



UNIVERSITY_{OF}
WINCHESTER

ACADEMIC REGULATIONS FOR TAUGHT PROGRAMMES

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<p>This document defines the Academic Regulations for all taught programmes, validated by the University of Winchester</p> <p>These regulations make reference to other policies, procedures and regulations which can be found here: Policies and Regulations - University of Winchester</p>	

ACADEMIC REGULATIONS FOR TAUGHT PROGRAMMES

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SECTION A INTRODUCTION

Academic Regulations are the primary set of rules and regulations that govern the student academic journey at the University of Winchester. Secondary policies and procedures will be signposted throughout where applicable.

Section A1 Scope of the Regulations

- A1.1 The Academic Regulations apply to all taught provision of the University of Winchester and to all students undertaking that provision unless specifically exempted by Senate or restricted under accreditation agreements with Professional, Statutory and Regulatory Bodies. A full list of all awards is contained in Appendix 6.
- A1.2 The Academic Regulations shall be amended and updated by endorsement through the Academic Regulations, Policies and Procedures Committee before being approved by Senate each year.
- A1.3 The Regulations in force at any time shall be those for that academic year unless specified otherwise. When a student enrolls or re-enrolls at the start of an academic year for a year of study or part way through an academic year, the student shall agree to be governed by the Academic Regulations for that year or part thereof.
- A1.4 When a student resumes study after an interruption the student shall undertake to abide by the Academic Regulations in force at the time of resumption of study.

Section A2 Exemptions to the Regulations

- A2.1 Emergency Regulations or Impact Measures may also be directed by Senate, with oversight from the Executive Leadership Team, that suspend all or parts of the Academic Regulations to mitigate against unforeseen detrimental impacts on students.
- A2.2 In exceptional circumstances or to implement restrictions and requirements directed by Professional, Statutory and Regulatory Bodies (PSRBs), and following appropriate consultation, there may be a justification at module or programme level to suspend elements of the regulations. Approval will be sought via the Academic Regulations, Policies and Procedures committee and, where necessary, approved by Senate. Where approval is secured, students shall be explicitly notified before implementation.

SECTION B TERMS AND CONDITIONS OF ENROLMENT

Section B1 Enrolment

- B1.1 All students shall enrol annually in accordance with procedures established by the Academic Registrar. Failure to re-enrol shall result in termination of registration.
- B1.2 A student shall not be permitted to enrol on more than one taught programme leading to a qualification, or an apprenticeship, at one time except with the special permission of the Academic Registrar. This includes registration at another higher education provider. Failure to disclose any information relevant to this regulation may result in disciplinary action (see Student Conduct Policy).
- B1.3 New students, who have not enrolled by Friday of week 3 of the semester in which their proposed programme starts, must defer starting their studies until the next intake for the programme.
- B1.4 Students enrolled with the University of Winchester shall undertake the programme in accordance with the specified mode of study. Students may request a change of mode of study to the Academic Registrar. The following modes of study apply:
 - a. full-time study;
 - b. part-time study;

- c. year abroad;
- d. placement year;
- e. exchange or study abroad period (maximum period allowed is equivalent to one semester);
- f. distance learning (studying wholly at a distance);
- g. blended learning (a combination of on-site and distance learning).

Section B2 Contractual Obligations

- B2.1 Every student undertakes to abide by all Regulations, Policies and Procedures 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 Student Conduct Policy whilst registered at the University.
- B2.2 The University is responsible for providing students with a University email account for educational purposes and providing adequate support. All formal email communication between the University and students shall proceed through this account. Students shall, therefore, undertake to monitor communications regularly and before any teaching or other University appointments.
- B2.3 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 shall obtain written approval in accordance with the University's procedures.
- B2.4 A student remains enrolled unless:
 - a. they have advised the University of their intention to withdraw; or
 - b. the University has terminated their registration.
- B2.5 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 B3 Student Attendance and Workload Obligations

- B3.1 All students are subject to the provisions in the Student Attendance and Engagement Policy. Students are required to attend all scheduled teaching and learning sessions, engage with all formative (where graded, grades do not contribute to overall module grade) and summative (graded, evaluative assessment of achievement of learning outcomes) assessments and tasks, placements and any other required attendance as defined by their programme timetable or Apprenticeship Training Plan, the University Academic Calendar, including any required additional periods of study, as published annually. (see Appendix 4 for further details).
- B3.2 Students undertaking a year abroad, placement year or exchange or study abroad period are required to meet their academic obligations, as required by the institution where they are studying or, in the case of the placement, as defined by the programme and agreed with the organisation where they are placed.
 - a. Attendance for Trail Credit modules is not required and trailed credits will normally be for assessment only. If attendance is required for credit retrieval, then the student will be required to Repeat Study with attendance.
- B3.3 Students who fail to satisfy individual subject or programme or apprenticeship attendance or other University required attendance and engagement requirements may be:
 - a. subject to Student Conduct procedures
 - b. required to withdraw from the University and have their registration terminated;
 - c. denied the opportunity to Repeat Study, trail credit or to transfer to another subject, programme or other modules.

- B3.4 Students who feel they have good cause for failing to meet attendance and engagement requirements, for example due to personal or medical circumstances, are required to notify their Faculty Office and/or Personal Academic Tutor and may be required to undertake an Interruption to Studies until they are able to resume their studies. Short periods of absence may be permitted, subject to programme accrediting body/PSRB restrictions, and recorded as an authorised absence. Students should refer to the Student Attendance and Engagement Policy for further information on authorised absence.

Section B4 Full-time and Part-time Load

- B4.1 The normal full time credit load for undergraduate students is 120 credits per academic year. These may be split evenly across 2 semesters or over the full year depending on the programme delivery pattern.
- B4.2 The normal full time credit load for postgraduate students is 180 credits per academic year. These may be split evenly across 2 semesters or over the full year depending on the programme delivery pattern.
- B4.3 Part time credit load for undergraduate and postgraduate students can vary dependent on the student's circumstances. Students undertaking Repeat Study may only be required to undertake 15 credits within an academic year. The maximum permitted study credits for part time undergraduate study per academic year is 90 credits.
- B4.4 Repeat Study Students are not permitted to undertake more than 60 credits per semester. In exceptional circumstances, such as Trail Credit arrangements, or for required delivery patterns by accrediting bodies, a higher credit load, up to a maximum of 90 credits per semester, may be permitted.
- B4.5 A year abroad or placement year shall be equivalent to 120 credits.

SECTION C CONTINUATION

- C1 Each Faculty shall hold a Progression and Award Board to consider students' eligibility for continuation to the next level of study or completion of their award.
- C2 The University reserves the right to deny students permission to continue on a programme if they:
- a. have not made a bona fide attempt to submit work by set deadlines;
 - b. fail to attend an exam or practical assessment without valid cause;
 - c. fail to satisfy specific attendance requirements for their programme, subject or module(s);
 - d. fail to meet specified requirements set by a Progression and Award Board, including passing any trail credit modules.
 - e. are in academic debt to the University, in accordance with the Payment of University Fees - Regulations
- C3 A student shall be permitted a second attempt to pass failed modules, including where a student did not submit work or attend a scheduled assessment at the first attempt opportunity, before continuing to the next academic year of the programme. (Refer to the Assessment Regulations for further details about second attempts.) Under exceptional circumstances a student may be granted a third assessment attempt within the same year of study or subsequently as a Trail Credit in the next year of study.
- C4 A student who has failed to satisfy the requirements for continuation to the next stage of their programme may be required to (re)take the failed module(s) assessment(s) as trail credit(s) or be required to repeat study. These decisions will be confirmed at the relevant Progression and Award Board.

- C5 Progression and Award Boards shall require a student to Repeat Study in the subsequent academic year and restrict any further in year assessment opportunity if they have 90 credits or more of outstanding assessment requirements at the first of the summer Progression and Award Boards.
- C6 Faculties or Progression and Award Boards shall require a student to Interrupt Study and restrict further assessment opportunities in the same year, requiring a student to re-engage in the subsequent academic year, if
- there is evidence that no attempts have been made at their Semester 1 assessments and/or
 - no Exceptional Circumstances applications have been submitted and
 - they have all Semester 1 assessment(s) to resit or retrieve.
- C7 Apprentices that continually fail to submit their required monthly off the job records will not be allowed to continue to the next stage of their apprentice. Where six or more months of off the job records are not submitted, the apprentice will be required to withdraw.
- C8 Any student required to withdraw under C2 above shall have the normal rights of appeal in accordance with the *Appeals Regulations*.
- C9 An undergraduate student shall pass 120 credits at one level before being permitted to continue to a higher level. These credits may include compensated modules (in accordance with the Assessment Regulations) or modules accredited via an internal or external transfer (in accordance with Recognition of Prior Learning procedures). The following exceptions may apply:
- An exception may be made for students permitted to trail up to 30 credits.
 - Unless specified otherwise in the Programme Specification, students who fail the year abroad or placement year shall continue as normal but, on conclusion of their final year of study, shall receive an exit award for the three-year programme.
 - Students shall not be permitted to continue to the next academic year of their programme unless they have paid at least 80% of their tuition fees and have an agreed payment plan in place for any outstanding balance (in accordance with the Payment of University Fees policy for the relevant year of study).
- C10 For programmes with a year abroad or placement year, the continuation requirement to the year abroad or placement year shall be 120 credits at level 5. Students may complete these modules by Repeat Study prior to the year abroad or placement year but cannot trail credit modules during their year abroad or placement year.
- C11 A part-time student shall be permitted to continue from one year to the subsequent year at the same level of study providing no more than 90 credits in the subsequent year would be required to complete the level of study.
- C12 Where a student fails to complete the requirements of their intended award, they shall be considered for the highest exit award appropriate for the level reached.

SECTION D INTERRUPTING STUDY, REPEAT STUDY AND INTERNAL TRANSFERS

Section D1 Interrupting Study

- D1.1 Students who are unable to continue their programme due to exceptional circumstances may apply for or be required to interrupt their studies provided they shall be able to resume study and complete their intended award within the maximum period of registration.
- D1.2 Students who are interrupting study will have the 'clock stopped' on their period of registration.
- D1.3 The period of the interruption shall be up to a maximum of 12 months. Students who may require an extension to their interruption beyond one year will be required to withdraw from the University and have their registration terminated. Once they are able to return, and should they

wish to, they will be required to reapply with advanced standing/recognition of prior learning, subject to PSRB restrictions.

- D1.4 If a student interrupts during their final year of undergraduate study or the final stage of a postgraduate programme, they may be required to undertake Repeat Study for the level for which they are returning with the exception of apprenticeship learners who are not permitted to repeat credit that has already been passed.
- D1.5 Interruption to Study shall be approved by the Faculty under authority of the Academic Registrar. This includes the approval of a Repeat Study request submitted by a student as part of their request to Interrupt Study or as a requirement directed by the Faculty as part of their approval to Interrupt Study.
- D1.6 Students will be contacted ahead of their return to study to assist them in re-engaging with their studies and to inform them of any additional requirements prior to re-enrolment.
- D1.7 Where the reasons for interrupting 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.
- D1.8 Students who wish to resume their studies after an interruption shall re-enrol on the programme, in accordance with University procedures, before they are permitted to continue their studies.
- D1.9 Students who undertake an interruption to study and do not contact the University to arrange their return to study or fail to enrol within 15 working days of their scheduled return date, or by the end of week 3 of their programme's commencement or recommencement whichever is the later, will be deemed to have withdrawn themselves from study. In these circumstances students will be considered for and subsequently awarded the highest appropriate exit award.
- D1.10 Degree Apprentices will be put on a break in learning where there is no planned active learning to take place within a 3-calendar month period as outlined in the Training Plan. An apprentice may request an interruption with or without a break in employment and must be discussed with the employer. Apprenticeship requests for interruptions must be made via the apprenticeship system.

Section D2 Repeat Study or Trail Credit

Repeat Study is defined as one or more modules taken to replace modules failed the previous academic year to complete successfully a level or stage of study. The modules may be the same or different depending on programme requirements and availability. Continuation on the programme is halted until the Repeat Study has been completed and the Progression and Award Board has confirmed that the student is clear to proceed to the next stage or level. The modules being taken must be attended and all assessments submitted as if the module were being taken for the first time. All Repeat Study is for substantive marks.

Trail Credit is defined as the procedure by which an undergraduate student may retrieve failed assessments, usually as an exceptional third attempt opportunity (up to a maximum of 30 credits and with capped assessment marks) alongside their next level of study to complete successfully the previous level of study. A Trail Credit opportunity will require students to have engaged with previous assessment opportunities and subsequently failed the module assessments in question and/or be in possession of an upheld Exceptional Circumstances claim.

Trail Credits cannot be taken after a Foundation Year or the final year of study has been completed. After this, the student is only eligible for Repeat Study unless they have already repeated whereby it will be deemed a failed award and an exit award confirmed by the Progression and Award Board.

- D2.1 Students who have failed one or more modules and are ineligible to continue to the next academic year may Trail Credits up to a maximum of 30 credits each academic year.
- D2.2 Final year students will need to retrieve failed credits via either a Progression and Award Board granting an exceptional in year third attempt or if not practicable then the student will be required to Repeat Study the subsequent year.

- D2.3 If an exceptional third attempt cannot be practicably completed by the final Progression and Award Board of the academic year, then a continuing student will be required to trail credit in the subsequent academic year up to a maximum of 30 credits. If more than 30 credits need to be retrieved, then Repeat Study will be required.
- D2.4 Attendance for Trail Credit modules is not required and trailed credits will normally be for assessment only. If attendance is required for credit retrieval, then the student will be required to Repeat Study. Attendance for Repeat Study is required in all circumstances.
- D2.5 Undergraduate students may be permitted to Repeat Study once during their period of registration at the University either for single module(s) or a full level of study. An exception may be made for:
- students with valid Exceptional Circumstances (See D2.11 below for details)
 - students who Repeat Study at level 3 and successfully proceed to level 4, shall be permitted a second opportunity to Repeat Study later during their period of undergraduate study without the need for approved exceptional circumstances.¹
 - Students who have previously undertaken trail credit module assessments may be offered one subsequent opportunity to Repeat Study.
- D2.6 Students who subsequently fail a Repeat Study year will be deemed to have failed their award and will be awarded the appropriate exit award. They may subsequently, after a minimum period of one year, reapply for entry to their programme, or an alternative programme subject to entry requirements, with advance standing and Recognition of Prior Learning.
- D2.7 Students are permitted to undertake modules a maximum of twice during their period of registration. Once at the first attempt and subsequently once as Repeat Study. In circumstances where a student is granted either an exceptional further repeat study under application of Exceptional Circumstances or re-entry to their programme with advance standing subsequent to a failed award then a replacement module will be required.
- D2.8 Postgraduate students studying for a PGDip or full Masters programmes may be permitted to repeat or trail credit up to a maximum of one third of the credit for their programme, during their period of postgraduate study at the University for each programme on which they are registered. An exception may be made for students with approved Exceptional Circumstances.
- D2.9 Students who study PGCert awards may be permitted to Repeat Study up to a maximum of 40 credits. An exception may be made for students with approved Exceptional Circumstances.
- D2.10 A student who fails to pass their repeat year, shall not continue further and shall be required to withdraw and an exit award confirmed by the Progression and Award Board. The only exception to this is final year Undergraduate students, or Foundation Year students who have not previously completed an exceptional third attempt for the failed module, where the Progression and Award Board offers an exceptional third attempt to a student who has failed one module.
- D2.11 Students shall not be offered the opportunity to retake modules that have already been passed. The only exception would be students with approved Exceptional Circumstances and on appeal where the modules concerned would affect their overall degree result.
- D2.12 Results for repeated modules will be for substantive (uncapped) grades and for trail credits will be for grades capped at a pass mark unless as a resolution for an Academic Appeal outcome or where the student has approved Exceptional Circumstances.

Section D3 Internal Transfers

- D3.1 A student who is registered on a programme may be permitted to transfer to another programme, subject to meeting any subject or Professional, Statutory or Regulatory Body (SRB) requirements, with approval and at the discretion of the Faculty concerned.

¹ There may be financial implications to repeating twice during their programme and students should seek advice before making a final decision.

- D3.2 A student may only be permitted to transfer between programmes up to the end of the third week of teaching at the commencement of a level of study or at the end of an academic year or level of study.
- D3.3 Students may be permitted, at the discretion of the relevant Faculty, and subject to any accreditation or PSRB restrictions or requirements, to change their optional module choices up until the end of the third week of the commencement of the module and where an alternative module is available and is validated for that programme.
- D3.4 A student may be permitted to transfer between full-time and part-time modes of study up to the end of the third week of teaching of the first semester within the programme's academic year. After this date, students may be permitted to transfer from full-time to part-time at the end of the programme's academic year. Students may be required to interrupt their study should they not be able to continue on their existing study mode within the same academic year.
- D3.5 Where students are permitted to choose which award title, they wish to receive based on the programme specific requirements or permissions dependent on subject specialisms, they must ensure that they have formally registered their chosen award title with Registry, as part of their re-enrolment, no later than Friday of week three of the final semester in their final year of study. After this date, no change will be permitted unless it transpires that the student's module diet does not meet programme requirements.
- D3.6 Wherever possible and permitted by any accrediting or PSRB regulations, credit will automatically be transferred from programme to programme when a student is permitted to transfer. The Faculty responsible for the new programme will map a student's credit attainment to the new programme and confirm whether continuation to the next level of study on the new programme is viable. If this is not the case, then a student may be required to recommence the same level of study on their new programme. This would not be considered as a Repeat Study year. Apprentices who wish to transfer their programme must be considered in consultation with the employer. The Centre for Degree Apprenticeships must be contacted in the first instance regarding any internal degree apprenticeship transfer.

SECTION E1 CREDITS AND PROGRAMME STRUCTURE

- E1.1 Credit requirements and programme structure for undergraduate awards are set out in Appendix 2.
- E1.2 Credit requirements and programme structure for postgraduate taught awards are set out in Appendix 3.

Section E2 Minimum Credit to be Earned at the University

- E2.1 To receive an award from the University a student must have attained enough credits for the award and have undertaken at least a full semester, or part-time equivalent, at the University. The exception to this would be students admitted to the final year of a three-year undergraduate programme, who subsequently exit with a Pass degree or students who are admitted through a formal agreement with a collaborative partner that states a specific exemption from this regulation.
- E2.2 The University would not normally permit a student to register for less than 120 credits at Level 6 to attain a Bachelors award. The University will not permit a student to transfer from another higher education provider where they have been attained partial credit or been awarded a Level 6 qualification.
- E2.3 **Recognition of Prior Learning (RPL)**
- a. The University recognises the value of learning wherever it occurs, either to meet programme entry requirements or to achieve credit towards a named award. However, recognition of prior learning (RPL) will only be possible where learning, appropriate to the outcomes of the relevant entry requirements, module(s) or award level, can be assured to be academically valid. RPL applications are subject to the same quality assurance processes as learning derived from taught programmes.

- b. Recognition of Prior Learning is the formal recognition of prior learning gained outside the University through:
 - i. formally assessed and certified programmes;
 - ii. other experience, which is uncertified and not previously assessed. For example, learning from unpaid work or paid work, community activities, leisure pursuits and other informal learning experiences.
- c. RPL under Progression Agreements - The University defines 'progression agreements' as Agreements that allow students who have successfully completed a programme at a specified organisation to be considered on an individual basis for entry to a University of Winchester programme, either with or without advanced standing (as specified in the Progression Agreement).
- d. 'Double counting' of credit - If the certified learning is a first degree with honours, normally only the level 4 modules may be credited, and exemptions given for modules that have been substantially covered by the previous qualification. Students are normally expected to complete levels 5 and 6 in their entirety to avoid the applicant double counting units of study.
- e. RPL for whole modules - RPL shall only be considered for modules of study, not elements therein. If a student does not have full credit for a module, then the RPL Assessor may recommend that the student produce additional work at the appropriate level to be marked and moderated before a final decision is reached to approve/reject RPL for that module. Apprentice Learners may be permitted to RPL partial credit depending on their programme of study allowances and requirements.
- f. Credit Transfer - Subject to relevance, certified learning will normally be transferred at the same or equivalent level as that awarded by the other institution. Credit achieved at a higher level may exempt a student from modules at a lower level (i.e. downgraded credit). However, it is not permissible to offset credit achieved at a lower level from modules at a higher level (i.e. upgraded credit).
- g. Transfer of marks/grades - RPL of prior certificated learning enables a learner to transfer credit gained within one programme to another programme at the same or a different institution. The credit may come from an incomplete or completed award and may be used as a foundation for a higher award.
- h. A student's award and classification, where appropriate, shall normally only be calculated on the results of their studies during the current registration at the University of Winchester or Collaborative Partner.
- i. Calculation of final awards and transcripts - Credits awarded through RPL shall be clearly identifiable on the student's transcript or Higher Education Achievement Report (HEAR).

Section E3 Common Structure

- E3.1 All programmes have a modular structure, which consists of mandatory modules which are compulsory and may include some optional modules.
- E3.2 Students will automatically be registered onto each mandatory module at the point of enrolment each year.
- E3.3 Programmes are set at a particular level of study or may offer continuation 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 shall 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 to continue to the next level of study or complete the award.

Section E4 Undergraduate Top-Up Programme Structures

- E4.1 A top-up programme is designed to enable a student, who has been awarded a credit bearing qualification by the University of Winchester or another institution, to accumulate the additional credits necessary for a higher qualification.
- E4.2 Where programmes include a year abroad or placement year, they shall be undertaken as the third year of a four-year programme. In rare cases, part-time students may be permitted to undertake a year-long study abroad or placement, but this shall be undertaken on a full-time basis.

Section E5 Postgraduate Programme Structure

- E6.1 To qualify for a Masters degree, students shall take and pass:
- a research methods module assessed at level 7 normally worth 20 credits or more; and OR research methods either as a stand-alone module or integrated within the final/capstone project
 - a final/capstone project assessed at level 7 normally worth between 40 and 60 credits.

Section E6 Degree Apprenticeship Structure

- E7.1 Apprenticeship learners shall be required to take and pass the required academic credits for the award as noted in Section E1 and:
- complete 20% off-the-job training
 - pass the gateway to End Point Assessment (EPA)
 - pass the End Point Assessment (EPA).

SECTION F AWARD CALCULATIONS AND AWARD CLASSIFICATIONS

Section F1 Awards and Exit Qualifications

- F1.1 Awards shall automatically be recommended as exit qualifications either on successful completion of the programme (as defined in the Programme Specification) or as an exit qualifications to individual students who are unable to complete their intended programme but who have achieved the learning outcomes for an exit award.
- F1.2 All students, regardless of whether they qualify for an award or not, shall receive a transcript of their results at the end of each academic year of study. This transcript shall detail the modules studied and the overall module mark, corresponding grade and details of credits achieved, where appropriate.
- F1.3 The results of a year abroad or placement year shall not count towards the calculation of the final mark or award classification.
- F1.4 Results achieved for modules taken during an exchange or study abroad period shall normally count towards the award of the University for which a student is registered. The results achieved may be subject to rescaling and weighting to bring them into line with equivalent marks and results awarded by the University; scaling and weighting methods shall be approved by the Academic Regulations, Policies and Procedures committee and shall be subject to periodic review.

Section F2 Award Calculations and Classifications

See Appendix 3 for the University's award calculations and classifications.

F2.1 Students who have been accepted onto their programme with advanced standing and have previous credits recognised accordingly, will not have these credits counted in their final award outcomes except in certain circumstances.

F2.2 Students who have been awarded an exit qualification and subsequently return to register for further study to attain a higher-level qualification will not have their previous University of Winchester marks/grades recognised for their final award calculation.

F2.3 Students, who are admitted to the final year of a three or four- year programme or part-time equivalent, shall have their classification for honours calculated based on the Top Up programme of study marks/grades.

F2.4 All programmes at the University shall be subject to the same Award Calculations processes unless the accrediting body or PSRB direct otherwise with Programme Specific Requirements being approved by Academic Regulations, Policies and Procedures committee.

Section F3 Classification for Borderlines for Honours

F3.1 Undergraduate degree students, whose overall mark falls within 1% of the borderline for a higher honours classification and who have achieved a mark equivalent to the higher classification in at least 60 credits at level 6, shall have their degree classification upgraded.

F3.2 A complete Level 6 academic profile, i.e. all 120 credits, must have been passed in order to permit application of a classification upgrade.

F3.3 Where compensation has been applied to any module whose grades contribute to the overall degree outcome then the original borderline classification will stand.

F3.4 Where a student has failed their award, i.e. their overall degree calculation is below 40%, even if the calculation is within 1% of the borderline, then the original calculation will stand.

Section F4 Aegrotat and Posthumous Awards

F5.1 Senate may exceptionally, on the recommendation of a Progression and Award Board, approve the conferment of an Aegrotat award to a student who has completed all or a substantial part of a programme of study but is prevented by illness, death or other valid cause from completing part of an assessment (leading directly to a degree, diploma or certificate). The award shall not normally be given a classification of any kind, except in the case of posthumous awards.

SECTION G PERIODS OF REGISTRATION

Section G1 Period of Registration

G1.1 The expected period of registration for a programme shall be the minimum period as defined in paragraph G1.3 below.

G1.2 The maximum period of registration defines the period within which a student shall have achieved the credit required for the award. This shall exclude any periods of interrupted study but will include any periods of Repeat Study. A student does not have a right to remain registered until the end of the period of registration, unless specifically approved by a Progression and Award Board.

G1.3 The periods of registration, during which a student shall complete the requirements for an award from the University, are as follows:

Full-time Programmes of Study

<i>Award</i>	<i>Minimum (yrs)</i>	<i>Maximum (yrs)²</i>
Certificate of Higher Education	1 year	2 years

² Including Repeat Study

Diploma of Higher Education	2 years	4 years
Foundation Degree (FdA, FdSc)	2 years	4 years
Bachelor's Degrees (BA, BSc, BEd, BEng, BSc, LL.B)		
	3 years	5 years
	4 years	6 years
BN (Hons)	3 years	5 years
Top up programmes	1 year	2 years
Postgraduate Certificate/ Professional Graduate Certificate	1 semester	2 years
Postgraduate Diploma	1 year	2 years
Primary PGCE	1 year	2 years
Secondary PGCE	1 year	2 years
Postgraduate Diploma	1 year	3 years
Masters	1 year	3 years
Masters 2 year FT	2 years	4 years

Part-time Programmes of Study

Certificate of Higher Education	2 years	3 years
Diploma of Higher Education	4 years	6 years
Foundation Degree	4 years	6 years
LLB (Hons/Pass degree)	3 years	5 years
BA/BSc (Pass degree)	5 years	6 years
BA/BSc (Hons)	6 years	8 years
Top up programme (120 credits)	2 years	3 years
Top-up programme (< 120 credits)	1 year	2 years
Postgraduate Certificate/ Professional Graduate Certificate	1 year	3 years
Primary PGCE	2 years	4 years
Secondary PGCE	16 months	2 years
Postgraduate Diploma	2 years	4 years
Masters (2 year)	2 years	4 years
Masters (3 year)	3 years	5 years

Section G2 Changing the Period of Registration

- G2.1 The University shall normally approve a shorter minimum period of registration for students admitted with transfer credit for previous study and/or Recognition of Prior Learning (RPL)
- G2.2 In exceptional cases, the University may approve an extension to the maximum period of registration of up to one year where a student has failed to continue and can provide valid evidence of exceptional circumstances as authorised by the Academic Registrar.
- G2.3 When a student's mode of study changes, the subsequent mode of study period of registration will apply.

SECTION H ACADEMIC INTEGRITY

- H1 Suspected cases of academic integrity breaches (including plagiarism, cheating and other forms of unfair advantage) shall be dealt with in accordance with the University's Academic Integrity Policy.

SECTION I APPEALS AND COMPLAINTS

- I1 Students have a right to appeal against the decision of the Progression and Award Board and/or the Exceptional Circumstances panel only in accordance with the Appeals Regulations.
- I2 Complaints shall be raised in accordance with the Student Complaints 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 **'Education Committee'** is the Senate committee responsible for the academic standards and quality assurance of the University of Winchester's taught programmes.
- 1.4 **'Academic Regulations, Policies and Procedures Committee'** (ARPP) oversees the development of Academic Regulations and related policies, procedures and guidelines for all undergraduate, postgraduate, and research degree programmes.
- 1.5 A **'Student'** is a person who has enrolled at the University in accordance with Section B1 of the Regulations and is studying one or more modules from a programme.
- 1.6 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 that is approved at validation and revalidation of the programme.
- 1.7 A programme may lead simultaneously to two or more awards (e.g. academic and professional), each of which may have a separate pathway.
- 1.8 A **'Subject'** is an academic area of study such as English or Business.
- 1.9 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.
- 1.10 A **'Foundation Year'** is a year of study taken at level 3 and integrated within a four-year Undergraduate degree programme and is thus considered as study at higher education by the Office for Students the Foundation Year consists of 120 credits, which shall include generic modules and subject specific modules. Successful completion of a Foundation year shall enable a student to proceed with their intended Bachelor degree but they may apply to change programmes via the internal transfer process in accordance with Section D3 of these Regulations.
- 1.11 A **'Module'** is the basic component of a programme with a defined number of CATS credits and defined learning outcomes, which may be achieved in a variety of ways: on-site, off site,

concentrated periods of residential learning, by distance learning (e.g. using online technology) or a combination of the above, defined as 'blended learning'. There are categories of modules:

- a. a Mandatory module must be taken by all students on a particular pathway/programme;
- b. an Optional module may be taken by students on a particular pathway/programme.

- 1.12 An **'Extended Independent Study'** is a primarily student-directed exercise undertaken under supervision, constituting the major part of an Extended Independent Study module and may be a requirement for the award of a Bachelor degree with Honours. An Extended Independent Study is a level 6 module worth 30 credits undertaken during the final academic year of the programme. The module and format required shall be identified and defined in module and programme documentation.
- 1.13 An **'Independent Study'** is the final exercise of a Masters programme, undertaken under supervision but conducted independently by the student for the award of a Masters degree and constitutes the major part of an Independent Study module. The Independent Study is a level 7 module worth between 40 and 60 credits and undertaken during the final academic year of the programme.
- 1.14 An **'Exam'** 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 exam by performance.
- 1.15 **'Valid exceptional circumstances'** or **'Valid evidence of exceptional circumstances'** means approved, relevant extenuating circumstances as defined by the Exceptional Circumstances and Self-Certification Policy.
- 1.16 **'RPL'** means Recognition of Prior Learning and is a generic term for the process by which recognition may be given for past learning experiences.
- 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 **'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.

A **'substantive mark'** reflects the student's actual achievement and may be anything between 0 – 100%. A substantive mark is awarded for the first attempt at an assignment or exam (unless the assessment is graded Pass/Fail only). It may also be awarded for a second attempt if the student is deemed to have valid extenuating circumstances. (Refer to the Assessment Regulations for further details on when a substantive mark will be awarded.)

APPENDIX 2 LIST OF AWARD TITLES AND THEIR ABBREVIATIONS

Table 1

Programme	Abbreviation	Award title on certificate	Notes
Certificate of Higher Education	Cert HE	Certificate of Higher Education in 'x'	#
Diploma of Higher Education	Dip HE	Diploma of Higher Education in 'x'	#
Foundation Degree of Science	FdSc	Foundation Degree of Science in 'x'	#
Bachelor of Arts (Pass degree)	BA	Bachelor of Arts in 'x'	#
Bachelor of Education in Primary Education (Pass degree)	BEEd	Bachelor of Education in Primary Education	# ~

Programme	Abbreviation	Award title on certificate	Notes
Bachelor of Laws (Pass degree)	LLB	Bachelor of Laws	#
Bachelor of Science (Pass degree)	BSc	Bachelor of Science in 'x'	#
Bachelor of Arts with Honours	BA (Hons)	Bachelor of Arts in 'x' with 'y' Honours	
Bachelor of Education in Primary Education with Honours	BEd (Hons)	Bachelor of Education in Primary Education with 'y' Honours	~
Bachelor of Laws with Honours	LLB (Hons)	Bachelor of Laws with 'y' Honours	
Bachelor of Nursing with Honours	BN (Hons)	Bachelor of Nursing in 'x' with 'y' Honours	
Bachelor of Science with Honours	BSc (Hons)	Bachelor of Science in 'x' with 'y' Honours	
Professional Graduate Certificate	Prof Grad Cert	Professional Graduate Certificate in 'x'	#
Professional Graduate Certificate in Education	Prof GCE	Professional Graduate Certificate in Education	~
Postgraduate Certificate	PgCert	Postgraduate Certificate in 'x'	#
Postgraduate Certificate in Education	PGCE	Postgraduate Certificate in Education	~
Postgraduate Diploma	PgDip	Postgraduate Diploma in 'x'	#
Integrated Master of Education in Primary Education with Honours	MEd (Hons)	Master of Accounting with 'y' Honours	
Integrated Master of Science with Honours	MSci (Hons)	Master of Education with 'y' Honours	~
Integrated Master of Mathematics with Honours	MMath (Hons)	Master of Science with 'y' Honours	
Master of Arts	MA	Master of Mathematics with 'y' Honours	
Master of Business Administration	MBA	Master of Arts in 'x'	#
Master of Laws	LLM	Master of Business Administration	#
Master of Research	MRes	Master of Laws	#
Master of Science	MSc	Master of Research in 'x'	#
		Master of Science in 'x'	#

Key

'x' is the name of the pathway subject(s).

'y' is the Honours classification, e.g. First Class, Upper Second Class, Lower Second Class or Third Class. For further details, see Section F2.3 of these Regulations.

may be awarded 'with Merit' or 'with Distinction' according to the criteria listed in section F3.1 and 3.2 of these Regulations.

~ may be awarded 'with Qualified Teacher Status' (QTS). For further details, see the Programme Specification for the relevant programme.

7.1 Programme Pathway Titles

Students who complete the necessary credits and meet the requirements stated in the relevant Programme Specification(s) for their subject(s) shall have the subject(s) listed in their award title as follows:

Joint Award ' in Subject 1 and Subject 2'

Or

'in Subject 1 with Subject 2'

Single pathway ' in Subject 1'

APPENDIX 3 CREDIT REQUIREMENTS FOR UNDERGRADUATE AWARDS

Award Code	Award Pattern		Year 1	Year 2	Year 3		Year 4
		Level 3	Level 4	Level 5	Level 5 or 6	Level 6	Level 7
CertHE	Certificate of Higher Education		120 credits				
DipHE	Diploma of Higher Education		120 credits	120 credits			
Fdn	Foundation Degree		120 credits	120 credits			
B(Pass)	Bachelor Pass Degree		120 credits	120 credits	60 credits		
TopB(Pass)	Top-up Bachelor Pass Degree				60 credits		
TopB(Hons)	Top-up Bachelor with Honours				30 credits	90 credits	
B(Hons)	Bachelor with Honours		120 credits	120 credits	30 credits	90 credits	
B (Hons)	Bachelor with Honours. 4-year degree with a foundation year	120 credits	120 credits	120 credits	30 credits	90 credits	
BN(Hons)	Bachelor of Nursing with Hons		120 credits	120 credits	120 credits		
IntM(Hons)	Integrated Masters		120 credits	120 credits	30 credits	90 credits	120 credits

Award Code	Award Pattern		Year 1	Year 2	Year 3		Year 4	
		Level 3	Level 4	Level 5	Level 5 or 6	Level 6	Level 7	
B (Hons)	Bachelor with Honours. 4-year degree with a study abroad, sandwich or placement year		120	120	120		30	90

APPENDIX 4 CREDIT REQUIREMENTS, AWARD CALCULATIONS AND CLASSIFICATIONS

Where there is more than one award pattern (e.g. BA (Hons) A – D), the table below lists which calculation method is used.

Where there is only one award pattern listed, all programmes offering that award as an exit award will use the same calculation and classification pattern.

An award based on the final mark shall be rounded to a whole number, in accordance with the Assessment Regulations.

Code	Award Calculation Method	Minimum Academic Credit Requirements						Classification(s)	Applicable to these Award Patterns
		Level3	Level4	Level5	Level6	Level7	Level8		
CertHE	Weighted average of 120 credits at L4 only ^[1]		120 ³					Distinction Weighted average mark is 70% or above Merit Weighted average mark is 60% or above	Certificate of Higher Education

³ If there are insufficient level 4 credits but the student has achieved credits at level 5 to replace the missing level 4 credits, these may be counted for the purposes of calculating an exit award without classification.

DipHE	Weighted average of 240 credits at L4/5 with a minimum of 120 credits at L4 ^[2]		120⁴	120				Distinction Weighted average mark is 70% or above Merit Weighted average mark is 60% or above	Diploma of Higher Education
Fdn	Weighted average of 240 credits at L4/5		120	120				Distinction Weighted average mark is 70% or above Merit Weighted average mark is 60% or above	Foundation Degree
B(Pass) Degree	Weighted average of the best 180 credits at L5/L6		120	120	60			Distinction Weighted average mark is 70% or above Merit Weighted average mark is 60% or above	Bachelor Pass Degree
TopB(Pass) Degree	Weighted average of the best 60 credits at L5/L6				60			Distinction Weighted average mark is 70% or above Merit Weighted average mark is 60% or above	Top-up Bachelor Pass degree
TopB(Hons)	Weighted average of the best 120 credits at L5/L6			30	90			1st 70%+ 2.1 60 - 69% 2.2 50 - 59% 3 rd 40 - 49%	Top-up Bachelor with Honours
B(Hons)EIS	The calculation for Honours classification for a three or four-year Bachelor programme where the Extended Independent Study, or End Point Assessment (EPA) for Apprentice Learners,		120	150	90			1st 70%+ 2.1 60 - 69% 2.2 50 - 59% 3 rd 40 - 49%	Bachelor's with Honours where the Extended Independent Study module is mandatory or core

⁴ If there are insufficient level 5 credits but the student has achieved credits at level 6 to replace the missing level 5 credits, these may be counted for the purposes of calculating an exit award without classification.

	module is mandatory or core is normally determined as follows: 20%EIS 40%Weighted average of best 60 credits at L6 40%Weighted average of best remaining 120 credits at L5/6								
B(Hons)	The calculation for Honours classification for a three or four year programme without an Extended Independent Study module or where the Extended Independent Study module is optional is normally determined as follows: 60%Weighted average of best 90 credits at L6 40%Weighted average of best remaining 120 credits at L5/6		120	150	90			1st 70%+ 2.1 60 - 69% 2.2 50 - 59% 3 rd 40 - 49%	Bachelor's with Honours where the Extended Independent Study module is optional
BN(Hons)	60%Weighted average of best 60 credits at L6 40%Weighted average of best remaining 60 credits at L5		120	120	120			1st 70%+ 2.1 60 - 69% 2.2 50 - 59% 3 rd 40 - 49%	Bachelor of Nursing with Hons
Programmes with one year Study Abroad or Placement structures require an additional pass for the integrated study or placement element of 120 credits at Level 5									
ProfGCED ⁵	The award of the ProfGCED requires successful					60		No award classification	Professional Graduate Certificate in Education

⁵ In addition to the academic credits, the ProfGCED also requires completion of 60 placement credits.

	completion of 20 Level 7 credits and 2 marginal fails (graded 40-49%). ⁶								
PGCE ⁷	60 credits at L7							No award classification	Postgraduate Certificate in Education
PgCertA	Weighted average of the best 60 credits at level 7					60		Distinction Weighted average mark for level 7 modules is 70% or above Merit Weighted average mark for level 7 modules is 60% or above	Postgraduate Certificate A
PgCertB	Weighted average of all level 7 modules up to a maximum of 60 credits.					60		Distinction Weighted average mark for level 7 modules is 70% or above Merit Weighted average mark for level 7 modules is 60% or above	Postgraduate Certificate B
PgCertC	60 credits at L8						60	No award classification	Postgraduate Certificate C
PgCertD	60 credits at L7					60		No award classification	PGCert Research Skills where modules are marked Pass/Fail only
ProfGDip	120 credits at L6 or 7					120		No award classification	Professional Graduate Diploma
PgDipA	Weighted average of 120 credits at level 7					120		Distinction Weighted average mark for level 7 modules is 70% or above Merit Weighted average mark for level 7 modules is 60% or above	Postgraduate Diploma A

⁶ In addition to the academic credits, the ProfGCED also requires completion of 60 placement credits.

⁷ In addition to the 60 level 7 academic credits, award of the PGCE also requires successful completion of 60 placement credits.

PgDipB	Weighted average of 120 credits at level 7					120		Distinction Weighted average mark for level 7 modules is 70% or above Merit Weighted average mark for level 7 modules is 60% or above	Postgraduate Diploma B
PgDipC	120 credits at L8						120	No award classification	Postgraduate Diploma C
TopM	Weighted average of 100 credits at level 7					100		Distinction Weighted average mark for all modules is 65% or above and the mark for the Independent Study is 70% or above Merit Weighted average mark for all modules is 55% or above and the mark for the Independent Study is 60% or above	Top-up Masters
MA	Weighted average of 180 credits at level 7					180		Distinction Weighted average mark for all modules is 65% or above and the mark for the Independent Study is 70% or above Merit Weighted average mark for all modules is 55% or above and the mark for the Independent Study is 60% or above	Masters
ProfMA	240 credits at L7/8					160	80	No award classification	Professional Masters A, B and C
ProfMB						120	120		
ProfMC							240		

APPENDIX 5 ACADEMIC YEAR

- 5.1 The University follows a common Academic Year Calendar for all taught programmes with the exception of programmes that have PSRB requirements which:
- a. Lead to a University of Winchester award, and
 - b. are attendance and engagement based and require a defined number of teaching and assessment weeks each year.
- 5.2 The academic year dates are published on the University website. Any variations to the Academic Year Calendar for a particular programme shall be approved by Academic Regulations, Policies and Procedures Committee and be included in the Programme Specification.5.3 The Academic Year Calendar is approved by Senate and published by the Academic Registrar.

APPENDIX 6 ADMISSIONS, EXTERNAL TRANSFERS AND READMISSIONS

6.1 Admissions Process and Entry Requirements

- 6.1.1. Students are admitted to the University, at the discretion of the Vice Chancellor or other appropriate delegated officer, on fulfilment of specified entry requirements for the purposes of following a specified programme leading to an award or to take discrete modules.
- 6.1.2. The recruitment and admission of students to the University is informed by the Admissions Policy.
- 6.1.3. The University specifies minimum general admission requirements, as well as any programme specific requirements, for each of its programmes which are contained within the Admissions Policy and published on the University website course pages.
- 6.1.4. The University specifies any additional entry requirements required by external funding or other statutory body and are published on the University website.

6.2 Entry with Advanced Standing via RPL

- 6.2.1. An applicant may be permitted to enter a programme of study with advanced standing and awarded credit for specified modules through RPL. (Refer to the Admissions Policy for further details.)

6.3 Re-Admission following Termination of Registration or Exclusion

- 6.3.1. If the University has terminated a student's registration and they have been withdrawn and the student has had a request to Repeat Study rejected or the student has been excluded or expelled, a student may re-apply for entry for the next academic year.
- 6.3.2. The responsibility for making the decision whether to readmit the student shall be taken by the Dean of Faculty. The only exception is when a student has served a custodial sentence or had their registration previously terminated as a sanction subsequent to a Student Conduct investigation, in which case, the Academic Registrar shall determine if the student's application may be passed to the Dean for consideration or whether it shall be rejected outright.
- 6.3.3. A student will not be readmitted until at least 12 months have elapsed since their registration was terminated.
- 6.3.4. If readmitted, previous credit may be recognised and accredited in accordance with the *RPL Policy*.

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