

General Regulations for Introductory Studies

(Version effective from 29 November 2000 until 3 October 2004)

1. These General Regulations apply to programmes offered by the University which attract funding from the Further Education Funding Council.

General Requirements

2. In order to qualify for the Award appropriate to their programme of study, candidates must:

- (i) have been registered as students of the University in accordance with Ordinance I by a date which the Academic Registrar shall cause to be published from time to time. In exceptional circumstances the registration date requirements may be waived by the Academic Registrar who may then require the candidate to pay the late registration fee. (For the purposes of Ordinance I, the examinations approved by Senate for entrance to Introductory Studies programmes are the examinations shown in Appendix I to these Regulations. The age requirements for entrance shown in Appendix 1 shall also be observed.)

- (ii) have registered on appropriate units specified in the Programme Regulations for their programme by a date specified by the Academic Registrar.

- (iii) have accumulated, within the period specified by the appropriate EdExcel regulations, a pass in all units and other requirements prescribed by the programme regulations.

- (iv) have discharged all financial obligations to the University.

3. Candidates undertaking any of the above programmes may, with the approval of their Head of Department, register on additional units or supplementary programmes offered by the University, which may lead to separate awards.

Unit Structure of Programmes

4. The Programme Regulations for each programme shall include a listing of the units required for its completion and shall indicate, where appropriate, the division of the programme into Stages. Each designated Stage shall be concluded by a Major Assessment Point.

5. In a Programme which lasts for more than a single academic year, all students shall re-register with the University at the beginning of each academic year but will not be

allowed to re-register if they are in debt to the University.

Unit Grades

6. Possible grades for each unit which is assessed shall be *either*

pass with distinction, pass with merit, pass, fail,

or

pass, fail

The award of grades in each unit shall be by reference to the student learning outcomes, assessed in accordance with the published EdExcel guidance for assessment. Individual programme regulations shall indicate which grading scheme is appropriate to that programme.

Requirements for Progression and Awards

7. Candidates may progress from one Stage of their programme to the next if they have passed all the required units in that Stage of the programme as specified in the relevant Programme Regulations and have fulfilled any additional requirements stipulated in the relevant Programme Regulations.
8. Candidates will be eligible for the appropriate Award when they have passed all the required units specified in the relevant Programme Regulations and have fulfilled any additional requirements stipulated in the Programme Regulations.
9. In order to be eligible to satisfy the unit outcomes specified for any unit, candidates must
 - (a) have registered on the relevant Programme before the deadline published by the Academic Registrar
 - (b) have been registered with EdExcel by the date specified by that body.
10. The University reserves the right to withhold the results of any student who has failed to discharge all obligations to the University at any interim Stage. A student whose results are withheld for this reason will not be allowed to proceed to the next Stage.
11. The results of final Stage Units will not be promulgated until all obligations to the University have been met.

Arrangements for Re-assessment

12. Candidates who at the first assessment do not achieve a pass in any unit shall be

entitled to submit themselves for re-assessment in accordance with the appropriate EdExcel regulations and guidelines.

- 13. Where a failed unit is not compulsory for the fulfilment of the requirements for the programme award, a student may, with the agreement of the Programme Leader, register on and be assessed in an alternative unit, if one is available, in lieu of undergoing re-assessment in the failed unit. Candidates who select this option shall have no right of re-assessment in respect of the substitute unit.**
- 14. Candidates who wish to undergo re-assessment under para.12 hereof, and/or assessment in a substitute unit under para.13 hereof, shall normally do so at the first opportunity offered by the University, which shall be notified to all candidates by the Programme Leader. Candidates must by the designated date register their intention and specify the units in which they wish to be re-assessed, or on which alternative units they wish to register and be assessed.**
- 15. Candidates may however be permitted to defer re-assessment, and/or assessment in a substitute unit, until a later date, provided that this remains within the period specified by the appropriate EdExcel regulations. Candidates who choose to defer and whose registration on their programme is interrupted must give advance notice in writing to the University of their intention to exercise their re-assessment rights.**
- 16. Candidates who have registered for unit re-assessment may repeat any or all of the units with attendance if the unit is available and if they first obtain permission from the Department teaching the unit. In such a case candidates will be required to produce new work in every assessment contributing to the Unit.**

Termination of Studies

- 17. Candidates who, following re-assessment under para.12 hereof and/or assessment in a substitute unit under para.13 hereof, have failed to achieve a pass in any unit which is required for progression to the next Stage of the programme or for qualification for the programme award, shall have their studies terminated.**

Attendance

- 18. Candidates who register for any programme are expected to attend the relevant scheduled sessions at the University or at any other location where such sessions are held unless a special arrangement has been agreed, in advance, by the Head of Department responsible for the programme (or his/her nominee). Candidates whose attendance is deemed by the Programme Leader to be unsatisfactory will be put on review.**
- 19. Candidates who are placed on review and who, without the prior permission of the Head of Department (or his/her nominee), attend for less than 100% of**

programmed time within a subsequent period of four academic weeks will have their studies terminated.

Leave of Absence

20. Candidates who wish to suspend their studies for good cause may apply to their Head of Department (or his/her nominee) for Leave of Absence. Applications are required to be made in advance of the intended period of Leave of Absence. Candidates will require the further permission of the Associate Dean (Teaching) of their Faculty when applying for Leave of Absence in all cases where their absence might affect any imminent assessment.

Intellectual Property

21. The ownership of all apparatus or results, also patents, designs, copyrights, inventions, computer software or other intellectual properties but excluding books, journal articles or theses whether individually or jointly developed or produced, relevant to and arising during the period of a candidate's study with the University shall be vested in or deemed to be assigned to the University. Should the question of exploitation arise, candidates shall be required to take all necessary action to facilitate such exploitation and the University shall negotiate with candidates as to whether they shall participate in the benefit thereof and, if so, on what terms.

(remade November 2000)

Appendix 1

General Entrance Requirements

1. In order to be eligible for admission to a Further Education programme conducted under the above Regulations, applicants must possess the following qualifications:-

Foundation Diploma

- a. 5 GCSE passes at Grade C minimum including English Language.
- b. A portfolio of work showing potential and commitment to art and design.

Two Year Programme

- a. 4 GCSE passes at Grade C minimum including English Language.

- b. A portfolio of work showing potential and commitment to art and design.

[NOTE: Applicants from overseas may offer the British Council's International English Language Testing Service - IELTS or the Oxford examinations in English or the Certificate of Attainment in English (ULEAC) or the University Test in English (NEAB) or Proficiency in English (Cambridge) or other qualifications acceptable to the University in lieu of GCSE English Language.]

2. Notwithstanding paragraph 1 above, a Faculty Board, meeting on behalf of Senate, may accept examinations other than those listed above as satisfying General Entrance Requirements provided that it is satisfied that the level of educational achievement indicated by such examinations is that normally required by the University.
3. An applicant for the Foundation Diploma must be at least 17 years of age by 31 December of the year of entry.

An applicant for a Two Year Programme must be at least 16 years of age on 1 September of the year of entry.

4. A Faculty Board acting on behalf of Senate may exempt from the Requirements given in para 1 above any applicant who shall have attained the age of 21 years at the commencement of the programme to which he/she seeks admission provided that the Board is satisfied, with or without the use of written or oral examinations, that the applicant has prepared himself/herself to undertake a programme of introductory studies and appears capable of sustaining such a programme successfully.

(remade November 2000)