

General Regulations for Introductory Studies

(Version effective from 4 October 2004 to 31 July 2011)

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 (For the purposes of paragraph 3 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.) and Regulation IX.

(ii) have registered on appropriate units specified in the Programme Regulations for their programme and in accordance with Regulation IX.

(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 obligations to the University in accordance with Regulation XVI.

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 in accordance with the provisions of Regulation IX.

(remade June 2004)