



浙江工商大学萨塞克斯
人工智能学院
SUSSEX ARTIFICIAL INTELLIGENCE INSTITUTE ZHEJIANG GONGSHANG UNIVERSITY

The Sussex Artificial Intelligence Institute, Zhejiang Gongshang University

Undergraduate Examination and Assessment Regulations Academic Year 2024-25

INTRODUCTION

1. The Sussex Artificial Intelligence Institute, Zhejiang Gongshang University (the Joint Institute) currently offers the undergraduate courses listed in **Appendix 1**.
2. These regulations apply to students enrolled on the courses of study leading to undergraduate awards.
3. The Undergraduate regulations operate on the basis of a set of agreed principles:
 - Academic standards and professional requirements will remain paramount to safeguard the integrity of awards
 - Clear, consistent and transparent application of these regulations
 - Students will be treated in a fair and equitable manner
 - The Joint Institute examination boards will make decisions which support student retention, progression and achievement by enabling students to complete/achieve the highest potential award in the shortest timeframe.
4. These form the academic regulations for the courses. For other matters relating to day-to-day student life, Zhejiang Gongshang University (ZJSU) regulations apply.
5. These Regulations will be published annually before the start of the academic year on the University of Sussex website.
6. Exceptionally, regulatory changes may be adopted within the academic year. Such changes will only be approved where there is sufficient evidence that the changes are necessary to protect academic standards, or to ensure fairness to all students. Where this is necessary, students will be notified by written communication, which will explain the nature of the change and any impact this change may have to their course
7. The general management of the course of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Joint Management Committee, established in accordance with the contract between UoS and ZJSU.
8. If an exceptional situation arises that is not covered by these joint regulations, the Joint Management Committee will refer to existing policies and procedures of either UoS or ZJSU).
9. Information on the scholarships available for these courses will be provided by ZJSU.
10. A course consists of two phases:

- Year 1 is equivalent to a Foundation Year Zero (FHEQ Level 3) in the United Kingdom;
- Years 2-4 are equivalent to undergraduate full-time stages 1-3 (FHEQ Levels 4-6) in the United Kingdom.

Definition of Terms

11. **Joint Delivery:** an award delivered jointly by UoS and ZJSU. This is not the same as a “joint award”, but a joint award necessarily involves joint delivery.
12. **Dual Degree:** is a course that is jointly conceived by UoS and ZJSU, leading to two separate qualifications awarded individually by each institution. Students on these courses are full students of UoS and ZJSU. The academic transcript gives details of the partnership and the location of study.
13. **Sub-contracted:** refers to a course created and validated by UoS but delivered wholly or in part by ZJSU. The students are full students of the UoS only and the course leads to a UoS award. UoS has responsibility for the provision of education and will return the students in its statutory returns.
14. **Joint Institute:** Refers to The Sussex Artificial Intelligence Institute, Zhejiang Gongshang University.
15. **Joint Institute Academic Committee:** the committee is established jointly by ZJSU and the University of Sussex. The Academic Committee is responsible for academic matters including marks calendars, educational plans, student experience, issuing academic warnings and withdrawal warnings, and reviewing any upcoming events that may impact Joint Institute’s teaching and assessment.
16. **Joint Institute Examination Board:** refers to the joint examination board established by the Joint Management Committee, with the Terms of Reference included in Appendix 4.
17. **English Language modules:** modules teaching English.
18. **Capped marks/Capping:** Capping is where the mark for an assessment is restricted to the minimum UoS pass mark for the UoS transcript and calculation of award classification; the resit mark on the ZJSU scale is shown separately (Appendix 3) and is not capped.
19. **Chinese compulsory modules:** modules that are required by the Chinese Ministry of Education but do not form part of the UK degree.

20. **Credit:** a measure of load that is awarded for the successful completion of a credit-bearing module. This is related to the contact hours in the Chinese system.
21. **Initial attempt:** the first attempt at the module assessment.
22. **Sit:** when a student attempts the module assessment again due to exceptional circumstances or impairment. Sit marks are not capped.
23. **Resit:** an opportunity, usually within the same academic year, to retrieve an initial fail without having to repeat the original period of teaching and learning. The mark achieved on the resit will be capped at the pass threshold for the module for the calculation of the UoS award classification; the resit mark on the ZJSU scale is shown separately and is not capped.
24. **Repeat Year:** the repeat of a failed year of study means retaking the year with attendance. That is a repeat of the teaching, learning and assessment of modules that contribute to the UoS degree. Students do not need to repeat the Chinese compulsory modules.
25. **Year:** study years are numbered 1-4 to follow Chinese practice; these correspond to stages 0-3 at UoS.
26. **Semester:** semesters are numbered 1-8, with:
 - Year 1 comprising semesters 1 and 2;
 - Year 2 comprising semesters 3 and 4 (consisting of 120 UoS credits at FHEQ Level 4);
 - Year 3 comprising semesters 5 and 6 (consisting of 120 UoS credits at FHEQ Level 5);
 - Year 4 comprising semesters 7 and 8 (consisting of 120 UoS credits at FHEQ Level 6).

COURSE OF STUDY

27. The minimum period of registration shall be four academic years.
28. The maximum period of registration is six years. This is not extended for any time spent on temporary withdrawal. Once a student has registered on an award, they are required to complete that award within the maximum period of registration. The maximum period of registration refers to the maximum period of time in which a student is permitted to complete the course and is calculated from the date of first registration on the course to the date of the student's final award and is inclusive of any periods of repeat study or temporary withdrawal.

29. Each course of study will consist of a list of modules published by the Joint Management Committee and approved by the Chinese Ministry of Education.
30. The list of modules will show the number of credits allocated to each module.

ADMISSION AND REGISTRATION

31. Any student who secures admission to a course on the basis of qualifications, documents or statements that are subsequently found to be false shall have their registration terminated, and shall accordingly cease to be a student.
32. Students are not usually permitted to register for more than one taught programme of study leading to an award of the Joint Institute at the same time.
33. Undergraduate students are required to register at the beginning of their course of study at both ZJSU and UoS, and to confirm their registration at the beginning of each subsequent academic year.
34. Registration includes a student making satisfactory arrangements for the payment of tuition fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, shall be withdrawn from the course of study.
35. Registration may be terminated on academic grounds, where maximum period of registration is reached, or where permanent exclusion is determined as the penalty of a ZJSU or UoS decision making body (for example, Academic Misconduct or Student Discipline Panel). In such circumstances, a student will be considered for an exit award appropriate to the credit achieved.

ASSESSMENT REQUIREMENTS

36. The organisation of exam assessments for each module on the course shall be governed by ZJSU regulations, which are not repeated here.
37. A student registered for a module will be deemed to have attempted the module unless notice of withdrawal has been submitted in writing by published deadlines.

Module marks

38. The marking scales used by UoS and ZJSU are mapped in a lookup table (Appendix 3) with marks specified as integers. A separate table is used to map marks conversion in each direction.
39. For these courses, modules are initially marked using the marking scale of one institution and then converted to the other using the lookup table only. Each module, therefore, has two equivalent marks recorded.
40. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Joint Management Committee and is specified in the module descriptor.
41. Marks are recorded using a numerical scale of 0-100. Decimal places are not used on single assessments.
42. The mark for a module will be a whole number rounded up where the actual mark is equal to or greater than 0.45% and rounded down where the actual mark is less than 0.45%.
43. Module marks will be recorded on the Diploma Supplement/Transcript.
44. A pass mark at ZJSU is 60% and for UoS modules it is 40%.
45. To pass a module a conflated pass mark (i.e. 40% on UoS scale or 60% on ZJSU scale) must be achieved.
46. A student who does not meet the requirements to pass a module will fail that module.

Moderation

47. Moderation is undertaken by reviewing a sample of assessments following the completion of the marking and marks checking process. Moderation determines if the marking process has been conducted appropriately, in a fair and reliable manner, consistently in accordance with the approved marking criteria and the assessment task. No marks or feedback may be changed as part of the moderation process.
48. Internal moderation is conducted by an internal member of academic staff who is not involved with the marking process. Their role is to review a sample of assessments following the completion of the marking process. They determine if the marking and feedback are appropriate based on the assessment outcomes in the sample and the statistical data provided, not on the marks checking process that has led to the assessment outcomes.

49. The moderation process is governed by UoS policy and procedure which is not repeated here.

Maximum number of assessment attempts

The maximum number of assessment attempts permitted for a student to fulfil the learning outcomes of a module is 3 comprising:

- Initial (first attempt)
- One resit attempt
- One discretionary second resit

Resits

50. Modules taken by a student provide a single assessment cycle comprising one initial attempt and (where necessary and available) one resit attempt for each module.
51. Following failure of a module at the initial attempt, the Joint Institute Examination Board will normally give a resit.
52. Where a student has failed a module, and where they are eligible for a resit, they will be offered the standard resit mode, as per the approved module specification.
53. The mark achieved on the resit will be capped at the pass threshold for the module for the calculation of the UoS award classification; the resit mark on the ZJSU scale is shown separately and is not capped. The resit mark will be conflated with any passed assessment mark/s which are carried forwards and/or with any failed assessment marks where a resit has not been taken. The mark achieved on a resit assessment will replace the original mark, even if it is lower.

Discretionary second resits

54. The Joint Institute Examination Board has discretion to offer second resits for a failed module/s, up to a maximum of 50% of the total credits for that year of study. Where a student is permitted to resit more than two modules in the following year, they will normally be offered one-to-one advice from the Director of Student Experience (or equivalent) about options available to them in their best academic interest. The Joint Institute Examination Board should be mindful when offering second resits of any curriculum development resulting in changes to assessment for these courses.
55. Second resits will be taken at the next available opportunity during the resit assessment period for the Semester in which the module has been delivered (shown in Appendix 2).

56. A maximum of 30 credits can be trailed with second resits into the following academic year.

Repeat Year

57. The repeat of a failed year of study means retaking the year with attendance. That is a repeat of the teaching, learning and assessment of modules that contribute to the UoS degree. All previous marks and credit of modules that contribute to the UoS degree will be removed from the student record for progression and award purposes and a new full assessment cycle undertaken. Students do not need to repeat the Chinese compulsory modules.
58. A repeat year may not be given where the year has already been repeated or second resits have already been granted.

Late submission

59. Where a student submits an assessment beyond the original published deadline without explicit authorisation, a penalty deduction will be applied. See [Late Submission Penalty Framework](#).

Non-Submission

60. When an assessment is not submitted, it will be counted as an attempt and a mark of 0% recorded.

Exceptional Circumstances

61. The Joint Institute will follow the Exceptional Circumstances regulations published on the University of Sussex website: [Exceptional Circumstances : University of Sussex](#)

PROGRESSION AND WITHDRAWAL ON ACADEMIC GROUNDS

62. To progress from Year 1 to Year 2, a student must have demonstrated their English language competency by passing the module *English for Engineering*. They must also have passed the module *Programming for Engineers*.

Progression

63. A PAB will confirm progression to the next stage/level of study in accordance with these regulations and in the case of failure, will offer retrieval opportunities, where appropriate.
64. The uncapped stage mean will be used for the purposes of progression.
65. PABs will apply the following criteria to determine progression:

Stage	Criteria
Stage 0 to Stage 1 (year 1 to year 2 of a UG course)	60 credits at the prescribed level and an uncapped stage mean of 40%. The modules <i>English for Engineering</i> and <i>Programming for Engineers</i> must have been passed.
Stage 1 to Stage 2 (year 2 to year 3 of a UG course)	120 credits at the prescribed level and an uncapped stage mean of 40%.
Stage 2 to Stage 3 (year 3 to year 4 of a UG course)	120 credits at the prescribed level and an uncapped stage mean of 40%.

Academic Warning

66. Student academic performance will be reviewed by the Progression and Award Board after the A2 resit assessment period in Semester 2 (as shown in Appendix 2). A student who has accumulated fails in 60 or more of the credits for the modules contributing to the stage of study will be issued with an academic warning.

Warning of Withdrawal

67. Student academic performance will be reviewed by the Joint Institute Academic Committee after the A1 assessment period in Semesters 3 and 5 (as shown in Appendix 2).
68. A student who has accumulated fails in 60 or more of the credits for the modules contributing to the stage of study or 60 or more of the credits for the ZJSU award (including Chinese compulsory modules) will be issued with a warning of withdrawal.

Withdrawal on Academic Grounds

69. The Joint Institute Examination Board will consider a student's accumulated credit at the end of Year 2 (Semester 4)(as shown in Appendix 2). Where they have accumulated fails in 60 or more of the credits for the modules contributing to the relevant stage or 60 or more of the credits for the ZJSU award (including Chinese compulsory modules), or where they have exhausted resit attempts such that they have insufficient credit to achieve an award at the end of Year 4, the Board will either:
- offer a repeat of the current year;
 - offer temporary withdrawal with second resits
 - permanently withdraw the student.
70. The Joint Institute Examination Board will consider a student's accumulated credit at the end of Year 3 (Semester 6) (as shown in Appendix 2). Where they have accumulated fails in 60 or more of the credits for the modules contributing to the relevant stage or 60 or more of the credits for the ZJSU award (including Chinese compulsory modules), or where they have exhausted resit attempts such that they have insufficient credit to achieve an award at the end of Year 4, the Board will either:
- offer a repeat of the current year;
 - offer temporary withdrawal with second resits
 - permanently withdraw the student.
71. The Joint Institute Examination Board will consider a student's accumulated credit at the end of Year 4 (Semester 8) (as shown in Appendix 2). Where they have accumulated fails in 60 or more of the credits for the modules contributing to the relevant stage or 60 or more of the credits for the ZJSU award (including Chinese compulsory modules), or where they have exhausted resit attempts such that they have insufficient credit to achieve an award at the end of Year 4, the Board will either:
- offer a repeat of the current year;
 - offer temporary withdrawal with second resits
 - permanently withdraw the student.

AWARD REGULATIONS

72. The Joint Institute Examination Board will offer credit retrieval opportunities, where appropriate, and will recommend students for an award where they have:
- been registered on the course for a minimum period of four academic years;
 - completed all requirements within a maximum period of six years;
 - passed the *English for Engineering* module;
 - achieved not less than:

360 UoS credits from modules in Years 2-4, following any resit opportunity; and/or the required ZJSU credits from Years 1-4, following any resit opportunity.

73. Each institution will consider this recommendation and ratify awards according to its own regulations. It is, therefore, possible that one award will be made without the other.
74. The Joint Institute Examination Board will consider recommending the award of an Aegrotat degree where a student is unable to complete their studies in the foreseeable future. This may be because of serious illness or death. Each institution will consider this recommendation and ratify an award according to its own regulations.

Award (UoS)

75. A student who has permanently withdrawn or has otherwise failed to achieve the standard required for the BEng Honours degree, but who meets the following criteria, may be recommended for the following exit awards by UoS:
- *Bachelor of Science (Hons)*: 360 credits, including a minimum of 90 credits at FHEQ Level 6 (Note: this award may include up to 30 credits via condonement and is not accredited)
 - *Bachelor of Science (Ordinary)*: 300 credits, including a minimum of 60 credits at FHEQ Level 6
 - *Diploma of Higher Education*: 240 credits, including a minimum of 90 credits at FHEQ Level 5
 - *Certificate of Higher Education*: 120 credits, including a minimum of 90 credits at FHEQ Level 4

76. The mark achieved on the resit will be capped at the pass threshold for the module for the calculation of the UoS award classification. The mean includes all marks achieved on modules taken including marks of zero and fail marks.
77. The transcript provided by UoS will show all modules with marks on the UoS scale plus an overall classification. The calculation of the classification will be determined using the following algorithm:
 - Year 3 mean based on all 120 credits with a weighting of 40%;
 - Year 4 mean based on all 120 credits with a weighting of 60%.

Undergraduate awards will be classified using the following overall framework:

- An overall grand mean of 70 – 100% First class honours
- An overall grand mean of 60 – 69% Upper second class honours
- An overall grand mean of 50 – 59% Lower second class honours
- An overall grand mean of 40 – 49% Third class honours

Borderline

78. The Joint Institute operates a borderline zone at all the classification boundaries. Where a student meets the following criteria, the PAB will award the higher classification:
 - a grand mean mark of up to 1% below the higher classification boundary, and
 - 50% or more of the credit that contributes to the award in the higher classification band.
79. The PAB may also use the relevant strategy for considering borderline candidates in order to take a consistent approach.
80. Exceptional circumstances do not provide grounds for reclassification of an award. In these circumstances the PAB may consider offering a sit.

Award (ZJSU)

81. ZJSU will ratify awards according to ZJSU regulations.

STUDENTS WITH A DECLARED DISABILITY

82. The Joint Institute is committed to ensuring that disabled students are fully supported in their learning and assessment, in line with legislation in both the UK and China. A student is considered as disabled if they have a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day-to-day activities. Teaching and assessment activities at the University fall within this definition. Impairments that may meet this definition include:
- Specific learning difference such as dyslexia and dyspraxia;
 - Autistic spectrum disorders including autism and Asperger's syndrome;
 - Sensory impairments, especially those impacting hearing or vision;
 - Mobility difficulties and chronic pain impacting on mobility;
 - Long term health conditions, including cancer, HIV, diabetes and immune system disorders;
 - Chronic mental health difficulties including depression, bipolar disorder, psychosis and eating disorders.
83. The Joint Institute will seek to provide reasonable adjustments to learning and assessment for students whose disability is likely to impact on their learning and assessment. The purpose of a reasonable adjustment is to remove or minimise the barriers that a disabled student may face in order to provide them with a fair and equal opportunity to succeed. Examples of reasonable adjustments for examinations include the provision of an examination paper in an alternative form, such as an enlarged typeface, provision of a small group or individual room, additional examination time (to be used for writing or resting subject to a maximum duration of 4 hours including the additional time) and the use of approved assistive software on a computer.
84. The Joint Institute will take an anticipatory approach to the provision of reasonable adjustments when individual students disclose an impairment, and also takes a broader anticipatory approach by designing its teaching and assessment in such a way that it is accessible to all our students. However, where an assessment mode is used to measure a 'competence standard', the ability and legal duty to provide some types of reasonable adjustments to assessment may be limited. Such modes of assessment will be identified in course and module handbooks.

85. Students with an existing disability should let the ZJSU Student Support Unit know about their disability as early as possible after their place at the Joint Institute is confirmed. This is to allow time for reasonable adjustments to be considered and implemented for the whole of the academic year. In order to be considered for reasonable adjustments to assessment a student will need to provide recent evidence to the Student Support Unit from an appropriate specialist (e.g. a medical practitioner or psychologist). The Student Support Unit and the student will jointly review the likely impact of the student's disability on their learning and/or ability to engage with particular modes of assessment. The Student Support Unit, in collaboration with the student, may then prepare an application for reasonable adjustments to assessment by setting out the nature of the student's disability and the issues that they are likely to encounter in engaging with the generic categories of assessment used in their course. The Student Support Unit may suggest reasonable adjustments that should remove or minimise any disadvantage that they might otherwise experience. Consideration of an application for reasonable adjustments will then follow the UoS procedure which is not repeated here.

VOLUNTARY TEMPORARY WITHDRAWAL

86. Undergraduate students may interrupt their studies at any time up until the end of the second semester in each year. The maximum period of registration is six years, inclusive of any periods of temporary withdrawal.
87. A student returning to the Joint Institute following temporary withdrawal will normally restart their studies at the beginning of the semester that they did not complete with the expectation of taking part in the full diet of teaching, learning and assessment as if for the first time.
88. Marks for semester/s completed before the temporary withdrawal will be ratified by the Module Assessment Board. Any marks (pass or fail) achieved during the incomplete semester and prior to the temporary withdrawal will be removed from the student's record where the student is restarting.
89. Individual students decide when to take a period of voluntary temporary withdrawal. It is the responsibility of the Joint Institute Examination Board to review the academic performance for the semester and to confirm the re-entry date and any assessments that will be set before/after re-entry or a repeat of the semester, as appropriate.

90. A student whose circumstances prevent them from returning to the Joint Institute by the date agreed by the Joint Institute Examination Board, may submit a request to the Dean to extend the temporary withdrawal period.
91. Where a student temporarily withdraws having completed the teaching for the semester, but has either failed or not completed the assessment for the semester, the Joint Institute Examination Board may take action to enable a sit or resit of the assessment, in line with UoS regulations concerning *Temporary Withdrawal Requested by a Student*.

ACADEMIC MISCONDUCT, APPEALS AND STUDENT DISCIPLINE

Academic Misconduct

92. All instances of plagiarism, collusion, personation, fabrication of results, breach of research ethics or misconduct in an exam are serious failures to respect the integrity and fairness of the assessment process. As such, all cases of academic misconduct in module assessment must be seriously considered and appropriate penalties applied.
93. Instances of academic misconduct by students will be considered under UoS procedures ([Academic misconduct : University of Sussex](#)), which are not repeated here.
94. Penalties will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript.
95. If a student is withdrawn from one institution due to breaching regulations, they will be withdrawn from the study of the Joint Institute.

Academic Appeals

96. Students can appeal against an academic outcome but cannot appeal a matter of academic judgement such as a specific mark awarded or the feedback they have been given. In addition, students cannot seek a remedy that is not consistent with the Joint Institute rules and regulations.
97. Academic appeals will be considered under UoS procedures, which are not repeated here.
98. Any changes to academic outcomes as a result of an appeal must first be jointly agreed by the Joint Management Committee. Prior to this, UoS members must consult with the department of Student Administration to ensure the proposed outcome aligns with UK regulation.

99. If a student is not happy with the outcome of an appeal and they have exhausted the UoS procedures, they can request an independent review by the Office of the Independent Adjudicator in the UK and both universities will be bound by that decision.

Student Discipline

100. Non-academic disciplinary matters will be dealt with by ZJSU under Chinese Law for students committing offences in China.

COMPLAINTS ABOUT THE JOINT INSTITUTE

101. Where a student has a formal complaint about teaching in any module, that complaint will normally be made under the standard procedures of the university providing the teaching.
102. Notwithstanding [101.], a student may complain about teaching in any module under the procedures of either UoS or ZJSU.
103. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other. The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.
104. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken.
105. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of [96.] The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.
106. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken.

EXTERNAL EXAMINERS

107. The Joint Institute shall appoint external examiners in line with UoS procedures not repeated here and shall provide them with sufficient access to enable them to carry out their duties.

APPENDICES

Appendix 1 – Awards of the Joint Institute

Award Title	Minimum Credit requirement	Minimum Period of Registration	Maximum Period of Registration	Award description
BEng Robotics and Electrical Engineering	360	4yrs FT	6yrs FT	Jointly delivered dual degree
BEng Communication Engineering	360	4yrs FT	6yrs FT	Jointly delivered dual degree

Exit award titles:

BSc Robotics and Electrical Engineering

BSc Communication Engineering

- *Bachelor of Science (Hons):* 360 credits, including a minimum of 90 credits at FHEQ Level 6 (Note: this award may include up to 30 credits via condonement and is not accredited)
- *Bachelor of Science (Ordinary):* 300 credits, including a minimum of 60 credits at FHEQ Level 6
- *Diploma of Higher Education:* 240 credits, including a minimum of 90 credits at FHEQ Level 5
- *Certificate of Higher Education:* 120 credits, including a minimum of 90 credits at FHEQ Level 4

Appendix 2 – Joint Institute undergraduate academic year calendar

	Autumn Term				Spring Term				
Year 1	Semester 1	A1	Exam Board	A1 Resit	Semester 2	A2	Exam Board	A2 Resit	Exam Board
Year 2	Semester 3	A1	Exam Board	A1 Resit	Semester 4	A2	Exam Board	A2 Resit	Exam Board
Year 3	Semester 5	A1	Exam Board	A1 Resit	Semester 6	A2	Exam Board	A2 Resit	Exam Board
Year 4	Semester 7	A1	Exam Board	A1 Resit	Semester 8	A2	Exam Board	A2 Resit	Exam Board

An indicative timeline for a typical academic year is shown below. The detailed timeline will be published at the beginning of the academic year.

Weeks	UG Finalist Timeline	UG Progression Timeline
Semester 1	Teaching	Teaching
Autumn Term Weeks 1 – 16	Modules delivered by Sussex Module Convenors will be started from Week 5	Modules delivered by Sussex Module Convenors will be started from Week 5
Autumn Term Weeks 17 – 18	A1 Assessment	A1 Assessment
	Results are normally published at the end of the fifth week after the A1 Assessment Period	Results are normally published at the end of the fifth week after the A1 Assessment Period
Semester 2	Teaching	Teaching
Spring Term Weeks 1 – 16	A1 resits (Exams) on Week 2 A1 resits (Coursework) on Week 5 A2 Assessment from Week 13	A1 resits (Exams) on Week 2 A1 resits (Coursework) on Week 5
Spring Term Weeks 17 – 18	Results are normally published at the end of week 17	A2 Assessment
	Appeals (A1 and A2) – All appeals should be submitted within 3 weeks Decisions will be made by the University, and the final results will be discussed in the next Exam Board meeting	Results are normally published at the end of the sixth week after the A2 Assessment Period
	Degree Certificates available	
Two weeks before the Autumn Term	A2 Resits (Exams and Coursework)	A2 Resits (Exams and Coursework)
Semester 1 of the following	Resit results published in Week 3 of the Autumn Term	Resit results published in Week 3 of the Autumn Term

academic year Autumn Term Weeks 1 – 16	Degree Certificates available on Week 4 of the Autumn Term	Repeat Year confirmation from students on Week 4 of the Autumn Term
-------------------------------------------------------------------	------------------------------------------------------------	---------------------------------------------------------------------

Appendix 3 – Marks conversion charts

Conversion from UoS to ZJSU marks:

UoS	ZJSU	UoS	ZJSU	UoS	ZJSU	UoS	ZJSU
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	99
25	38	50	69	75	88	100	100

Conversion from ZJSU to UoS marks:

ZJSU	UoS	ZJSU	UoS	ZJSU	UoS	ZJSU	UoS
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100