

**ACADEMIC REGULATIONS FOR
TAUGHT PROGRAMMES
2015/16**



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This document defines the Academic Regulations for all taught programmes, validated by the University of Winchester, including undergraduate, PGCE/PGCEYEC and taught postgraduate programmes.	

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SECTION A INTRODUCTION

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, under *Regulations, policies and procedures*.

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. A full list of all awards, including Honorary degrees, is contained in Appendix 5.
- A1.2 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.
- A1.3 The Regulations for each year shall be approved annually by the Senate Academic Development Committee and Senate during the previous year.
- A1.4 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.
- A1.5 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.
- A1.6 The Academic Regulations may be amended, through the Senate Academic Development Committee, by authority of Senate.

Section A2 Suspension of the Regulations

- A2.1 In exceptional circumstances, a programme or subject may seek an exemption from one or more of the Regulations, normally, at the time of validation or review. Application to do so shall follow appropriate consultation with other programmes and subjects as required, and shall be made explicit at the time of validation or review and must be explicitly approved by the Academic Regulations, Policies and Procedures Committee. Where approval is secured, this must again be made explicit in the Programme Specification and added to the list of Exemptions held by the Quality Office on the University Intranet.
- A2.2 In exceptional circumstances, and following appropriate consultation, a programme or subject may seek to obtain formal approval through the Academic Regulations, Policies and Procedures Committee to suspend temporarily one or more of the Regulations. Where approval is secured, students shall be explicitly notified before implementation. (An example of this might occur where a programme is running out or an external event prevents the normal procedures to apply.)

SECTION B ENROLMENT, CONTRACTUAL OBLIGATIONS AND ATTENDANCE

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 at one time except with the special permission of the Academic Registrar.

- 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.

Section B2 Contractual Obligations

- B2.1 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.
- B2.2 The University is responsible for providing students with a functioning 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 at least once a week. (Students who wish to retain and use their personal email account for University communications shall be responsible for ensuring there is an effective link between their personal account and the Unimail account and they shall be responsible for maintaining this link.)
- 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 withdrawal by completing the approved withdrawal form and submitting it to Registry; 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 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.
- B3.2 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).
- B3.3 Students admitted to part-time or distance-learning programmes are required to attend as defined in the Programme Specification for their programme.
- B3.4 Students who fail to attend elements, which have been designated as mandatory by a subject or programme in their Attendance Rules may be refused the opportunity of a second attempt for one or more failed assessments in the module(s) for which the minimum attendance requirement has not been met. Further details may be found in the *Attendance Rules* for the Programme.
- B3.5 Students who fail to satisfy individual subject or programme attendance and/or workload requirements may be:
- a) penalised in their marks;
 - b) required to leave the programme or subject;
 - c) refused readmission or admission to another subject, programme or other modules.
- B3.6 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 apply for extenuating

circumstances to be taken into account and should refer to the University's *Extenuating Circumstances Policy* for further details.

- B3.7 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 exams 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 B4 Full-time and Part-time Load

- B4.1 The normal full-time load is 60 credits per semester.
- B4.2 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.
- B4.3 A part-time student may also be permitted to vary their part-time load during their programme.
- B4.4 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. (Refer to the *Assessment Regulations*, for further details)
- 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 exam or practical assessment without valid cause;
 - fail to satisfy specific attendance requirements for their programme, subject or module(s), as defined in the Programme's own *Attendance Rules*
 - fail to meet specified requirements set by an Exam Board.
- C3 Any student required to withdraw under C2 above shall have the normal rights of appeal in accordance with the *Academic Appeals Regulations*.
- C4 An undergraduate student must normally pass 120 credits at level 4 before being permitted to progress to level 5 and to pass 120 credits at level 5 before being permitted to progress to level 6.
- C5 An Integrated Masters student shall normally pass the 120 credits taken at level 5/6 (with a minimum of 90 credits at level 6) during their third year of full-time study (or part-time equivalent) with an overall average mark of 50% in order to proceed to level 7. Exceptionally, the substantive mark achieved for second attempts at failed assessments and/or repeated modules shall be taken into account for the purposes of calculating the overall average mark for progression to L7 of an Integrated Masters programme only.
- C6 A Masters student shall normally pass all taught modules and satisfactorily complete the Independent Study Proposal form before being permitted to undertake the writing of the Independent Study. Students may, subject to satisfactory completion of the Independent Study proposal form and the Programme Leader's approval, begin supervised or unsupervised preparatory work on the Independent Study prior to completion of the taught modules, but may not submit the Independent Study for examination until all the taught modules have been passed.
- C7 A part-time student shall 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 at the same level of study.

- C8 A student shall normally be permitted a second attempt to pass failed modules before progressing to the next academic year of the programme. (Refer to the *Assessment Regulations* for further details about second attempts.)
- C9 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.)
- C10 Students shall not normally be permitted to progress 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 the balance (in accordance with the *Terms and Conditions for the Payment of University Fees* for the relevant year of study. Students studying with Collaborative Partners shall be liable for fees in accordance with the Terms and Conditions set by their institution.

SECTION D INTERRUPTING STUDY, REPEAT STUDY AND INTERNAL TRANSFERS

Section D1 Interrupting Study

- D1.1 Students, who are unable to continue their programme for any reason, may apply to interrupt their studies provided that they shall be able to resume study and complete their intended award within the maximum period of registration.
- D1.2 The period of the interruption shall normally be up to one year and exceptionally up to a maximum of two years. The Programme Leader may approve an application to interrupt 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 shall be sought.
- D1.3 Students who wish to interrupt 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 interrupt their studies.
- D1.4 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. Such evidence shall 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 interrupt 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 an interruption 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 interruption 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, may 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.
- D1.8 Students who fail to contact the University to either arrange their return to study or discuss other options to retain their registration no later than 20 working days of their expected return date shall be deemed to have unofficially withdrawn and their registration shall normally be terminated with effect from their expected return date.

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 extenuating circumstances.
- 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 extenuating circumstances.
- 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 extenuating circumstances 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) 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. (Refer to Appendix 4 for further details of combined subject pathways.)
- 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 shall not normally be offered the opportunity to retake modules that have already been passed. The only exception would be students with valid extenuating circumstances 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 shall be set aside and the result for the repeated or replacement module shall stand, even if the result is lower than the result for the original module.
- D2.9 Results for repeated modules or modules taken to replace failed modules shall normally be capped at the minimum pass mark unless the student has valid extenuating circumstances 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.) For transfers taking place during the academic year, the student and their Programme Leader(s) must ensure that the student is able to meet their academic credit and pathway requirements or must confirm that an additional period of study shall be required to ensure the student is able to meet progression requirements as detailed in Section C above.
- 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 Academic 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 30 credits at levels 5/6; and 90 credits at level 6
Integrated Masters Degree with Honours	= 480 credits 120 credits at level 4; and 120 credits at level 5; and 30 credits at levels 5/6; and 90 credits at level 6; and 120 credits at level 7
Professional Graduate Certificate	= 60 credits at level 6/7
Postgraduate Certificate	= 60 credits at level 7
Professional Graduate Certificate in Education	= 120 credits at levels 6/7
Postgraduate Certificate in Education	= 120 credits at level 6/7 with a minimum of 40 credits at level 7
Postgraduate Certificate in Early Years Education and Care	= 120 credits at level 6/7 with a minimum of 40 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 Honours degree only)	= 120 credits 120 credits at levels 5/6 with a minimum of 90 credits at level 6

Section E2 Minimum Credit to be Earned at the University

In order to receive an award from the University a student shall normally study at least half the required module credits for the award at the University and shall 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.) Recognition of Prior Learning (RPL – formerly known as AP(E)L) credit awarded by the University is not considered as credit studied at the University and therefore marks shall not normally contribute to the final mark/classification. Further details may be found in the RPL 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. Modules may not span academic years.

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 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 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 shall require students to take and pass an Extended Independent Study assessed at level 6 worth 30 credits.

E4.2 Undergraduate programmes normally allow students to undertake a Volunteering 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 Integrated Masters Programme Structure

E5.1 Students shall register for the combined Bachelor and Masters award at the outset of the programme but may elect to transfer to the Bachelor programme at any time. By the end of three years of full-time study, students shall have reached the level of a Bachelor degree, and if they choose to do so, may complete their programme at that time and leave with a Bachelor degree.

E5.2 An Integrated Masters programme is defined as an Undergraduate programme and therefore receives an Honours classification, although the Regulations relating to level 7 apply to level 7 modules taken by Integrated Masters students.

- E5.3 Students who do not complete the Integrated Masters successfully shall normally receive a Bachelor degree based on their first three years of study and be considered for the exit award of a PgCert based on their level 7 study.

Section E6 Postgraduate Programme Structure

- E6.1 In order to qualify for a Masters degree, students shall normally take and pass:
- a) a research methods module assessed at level 7 normally worth 20 credits; and
 - b) an Independent Study assessed at level 7 normally worth between 40 and 60 credits.
- E6.2 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 shall only be recommended as exit qualifications either on successful completion of the programme (as defined in the Programme Specification) or as terminal exit qualifications to individual students who are unable to complete their intended programme but who have achieved the learning outcomes for an alternative award.
- F1.2 A student who fails to meet the requirements of the programme shall be required to withdraw.
- F1.3 Students shall not be permitted to attend a Graduation Ceremony while in debt to the University (in accordance with the *Terms and Conditions for the Payment of University Fees*).

Section F2 Award Classifications

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

Certificate of Higher Education:

where the overall average mark for 120 credits at level 4 is 70% or above.

Diploma of Higher Education / Foundation Degree:

where the overall average mark for 120 credits each at levels 4 and 5 is 70% or above.

Graduate Diploma:

where the overall average mark for 120 credits at levels 5/6 is 70% or above

Pass degree:

where the overall average mark for 180 credits at levels 5 and 6 is 70% or above.

Postgraduate Certificate:

where the overall average mark for 60 credits at level 7 is 70% or above.

Postgraduate Diploma:

where the overall average mark for 120 credits at level 7 is 70% or above.

Masters:

where the overall average mark for 180 credits 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 120 credits at level 4 is 60% or above.

Diploma of Higher Education / Foundation Degree:

where the overall average mark for 120 credits each at levels 4 and 5 is 60% or above.

Graduate Diploma:

where the overall average mark for 120 credits at levels 5/6 is 60% or above

Pass degree:

where the overall average mark for 180 credits at levels 5 and 6 is 60% or above.

Postgraduate Certificate:

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

Postgraduate Diploma:

where the overall average mark for 120 credits is 60% or above.

Masters:

where the overall average mark for 180 credits 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 Bachelor programme is normally determined as follows:

An Extended Independent Study shall contribute:	20%
An average of the best 60 credits at level 6 shall contribute:	40%
An average of the best remaining 120 credits at levels 5/6 shall contribute:	40%

F2.5 The calculation for Honours classification for a three or four year programme without an Extended Independent Study is normally determined as follows:

An average of the best 90 credits at level 6 shall contribute:	60%
An average of the best remaining 120 credits at levels 5/6 shall contribute:	40%

F2.6 The University normally classifies all Integrated Masters degrees with Honours as follows:

1st Class	70%+
2nd Class (First Division)	60 - 69.99%
2nd Class (Second Division)	50 - 59.99%

F2.7 The calculation for Honours classification for an Integrated Masters programme is normally determined as follows:

An average of the best 90 credits at level 7 shall contribute:	60%
An average of the best remaining 120 credits at levels 6/7 shall contribute:	40%

F2.8 Programmes and subjects may specify modules which shall count in the marks averaged for an Honours degree classification.

F2.9 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 shall stipulate the basis upon which those units shall count towards the final mark. Normally exempted units shall be disregarded.

F2.10 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 Extended Independent Study, where taken, shall be taken at level 6.

F2.11 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, shall have their degree classification calculated in accordance with either paragraph F2.4 or 2.5 above, as appropriate.

- F2.12 Students who have satisfactorily completed a Foundation Degree programme and are permitted entry to level 6 of a relevant Honours degree programme, shall have their degree classification calculated in accordance with paragraph F2.10 above. Any bridging module taken in order to gain entry into level 6 of a relevant Honours degree programme shall not be included in the classification.
- F2.13 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 in accordance with F2.10 above

Section F3 Classification for Borderlines for Honours

- F3.1 Bachelor degree students, whose overall mark falls within 2% 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 Integrated Masters degree students, whose overall mark falls within 2% 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 7, shall 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 exam 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 shall not normally be given a classification of any kind, except in the case of posthumous awards. (Refer to the *Conduct of Exam Boards for Taught Programmes including Collaborative Partners - Guidelines* for further details.)

Section F5 Period of Registration

- F5.1 The periods of registration, during which a student shall complete the requirements for an award from the University, is as follows:

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 (3 year)	3 years	5 years
BA (Hons) in Primary Education (4 year)	4 years	6 years
BEEd (Hons) in Primary Education (3 year)	3 years	5 years
BEEd (Hons) in Primary Education (4 year)	4 years	6 years
Top up programmes	1 year	2 years
Graduate Diploma	1 year	2 years
Integrated Masters	4 years	6 years
Postgraduate Certificate/ Professional Graduate Certificate	1 year	2 years
PGC(EYEC)	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

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)	5 years	8 years
Top up programmes	1 year	3 years
Graduate Diploma	2 years	4 years
Integrated Masters	8 years	10 years
Postgraduate Certificate/ Professional Graduate Certificate	1 year	3 years
PGC(EYEC)	1 year	3 years
Primary PGCE	2 years	4 years
Secondary PGCE	16 months	2 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 RPL.
- F5.3 The maximum period of registration defines the period within which a student shall have achieved the credit required for the award. This shall include any periods of interrupted 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 evidence of extenuating circumstances. It is the student's responsibility to provide written 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 may only be approved by the Dean of Faculty, as Chair of the Exam Board, with the support of the relevant Programme Leader(s). Applications for extensions of period of study shall 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 shall apply.

SECTION G ASSESSMENT

The regulations governing assessment for taught programmes have been moved to the new *Assessment Regulations* with effect from September 2015. This document includes information about the following:

- a) Module Assessments;
- b) Award of credit;
- c) Grading Scheme;
- d) Assessment Load;
- e) Submission of Assessment;
- f) Attendance at Exams and Practical Assessments;
- g) First Attempt at Assessment;
- h) Extensions and Deferrals;
- i) Second Attempts at Assessment;
- j) Compensation;
- k) Exam Boards

l)

SECTION H ACADEMIC MISCONDUCT

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

SECTION I 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 in accordance with the *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 **'Senate Academic Development Committee'** (SADC) is the Senate committee responsible for the academic standards and quality assurance of the University of Winchester.
- 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 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.
- 1.6 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, approved by Senate Academic Development Committee.
- A programme may lead simultaneously to two or more awards (eg academic and professional), each of which may have a separate pathway.
- 1.7 A **'Subject'** is a collection of modules normally in a single discipline and contributing to a recognised programme.
- 1.8 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.
- 1.9 **'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 shall be taken in one subject and up to 30% may be taken in another.
- 1.10 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 shall normally 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.
- 1.11 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 (eg 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) a Core module must be taken and passed by all students on a particular pathway/programme;
 - c) 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 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 normally undertaken during the final academic year of the programme and shall count for 20% of the final degree result, where taken. The module and format required shall be identified and defined in module and programme documentation.

Where the Extended Independent Study is submitted in the form of a dissertation, it shall normally be between 8,000 and 10,000 words.

1.13 An **'Independent Study'** is the final exercise of a Master's programme, undertaken under supervision but conducted independently by the student for the award of a Master's degree.

Where the Independent Study is submitted in the form of a dissertation, it shall normally be no more than 20,000 words.

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 extenuating circumstances'** or **'Valid evidence of extenuating circumstances'** means approved, relevant extenuating circumstances as defined by the University's Extenuating Circumstances Policy.

1.16 **'Auditing'** a module means a student attends a module but does not submit assessments and does not gain credit. (Refer to the *Assessment Regulations* for further details.)

1.17 **'RPL'** means Recognition of Prior Learning and is a generic term for the process by which recognition may be given for past learning experiences. (Refer to the *RPL Policy* for further details). RPL was previously known as AP(E)L.

1.18 **'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).

1.19 **CATS Levels**

Each module shall carry one of the following CATS level ratings as defined by QAA in *The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies* in the *UK Quality Code for Higher Education Higher Education Part A: Setting and Maintaining Academic Standards* October 2014:

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 shall 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 shall 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.

- 1.20 **'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

2.1 The University follows a common calendar for all taught programmes which:

- a) lead to a University of Winchester award, and
- b) are attendance-based and require 27 teaching and assessment weeks each year.

The academic year consists of two semesters (where semester 1 entails 12 teaching weeks and semester 2 entails 12 teaching weeks and a three-week assessment period) totalling 27 weeks.

2.2 Any variations to the calendar for a particular programme shall be approved by Academic Regulations, Policies and Procedures Committee and included in the Programme Specification.

2.3 The Academic Year Calendar is approved by Senate and published by the Academic Registrar.

APPENDIX 3 ADMISSIONS, TRANSFERS AND READMISSIONS

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 RPL 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 RPL. (Refer to the *RPL Policy* for further details.)
- 3.2.2 Internal student transfers between programmes and subjects shall be approved at the discretion of the Programme Leader(s) concerned. Any transfer of credit shall be agreed at the time of transfer and the student shall 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 shall be considered on its own merit and shall 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 shall normally only be transferred for modules taken which are validated for the programme being entered.

3.3 Re-Admission following Termination of Registration or Exclusion

- 3.3.1. If the University has terminated a student's registration following a period of repeat study or the student has been excluded or expelled in accordance with the Student Disciplinary Regulations, it is the decision of the programme considering their application to determine whether or not re-admission is possible. However, the programme is expected to respect the decision of the University and not readmit them until at least 24 months has elapsed. Where a student's registration has been terminated on academic grounds and wishes to return to the same programme, the programme is expected to be very particular as to why they are re-admitting. Reasons for re-admitting might be that the applicant has been able to show they had kept up with the subject material and/or provided evidence that any circumstances that contributed to the termination of registration have been overcome.
- 3.3.2 If readmitted, previous credit may be recognised and accredited in accordance with the *RPL Policy*.

3.3

APPENDIX 4 PATHWAY STRUCTURES FOR COMBINED AND SINGLE HONOURS PROGRAMMES

Table 1 Combined Honours Programme: Honours Degree Pathways (total 360 credits) where students take an Extended Independent Study (EIS)

Pathway	Subject	Level 4 credits	Level 5/6 credits (excluding EIS)	Extended Independent Study (EIS)	Total in each Subject incl EIS
Joint Honours	Subject 1	60 credits	105 credits (at least 30 at level 6)	30 credits Normally in one Subject	195 credits
	Subject 2	60 credits	105 credits (at least 30 at level 6)		165 credits
Single Honours	Subject 1 (Single)	60 or 120 credits	between 180 – 210 credits (at least 60 at level 6)	30 credits Single	270 – 360 credits
	Subject 2	60 credits	no more than 30 credits (at level 5)		up to 90 credits

Normally Joint Honours students submit an Extended Independent Study in the one Subject of their choice. Individual Subjects may rule that its students shall only submit single Subject Extended Independent Studies or specify that inter-disciplinary Extended Independent Studies shall only be permitted with certain Subjects.

A minimum of 90 credits at level 6 is required for an Honours degree

Table 2 Combined Honours Programme: Honours Degree Pathways (total 360 credits) where students do not take an Extended Independent Study (EIS)

Pathway	Subject	Level 4 credits	Level 5/6 credits	Total in each Subject
Joint Honours	Subject 1	60 credits	between 105 – 135 credits (including at least 30 at level 6 #)	between 165 - 195 credits
	Subject 2	60 credits	between 105 – 135 credits (including at least 30 at level 6 #)	between 165 - 195 credits
Single Honours	Subject 1 (Single)	60 or 120 credits	between 180 – 210 credits (including at least 90 at level 6)	270 – 360 credits
	Subject 2 (Subsidiary)	60 credits	no more than 30 credits (at level 5 only)	up to 90 credits

A minimum of 90 credits at level 6 in total is required for an Honours degree

**Table 3 Combined Honours Programme: Pass Degree Pathways
(total 300 credits)**

Pathway	Subject	Level 4 credits	Level 5/6 credits	Total in each Subject
Joint	Subject 1	60 credits	90 credits	150 credits
	Subject 2	60 credits	90 credits	150 credits
Single	Subject 1 (Single)	60 or 120 credits	between 150 – 180 credits	210 – 300 credits
	Subject 2 (Subsidiary)	60 credits	no more than 30 credits (at level 5)	Up to 90 credits

**Table 4 Combined Honours Programme: Diploma of Higher Education and Foundation Degree Pathways
(total 240 credits)**

Pathway	Subject	Level 4 credits	Level 5 credits	Total in each Subject
Joint	Subject 1	60 credits	60 credits	120 credits
	Subject 2	60 credits	60 credits	120 credits
Single	Subject 1 (Single)	60 or 120 credits	between 90 - 120 credits	150 – 240 credits
	Subject 2 (Subsidiary)	60 credits	no more than 30 credits (at level 5)	Up to 90 credits

APPENDIX 5 LIST OF AWARD TITLES AND THEIR ABBREVIATIONS

Programme	Abbreviation	Award title on certificate	Notes
Certificate of Higher Education	Cert HE	Certificate of Higher Education in 'x'	* #
Church Colleges' Certificate in Religious Studies	CCC	Church Colleges' Certificate in Religious Studies	
Diploma of Higher Education	Dip HE	Diploma of Higher Education in 'x'	* #
Foundation Degree of Arts	FdA	Foundation Degree of Arts in 'x'	#
Foundation Degree of Science	FdSc	Foundation Degree of Science in 'x'	#
Graduate Diploma	Grad Dip	Graduate Diploma in 'x'	#
Bachelor of Arts (Pass degree)	BA	Bachelor of Arts in 'x'	* #
Bachelor of Arts in Primary Education (Pass degree)	BAEd	Bachelor of Arts in Primary Education	# ~
Bachelor of Education in Primary Education (Pass degree)	BEd	Bachelor of Education in Primary Education	# ~
Bachelor of Laws (Pass degree)	LLB	Bachelor of Laws	#
Bachelor of Science (Pass degree)	BSc	Bachelor of Science in 'x'	* #
Bachelor of Theology (Pass degree)	BTh	Bachelor of Theology	#
Bachelor of Arts with Honours	BA (Hons)	Bachelor of Arts in 'x' with 'y' Honours	*
Bachelor of Arts in Primary Education with Honours	BAEd (Hons)	Bachelor of Arts in Primary Education with 'y' Honours	~
Bachelor of Arts in Primary Education with Honours	BAEd (Hons)	Bachelor of Arts in Primary Education with 'y' Honours	~
Bachelor of Arts in Primary Education with Honours	BAEd (Hons)	Bachelor of Arts in Primary Education 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 Science with Honours	BSc (Hons)	Bachelor of Science in 'x' with 'y' Honours	*
Bachelor of Theology with Honours	BTh (Hons)	Bachelor of Theology 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	# ~
Professional Graduate Certificate in Early Years Practice	Prof GCEYP or PFCEYP	Professional Graduate Certificate in Early Years Practice	#
Professional Graduate Diploma	Prof Dip	Professional Graduate Diploma in 'x'	#
Postgraduate Certificate	PgCert	Postgraduate Certificate in 'x'	#
Postgraduate Certificate in Education	PGCE	Postgraduate Certificate in Education	# ~
Postgraduate Certificate in Early Years Education and Care	PGC(EYEC)	Postgraduate Certificate in Early Years Education and Care	#
Postgraduate Diploma	PgDip	Postgraduate Diploma in 'x'	#

Programme	Abbreviation	Award title on certificate	Notes
Integrated Master of Education in Primary Education with Honours	MEd (Hons)	Master of 'x' with 'y' Honours	~
Master of Arts	MA	Master of Arts in 'x'	#
Master of Business Administration	MBA	Master of Business Administration	#
Master of Laws @	LLM	Master of Laws	#
Master of Research	MRes	Master of Research in 'x'	#
Master of Science	MSc	Master of Science in 'x'	#
Master in Teaching and Learning	MTL	Master in Teaching and Learning	#
Master of Theology	MTh	Master of Theology	#

Key

'x' is the name of the pathway subject(s). For a list of the pathway titles for Combined Honours Programmes, see below.

'y' is the Honours classification, eg 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 F2.1 and 2.2 of these Regulations.

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

@ subject to validation.

Combined Honours 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 Pathway ' in Subject 1 and Subject 2'

Single pathway ' in Subject 1'

Combined Studies ' in Combined Studies'

As there are no minimum credit requirements for the subjects studied in Combined Studies, students need only meet the minimum credit requirements for the award, as detailed in Section E1 of these Regulations.

Bachelor of Arts or Bachelor of Science

The award title of 'Arts' or 'Science' is agreed by the University Management Group and defined in the Programme Specification..

Students who fail to achieve their named pathway and are permitted to graduate in Combined Studies shall be awarded a BA or BSc in accordance with the original programme.

For students studying a Combined Honours Programme where one subject would normally lead to a BA and one subject would normally lead to BSc, the final award title shall be determined by the subject in which they take their Extended Independent Study (EIS). Where the EIS is taken across both subjects, the Programme Leaders shall jointly determine which award title is more appropriate.