

**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

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\*Please note this document remains valid until formally revoked or replaced by the University.

## Introduction

1. The following Regulations apply to undergraduate degrees with foundation year only.
2. These Regulations have been developed and reviewed, and are consistent with the Quality Assurance Agency *Quality Code for Higher Education (2018)*.

## Regulations for modules and credits

3. Module and credit structure follow those set out in the University's Regulations for Undergraduate Awards. The Foundation Year is a non-award bearing Level 4 programme.

4. Module Marks.

The performance of a candidate in meeting the assessment requirements of a module is indicated by a pass or fail only and will be recorded on the following scale:

100% - 40%	Pass
39% - 0%	Fail

## Reassessment

5. Students who have failed any modules following the meeting of the Module Boards/ Board of Examiners at the end of any level or stage will normally be offered the opportunity to be reassessed in-year, up to a total of 4 modules.
6. Where the failure is in the final module, the reassessment will be undertaken over the summer period. Where Extenuating Circumstances have been submitted and approved a phased reassessment opportunity will be permitted over the summer period. Students may be reassessed in all or part of a module; the method of reassessment will be as stated in the approved module specification and the relevant assignment brief.
7. A module board will sit in January and areas of concern or significant failure will automatically be passed through the Fitness to Study/Support for Study Procedure\*.
8. Where a Student requires additional support with their studies, the University's Fitness to Study/Support for Study Procedure\* will apply.
9. A progression board will sit in June with a final progression board in early September.
10. Where, following reassessment, a student has failed to meet the requirements for completion of the foundation year element of the degree programme and there are no confirmed extenuating circumstances, there is no right to resit the year. The final progression board (early September) will confirm students who have failed to complete the programme successfully and their studies will be terminated by the University.
11. In the event a student wishes to submit an Academic Appeal against the decision of the Board of Examiners they may do so in accordance with the University's Code of Practice for Academic Appeals\*. An academic appeal against the decision of a Board of Examiners for the Foundation Year must be submitted within five working days of the decision of

the Board of Examiners being communicated to the student to ensure that the appeal process can be completed prior to start of the next academic year.

12. The Academic Appeal will be heard within 15 working days of the decisions of the Board of Examiners being communicated to students.

### **Assessment Extension**

13. A candidate may be granted an extension to course work on the grounds of medical or exceptional personal circumstances. The candidate must make the request prior to the day on which the assessment deadline falls. The request should be made to the member of academic staff responsible for the assessment. Such requests must be supported by corroborating evidence. Extensions may only be authorised by the Programme Leader (Code of Practice for Assessment of Students\*).

### **Extenuating Circumstances**

14. Extenuating Circumstances procedures follow those set out in the University's Code of Practice for Extenuating Circumstances\*.

### **Period of Study**

15. The maximum period of study for the full-time foundation year element of the degree programme is normally one academic year.
16. The period of study may be extended in exceptional cases but only with the approval of the appropriate Programme Leader (or equivalent) and the Board of Examiners or Retrieval Board (see Code of Practice for Intercalation [Suspension of Studies]\*).

### **Use of Accredited Prior Learning (APL)**

17. Accreditation of Prior Learning is not applicable for undergraduate degrees with a foundation year (with the exception of paragraph 24 below).

### **Programmes**

18. The University will make every effort to ensure that the published programme (course) details are complete and up-to-date, but reserves the right to make changes at any time on the recommendation of Senate.

### **Admission to a Programme of Study**

19. To be admitted to any programme of study, an applicant must have satisfied:
  - (a) the University entry requirements for admission as specified in the programme specification ;
  - (b) such entry requirements as may be required to meet University and external accreditation regulations; and

- (c) not have previously enrolled on a degree programme including a foundation year element at the University

#### **Exit Award**

- 20. Students who, at the September Board, are judged to have failed the required criteria to progress will not be eligible for certification.
- 21. Students who, at the September Board, are judged to have passed the criteria required to progress will be issued a Record of Achievement Certificate.

#### **Transfer Points**

- 22. Students are eligible to transfer to other courses at BGU following the June or September exam board. Following the Examination Boards, students will follow the Code of Practice for Student Transfer between Academic Programmes\*. Students are not able to transfer programme during the Foundation Year.

#### **Treatment of Failures**

- 23. A student who fails to meet the requirement of a module or the programme will be subject to a decision by the Board of Examiners. The Board of Examiners will operate in accordance with the Code of Practice for the Conduct of the Board of Examiners\*.
- 24. A student who fails to meet the requirements of the programme or whose study is terminated will be ineligible to re-enrol on the same programme.

#### **Re-admission /Termination of Programme**

- 25. Former students whose registration has been terminated for academic misconduct will not be re-admitted to an undergraduate degree with foundation year nor admitted to programmes or modules that lead to awards of the University.
- 26. Where a student's registration on an undergraduate degree with foundation year has been terminated, the student may not re-apply to the programme, with the exception of support for study cases where the student has subsequently been confirmed fit to study.
- 27. Where a student has withdrawn from an an undergraduate degree with foundation year they may apply to the University to be re-admitted and to have any University modules within the foundation year they formerly passed considered for exemption from some part of the programme.

#### **Aegrotat awards and Posthumous awards**

- 28. Aegrotat and Posthumous Awards do not apply to the Foundation Year of Undergraduate Awards.

\*

Code of Practice for Academic Appeals  
Code of Practice for Academic Misconduct  
Code of Practice for Assessment of Students  
Code of Practice for Extenuating Circumstances  
Code of Practice for Intercalation (Suspension of Studies)  
Code of Practice for Student Transfer between Academic Programmes  
Code of Practice for the Conduct of the Board of Examiners  
Code of Practice for Support for Study

The roles assigned to the Programme Leader in the above codes will be undertaken during the Foundation Year by the Head of Learning Enhancement.

The roles assigned to the Head of School/Programmes will be undertaken by the academic lead for the Foundation Year (the Head of Centre for Enhancement in Learning and Teaching).