

## **D Foundation Level for integrated Bachelor's degree programmes (Level 3) Academic Regulations**

**Section D of the regulations is informed by the following sections of the QAA UK Quality Code for Higher Education:**

The Expectations and Practices in the revised Quality Code (November 2018)

The following themes in the QAA UK Quality Code Advice and Guidance section:

- Admissions, Recruitment and Widening Access
- Learning and Teaching
- Enabling Student Achievement
- Assessment

### **D1 The Admission of Students to a Foundation level for integrated Bachelor's degree programmes at Level 3**

**Entry criteria to all Regent's University London programmes leading to a degree are set by Senate's Admissions Panel.**

### **D1 Registration for Foundation Programmes**

#### **D1.1 Registration Requirements and Definitions**

- D1.1.1 Students entering a programme at Regent's University London are expected to complete the programme within the time specified within programme regulations. Unless stated otherwise within programme regulations, minimum and maximum periods of registration for any student on a Regent's University London foundation level 3 programme are as outlined under section D4.
- D1.1.2 Registration may be defined as the process through which students formally agree to be a student member of the University for the whole, or part of, the academic year.
- D1.1.3 By registering, the student has agreed to abide by the University regulations and to become liable for fee payments.
- D1.1.4 The University uses the registration period to check and update key personal information in the student record.

#### **D1.2 Registration Requirements**

- D1.2.1 All full-time, part-time and visiting students actively following a programme of study at Regent's University London must register at the commencement of their studies. If a student has been suspended and is still within their suspension period, they cannot register. Students who have taken a break in their studies and returned

partway through the academic year must register before they can recommence their programme.

- D1.2.2 Students failing to provide the Admissions Office with original transcripts of their qualifications from their previous studies will not be permitted to register.

### **D1.3 Registration Conditions for New Entrants**

- D1.3.1 The Admissions office will provide new students with detailed instructions on how and when they may register. The admissions process must be completed.
- D1.3.2 If there are any outstanding debts to the University as a result of previous study, the debt must be cleared. In exceptional circumstances, students may have agreed an appropriate repayment plan with the Finance department.
- D1.3.3 In order to be a fully registered student at the University, students must provide all documentation and evidence that is necessary to meet the admissions criteria for their programme of study, when requested by the Admissions office.

### **D1.4 Registration Conditions for Continuing Students**

- D1.4.1 Programme Specifications contain Academic Calendars that inform students when registration will commence.
- D1.4.2 If there are any outstanding debts to the University as a result of previous study, the debt must be cleared. In exceptional circumstances, students may have agreed an appropriate repayment plan with the Finance department.

### **D1.5 Registration Conditions for Students returning from Suspension or Break in Studies**

- D1.5.1 Any conditions set in relation to a suspension or break in studies must be completed before the student can be permitted onto the programme.
- D1.5.2 If there are any outstanding debts to the University as a result of previous study, the debt must be cleared. In exceptional circumstances, students may have agreed an appropriate repayment plan with the Finance department.

### **D1.6 Registration Method**

- D1.6.1 Students must register via the SITS: E-vision portal. Timetables cannot be accessed unless this task has been completed.

## **D2 Duration of Study**

### **D2.1 Minimum Period**

- D2.1.1 The minimum duration of study for a programme leading either to a named award or to direct entry onto a programme of a higher order shall not be less than the minimum length specified for the programme in the validated definitive document.

### **D2.2 Maximum Period**

- D2.2.1 All students are expected to complete foundation programmes within the prescribed time. However, in documented cases of extenuating circumstances, the maximum duration of study for a student registered on a foundation programme may be extended to the maximum duration as outlined below. There shall, however, be no guarantee about the length of time for which a programme or its component modules shall be available.
- D2.2.2 Students may apply for a break in studies of up to one academic year. All applications for a break in studies will be considered by the Registry and/or Registration Review Panel. In reviewing the student's application for a break in studies, the Registry and/or Registration Review Panel will take into consideration the evidence provided to support the student's case; the timing and duration of the break; and the possible impact on the student's engagement with the programme and assessment and re-assessment opportunities.
- D2.2.3 The maximum duration of study for any Foundation award is 1 year beyond the expected completion date of the programme, subject to extenuating circumstances: e.g., deferral granted for documented medical reasons.

### **D2.3 Discontinuation of Study**

- D2.3.1 There are constraints on the total period of registration for each programme of study (see section D4). There may also be specific requirements in respect of the rate of progression, or restrictions on the total number of modules which an individual student can resit or retake during the period of their registration. Details of any such restrictions are given in the individual programme specification.

## **D3 Documentary Evidence of Study**

- D3.1.1 Documentary evidence of study may be made available by the University in a variety of forms, for the convenience of students. They may be variously termed:
- (a) Certificates (or Records) of attendance;
  - (b) Certificates (or Records) of programme completion and progression onto Undergraduate programmes within the University at level four;

(c) Transcripts (or lists) of modules taken, with assessments results.

## **D4 Completion of a Programme**

- D4.1.1 Successful completion of a programme requires the achievement of the specified learning outcomes set out in the Programme Specification.
- D4.1.2 Criteria specified for each programme defines the standards required for successful completion and are set out in the Programme Specifications.
- D4.1.3 For any award, credit at a higher level can count in place of credit at a lower level.

## **D5 The Teaching/Learning Year**

- D5.1.1 The standard teaching/learning year for foundation programmes totals 30-36 weeks including assessment periods. However, variations to standard patterns are permitted where specified within validated programme specific documentation.

## **D6 Assessment and Progression**

### **D6.1 Introduction**

- D6.1.1 Assessment on foundation programmes is conducted at two levels: firstly, at module level and, secondly, at programme level. Subject Boards determine marks for each module. Progression and Finalist Boards receive marks for approval from the Subject Boards and determine progression.

### **D6.2 Progression**

- D6.2.1 The programme and module learning outcomes of level 3 offerings ensure appropriate student development towards 'undergraduate readiness', particularly in respect to the acquisition of skills deemed requisite for successful performance at level 4, as set out in the Programme Learning Outcomes. Students may exceed the minimum number of credits needed to progress if they are on a programme made up of modules where the number of credits achieved are divisible by 12.
- D6.2.2 The progression regulations are as follows where no fast-track option applies:
  - (a) Students must achieve a minimum of 120 credits in level 3 programmes integrated within an undergraduate programme, before progressing to the next level of study. The following

exception applies for level 3 programmes which are integrated within an undergraduate programme:

- (b) A maximum of 24 failed credits may be carried into the next level, i.e. a minimum of 96 credits must have been passed at level 3 before students can progress to level 4. The student must retake and pass the failed credits at the next available opportunity before progressing further.
- (c) According to the exception stated above students can therefore progress into the next level with a minimum of 96 passed credits.
- (d) Students are permitted to study up to a maximum of 84 credits in one term, but no more than a maximum of 144 credits across an academic year.

D6.2.3 The progression from module to module may also be pre-determined by module prerequisites. Students cannot be scheduled to undertake a module unless they have completed all the noted prerequisites.

D6.2.4 Students who have failed more than 24 credits on a level cannot progress to the next level and will be invited to meet with a member of the Student Support Team.

D6.2.5 Students re-joining a programme following a suspension of studies cannot progress to the next term and / or level and will be required to retake the term from which they were suspended.

D6.2.6 In cases where undergraduate programmes are made up of modules divisible by 10 credits,, alternative progression regulations will apply:

D6.2.7 Students must achieve a total of 120 credits in level 3 programmes integrated within an undergraduate programme, before progressing to the next level of study. The following exception applies for level 3 programmes which are integrated within an undergraduate programme:

D6.2.8 A maximum of 20 failed credits may be carried into the next level, i.e. a minimum of 80 credits must have been passed at level 3 before students can progress to level 4. The student must retake and pass the failed credits at the next available opportunity before progressing further.

### **D6.3 General Moderation Regulations**

D6.3.1 At foundation level, the following moderation policy applies:

D6.3.2 Exceptional moderation at level 3

- (a) Where a student has failed a component of assessed work with a weighting of 20% or above, the assessed work for this module will be internally moderated to determine whether this is the appropriate outcome.

- D6.3.3 Requirements for internal moderation
- (a) All module assessments will have a marking scheme and marking criteria.
  - (b) For in-class tests, it is the responsibility of the Module Leader to ensure fairness and transparency.
  - (c) All written examinations on foundation programmes will be blind marked with candidate numbers rather than names.

#### **D6.4 Role of the First Marker**

- D6.4.1 The first marker will provide feedback on the work and provide a rationale for how the grade awarded was reached.
- D6.4.2 In the case of work to be returned to students, the first marker will write substantive comments as part of the feedback provided via Blackboard or Turnitin, or in clearly legible writing on an agreed assessment feedback sheet if the work is returned in hard copy. This may not apply in cases where it is not appropriate for the assessment, such as short answer, multiple choice, listening tests or mathematical-based tests.
- D6.4.3 All coursework which involves written assessment must be submitted online via Turnitin and via the correct module link in Blackboard. The first marker will provide feedback, a grade and rationale for the grade via the feedback functions on Blackboard.
- D6.4.4 It is the responsibility of the marker to ensure that accurate marks have been entered into the SITS system.

#### **D6.5 Return of Marked Coursework/Assessments**

- D6.5.1 The University will aim to provide feedback on the work and a grade for coursework assessment within two weeks of the date of submission, and within no longer than four weeks.

#### **D6.6 Assessment of Modules**

- D6.6.1 The following regulations shall apply to the assessment of modules to determine whether the module has been passed, a resit of a component(s) is required or a retake of the module is required.
- D6.6.2 Once a student commences an examination or submits an assignment, they have deemed themselves fit to take the examination or complete the assignment and the regulation found in section C5.5.1 of this handbook would apply for any extenuating circumstances claims submitted.

#### **D6.7 Late submission of coursework**

- D6.7.1 Students should submit all coursework by the official submission deadline, as set by the Module Leader.

- D6.7.2 Coursework that is submitted up to and including 3 working days after the official submission deadline will be accepted and marked. This applies to students submitting at the first attempt, and to those re-submitting (where an Extenuating Circumstances Claim has been agreed). If it is of a 'pass' standard, the coursework mark will be capped at 40%. Coursework that is either a resit or retake and is submitted late will not be accepted or marked.
- D6.7.3 Coursework submitted after the third working day of the official submission deadline will not be accepted and will receive a mark of 0.
- D6.7.4 Some coursework components are not eligible for late submission, unless a Student Support Agreement or Extenuating Circumstances have been approved. such as dissertations and research projects. For example, students who do not submit coursework required for capstone modules by the official submission deadline will receive a mark of 0. Students should refer to their programme specification for further information. Where a Student Support Agreement or Extenuating Circumstances have been confirmed, students can apply for an extension of up to 1 week providing the new submission date falls within the relevant assessment period.

## **D6.8 Pass Regulations**

- D6.8.1 All Foundation modules have a minimum pass mark for assessments. The pass mark is 40%.
- D6.8.2 Where a total module mark equates to a borderline average of 39.5, 49.5, 59.5 etc., the mark will be rounded up by the student records system to the next integer, e.g. 40, 50, 60, etc.
- D6.8.3 For a student to receive a pass on a module they must achieve a minimum Total Module Mark (TMM) (weighted average of the grades achieved for all assessment tasks) of 40%.
- D6.8.4 If the TMM is below 40% the module will be deemed a fail and students will be required to resit the failed component(s). If a student subsequently fails the resit and the TMM remains below 40% the student will be required to retake the module. The maximum number of retakes permitted per module is one.
- D6.8.5 Subject boards consider all modules undertaken by students. Where a student has failed a module the board determines whether the required action will be a resit of the failed component(s). Where a student has already resat a component, the board will not recommend a further resit of that component, and a retake of the module will be required.
- D6.8.6 Where a Subject Board has granted a resit of a component(s) within a module, then the student will automatically be scheduled for a resit of the failed components of the module at the next available opportunity.

- D6.8.7 Where a student has been withdrawn from a module and therefore failed that module due to a breach of the attendance regulations, the student will be required to retake the module in accordance with the Attendance and Lateness regulations contained in section C4.6 of this handbook. The maximum number of retakes permitted per module is one.

## **D6.9 Resit Regulations**

- D6.9.1 When a degree-seeking or study abroad student has failed a module at the first attempt, a resit of the failed component(s) may be permitted.
- D6.9.2 Students who are suspended due to absences do not have the right to resit any failed component(s) and will be required to retake the module(s). The maximum number of retakes permitted per module is one.
- D6.9.3 Details of regulations as they apply to individual programmes (e.g. the number of modules/credits that can be resat and examination schedules) are contained within the individual programme specifications. Information on the assessment procedures and weighting of individual assessments are contained in the module outlines.
- D6.9.4 The maximum mark obtainable for any module for which a student has completed a resit, is a minimum pass for that module, i.e. the TMM will be capped at 40%.
- D6.9.5 When required to resit an examination a student must do so at the next available opportunity, i.e. on the next occasion at which the examination is offered.
- D6.9.6 When required to resit coursework a student must do so by the deadline given.
- D6.9.7 Students who fail a module after a resit will be required to retake the module. The maximum number of retakes permitted per module is one.

## **D6.10 Retake Regulations**

- D6.10.1 Students will be required to retake the module if they have failed a module after a resit. The maximum number of retakes permitted per module is one.
- D6.10.2 No student who has passed a module or who has received a condoned pass in respect of that module may retake, resit or repair it in order to achieve a higher mark.



- D6.10.3 No student may retake any module on more than one occasion. Students who fail a module after a retake will be withdrawn from their programme at the end of the term by the Finalist and Progression Board.
- D6.10.4 The maximum mark obtainable for any module for which a student has completed a retake, is a minimum pass for that module, i.e. the TMM will be capped at 40%.
- D6.10.5 Where a module is not available for whatever reason a student required to retake that module may be required to substitute an alternative module of the same level in order to meet the requirements of the particular foundation programme.
- D6.10.6 Where a student is required to retake an elective module they may elect to choose an alternative module at the same level to the required credit levels. The maximum mark obtainable for any elective module for which a student has completed a retake, is a minimum pass for that module, i.e. the TMM will be capped at 40%.

## **D6.11 General Principles**

- D6.11.1 Unauthorised absence from an examination or failure to submit coursework by the deadline for late submission will constitute failure in that component of assessment.
- D6.11.2 Under exceptional circumstances a student may be allowed to defer an examination or the submission of coursework. Where such exceptional circumstances become apparent after the examination or the submission date the Subject Board may grant a deferral retrospectively. Notification of the exceptional circumstances must be made within a specified time of the examination/submission date and by following the Extenuating Circumstances procedures outlined in section C7.

## **D6.12 Alternative Assessment**

- D6.12.1 It is sometimes necessary to assess a student by means of an alternative method. This may be due to an issue of accessibility or it may be due to practical or logistical circumstances, such as the availability of other students and/or facilities. In all cases, the Head of Programme will determine whether alternative assessment is appropriate and may set an alternative assessment designed to evaluate the extent to which the student has achieved the learning outcomes attached to the particular assessment. In cases where accessibility requires an alternative assessment, the Disability Officer will be consulted.

## **D6.13 Deferrals**

- D6.13.1 Where the Subject Board has granted a deferral based on extenuating circumstances, the mark achieved will not be subject to a penalty or a cap.

## **D6.14 Support for non-progressing students**

- D6.14.1 Students who are unable to progress to level 4 of the programme should contact the Student Support Team to discuss support arrangements.

# **D7 Programme Assessment**

## **D7.1 Responsibilities of Assessment Boards**

- D7.1.1 The appropriate assessment boards will consider each student's overall performance at the completion of all modules relating to a level of study. The relevant assessment board will receive marks awarded and render decisions about progression. Additionally, where applicable, the relevant assessment board will also confirm the names of students who have passed level 3 at a standard commensurate with students directly entering onto BA or BSc (Hons) programmes.
- D7.1.2 The responsibility of assessment boards is to make judgements on student performance within its own approved regulations.

## **D7.2 The Assessment of Modules**

- D7.2.1 Unless specified differently within programme specific regulations then the following will apply in foundation level 3 programmes.
- D7.2.2 In-module assessments are submitted by fixed dates during the year. Students are given written details at the start of a module of the assessment scheme for the module, and of the arrangements and timetable according to which assessed work should be submitted. Students are required to submit coursework as prescribed by the relevant module outline booklet.
- D7.2.3 Students will be assessed by the appropriate Subject Board in all modules studied, and marks for each module will be approved by the appropriate Subject Board.
- D7.2.4 All modules shall be assessed in accordance with the module's published assessment methods. Arrangements for students with a disability/specific learning difficulty requiring reasonable adjustments for examinations may be found on the Registry pages of the Regent's University London intranet.
- D7.2.5 All modules must provide a numerical mark for all assessments.

