinkSpace Education (TSE) delivers postgraduate programmes validated by Arts University Bournemouth (AUB). All students on TSE postgraduate programmes are subject to AUB's academic regulations, as published at <https://aub.ac.uk/regulations>.
- 1.2 This document records the agreed exceptions and supplementary provisions where TSE's approach differs from the AUB standard, or where TSE's own procedures require further documentation. It should be read alongside the AUB Regulatory Framework and Postgraduate Taught Assessment Regulations (Online Courses).

2 Academic Calendar and Terms

- 2.1 For MA and MFA awards, TSE operates three phases of study per academic year, each normally of sixteen to eighteen weeks in duration. Each phase is referred to as a term.
- 2.2 This differs from the AUB standard of fifteen-week terms with two entry points per year, and has been agreed with AUB under the Learning, Teaching and Assessment Framework (LTAF, Precept 42).

3 Maximum Registration Periods

- 3.1 The maximum period of registration for all TSE postgraduate awards is six years from the start date of the student's programme.
- 3.2 This applies to all award types, including MA, MFA, PGCert, and PGDip, and supersedes the default registration periods set out in AUB's regulations where they differ.

4 Changes to Mode of Study

- 4.1 Students may normally only change between full-time and part-time study at the start of a new term.
- 4.2 Exceptions may be made where this would be in the student's interest. The judgement of whether a change is in the student's interest rests with the HPE.
- 4.3 This differs from the AUB standard (Precept 29), and has been agreed with AUB under the LTAF.

5 Late Submission Penalties

- 5.1 The following penalties apply to work submitted after the published deadline:
 - (a) Submissions made within seven days of the deadline will have ten percentage points deducted from the awarded mark.
 - (b) Submissions made between seven and fourteen days after the deadline will be capped at the pass mark (50%).
 - (c) Submissions made more than fourteen days after the deadline will be recorded as a fail.
- 5.2 All submission deadlines, including staged submission deadlines, are communicated to students in writing at the start of each module.

- 5.3 This differs from the AUB standard, under which no submissions are accepted after the deadline. TSE's tiered late penalty scheme has been agreed with AUB under the LTAF (Section C, Precept 5.1).
- 5.4 Late penalties do not apply where a student has been granted a formal extension or mitigating circumstances. See the Assignment Extensions and Mitigating Circumstances Policy.

6 Final Major Project

- 6.1 The final phase of study on all TSE postgraduate programmes includes a major project component (the Final Major Project or FMP). The FMP is the capstone assessment of the programme.
- 6.2 The Final Major Project commences only after all taught modules have been completed. Students may not begin their Final Major Project until all taught module requirements have been satisfied.
- 6.3 This structure ensures that students can apply the full scope and depth of their learning at postgraduate level before undertaking their most significant piece of independent work. This structure differs from the AUB standard and has been agreed with AUB under the LTAF (Precept 55).

7 Marking, Moderation and Awards Ratification

- 7.1 All summative assessments on TSE postgraduate programmes are marked by a TSE tutor assigned to the module. TSE tutors mark in accordance with the published marking criteria for each module and the TSE Tutor Training Programme.
- 7.2 TSE moderates 100% of summative assessment internally. All marked work is reviewed by a second TSE tutor, in their capacity as moderator, before marks are submitted to the Exam Board.
- 7.3 A sample of student work is reviewed by TSE's External Examiner in accordance with AUB's guidance for External Examiners at validated institutions. The External Examiner's role is to verify that academic standards are appropriate and consistent with those at comparable institutions. The External Examiner does not remark assessed work, and marks are not altered as a direct result of the External Examiner's review. The Exam Board may, however, consider the External Examiner's findings when making its decisions.
- 7.4 TSE holds an Exam Board to consider and confirm student results before submission to AUB. The Exam Board is chaired by the HPE and has the following membership:
- Head of Postgraduate Education (HPE), as Chair
 - AUB Quality Assurance and Enhancement Manager or nominee
 - TSE's External Examiner
 - TSE's Senior Tutor
 - Nominated course tutors, as nominated by the HPE
- 7.5 The Exam Board reviews all internally moderated marks and the External Examiner's findings, and confirms the results to be submitted to AUB. The Exam Board may also consider progression decisions, module failures, and referrals.
- 7.6 Confirmed results are submitted to the AUB Progression and Awards Board (PAB) each term for formal ratification. The PAB is the body responsible for formally conferring all awards made to TSE students. Student results are not published until PAB ratification is complete.
- 7.7 Where individual student results cannot await the next scheduled Exam Board or PAB meeting, results may be confirmed via Chairs Action in accordance with AUB's procedures.

8 Related Documents

- 8.1 The following documents should be read alongside these Regulations:

- (a) AUB Regulatory Framework and Postgraduate Taught Assessment Regulations (Online Courses)
— <https://aub.ac.uk/regulations>
- (b) AUB Learning, Teaching and Assessment Framework (LTAF) — <https://aub.ac.uk/regulations>
- (c) AUB External Examiner Guidance (Validated Courses)
- (d) TSE Intermission Policy
- (e) TSE Assignment Extensions and Mitigating Circumstances Policy
- (f) TSE Academic Appeals Policy
- (g) TSE Academic Misconduct Policy