



THE UNIVERSITY OF
WINCHESTER

ACADEMIC REGULATIONS FOR TAUGHT PROGRAMMES 2011/12

(INCORPORATING EXEMPTIONS FOR STETS STUDENTS
APPROVED BY ASC ON 28 APRIL 2010)

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| This document defines the Academic Regulations for all taught programmes, validated by the University of Winchester, including undergraduate, PGCE/EYP and taught postgraduate programmes and incorporating exemptions for STETS students approved by ASC on 28 April 2010. | | |

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SECTION A INTRODUCTION

Section A1 Scope of the Regulations

A1.1 The Academic Regulations for Taught Programmes, referred to here as the *Regulations*, apply to all taught provision of the University of Winchester and to all students undertaking that provision unless specifically exempted by Senate or disallowed under accreditation agreements with Professional, Statutory and Regulatory Bodies.

The University reserves the right to withdraw programmes and to make changes in regulations, programmes, modules, fees, etc, at any time before or after an applicant's admission. Admission to the University is subject to compliance with the University's registration and enrolment procedures and its Regulations.

A1.2 The Regulations for each year shall be approved annually by Academic Standards Committee and Senate during the previous year.

The Regulations in force at any time shall be those for that academic year unless specified otherwise. When a student registers at the start of an academic year for a year of study or part way through an academic year, the student shall sign up for the Regulations for that academic year.

When a student resumes study after an interruption the student shall undertake to abide by the Regulations and the programme and module specifications in force at the time of resumption.

The Regulations are intended to be used as a primary source of information. Alongside the Regulations, the University operates a wide range of institutional policies and procedures. Key aspects of these policies and procedures are incorporated within the Regulations and reference is made there to the full policy or procedures, which can be found on the University's website.

A1.3 The Academic Regulations may be amended, through Academic Standards Committee, by authority of Senate.

Section A2 Suspension of the Regulations

A2.1 In exceptional circumstances, a programme or subject may seek, at the time of validation or review, to operate outside of one or more of the Regulations. Application to do so must follow appropriate consultation with other programmes and subjects as required, and must be made explicit at the time of validation or review and must be explicitly approved by Academic Standards Committee. Where approval is secured, this must again be made explicit in the Programme Specification.

A2.2 In exceptional circumstances, and following appropriate consultation, a programme or subject may seek to obtain formal approval through Academic Standards Committee to suspend one or more of the Regulations. Where this approval is secured, students must be explicitly notified before implementation.

SECTION B ENROLMENT AND ATTENDANCE

Section B1 Enrolment

B1.1 Every student must enrol annually in accordance with procedures established by the Director of HR & Registry.

B1.2 A student shall not be permitted to enrol on more than one taught programme leading to a qualification at one time except with the special permission of the Director of HR & Registry.

B1.3 New students, who have not enrolled by Friday of week 4 of the semester in which their proposed programme starts, must defer starting their studies until the next intake for the programme.

B1.4 Every student undertakes to abide by the Regulations of the University and any programme, subject and/or module specifications for which they have registered, as a condition of enrolment, and to be subject to the University's discipline whilst registered at the University.

- B1.5 Should a student transfer to another programme and/or to another mode of study at the University, or withdraw temporarily or permanently from a programme, they must obtain written approval in accordance with the University's procedures.
- B1.6 A student remains enrolled unless:
- they have advised the University of their withdrawal by completing the approved withdrawal form and submitting it to Registry; or
 - the University has terminated their enrolment.
- B1.7 An enrolled student of the University shall ensure that their record, held by the University, always has their most up to date residential addresses and contact numbers, both permanent and local/term-time.

Section B2 Student Attendance and Workload Obligations

- B2.1 The nature of students' academic obligations (including attendance at lectures, classes and seminars, performance of practical and written work, etc) varies between programmes, subjects and modules.
- B2.2 Students admitted to full-time programmes are required to attend the two University semesters each year as defined in the Programme Specification for their programme and this may include additional periods of study outside the University's standard Attendance Dates, as published annually in the Academic Year Calendar (see Appendix 2 for further details).
- B2.3 Students admitted to part-time or distance-learning programmes are required to attend as defined in the Programme Specification for their programme.
- B2.4 Students who fail to attend elements, which have been designated as mandatory by a subject or programme may be refused the opportunity of redeeming failed assessments in the module(s) for which the minimum attendance requirement has not been met.
- B2.5 Students who fail to satisfy individual subject or programme attendance and/or workload requirements may be:
- penalised in their marks;
 - required to leave the programme or subject;
 - refused readmission or admission to another subject, programme or other modules.
- B2.6 Students who feel they have good cause for failing to meet attendance and/or workload requirements, for example due to personal or medical circumstances, may be eligible for In-Year Concessions and should refer to the University's Concessions Procedures for further details.
- B2.7 While the University recognises that many students combine study with paid or voluntary work, it is the responsibility of students to organise their time in a way which allows them to participate in required teaching and learning activities and complete assignments and examinations at the appropriate time. International students must also abide by any condition of their visa requirements which may include a restriction on part-time work.

Section B3 Full-time and Part-time Load

- B3.1 The normal full-time load is 60 credits per semester.
- B3.2 A part-time load is normally half the equivalent full-time load, although individual programmes may permit part-time students to undertake an accelerated route of study.
- B3.3 FdA/BA students will normally take four 20-credit modules or equivalent per year, for a total of 80 credit modules per academic year. MA students will normally take four 15-credit modules or equivalent per year, for a total of 60 credit modules per academic year. Modules may not span academic years. (STETS requirement).
- B3.4 A part-time student may also be permitted to vary their part-time load during their programme.

- B3.5 Continuing Education students normally register for, and attend, discrete modules on a semester by semester basis.

SECTION C PROGRESSION

- C1 Each Department and/or Faculty shall hold an Exam Board to consider students' eligibility for progression or award. See also Section I: Exam Boards.
- C2 The University reserves the right to deny students permission to continue on a programme if they:
- have not made a bona fide attempt to submit work by set deadlines;
 - fail to attend an examination or practical assessment without valid cause;
 - fail to satisfy specific attendance requirements for their programme, subject or module(s);
 - fail to meet specified requirements set by an Exam Board.
- C3 Any student required to withdraw under C2 above will have the normal rights of appeal in accordance with the Academic Appeals Regulations.
- C4 A full-time undergraduate student must normally pass 120 credits in an academic year before being permitted to progress from one year to the subsequent year in the same programme of study (STETS requirement).
- C5 A student will not be permitted to undertake the writing of the Independent Study (Dissertation) until successful completion of at least four taught modules but may not submit the Independent Study for examination until all the taught modules have been passed. (STETS requirement)
- C6 A part-time student must normally pass all modules for which they were registered in an academic year before being permitted to progress from one year to the subsequent year of the same programme of study (STETS requirement)
- C7 A student shall normally redeem all failed modules before progressing to the next academic year of the programme.
- C8 A student who has failed to satisfy the requirements for progression to the next stage of their programme may apply to (re)take the failed module(s). Students may not proceed to the next stage until the failed modules have been passed. (See Section D2.)
- C9 Students will not normally be permitted to progress to the next academic year of their programme, nor will they receive any academic award, while in debt to the University.

SECTION D SUSPENDING STUDY, REPEAT STUDY AND INTERNAL TRANSFERS

Section D1 Suspending Study

- D1.1 Students who are unable to continue their programme for any reason may apply to suspend their studies provided that they will be able to resume study and complete their intended award within the maximum period of registration.
- D1.2 The period of the break in studies shall normally be up to one year and exceptionally up to a maximum of two years. The Programme Leader may approve an application to suspend study for a maximum period of up to one year. If a further break in study is requested or the initial request is for more than one year, the approval of the Dean of Faculty must be sought.
- D1.3 Students who wish to suspend study shall complete and submit the appropriate application form to Registry in accordance with University procedures. Access to IT and Library services are normally suspended while students suspend their studies.
- D1.4 Where the reasons for suspending study relate to medical or health issues, the University may require specific evidence to demonstrate that the issues have been addressed before permitting the student to resume their studies. Such evidence will normally be detailed at the point of suspension. (Refer to the Fitness to Study Policy for further details.)

- D1.5 In view of the pace of educational change, students who suspend study may be required to provide proof of appropriate study and professional re-orientation prior to resuming the programme.
- D1.6 Students who wish to resume their studies after a break shall re-enrol on the programme, in accordance with University procedures, before they are permitted to continue their studies. When students resume study they shall sign up for the Regulations and the programme, subject and module specifications in force at the time of resumption.
- D1.7 Students who take an agreed break in studies with the intention of returning and subsequently find they are unable to return to complete their studies within the period of registration, shall write to Registry to confirm their inability to return and, where appropriate, to request consideration for the highest terminal exit qualification. This request shall be made before the start of the final year of the period of registration.

Section D2 Applications to Repeat Study

- D2.1 Students who have failed one or more modules and are either ineligible to proceed to the next academic year of study or ineligible to graduate may apply to repeat the failed modules.
- D2.2 Undergraduate students may be permitted a maximum of one application to repeat modules during their period of undergraduate study at the University, regardless of whether they are changing pathway. An exception may be made for students with valid concessions.
- D2.3 Postgraduate students may apply to repeat up to a maximum of one third of the credit for their programme, during their period of postgraduate study at the University, regardless of whether they are changing pathway. An exception may be made for students with valid concessions.
- D2.4 Students who wish to repeat study shall complete and submit the appropriate application form to Registry in accordance with University procedures.
- D2.5 The decision to accept or reject applications to repeat study, regardless of whether the student has valid concessions or not, is at the discretion of the relevant Programme Leader(s) and subject to PSRB and programme requirements. Programme Leaders also have discretion to set conditions on students returning to study, (eg pathway restrictions, regular progress reviews etc) and may require students to withdraw at any point if these conditions are not met.
- D2.6 For undergraduate Combined pathway students: if one subject accepts the application and another rejects it, the student may only be permitted to proceed if the accepting subject is able and willing to offer them a Single pathway or the student is able to find a second subject willing to take them on as a new student.
- D2.7 Students may use the application to repeat study as an opportunity to request a transfer to another subject or programme, either because a previous application has been rejected or because they feel unsuited to their current programme.
- D2.8 Students would not normally be offered the opportunity to retake modules that have already been passed. The only exception would be students with valid concessions and where the modules concerned would affect their overall degree result. Where subject or programme leaders permit a student to retake a module, which has already been passed, or take a new module to replace a module that has already been passed, the original result would be set aside and the result for the repeated or replacement module would stand, even if the result were lower than the result for the original module.
- D2.9 Results for repeated modules or modules taken to replace failed modules will normally be capped at the minimum pass mark unless the student has valid concessions or the student is required to take additional modules to meet the requirements for a new programme, pathway or subject.

Section D3 Internal Transfers

- D3.1 A student who is registered on a programme may be permitted to transfer to another programme in accordance with University procedures, subject to the constraints listed below. (See Appendix 3 for details of transfer credit requirements.)

- D3.2 A student may be permitted to transfer between modules on a programme up to the end of the second week of teaching of either module. Exceptionally, the transfer of a student from one module to another may be authorised on academic grounds up to the end of the fourth week of teaching by the Head of Department responsible for the module to which the student is transferring.
- D3.3 A student may be permitted to transfer between full-time and part-time modes of study up to the end of the second week of teaching of the first semester. After this date, students may be permitted to transfer from full-time to part-time only, solely on concessionary grounds.

SECTION E CREDITS AND PROGRAMME STRUCTURE

Section E1 Credit and Study Requirements for Programmes

The study requirements for programmes leading to awards of the University are defined as follows:

| | |
|--|--|
| Certificate of Higher Education | = 120 credits at level 4. |
| Diploma of Higher Education | = 240 credits 120 credits at level 4; and 120 credits at level 5 |
| Foundation Degree | = 240 credits 120 credits at level 4; and 120 credits at level 5 |
| Graduate Diploma | = 120 credits at levels 5/6 |
| Bachelor Degree (Pass degree) | = 300 credits 120 credits at level 4; and 180 credits at levels 5/6 |
| Bachelor Degree with Honours | = 360 credits 120 credits at level 4; and 120 credits at level 5; and 90 credits at level 6; and 30 credits at levels 5/6 |
| Professional Graduate Certificate | = 60 credits at level 6/7 |
| Postgraduate Certificate | = 60 credits at level 7 |
| Professional Graduate Certificate in Education/ Professional Graduate Certificate in Early Years Practice | = 120 credits at levels 6/7 with a maximum of 40 credits at level 7 |
| Postgraduate Certificate in Education/ Postgraduate Certificate in Early Years Practice | = 120 credits at level 7 with a minimum of 60 credits at level 7 |
| Professional Graduate Diploma | = 120 credits at level 6/7 |
| Postgraduate Diploma | = 120 credits at level 7 |
| Masters Degree | = 180 credits at level 7 |

The study requirements for top-up programmes are defined as follows:

| | |
|---|---|
| Bachelor Degree (top-up Pass degree only) | = 60 credits 60 credits at level 5/6 |
| Bachelor Degree with Honours (top-up degree only) | = 120 credits 120 credits at levels 5/6 |

Section E2 Minimum Credit to be Earned at the University

In order to receive an award from the University a student must normally study at least half the required module credits for the award at the University and will normally be required to undertake at least a full academic year, or part-time equivalent, at the University. (The exception to this would be students admitted

to a top-up Pass degree programme or students admitted to the final year of a three-year programme, who subsequently exit with a Pass degree.) Accreditation of Prior (Experiential) Learning (AP(E)L) credit awarded by the University is not considered as credit studied at the University. Further details may be found in the AP(E)L Policy.

Section E3 Common Structure

- E3.1 All programmes have a modular structure, which normally consists of core or mandatory modules and may include some optional modules.
- E3.2 Students shall select modules in accordance with University procedures.
- E3.3 Programmes are set at a particular level of study or may offer progression through two or more levels. The higher the level the greater the complexity, relative demand and autonomy expected of a student studying modules at that level. Programmes with two or more levels of study, normally require 120 credits to be completed at each level.
- E3.4 If a programme or subject includes a professional, vocational or practical placement or fieldwork, the placement or fieldwork may carry a credit rating.
- E3.5 If the placement or fieldwork carries a credit rating, the number of credits required for an award will normally be increased if the placement or fieldwork increases the length of the programme.
- E3.6 If the placement or fieldwork does not carry a credit rating, the programme or subject regulations may stipulate that the placement must be passed in order for students to progress or graduate.

Section E4 Undergraduate Programme Structure

- E4.1 In order to qualify for an Honours degree, some programmes will require students to take and pass a Final Year Project assessed at level 6 worth 30 credits.
- E4.2 Undergraduate programmes normally allow students to undertake a Volunteering and/or Elective module, normally at level 5.
- E4.3 Undergraduate students on some programmes may also apply to undertake a 60 credit Exchange or Visiting programme at level 5 or level 6. Results from an Exchange or Visiting programme are normally converted to the University's grading scheme before inclusion in the calculation for a final award in accordance with the University's procedures.
- E4.4 A top-up programme is designed to enable a student, who has been awarded a credit bearing qualification by this University or another institution, to accumulate the additional credits necessary for a higher qualification.

Section E5 Postgraduate Programme Structure

- E5.1 In order to qualify for a Masters degree, students shall normally take and pass:
 - e) a research methods module assessed at level 7 normally worth 20 credits; and
 - f) an Independent Study assessed at level 7 normally worth between 40 and 60 credits.
- E5.2 Postgraduate students may also apply to undertake one optional module (worth up to 20 credits at level 7) from another programme, in accordance with University procedures.

SECTION F AWARDS AND PERIODS OF REGISTRATION

Section F1 Awards

- F1.1 Awards will only be recommended as exit qualifications, either on successful completion of the programme or, as terminal exit qualifications to individual students who are unable to complete their intended programme.
- F1.2 A student who fails to meet the requirements of the programme shall be required to withdraw.
- F1.3 Students will not receive any academic award while in debt to the University.

F1.4 Where a student holds an exit qualification of the University or a Pass Degree of the University and within a period of one year or less has, on the basis of this qualification, directly entered a programme leading to a higher qualification part way through the programme then the student shall not normally be awarded the higher qualification until the lower qualification has been rescinded and the student has returned the certificate to the University.

Section F2 Award Classifications

F2.1 The following awards may be conferred with Distinction:

Certificate of Higher Education:

where the overall average mark for all modules is 70% or above.

Diploma of Higher Education and Foundation Degree:

where the overall average mark for all modules at levels 4 and 5 is 70% or above.

Graduate Diploma:

where the overall average mark for all modules at levels 5/6 is 70% or above

Pass degree:

where the overall average mark for all modules at levels 5 and 6 is 70% or above.

Postgraduate Certificate:

where the overall average mark for all modules at level 7 is 70% or above.

Postgraduate Diploma:

where the overall average mark for all modules at level 7 is 70% or above.

Masters:

where the overall average mark for all taught modules at level 7 is 65% or above and the mark for the Independent Study is 70% or above

F2.2 The following awards may be conferred with Merit:

Certificate of Higher Education:

where the overall average mark for all modules is 60% or above.

Diploma of Higher Education and Foundation Degree:

where the overall average mark for all modules at levels 4 and 5 is 60% or above.

Graduate Diploma:

where the overall average mark for all modules at levels 5/6 is 60% or above

Pass degree:

where the overall average mark for all modules at levels 5 and 6 is 60% or above.

Postgraduate Certificate:

where the overall average mark for all modules at level 7 is 60% or above.

Postgraduate Diploma:

where the overall average mark for all modules is 60% or above.

Masters:

where the overall average mark for all taught modules at level 7 is 55% or above and the mark for the Independent Study is 60% or above

F2.3 The University normally classifies all Bachelor degrees with Honours as follows:

| | |
|-----------------------------|-------------|
| 1st Class | 70%+ |
| 2nd Class (First Division) | 60 - 69.99% |
| 2nd Class (Second Division) | 50 - 59.99% |
| 3rd Class | 40 - 49.99% |

F2.4 The calculation for Honours classification for a three or four year programme is normally determined as follows:

| | |
|--|-----|
| The Final Year Project will contribute: | 20% |
| An average of the best 60 credits at level 6 will contribute: | 40% |
| An average of the best remaining 120 credits at level 5/6 will contribute: | 40% |

- F2.5 The calculation for Honours classification for a three year programme without an FYP is normally determined as follows:
- | | |
|--|-----|
| An average of the best 90 credits at level 6 will contribute: | 60% |
| An average of the best remaining 120 credits at level 5/6 will contribute: | 40% |
- F2.6 Programmes and subjects may specify modules which must count in the marks averaged for Honours degree classification.
- F2.7 If a student is exempted, because of transfer credit, from modules which count towards a classification, the transfer agreement between the University and the student will stipulate the basis upon which those units will count towards the final mark. Normally exempted units will be disregarded.
- F2.8 The calculation for Honours classification for a one year top-up programme is normally determined as follows:
- An average of the results of the 120 credits taken at levels 5/6. A minimum of 90 credits, including the Final Year Project, must be taken at level 6.
- F2.9 Students who have satisfactorily completed a Diploma of Higher Education programme at the University and are permitted to transfer internally to the final year of a relevant Honours degree programme, will have their degree classification calculated in accordance with paragraphs F2.4 or 2.5 above.
- F2.10 Students who have satisfactorily completed a Foundation Degree programme and are permitted entry to level 6 of a relevant Honours degree programme, will have their degree classification calculated in accordance with paragraph F2.8 above. Any bridging module taken in order to gain entry into level 6 of a relevant Honours degree programme will not be included in the classification.
- F2.11 Students who are admitted to the final year of a three year programme, or part-time equivalent, will have their classification for honours calculated in accordance with F2.8 above

Section F3 Classification for Borderlines for Honours

Honours degree students, whose overall mark falls within 2% of the borderline for a higher classification and who have achieved a mark equivalent to the higher classification in at least 60 credits at level 6 (including the FYP where taken), will have their degree classification upgraded.

Section F4 Aegrotat and Posthumous Awards

Senate may exceptionally, on the recommendation of an Exam Board, approve the conferment of an Aegrotat award to a student who has completed the whole or a substantial part of a programme of study but is prevented by illness, death or other valid cause from completing part of an examination or assessment (leading directly to a degree, diploma or certificate) to satisfy the examiners in accordance with the relevant programme of study regulations. The award will not normally be given a classification of any kind, except in the case of posthumous awards. Refer to the Guidelines for the Conduct of Exam Boards for further details.

Section F5 Period of Registration

- F5.1 The periods of registration, during which a student must complete the requirements for an award from the University, are:

Full-time Programmes of Study

| <i>Award</i> | <i>Minimum (yrs)</i> | <i>Maximum (yrs)</i> |
|---------------------------------|----------------------|----------------------|
| Certificate of Higher Education | 1 year | 2 years |
| Diploma of Higher Education | 2 years | 4 years |
| Foundation Degree | 2 years | 4 years |
| LLB (Hons/Pass degree) | 3 years | 4 years |

| | | |
|------------------------------------|---------|---------|
| BA/BSc (Hons/Pass degree) | 3 years | 5 years |
| BA (Hons) in Primary Education 3yr | 3 years | 5 years |
| BA (Hons) in Primary Education 4yr | 4 years | 6 years |
| Top up programmes | 1 year | 2 years |
| Graduate Diploma | 1 year | 2 years |
| Postgraduate Certificate | 1 year | 2 years |
| PGCE/PGCEYP | 1 year | 2 years |
| Postgraduate Diploma | 1 year | 3 years |
| Masters | 1 year | 3 years |

Part-time Programmes of Study

| | | |
|---------------------------------|-----------|---------|
| Certificate of Higher Education | 2 years | 3 years |
| Diploma of Higher Education | 4 years | 6 years |
| Foundation Degree | 2 years | 6 years |
| LLB (Hons/Pass degree) | 3 years | 5 years |
| BA/BSc (Pass degree) | 4 years | 6 years |
| BA/BSc (Hons degree) | 5 years | 8 years |
| Top up programmes | 1 year | 3 years |
| Graduate Diploma | 2 years | 4 years |
| Postgraduate Certificate | 1 year | 3 years |
| PGCE/EYP | 2 years | 3 years |
| Postgraduate Diploma | 1 year | 4 years |
| Masters | 13 months | 5 years |

- F5.2 The University may approve a shorter minimum period of registration for students admitted with transfer credit for previous study and/or AP(E)L.
- F5.3 The maximum period of registration defines the period within which a student must have achieved the credit required for the award. This shall include any periods of suspended study or repeat study. A student does not have a right to remain registered until the end of the period of registration, unless specifically approved by an Exam Board or Dean of Faculty.
- F5.4 The University may terminate the registration of a student who has been inactive (ie who has submitted no work for assessment or been unavailable for supervision) for two consecutive semesters. If such a decision is made, an exit award may be conferred.
- F5.5 In exceptional cases, the University may approve an extension to the maximum period of registration where a student has failed to progress and can provide valid concessionary evidence. It is the student's responsibility to provide written concessionary evidence, supported by a disinterested person of demonstrable professional standing in relation to the type of evidence, in support of any application for an extension. The Programme Leader may approve a maximum period of extension for one year. An application for a second period of extension for a maximum of one calendar year can only be approved by the Faculty Dean as Chair of the Exam Board, with the support of the relevant Programme Leader(s). Applications for extensions of period of study must be submitted via Registry.
- F5.6 When a student's mode of study changes between full-time and part-time, the part-time period of registration appropriate for the programme of study will apply.

SECTION G MARKING SCHEMES AND GRADE DESCRIPTORS

Section G1 Module Assessments

- G1.1 A student's achievement in each module must be assessed so that a student may be awarded a final mark for each module. If an assessment covers more than one module a separate final mark must be awarded for each module.
- G1.2 Assessment will normally take place during the year in which the module is offered (STETS requirement).
- G1.3 Marks published during the year are provisional until ratified by the Exam Board.
- G1.4 Any student may be required to attend an oral examination as part of the assessment process.
- G1.5 Assessments submitted by the stipulated deadline will be returned to students by the deadline stated in the module or programme handbook.

Section G2 Award of Credit

- G2.1 Students are awarded credit for all modules for which they successfully complete the assessment and other specified requirements. Where a student is permitted to retake a module for which credit and/or marks have already been received, any previously received credit and/or marks will no longer count as part of the student's academic profile for the programme of study but will appear on the student's transcript.
- G2.2 Students may apply to audit one or more modules but they must confirm their intention to audit the module within two weeks of starting it. No credit can be given for audited modules, although they will be recorded on intermediate and final transcripts.

Section G3 Grading Scheme

- G3.1 Where modules are computed as a numerical percentage, these will be rounded to the nearest whole number.
- G3.2 The minimum pass mark for modules at levels 4 - 6 is 40% (STETS requirement). (See Appendix 4 for further details of the marking scheme.)
- G3.3 The minimum pass mark for a module at level 7 is 50%. (See Appendix 4 for further details of the marking scheme.)
- G3.4 If the assessment of a module comprises more than one element, the final mark is calculated as an aggregate of the marks for all of the elements, based on the weightings set forth in the module description.
- G3.5 Modules may also be graded Pass/Fail. In these cases no percentage mark will be allocated and the result will not contribute to calculations for award classifications.
- G3.6 If a programme requires it, a student must achieve a minimum mark in each element even if the aggregate of all elements meets the pass mark.
- G3.7 If an element of assessment is in turn composed of various sub-elements, the sub-elements do not all have to be passed unless stipulated in the Programme Specification.

Section G4 Assessment Load

- G4.1 The maximum assessment load for a level 4 module will normally be 225¹ words per credit.
- G4.2 The maximum assessment load for a level 5 or 6 module will normally be 250 words per credit.
- G4.3 The maximum assessment load for a level 7 module will normally be 200 words per credit.

¹ The maximum assessment load for a 10 credits run-out module will normally be the equivalent of a 2,500 word assignment at level 4, 5 or 6 (STETS requirement).

SECTION H ASSESSMENT

Section H1 Submission of Assessment

- H1.1 It is the responsibility of the student to submit all work for assessment and all attend practical assessments/examinations in accordance with the requirements for each module or programme.
- H1.2 Students are responsible for keeping a copy of all submitted work including copies of all research data and materials.
- H1.3 Unless specified otherwise, Honours degree students must submit two copies of the Final Year Project (STETS requirement).
- H1.4 Unless specified otherwise, Masters students must submit two soft-bound copies of the Independent Study. For students starting in October, the normal deadline for submission is the last working day of September of the final academic year of the programme. For students starting in January, the normal deadline for submission is the first working day of February of the final academic year of the programme.
- H1.5 Unless specified otherwise, work for assessment must be submitted to the STETS Office for the module for which the work is to be assessed. A student is also responsible for keeping a copy of all submitted work (STETS requirement).
- H1.6 The University reserves the right not to assess and mark a Final Year Project or Independent Study submitted after the agreed submission deadline. All other coursework submitted up to 1 week after the deadline will be accepted as a first attempt but the substantive mark will be capped at the minimum pass mark. Any work submitted after the 1 week late submission deadline and before the redemption deadline will be accepted as a redemption attempt, capped at the minimum pass and there will be no further opportunities for redemption.
- H1.7 Deadlines for all coursework including the Final Year Projects or Independent Study may only be extended by a previously agreed extension: no substantive mark can be awarded for late work for which no extension has been agreed. (For further details, please refer to Section H 4.1 below)
- H1.8 All failed assessments should be redeemed. Students may repeat the assessment on one subsequent occasion within one year of the first attempt. Because of the nature of the STETS Course, students are normally expected to present their work for reassessment within six months. In view of F:11 (see below) and at the discretion of the Board of Examiners, a student who shows strength in other modules may be permitted one further attempt at the assessment of not more than one component of assessment at each level beyond that provided above. Such provision may be permitted, provided the student has:
either:
(i) achieved an overall mark of at least 40% for the other modules so far completed for the level
(ii) been awarded credit for all other components of assessment for other modules so far completed at that level
(iii) achieved a mark of not less than 30% for the component of assessment for which a further attempt is being considered
or:
(i) achieved an overall average mark of at least 50% for the level for modules completed thus far
(ii) been awarded credit for all other components of assessment for other modules so far completed at that level BA
(iii) achieved a mark of not less than 25% for the component of assessment for which a further attempt is being considered.
(STETS requirement)

Section H2 Attendance at Examinations and Practical Assessments

- H2.1 It is the responsibility of the student to attend all examinations and practical assessments (eg performances, debates, presentations etc) as required by the subject or programme.
- H2.2 Failure to attend an examination or practical assessment, without good cause (supported by a medical certificate or other appropriate documentary evidence), will result in a mark of 0% being awarded for that assessment. Non-attendance will not normally debar a student from resitting the assessment for the minimum pass mark.
- H2.3 If a student is unable to attend an examination or practical assessment, due to illness or other good cause, a medical certificate or other documentary evidence must be submitted to the relevant Faculty Office before the examination, where possible, or no later than 5 working days after the examination or practical assessment has been held in accordance with the University's Concessions Procedures. Where the evidence is accepted the student will normally be permitted to take the examination or practical assessment again at a time to be confirmed by the programme.

Section H3 First Attempt at Assessment

- H3.1 A student who is registered for a module will be deemed to have made a first attempt at each element of assessment when due, unless an extension or deferral has been approved in accordance with Section H4 of these Regulations.
- H3.2 A student who fails to submit coursework or sit a practical assessment or examination will be deemed to have made a first attempt and awarded a mark of 0% for that element of assessment.

Section H4 Extensions and Deferrals

- H4.1 Extensions to the stipulated deadline may be granted for good cause. Students who wish to apply for an extension for one or more pieces of coursework or their Final Year Project/Independent Study must do so using the approved form and submit it together with written concessionary evidence of extenuating circumstances, supported by a disinterested person of demonstrable professional standing in relation to the type of evidence. Extensions will not be granted for situations arising from computer failure. Refer to the University's Concessions Procedures for further details.
- H4.2 Extensions to submission of the Final Year Project can only be approved by the Chair of the STETS Examination Board. The University reserves the right not to assess and mark a Final Year Project submitted after the agreed submission deadline. (STETS requirement)
- H4.3 Extensions to submission of the Independent Study can only be approved by the Dean. Normally an approved extension to submit the Independent Study will be the first working day of February or the last working day of September. The University reserves the right not to assess and mark an Independent Study submitted after the agreed submission deadline.
- H4.4 Where an original assessment cannot be replicated, for example in the case of group work, the programme has discretion to set an alternative exercise subject to the maintenance of the purposes of the original assessment and module learning outcomes.

Section H5 Redemptions (Subsequent Attempts at Assessment)

- H5.1 Where a student fails an element of assessment they will normally be permitted to redeem the failure on condition that they have satisfied any other specified requirement(s) for the module, eg attendance. The redemption (ie second attempt) will be eligible for the minimum pass mark and will be included in the calculation for the overall module mark.
- H5.2 Where a student fails an element of assessment and has not satisfied any specified requirement(s) for the module, the student will not have the automatic right to redeem the failed element of assessment. However, the Exam Board has discretion to permit the student to redeem the failed assessment element or retake the module at the next available point.
- H5.3 To redeem written coursework failure, a student will normally be required to resubmit the original assignment. Redemption of an examination or a practical assessment may be based on a new

examination or practical assessment or programmes may opt to provide an alternative assessment. Exam Boards also have discretion to set alternative assignments subject to the maintenance of the purposes of the original assignment and module aims. This may include setting one alternative assignment to meet the learning outcomes of all the original failed elements of assessment.

- H5.4 A student will not normally be required to redeem a failed element of assessment if they have already achieved an overall aggregate pass for the module. However, the student may ask the Exam Board for permission to redeem a failed element, if an opportunity for redemption has not already been offered. The deadline for such requests shall be within three weeks of the date of the Exam Board.

Section H6 Academic Misconduct

Suspected cases of academic misconduct (including plagiarism, cheating and other forms of unfair advantage) will be dealt with under the University's Academic Misconduct Policy.

SECTION I EXAM BOARDS

- I1 Exam Boards are Sub-Committees of Senate with delegated responsibility for ratifying marks and taking decisions regarding progression and the award of qualifications. Further details of the constitution and operation of Exam Boards can be found in Guidelines for the Conduct of Examination Boards.
- I2 The Exam Board shall be chaired by the Principal of STETS and be attended by the relevant Programme Leaders, relevant external examiners, all tutors and supervisors who have students and candidates being presented for examination, and a representative of the University of Winchester (STETS requirement).

SECTION J CONDONEMENT AND COMPENSATION

- J1 In view of the integrated nature of the programme and the requirement of the Churches that candidates for ordination should pass all modules, no compensation or condonement is allowed (STETS requirement).

SECTION K APPEALS AND COMPLAINTS

- K1 Students have a right to appeal only against the decision of the Exam Board in accordance with the Academic Appeals Regulations.
- K2 Students who wish to complain may do so informally or, if the matter is more serious or an informal complaint does not receive a satisfactory response, may submit a formal complaint according to the Student Grievance Procedures in the Complaints Handling Policy.

APPENDIX 1 DEFINITIONS AND TERMINOLOGY

- 1.1 'University' means the University of Winchester.
- 1.2 'Senate' is the senior academic body of the University.
- 1.3 'Academic Standards Committee' (ASC) is the Senate committee responsible for the academic standards and quality assurance of the University of Winchester.
- 1.4 A 'Student' is a person who has enrolled at the University in accordance with paragraph B1.1 of the Regulations and is studying one or more modules from a programme. A student may enrol on a programme leading to an award or may enrol as a 'continuing education' student. A 'continuing education' student is one who registers for discrete modules and not for a programme leading to an award.
- Sabbatical Officers of the Student Union shall be deemed to be students for the purposes of these Regulations.
- 1.5 A 'Programme' is an approved curriculum which leads to an award from the University of Winchester. A programme comprises either one subject or a combination of subjects and is made up of modules with a defined credit level and tariff. Each programme has a Programme Specification, approved by ASC.
- A programme may lead simultaneously to two or more awards (eg academic and professional), each of which may have a separate pathway.
- 1.6 A 'Subject' is a collection of modules normally in a single discipline and contributing to a recognised programme.
- 1.7 A 'Pathway' specifies the modules that a student must undertake in order to achieve an award. Where a programme leads to two or more awards, there may be a separate pathway for each award.
- 1.8 'Combined Honours Programme' (CHP) is a programme allowing students to combine two Subjects on a Joint Pathway, where the balance of taught modules is 50:50 or a Single Pathway, where at least 70% of the modules will be taken in one subject and up to 30% may be taken in another.
- (Students currently on a Main/Subsidiary pathway may continue their studies and complete this pathway option but, with effect from 2012/13, no student starting level 5 will be allowed to take a Main/Subsidiary pathway.)
- 1.9 A 'Combined Studies' award may be granted by an Exam Board to a student who achieves the credits for an award but fails to meet the specific module requirements for an individual programme.
- Exceptionally an individual undergraduate student may be permitted to register for an award in Combined Studies. This option will only be available to students who, for reasons beyond their control are unable to meet pathway requirements. For example, a student who takes an approved break in studies and, on their return, finds that the modules required to meet pathway requirements are no longer available.
- 1.10 A 'Module' is the basic component of a programme with a defined number of CATS credits and defined learning outcomes:
- a Mandatory module must be taken by all students on a particular pathway/programme;
 - a Core module must be taken and passed by all students on a particular pathway/programme;
 - an Optional module may be taken by students on a particular pathway/programme.
 - which may be achieved in a variety of ways: on-site, off site, concentrated periods of residential learning, by distance learning (eg using online technology) or a combination of the above, defined as 'blended learning'.
- 1.11 A 'Final Year Project' is a primarily student-directed exercise undertaken under supervision and is a requirement for the award of a Bachelor degree with Honours. The Final Year Project is a

level 6 module worth 40 credits and is undertaken during the final academic year of the programme. The format required will be defined in the module handbook for the programme.

The Final Year Project will normally be between 10,500 and 13,000 words, or the equivalent, on a subject of the student's choice, subject to approval by the programme of study staff team. Study is primarily student-directed with supervision supplied by programme of study staff (STETS requirement).

- 1.12 An **'Independent study'** is the final exercise of the master's programme, undertaken under supervision but conducted independently by the candidate for the award of a Master's degree.

Where the Independent Study is submitted in the form of a dissertation, it shall normally be not more than 20,000 words.

- 1.13 An **'Examination'** is the independent assessment of work undertaken other than by private study and under controlled or time-constrained conditions, which is capable of external moderation on an individual basis. This definition conventionally implies a written and unseen paper exercise but it is intended to permit other interpretations including examination by performance.

- 1.14 **'Valid concessions'** means approved, relevant concessions as defined by the University's Concessions Procedures.

- 1.15 **'Auditing'** a module means a student attends a module but does not submit assessments and does not gain credit. (Please refer to paragraph G2.2 of the Regulations for further details.)

- 1.16 **'AP(E)L'** means Advance Prior (Experiential) Learning and is a generic term for the process by which recognition may be given for past learning experiences. (For further information, please refer to the AP(E)L Policy)

- 1.17 **'CATS'** refers to the Credit Accumulation Transfer Scheme operating at the University in which modules have a national currency. All references to module credits in these Regulations refer to CATS credits, unless stated otherwise. The number of credits is based on the estimated notional learning hours (where one credit represents 10 notional hours of learning).

- 1.18 **CATS Levels**

Each module will carry one of the following CATS level ratings as defined by the Quality Assurance Agency in 'The framework for higher education qualifications in England, Wales and Northern Ireland' August 2008:

Level 4

Learning at this level should normally be of an introductory nature. Students are expected to demonstrate an understanding of basic concepts, knowledge and skills.

Level 5

Learning at this level may be introductory but should normally be of intermediate difficulty. Students are normally expected to have a secure mastery of basic concepts, knowledge and skills. They will be required to demonstrate the beginnings of a critical response to material and be aware of the interaction between theory and practice, where appropriate.

Level 6

Learning at this level should be of an advanced nature, often allowing students to specialise. Students are expected to demonstrate a secure mastery of more complex concepts, knowledge and skills. They should be required to demonstrate the ability to think critically, to problem solve and to apply theory reflectively in practice, where appropriate. Students should also demonstrate, in some part of the level 6 programme, an ability to work independently to a high standard.

Level 7

Learning at this level will display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision making, including use of supervision.

- 1.19 **'ECTS'** refers to the European Credit Transfer and Accumulation System operating throughout Europe. ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The University equates one ECTS credit to two CATS credits.

APPENDIX 2 ACADEMIC YEAR (STETS)

- 2.1 The STETS academic year lasts 41 weeks and is divided into 4 modules and 1 Easter School; the second and third modules span the Christmas and Easter vacations respectively but allow for proper breaks at these festivals.
- 2.2 Each FdA/BA module will comprise an 8-week teaching period and be followed by a 2-week assessment period; each MA module will comprise a five-week teaching period and be followed by a 3-week assessment period. (STETS requirement).
- 2.3 The STETS Academic Year Calendar is approved by the STETS Board of Studies and published by the STETS Office.

APPENDIX 3 ENTRY REQUIREMENTS, ADVANCED STANDING AND INTERNAL TRANSFERS

3.1 Admissions Process and Entry Requirements

- 3.1.1 Students are admitted to the University, at the discretion of the Vice Chancellor or other appropriate officer, on fulfilment of specified entry requirements for the purposes of following a specified programme normally leading to an award or, as a continuing education student, to take discrete modules.
- 3.1.2 The recruitment and admission of students to the University is informed by the Admissions Policy.
- 3.1.3 The entry requirements for each programme of study are defined in the University Prospectus for the relevant year of entry.
- 3.1.4 The University specifies minimum general admission requirements for each of its programmes. Details may be found in the Admissions Policy. Programme specific entry requirements are defined in the Programme Specification.

3.2 Entry with Advanced Standing via AP(E)L and Internal Transfers

- 3.2.1. An applicant may be permitted to enter a programme of study with advanced standing and awarded credit for specified modules through AP(E)L. For further details, please refer to the AP(E)L Policy.
- 3.2.2 Internal student transfers between programmes and subjects will be approved at the discretion of the Programme Leader(s) concerned. Any transfer of credit will be agreed at the time of transfer and the student will be required to sign an acceptance of the credit agreement.
- 3.3.3 Continuing Education students, who are seeking to register for a programme, may apply to transfer credit from modules successfully completed at the University. Each application will be considered on its own merit and will be approved at the University's discretion. Students may normally only transfer credit for modules completed within a period of four years preceding the intended date of transfer to the programme. Credit will normally only be transferred for modules taken which are validated for the programme being entered.

APPENDIX 4 GRADE DESCRIPTORS

4.1 Grade Descriptors for Marks achieved at Level 7

The grading descriptors that follow offer representations of achievement by marks from 100 to 0. The pass mark for modules which accrue level 7 credit is 50%.

Pass with Distinction 100 - 70%

An outstanding piece of work in every regard which demonstrates:

- a thorough and wide-ranging knowledge of the subject
- a thorough and insightful understanding of the issues involved
- an ability to analyse critical contributions on the subject
- an ability to independently research and bring together material to support an argument
- an ability to express an original, reasoned argument in a lucid manner
- an ability to make valid generalisations in moving from the empirical to the abstract
- excellent research competencies in terms of presentation, language and referencing.

Pass with Merit 69 – 60%

A very good piece of work which demonstrates:

- a detailed knowledge of the subject
- a well developed knowledge of the critical contributions on the subject
- an ability to use and organise research material in a focussed manner
- good analytical skills combined with careful, systematic coverage of the topic
- detailed research in terms of presentation, language and referencing
- an ability to make appropriate connections and distinctions and present a clear, convincing argument.

Pass 59 - 50%

A good piece of work which demonstrates:

- a sound to reasonable understanding of the subject and the issues involved
- a good knowledge to general familiarity of the critical contributions on the subject
- an ability to use and organise research material to support ideas and arguments
- sound analytical skills combined with competent coverage of the topic
- good to competent research competencies in terms of presentation, language and referencing
- at the upper end of the scale, students may also demonstrate an ability to make appropriate connections and distinctions and present a clear, convincing argument.

Fail 49 - 0%

All work awarded a mark below 50% at the first attempt may be redeemed for a maximum of 50%..

Work at the upper end of this scale which demonstrates:

- a general, but incomplete understanding of the subject
- some knowledge of the literature on the subject
- some ability to develop and support an argument
- a tendency to express ideas through description and anecdote rather than analysis
- difficulties with presentation, language and referencing.

Work at the lower end of this scale which will be unsatisfactory and demonstrates:

- little understanding of the subject and its implications
- a limited amount of reading and poor knowledge of the previous contributions on the subject
- limited ability to formulate and sustain a clear argument
- poor presentation skills and serious problems with language and referencing.

4.2

Grade Descriptors for Marks achieved at Levels 3 - 6

The grading descriptors that follow offer representations of achievement by marks from 100 to 0. The pass mark for modules which accrue credit at levels 3 – 6 is 40%.

Programmes and fields may enhance these criteria to meet the specific requirements of the subject and, where relevant, professional bodies.

Grade A* 80-100%

Work at this level which demonstrates:

- an outstanding mastery of the material;
- a high level of awareness of the controversies and critical standpoints and present a sustained analytical argument;
- genuine insights and present a constructive, independent and original line of thought.

The candidate will relate the topic under consideration to wider issues, and make valid generalisation in moving from the empirical to the abstract.

Correct referencing techniques will be used throughout.

(Staff and students should note that the A* grade may be used on coversheets and assignments as part of the feedback process. A mark of 80% and above will not be distinguished from a mark of between 70- 79% on the University's student records system and will show as an A grade only)

Grade A 70-79%

Work at this level which demonstrates:

- mastery of the material;
- awareness of the controversies and critical standpoints and the ability to sustain an analytical argument;
- genuine insights and show the ability to develop a constructive, independent or original line of thought.

The candidate will show a recognition of how the topic under consideration relates to wider issues, and an ability to make valid generalisations in moving from the empirical to the abstract.

Correct referencing techniques will be used throughout.

Grade B 60-69%

Work at this level which demonstrates:

- good knowledge of the material;
- a high level of competence in knowledge and analysis;
- awareness of controversies or critical standpoints and the ability to make appropriate connections and distinctions.

It falls short of First Class through failure to sustain a high level of perception or of original thought, and is distinguished from Second Class (Lower Division) by the grasp and insight it shows and the adroitness of its argument.

Grade C 50-59%

Work at this level which demonstrates:

- sound knowledge of the material;
- an average capacity to advance a case and to deploy information, though without sophisticated analysis.

Work might be placed in this category if an essentially descriptive approach combined with soundness of argument and competent coverage of the topic.

Grade D 40-49%

Work at this level which demonstrates:

- some, though possibly superficial, knowledge.

While showing recognition of the main implications of a question, it would tend to adopt a factual and descriptive (rather than analytical or interpretative) approach.

Work at this level is likely to be adequate but undistinguished and limited in awareness or incomplete in treatment of topic.

Fail

All work awarded a mark below 40% at the first attempt may be redeemed for a maximum of 40%, a Grade D.

Grade F 35-39%

Work in this mark range which is normally characterised by some weakness in one or more of the following areas:

- a level of failure to fully consider the questions set;
- some inadequacy of material or knowledge;
- an inability to fully advance or defend a coherent argument based on sufficiently relevant or detailed evidence.

Inadequacy of expression may bring a Grade D answer into this category.

Grade F 0-34%

Work at this level which is characterised by one or more of the following weaknesses:

- total failure to consider the questions set;
- gross inadequacy of expression, material or lack of knowledge;
- inability to advance and defend a coherent argument based on relevant evidence