

BISHOP GROSSETESTE UNIVERSITY

Document Title:	Regulations for Minor Awards
Document Category:	Regulation
Version Number:	4.0
Status:	Approved
Reason for development:	To ensure clear and transparent guidance on the Regulations for awards which can be conferred to achievement of modules totalling up to 60 credits as described in the University Awards and Credit Framework. The awards must be distinguished from interim or exit awards (which carry the titles Certificate or Diploma in Higher Education or Postgraduate Certificate or Diploma)
Scope:	This procedure applies to staff and students
Author / developer:	Head of Quality and Regulatory Compliance
Owner	Registrar
Assessment: (where relevant)	Tick relevant assessments <input checked="" type="checkbox"/> Equality Assessment Legal Information Governance Academic Governance
Consultation: (where relevant)	Staff Trade Unions via HR <input checked="" type="checkbox"/> Students via Bishop Grosseteste University Students' Union Any relevant external statutory bodies
Authorised by (Board):	Senate
Date first authorised:	23 July 2018
Date current version authorised:	22 July 2019
Date current version effective from:	September 2019
Date review due to commence*:	September 2022
Document location:	University Website
Document dissemination / communications plan	Emailed link to website to key staff, the Students' Union and Student Advice
Document control:	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University website.
Alternative format:	If you require this document in an alternative format, please contact governance@bishopg.ac.uk

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

INTRODUCTION

1. Bishop Grosseteste University (hereinafter referred to as the University) may award credits for modules at levels 3 – 8 and minor awards at levels 4 – 6 up to the value of the following 60 credit qualifications,
 - Introductory Certificate
 - Intermediate Certificate
 - Advanced Certificate
2. The Regulations have been developed to align with the Quality Assurance Agency *Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies*, encompassing *The Framework for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland (FHEQ, 2014)* and the *Higher Education Credit Framework for England: Guidance on Academic Credit Arrangements in Higher Education in England* (QAA UK Quality Code for Higher Education) (Any level 3 credit entities would also conform to the Ofqual frameworks, QCF and NQF, as required.)
3. The Regulations apply to all programmes leading to University awards. Candidates for the award of a University qualification must satisfy both the University Regulations and the requirements of the published programme of study.
4. The University will make every effort to ensure that the published programme details are complete and up-to-date.
5. The University will be entitled to make reasonable changes to the programme (including to the content and syllabus of the programme, or the location of the programme or the method of delivery or assessment of the programme) where that will enable the University to deliver a better quality of educational experience to students enrolled on the programme. In making such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students as appropriate.
6. In the exceptional situation of a programme being closed, students will be notified, in accordance with the University's Student Protection Plan, in a timely manner and appropriate support provided for them successfully to complete their studies.
7. Monitoring of the programme portfolio will be the responsibility of the Portfolio Management Group (PMG). PMG will ensure where programmes are closed this will be managed in a way to support students and maintain the quality of the programme.

MODULES AND CREDITS

Modules

8. For the purposes of these Regulations a module is defined as being a separately assessed unit of learning that is normally studied and assessed during either a single semester or over two consecutive semesters.
9. A single level is assigned to each module, indicating the academic standard of that module.

Programme Regulations: Minor Awards

Quality Version 4.00 – June 2019

Credit values

10. A credit value is assigned to each module indicating the total learning time, including assessment, that a student should anticipate spending in order to achieve the learning outcomes associated with the module. Each credit nominally represents 10 hours of learning.

Valid life of credits

11. Credit gained at a modular level may normally not be used towards an award after **five years** have elapsed from the end of the student's registration for the module.

Credits required for Qualifications

12. The credit values of qualifications to which these Regulations apply are shown in Table 1:

Table 1

Qualification	Relevant FHEQ qualification level	Minimum overall credits	Range of levels that may be incorporated	Number of credits required at highest level
	3 – 8			
University Award of Credit depending on 20 credits		Levels 3 - 7	10 modules taken	
Introductory Certificate	4	60 credits	Level 3 and 4	40
Intermediate Certificate	5	60 credits	Levels 4 and 5	40
Advanced Certificate	6	60 credits	Levels 5 and 6	40

**Candidates will be advised of the appropriate level of study by the relevant Academic Team*

Duplication of awards

13. The same credits cannot be counted towards two separate qualifications unless one qualification is a stage in the normal progression to the other qualification.

Pass/fail modules

14. A pass/fail assessment may be adopted for a module which either:

- forms a minor part (not greater than 30%) of a project or placement, or
- the module is of a vocational or professional nature, where competency based assessment(s) are specified by the relevant Professional, Statutory or Regulatory Body (PSRB).

Publication of programmes of study

15. The programmes for qualifications governed by these Regulations are available in programme specifications as published by the University.

16. The University makes every effort to ensure that the published programmes and modules are complete and up to date, but reserves the right to make changes following the approval by the relevant University Department Committee in order e.g. to update the provision in line with sector best practice or to ensure the academic expertise available at the University is used in the most suitable manner.

ADMISSIONS Admission to a programme

17. To be admitted to a programme to which these Regulations apply an applicant must satisfy the University entry requirements specified for the programme.

Accreditation of Prior Learning

18. The University will consider credits for general transfer, awarded by Universities, or awarded by this University, for Accredited Prior Learning (APL). Please see the *Code of Practice for Accreditation of Prior Learning* for further information.
19. The University will also consider applications for Accredited Prior Experiential Learning (APEL).
20. The acceptance of applications for APL/APEL relating to a specific programme shall be subject to the approval of the Panel in accordance with the *Code of Practice for Accreditation of Prior Learning*. The recommendation for approval may be made by a panel convened for the purpose of considering APL/APEL, which in turn may make use of the judgement of the relevant Programme Leader or nominee.
21. For students entering a minor award programme with advanced standing the maximum volume of credit which can be recognised through Accreditation of Prior Learning is 50% of the credit value of the programme being applied for.

REGISTRATION FOR PROGRAMMES AND MODULES

Programme of study requirements

22. Students shall select modules for each semester in accordance with the instructions specified in the programme for which they are registered.
23. Where a particular first semester module is specified as a prerequisite for a module to be taken in the following semester, then the prerequisite will be deemed to have been satisfied provided that the candidate has been registered for the former module and has maintained satisfactory attendance and submitted all assessments associated with the module. Otherwise, to satisfy a prerequisite, the student must have been awarded the credits for the module.

Change of programme of study

24. A student may, subject to published restrictions, change a programme of study in accordance with the *Code of Practice for Student Transfer between Academic Programmes*.

Change of module

25. A candidate may, subject to timetable and other published restrictions, change a choice of module with the written approval of the School responsible for teaching the module and the School responsible for the candidate's programme of study. No withdrawal from a module will be permitted once the assessment process specified for the module has been completed.

INTERCALATIONS AND REPEAT PERIODS

Permitted duration for the accumulation of credits

26. Where a student is permitted to extend the period of study through the granting of an extension for good cause or intercalation, such an extension is subject to the overriding

requirement that the programme of study must normally be completed within a period of three years.

Intercalation requested by candidate

27. Subject to paragraph 26 students may intercalate and thereby suspend their studies by completing an Intercalation Application form, signed by the Programme Leader and submitted to Student Administration in accordance with the *Code of Practice for Intercalation*.

Intercalation on grounds of risk

28. Students on any University module or programme who are judged, on substantial evidence, to be unfit to study by reason of posing a risk to themselves or others may be required to suspend their studies (intercalate) in accordance with the *Fitness to Study Procedure*.

Repeating a stage

29. A student shall not be permitted to repeat a stage, or register for the programme *de novo* (from beginning as if for the first time) other than with the approval of the Board of Examiners. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated and subject to paragraph 26.

30. Where a repeat is permitted all credits gained during the original attempt shall cease to count towards the programme, and the entire stage shall be repeated. Any marks awarded during the original attempt shall not appear on the candidate's official transcript in accordance with the *Code of Practice for Intercalation*.

ASSESSMENT AND MITIGATION

Awarding credits

31. To be awarded the credits for a module, a student must have passed the assessment for that module. The credits for a particular module cannot be awarded to a student more than once (subject to paragraph 30 above)

Module marks

32. The performance of a candidate in meeting the assessment requirements of a module is determined by the Module Board of Examiners, and is indicated by a numerical mark. Where the module specification stipulates that to pass the module a candidate must achieve a pass in one or more assessment components, and the candidate does not pass such elements, the maximum mark which can be awarded for the module is 39%.

33. A capped mark of the pass level mark (e.g. 40 for UG and 50 for PG) must be recorded for modules passed after reassessment.

Extenuating circumstances

34. The Extenuating Circumstances Panel shall consider evidence of extenuating circumstances submitted by a candidate using the approved form, provided that the application has been submitted no later than seven days after the examination or seven days after the deadline for submission of assessed work to which the application relates and subject to the application being supported by the appropriate documentary evidence. Should a late application for extenuating circumstances be made it will be dealt with the relevant Codes of Practice as appropriate (e.g. *Code of Practice for Extenuating Circumstances*; *Code of Practice for Academic Appeals*).

Programme Regulations: Minor Awards

Reassessment

35. A student who has satisfied the attendance requirement of the module and the published deadlines for submission of assessed work has the right to retrieve a failed module on two occasions only, unless otherwise specified in the programme regulations. Retrieval will normally take place during the retrieval period before the beginning of the next academic year.
36. The method of reassessment must normally be the same as the method of first assessment unless the alternative method was published prior to the commencement of the module.

Termination of programme

37. Students who have not satisfied the attendance requirements or the published deadlines for submission of assessed work may have their programme of study terminated.
38. Termination of studies shall be following the approval of the Programme Board of Examiners on the recommendation of the Board of Examiners.

ACADEMIC/PROFESSIONAL DISCIPLINE

Academic Misconduct

39. Allegations of academic misconduct, whether involving plagiarism or other form of academic misconduct (excluding non-compliance with the attendance and submission requirements of the programme of study), shall be subject to the *Code of Practice on Academic Misconduct*.

PROGRESSION

Progression to the award

40. A candidate who is awarded a pass mark in all modules comprising the award shall be awarded the relevant qualification.

Consequences of Ineligibility to progress to the award

41. A candidate, who has not been awarded a pass mark in all modules, after retrieval opportunities have been taken, shall be failed and awarded the credits for all passed modules.

RESULTS AND AWARDS

Notification of Results and Transcripts

42. All candidates shall be given access to their own marks after the completion of each assessment process and – provided they are not in debt to the University for payment of tuition fees – to a full transcript of all credits awarded and marks obtained on completion of their period of registration at the University. Should they be in debt to the University, the matter shall be resolved as per the *Terms and Conditions of Enrolment* regarding their programme of study in force at the time of their admission to the University.