



leeds metropolitan university

# **Academic Principles and Regulations**

## **Section A4: Taught Awards of the University**

### **August 2011**

Approved June 2002;  
Amended June 2003, July 2004, July 2005, May 2006, July 2007, May 2008, July 2009 and July 2011

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## **SECTION A4: TAUGHT AWARDS OF THE UNIVERSITY**

### **A4.1 General Academic Regulations for Approved Schemes or Courses**

#### **A4.1.1 Regulations**

All credit bearing schemes or courses are subject to the University's Academic Principles and Regulations which have been approved by Academic Board.

#### **A4.1.2 Written Statements**

Each approved Scheme or Course is governed by a programme specification available to students.

Programme of Study

- **Modules**

The University requires all programmes of study leading to one of its awards to be comprised of discrete modules of study, each with its own learning outcomes capable of being assessed separately.

- **Coherence and Progression**

All programmes of study should be capable of demonstrating coherence and, where appropriate, progression.

### **A4.2 Mode and Duration of Study**

#### **A4.2.1 Definitions of Award**

All Schemes, Courses or individual programmes of study leading to an award must conform to the definitions for the award [see Section **Error! Reference source not found.**: Definition of University Awards], but may have a range of modes of study.

#### **A4.2.2 Modes of Study**

For any mode of study, the following should be specified and be designed to satisfy the duration requirements of the award:

- the level of knowledge and skills required at the entry point
- the curriculum
- teaching arrangements
- time available for students' private study
- the length and nature of any supervised work experience
- assessment arrangements.

#### **A4.2.3 Minimum and Maximum Periods of Study**

The minimum and maximum periods within which a student must normally complete the programme shall be specified.

#### **A4.2.4 Full-time and Part-time**

The duration of a programme of study on a part-time basis will always be designed to be longer than the minimum duration for full-time study.

#### **A4.2.5 Normal Duration of Periods of Study**

The normal duration of periods of study is as set out below.

(A) **Certificate of Higher Education**

The planned duration of the Certificate of Higher Education is 1 year full-time and 2 years part-time; and normally the maximum period of registration is 2 years full-time and 3 years part-time.

(B) **Diploma of Higher Education**

The planned duration of the Diploma of Higher Education is 2 years full-time and 4 years part-time; and normally the maximum period of registration is 5 years full-time and 7 years part-time.

(C) **Foundation Degree**

The planned duration of the Foundation Degree is 2 years full-time and 3 years part-time; and normally the maximum period of registration is 5 years full-time and 7 years part-time.

(D) **Bachelor Degree**

The planned duration of the Bachelor Degree is 3 years full-time and 5 years part-time; and normally the maximum period of registration is 6 years full-time and 8 years part-time.

(E) **Bachelor Degree with Honours**

The planned duration of the Bachelor Degree with Honours is 3 years full-time and 6 years part-time; and normally the maximum period of registration is 6 years full-time and 9 years part-time.

(F) **Top-up Degree**

The planned duration of the Top-up Degree is 1 year full-time and 2 years part-time; and normally the maximum period of registration is 2 years full-time and 3 years part-time.

(G) Masters Degree

The planned duration of the Masters Degree is up to 2 years full-time and 4 years part-time; and normally the maximum period of registration is 5 years full-time and 7 years part-time

**A4.2.6 Assessment beyond the Maximum Period of Registration**

The Board of Examiners, having regard for the standard of the award, and the Scheme or Course objectives and regulations, may, at its discretion, allow a student to be assessed beyond the maximum period of registration.

**A4.2.7 Sandwich Mode**

A programme of study leading to the Degree or Honours Degree in the sandwich mode shall include normally not less than 48 weeks of supervised work experience, in addition to the period for any related full-time award. Any arrangement other than this specified period will be agreed at approval of the award and reviewed at periodic review.

**A4.2.8 Sandwich Mode: Engineering and Art and Design**

The following provisions apply to these awards:

(A) BEng, BEng with Honours, MEng

The period of supervised work experience shall be not less than 36 weeks with no possibility of exemption.

(B) Bachelor Degrees in the Field of Art and Design

The period of supervised work experience is not less than 3 months nor greater than 12 months in a 4-year programme of study.

**A4.2.9 Completion of Supervised Work Experience**

For all sandwich mode awards, students are required to perform satisfactorily and complete the period of work experience before the award can be made.

**A4.2.10 Sandwich Mode: Award Certificate**

If the Scheme or Course is designed in the sandwich mode, then this is specified on the Award Certificate.

**A4.3 Language of Study**

**A4.3.1 English**

The standard language of delivery, study and assessment will be English.

**A4.3.2 Other Languages**

Regulations may be approved by the Academic Board which permit programmes of study leading to a University award to be delivered and/or assessed in another language.

**A4.4 Titles of Programmes of Study**

**A4.4.1 Titles**

The title of a programme of study will be simple and accurate. It must conform to the usual expectations of higher education bodies, relevant professional bodies, students and employers about the level of knowledge and skills to be expected from a person holding such a qualification.

**A4.4.2 Approval of Award Titles**

Where the title of a programme of study is to appear on the Award Certificate conferred by the University, that title must be approved by the Academic Board in accordance with such procedures as may be instituted.

**A4.4.3 Change to Award Titles**

Where the title of a programme of study is to appear on the Award Certificate conferred by the University, the title may not be changed without the approval of the Academic Board.

**A4.5 Approval and Modification of Schemes or Courses**

**A4.5.1 Approval**

All taught Schemes or Courses leading to final awards of the University will be approved through a system of peer review. All proposals will be scrutinised by panels of peers, drawn from the University, other academic institutions and from appropriate external organisations. Panels have the responsibility of recommending to the Academic Board whether or not, and under what conditions, Schemes or Courses should be approved.

**A4.5.2 Contained Awards**

Normally all Schemes or Courses leading to a final award will include a series of approved contained awards at different levels. The title

of the contained award will be the same as the title of the final award unless an alternative title is specified in the approved Scheme or Course regulations.

#### **A4.5.3 Professional or Statutory Bodies**

Where Courses are accredited by professional or statutory bodies, the University will, where appropriate, seek to conduct approval and review on an appropriate joint basis.

#### **A4.5.4 Edexcel Courses**

The University has an agreement with Edexcel which applies to review of existing Edexcel courses and to the approval of new Edexcel courses.

#### **A4.5.5 ECTS**

The University recognises the principles and mechanisms of the European Community Course Credit Transfer System (ECTS) and this is applied where appropriate.

#### **A4.5.6 Collaborations**

Where a Scheme or Course of the University is offered by a partner institution, the collaboration will be in accordance with the University's regulations relating to collaborative provision.

#### **A4.5.7 Withdrawal or Non-Renewal of Approval**

##### **(A) Withdrawal/Non-Renewal**

The University has the right to withdraw approval or to decide not to renew approval for a Scheme or Course at any time. Where there is evidence that a Scheme or Course is not meeting the standard of the award, the University will withdraw approval.

##### **(B) Provisions for Students**

In any of these circumstances, the University will ensure that opportunities for the achievement of objectives and learning outcomes are maintained for any students remaining on the Scheme or Course, or that, where possible, the students are enabled to transfer to a suitable alternative Scheme or Course.

#### **A4.5.8 Course Approval Documentation**

Course approval documentation for all the University's approved Schemes or Courses are

lodged with the Registrar and Secretary's Office.

#### **A4.5.9 Memorandum of Collaboration**

Schemes or Courses offered in collaboration with partner institution(s) are the subject of a signed Memorandum of Collaboration which:

- defines the means through which academic standards will be maintained;
- sets out the channels of authority, accountability and executive action for the collaboration.

#### **A4.5.10 Monitoring and Review**

All Schemes or Courses are subject to annual review and period review within a 5 year cycle.

#### **A4.5.11 Modifications**

Modifications to Schemes or Courses will be progressed in accordance with the University Regulations under the authority of the University Academic Board and its Committees.

#### **A4.5.12 Modifications to Progression and Assessment Regulations**

No change will be made to regulations on the progression and assessment of students without formal consultation with the students on the Scheme or Course who may be directly affected by the proposed changes.

#### **A4.5.13 External Examiners**

Any changes which affect the regulations for assessment of students for an award must also have received the written consent of the approved external examiner(s).

#### **A4.5.14 Record of Modifications**

All modifications made to a Scheme or Course are kept on file as part of the course approval documentation.

### **A4.6 Admission**

#### **A4.6.1 Admission Regulations**

The admission regulations for a Scheme or Course must conform to the general Admissions Regulations of the University and describe the basis on which a student is admitted to the beginning of a Scheme or Course or to subsequent stages. The regulations should do the following:

(A) Knowledge and Skills

Identify the knowledge and skills required at admission and relate these to the content and objectives of the Scheme or Course.

(B) Definition of Award

Describe the way in which these arrangements will accord with the University's requirements relating to the definition of the award, as set out in Section **Error! Reference source not found.**: Definition of University Awards.

(C) Suitability for Admission

Set out criteria and means of assessing the student's suitability for admission with reference to the University's procedures and practice.

(D) Honours Classification

Set out, where appropriate, the procedures to be used in assessing for the purposes of Honours classification any relevant previous work of a student admitted with specific credit, with reference to the University's procedures and practice.

**A4.7 Assessment, Progression and Re-assessment**

**A4.7.1 Scheme or Course Regulations**

All Scheme and Course regulations for assessment, progression and re-assessment will be in accordance with Section C3: Student Progression unless specific permission for variation has been given in accordance with the University Regulations.

**A4.7.2 Assessment Regulations for Schemes or Courses**

The assessment regulations for a Scheme or Course state the basis on which the students will be assessed for an award, relating the assessment to both the general educational and the Scheme or Course specific aims, as well as to the standard of the award.

**A4.7.3 Progression Regulations for Schemes or Courses**

Progression regulations for Schemes or Courses will:

- specify the minimum requirements for progression from one level to the next;
- and

- clearly identify core, elective and pre-requisite modules.

**A4.7.4 Attendance**

Where the objectives and learning outcomes of the Scheme or Course require it, the regulations may specify compulsory attendance at any element of the programme of study and must be detailed in the programme specification.

**A4.7.5 Monitoring of Student Progress**

Scheme or Course handbooks give details of any formal arrangements designed to monitor students' progress and how students are informed of their progress.

**A4.8 General Regulations for the Conferment of Awards**

**A4.8.1 Awards of the University**

The awards conferred by the University upon students who have completed all the requirements of an approved programme of study are set out in Section **Error! Reference source not found.**: Awards of the University and their Standard.

**A4.8.2 Enrolment and Registration of Students**

Students enrolling on programmes of study leading to a University award are required to be registered for an award with the University and to pay the relevant fees.

**A4.8.3 Conditions of Award**

An award of the University will be conferred when the following conditions are satisfied:

(A) Registration, Fees and Financial Liabilities

The candidate was a registered student with the University at the time of their assessment for an award, and payment of all the appropriate tuition and other relevant fees and outstanding financial liabilities has been made.

(B) Completion of Programme of Study

The candidate has completed a programme of study approved by the University leading to the award being recommended.

(C) Recommendation for an Award

The award has been recommended by a Board of Examiners, convened, constituted and acting

under the regulations approved by the Academic Board of the University; or a duly established Appeal Panel of the University.

#### **A4.8.4 Recommendation for Award**

All recommendations for awards of the University shall be made in writing to the Chair of the Academic Board, who shall then authorise conferment. A report of all recommendations will be made to the next meeting of the Academic Board of the University.

#### **A4.8.5 Date of Conferment**

The date of conferment of an award will normally be the date of the award ceremony for that programme of study. A student may elect to receive their award in absentia.

Where, through the working of the Appeal process, the classification of a Bachelor Degree with Honours is determined subsequent to the relevant award ceremony for the student's cohort, the date of the conferment of the degree will be deemed to be the date of that award ceremony.

Where through the working of the Appeal process, the entitlement to an award of the University is determined, the date of the conferment of that award will be deemed to be that date of the award ceremony for the student's cohort; and the student shall be entitled to attend a subsequent award ceremony if the student so wishes.

#### **A4.8.6 Certificate of Award**

The Certificate of Award conferred by the University records:

- the name of the University, together with, if appropriate, the name of any other institution sharing responsibility for the student's programme of study
- the student's full name as given on the final recommendations of the award
- the award and the date of conferment
- the title of the programme of study, if any, as approved by the University for the purposes of the Certificate of Award
- an approved endorsement, where appropriate that:
  - the programme of study was in the sandwich mode

- the award is made with distinction or merit in one or more spoken elements for another language programme of study.

#### **A4.8.7 Signatories of the Certificate of Award**

The Certificate shall bear the signature of the Vice-Chancellor of the University and/or the Chair of the Board of Governors.

#### **A4.8.8 University Transcript**

A University Transcript may be issued on request to a student who has successfully completed any modules approved by the University as suitable to form part of an approved programme of study leading to an award.

#### **A4.8.9 Contents of University Transcript**

The University Transcript, or Certificate of Credit, records:

- the full name of the student
- the dates of the student's enrolment with the University
- the modules successfully completed, with details of their level and credit rating, grade achieved (where appropriate) and date of completion
- details of any periods of supervised work experience or placement, with grades where appropriate and dates.

#### **A4.8.10 Signatory of the University Transcript**

The transcript shall bear the signature of the Vice-Chancellor or nominee.

##### **(A) The Programme of Study**

A student may only be a candidate for an award of the University if she or he has followed an approved programme of study designed to lead to that award and has satisfied the Board of Examiners for the Scheme or Course.

##### **(B) Distinction, Merit and Classification**

The Board of Examiners may recommend that an award be conferred with merit or distinction or with an honours classification where Scheme or Course regulations make such provision and where the student has satisfied the requirements of the regulations for such an award.

(C) Candidates Proceeding to a Further Award  
Where Scheme or Course regulations make such provision, the Board of Examiners may recommend that an award be conferred upon a student who has satisfied the requirements for that award, whether or not the candidate is proceeding directly to a programme of study leading to a further award.

**A4.8.11 Failure: Lower Award or Re-assessment**

A candidate who has failed to satisfy the examiners in the first attempt at an assessment for an award but has in the examiners' judgement satisfied the requirements for a lower award as specified in the Scheme or Course regulations may, at the examiners' discretion, be offered a choice of:

- accepting the lower award immediately;
- or
- re-assessment for the higher award under Sections [C3: Student Progression](#) or [C4: Conferment of Awards](#) as appropriate.

If the student is re-assessed and fails, the student may claim the lower award previously offered.

**A4.8.12 Posthumous Awards**

Providing that all normal conditions for an award would have been satisfied, an award may be conferred posthumously and be accepted by another person on behalf of the late student.