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University Governance

University Regulations

Regulation XXV

Introductory Studies

(Version effective from 14 March 2012 until 30 September 2018)

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

2. In this regulation Dean of School shall be taken to include any nominee of the Dean of School agreed with the Academic Registrar, and Pro-Vice-Chancellor (Teaching) shall be taken to include any nominee appointed by the Pro-Vice-Chancellor (Teaching).

General Requirements

3. In order to qualify for the Award appropriate to their programme of study, students 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.

4. Students undertaking any of the above programmes may, with the approval of their Dean of School, register on additional units or supplementary programmes offered by the University, which may lead to separate awards.

5. 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.

6. 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 Assessment (from ARIS)

7. Assessments by formal written examination shall be conducted in accordance with Rules for the Conduct of University Examinations.

8. Assessment of the outcomes of individual units shall be conducted in accordance with current EdExcel regulations and guidelines.

9. After each unit has been assessed an Internal Verifier shall determine the grades obtained by each student in the assessments which are applicable to that unit and publish the Unit Grade. Where an External Verifier has been

appointed for the unit the grades shall have been approved by the External Verifier.

10. The published Pass List shall show the names of every student who has achieved the unit outcomes in alphabetical order within each grade.

11. An Internal Verifier shall report on the assessment process in a form and manner approved by Senate

Unit Grades

12. 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

13. Students 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.

14. Students 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.

15. In order to be eligible to satisfy the unit outcomes specified for any unit, students 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.

16. 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.

17. The results of final Stage Units will not be promulgated until all obligations to the University have been met.

Re-assessment

18. Students who at the first assessment do not achieve a pass in any unit shall be entitled to submit themselves for re-assessment on one further occasion (from ARIS) in accordance with the appropriate EdExcel regulations and guidelines.

19. 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. Students who select this option shall have no right of re-assessment in respect of the substitute unit.

20. Students who wish to undergo re-assessment under para.18 hereof, and/or assessment in a substitute unit under para.19 hereof, shall normally do so at the first opportunity offered by the University, which shall be notified to all students by the Programme Leader. Students 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.

21. Students 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. Students 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.

22. Students 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 School/Department teaching the unit. In such a case students will be required to produce new work in every assessment contributing to the Unit.

23. An Internal Verifier shall consider the grades obtained by students who fail any unit and shall decide what work, if any, already submitted for the unit assessment may be carried forward without further revision in the re-assessment process, should the student opt to repeat the unit without attendance. (from ARIS)

Termination of Studies

24. Students who, following re-assessment under para.18 hereof and/or assessment in a substitute unit under para.19 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.

Appeals (from ARIS)

25. Appeals against academic decisions, including termination of studies, which cannot be resolved informally by reference to internal examiners or to the Internal Verifier shall be submitted in writing to the Pro-Vice-Chancellor (Teaching) who shall convene a panel to consider the appeal, which shall be constituted as follows:

- The Pro-Vice-Chancellor (Teaching) (Chair)
- The Dean of School responsible for the programme
- Two other members of academic staff.

None of the panel members shall have engaged in any of the academic work which is the subject of the panel's consideration. In the event that the Dean of School is disqualified from participating, he/she shall nominate an alternative member of academic staff from the School/Department to membership of the panel. The panel shall consider the appellant's written representations and shall also, if it thinks fit, afford the appellant an opportunity to be heard in person. The decision of the panel will be final. This decision shall be reported in writing to the appellant, the Dean of School (if not a member of the panel), the Programme Leader, the Internal Verifier, the External Verifier (where one has been appointed for the unit) and the Academic Registrar.

26. If the panel decides to uphold an appeal against the result of a unit assessment, the panel may refer the matter back to the Internal Verifier, with an instruction to the Verifier to amend his/her original decision and if appropriate publish a revised Unit Grade which shall forthwith supersede the earlier Unit Grade awarded to the appellant.

27. If the panel decides to uphold an appeal against termination of studies, then the provisions of paragraph 18 hereof shall apply and the panel shall act for the Internal Verifier in accordance with paragraph 23 hereof.

Power to Annul an Assessment (from ARIS)

28. The Senate may annul any assessment and may require the students in any assessment that has been annulled to undergo further assessment, or may require an Internal Verifier to disregard the result of any assessment which has been annulled notwithstanding any other regulation or rule. The Senate may amend any regulation or rule to take account of the assessment which has been annulled

Attendance

29. Students 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 Dean of School responsible for the programme (or his/her nominee). Students whose attendance is deemed by the Programme Leader to be unsatisfactory will be put on review.

30. Students who are placed on review and who, without the prior permission of the Dean of School, attend for less than 100% of programmed time within a subsequent period of four academic weeks will have their studies terminated.

Leave of Absence

31. Students who wish to suspend their studies for good cause may apply to their Dean of School for Leave of Absence in accordance with the provisions of Regulation IX.

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