



leeds metropolitan university

Academic Principles and Regulations

Section A1: General Statements of Principle

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SECTION A1: GENERAL STATEMENTS OF PRINCIPLE

A1.1 Scope and Application

A1.1.1 Scope

The following academic principles and general academic regulations are concerned with admission to, and the assessment of students enrolled on, programmes of study leading to awards of the University.

A1.1.2 Purpose

The University Academic Regulations provide:

- the framework within which Schemes or Courses are designed, validated and approved;
- and
- the means whereby the standard of University awards is assured through the maintenance and enhancement of the quality of teaching, learning and assessment.

A1.1.3 Responsibility

In approving the Academic Regulations, the Academic Board has delegated responsibility for the detailed operation, monitoring and review of these Regulations to its Committees. Final approval of the Academic Principles and Regulations is the responsibility of Academic Board.

A1.1.4 Application

The following principles underlie the Academic Regulations of the University, which are to be interpreted and applied in the light of these principles.

Definitions

Within the framework the following definitions apply:

Award

An award is that qualification, which is granted to a student upon completion of a course. An award may be either a target or contained award dependent on successful achievement of the required number of credits by a student. A student may undertake a course and successfully achieve credit but not be eligible for an award. The awards of the University are defined in section A of the Academic Regulations.

Course

Students apply for and study on courses, which lead to a defined award of the University. Approval, periodic and annual review and course team activity ensure that course quality and standards are appropriate for the award students are aiming to achieve.

Programme

A Programme refers to any coherent body of provision leading to a higher education award and is therefore considered interchangeable with 'course' in the University's academic framework. The term 'programme' is commonly used by the Quality Assurance Agency.

Programme of Study

A programme of study refers to the diet of modules an individual student is undertaking.

Scheme

A scheme is a management tool for standardising practice across linked provision within a Faculty. Whilst schemes may establish a parity of practice across courses they do not negate the requirement for each course to be considered for approval and periodic review on an individual basis.

Principles

Within the framework the following principles apply:

Primacy of University Regulations

The University Regulations take precedence over any other regulations, including those of external or professional bodies, unless variation is specifically permitted and approved.

Parity

All awards of the University are subject to the overarching principles of the University outlined in Section A.

Consistency, Fairness and Equity

The University will apply its regulations fairly, equitably and consistently.

Rigour and Standards

The University will ensure that the standards of assessment are rigorous and of comparable standing with the rest of the sector.

Academic Judgements

The academic judgements of examiners cannot, in themselves, be questioned or overturned.

Ratification and recording of credit

The University will have sound provisions for the ratification and recording of credit.

Feedback

The University will ensure that feedback is timely, promotes learning and facilitates improvement. The University will ensure that students will have the opportunity to discuss their academic work with staff.

Information to Students

All students will be provided with appropriate information in respect of:

- The university requirements for completion of modules, level and award
- Assessment requirements of their modules
- Provisions for submitting extenuating circumstances
- Provisions for publication of results
- Provisions for requesting an appeal hearing

Responsibilities of Students

Students are responsible for maintaining awareness of:

- Academic Regulations
- Information contained in their Course Handbook
- Complying with the assessment requirements of their modules
- Their standing in respect of progression and award
- Their standing in respect of re-assessment provisions and arrangements

Confidentiality

The academic principles and regulations will provide for due and appropriate confidentiality.

A1.2 Awards of the University

A1.2.1 Definition of Awards

The University has established a definition of each of its awards. The minimum standard of the degrees awarded by the University is that of degrees awarded by universities in the United Kingdom, as demonstrated through the use of external examiners, through peer review and through participation in national systems for quality assurance and quality assessment.

A1.2.2 Approval of New Awards

Proposals for new awards are considered through procedures agreed by the Academic Board. New proposals will be considered in the context of the range of the University's existing awards and their relationship to each other and to the awards of other bodies.

A1.3 Schemes and Courses

A1.3.1 Mode and Structure of Schemes or Courses

Schemes or Courses approved by the University must conform in terms of standard and objectives to the requirements of the University's definitions of awards (See A1.2.1).

A1.3.2 Modes of Study

The University believes that it is essential for the advancement of education and the extension of educational opportunities that a variety of modes of study should be available to students.

A1.3.3 Aims and Objectives of Schemes or Courses

Schemes and Courses approved by the University shall have aims, objectives and learning outcomes which the curriculum, teaching/learning methods and forms of assessment are designed to fulfil.

A1.3.4 General Educational Aims of the University

The aims for Schemes or Courses will include the University's general educational aims which reflect the concept of capability by developing students':

- intellectual and imaginative powers
- confidence and ability to take effective and appropriate action
- problem solving and decision-making skills
- ability to communicate and explain their actions
- ability to work with others and to continue to learn from their experience
- ability to see relationships within what they have learned and the ability to relate the studies to a wider context.

Approved Schemes or Courses will stimulate an enquiring, analytical and creative approach, encouraging independent judgement and critical self-awareness.

A1.3.5 Aims of Schemes or Courses

The aims of Schemes or Courses will include the development, to the level required for the award, of a coherent body of knowledge, skills and understanding appropriate to the field of study and reflecting academic developments in that field.

A1.3.6 Objectives of Schemes or Courses

The objectives of Schemes or Courses will specify in more detail the knowledge and competencies to be developed in the Scheme or Course and evaluated in the assessments.

A1.4 Scheme or Course Development

A1.4.1 Recommendation to Academic Board

A recommendation to Academic Board on whether or not a Scheme or Course meets the requirements of the University must be made by a group of responsible and experienced people.

Peer Review

(A) Composition

This group must be drawn from persons:

- inside and outside the field of study concerned
- inside and outside the University or other partner institution providing the Scheme or Course
- inside and outside higher education, where appropriate.

(B) Responsibilities

Members of this group must:

- be able to make impartial judgements on the comparability of a Scheme or Course, in terms of standard and content, with similar Courses offered elsewhere in higher education;
- include members familiar with current developments in the field of study;
- include at least one member with relevant experience of industry, commerce, public service or the professions, where appropriate;
- include members with an understanding of current practice and developments in teaching, learning and assessment in higher education;
- be aware of the University's requirements for the award.

A.1.5 Quality of Learning Experience

A1.5.1 Quality of the Learning Experience

The quality of the learning experience must be maintained and where possible enhanced.

A.1.5.2 Teaching and Learning Strategies

Teaching and learning strategies should be appropriate to the aims and objectives of the Scheme or Course and to the nature of the student population.

A1.5.3 Teaching Staff

The teaching staff must be properly qualified and experienced, and their teaching must be invigorated and informed by their active participation in scholarly activity, including research and/or relevant professional activities.

A1.5.4 Academic Supervision and Learning Support

The University or other partner institution(s) delivering an approved award of the University must be able to provide the student with appropriate academic supervision and learning support.

A1.5.5 Placement Learning

Where placement learning is an intended part of the programme of study, the University will ensure that:

- its responsibilities for placement learning are clearly defined;
- the intended learning outcomes will contribute to the overall aims of the programme;
- any assessment of placement learning is an integral and coherent part of the assessment strategy;
- students are provided with appropriate guidance and support in preparation for, during and after their placements.

A1.5.6 Student Involvement

Students should be provided with opportunities to:

- negotiate and take responsibility for their own learning;
- and
- contribute in an informed way to Scheme or Course development and quality assurance, in an atmosphere in which rational debate is encouraged.

A1.5.7 Student Feedback

Students' feedback on the nature of their educational experience should be sought and acted upon.

A1.6 Opportunities for Study

A1.6.1 Opportunities

Schemes or Courses leading to awards of the University should be specified and structured in such a way as to enable all those with the potential to benefit from and succeed in higher education to seek to gain admission and to gain the highest award of which they are capable.

A1.6.2 Flexibility

The University will seek to provide Schemes or Courses which are flexible in terms of entry and exit points and provide a range of electives and options.

A1.7 Admission of Students

A1.7.1 Admission of Students

The admission of students will be based on a reasonable expectation that they will be able to:

- benefit from their programme of study
- fulfil its objectives
- achieve the standard required for the award for which they are registered.

A1.8. Career Education, Information and Guidance

A1.8.1 Aim

Career education, information and guidance will assist the University in preparing its graduates for their future careers. The University will clearly identify for prospective and current students the importance of skills and knowledge development in relation to employment and lifelong learning.

A1.8.2 Access

Students will be fully informed about the process and the services available to them both during their career within the University and after leaving. Information and guidance will be:

- provided to students on a client-focused and confidential basis
- in accordance with current University policy as determined by the Academic Board.

A1.8.3 Confidentiality

Career education, information and guidance will be impartial, client-focused, confidential, collaborative and in accordance with the University's equal opportunities policy.

A1.8.4 Equal Opportunities

The University will identify and develop appropriate services and provide information to meet the needs of the student body including the specific requirements of students who may be disadvantaged in the labour market.

A1.8.5 Institutional Context

Any services, information or guidance provided for the benefit of staff or students will be subject to the normal quality assurance processes of the University.

A1.9 Assessment of Students

A1.9.1 Purpose of Assessment

The purpose of assessment is:

- to enable students to learn;
- and
- to demonstrate that they have fulfilled the objectives of the Scheme or Course and have achieved the standard required for the award.

A1.9.2 Conduct of Assessment

Assessment is conducted under the general authority of Boards of Examiners to ensure impartiality.

A1.9.3 Membership of Boards of Examiners

The membership of a Board of Examiners must be competent to make judgements about the performance of individual students against specified criteria and in relation to comparable Schemes or Courses.

A1.9.4 External Examiners

The particular responsibilities of external examiners are to ensure:

- that students are assessed fairly in relation to other students on the Scheme or Course and to all students across the University;
- and
- that the standard and quality of the University's awards is maintained.

A1.10 Equal Opportunities

A1.10.1 Access

The University will offer equal opportunities for access to its Schemes or Courses within its admissions policy and pursue positive recruitment policies to ensure maximum open access.

A1.10.2 Academic Provision

The University will work towards enriching, informing and supporting the content, delivery, culture and criteria for assessment of all its Schemes or Courses in order to ensure equality of opportunity throughout students' academic careers.

A1.11 Powers of the Academic Board

A1.11.1 Quality and Standards

The Academic Board will take any reasonable action it considers necessary to protect the quality of Schemes or Courses and the standard of its awards.