

# Peter Symonds College Academic Regulations

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## **PREFACE**

The College has a set of common regulations for undergraduate and postgraduate courses of study which determine the way in which your course is structured, how you are assessed, what you achieve in order to progress through the course and the type and title of your award (Foundation Degree, Bachelor, Masters degree) and the award of Distinction or Honours classifications. As a college we have decided on a common approach to these matters in the spirit fairness and equality whilst recognising and accounting for the individual needs of each student.

By setting out rules and procedures in advance we aim to remove as much of the mystery from the regulations and to highlight what students can do in exceptional cases. We have procedures for reporting illnesses or other matters affecting your study. Our aim is to enable students to resolve most issues through working with college staff. It is important, however, that all students are treated equitably, therefore, for example, there are rules about deadlines for submission of assessment (Section F:6) and second attempts at assessments (Section F:9 and 10).

Whilst some of the regulations stated here may never apply to you during to time at Peter Symonds College, for example the Sections on concessions for mitigating circumstances (G:2.2) or applying to repeat study (Section G:3) or appeals (Section J), but these are set out in case they are needed.

We have tried to keep the structure of courses and the way they are assessed as Straight forward as possible. During your time at the college you will accumulate credit by taking modules (Section D:3). At the end of your course there are separate rules that determine the type and title of the award you will receive and the method for awarding Distinctions or Honours degree classification (Sections H:1, 3, and 4).

If there are any matters about your course you don't understand in these regulations please talk to your Personal Tutor or Programme Leader /Head of Curriculum. The Student Handbook will explain further how the College rules operate in your case.

## ACADEMIC REGULATIONS FOR UNDERGRADUATE COURSES OF STUDY

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## SECTION A: INTRODUCTION

### SECTION A:1 DEFINITIONS

1.1 „The College“ means Peter Symonds College

1.2 “Course” means an approved curriculum for an award from the College. A „course“ comprises either one subject or a combination of subjects.

1.3 „Subject“ means a collection of modules normally in a single discipline and contributing to a recognised award.

1.4 Each course or subject shall have a definitive document: a set of documents approved at validation and by the relevant Curriculum area, College and University of Chichester /Middlesex University committees, comprising the Course Specification, module descriptions and associated detail. Each course and subject shall be allocated to a „home“ Curriculum area

1.5 „Module“ means the basic component of all courses and will carry a designated number of CATS points of credit rating. A module may form part of several distinct courses and/or subjects. Each module must have a module description, which conforms to current validation agreements.

1.6 „Student“ means a person who has enrolled at the College and is attending one or more modules from a course.

1.7 Valid concessions“ means approved relevant concessions as defined by the College’s Concessions Procedures.

1.8 AP(E)L“ means Advance Prior (Experiential) Learning and is a generic term for the process by which recognition may be given for past learning experiences.

1.9 CATS“ refers to the Credit Accumulation Transfer Scheme operating at the College in which modules have a national currency. All references to module credits in these Regulations refer to CATS credits, unless stated otherwise. The number of credits is based on the estimated notional learning hours (where one credit represents 10 notional hours of learning).

#### 1.10 CATS Levels

Each module will carry one of the following CATS level ratings as defined by the Quality Assurance Agency in “*The framework for higher education qualifications in England, Wales and Northern Ireland*” August 2008:

**Level 4** Year 1 of a full-time honours degree or equivalent requires completion of 120 CATS at level 4. The material at this level should normally be of an introductory nature. Students are expected to demonstrate an understanding of basic concepts, knowledge and skills.

**Level 5** Year 2 of a full-time honours degree or equivalent requires completion of 120 CATS at level 5. The material at this level may be introductory but should normally be of intermediate difficulty. Students are expected to have a secure mastery of basic concepts, knowledge and skills. They will be required to demonstrate the beginnings of a critical response to material and be aware of the interaction between theory and practice, where appropriate.

**Level 6** Year 3 of a full-time honours degree or equivalent requires completion of 120 CATS at levels 6. An ordinary bachelor’s degree can be awarded on completion of 300 credits at level 4 and above including at least 150 at level 5 and above and a minimum of 60 credits at level 6 providing they have progressed from a Middlesex University validated programme in all other cases a minimum of 90 credits is required. The material at this level should be of an advanced nature, often allowing students to specialise. Students are expected to demonstrate a secure mastery of more complex concepts, knowledge and skills. They should be required to demonstrate the ability to think critically, to problem solve and to apply theory reflectively in practice, where appropriate. Students should also demonstrate, in some part of the level 6 course, an ability to work independently to a high standard.

**Level 7** of a full or part time course requires the completion of 180 CATS of which at least 150 will be at Level 7. Students at this level will have demonstrated the ability to deal with complex issues both systematically and

creatively, make sound judgments in the absence of complete data and communicate their conclusions clearly to specialists and non-specialists audiences. Self direction and originality in tackling and solving problems is also required as is the ability to act autonomously in planning and implementing tasks at a professional or equivalent level. On an ongoing commitment to advance knowledge and understanding to develop new skills to a high level is also essential.

1.11 „ECTS“ refers to the European Credit Transfer and Accumulation System operating throughout Europe. ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The College equates one ECTS credit to two CATS credits.

## **SECTION A:2 SCOPE OF REGULATIONS**

2.1 These Academic Regulations apply to undergraduate and post graduate students, registered for a course, enrolling annually with the College and to continuing education students registered for discrete modules. The College reserves the right to withdraw courses and to make changes in regulations, courses, courses, fees, etc, at any time before or after a candidate's admission without notice. Admission to the College is subject to the requirement that the candidate will comply with the College's registration procedure and will duly observe the Regulations of the College.

2.2 These Regulations apply to all courses of study and to modules within them except for those specifically exempted by the Academic Board. As a consequence of working with more than one university different rules may apply to different awards where this is the case it will be clearly shown in the regulations. Not all eventualities listed in our partner university regulations are include within our regulations and where an eventuality has not been covered within the College Academic Regulations the Awarding Institution's academic regulations will apply. In any case of ambiguity the Awarding Institution's academic regulations will apply.

2.3 Any departure from these regulations must have been formally approved by the Awarding Institution as part of the programme validation process and must be made available to students via the Student Programme Handbook.

2.3 Courses and subjects must operate in accordance with the Regulations and may have their own regulations, which enhance them.

2.4 Certificate of Higher Education, Diploma of Higher Education, Foundation Degree and Pass Degree courses are also to be treated as courses for the purposes of these Regulations.

2.5 The regulations do not cover external examiner arrangements – the awarding institution procedures and policies are adopted.

2.6 For HND /HNC Pearson Qualifications where the Academic Regulations do not concur with the wording as set out in the BTEC Centre Guide to Assessment Level 4-7, the BTEC guide will take precedence.

## **SECTION A:3 AMENDMENTS TO THE REGULATIONS**

The Academic Regulations may be amended, through the Academic Board.

## **SECTION B: ADMISSIONS**

### **SECTION B:1 ADMISSIONS POLICY**

1.1 The College aims to provide all applicants with a programme of study that suits their individual needs however places may not be offered for the following reasons:

- The applicant is unable to demonstrate that they hold the minimum entry requirements;
- The applicant is seeking to undertake a programme where there is no realistic chance of success; or
- The applicant has a criminal conviction which bars them from certain areas of work and therefore some courses will not be available.

If the College is unable to admit an applicant to the programme of their choice we will try to offer a suitable alternative programme and/or appropriate advice and guidance.

1.2 All offers of places made by the College are made on the assumption that the course will be in validation and expected to operate in the academic year. However, the College cannot accept liability for any loss, distress or inconvenience caused by the cancellation or alteration of a course.

1.3 Applicants for any course must be prepared to come to the College for interview.

1.4 Further information is contained in the HE Admissions Protocol & HE Application & Induction Process

### **SECTION B:2 ENTRY REQUIREMENTS**

2.1 For entry to undergraduate degree courses, including the Foundation Degrees, the College specifies a General Admission Requirement, which must normally be satisfied by candidates aged below 21. This requirement is the equivalent of passes in two subjects at Advanced Level supported by passes in three other subjects at GCSE Level, but may also be satisfied by a specified level of achievement in a wide range of qualifications. The specific admission requirements for each course for the year of entry are detailed in the course information pack for that year.

For entry to post graduate courses we would expect the student to have a first degree in the subject or in a related subject area or have studied the subject at an equivalent level.

2.2 Candidates over the age of 21 who do not satisfy the General Admission Requirements may be admitted to a course or subject provided that they can submit evidence of previous serious study and/or, relevant work experience and demonstrate the capacity and attainments to pursue successfully the proposed course.

2.3 Candidates may apply for exception from modules or direct entry into level 5 or 6. (see RPL Policy)

2.3 Candidates whose first language is not English are required, in addition to satisfying the General Admission Requirement, to reach a satisfactory standard in an approved test in English or demonstrate that they have an adequate command of both spoken and written English Language to follow their proposed course of study.

## **SECTION C: STUDENT REGULATIONS**

1.1 Every student must enrol annually in accordance with procedures established by the College.

1.2 Every student undertakes to abide by the Regulations of the College and the course, the subject(s) and module(s) for which they have registered, and to be subject to the College's discipline whilst a student registered at the College.

1.2 A student remains registered unless they have advised the College of their withdrawal by completing the approved withdrawal form or the College has terminated their registration.

1.3 A registered student of the College must ensure that their record, held by the College always has their most up to date addresses and contact numbers, both permanent and local/term-time.

## **SECTION D: UNDERGRADUATE FRAMEWORK**

### **SECTION D:1 ACADEMIC YEAR**

- 1.1 The academic year lasts 36 weeks and is divided into three terms.
- 1.2 Each term is 12 weeks including formal assessment where appropriate.
- 1.3 The Academic Year Calendar is approved by the Senior Management Team.

### **SECTION D:2 STUDENT ATTENDANCE AND WORKLOAD OBLIGATIONS**

- 2.1 The nature of students' academic obligations" (including attendance at lectures, classes and seminars, performance of practical and written work, etc) varies between courses, subjects and modules.
- 2.2 Students who fail to attend elements, which have been designated as mandatory by subjects or courses, without good cause, and unsupported by a medical certificate or other appropriate documentary evidence, may be refused the opportunity of redeeming assessments in the module(s) for which the minimum attendance requirement has not been met.
- 2.3 Students absent for more than two consecutive module sessions because of illness shall report their absence to their Personal Tutor. Absences due to sickness of more than two weeks may result in the student being required to defer/intermit their study in accordance with Section 11.
- 2.4 Students who fail to satisfy individual subject attendance and workload requirements may additionally be penalised in their marks, may be required to leave the course and may be refused readmission or admission to other modules.
- 2.5 Health and Safety – students are required to observe instructions issued by the College for the maintenance failure to comply with these instructions could result in serious injury not only to those who breach the instructions but to others as well. The breach of safety instructions may lead to disciplinary proceedings; to criminal proceedings under the Health & Safety at Work Act; or civil actions in the courts for damages.

### **SECTION D:3 MODULE FRAMEWORK**

#### **3.1 Full-time courses**

A student is deemed to be on a full time course if they complete 120 credits in an academic year. There are two standard module frameworks either; eight 15 credit modules or six 20 credit modules or equivalent, totalling 120 credits per academic year. Modules may not span academic years.

3.2 The Masters course delivery and length will depend upon the curriculum area however the modules together will have a credit value of a least 150 credits at Level 7 and a total of 180 credits at level 6 or above. Students on master's programmes are categorised as part-time as less than 120 credits are completed in an academic year.

### **SECTION D:4 PLACEMENTS AND FIELDWORK**

- 4.1 If a course includes a professional, vocational or practical placement or fieldwork, the placement or fieldwork may carry a credit rating, either as part of a module or as a separate module itself.
- 4.2 If the placement or fieldwork carries a credit rating, the number of credits required for an award will normally be increased if the placement or fieldwork increases the length of the course.
- 4.3 If the placement or fieldwork does not carry a credit rating, the course or subject regulations may stipulate that the placement must be passed in order for students to progress or graduate.

## **SECTION E: PATHWAY STRUCTURES**

### **1. Masters Degrees**

All Master degree students must accumulate 180 credits at level 6 or above with at least 150 credits at Level 7 and including a final dissertation carrying 60 credits at Level 7.

### **2. Honours Degrees**

All Honours degree students must accumulate 360 credits at level 4 or above with 120 credits at level 5 a further 120 credits at level 6. Modules studied in a student's final year of study, or equivalent, will be level 6.

### **3 Ordinary Degrees**

All Ordinary degree students must accumulate 300 credits, with at least 180 credits at level 5/6 and a minimum of 60 credits at level 6 if progressing from a Middlesex University validated programme in all other cases a minimum of 90 credits is required.

### **4 Foundation Degrees & Diplomas of Higher Education**

All Foundation Degree and Diploma of Higher Education students must accumulate 240 credits, with 120 credits at level 4 and 120 credits at level 5.

### **5 Certificates of Higher Education**

All Certificate of Higher Education students must accumulate 120 credits at level 4 or above.

## **SECTION F: ASSESSMENT**

### **1. MODULE ASSESSMENTS**

1.1 A student's achievement in each module must be assessed so that a student may be awarded a final mark for each module. If an assessment covers more than one module a separate final mark must be awarded for each module.

1.2 Assessment will normally take place during the term in which the module is offered. It is however permitted for a module taken in term 1 or 2 of the year to be assessed, in full or in part, during the assessment period at the end of term 3.

1.4 Marks published during the year are provisional until ratified by the Assessment/Awards Boards.

1.5 Any student may be required to attend an oral examination as part of the assessment process.

1.6 Assessments submitted by the stipulated deadline will be returned to students by the deadline stated in the module or course handbook.

### **2 AWARDING OF CREDIT**

2.1 Students are awarded credit for all modules for which they successfully complete the assessment and other specified requirements. No student may be permitted to retake a module unless authorised by the Board of Studies. Where a student retakes a module for which credit and or marks have already been received, any previously received credit and/or marks will no longer count as part of the student's academic profile for the course but will appear on the student's transcript.

### **3 GRADING SCHEME**

3.1 All modules are computed as a numerical percentage rounded up to two decimal places.

3.2 The minimum pass mark for an undergraduate module is 40% and a pass may be graded A, B, C or D or in the case of Pearson HND/HNC qualifications pass, merit or distinction.

3.3 If the assessment of a module comprises more than one element, the final mark is calculated as an aggregate of the marks for all of the elements, based on the weightings set forth in the module description. If no weighting is stipulated, each element will be deemed to carry equal weighting.

3.4 It is possible that a mark for an element of the module assessment is below 40% but the aggregate mark is above 40%. If this is the case then the student will have been deemed to have passed the module only if the learning outcomes for the module have been achieved.

3.5 If a course requires it, a student must achieve a pass in each element even if the aggregate of all elements meets the pass mark.

3.6 If an element of assessment is in turn composed of various sub-elements, the sub-elements do not all have to be passed unless course or field regulations stipulate otherwise.

#### **4 ASSESSMENT LOAD**

4.1 The maximum assessment load for every 20 credits contained within a level 4 module will normally be the equivalent of a 3,400 word assignment. This equates to a seminar or workshop presentation of up to 30 minutes, and examination of 2 hours 40 minutes. For 15 credit modules this equates to a 2,500 word assignment or presentation of up to 20 minutes or an examination of 2 hours.

4.2 The maximum assessment load for every 20 credits contained in a level 5 or 6 module will normally be the equivalent of a 4,700 word assignment. This equates to a seminar or workshop presentation of up to 45 minutes, and examination of 4 hours. For 15 credit modules this equates to a 3,500 word assignment or a presentation of up to 35 minutes or an examination of 3 hours.

4.3 The maximum assessment load for every 20 credits contained in a level 7 module will normally be the equivalent of a 8,000 word assessment. This equates to a seminar workshop presentation of up to 1 hour, and an examination of 5 hours.

If more than one form of assessment is used in the module the total of the forms should relate to the equivalents shown above. So if an examination for a 20 credit module at level 4 is 1 hour 20 minutes and is weighted at 50% then an essay of 1700 words or a presentation of up to 15 minutes should also be set.

#### **5 BA/BSc FINAL YEAR PROJECT**

5.1 The „Final Year Project“ is an exercise enabling students to apply summatively their knowledge and understanding of theory and practice, in relation to their course, by producing an independent piece of research which exhibits clarity of expression, creative and logical thought. The Final Year Project is a 30-40 or 60 credit module (depending on degree subject) undertaken during the final academic year of the course.

5.1.1 The Final Year Project will normally be between 8,000 and 10,000 words, or the equivalent, on a subject of the student's choice, subject to approval by the course staff team. Study is primarily student-directed with supervision supplied by course staff.

5.1.2 A Final Year Project is conventionally a dissertation. The regulations permit demonstration, performance, exhibition, examination by display, experimental report and other forms of assessment to be deemed the „project“ within a course as appropriate to the subject matter.

5.1.3 In cases where demonstration, performance, examination by display etc, is the substance of the project, it must be accompanied by a written rationale, commentary, diary of work in progress, viva, or the equivalent, which must play a significant role in the assessment of the Project.

5.2 Successful completion of the Final Year Project shall normally be a requirement for the award of a degree with Honours. The Final Year Project will be assessed at level 6 and will count 30, 40 or 60 credits depending on degree subject.

## **6 SUBMISSION OF ASSESSMENT INCLUDING FINAL YEAR PROJECT**

6.1 It is the responsibility of the student to submit work for assessment in accordance with the requirements for each module.

6.2 Unless specified otherwise, students must submit two copies of the Final Year Project.

6.3 Unless specified otherwise, work for assessment must be uploaded onto moodle with the correct front sheet and also submitted via Turnitin, Students are responsible for uploading their work onto the College moodle. A student is also responsible for keeping a copy of all submitted work.

6.4 The College reserves the right not to assess and mark a Final Year Project submitted after the agreed submission deadline. All other coursework submitted up to 2 weeks after the deadline will be capped at 40%\*. If a student submits late but within the two week grace period and their assessment is a fail then they will be eligible to redeem the assessment in accordance with section 9:1. Any work submitted after the 2 week late submission deadlines will not be marked and will be ineligible for redemption i.e. counted as a fail unless a concession is in place. In order to continue on the programme a student would have to apply to repeat the module in accordance with section G:3 Deadlines for Final Year Projects and all other coursework may only be extended by a previously agreed extension: no substantive mark can be awarded for late work for which no extension has been agreed.

\* For the University of Chichester degree programmes the following penalties for late submission of work will apply. 5% deducted from the face value mark for work submitted beyond the 4:30 deadline but on the same day of submission. 10% deducted from the face value mark submitted up to one week late. Any other coursework submitted up to 2 weeks after the deadline will be marked at 40%.

6.5 All failed assessments should be redeemed. The deadline for redemptions and resubmissions will normally be 2 weeks after the return of the failed assessment and feedback.

## **7 FIRST ATTEMPT AT ASSESSMENT**

7.1 It is the responsibility of the student to attend examinations and submit work for assessment as required  
A student who is registered for a module will be deemed to have made a first attempt at each element of assessment when due, unless an extension or deferral has been approved in accordance with Section F: 11 of these Regulations.

7.2 A student who fails to complete an element of assessment will be awarded a mark of 0% for that of assessment.

## **8 ACADEMIC MISCONDUCT**

8.1 Suspected cases of academic misconduct (including plagiarism, cheating and other forms of unfair advantage) will be dealt with under the College's procedures. (see Academic Misconduct Procedure)

8.2 Plagiarism is defined as „the verbatim or near-verbatim copying or paraphrasing, without acknowledgement, from published or unpublished material attributable to or which is the intellectual property of another, including the work of other students.“

8.3 Instances of Academic Misconduct must also be reported to the University of Chichester Board for their programmes.

## **9 REDEMPTIONS**

9.1 Where a student fails an element of assessment they will be permitted one further attempt at that assessment on condition that they have satisfied any other specified requirement(s) for the module(s),

e.g. attendance. In the case of degree programmes the second attempt will be eligible for a maximum mark of 40% and will be included in the calculation for the overall module mark.

- 9.2 Where a student fails an assessment on the first attempt Peter Symonds staff will set a reassessments (this will normally be a resubmission of the original assessment). Students will be required to resubmit within two weeks of the return of their marked work and feedback.
- 9.3 An exceptional second resit will be allowed providing it is submitted two weeks before the date of the July Peter Symonds College progression board.
- 9.4 All resubmissions must be reported to and recorded at the PSC Subject Board of Study or Progression/ Awards Boards. Module marks for a student in this situation should not be reported to Chichester University until the resubmission process has been exhausted.
- 9.5 If a student is unable to submit and consequently will fail the year then mitigating circumstances would need to be submitted to a Chichester University Board for Chichester University Programmes and to the PSC Progression or Awards Board for Middlesex University Programmes.
- 9.6 For HND programmes assessments which have been submitted late should not be downgraded to a pass level unless the assessment and merit/distinction grade descriptors require evidence of:  
meeting agreed timelines  
the ability to plan/organise time effectively  
the ability to work to industrial/commercial practices that include implicit timelines.
- 9.7 Where a student fails an element of assessment and has not met any specified attendance requirement, the student will not have the automatic right to resubmit the failed element of assessment. The Board of Studies has discretion to permit the candidate to redeem the failed assessment element or retake the module at the next available point.
- 9.8 To redeem non-examination failure, a student will normally be required to resubmit the original assessment. Redemption of an examination failure will normally be based on a new examination. The Board of Studies will have discretion to set alternative assignments subject to the maintenance of the purposes of the original assessment and module aims. This may include setting one alternative assessment to meet the learning outcomes of all the original failed elements of assessment.

## **10 COMPENSATION**

**10.1** Compensation is granted only by the PSC Progression or Awards Board for Middlesex University Programmes and by the Chichester University Board for Chichester University Programmes and should not be granted for any module where opportunities for reassessment are available, unless the student's progression would be delayed in undertaking such reassessment. Compensation is not available for Pearson HND/HNC qualifications.

**10.2** Compensation at Level 4, 5 & 6. Assignments achieving marks of between 30 and 39% in modules at level 4 and above may be compensated at the discretion of the Board of Studies. It is subject to satisfactory overall performance, and is permitted for a maximum of 30 credit points out of 120 credit points at each of the levels 4, 5 & 6.

**10.3** Any compensation should be taken in the context of a student's extenuating circumstances; without extenuating circumstances compensation would not normally exceed 30 points beyond level 4. Compensation will not normally be agreed for project or dissertation modules. Compensation will not be granted in modules which have been deemed "non-compensatable" in the programme specification, due to their special contribution to the achievement of programme learning outcomes.

**10.4** Where compensation is granted for compulsory or pre-requisite module the student may continue with their proposed qualification unless prohibited from doing so by the requirements of a professional body.

**10.5** Compensated failure will count towards the total credit required for a qualification but will be indicated as such on a student's academic record by the addition of a C e.g. 31C.

## **11. EXTENSIONS AND DEFERRALS**

11.1 It is the responsibility of the student to submit work by the stipulated deadline. Extensions to the stipulated deadline may be granted for good cause. Students wishing to apply for extensions for their assessments must do so using the approved form and submit it together with any written concessionary evidence of mitigating circumstances, supported by a their personal tutor. Extensions will not be granted for situations arising from computer failure.

11.2 Any concession applied for must be submitted in line with the Concessions Procedure available on moodle under Degree Programmes/ Key Information & Resources for Higher Education Students/ Concession forms & procedure.

11.3 Where a student presents a valid request for a concession the Assessment Board has the discretion to defer completion of that programme of studies. Deferred completion will be considered as a first attempt.

11.4 Where an original assessment cannot be replicated, for example in the case of group work, the Assessment Board has discretion to set an alternative exercise subject to the maintenance of the purposes of the original assessment and module aims.

11.5 Normally, a student can only apply to defer a particular assessment twice and should not defer the assessment beyond the deadline of the next appropriate Assessment board.

## **SECTION G: PROGRESSION**

### **1 STUDENT PROGRESSION BETWEEN TERMS OF EACH ACADEMIC YEAR**

1.1 Student progression between terms within an academic year will normally be automatic, except where progression is from one course to another.

1.2 Students will be informed, by their Curriculum Area, of their provisional marks from a term as soon as is practicable and normally by the end of week 3 of the subsequent term.

1.3 The College reserves the right to deny students permission to continue on a course if they have not made a bona fide attempt to submit work by set deadlines or to attend examination without valid cause or to satisfy specific attendance requirements for their course, field or module(s).

1.4 Any student required to withdraw under G:1.3 above will have the normal rights of appeal in accordance with the Appeals Policy.

### **2 STUDENT PROGRESSION BETWEEN ACADEMIC YEARS**

2.1 A progression board will be held following the end of each academic year to consider students' performance across the year. The Progression Board has delegated authority from the Academic Board to make recommendations for award, to confirm the progression of students to the next stage of the course, and to confirm any requirements on that progression. It may also require students to withdraw from a course where they are ineligible to progress within the regulations.

2.2 Matters outside a student's control, which prevent them from completing or which might adversely affect their performance within their course are governed by the College's Concessions Procedures, a copy of which is available on the intranet or, upon request, from the student support officer. Situations caused by computer failure are not grounds for concession or appeal.

2.3 A student must in, one academic year, normally pass 120 credits at level 4 before being permitted to progress to level 5 and to pass 120 credits at level 5 before being permitted to progress to level 6. Students on a part time masters course will be required to satisfy the course requirements for each year.

2.4 A student must normally redeem all failed modules before progressing to the next academic year of the course. The University of Chichester programmes are the exception to this rule. University of Chichester Academic Regulations see 8D Re-Assessment, section 107 Trailing Modules.

2.5 A student whose progression is conditional upon satisfying specified requirements set by the Progression board and who does not meet these requirements by the stated deadline(s) will not normally be permitted to progress beyond the stated deadline.

2.6 Students will not normally be permitted to progress to the next academic year of their course, nor will they receive any academic award, while in debt to the college.

### **3 APPLICATIONS TO REPEAT STUDY**

3.1 Students who have been advised by the Progression Board that they are ineligible to proceed to the next academic year of study following failure in one or more modules may apply to repeat modules under the following conditions:

3.1.1 Students are permitted a maximum of one application to repeat modules during their period of undergraduate study at the College. The only exception would be students with valid concessions;

3.1.2 Students must complete and submit a standard application form.

3.1.3 The decision to accept or reject applications to repeat study, regardless of whether the student has valid concessions or not, is at the discretion of the Curriculum Head in the case of Middlesex University Programmes, however for the University of Chichester all requests must be submitted to the University Board and must be accompanied with mitigating circumstance forms. Curriculum Heads also have discretion to set conditions on students returning to study, e.g. pathway restrictions, regular progress reviews and may require students to withdraw at any point if these conditions are not met;

3.1.4 Students may use this "application to repeat study" as an opportunity to request a transfer to another field or course, either because a previous application has been rejected or because they feel unsuited to their current course;

3.1.5 Students would not normally be offered the opportunity to retake modules that have already been passed. The only exception would be students with valid concessions and where the modules concerned would affect their overall degree result. Where Curriculum Heads permit a student to retake a module, which has already been passed, or take a new module to replace a module that has already been passed, the original result would be set aside and the result for the repeated or replacement module would stand, even if the result were lower than the result for the original module;

3.1.6 Results for repeated modules or modules taken to replace failed modules will normally be capped at 40%, unless the student has valid concessions or the student is required to take new modules to meet the requirements for a new course, pathway or subject.

## **SECTION H: CONFERMENT OF AWARDS**

### **1 AWARDS**

1.1 The College shall recommend, for the approval of the Academic Board, the following awards to students who have successfully accumulated credits on an approved course within the applicable period of registration, subject to any specific course or field requirements.

#### **1.2 Award Credits Required:**

##### **1.2.1 Certificate of Higher Education (level 4)**

120 credits taken and passed at level 4.

### 1.2.2 Diploma of Higher Education

240 credits taken with 120 credits passed at level 4 or above and 120 credits passed at level 5.

### 1.2.3 Foundation Degree

240 credits taken with 120 credits passed at level 4 or above and 120 credits passed at level 5.

### 1.2.4 Bachelor of Arts/Science

300 credits taken with at least 120 credits passed at level 4 and 180 credits passed at level 5/6 with a minimum of 60 credits at level 6 providing they have progressed from a Middlesex University validated programme in all other cases a minimum of 90 credits is required. No more than one module worth either 15 or 20 at level 4 may be a condoned fail. No more than one module worth either 15 or 20 credits at level 5 and one module worth either 15 or 20 credits at level 6 may be compensated.

### 1.2.5 Bachelor of Arts/Science with Honours

360 credits taken with at least 120 credits passed at level 4 and 120 credits passed at level 5 and 120 credits at level 6 or above.

### 1.2.6 Masters of Arts/Science

180 credits at level 6 or above with at least 150 credits passed at Level 7 including a dissertation/project of 60 credits at level 7.

1.3 Students with an incomplete profile at the Awards Board in their final year of study will be allowed up to two years to gain a full profile.

1.3 Awards will only be recommended as exit qualifications, either on successful completion of the course or, as terminal exit qualifications to individual students who are unable to continue with their intended course.

1.4 A student who is unable to continue with their intended course for personal reasons must inform Registry in writing. The letter should state an intention to resume studies at a date agreed with the appropriate academic staff and which will enable them to complete their intended course within the period of registration, or, should state that there is no intention to return and request that the next scheduled Awards Board consider them for the highest terminal exit qualification for which they are eligible.

1.5 A student who takes an agreed break in studies with the intention of returning and subsequently finds they are unable to resume to complete their studies within the period of registration, must write to Registry to confirm their inability to return and to request consideration for the highest terminal exit qualification. This request must be made before the end of the final year of the period of registration.

1.6 A student who fails to meet the requirements of the course will be required to withdraw. In some cases they may be offered the option to apply for a transfer to another course.

1.7 Students will not normally be permitted to progress to the next academic year of their course, nor will they receive any academic award, while in debt to the College.

## 2 PERIOD OF REGISTRATION

2.1 The periods of registration, during which a student must complete the requirements for an award from the College, are:

### 2.1.1 Courses of Study

<i>Award</i>	<i>Minimum (yrs)</i>	<i>Maximum (yrs)</i>
Certificate of Higher Education	1 year	2 years
Diploma of Higher Education	2 years	4 years

Foundation Degree	2 years	4 years
BA/BSc (Hons/Pass degree)	3 years	5 years
Top up courses	1 year	2 years
Masters	1 year	4 years

2.2 The College may approve a shorter minimum period of registration for students admitted with transfer credit for previous study and/or AP(E)L.

2.3 In exceptional cases, the College may approve an extension to the maximum period of registration where a student has failed to progress and can provide valid concessionary evidence. It is the student's responsibility to provide written concessionary evidence, supported by a disinterested person of demonstrable professional standing in relation to the type of evidence, in support of any application for an extension. For top-up courses only, the Course Leader may approve a maximum period of extension for one calendar year. An application for a second period of extension for a maximum of one calendar year can only be approved by the Director of Adult and Higher Education, with the support of the relevant Curriculum Head. Applications for extensions of period of study must be submitted via the Student Support Officer.

2.4 A student may negotiate a break in studies with the subject(s) responsible for the course. Any approved break must take account of the maximum period of registration and return must allow for completion of the intended award within that maximum period.

### 3. DEGREE CLASSIFICATIONS

#### 3.1 FOUNDATION DEGREE CLASSIFICATION

\*This applies to Middlesex University Programmes only as the University of Chichester do not operate Merit & distinction at foundation level. For the award of a Foundation Degree with Distinction, the average mark for all modules at Level 5 shall be 70% or over. For the award of a Foundation Degree with Merit the average mark for all modules at level 5 will be 60% or over.

#### 3.2 HONOURS DEGREE CLASSIFICATION

3.21 The College normally classifies all Bachelor degrees with Honours based on the following bands:

1st Class 70%+ A ; with the final project, receiving a mark of at least 60%

Upper 2nd Class (First Division) 60 - 69.99% B ; with the final project receiving a mark of at least 50%

2nd Class (Second Division) 50 - 59.99% C;

3rd Class 40 - 49.99% D

3.22 If a student is exempted, because of transfer credit, from modules which count towards the honours classification, the transfer agreement between the College and the student will stipulate the basis upon which those units will count towards the final mark. Normally exempted units will be disregarded.

3.23 Unless the terms of the transfer agreement between the College and the student stipulate differently, students admitted to the final year of a three year course, equivalent, will have their classification for honours calculated by taking an average of the results of the 120 credits taken at level 5/6. A minimum of 90 credits, including the Final Year Project, must be taken at level 6. All 120 credits must be passes.

3.24 Students who are admitted to the final year of a three year course and who do not qualify for an Honours degree may be eligible for an Ordinary degree. This is provided that they have completed and passed a minimum of 60 credits at level 6 and progressed from a Middlesex University validated programme. In all other cases a minimum of 90 credits is required at level 6.

3.25 Students who are admitted to a top-up course for an Ordinary degree are required to complete and pass a minimum of 60 credits at level 6 and must have satisfactorily completed a foundation degree course or diploma in higher education validated by Middlesex University .

3.26 Students, who have satisfactorily completed a Foundation degree course or Diploma in Higher Education and are permitted entry to level 6 of a relevant Honours degree course, will have their degree classification calculated in accordance with the paragraph above.

3.27 Any bridging module taken in order to gain entry into level 6 of a relevant Honours degree course will not be included in the classification.

### 3.3 MASTERS DEGREE CLASSIFICATION

3.31 The college normally classifies all Master degrees based on the following bands:  
 Distinction 70%+ A with the Dissertation receiving a mark of at least 70%  
 Merit 60 - 69.99% B, with the Dissertation receiving a mark of at least 65%  
 Pass 40 - 59.99% C or D;

### 3.4 CLASSIFICATION OF PEARSON HND/HNC AWARDS

Grades are awarded as per the Pearson guidance on the calculation of grades.

## 4. CLASSIFICATION FOR BORDERLINES AND DISTINCTIONS

4.1 Students, whose overall mark falls within 2% of the borderline for a higher classification and who have achieved a mark equivalent to the higher classification in at least 60 credits (at least 40 credits of which should normally be from assessments other than their final dissertation or project) at the highest level of their qualification e.g. level 5 for Foundation Degree and level 6 for Honours Degree, will have their degree classification upgraded.

The borderlines considered for possible upgrade are:

BA Honours*	68% for First Class;	58% for Upper Second Class;	48% for Lower Second Class
Foundation Degree*	68% for Distinction	58% for Merit	

\* Chichester University regulations para 94 apply and state “where a student’s final mark places them within 2% of a higher classification, the higher classification will be awarded provided either that the overall mark places them within 0.5% of the higher band and/or the level 6 dissertation is in the higher category.

## 5. AEGROTAT AWARD

The College may exceptionally, on the recommendation of an Examination Board, recommend for the approval of the Academic Board, the conferment of an Aegrotat award to a candidate who has completed the whole or a substantial part of a course but is prevented by illness or other valid cause from completing part of an examination or assessment (leading directly to a degree, diploma or certificate) to satisfy the examiners in accordance with the relevant course regulations. This does not apply to HND/HNC Pearson Qualifications and the award will not be given honours or a classification or a distinction.

## SECTION I: TRANSFERS AND CREDIT ACCUMULATION

### 1 INTERNAL TRANSFER

1.1 Student transfers between courses and subjects will be approved at the College’s discretion. Any transfer of credit will be agreed at the time of transfer and the student will be required to sign an acceptance of the credit agreement.

1.2 Continuing Education students, who are seeking to register for a course, may apply to transfer credit from modules successfully completed at the College. Each application will be considered on its own merit and will be approved at the College’s discretion.

Students may normally only transfer credit for modules completed within a period of four years preceding the intended date of transfer to the course. Credit will normally only be transferred for modules taken which are validated for the course being entered.

## **2 MINIMUM CREDIT TO BE EARNED AT THE COLLEGE**

In order to receive an award from the College a student must normally study at least half the required module credits for the award at the College and will normally be required to undertake at least a full academic year, or part-time equivalent, at the College. (The exception to this would be students admitted to a top-up Pass degree course or students admitted to the final year of a three-year course, who subsequently exit with a Pass degree.) Accreditation of Prior (Experiential) Learning (AP(E)L) credit awarded by the College is not considered as credit studied at the College.

## **3 TRANSFER CREDIT**

Transfer credit is credit which a student has earned elsewhere and which is subsequently accepted by the College as exempting the student from certain modules on a named course or subject. The College may grant transfer credit to a student based on the content of their previous studies and/or previous qualification(s) or their experience, their applicability to the course or field, and the quality of the student's performance.

## **SECTION J: APPEALS AGAINST ASSESSMENT BOARD DECISIONS**

1. Students have a right to appeal against the decision of the Assessment Board in accordance with the HE Assessment Board Appeals Procedure, a copy of which is available on the intranet (moodle) or, upon request, from Reception at AHED.

If, having exhausted Peter Symonds procedures, you are still feeling dissatisfied, as a student of either Middlesex University, the University of Chichester or the University of Greenwich or Pearsons you have the right to appeal directly to the relevant University or direct to the Office of Independent Adjudicators (OIA). For further information regarding the procedure for this please refer to Section G: Appeal Regulations and Procedures.

## **SECTION K: RELATED PROTOCOLS AND PROCEDURES**

### **1. Academic Infra Structure & Quality Assurance:**

- The Academic Regulations (this document)
- The HE Academic Board, Infra Structure & Terms of Reference
- HE Programme Monitoring Cycle
- HE Internal Review Process
- Holistic Observation of Teaching & Learning (HOT)
- Peer Review Process

### **2. Admissions:**

- HE Admissions Protocol
- HE Application, Admission & Induction Process

### **3. Appeals:**

- Appeal Procedure on being asked to Withdraw from a Programme
- HE assessment Board Appeal Procedure
- HE Student Complaints & Grievance Procedure

### **4. Assessment & Feedback:**

- Assessment Procedure
- Feedback Procedure
- Moderation of Assessed work procedure
- Submission of Draft Assessments
- Inspiring Excellence and Achievement, HE Learning Teaching & Assessment Strategy
- Concessions Procedure / Concession Forms

**5. Complaints**

HE Student Complaints & Grievance Procedure

6. HE Student Charter

7. Management of Public Information Protocol

**8. Misconduct:**

Academic Misconduct

Student Disciplinary & Exclusion Procedure

9. Recognition of Prior Learning (RPL)

**10. Staff:**

HE Staff Induction

HE Staff Development plan

**11. Teaching & Learning:**

Inspiring Excellence and Achievement, HE Learning Teaching & Assessment Strategy

HE Student Support

Scholarly Activity & Research Protocol

Holistic Observation of Teaching & Learning (HOT)

Peer Review Process

12. QAA Action Plan

**APPENDIX 1: University of Chichester Academic Regulations (undergraduate) 16/16 Extract**

**Revised September 2016 AGD**

### **PART 3 PROGRESSION**

28. To progress from FHEQ Levels 4 to 5 the student must be awarded 120 Level 4 credits. To achieve this, the student must attend and complete the required number of modules and achieve an overall average mark of 40pc when the grades for the eight modules taken at this level are aggregated. Normally, no more than 45 credits (usually three modules) will be allowed to go forward at less than 40pc. Modules which are graded at less than 35pc will be considered to be failed modules, irrespective of the average grade for all modules taken, and must be redeemed at 40pc before progression may take place. Students whose average mark for the eight modules taken at this level is less than 40pc, or who have more than three module grades in their profile at below 40pc, will be required to undertake re-assessment, at the discretion of the Board of Examiners, in all modules where the grade is less than 40pc.

29. To progress from FHEQ Levels 5 to 6 the student, having achieved 120 Level 4 credits, must be awarded 120 credits at FHEQ Level 5. To achieve this, the student must attend and complete the required number of modules at FHEQ Level 5 and achieve an overall grade in all FHEQ Level 5 modules of 40pc. Modules which are graded at less than 40pc will be considered fail modules and must be redeemed at 40pc before progression may take place.

30. To qualify for the award of the Honours degree the student, having achieved 120 Level 4 credits and 120 Level 5 credits, must be awarded 120 Level 6 credits. To achieve this the student must attend and complete the required number of modules at FHEQ Level 6. Modules that are graded at less than 40pc will be deemed to be fail modules and, at the discretion of the Board of Examiners, must be re-assessed. Students with an incomplete profile at the final Board of Examiners in their final year of study will be allowed up to two years to gain a full profile within the regulations of the Common Framework for Undergraduate Programmes. This provision will also be applied to part-time students. A part-time student's final year is taken as that in which the student's credit count would amount to that needed for the Award if all module assessments had been successful.

31. Students will normally accumulate 120 credits for one year of full-time study or its equivalent.

32. In the case of a four-year degree programme (for example, BA(QTS)) the degree with Honours is awarded at 480 credits.

33. With the exception of a Foundation Degree, the Counselling Diploma and a Higher National Certificate and Diploma, intermediate awards will not be made where a student continues to a higher award.

34. In the case of all programmes, the Degree with Honours will only be awarded where the final aggregation of grades from FHEQ Levels 5 and 6 is 40pc or above.

35. Progression to the next level signals that the student has participated fully in the modules that make up the programme of study at the lower level, has achieved the required standard of work, and enters the next level with the capability to meet the increased challenge of work that will be involved. Students will be allowed to take modules from any two Levels during the same year of study. Normally, all modules required at FHEQ Level 4 must be completed before undertaking FHEQ Level 5.

### **Viva Voce Examination**

36. Viva voce examination will not normally be used to resolve borderline cases. External Examiners have a right to examine any student in viva voce as part of the process of moderating grades within modules or the broad process of testing the quality of students within classifications. The difficulties associated with viva voce examination, from the point of view of both principle and practicality, preclude its use as a mode of resolving borderline cases. It may, however, also be used, exceptionally and at the discretion of the Board of Examiners, where severe mitigating circumstances have prevented a student from completing an assessment.

### **Part 8D Re-assessment 'Trailing' Modules**

107. The maximum number of modules that may be attempted by any student at each level of their programme is 12 (15 credit modules or equivalent), of which eight must be passed. Students are able to substitute two irrevocably failed modules, assuming a reasonable attempt at the assessment tasks has been

made, at each level, with an appropriate 'make-up' module, where such a module is available within the rules for the programme in question. At the discretion of the Board of Examiners, a student may exceptionally be permitted to re-take a module if it is core to the programme. This practice is referred to as 'trailing' a module(s) into the next level. Programmes may, at their discretion, allow students to take suitable 'make-up' modules from other programmes. Students will be credited on their profile with their merit mark for a 'make-up' module unless the 'make up' module is being taken in compensation due to failure as a result of non-submission at both the first sit and reassessment opportunities. In these cases, students may achieve the maximum of the bare pass mark of 40pc for the 'make up' module and an administration charge will be levied in each case. Students may complete up to two modules from the previous level during study at the next level, though their progression to the higher level will be provisional, pending the completion of the lower level. Where insufficient modules are available at the lower level, to be taken on a 'make-up' basis, candidates may be permitted to undertake a module from the higher level. The credit would be downgraded to the lower level and where contributing to the Award, the weighting of the mark would be adjusted accordingly. Normally, students will be allowed to take only one 'make-up' module per semester. Students taking 'make-up' modules in their final year of full-time study may be required to complete their studies as part-time students in order to complete their profile of credit (but the restriction of 12 modules at any one level will apply). Full-time students 'trailing' more than two modules in any one academic year will be required to change their registration to part-time until the credit gap has been made good. Part-time students will normally be expected to complete undergraduate study for a degree within eight years of initial registration (this period to normally include intermission periods).

109. Students will be permitted to take modules from two levels during the same year of study where such an arrangement can be facilitated within the rules of the programme for the sequencing of modules. This is referred to as 'straddling' two levels of study.

110. A module or assessment item which has been passed may not be re-taken in order to achieve a higher mark. Students are not normally permitted to take additional modules, beyond the number required for an award, in order to improve their classification. The provision for the substitution of two modules at each level applies only where irrevocable failure in a module has taken place.

111. At the discretion of the Undergraduate Programmes Award Board (or its Interim Board), a student may be permitted to re-take the modules in a complete level of study. This will normally only be permitted in cases where the student has exhausted all other means to progress through re-assessment and the Board of Examiners is convinced that the student is likely to succeed. Repetition of a level is only permitted to retrieve failure and not to improve a grade profile. In such a case, any credit previously achieved at that level will be removed from the student's transcript prior to the re-taken level. The opportunity to repeat a complete level of study on the student's programme will be limited to one level during an individual student's undergraduate study at the University. Where a student repeats a level of study on the same programme, credit previously gained at that level will be removed from their record.

112. Where a student's failure is deemed to be serious, the Programme Board of Examiners, or where appropriate, the Interim Board, may require that the student withdraw from the course on academic grounds without the offer of re-assessment.