

# REGULATIONS FOR TAUGHT COURSES

## 2021/2022

### Academic Registry

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These regulations are also available through the medium of Welsh.

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# A1: General Regulations for Taught Courses

## Introduction and meanings

1. In these regulations, as context demands, “you” and “your” mean the student, apprentice, or the applicant; “we”, “us”, “our” and “ourselves” mean the University of South Wales or the Royal Welsh College of Music and Drama (RWCMD) as appropriate.
2. These regulations tell you what we will do to provide courses of study, and what you must do as a student, apprentice, or applicant. They form an important part of the contract between us and will not change without your involvement (which may be by the Students’ Union acting on your behalf). We review these regulations at the end of every academic year. We will let you know at re-enrolment if there are any changes.
3. Sometimes the regulations will refer to specific policies or procedures. These policies and procedures set out details of how we will deliver the obligations set out in these regulations and may change through your studies with us. We will always ensure that policies and procedures deliver the commitments we have made to you.
4. These regulations apply to you and to all taught courses that we offer.
5. There are also regulations for specific courses, or types of course, which supplement these regulations: you should read the relevant course regulations as well. The *General Regulations for Taught Courses* and the specific *Course Regulations* work together to set out the framework of how we will offer educational opportunities, and the expectations that we have of you.
6. Sometimes *Course Regulations* will set out exceptions to the *General Regulations* – this enables us to take account of industry needs or the needs of professional, regulatory or statutory bodies. Where this is the case, the *Course Specific Regulations* will take precedence over the *General Regulations*.
7. We use the regulations to ensure that we are consistent in our academic judgements and that we treat you fairly and equally.
8. Some of the words in these regulations have a specific meaning. Where this is particular to a section, the word is defined in that place.
9. Some words are used more generally, and their particular meanings are set out here:
  - a. “Day” means a calendar day: that is, including weekends, bank holidays and University closure days.
  - b. “Working day” excludes weekends, bank holidays and University closure days.

- c. “Period of Study” means the academic cycle for your course of study. For most of our courses, this will be the standard academic year of September to June but there are non-standard course start dates.

### **Awards, Courses and Modules**

10. The *Awards Framework* shows the qualifications we award, their academic level and credits awarded in relation to Welsh and UK qualifications frameworks and credit systems.
11. A *programme of study* is the approved curriculum followed by an individual; it may be identical with a course or be one of a number of standard routes available within a large course, or it may be unique to you.
12. A *course* is a set programme of study, successful completion of which leads to the award of a specified degree, diploma, certificate or other qualification.
13. For each course, or type of course, there is a set of *Course Regulations* which set out the specific rules or conditions for completion of the course and award of the associated degree or other qualification. Course Regulations supplement these General Regulations.
14. Courses are organised into smaller blocks of study, called modules. A module is a block of study with associated learning outcomes, rated as being at a certain academic level. Modules are also described in terms of credits and levels.
15. *Course specifications* set out the course and the modules which you must study, and the learning outcomes which you must demonstrate, at the academic level necessary to be awarded the degree or other qualification.
16. Credits and levels of study are assigned in line with the norms of the UK higher education sector, as articulated by the Quality Assurance Agency for Higher Education in its Framework for Higher Education Qualifications and the Credit Qualification Framework for Wales.
17. Degree apprenticeships combine working with studying part time at a university. Apprentices are employed throughout the course and spend part of their time at the University and the rest with their employer. This can be on a day-to-day basis or in blocks of time, depending on the course and requirements of the employer.

### **Admissions**

18. You must apply for admission to study a specific course or courses using the application form or system set out for that course. We will consider your application on its individual merits.
19. We may ask you to undertake interviews, tests, or other forms of assessment in considering applications; we will ask you to provide evidence of the qualifications and experience you claim on your application.
20. We may require you to demonstrate proficiency in the English Language.

21. For some courses we may need evidence of other qualities, such as medical clearance or Disclosure and Barring Service clearance.
22. If we offer you a place, we may offer you that place conditional upon your meeting certain criteria.
23. We may make you an offer of admission to a different course than that to which you applied.

### **Admission of USW Group**

24. Members of staff of the University of South Wales Group (the University of South Wales; the Royal Welsh College of Music and Drama; Merthyr Tydfil College of Further Education), or its partner institutions may not normally be admitted to any module or course with which they are involved in assessment, or which are assessed by any board of which they are a member.

### **Recognition of Prior Learning**

25. Where you can demonstrate that your prior experience or formal study meets some of the learning outcomes set out for a programme of study, we may on this account exempt you from some components of that course.
26. Exemption can vary up to a maximum of two-thirds of the course for the relevant award. Individual course regulations give the relevant detail for that course.
27. Applications for such recognition of prior learning will be considered on a case-by-case basis.
28. We may agree that another institution's provision – individual modules or combinations of modules – maps on to a course of the University.
29. If we recognise your prior learning, and exempt you from some elements of the course, your award and any classification will be calculated using only marks from your study with us.
30. Credit is transferable but classification is not.

### **Enrolment and Re-enrolment**

31. You must enrol with us before you begin your studies and re-enrol in line with the requirements of your course or module(s). This may include making module choices and confirming address and contact details.
  - a. *Enrolment* means the confirmation of the agreement between us that you will be a student or apprentice for a specific award. You enrol at the beginning of your studies with us.
  - b. *Re-enrolment* means the confirmation, by you, that you intend to actively study in a given period of study, with attendance and submission for assessment as set out for your course.

32. Prior to enrolment or re-enrolment, you must either have paid your fees, or made arrangements to our satisfaction for fee payment, for the duration of the course.
33. You will be subject to the University's Fees and Debt Management Policy and should make yourself familiar with this document.

### **Associate Student Scheme**

34. The Associate Student Scheme exists to encourage and allow students to study modules on a bitesize or standalone basis and also for existing students (both full and part time) to undertake modules in addition to those mandated by the requirements of their courses.
35. Associate Students may take up to 40 credits at either undergraduate or postgraduate level during their time at USW.
36. Credits gained under the Associate Student Scheme may subsequently be counted towards a University of South Wales award as Recognition of Prior Certificated Learning if appropriate, current and consistent with the course and/or professional body requirements. Standard RPL limits would be applied and marks may be transferred.
37. Associate Students may enrol on modules leading to or contributing to a professional qualification.
38. If you are already studying on a course at the University, we will need to agree that you may also study as an Associate Student.
39. Associate students may not use the Scheme as a means of re-taking credits referred from another University course.

### **Apprenticeships**

39. If you are registered on an apprenticeship course, your employer's support will need to be maintained to continue your registration with the University. If, during your course, you cease to be employed by your apprenticeship provider, we may terminate your registration with the University but will assist in finding you an alternative course, where possible.
40. Course specifications for apprenticeships set out the structure of the apprenticeship and what academic and work requirements are placed on you through the course.
41. You may need to continue to be registered within the University after you complete your academic work, but before you complete the end course assessment.

### **Minimum and maximum periods of registration**

42. We prescribe normal minimum and maximum lengths of registration. The minimum length reflects the quantity of learning necessary; the maximum length reflects the need to ensure the currency of your knowledge at graduation.
43. Normal minimum and maximum lengths of study are set out in course regulations.

**Module selection**

44. If you wish to change your module selection you must do so within four weeks of the normal course instance enrolment or re-enrolment date, unless there are exceptional circumstances which are agreed by us.

**Tuition Fees**

45. You must ensure that your tuition fees are paid in respect of your study with us.
46. If you owe us tuition fees, we will always seek to enable you to continue to study whilst arrangements for payments are made, in line with the Fees and Debt Management Policy.
47. You remain liable for tuition fees with us until you have completed the withdrawal process and formally ceased to study with us.

**Attendance, Engagement and Temporary Absence**

48. Your attendance and engagement may be monitored and recorded. In some cases, attendance at some or all elements of a course may be mandatory. Where this is so, we will tell you. Failure to attend may then lead to failure in the module or course.
49. Where we have concerns that you are not engaging with your study, or where your attendance is not satisfactory, we will follow a set process to investigate and decide what action, if any, to take. The process will seek to work with you to help you to reengage and to attend University again.
50. Our action as a result of concerns about engagement or attendance may include your enrolment with the University being suspended or you could be withdrawn.

**Temporary absence**

51. Our *Temporary Absence Procedure* sets out what you should do if you are going to be, or have been, absent from attendance at the University for more than three working days. The procedure sets out the evidence which you will need to show to support your application, and how we will decide whether to approve your application.
52. The minimum duration for which you can submit an application for leave of absence is three working days and maximum period is 20 working days per academic year.
53. If your absence is over 20 working days in an academic year you must interrupt your studies or withdraw from the course.

**Withdrawal, transfer and interruption of studies****Interruption of studies**

54. If you wish to take a break from your studies, you must let us know in line with our *Extenuating Circumstances Regulations and Procedure*. We will do our best to facilitate your break and your return to study, but we will need to have regard to the

structure of your course and when in the period of study you wish to break, to determine the best approach to this.

### **Withdrawal from studies**

55. If you wish to withdraw from the University you should let us know in line with our *Student Withdrawal Procedure*<sup>1</sup>. We will support and advise you through the process, if you wish, via your Campus Advice Zone who can discuss with you the academic implications of you withdrawing.
56. In accordance with paragraph 47 above you will remain liable for tuition fees until you have completed the withdrawal process.
57. If you study at a partner institution and wish to withdraw, you should tell them. The Partner Institution is responsible for informing us.
58. The effective date of your withdrawal may not be earlier than the date on which you notify us of your intention to withdraw.
59. If we think that you may have withdrawn without notice, we will do our best to contact you to see if this is the case and to agree your effective date of withdrawal.
60. If you withdraw, we will consider your achievements through assessment boards in the normal way, so that we can make any exit award which you may have earned and provide you with a transcript.
61. If you are studying on a Tier 4 visa, and withdraw from the University, our Tier 4 sponsorship will cease. You will then be required by the government to leave the UK, in line with the terms of your visa.

### **Transfer of course/institution**

62. If you wish to transfer to another course within the University or to a course at another institution you should let us know using the appropriate University procedure.
63. Students studying on a Tier 4 visa are subject to UKVI transfer regulations and should seek advice from the Immigration and International Student Advice Team (ISSA) before submitting their course transfer request.
64. If you study at a partner institution and wish to transfer, you should tell them. The Partner Institution is responsible for informing us.

### **Supporting Your Learning**

65. Please tell us if there is something that we could do to support your learning. If you do not tell us, we cannot help you. Your Personal Academic Coach (PAC) (or similar) will be able to help you access the support you need.
66. Where you let us know that you have a disability or condition recognised by the Equality Act (2010) we will make reasonable adjustments to enable you to complete

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<sup>1</sup> This form should also be used if you are an apprentice

your course successfully. Other circumstances may also be recognised by adjustments in this way.

67. Our adjustments may relate to a specific assessment or element of a course or may apply throughout your enrolment. This will depend upon the individual circumstances. In designing reasonable adjustments, we will ensure that we can assess the learning outcomes for the module(s) concerned, and that you will be assessed on equivalent terms with other students on the module(s).
68. If your disability or condition changes during your study, and you let us know, we will review the adjustments we have put in place and change them if appropriate.

### **Assessment**

69. To assess your progress and achievement of learning outcomes, courses include assessments – examinations, coursework, presentations and so on. Module specifications set out the specific arrangements for each course.
70. The University's *Assessment for Learning Policy* provides more detail on the University's approach to assessment.
71. The assessment for a module may consist of a number of individual components. Unless the course or module specification specifically states that you must pass individually one or more of these components, we will assess your overall performance in the module by your aggregate performance across all of the components within that module.
72. You are responsible for making sure that you understand the assessment regulations as published, for submitting work for assessment as required and on time, and for attending examinations and other formal assessment events.

### **Extenuating circumstances**

73. If you feel that you have good cause for late submission, or failure to submit, our *Extenuating Circumstances Regulations and Procedure* set out what you should do and how we will consider your case.
74. If you consider that your personal circumstances may have affected your performance in any assessments and you wish us to take these into account you should let us know quickly. The *Extenuating Circumstances Regulations and Procedure* set out what you should do and how we will consider your case.

### **Late submission of coursework**

75. If you fail to submit an assessment<sup>2</sup> on time, without extenuating circumstances, we will allow you a further five working days to submit the work, but this work will be awarded a maximum mark of 40%. If you fail to submit work within this five day period, without extenuating circumstances, you will fail the assessment concerned

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<sup>2</sup> An assessment in this case is not a type of examination or type of time constrained assessment.

and receive 0%. The only exception to this is if you have an Individual Support Plan in place, in which case the work submitted within this five-day period will not be capped.

76. The five-day grace period set out in paragraph 74 applies only to coursework, including projects. It does not apply to:
- a. examinations, in class tests, presentations, clinical practice appraisals and performances.
  - b. referred work or to work submitted as a first attempt during a resit period (with the exception of students with an Individual Support Plan, where work submitted within the five-day period will not be capped).
  - c. work where an extension has already been granted for extenuating circumstances.
77. We will advise you, when the work is set, whether the five working days late submission policy applies to the work.

### **Fitness to Study**

78. We recognise the need to respond appropriately to situations where visible signs of illness, mental health difficulties, psychological, personality or emotional state may have a profoundly disruptive impact on the functioning of you and on the wellbeing of others around you.
79. Where we have concerns that you are not fit to study, we will follow a set procedure to investigate and to decide what action, if any, to take. The process will have a focus on supporting your learning, health and wellbeing. You can see the process we will follow in our *Fitness to Study Regulations and Procedure*.
80. We will always seek to make decisions under this procedure in discussion with you. Action taken by us under this procedure may include your enrolment with the University being suspended or you being withdrawn.

### **Academic Integrity**

81. You are responsible for completing your assessments honestly and in accordance with the regulations.
82. If we find that you have committed any academic offence, for example cheating or plagiarism, in an attempt to gain unfair advantage for yourself, we will penalise you under the *Academic Misconduct Regulations and Procedure*.

### **Examination Rules**

83. The following information provides candidate guidelines for University of South Wales examinations and the rules that candidates must abide by.



**Examination Invigilators**

84. Each examination venue will have one or more invigilators present; these are members of University staff whose responsibility it is to ensure the smooth running of examination venue. They ensure throughout the examination to ensure that all candidates abide by the examination regulations and that the University's academic standards are upheld.

**Attendance at the examination venue**

85. Candidates who fail to attend an examination without reasonable cause will result in the award of no marks for that examination. It is the responsibility of the candidate to be aware of the details of the examination timetable. If a candidate fails to attend as a result of illness, they should contact their Campus Advice Zone for guidance.

**Entering the examination venue**

86. Candidates must arrive at the examination venue at least fifteen minutes prior to the start of the examination. The examination invigilator will inform candidates when they are able to enter the examination venue.
87. In the event that a candidate is unavoidably late, candidates are exceptionally permitted to enter the examination venue up to one hour after the start time of the examination. If a candidate arrives more than one hour after the start time, they are not permitted to enter the examination venue. Candidates who attend at this time should report directly to their Campus Advice Zone.

**Permitted items and materials**

88. The rubric on the front of the examination paper will specify the exact items that are permitted for use during the examination.
89. A candidate may take to their desk only those items and materials that are expressly permitted for the examination they are sitting. It is the responsibility of the module lecturer to provide guidance to candidates about items and materials that are permitted to be taken into the examination, for example calculators, or specific textbooks. If calculators are permitted, these must be silent and not contain a database facility; their correct functioning is the responsibility of the candidate. If printed books are permitted these must be clean copies with no annotations unless otherwise stated.
90. Candidates should be aware that where additional materials are allowed (textbooks, calculators, etc) these will be checked by the Invigilator during the examination.
91. Dictionaries are not permitted unless specified on the examination paper.
92. All bags, coats, mobile phones, revision notes and any other electronic devices (including smart phones) must not be taken to the examination desk; they must be deposited in the designated space for belongings advised by the Invigilator. Candidates should only have essential writing equipment and their

student/apprentice ID card on the desk, instrument containers and pencil cases are not permitted at the examination desk.

93. Candidates are only permitted to bring drinks in transparent bottles to the examination desks, foodstuffs are not permitted.
94. If a candidate chooses to wear a watch in the examination venue, these must be placed on the desk alongside the student/apprentice ID card. All examination venues will have a clock on display.

### **Examination Question Paper**

95. Once advised to do so by the Invigilator, candidates should check the front sheet of the examination question paper to ensure that it is the paper they are expecting to sit. The front sheet will provide:
  - the module information, code and title
  - the duration of the examination
  - details of any additional material that is permitted
  - guidance on how many questions are to be answered (if applicable)
  - instruction on whether the examination paper can be removed from the venue
96. If candidates have any queries about the information on the front of the question paper they should raise their hand and alert the Invigilator.

### **Examination answer booklet**

97. The front cover of the answer booklet is the attendance and fit to sit confirmation. Candidates are required to complete all of the information on this form and detach for the Invigilator to collect.
98. The details on page 2 of the answer booklet also need to be fully completed by the candidate. All examinations are marked anonymously, candidates must enter their full name in the top right hand corner of the answer booklet, and seal down the flap to conceal the name and ensure anonymity. The seal will only be broken if there is doubt regarding ownership / illegibility of the answer booklet and will be done in the presence of the Dean of Faculty or nominee.
99. All answers must be written clearly in black or blue ink.
100. Examiners have the right to ignore a script which is deemed not legible script or have it typed with the expense of this being charged to the candidate.
101. Both sides of the paper are to be used, and no part of the answer booklet must be torn off (with the exception of the front cover). Any candidate requiring paper to continue to write should request this from an Invigilator.
102. Candidates must ensure that all submitted paperwork is appropriately marked with their student/apprentice ID number.
103. Candidates should ensure they start a new question on a new page.

104. Any rough workings must be entered in the answer books provided and be crossed through to show clearly that it is not intended as a submitted answer.
105. All answer booklets and any official continuation paper must be handed in, both used and unused. Under no circumstances should such paperwork be removed from the examination venue.

### **Candidate identity in the examination venue**

106. Candidates must bring their student/apprentice ID card to the examination venue. The card should be placed on the top right hand corner of the desk, face up, where the invigilators can clearly see the photograph.
107. If a candidate attends without their student/apprentice ID card they should bring this to the attention of the Invigilator, and not seal down the flap until advised to do so. In this scenario the candidate will be unable to leave the examination venue until the end of the examination and will be escorted to the Assessment and Awards Office to verify their identity.

### **Candidate conduct in the examination venue**

108. During the examination candidates must act in accordance with any instructions provided by the Invigilator. Candidates must not:
- Communicate with anyone except the Invigilator during the examination
  - Open the examination question paper until told to do so by the Invigilator
  - Share any information with any other candidate during the examination
  - Use notes unless expressed told that this is possible
  - Continue writing when the Invigilator tells candidates not to do so
  - Behave in a way that is distracting to other candidates
  - Ignore a request from an Invigilator not to behave disruptively
109. If you fail to follow these guidelines you will be in breach of the Examination Regulations and will be asked to leave the venue by the Invigilator. This information will be reported to the Academic Misconduct panel.

### **Supervised absence from the examination venue**

110. If a candidate requires attention they must raise their hand and wait until the Invigilator comes to them. A candidate is only able to leave the examination venue during an examination if they are escorted by an Invigilator; this includes visits to the toilet.

### **Leaving the examination venue**

111. Candidates cannot leave the examination venue during the first hour or the last fifteen minutes of the examination. There is no re-admittance to the examination venue, candidates may leave and be re-admitted provided it is agreed and they are escorted by an Invigilator.
112. If a candidate leaves an examination due to illness they should contact their Advice Centre as soon as reasonably practicable for the appropriate guidance.

113. If a candidate wishes to leave to the examination early, they must raise their hand to alert the Invigilator and remain seated until the answer booklet has been collected by the Invigilator. Candidates should leave as quietly as possible, especially where there are other candidates still working.
114. At the end of the examination candidates will be asked to remain seated and silent for further announcements and until all answer booklets are collected. You must not remove any answer booklets from the examination venue.

### **Academic misconduct**

115. Candidates suspected of engaging in academic misconduct will have their answer booklets annotated accordingly by the Invigilator and any materials will be removed from their possession (if appropriate). The Invigilator will detail the suspected academic misconduct, which will then be considered under the *Academic Misconduct Regulations and Procedure*.

### **Fire alarms and emergency evacuation**

116. If the fire alarm sounds during an examination, follow the Invigilators' instructions. Candidates will be under examination conditionals, therefore there must be no communicating with other candidates, use mobile phones or any other electronic devices. It is likely that the examination will continue once candidates have returned to the building.

### **Taking an examination at a different location to the place of study**

117. You will normally take your examinations at the institution where you have studied.
118. We may permit you, exceptionally, to take examinations at an alternative examination centre, provided that we are confident that appropriate conditions exist in that centre.
119. You do not have a right to take examinations at an alternative examination centre, and we will consider each case individually.
120. If you wish to take your examinations at an alternative examination centre you must apply to us and must provide reasons with acceptable evidence for your request.
121. The only alternative examination venues we will consider are:
- a. an existing collaborative partner institution of the University where appropriate conditions for examinations have been established; or
  - b. a British Council office approved as an examination centre by Academic Registry.
122. Academic Registry, in consultation with faculties where appropriate, must confirm that the format of the examination is suitable for assessment at the approved examination centre.

### **Assessment through the medium of Welsh**

123. If you wish to be assessed through the medium of Welsh, in a module which is taught and assessed in English, we will enable you to do so, provided that the arrangements set out in our [Procedure for Assessing through the Medium of Welsh](#) can be put in place.
124. We recommend that you tell us at the start of a module, and no later than three weeks before the submission deadline, if you wish to do this, in order to make the necessary arrangements.
125. We may not be able to assess you through the medium of Welsh for some types of assessment – for example group assessments, presentations, performances or practical examinations.

### Marking and Grading

126. A narrow fail is a mark of between 30% and 39.9%. If you have this level of achievement you will be assigned an F1 grade.
127. A significant weakness/fail is defined as a mark of less than 30%. If you have this level of achievement you will be assigned an F2 grade.
128. If you meet the overall module learning outcomes with no significant weaknesses/fails, we will award you a pass grade.
129. We will identify in the module specification any specific learning outcome which must be passed in order for the module to be passed.
130. All modules are graded in accordance with the percentage scale.
131. We will only award you credit on the successful completion of a full module. We will not award you credit for completion of part of a module only.

### Progression, retrieving failure and compensation

#### Progression

132. Course regulations set out what you must do to progress from one level of your course to the next.
133. Progression requirements may include non-academic elements, such as professional competencies. These might be judged by an external organisation, such as a regulatory body or employer.

#### Retrieving failure – general

134. Unless we have agreed that you have extenuating circumstances, and unless your *Course Regulations* state otherwise, you have a maximum of four attempts at a module:
- a. your first attempt,
  - b. a resit of your first attempt, if permitted

- c. repeating the module
- d. a resit of your repeat module, if permitted.

### Retrieving failure – resits

- 135. A *resit* is defined as an opportunity to pass a module without further teaching input.
- 136. You do not have an automatic right to resit a failed module: we will make a judgment about your overall academic progress, in line with paragraphs 141 and 143 below.
- 137. If we require you to resit a module, you only need to retake the elements of the assessment which you failed. If you do not resit a failed element, we will give you a mark of 0% for that element.
- 138. You must take the resit at the earliest available opportunity. Most resits are held during the resit period. However, where a subject assessment board determines that this is not possible, for example because the assessment requires studio facilities or involves group work, it is held in the following academic session. The exact length of the resit period should be at the discretion of the Board.
- 139. We will only require you to resit a module where you have failed it. We will not require you to resit any passed modules. You may not resit a module you have passed, in order to improve your grade.
- 140. The regulations for passing a resit module will be the same as at the first attempt. We will not cap marks for individual elements, but the overall module mark for any resit module will be capped at the pass mark for the module.
- 141. If you have not submitted any assessment for a module, and therefore receive a module mark of 0%, you are not allowed a resit. The only exception to this is where the module has only one element of assessment, and in this case we may exercise discretion to allow you to resit, subject to paragraphs 141 and 143 below.
- 142. If you have passed at least 50% of the credits you have taken in the academic year, we will permit you to resit the failed modules subject to paragraph 141 above.
- 143. Note that if you are progressing from level 3 to level 4 with 100 credits, failed modules do not need to be repeated.
- 144. If you have failed more than 50% of the credits taken in any one academic year you may be required to repeat the period of study. We may exceptionally permit you to resit to better manage your programme of study – for example if a module is not available in the following year.
- 145. If you are studying only one module in an academic year, you have the right to a resit in that module subject to paragraph 141 above.
- 146. Where there are approved extenuating circumstances, students have the right to be assessed as if for the first time, even if they have passed the element of assessment and/or the module. Where a student elects to exercise this right, if the new mark is worse than that of a previously passed assessment, the previous mark will stand

unless the student has completed a substitute module, or the Board judges that the Learning Outcomes have changed to such a degree as to render the previous assessment no longer valid.

### Retrieving failure – repeat modules

147. You do not have the automatic right to repeat any failed module. However, where you fail or fail to attempt a resit, the award and progression assessment board may permit you to repeat the failed module or modules.
148. During the repeat of the module, the regulations that apply will be the current ones, not those in force when you first attempted the module.
149. With the exception of the overall module mark being capped at the pass mark, repeat modules are treated as if you are taking them for the first time. Thus:
  - a. If you are repeating a module we expect you to take all elements of assessments for that module: you may not carry forward elements of assessment which you passed at the first attempt;
  - b. If you fail a repeated module you are subject to the resit regulations, including the right of resit.
150. If the module is not available in the year in which you are due to repeat it, we may offer another module providing the learning outcomes of the course are still met. This is called substitution. You do not have a right to repeat *the same* module.
151. You may also request to substitute a module, providing that it is not a module which **must** be passed in order to meet the course learning outcomes and providing the new module choice is aligned to the course learning outcomes.
152. You may repeat a module only once. A substitution is counted as a second attempt.
153. If you fail to progress to the next level or stage of the course, we will not ask you to repeat a module for which you have gained credit.
154. You cannot repeat a module for which you have already gained credit, in order to improve a grade.
155. With regards to what is deemed necessary to require major amendments such as a topic amendment and to which minor amendments, the suggestion is that dissertations follow the repeat rule, if it has been attempted but not at a pass mark, allow minor amendments on the original topic. For those that are repeating not resitting to be required to have a new topic. Both options would require the support of a supervisor, and where possible the original supervisor for continuity.

### Compensation in cases of partial failure

156. We may, at our discretion, decide that your overall performance compensates for any partial failure, in accordance with the compensation regulations set out below. This decision will be taken by the relevant award and progression assessment board.

157. If you fail a core module (that is, a module which was approved at validation as being essential to pass in order to achieve the award) we will not compensate your failure in that module. You must retrieve any failure in a core module at the earliest opportunity.
158. Compensation is normally limited as follows:
- a. 20 credits per level of an undergraduate course (HNC/HND/FD/Honours degree);
  - b. 20 credits during a postgraduate course (there is no compensation for a Master's degree dissertation).
159. Where we decide to compensate your failure in a module or modules, we will record your module grade as PC (Pass by Compensation) but your module mark will not be changed.
160. Where we are considering compensating your failure in a module or modules, we will offer you the choice of accepting compensation or exercising any right to resit which you may have. We will explain to you the consequences of either choice. This is because in certain circumstances a compensated module could adversely affect your overall award outcome.

#### Compensation rules for full-time undergraduates

161. To compensate 20 F1 credits, you must normally have passed the remaining 100 credits at that level (see paragraph 158 above).
162. At levels 3 and 4 only, to compensate 20 F2 credits graded 20% or more (in this case a *significant weakness* is below 20% if applicable), you must have passed the remaining 100 credits at that level and have achieved an average mark of 50% or more in these 100 credits (see paragraph 158 above).

#### Compensation rules for part-time undergraduates

163. To compensate 20 F1 credits, you must have passed 40 credits within a level; no further compensation will be allowed within that level (see paragraph 158 above).
164. At levels 3 and 4 only, to compensate 20 F2 credits graded 20% or more (in this case a *significant weakness* is below 20% if applicable), you must have passed 40 credits at that level and have achieved an average mark of 50% or more in these 40 credits. No further compensation will be allowed within that level (see paragraph 158 above).

#### Compensation rules for full-time postgraduates

165. If you are studying for a Masters or a PgDip, to compensate 20 F1 credits, you must normally have passed 100 credits on the postgraduate course and at least 40 of these 100 credits must be at 50% or above (see paragraph 158 above).
166. If you are studying for a PgCert, to compensate 20 F1 credits, you must normally have passed 40 credits on the postgraduate course at 50% or above (see paragraph 158 above).



**Compensation rules for part-time postgraduates**

167. To compensate 20 F1 credits, you must normally have passed at least 40 credits on the postgraduate course at 50% or above; no further compensation will be allowed within that level (see paragraph 158 above).
168. In the case of postgraduate courses which contain some level 6 credits, 'level' in paragraph 167 above includes both the level 6 and 7 credits comprising the course.

**Award of qualifications****The conferment of awards**

169. We will confer only those awards approved by Academic Board and named in its *Framework for Academic Awards*.
170. Each approved course is described through the University's credit framework in terms of the extent and the level of the credits required for its completion.
171. We will award you the qualification for which you have been studying if:
- a. You have accumulated the required number of credits at the specified levels; and
  - b. You are properly enrolled on the course, including having paid all tuition fees for the course; and
  - c. You have followed the set programme of study comprising that course; and
  - d. You have been assessed according to the University regulations.
172. In agreeing the appropriate award for you, we will take into account the relevant completion and classification regulations, the distribution of grades, your academic development during the course, and any recommendations made by the extenuating circumstances panels.
173. If your award is classified, we will do so at the end of the period in which you attain the minimum credit required for the award, as specified in the *Awards Framework*.
174. For apprenticeships, our degree award may precede the completion of the apprenticeship, including the end point assessment.

**Aegrotat and Posthumous awards**

175. If you are unable to complete the final assessment through illness we may, if you agree, consider you for the award of an *aegrotat* degree (an unclassified degree).
176. An Assessment Board may recommend, via the Academic Registrar, that a posthumous award be made where a student pursuing a taught award has died and where the Assessment Progression and Award Board is satisfied on the balance of probabilities following review of academic record and statements from the course team that the student's performance on the course shows that they would have passed.

If the Assessment Board is not satisfied then, the award conferred should be the next exit award for which the student would have been eligible.

### **Student<sup>3</sup> Conduct**

177. Your behaviour in relation to other students, to staff, to the wider community and in respect of academic honesty must meet our expectations. Our Student Charter and Student Code of Conduct tells you more.
178. We expect your behaviour to show:
- a. Courtesy and respect for others
  - b. Diligence in study
  - c. Academic honesty: not seeking to misrepresent or cheat in assessments; acknowledging others' intellectual contributions towards work submitted for assessment; submitting only your own work for assessment.
  - d. Professionalism, including when on placements.
179. Where we have concerns that your behaviour does not meet the expected standards, we will follow a set process to investigate and decide what action, if any, to take. You can see the processes we may follow in our student casework regulations and procedures.
180. Action taken by us as a result of a complaint about you being upheld after due process may include your enrolment with the University being suspended or your withdrawal.

### **Complaints and appeals**

181. If you wish to complain about any aspect of our provision, our *Student Casework Regulations* tell you how to do this.
182. If you wish to appeal against a judgement made about your academic progress, our *Student Casework Regulations* tell you how to do this.

### **Collaborative Provision**

183. We may offer degrees, degree apprenticeships, diplomas and certificates in partnership with one or more other institutions.
184. The collaborative agreement for any such arrangement will set out our responsibilities and those of the other partner(s). Where we have responsibility under any such agreement for the academic standards or the quality of learning and teaching, these regulations, or agreed variations which conform to the principles of these regulations, will apply.

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<sup>3</sup> The definition of 'student' in these regulations includes 'apprentice.'



## A2: Undergraduate Course Regulations

### Introduction

1. In these regulations, as context demands, “you” and “your” mean the student, apprentice, or the applicant; “we”, “us”, “our” and “ourselves” mean the University of South Wales or the Royal Welsh College of Music and Drama (RWCMD) as appropriate.
2. These are the course regulations for all undergraduate degrees (including integrated Master’s degrees) of the University of South Wales:
  - a. Certificates and Diplomas of Higher Education
  - b. Foundation degrees
  - c. Edexcel awards – HND and HNC
  - d. Bachelor’s degrees (including degree apprenticeships)
  - e. Graduate Certificates and Diplomas
  - f. Integrated Master’s degrees
3. They should be read alongside the *General Regulations for Taught Courses*, which also apply to you.
4. These regulations tell you what we will do to provide programmes of study, and what you must do as a student or apprentice. They form an important part of the contract between us and will not change without your involvement (which may be by the Students’ Union acting on your behalf). We review these regulations at the end of every academic year. We will let you know at re-enrolment if there are any changes.

### Admissions

5. Our minimum entry criteria, and our expected entry requirements for individual courses, are set out on our webpages and prospectus, and via the UCAS website.

### Courses that Require Referral to the Disclosure and Barring Services (DBS)

6. For courses that require DBS check clearance, you must submit your DBS application within 14 days of the start date, or your transfer date to the course. Sufficient clearance is required for you to remain enrolled on your course. If you do not start your DBS application within the 14 days, or subsequently do not disclose new information that could affect the clearance required to undertake your course, we reserve the right to take any appropriate action which may include cancelling your enrolment. You may still

be liable for tuition fees until the date of your withdrawal, in line with the University's Fees and Debt Policy.

### **Recognition of Prior Learning (RPL)**

6. Recognition of Prior Certificated Learning (RPCL) refers to the formal recognition of credit which is awarded and accredited by an institution or body other than ourselves.
7. RPCL can only be used for awards listed in the table below and must be at the appropriate level. Marks are not allocated for prior certificated learning.
8. Recognition of Experiential Learning (RPEL) refers to credit awarded by the University of South Wales in formal recognition of prior learning, for example, in the workplace. RPEL can only be used towards awards listed in the table below and must be deemed to be at the appropriate level. Marks are not allocated for prior experiential learning. Portfolio submissions for RPEL should be internally moderated and sampled by the External Examiner in the same way as normal University of South Wales student work.
9. University of South Wales taught credit is credit achieved from taught University of South Wales modules which includes distance learning and work-based learning modules.
10. Applications for all RPCL and RPEL require a clear mapping of prior learning to module learning outcomes, approved by the Course Leader, prior to enrolment
11. Credit gained internally from University of South Wales modules or courses may be recognised as prior certificated learning towards a higher qualification, if appropriate, current and at the correct level. Marks are not allocated when transferred.
12. If you are awarded credit transfer for a module which is listed as a pre-requisite for another module within a course specification, you will be recognised as having fulfilled the pre-requisite.
13. The grading or classification of University of South Wales awards is based on marks achieved from University of South Wales taught credit only and subject to any additional restrictions in the table below. RPL will not count towards award classifications.
14. In some instances, Professional, Statutory or Regulatory Boards (PSRBs) may have additional requirements which must be met in order to achieve an accredited qualification. "Accreditation" may involve alternative types of recognition

Award	Level	Transferred or Experiential credit maximum	University of South Wales taught credit (minimum)	Total credits required for award	Additional Restrictions
CertHE	4	60	60 at L4	120	Not graded when used as an exit award
DipHE	5	120	120 with a minimum of 100 at L5	240	DipHE is not graded when given as an exit award
Bachelor's degree	6	240	60 at L6	300	Used as an exit award for Bachelor's degree with honours only, not graded
Bachelor's degree with honours Including top-up*	6	240	120 with a minimum of 100 at L6	360	If you have at least 60 level 5 and 120 level 6 University of South Wales credits obtained on the honours degree you will be classified according to the standard regulations otherwise classification is based only on the 120 University of South Wales credits
BMus (RWCMD only)	6	300	180 at L6	480	If you have at least 90 L5 and 180 L6 University of South Wales credits obtained on the honours degree you
Award	Level	Transferred or Experiential credit maximum	University of South Wales taught credit (minimum)	Total credits required for award	Additional Restrictions
					will be classified according to the standard BMus regulations otherwise classification is based only on the 180 University of South Wales credits
HNC	4	60	60 at L4	120	

HND	5	120	120 with a minimum of 100 at L5	240	
Foundation Degree	5	120	120 with a minimum of 100 at L5	240	
ProfCE	5	60	60 at L5	120	
Graduate Diploma	6	60	60 at L6	120	
Integrated Master's	7	240	240 with a minimum of 100 at L6 and 120 at L7	480	

\* No RPL is permitted at level 6 to count towards a Bachelor Degree regardless of whether it is validated as a 3 year or top-up course.

**Minimum and maximum periods of registration**

13. Minimum and maximum periods of registration for courses under these regulations are as follows:

Period of registration	Minimum		Maximum	
	FT	PT	FT	PT
<i>Undergraduate courses</i>				
Certificate of Higher Education	1yr	3yrs	3yrs	6yrs
Diploma of Higher Education	2yrs	4yrs	4yrs	8yrs
Foundation degree	2yrs	3yrs	4yrs	10yrs
Honours degree (1-year Top Up programme)	1yr	2yrs	2yrs	3yrs
Honours degree (3-year programme)	3yrs	4yrs	5yrs	10yrs
Period of registration	Minimum		Maximum	
Award	FT	PT	FT	PT
Honours degree (4-year programme)	4yrs	4yrs	6yrs	10yrs
Accelerated Honours degree	2yrs	-	5yrs	-
<i>Graduate Certificate and Diploma</i>				
Graduate Certificate	1yr	2yrs	*	*
Graduate Diploma	1yr	2yrs	*	*

<i>Integrated Master's Degree</i>				
Integrated Master's degree	4yrs	8yrs	6yrs	10yrs
<i>Education qualifications</i>				
Professional Certificate in Education	1yr	2yrs	*	*
Professional Graduate Certificate in Education	1yr	2yrs	*	*
Advanced Certificate of Higher Education	1yr	2yrs	*	*
<i>Edexcel and WJEC Courses</i>				
Higher National Certificate	1 yr	2yrs	*	*
Higher National Diploma	2yrs	4 yrs	*	*

\*Normally the same duration as the minimum period

### Major/minor, joint and combined subject choices

14. In addition to the single subject undergraduate courses, we may develop stand-alone courses leading to major, minor, and joint honours degrees.
15. The courses consist of the following:
  - a. a major subject course comprises 80 credits at each of levels 5 and 6;
  - b. a minor subject course comprises 40 credits at each of levels 5 and 6;
  - c. a joint subject course comprises 60 credits at each of levels 5 and 6;
  - d. a combined subject course comprises three subjects, each comprising 40 credits at each of levels 5 and 6.

### Marking scales

16. The undergraduate marking scale aligns the grades with recognised degree classifications and Edexcel grades as in the table below.

Code	Grade (%)	Description	Honours degree equivalent	Edexcel equivalent
	70-100	Pass	First	Distinction
	60-69.9	Pass	Upper second	Merit
	50-59.9	Pass	Lower second	Pass
	40-49.9	Pass	Third	Pass



F1	30-39.9	Fail: a narrow fail (can be compensated)	Fail	Fail
F2	0-29.9	Fail: a clear failure (cannot be compensated except at level 4)	Fail	Fail

17. The Edexcel scale describes the conversion between the University undergraduate scale and Edexcel grades.

University grade	HND/C Grade	Criteria	Outcome
70-100	D	Distinction	Pass
60-69.9	M	Merit	Pass
40-59.9	P	Pass	Pass
30-39.9	F1	A narrow failure	
0-29.9	F2	A clear failure	

### Progression and reassessment

18. You must normally accumulate 120 credits in order to progress from one undergraduate level to the next.
19. You may continue at the same level of your course providing you pass at least 50% of the credits taken in the academic session.
20. Each integrated Master's course will define the particular level of achievement required for progression in the specific course.
21. If you fail to pass 120 credits at the relevant level of study, we will decide whether and how you may continue your studies, in line with the following four choices:
- a. The award and progression assessment board may allow you to progress to the next level of the course and repeat the failed modules (up to a maximum of 20 credits) in addition to your normal programme of study. (Note that if you are progressing from level 3 to level 4 with 100 credits, failed modules do not need to be repeated.)
  - b. The award and progression assessment board may allow you to remain at the same level (repeat year) and either
    - i. repeat the failed modules and take additional modules. (Any higher level modules may only be taken if any pre-requisite modules have been completed satisfactorily); or
    - ii. repeat the failed modules only

- c. With the agreement of the award and progression assessment board, you may substitute another module in place of one failed, provided that the requirements of your courses are maintained. Substitution is restricted as follows:

- i. 20 credits per level of an undergraduate course (HNC/HND/FD/Honours degree); ii. 20 credits per level of an integrated Master's course

The award and progression assessment board will confirm appropriate substitute modules.

- d. If the Award and Progression Assessment Board is satisfied that you have failed in such a way as to suggest there is no possibility of successful completion of the course, you will have failed the course and we will end your registration as a student/apprentice. You may not be re-admitted to the same or similar course. Readmission to the same course or the same subject area will only be in truly exceptional circumstances (e.g. mental health issues that were not previously understood), supported by evidence which would cover the time period in question, including why the issues could not be made known at the time. Whether a course is 'similar' or not will be the judgement of the Course Team, taking into account potential overlap of content and the subject area. The decision will be based on evidence that was not, for good reason, available when the Assessment Board made the original decision to discontinue you from your course.
22. If you are allowed to re-enter the same course, you will be treated as a repeating student or apprentice, where permitted, and marks will be capped as appropriate, unless any exceptional circumstances presented upon readmission result in a first attempt. If you enter a new course in a new subject area, you will be treated as a new student or apprentice, where permitted.
23. If you are repeating study you will be governed by current regulations and not those in force when you first attempted the module or year of study.
24. You may only take the number of credits required to achieve the award. You may not take additional credits in order to improve a classification.

### **Eligibility for awards**

#### ***Edexcel awards***

25. HNC and HND awards can only be conferred on you if you have no more than 40 or 20 credits respectively graded at PC over the total of your course.

#### ***Work experience-based awards***

26. We confer foundation degrees, the Employment Experience Diploma and Employment Experience Certificate as awards based primarily or significantly

upon work experience. This is distinct from those awards which contain either work experience or key skills as essential elements, for example sandwich, HNC and HND awards.

### Foundation degrees

27. To be eligible for the award of a foundation degree you must have achieved 240 credits, of which at least 100 must be at Level 5 (Intermediate) or above and the remaining credits at level 4 or above. Of the 240 credits, 60 credits must be derived from level 5 work-based learning.

### Employment Experience Certificate

28. The Employment Experience Certificate is credit-rated as 60 Placement (P) credits
29. To be eligible for the award of the Employment Experience Certificate you must complete a minimum of fifteen weeks (six hundred hours) experience that is deemed relevant and appropriate to a specific course.
30. You must also have acquired 120 or more credits, of which at least 100 are at Level 4 or above, with no more than 20 at Level 3.

### Employment Experience Diploma

31. The Employment Experience Diploma is credit-rated as 120 P credits.
32. To be eligible for the award of the Employment Experience Diploma you must complete a minimum of thirty weeks (one thousand two hundred hours) experience that is deemed relevant and appropriate to a specific course.
33. You must also have acquired 120 or more credits, of which at least 100 are at Level 4 or above, with no more than 20 at Level 3.

### **Classification of honours degrees**

34. To classify your award we will calculate an average mark using the following two methods:
- Method 1: Calculate the average of the marks from the 180 credits obtained from the best 60 credits at level 5 and the 120 credits at level 6.
  - Method 2: Calculate the average of the marks from the 120 level 6 credits.
35. We will then classify your degree using the higher of the two averages calculated by the methods described in paragraph 34 above and award a classification based on the following table:

Mean %	Classification
At least 69.5% up to 100%	First Class Honours Degree
At least 59.5% and less than 69.5%	Upper Second Class Honours Degree

At least 49.5% and less than 59.5%	Lower Second Class Honours Degree
At least 39.5% and less than 49.5%	Third Class Honours Degree

36. If you have passed 360 credits with only 100 at level 6, we will calculate the average of all level 5 modules (whether 100, 120 or 140 credits) and count this as 20 credits at level 6. We will then use Method 2 in paragraph 34 above to calculate an average mark and award a classification accordingly.
37. If you have passed 360 credits with 140 at level 6, we will calculate the average over all 140 level 6 credits and this average will be weighted as 120 credits. We will then use Method 1 in paragraph 34 above to calculate an average mark and award a classification accordingly.
38. If you registered as a student at the final degree stage or entered the final degree stage by 'topping up' from an HND or Foundation degree awarded by the University of South Wales, we will classify your award using Method 2 in paragraph 34 above only.

### **Classification of HNC, HND and Foundation Degrees**

#### ***HNC***

39. We will calculate the average of all credits comprising the award.
40. We will award
- a. a distinction if your average is 69.5% or more
  - b. a merit if your average is 59.5% or more and less than 69.5%.
  - c. a pass if your average is 39.5% or more and less than 59.5%.

#### ***HND and Foundation Degrees***

41. We will calculate the average of all level 5 credits comprising the award
42. We will award:
- a. a distinction if your average is 69.5% or more
  - b. a merit if your average is 59.5% or more and less than 69.5%.
  - c. a pass if your average is 39.5% or more and less than 59.5%.

### **Classification of Integrated Master's awards**

43. To classify your award we will calculate an average mark using the following two methods:
- a. Method 1: Calculate the average of the marks from the 180 credits obtained from the best 60 credits at level 6 and the 120 credits at level 7.

- b. Method 2: Calculate the average of the marks from the 120 level 7 credits.
44. We will then classify your degree using the higher of the two averages calculated by the methods described in paragraph 43 above and award a classification as follows:
- a. a Distinction if your average is 69.5% or more
  - b. a Merit if your average is 59.5% or more and less than 69.5%.
  - c. a Pass if your average is 39.5% or more and less than 59.5%.

If the exit point is at level 6, then the respective level 6 qualification will be awarded and standard exit classifications for undergraduate degrees are applied.

### **Classification of other awards**

45. CertHE, DipHE and non-honours degrees are not classified when used as exit awards.
46. Where a CertHE/DipHE has been validated as a free standing award, for example where no higher level award exists in that area, we will grade the awards as follows:

#### ***CertHE***

47. We will calculate the average of all credits comprising the award.
48. We will award
- a. a Distinction if your average is 69.5% or more
  - b. a Merit if your average is 59.5% or more and less than 69.5%.
  - c. a Pass if your average is 39.5% or more and less than 59.5%.

#### ***DipHE***

49. We will calculate the average of all credits comprising the award
50. We will award:
- a. a Distinction if your average is 69.5% or more
  - b. a Merit if your average is 59.5% or more and less than 69.5%.
  - c. a Pass if your average is 39.5% or more and less than 59.5%.

## Course Specific Regulations

### **Courses Accredited by the Institution of Engineering and Technology (IET)**

#### Marking Scales

51. The pass mark for assessment at Level 7 will be 50%.
52. Where a module comprises two or more assessment elements (e.g. examination and coursework), and where these elements assess different learning outcomes (nonbonded), successful completion of the module will require a mark of greater than 10% below the module pass mark in each element, as well as an overall module mark above the normal pass mark. This requirement only applies to assessment elements that contribute more than 30% towards the final module mark.

#### Progression and reassessment

53. You may only progress to the next level if you have passed (including after resit/referral) all modules at the lower level.

### **IET Accredited MEng Courses**

54. To progress from level 6 MEng onto Level 7 of the associated IET accredited MEng Engineering course you are required to achieve an overall profile of at least 50% at level 6 on the MEng.
55. If passes are achieved at Level 6 but not at the profile set out in paragraph 54 you will be considered for the award of a BEng degree.

#### Classification

56. For undergraduate IEng and Partial CEng Accredited awards, all modules in the final 2 years of academic study will contribute towards the calculation of the final award on the basis of 30% contribution from the penultimate year and 70% from the final year of study. This excludes BSc (Hons) top up awards where the contribution is derived solely from the level 6 modules.
57. For MEng courses, all modules in the final 3 years of academic study will contribute towards the calculation of the final award on the basis of 10% contribution from year 2, 40% from year 3 and 50% from the final year.

### **Courses Accredited by the Institute of Mechanical Engineers (IMechE)**

#### Progression and reassessment

58. Students enrolled on an IMechE accredited Bachelor's degree or Integrated Masters degree course are limited to a maximum of 30 credits of compensated module credit (in line with Regulation A1, No. 159) across the entire course.

59. Students enrolled on an IMechE accredited course cannot, in accordance with Regulation A1, No.160 be compensated at F2. This applies to level 3 and 4.

### **Classification**

60. Students enrolled on an IMechE accredited Bachelor's degree course who achieve more than 300 credits but do not achieve 360 credits will be graduated with a nonaccredited named award, rather than a pass degree in the name of the accredited award under Regulation A2, No.12. The names of these awards are as follows:

- BEng Mechanical Systems Engineering
- BEng Aeronautical Systems Engineering
- BSc Mechanical Systems Engineering

### **Courses Accredited by the Royal Institution of Chartered Surveyors (BSc Quantity Surveying and Commercial Management; BSc Project Management Surveying)**

### **Marking Scales**

61. You must pass every component of each module with a minimum mark of 40% in order to pass the module.

### **ACCA Accredited DipHE Professional Accounting**

### **Marking Scales**

62. The overall pass mark for the USW ACCA Fundamentals Level internally assessed module is set at 50%, rather than the standard USW pass mark of 40%. The minimum mark per element of assessment (assignment or exam) is set at 40%, but you must achieve a weighted average of 50% overall. (The assignment carries a 30% weighting of the overall grade and the exam a 70% weighting).

### **AU3D031 Return to Practice module**

### **Marking Scales**

63. You must achieve a minimum mark of 40% in each element of assessment to pass the module, with the exception of the In Class Test (medicines dosage calculation test), which you must pass with 100%.

### **BA Counselling and Therapeutic Practice**

### **Progression and Reassessment**

64. You must achieve a minimum mark of 40% in each element of each assessment to pass any module.
65. If you fail skills-based assessments which directly assess the competence of counselling practice and skill within the following modules, you may resit the assessment before the meeting of the relevant Assessment Board:
- TS1S002 Introduction to Counselling Children and Young People
  - TS1T001 introduction to Counselling
  - TS2T001 Integrative Practice 1
  - TS2S002 Counselling Children and Young People 2
  - TS3S001 Counselling Children and Young People 3
66. If you have failed more than 50% of the credits taken in any one academic year due to the 60-credit component nature of modules TS1T001, TS2T001 and TS3T001, you will be provided with resit opportunities to enable you to better manage your specific programme of study.
67. These opportunities will only be offered if a) all assessments of the relevant 60 credit module have been attempted and (b) only where modules outside of the relevant 60 credit module have narrow F1 failures only.

This derogation will only apply up to a maximum of 100 credits.

### **BA Early Years Education and Practice (with Practitioner Status)** **Progression and reassessment**

68. In order to pass the following modules, you must achieve a minimum mark of 40% in both the module and the portfolio element:
- a. EA1D003 Professional Learning and Practice 1
  - b. EA2D002 Professional Learning and Practice 2
  - c. EA3D002 Professional Learning and Practice 3

### **BA (Hons) Hotel and Hospitality Management**

#### **Marking Scales**

69. For all elements of assessment relating to your professional and operational



competency practical assessment, you will receive a pass mark or a fail mark. A pass mark will be given 100% and a fail mark will be given 0%. This assessment cannot be compensated.

### **Resits**

70. You cannot resit the professional and operational competency assessments. All other failed assessments, if you are eligible for resits, will be taken during the normal resit period for the course.

### **Progression and Reassessment**

71. Any repeat year granted by the award and progression assessment board will be undertaken on the BA (Hons) Business and Management (Hospitality Management). Repeating of the failed modules will be capped at 40%.

### **Repeat Modules**

72. Unless there are approved extenuating circumstances you cannot repeat any work based learning modules (at any level) that are part of the BA Hotel and Hospitality Management course if you have failed the core professional and operational competency assessments. Repeat of failed modules will be on the BA (Hons) Business and Management (Hotel Management) course.

### **BA Primary Studies with QTS**

#### **Progression and reassessment**

73. You must achieve a minimum mark of 40% in each element of each assessment to pass the following modules, to include a minimum pass mark of 60% in literacy and numeracy assessments:
- a. G107900 Skills for Teaching 1
  - b. G107901 Skills for Teaching 1 (Welsh Medium)
  - c. G107912 Skills for Teaching 2
  - d. G107913 Skills for Teaching 2 (Welsh Medium)

### **BA Primary Initial Teacher Education with QTS (English- and Welsh-language versions)**

#### **Marking Scales**

74. You must achieve a minimum mark of 40% in each element of assessment to pass any module. No assessment compensation will be permitted.

**Progression and Reassessment**

75. You must successfully complete at least three quarters of your placement requirements at Levels 4 and 5, as detailed in the course handbook, before proceeding to the next level of study. You must also provide evidence of meeting normal entry requirements before progressing to Level 5. In order to be awarded, you will be required to meet all placement requirements, as detailed in the course handbook and set out by the Education Workforce Council.

**Recognition of Prior Learning**

76. You will not be permitted to enter the course beyond Level 5. The hours which can be admitted by RPL must not exceed 150 hours or a third of the programme, whichever is the greater number of hours.

**BA Youth and Community Work and BA Youth and Community Work (Youth Justice)****Marking Scales**

77. The following undergraduate marking scale will be used:

Code	Grade (%)	Description	Honours degree equivalent	Edexcel equivalent
	70-100	Pass	First	Distinction
	60-69.9	Pass	Upper second	Merit
	50-59.9	Pass	Lower second	Pass
	40-49.9	Pass	Third	Pass
F2	0-39.9	Fail: a clear failure (cannot be compensated except at level 4)	Fail	Fail

**Progression and reassessment (including other Social Work courses)**

78. You must meet the overall module learning outcomes with no weaknesses to achieve a pass grade. A weakness is defined as less than 40% and the module will be assigned an F2 grade. Any specific learning outcome which must be passed in order for the module to be passed will be identified in the module definition.

**Bachelor of Midwifery**

### **Progression and reassessment**

79. If you have been referred at your second attempt, you will not be permitted to repeat failed modules, but you may undertake a third attempt sitting.

### **Bachelor of Nursing**

#### **Progression and reassessment**

80. In order to allow you to carry forward either theoretical or practical failed module elements within this programme, you will be permitted to carry forward twenty credits worth of failed elements covering two modules.

#### **RPL**

81. The amount of RPL you may be permitted will be determined on a case-by-case basis, via a formal application to the University. In accordance with the Nursing and Midwifery Council (NMC) requirements, the maximum allowance for consideration of RPL that is capable of being mapped to the Standards of Proficiency for Registered Nurses is 50% of the course for non-registered nurses and may be more than 50% for NMC Registered Nurses.

#### **Marking Scales**

82. You must pass the drug dosage calculation examination with a mark of 100%.

### **BEng / MEng**

#### **Progression and reassessment**

83. To transfer from BEng at Level 5 to MEng at Level 6 you must meet the following criteria:
- a. For IET accredited courses, achieve a minimum average grade of 50% across 120 credits;
  - b. For Aeronautical Engineering courses, a minimum average grade of 60% across 120 credits;
  - c. For Mechanical Engineering and Automotive Engineering courses, a minimum average grade of 60% across 120 credits;
  - d. For Civil Engineering courses:
    - i. a minimum average grade of 60% across 120 credits; AND
    - ii. a minimum of 60% in Geo-technics, Maths, Mechanics and Hydraulics modules; AND
    - iii. a minimum of 55% in every module.

**BSc (Hons) Aircraft Maintenance Engineering****Progression and reassessment**

84. If you have already taken and passed CAA examinations which form part of our programme at another organisation, we will recognise the marks for that element of our examinations and not require you to take that element again. This is to satisfy the Civil Aviation Authority's requirements.

**BSc/MSci Chemistry****Assessment**

85. The BSc (Hons) Chemistry, BSc (Hons) Chemistry with foundation year, and MSci (Hons) Chemistry awards are accredited by the Royal Society of Chemistry. In addition to meeting the progression requirements of the University, to gain the accredited degree, you must also have attended all of your practical sessions as directed and passed the practical element of your modules. If you do not meet the requirements of the accredited degree, you may still exit with a named award: BSc (Hons) Chemistry Studies.

**BSc Community Health Studies (Specialist Practitioner District Nursing)****Recognised Prior Learning**

86. If you have achieved a V150/V100 prescribing qualification from another institution and have current registration with the Nursing and Midwifery Council as a Community Practitioner Nurse Prescriber, you may be permitted to use RPL to exempt you from the V100 (open book written assessment) element of assessment within CA3069 Law, Ethics and Nurse Prescribing. You will be assigned a pass mark of 40% upon successful application of RPL.

**BSc Digital and Technology Solutions (Welsh Degree Apprenticeships)****Progression and Reassessment**

87. The first sitting Assessment Board is held in August. If you are required to resit, this will be completed within 2 weeks of the Assessment Board. If you have no resits, you will progress onto the next year as per standard process.

Second sitting boards will take place in October and if you fail, you are required to undertake a repeat year as per standard process. You are still able to carry 20 credits into the next year.

**BSc (Hons) Electronic Systems Engineering**

**Assessment**

88. If you are serving in the army, we may allow you to sit examinations at a nominated military training facility in order to complete your studies.

**BSc Human Biology****Progression and Reassessment**

89. As part of the progression agreement with Cardiff University, if you have successfully completed the BSc Human Biology Foundation Year, you can transfer onto our BSc Medical Sciences and be eligible for consideration for entry onto medicine at Cardiff University. However, you must gain an average of 70% or more in the foundation year of study.

**BSc Nursing****Recognised Prior Learning**

90. In accordance with the Nursing and Midwifery Council (PSRB) requirements, the maximum allowance for consideration of RPL/RPEL for non-registered nurses is a maximum of 50% of the course. Mapping will need to be completed and assessed prior to enrolment to assure that all NMC standards and requirements are met. For NMC-registered nurses RPL that is capable of being mapped to the Standards of proficiency for registered nurses and course outcomes may be more than 50% of the course.

**Marking Scales**

91. In accordance with the Nursing and Midwifery Council (PSRB) requirements, all modules are core and must be passed with a minimum of 40% (except the online medication dosage calculation examination that requires 100%)

**BSc Professional Policing Practice (Welsh and English versions)****Marking Scales**

92. For all elements of assessment relating to your Operational Competence Portfolio, you will receive a pass mark or a fail mark. A pass mark will be given 100% and a fail mark will be given 0%.

**Progression and Reassessment**

93. You will not be entitled to repeat modules, however an exceptional third attempt may be offered. There may be exceptional cases where your employing force requires you to carry resits into a new year of study, however you may not progress to the next level of study until all modules are passed.
94. If you have not completed all elements of your Operational Competency

Portfolio by the end of Year 2 but have approved extenuating circumstances and support from your employing force, you may be permitted to proceed to the next level of study, taking a period of not more than 8 weeks to pass your Operational Competency Portfolio. If you fail to complete all requirements within 8 weeks, you will be discontinued from the course.

### **BSc Professional Policing Practice (English version only)**

#### **Marking Scales**

95. You must achieve a minimum mark of 50% in each element of assessment within the following modules which constitute your End Point Assessment:  
PC3D018 Evidence Based Project (End Point Assessment)  
PC3S042 Operational Competency Portfolio Review (End Point Assessment)

#### **Progression and Reassessment**

96. You will be permitted a maximum of three resit opportunities for the following modules, which constitute your End Point Assessment:  
PC3D018 Evidence Based Project (End Point Assessment)  
PC3S042 Operational Competency Portfolio Review (End Point Assessment)

### **BSc Secondary Design and Technology with QTS**

#### **Marking Scales**

97. You must achieve a minimum mark of 40% in each element of each assessment to pass the following modules:

G107940 IPD 2

G107939 DT3: Final Project

### **BSc Social Work**

#### **Marking Scales**

98. You must achieve a minimum mark of 40% in each element of assessment to pass any module.

#### **Progression and Reassessment**

99. You must successfully complete each academic level of study before proceeding to the next. You must successfully complete each practice learning element of the course before proceeding to the next.

#### **RPL**

100. For entry to the BSc Social Work course, any arrangements for the

accreditation of prior learning and experience allow for recognition of up to a maximum of 50 per cent of the programme, provided all requirements are met in full.

### **BSc Sports and Exercise Therapy**

#### **Progression and Reassessment**

101. No module on the Sport & Exercise Therapy course can be compensated. Once optional modules are selected, they become classed as core and cannot be compensated.
102. You must achieve a minimum mark of 40% in each element of assessment in order to pass any clinical module.

### **BSc Systemic Counselling**

#### **Progression and reassessment**

103. If you fail assessments which directly assess the competence of counselling practice and skill within the following modules you may resit the assessment before the meeting of the relevant board of examiners:
  - a FI2D002 Communication Skills and counselling Process;
  - b FI3D002 Communication and Therapeutic Practice; and
  - c FI3D001 First Person Inquiry and Therapeutic Practice.
104. You must achieve a minimum mark of 40% in each element of each assessment to pass any module.

### **CertHE Counselling Skills (Bridgend College)**

#### **Progression and reassessment**

105. You must achieve a minimum mark of 40% in each element of each assessment to pass any module

### **DipHE Professional Accounting**

#### **Minimum and Maximum Periods of Registration**

106. For consistency with ACCA requirements, there is no maximum length of study for this programme.

#### **Progression and reassessment**

107. The maximum carry-over of failed credits is 30 credits.
108. You may sit a maximum of four exams at any one session.

109. You must pass your Strategic Professional level (Strategic Business Leader, Strategic Business Reporting and two option modules) within seven years of passing your first Professional level examination.

### **Standalone modules in Education**

#### **Progression and reassessment**

110. You must achieve a minimum mark of 40% in each element of each assessment to pass the following modules:
- 92. ED1S029 Essential English for Teaching
  - 93. ED1S030 Essential Mathematics for Teaching

### **Education Teaching Practice Modules**

#### **Progression and reassessment**

111. In addition to passing the specified assessments, you must satisfactorily complete the set number of teaching practice placement weeks to complete the module.

### **Engineering Foundation**

#### **Transfer between awards**

112. Progression to the BSc (Hons) Civil Engineering, the BSc (Hons) Lighting Design Technology and Sound and Live Event Production and the BSc (Hons) Mechanical Engineering.
113. You are required to obtain a minimum of 100 credits and normally a minimum of 40 credits from the Mathematics, and subject specific modules listed in the curriculum of the prescribed subject foundation year course.
114. Progression to the BEng (Hons) Aeronautical Engineering, the BEng (Hons) Automotive Engineering, the BEng (Hons) Civil Engineering, the BEng (Hons) Electrical and Electronic Engineering and the BEng (Hons) Mechanical Engineering.
115. You are required to obtain a minimum of 100 credits and normally a minimum Level 3 average of 60% and at least 60% in the Mathematics modules.
116. If you do not meet these requirements, you will be offered entry to the first year of an appropriate BSc (Hons) degree in Engineering, subject to meeting the progression requirements for a BSc (Hons) degree course in Engineering.

### **Foundation Degree in Veterinary Nursing**



**Progression and reassessment**

- 117. Within the module BI2S127 Clinical Skills for Veterinary Nurses, students are required to undertake 10 OSCE exams (six minutes each) to obtain a minimum required mark of 55% overall in order to pass the module. This is a requirement of the accrediting body – RCVS.
- 118. Within every module on the course, students are required to pass every element of assessment i.e., a minimum mark of 40% for each element in order to satisfy the professional body requirements to obtain the accredited award title of FdSc Veterinary Nursing. If students fail to achieve this requirement, they will only be eligible for the non-accredited FdSc Animal Health Studies. In conversation with the professional body (RCVS), it has become a requirement that there is no compensation allowed within or across modules on the course.

**Graduate Diploma in Professional Policing Practice**

**Marking Scales**

- 119. For all elements of assessment relating to your Operational Competence Portfolio, you will receive a pass mark or a fail mark. A pass mark will be given 100% and a fail mark will be given 0%.

**Progression and Reassessment**

- 120. You will not be entitled to repeat modules, however an exceptional third attempt maybe offered. There may be exceptional cases where your employing force requires you to carry resits into a new year of study, however you may not progress to the next level of study until all modules are passed.

**Institute of Chartered Accountants in England & Wales (ICAEW) ACA Qualification**

- 121. If you are studying the ACA Qualification the following regulations will apply.
  - a. **Student Regulations**
    - a Entry requirement
    - b Approved training
    - c Student registration
    - d Credit for prior work experience
    - e Credit for prior learning
    - f Professional assessment
    - g Re-entry
    - h Admission to membership
    - i Powers of variation

b. **Assessment Regulations**

- a Introduction
- b The assessment structure iii. Eligibility
- a. Number of attempts at the assessments
- b. Transitional arrangements
- c. Concessions
- d. Credit for prior learning viii. Assessment entry
- a Assessment fees
- b Assessment venues
- c Conduct
- d Identification
- e Prohibited materials
- f Permitted materials
- g Liability
- h Permitted texts
- i Alternative assessment arrangements
- j Misconduct
- k Results xx. Powers of variation

c. **ACA Entry Routes**

The minimum educational requirements if you want to train for the ACA.

**ICAEW CFAB (Certificate in Finance, Accounting & Business) regulations**

122. If you are studying the Certificate in Finance, Accounting & Business the following [entry requirements, credit options and assessment regulations](#) will apply.

- a Entry
- b Credit for prior learning
- c Assessment attempts
- d ICAEW-approved assessment centres
- e Assessment conduct
- f Assessment identification
- g Materials permitted in assessment centre
- h No texts in assessment centre
- i Alternative assessment arrangements
- j Liability
- k Misconduct
- l Concessions
- m Award of the ICAEW Certificate in Finance, Accounting and Business
  - 1. (ICAEW CFAB) xiv. Public description of holding ICAEW CFAB
- n Work experience towards the ACA
- o Interpretation
- p Exam modules

**LLB Legal Practice (Exempting)****Progression and reassessment**

123. For the Skills modules you will be given an in-course re-assessment prior to formal referral by an examination board and thereafter one further referral only, with a maximum of three attempts.
124. For any Stage 1 module except the Skills module, you will be given three attempts to pass that module.
125. If you fail a third attempt at a Stage 1 assessment, you will fail Stage 1 in its entirety and will be required to re-enrol with attendance on the Stage 1 modules.
126. If you fail a third attempt at a Stage 2 assessment you may either re-enrol on the module or choose an alternative Stage 2 module to study.
127. If you do not pass all Stage 2 modules within five years of sitting your first Stage assessment, you must complete Stage 1 and 2 again, including all assessments.
128. No compensation or condonement is permitted in cases of partial failure on a Stage 1 or Stage 2 module.
129. Your transcript will clearly show the number of the attempt at which you were successful on each Stage 1 and Stage 2 module.
130. You will be permitted to progress to year 3 of the Course carrying forward 40 credits of Professional Modules.

**Master in Computing (MComp)****Transfer between Awards**

131. You are enrolled on the BSc (Hons) at level 4 and remain on that course until the end of level 5.
132. To progress from level 5 BSc (Hons) onto level 6 of the MComp courses you are required to achieve the profile below:
  - a. Successful completion of 120 credits at level 4 on the BSc (Hons)
  - b. Successful completion of 120 credits at level 5 on the BSc (Hons) with an overall profile of at least 50% across all modules.
133. To progress from level 6 BSc (Hons) onto level 7 of the MComp courses you are required to achieve the profile below:
  - c. Successful completion of 120 credits at level 4 on the BSc (Hons)

- d. Successful completion of 120 credits at level 5 on the BSc (Hons) with an overall profile of at least 50% across all modules.
  - e. Successful completion of 120 credits at level 6 on the BSc (Hons) with an overall profile of at least 50% across all modules.
134. To progress from level 6 MComp onto level 7 of the MComp courses you are required to achieve the profile below:
- f. Successful completion of 120 credits at level 4 on the BSc (Hons)
  - g. Successful completion of 120 credits at level 5 on the BSc (Hons) with an overall profile of at least 50% across all modules.
  - h. Successful completion of 120 credits at level 6 on the MComp with an overall profile of at least 50% across all modules.
  - i. If passes achieved at level 6 are not the profile as seen above then you will transfer onto the BSc (Hons) course or will discontinue.
134. Entry with Accredited Prior Learning will be dealt with on an individual basis.

### **Master in Mathematics (MMath)**

#### **Progression and reassessment**

135. If you do not successfully complete 120 credits at Level 5 on MMath Mathematics with a minimum average of 60%, you must transfer to BSc Mathematics Level 6.

### **Master in Science (MSci) Degrees in Forensics**

#### **Progression and reassessment**

136. If you are a student on the MSci Forensic Science, MSci Forensic Biology, MSci Forensic Chemistry, MSci Forensic Science with Criminology or MSci Forensic Investigation from September 2016,
- i. You must achieve a minimum grade of 50% for 120 credits studied at level 5 to progress to level 6. If you fail to do so, you will be transferred onto the same named BSc (Hons) award.
  - ii. You must obtain a minimum grade of 50% for 120 credits studied at level 6 to progress to level 7.

### **Master in Science (MSci) Degrees in Chemistry and Pharmaceutical Science**

**Progression and reassessment**

137. You must achieve a minimum grade of 50% for 120 credits studied at level 5 to progress to level 6. If you fail to do so, you will be transferred onto the same named BSc (Hons) award.
138. You must obtain a minimum grade of 50% for 120 credits studied at level 6 to progress to level 7.

**Master of Law (MLaw)****Minimum and Maximum Periods of Registration**

139. You must pass all assessments relating to the Professional Elements of the course within a five-year period.

**Marking Scales**

140. Skills elements are graded on a pass/fail basis, with pass equating to 'competent' and fail equating to 'not yet competent'
141. Level 4, 5 and 6 modules have a pass mark of 50%
142. The professional element of the assessment for the following modules has a pass mark of 50%, and failure in the modules cannot be compensated:
- a. Property Law & Practice (Module Code- LC3S060- level 6) (LC4U106- level 7)
  - b. Corporate, Business Law & Practice (Module Code- LC3S038- level 6) LC4U103- level 7)
  - c. Employment Law & Practice (LC3U101-Level 6) (LC4U101- level 7)
  - d. Family Law and Practice (LC3U130- Level 6) (LC4U102- Level 7)
  - e. Criminal Evidence Litigation (LC4U105- Level 7 )
  - f. Civil Procedure and Litigation (LC4U104-Level 7)

**Progression and reassessment**

143. Skills are given an in-course re-assessment prior to formal referral by an Examination board, then one further referral only.
144. If you fail a third attempt at Stage 1 assessment you will fail Stage 1 in its entirety and will be required to re-enrol with attendance.
145. If you fail a third attempt at a Stage 2 assessment you will fail that Stage 2 assessment and will be required to re-enrol with attendance.

**Master of Chiropractic (MChiro)**

### **Minimum and Maximum Periods of Registration**

146. You must achieve a minimum mark of 40% in each element of each assessment to pass any of the following modules:
- a. CH1S20 Clinical Management I
  - b. CH2S14 Clinical Diagnosis
  - c. CH2S15 Clinical Imaging and Diagnosis I
  - d. CH2S16 Clinical Management II
  - e. CH3S10 Clinical Neuro-Orthopaedics
  - f. CH3S20 Clinical Diagnosis II
  - g. CH3S18 Clinical Imaging and Diagnosis II
  - h. CH3S19 Clinical Management III
  - i. CH3S17 Clinical Preparation
  - j. CH4T02 Chiropractic Clinic
  - k. CH4S20 Clinical Diagnosis and Management

### **Nursing, Midwifery and Social Work Clinical Practice Modules**

#### **Progression and reassessment**

147. In addition to passing the specified assessments, you must satisfactorily complete the set number of clinical placement weeks to complete the module.

### **Professional Certificate (ProfCE) Post Compulsory Education and Training (PcET) Professional Graduate Certificate (PgCE) Post Compulsory Education and Training (PcET) Postgraduate Certificate (PgCE) Post Compulsory Education and Training (PcET)**

#### **Progression and reassessment**

148. You must achieve a minimum mark of 40% in each element of assessment to pass any module. Compensation will not be allowed.



## A3: Taught Postgraduate Course Regulations

### Introduction

1. In these regulations, as context demands, “you” and “your” mean the student, apprentice or the applicant; “we”, “us”, “our” and “ourselves” mean the University of South Wales or the Royal Welsh College of Music and Drama (RWCMD) as appropriate.
2. These are the course regulations for all taught postgraduate degrees and awards of the University of South Wales:
  - a. Postgraduate Certificate and Diploma
  - b. Postgraduate Certificate in Education (PGCE)
  - c. Master’s degrees *excluding* Integrated Master’s degrees
3. They should be read alongside the *General Regulations for Taught Courses*, which also apply to you.
4. These regulations tell you what we will do to provide programmes of study, and what you must do as a student or apprentice. They form an important part of the contract between us, and will not change without your involvement (which may be by the Students’ Union acting on your behalf). We review these regulations at the end of every academic year. We will let you know at re-enrolment if there are any changes.

### Admissions

5. Our minimum entry criteria, and our expected entry requirements for individual courses, are set out on our webpages and prospectus.

### Courses that Require Referral to the Disclosure and Barring Services (DBS)

6. For courses that require DBS check clearance, you must submit your DBS application within 14 days of the start date, or your transfer date to the course. Sufficient clearance is required for you to remain enrolled on your course. If you do not start your DBS application within the 14 days, or subsequently do not disclose new information that could affect the clearance required to undertake your course, we reserve the right to take any appropriate action which may include cancelling your enrolment. You may still be liable for tuition fees until the date of your withdrawal, in line with the University’s Fees and Debt Policy.

### Recognition of Prior Learning (RPL)

7. The maximum exemptions which you can apply for are outlined in the table below.
8. Transferred credit is credit recognised under RPL for Exemption which is credit awarded and accredited by an institution or body other than ourselves. This transferred credit is classified as prior certificated learning irrespective of whether the



credit was obtained from taught modules or from accredited prior experiential learning approved by that institution or body. Transferred credit can only be used for awards listed in the table below and must be at the appropriate level. Marks are not allocated for transferred credit.

9. Experiential credit is credit awarded under RPL for Accreditation by the University of South Wales and is classed as prior experiential learning. Marks may be allocated for experiential learning.
10. University of South Wales taught credit is credit achieved from taught University of South Wales modules which includes distance learning and work based learning modules.
11. Grading of University of South Wales awards is based on marks achieved in University of South Wales credit (taught or experiential learning) only and subject to any additional restrictions in the table below.
12. In some instances, Professional, Statutory or Regulatory Boards (PSRBs) may have additional requirements which must be met in order to achieve an accredited qualification. "Accreditation" may involve alternative types of recognition.

<b>Award</b>	<b>Level</b>	<b>Transferred or Experiential credit (maximum)</b>	<b>University of South Wales taught credit (minimum)</b>	<b>Total credits required for award</b>	
PgCert	7	20	40 at L7	60	20 credits from Level 6 can be applied
PgDip	7	60	60 at L7	120	30 credits from Level 6 can be applied
Masters	7	120	60 at level 7	180	30 credits from Level 6 can be applied
Taught doctoral awards	8	180	360	540	

### Minimum and maximum periods of registration

13. Minimum and maximum periods of registration for courses under these regulations are as follows:

<b>Period of registration</b>	<b>Minimum</b>	<b>Maximum</b>

Award	FT	PT	FT	PT
<i>Postgraduate</i>				
Postgraduate Certificate	1 yr	1yr	*	*
Postgraduate Diploma	1yr	2yrs	*	*
<b>Period of registration</b>	<b>Minimum</b>		<b>Maximum</b>	
<b>Award</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Master's degree <sup>4</sup>	1yr	2yrs	2yrs	5yrs
Taught Doctorate	3 yrs	6 yrs	*	*
<i>Education qualifications</i>				
Postgraduate Certificate in Education	1yr	1 yr	*	*

\*Normally the same duration as the minimum period

#### Marking scales

14. The postgraduate scale, in the table below, is used for all taught, Master's level courses.

Code	Grade (%)	Description	Outcome
	70-100	Pass with Distinction	Pass
	60-69.9	Pass with Merit	Pass
	40-59.9	Pass	Pass
F1	30-39.9	Fail: a narrow failure (can be compensated)	Fail
F2	0-29.9	Fail: a clear failure (cannot be compensated)	Fail

#### Progression and reassessment

15. Progression and award points may vary depending on the mode of delivery and could be at PgCert stage, PgDip stage and Master's stage.
16. You may continue at the same stage of your course providing you pass at least 50% of the credits taken in the academic session.

<sup>4</sup> For Masters courses which are validated to run full-time over two years, due to substantial placement/clinical/work-based requirements, the minimum registration period would be FT 2 years and PT 3 years and the maximum registration period would be FT 3 years and PT 5 years.

17. If you fail to pass all of the credits at the relevant progression point, we will decide whether and how you may continue your studies, in line with the following four choices:
- a The award and progression assessment board may allow you to progress to the next stage of the course and repeat the failed modules alongside the normal programme for the period of study.
  - b The award and progression assessment board may allow you to remain at the same stage and repeat the failed modules.
  - c With the agreement of the award and progression assessment board, you may substitute another module in place of one failed, provided that the requirements of your course are maintained. The award and progression assessment board will confirm appropriate substitute modules which must enable you to still achieve the learning outcomes of your course.
  - d If the Award and Progression Assessment Board is satisfied that you have failed in such a way as to suggest there is no possibility of successful completion of the course, you will have failed the course and we will end your registration as a student/apprentice. You may not be re-admitted to the same or similar course. Readmission to the same course or the same subject area will only be in truly exceptional circumstances (e.g. mental health issues that were not previously understood), supported by evidence which would cover the time period in question, including why the issue could not be made known at the time. Whether a course is 'similar' or not will be the judgement of the Course Team, taking into account potential overlap of content and the subject area. The decision will be based on evidence that was not, for good reason, available when the Assessment Board made the original decision to discontinue you from your course.
18. If you are allowed to re-enter the same course, you will be treated as a repeating student or apprentice, where permitted, and marks will be capped as appropriate, unless any exceptional circumstances presented upon readmission result in a first attempt. If you enter a new course in a new subject area, you will be treated as a new student or apprentice, where permitted.
19. If you are repeating study, you will be governed by current regulations and not those in force when you first attempted the module or year of study.
20. You may only take the number of credits required to achieve the award. You may not take additional credits in order to improve a classification.

### **Classification of Postgraduate awards**

21. The University offers a range of different postgraduate courses encompassing graduate entry courses at Level 6 (Honours) (conversion courses) and Master's courses (primarily at postgraduate level). To receive a Master's award, your programme of study must include 180 credits of which at least 150 must be at Level 7 (Masters) and no more than 30 at Level 6 (Honours).

### **Master's degrees**

22. We will calculate the average of all credits comprising the award.
23. We will award
- a. a Distinction if your average is 69.5% or more
  - b. a Merit if your average is 59.5% or more and less than 69.5%.
  - c. a Pass if your average is 39.5% or more and less than 59.5%.

### **Postgraduate Diplomas**

24. We will calculate the average of all credits comprising the award.
25. We will award
- a. a Distinction if your average is 69.5% or more
  - b. a Merit if your average is 59.5% or more and less than 69.5%.
  - c. a Pass if your average is 39.5% or more and less than 59.5%.

### **Postgraduate Certificates and Postgraduate Certificates in Education**

26. We will calculate the average of all credits comprising the award.
27. We will award
- a. a Distinction if your average is 69.5% or more
  - b. a Merit if your average is 59.5% or more and less than 69.5%.
  - c. a Pass if your average is 39.5% or more and less than 59.5%.

### **Course Exceptions**

#### **CA4D011 Independent Prescribing Module**

**Marking Scales**

28. In order to pass the module, you will need to achieve a minimum of 80% in the MCQ examination, 100% in the open book examination and 100% in the work based assessment.

**Courses Accredited by the Institution of Engineering and Technology (IET)****Classification of Postgraduate Awards**

29. For accredited MSc courses you will be required to achieve an average mark of 50% or greater for the diet of modules studied to attain an accredited Masters award. The pass mark for all level 7 modules will be 50%. If this condition is satisfied:
- a. You will normally be permitted to resit up to 50% of the diet of taught modules for credit accumulation
  - b. You will normally be permitted to resit the project for credit accumulation only
30. If you have one module in the 40%-50% range after referral, you will normally be eligible for compensation in that module, with the exception of the Major Master project module.
31. If you fail to meet the criteria for an accredited award you will be assessed for an unaccredited MSc.

**Civil and Structural Engineering Programmes Accredited by the Joint Board of Moderators (JBM)****Marking Scales**

32. The pass mark for assessment at Level 7 will be 50%.
33. To pass the module you must achieve an overall minimum module mark of 50% with each Learning Outcome being achieved once with no significant weakness. A significant weakness is defined as 0-39.99% and the module will be assigned an F2 grade.
34. If you do not wish to graduate with a JMB accredited degree, the standard University regulations will be applied at Level 7.

**Doctor of Business Administration****Progression and assessment**

35. In order to progress onto level 8 of the course, you must achieve a minimum overall mark of 60% for the (tbc) Independent Research Report module. If you achieve an overall mark of 40%-59%, you will not have demonstrated sufficient achievement to progress to level 8.
36. If you do not progress to level 8 you will be exited from the course and be awarded a MSc Management Research.

**Education Programmes****Progression and reassessment**

- 37. In addition to passing the specified assessments, you must satisfactorily complete the set number of professional placement weeks to complete the module.
- 38. For certain modules you must individually pass all elements of the assessment to pass the module.

**Legal Practice Course****Recognition of Prior Learning**

- 39. We will award credit for prior certified learning only from another Professional Body certified provider.
- 40. The Legal Practice PgDip requires 170 credits in total. Maximum transferred credit will therefore be 100 credits, subject to paragraph 35.

**Minimum and maximum periods of enrolment**

- 41. You will have five years from your first attempt of your first assessment to complete the Course.

**Marking Scales**

- 42. Skills modules are assessed on a pass/fail basis, with the grades being 'Competent' and 'Not yet competent'
- 43. The pass mark for Stage 1 and Stage 2 modules is 50%

**Progression and reassessment**

- 44. For the Skills modules you will be given an in-course re-assessment prior to formal referral by an examination board and thereafter one further referral only, with a maximum of three attempts;
- 45. For any Stage 1 module except the Skills module, you will be given three attempts to pass that module;
- 46. If you fail a third attempt at a Stage 1 assessment, you will fail Stage 1 in its entirety and will be required to re-enrol with attendance on the Stage 1 modules;
- 47. If you fail a third attempt at a Stage 2 assessment you may either re-enrol on the module or choose an alternative Stage 2 module to study;
- 48. If you do not pass all Stage 2 modules within five years of sitting your first Stage 1 assessment, you must complete Stage 1 and 2 again, including all assessments;
- 49. No compensation or condonement is permitted in cases of partial failure on a Stage 1 or Stage 2 module;

50. Your transcript will clearly show the number of the attempt at which you were successful on each Stage 1 and Stage 2 module.

### **LLM Legal Practice**

#### **Recognition of Prior Learning**

51. The LLM Legal Practice requires 230 credits in total. Maximum transferred credit will therefore be 170 credits, subject to paragraph 35.

### **MA Art Psychotherapy and MA Music Therapy**

#### **Marking Scales**

52. You must achieve a minimum mark of 40% in each element of each assessment to pass any module.

#### **Progression and Reassessment**

53. If you fail 40 credits of the 60 credits on which you are enrolled, you may be permitted a resit opportunity.

### **MA Working for Children and Young People (Youth Work Initial Qualifying)**

#### **Marking Scales**

54. You must meet the overall module learning outcomes with no weaknesses to achieve a pass grade. A weakness is defined as less than 40% and the module will be assigned an F2 grade. Any specific learning outcome which must be passed in order for the module to be passed must be identified in the module specification.
55. The postgraduate scale, in the table below, is used for this course.

Code	Grade (%)	Description	Outcome
	70-100	Pass with Distinction	Pass
	60-69.9	Pass with Merit	Pass
	40-59.9	Pass	Pass
F2	0-39.9	Fail: a clear failure (cannot be compensated)	Fail

### **MSc Behaviour Analysis and Therapy**

#### **Credit structure**

56. You will study 200 credits to complete the course, in order to cover the required Behaviour Analyst Certification Board curriculum.

### **Marking Scales**

57. You must achieve a minimum overall mark of 50% in order to pass each module.
58. If you resit any assessments, you will receive a maximum overall module mark of 50%.
59. If you repeat any modules, you will receive a maximum overall module mark of 50%.

### **MSc Play Therapy**

### **Marking Scales**

60. You must achieve a minimum mark of 40% in each element of each assessment to pass any module.

### **PGCert Independent Prescribing Practice**

### **Marking Scales**

61. Within the 40-credit Prescribing module, you must achieve a minimum mark of 40% in each element of assessment to pass the module, with the exception of the medicines calculation examination which you must pass with 100% and the pharmacology examination which you must pass with a minimum mark of 80%.

### **Progression and Reassessment**

62. You will not be permitted to repeat a module, however if you fail at the second sitting, you may be permitted an exceptional third attempt.

### **CA4D013 Independent / Supplementary Prescribing for NMC Registrants**

### **CA4D012 Independent / Supplementary Prescribing for GPhC and HCPC**

### **CA3S080 Law, Ethics and Nurse Prescribing**

### **CA4S086 Law, Ethics and Nurse Prescribing**

### **CA3S075 V100 Nurse Prescribing and Contemporary Developments in Specialist Community Public Health Nursing Practice - Health Visiting**

### **Marking Scales**

63. You must achieve a minimum mark of 40% in each element of assessment to pass the module, with the exception of the medicines calculation examination which you must pass with 100% and the pharmacology examination which you must pass with a minimum mark of 80%.

### **Progression and Reassessment**

64. You will not be permitted to repeat a module, however if you fail at the second sitting, you may be permitted an exceptional third attempt.

### **MA Education (Wales)**

### **Marking Scales**



65. You must achieve a minimum mark of 50% in each element of assessment to pass any module and no compensation will be permitted. The overall module mark for any resits will be capped at 50%.

### **Progression and Reassessment**

66. If you have been referred at your second attempt, you will not be permitted to repeat failed modules but may undertake a third sitting. This will only apply to taught modules and will not apply to your directed independent learning (dissertation). If you have been referred at your second attempt of your dissertation, you will be considered for the award of Postgraduate Diploma Education (Wales) as an exit award.
67. You must pass all modules and will not be eligible for compensation in cases of narrow failure.
68. In the event that you fail your dissertation at the first sitting and are granted a resit by the Progression and Award Assessment Board, you will be required to pay a fee to resit. The amount will be stipulated in your Course Handbook.

### **Classification**

69. We will calculate your classification based on the average of all credits comprising the award. We will award:
- a. A Distinction if your average is 70% or more
  - b. A Merit if your average is between 60% and 69.99%
  - c. A Pass if your average is between 50% and 59.99%

### **Exit Qualifications**

70. If you exit the course with sufficient credit for an intermediate qualification, you exit qualification will be classified as follows:

Award	Distinction	Merit	Pass
PG Cert	70%+	60-69.99%	50-59.99%
PG Dip	70%+	60-69.99%	50-59.99%

### **RPL Limits**

71. The maximum amount of credit you will be permitted to transfer into the course is 60 credits, studied at Level 7, in a relevant area, gained in the last five years prior to admission.

### **PGCE PcET**

### **Marking Scales**

72. You must achieve a minimum overall mark of 40% in order to pass each module and compensation will not be allowed.

**Postgraduate Certificate Counselling Skills, Postgraduate Certificate Integrative Counselling Skills, Postgraduate Diploma Integrative Counselling and Postgraduate Diploma Cognitive Behavioural Psychotherapy, MA Integrative Counselling, MSc Cognitive Behavioural Psychotherapy**

**Marking Scales**

73. You must achieve a minimum overall mark of 40% in order to pass each module.

**Postgraduate Certificate Education, Postgraduate Certificate SEN/ALN (Autism), Postgraduate Certificate TESOL (Teaching English to Speakers of Other Languages), Postgraduate Certificate Leadership and Management (Education), Postgraduate Certificate SEN/ALN (Additional Learning Needs), Postgraduate Certificate CAMH RPL Limits**

74. You may apply for Recognition of Prior Learning for up to 30 credits.

**Postgraduate Diploma Behaviour Analysis Supervised Practice**

**Marking Scales**

75. The Behaviour Analyst Certification Board (BACB) require that students complete all “coursework” with a C average in order to obtain accreditation.

76. The pass mark for this course as a whole and for each module contained within it is 50%. Students who are compensated will not be eligible to receive accreditation.

The postgraduate scale, in table below, is used for this course.

Code	Grade (%)	Description	Outcome
70-100		Pass with distinction	Pass
60-69.9		Pass with merit	Pass
50-59.9		Pass	Pass
F2	<50	Fail: a clear failure (not compensatable)	Fail

**Postgraduate Diploma Cognitive and Behavioural Psychotherapy**

**Marking Scales**

77. You must achieve a minimum mark of 40% in each element of each assessment to pass any module.

**Progression and Reassessment**

78. If you fail 40 credits of the 60 credits on which you are enrolled, you may be permitted a resit opportunity.

**Postgraduate Diploma Consultative Supervision**

**Marking Scales**

79. You must achieve a minimum overall mark of 40% in order to pass each module.

80. You will not be compensated for any modules which you have narrowly failed.

**Postgraduate Diploma Counselling Children and Young People**

**Marking Scales**

81. You must achieve a minimum overall mark of 40% in order to pass each module.
82. You will not be compensated for any modules which you have narrowly failed.

**Professional Doctorate Counselling Psychology**

**Marking Scales**

83. You must achieve a minimum overall mark of 50% in order to pass each module.
84. If you resit any assessments, you will receive a maximum overall module mark of 50%.
85. If you repeat any modules, you will receive a maximum overall module mark of 50%.

**Postgraduate Courses within the School of Engineering**

**Progression and Reassessment**

86. Students that are co-taught are permitted the same resit opportunity by allowing students to resit prior to the progression point being reached.

This applies only to Masters level courses within the School of Engineering with both February and September cohorts.

## **A4: Course Regulations – Royal Welsh College of Music and Drama**

### **Introduction**

1. In these regulations, as context demands, “you” and “your” mean the student or the applicant; “we”, “us”, “our” and “ourselves” mean the University of South Wales or the Royal Welsh College of Music and Drama (RWCMD) as appropriate.
2. These are the course regulations for all programmes at the Royal Welsh College of Music and Drama.
3. They should be read alongside the *General Regulations for Taught Courses*, which also apply to you.
4. These regulations tell you what we will do to provide programmes of study, and what you must do as a student. They form an important part of the contract between us, and will not change without your involvement (which may be by the Students’ Union acting on your behalf). We review these regulations at the end of every academic year. We will let you know at re-enrolment if there are any changes.

### **Admissions**

5. Our minimum entry criteria, and our expected entry requirements for individual courses, are set out on our webpages and prospectus, and via the UCAS website and may include Disclosure and Barring Services (DBS) checks.

### **Recognition of Prior Learning (RPL)**

6. The maximum exemptions which you can apply for are outlined in the table below.
7. Transferred credit is credit recognised under RPL for Exemption which is credit awarded and accredited by an institution or body other than ourselves. This transferred credit is classified as prior certificated learning irrespective of whether the credit was obtained from taught modules or from accredited prior experiential learning approved by that institution or body. Transferred credit can only be used for awards listed in the table below and must be at the appropriate level. Marks are not allocated for transferred credit.
8. Experiential credit is credit awarded under RPL for Accreditation by the University of South Wales and is classed as prior experiential learning. Marks may be allocated for experiential learning.
9. University of South Wales taught credit is credit achieved from taught University of South Wales modules which includes distance learning and work based learning modules.
10. Grading of University of South Wales awards is based on marks achieved in University of South Wales credit (taught or experiential learning) only and subject to any additional restrictions in the table below.

<b>Award</b>	<b>Level</b>	<b>Transferred or Experiential credit maximum</b>	<b>University of South Wales taught credit (minimum)</b>	<b>Total credits required for award</b>	<b>Additional Restrictions</b>
CertHE	4	60	60 at L4	120	Not graded when used as an exit award
DipHE	5	120	120 with a minimum of 100 at L5	240	DipHE is not graded when given as an exit award
Bachelor's degree	6	240	60 at L6	300	Use as an exit award for Bachelor's degree with honours only, not graded
Bachelor's degree with honours	6	240	120 with a minimum of 100 at L6	360	If you have at least 60 level 5 and 120 level 6 University of South Wales credits obtained on the honours degree you will be classified according to the standard regulations otherwise classification is based only on the 120 University of South Wales credits
BMus	6	240	120 at L6	400	Use as exit award for BMus degree with honours only, not graded
BMus with honours	6	240	180 at L6	480	If you have at least 90 L5 and 180 L6 University of South Wales credits obtained on the honours degree you will be classified according to the standard BMus regulations otherwise classification is based only on the 180 University of South Wales credits
Foundation Degree	5	120	120 with a minimum of 100 at L5	240	
PgCert	7	20	40 at L7	60	
PgDip	7	60	60 at L7	120	
Masters	7	120	60 at level 7	180	

### Minimum and maximum periods of registration

11. Minimum and maximum periods of registration for courses under these regulations are as follows:

Period of registration	Minimum		Maximum	
	FT	PT	FT	PT
<i>Undergraduate courses</i>				
Foundation degree	2yrs	3yrs	4yrs	10yrs
Honours degree (3-year programme)	3yrs	4yrs	5yrs	10yrs
Honours degree (4-year programme)	4yrs	4yrs	6yrs	10yrs
<i>Master's</i>				
Postgraduate Diploma	1yr	2yrs	*	*
Master's degree (excluding MRes)	1yr	2yrs	2yrs	5yrs

\*Normally the same duration as the minimum period

### Marking scales

12. The undergraduate marking scale aligns the grades with recognised degree classifications as in the table below.

Code	Grade (%)	Description	Honours degree equivalent
	70-100	Pass	First
	60-69	Pass	Upper second
	50-59	Pass	Lower second
	40-49	Pass	Third
F1	30-39	Fail: a narrow fail (can be compensated)	Fail
F2	0-29	Fail: a clear failure (cannot be compensated except at level 4)	Fail

### Progression and reassessment

13. You must normally accumulate 120 credits in order to progress from one undergraduate level to the next.
14. You may continue at the same level of your course providing you pass at least 50% of the credits taken in the academic session.
15. If you fail to pass 120 credits at the relevant level of study, we will decide whether and how you may continue your studies, in line with the following four choices:
  - a The award and progression assessment board may allow you to progress to the next level of the course and repeat the failed modules (up to a maximum of 20 credits) in addition to your normal programme of study.
  - b The award and progression assessment board may allow you to remain at the same level (repeat year) and either
    - i. repeat the failed modules and take additional modules. (Any higher level modules may only be taken if any pre-requisite modules have been completed satisfactorily); or
    - ii. repeat the failed modules only
  - c With the agreement of the award and progression assessment board, you may substitute another module in place of one failed, provided that the requirements of their courses are maintained. Substitution is restricted to 20 credits per level of an undergraduate course.

The award and progression assessment board will confirm appropriate substitute modules.
  - d If the award and progression assessment board is satisfied that you have failed in such a way as to suggest there is no possibility of successful completion of the course, you will have failed the course and we will end your registration as a student.
16. If you are repeating study you will be governed by current regulations and not those in force when you first attempted the module or year of study.
17. You may only take the number of credits required to achieve the award. You may not take additional credits in order to improve a classification.

### **Eligibility for awards**

#### **Three-year courses**

18. To be eligible for the award of the following three-year degrees:
  - a BA Hons Acting,
  - b BA Hons Design for Performance,
  - c BA Hons Stage Management and Technical Theatre

You must have achieved 360 credits including 120 at Level 4, 120 at Level 5, and 120 at Level 6.

19. To be eligible for the exit award of a Diploma of Higher Education you must have achieved a minimum of 240 credits, of which at least 120 must be at level 5 or above and 120 at level 4 or above.
20. To be eligible for the exit award of a Certificate of Higher Education you must have achieved a minimum of 120 credits at level 4 or above.

#### Four-year courses

21. To be eligible for the award of the following four-year degrees:

- a BMus Music
- b BMus Jazz

You must have achieved 480 credits including 120 at Level 4, 180 at Level 5, and 180 at Level 6.

22. To be eligible for the exit award of a Diploma of Higher Education you must have achieved a minimum of 240 credits, of which at least 120 must be at level 5 or above.
23. To be eligible for the exit award of a Certificate of Higher Education you must have achieved a minimum of 120 credits at level 4 or above.

#### Postgraduate awards

24. To be eligible for a Postgraduate Certificate, awarded by the University of South Wales, you must have pursued the approved scheme of study, and have attained a minimum of 60 credits of which at least 40 will be at level 7 and which must include the Performance module (MUMP710) or its direct equivalent in the Postgraduate award framework.
25. To be eligible for a Postgraduate Diploma, awarded by the University of South Wales, you must have pursued the approved scheme of study, and have attained minimum of 120 credits of which at least 100 will be at level 7.
26. To be eligible for a Master's degree, awarded by the University of South Wales, you must have pursued the approved scheme of study, and have attained a minimum of 180 credits of which at least 160 will be at Level 7.

#### Marking scales

27. The scale below, is used for all taught Master's level courses in Music

Code	Grade (%)	Description	Outcome
	70-100	Pass with Distinction	Pass
	60-69.5	Pass with Merit	Pass



	50-59.5	Pass	Pass
F1	30-59.5	Fail: a narrow failure (can be compensated)	Fail
F2	0-29.5	Fail: a clear failure (cannot be compensated)	Fail

28. The scale below, is used for all taught Master's level courses in Drama.

Code	Grade (%)	Description	Outcome
	70-100	Pass with Distinction	Pass
	60-69	Pass with Merit	Pass
	40-59	Pass	Pass
F1	30-39	Fail: a narrow failure (can be compensated)	Fail
F2	0-29	Fail: a clear failure (cannot be compensated)	Fail

### Assessment at Postgraduate Level

29. For postgraduate awards, the pass mark is set at 50%.

### Progression, retrieving failure and compensation

#### Resits at Master's degree

30. The mark for a resit module will be capped at 50% in Music and 40% in Drama.

### Classification of honours degrees

#### **BA Stage Management and Technical Theatre, BA Design for Performance and BA Acting**

31. The classification is calculated as follows:

Method 1: Calculate the average of the marks from the best 60 credits at Level 5 and the 120 credits at Level 6. The credits at Level 5 must include the mark for the credits for the production modules.

Method 2: Calculate the average of the marks from the 120 level 6 credits.

The Student receives the better of the two averages above.

32. We will then classify your degree using the higher of the two averages calculated by the methods described in paragraph 34 above and award a classification based on the following table:

Mean %	Classification
At least 69.5% up to 100%	First Class Honours Degree
At least 59.5% and less than 69.5%	Upper Second Class Honours Degree
At least 49.5% and less than 59.5%	Lower Second Class Honours Degree
At least 40% and less than 49.5%	Third Class Honours Degree

### **BMus Music and BMus Jazz**

33. To classify your award we will calculate an average mark using the following two methods:
- a. Method 1: Calculate the average of the marks from the 270 credits obtained from the best 90 credits at level 5 and the 180 credits at level 6.
    - i For the BMus Music the 90 credits at level 5 must include the mark for the 40 credit Repertoire and Style (MUS301) module.
    - ii For the BMus Jazz the 90 credits at level 5 must include the mark for the 40 credit Jazz Repertoire and Style (MUJ301) module.
  - b. Method 2: Calculate the average of the marks from the 180 level 6 credits.

34. We will then classify your degree using the higher of the two averages calculated by the methods described in paragraph 34 above and award a classification based on the following table:

Mean %	Classification
At least 69.5% up to 100%	First Class Honours Degree
At least 59.5% and less than 69.5%	Upper Second Class Honours Degree
At least 49.5% and less than 59.5%	Lower Second Class Honours Degree
At least 40% and less than 49.5%	Third Class Honours Degree

### **Eligibility for the award**

35. To be eligible for the award of Bachelor of Music with Honours a student must complete 180 credits at Level 4, 180 credits at level 5 and 120 credits at level 6.

The classification is calculated as follows:

Method 1: Calculate the average of the marks for the best 60 credits of the year 3 Level 5 modules and 120 credits at level 6.

Method 2: Calculate the average of the marks for the 120 credits at level 6.

The student receives the better of the two averages above.

### **BA Music Theatre**

36. The classification is calculated as follows:

The best outcome from either method 1 or method 2:

Method 1: Calculate the average of the marks from the best 60 credits at level 5 and the 120 credits at level 6. The best 60 credits at Level 5 are taken from the MTH201 Acting, MTH202 Singing and MTH203 Dance & Movement Modules at Level 5.

Method 2: Calculate the average of the marks from the 120 level 6 credits.

### **Graduate Diploma Vocal Performance**

#### **Marking Scales**

37. The pass mark for assessment at Level 6 will be 40%.

#### **Eligibility for the award**

38. The Graduate Diploma in Vocal Performance is credit-rated as 120 credits at Level 6.

To be eligible for the award of the Graduate Diploma in Vocal Performance you must complete 120 credits at Level 6.

To be eligible for the award of the Graduate Certificate in Vocal Performance you must complete 60 credits at Level 6.

#### **Classification of the award**

39. We will calculate the average of all credits comprising the award.

We will award

- a. a Distinction if your average is 69.5% or more
- b. a Merit if your average is 59.5% or more and less than 69.5%.
- c. a Pass if your average is 39.5% or more and less than 59.5%.

40. The Graduate Certificate is an exit award and is not classified.

### **Classification of taught Postgraduate awards**

#### **Master's degrees**

41. We will calculate the average of all credits comprising the award.

42. We will award

- a a Distinction if
  - i For the MA Stage and Event Management, you achieve a mark of 70 or more in the Professional Practice Portfolio; or
  - ii For the MA Theatre Design, you achieve a mark of 70 or more in the Professional/Alternative Practice Portfolio module; or

- iii For the MA Acting for Stage Screen and Radio, you achieve a mark of 70 or more in the Independent Performance Production module; or
  - iv For the MA Scenic Arts and Construction for Stage and Screen, you achieve a mark of 70 or more in the Professional Practice Portfolio module; or
  - v For the MA Musical Theatre, you achieve a mark of 70 or more in the Public Performance module; or
  - vi For the MA Opera Advanced Performance you achieve a mark of 70 or more in the Performing in Context Module or its direct equivalent within the award framework; or
  - vii For the MA Jazz you achieve a mark of 70 or more in the Jazz Performance 2 module.
- b a Merit if your average is 59.5% or more and less than 69.5%.
- c a Pass if your average is 50% or more and less than 59.5% (Music) or 40% or more and less than 59.5% (Drama).

### **Postgraduate Diplomas**

43. We will calculate the average of all credits comprising the award.
44. We will award
- a a Distinction if your average is 69.5% or more
  - b a Merit if your average is 59.5% or more and less than 69.5%.
  - c a Pass if your average is 49.5% or more and less than 59.5% (Music) or 40% or more and less than 59.5% (Drama)

### **Postgraduate Certificates**

45. Postgraduate Certificates are awarded as 'Pass.'



## **A5: Exceptional Arrangement Regulations**

### **Section 1**

#### **Introduction**

1. The University takes all reasonable steps to ensure that teaching and assessment activity continues and that the marks for student assessment are available to assessment boards. However, in cases where the academic business of the University is disrupted by incidents such as natural disaster, disease, acts of terrorism, fire, flood or industrial action<sup>5</sup>, it is necessary to have Exceptional Arrangement Regulations which can be invoked by the Vice-Chancellor.
2. The University wishes to ensure that decisions about your progression or final awards are as timely as possible. The measures outlined below are intended to give you the best possible outcomes given the constraints that may be imposed upon the University.
3. These Regulations will cover all courses but where courses are governed by PSRB Professional, Statutory and Regulatory Body (PSRB) requirements, these requirements may need to take precedence over the Exceptional Arrangement Regulations.

### **Section 2**

#### **Key Principles**

4. Your academic outcome shall not be disadvantaged by the exceptional incident.
5. Consideration will be given as to whether there is sufficient evidence to demonstrate that you have achieved the learning outcomes for your course at the appropriate level in order for you to progress your studies or complete them.
6. Academic standards and professional requirements will remain of paramount importance to us.
7. You will be treated in a fair and equitable manner.

### **Section 3**

#### **Use of Exceptional Arrangement Regulations**

8. The Academic Registrar will request that the Exceptional Arrangement Regulations are invoked by the Vice-Chancellor.
9. These regulations will take precedence over other academic regulations relating to student assessment, classification and progression, including the *Regulations for Taught Courses* and the *Student Casework Regulations and Procedures*.

### **Section 4**

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<sup>5</sup> These are examples and not an exhaustive list.

**Force Majeure that impacts teaching and assessment**

10. There may be circumstances in which teaching and learning activity cannot take place as planned and/or scheduled. The University will endeavour to organise alternative arrangements for you to minimise the impact to your planned learning, teaching and assessment.
11. In the case of more serious circumstances that have impacted, or are likely to impact, the University for a lengthier period of time, the University may revise the Examinations Timetable and Assessment Schedule. It may remove assessments if it is feasible to do so, or defer it to a later period, or replace these with alternative assessments, where this is appropriate.

**Section 5****Force Majeure leading to missing marks or moderation**

12. There may be circumstances that lead to missing marks, for example, if a significant number of you are not able to engage with assessments due to the emergency circumstances.
13. In such circumstances, assessment boards will normally consider whether there is enough information available to determine final outcomes. Please see the following sections.
14. It may be necessary to adjust standard marking and moderation procedures in line with these Exceptional Arrangement Regulations.

**Section 6****Decision-making at Boards**

15. Where possible, boards will convene at the scheduled times, regardless of any potential limits of the availability of information which may impact on the ability of the board to confirm outcomes. However, there may be circumstances where it becomes necessary to reschedule boards, in which case, the Academic Registrar (or nominee) will propose an alternative schedule which will be considered for approval by the Quality Assurance Committee.
16. The following will apply, except where courses are governed by professional, statutory and regulatory (PSRB) requirements, in which case those requirements may need to take precedence.

**Subject Assessment Board**

17. Normally, credit is only awarded on completion of a full module. However, under these Exceptional Arrangement Regulations, where marks are missing for elements of assessment due for submission after the emergency circumstances began, academic judgement may be used at the discretion of the Subject Assessment Board to determine a mark for missing elements. This decision will be based on the extent to which it has been possible to evidence that you have achieved the learning outcomes for the module at the appropriate level. This will include your performance in other elements across the module and your participation in the module overall.

18. Consideration will also be given to the extent to which the emergency circumstances impacted your performance in assessment completed and submitted after the event began.

### ***Progression and Award Board***

#### Progressing Students

19. If you are progressing, but not completing your qualification, and it is possible to evidence that you have achieved the learning outcomes at the appropriate level, the Progression Board will permit you to progress to the next level of study.
20. Where it is not possible to evidence that you have achieved the learning outcomes at the appropriate level, you will receive information about resit options.
21. Where the module credit awarded by the Subject Assessment Board will ultimately form part of the classification of the qualification, you will be permitted, exceptionally, to resit any assessment that had a deadline for submission after the emergency situation commenced, as a means of improving your grade. Should you choose to do so, you will receive the higher of the two marks for each assessment and will therefore not be penalised if the resit submission receives a lower mark than the original submission. Exceptionally, the overall module mark will not be capped.
22. The normal compensation rules allow for credits to be compensated. The assessment boards will be allowed to consider additional discretion in applying these rules, whilst ensuring that learning outcomes have been demonstrably met.

#### Award of Qualification to Completing Students

23. The award of a final qualification is normally dependant on your accumulation of all necessary credit for that award. However, for the duration of these Exceptional Arrangements, Award Assessment Boards may permit impacted students at the final level of a degree (or other qualification) to be considered for a final award. This will be based on the academic judgement about the extent to which it is possible to evidence that you have achieved the learning outcomes at the appropriate level.
24. As part of its considerations, a board may also consider you for the award of an aegrotat degree (an unclassified degree), where appropriate.
25. Where sufficient information on assessment is available and you have failed, the Award Board will make a decision using the University's standard regulations.
26. If you are dissatisfied with your classification, you will be permitted, exceptionally, to resit assessment that had a deadline for submission after the emergency situation commenced, as a means of improving your grade. Should you choose to do so, you will receive the higher of the two marks for each assessment and will therefore not be penalised if the resit submission receives a lower mark than the original submission. Exceptionally, the overall module mark will not be capped.

## **Section 7**



**Amendments to extenuating circumstances procedure in the case of a *force majeure***

27. In the case of a major event/issue affecting a large number of students, eg, a pandemic virus situation, the Academic Registrar will consider the impact and may make an announcement via UniLife and Blackboard with an agreed university-wide or, where appropriate, campus-specific course of action. Details on evidence required during significant events will be confirmed by the Academic Registrar (or nominee) during the crisis.
28. The constitution of the Extenuating Circumstances Panel will be amended as deemed appropriate by the Academic Registrar.
29. The Academic Registrar (or nominee) will have responsibility for approving any additional amendments as required.

**Section 8****Amendments to academic misconduct procedure in the case of a *force majeure***

30. In the case of a *force majeure*, the constitution of the Academic Misconduct and Request for Review panels will be amended as deemed appropriate.

Specific information related to the current Covid -19 pandemic

31. If you require a revised date to a meeting due to having caught the COVID-19 illness, you must advise the Student Administration team as soon as possible. A meeting will not be rearranged until the Student Administration team has received further confirmation from you in writing that you are well enough for it to be rearranged. The Student Administration team will rearrange the meeting for the earliest possible date depending on availability. As per the current regulations and procedure, you are able to submit a written statement instead of attending a meeting if you prefer for it to go ahead in your absence. If you do not advise the Student Administration team that you are unable to attend the meeting due to the COVID-19 illness, and do not attend the meeting, it will take place in your absence.
32. The University's normal timescales may have to be extended; however, we will try to minimise disruption so far as is possible.
33. If you are studying at partner institutions, you should be aware that partner institutions might be required to implement different procedures in response to the current situation. The University will work with our partners to ensure that any such disruption is as minimal as can be reasonably expected.
34. The Academic Registrar (or nominee) will have responsibility for approving any additional amendments as required.

**Section 9**

**Amendments to non-academic disciplinary procedures**

Student Code of Conduct

35. If you do not comply with self-isolating guidelines/requirements, you may be subject to action under the Student Conduct Procedure.

Student Conduct Procedure / Fitness to Practise Procedure

36. The Academic Registrar (or nominee) will have responsibility for approving any amendments to the constitution of committees/panels as required.

## A6: Course Regulations – Other Awards

### Introduction

37. In these regulations, as context demands, “you” and “your” mean the student, apprentice or the applicant; “we”, “us”, “our” and “ourselves” mean the University of South Wales or the Royal Welsh College of Music and Drama (RWCMD) as appropriate.
38. These are the course regulations for certificates and other awards of the University of South Wales:
  - a University Certificate of Credit
  - b University Foundation Certificate
  - c University Certificate
  - d University Higher Certificate
  - e University Advanced Certificate
  - f University Certificate of Achievement in Learning and Teaching
  - g Access to HE (all pathways)
  - h Foundation Course (all pathways)
  - i International Foundation Year Course
39. They should be read alongside the *General Regulations for Taught Courses*, which also apply to you.
40. These regulations tell you what we will do to provide programmes of study, and what you must do as a student/apprentice. They form an important part of the contract between us, and will not change without your involvement (which may be by the Students’ Union acting on your behalf). We review these regulations at the end of every academic year. We will let you know at re-enrolment if there are any changes.

### Admissions

41. Our minimum entry criteria, and our expected entry requirements for individual courses, are set out on our webpages and/or prospectus.

### Courses that Require Disclosure and Barring Services (DBS)

42. For courses that require DBS check clearance, you must submit your DBS application within 14 days of the start date, or your transfer date to the course. Sufficient clearance is required for you to remain enrolled on your course. If you do not start your DBS application within the 14 days, or subsequently do not disclose new information that could affect the clearance required to undertake your course, we reserve the right to take any appropriate action which may include cancelling your enrolment. You may still be liable for tuition fees until the date of your withdrawal, in line with the University’s Fees and Debt Policy.

## Recognition of Prior Learning

43. We do not recognise prior learning for these awards.

## Minimum and maximum periods of registration

44. Minimum and maximum periods of registration for courses under these regulations are as follows:

Period of registration	Minimum		Maximum	
	FT	PT	FT	PT
<i>Short Awards<sup>6</sup></i>				
University Certificate of Credit <sup>7</sup>	1yr	1yr	*	*
University Foundation Certificate	1yr	1yr	*	*
University Certificate	1yr	1yr	*	*
University Higher Certificate	1yr	1yr	*	*
University Advanced Certificate	1yr	1yr	*	*
University Certificate of Achievement in Learning and Teaching	1yr	1yr	*	*
<i>Access and Foundation Courses</i>				
Access to HE (all pathways)	1yr	-	3yrs	-
Foundation Course (all pathways)	1yr	-	3yrs	-
International Foundation Year Course	1yr	-	1.5yrs	-

\*Normally the same duration as the minimum period

## Marking scales

45. The scale in the table below is used.

Code	Grade (%)	Description	Outcome
	70-100	Pass with Distinction	Pass
	60-69.9	Pass with Merit	Pass
	40-59.9	Pass	Pass
F1	30-39.9	Fail: a narrow failure (can be compensated)	Fail
F2	0-29.9	Fail: a clear failure (cannot be compensated)	Fail

<sup>6</sup> Predominantly for continuing professional development and bitesize purposes. Not exit awards of any other University awards.

<sup>7</sup> Does not constitute a formal award of the University and is issued as a Transcript of Performance.

### **Eligibility for awards**

46. You must have successfully completed all elements of the course to be eligible for an award.

### **Classification of awards**

47. Where an award is classified, we will calculate the average of all credits comprising the award.
48. We will award
- a a distinction if your average is 69.5% or more
  - b a merit if your average is 59.5% or more and less than 69.5%.
  - c a pass if your average is 39.5% or more and less than 59.5%.



## **A7: University of South Wales – Awards Framework**

### **Rationale**

1. The University's framework for academic courses is designed to support:
  - a. a full range of higher education courses compatible with the Credit Qualification Framework for Wales and the Framework for Higher Education Qualifications;
  - b. the clear, consistent definition of courses at the standard appropriate to their designated title and higher education level;
  - c. student choice and flexibility, including transferability between courses, part-time opportunities and multi-mode delivery;
  - d. the ability to provide special courses to meet the needs of a wide variety of stakeholders;
  - e. clear links and bridges between courses to ensure all students may find the courses best suited to their needs and aspirations.

### **The courses offered by the University**

2. All taught courses offered and delivered by the University, either for itself or in collaboration with its partner organisations, are structured within a common, credit-based, modular framework. Thus, each course is made up of a defined number of units of standard size, length and value (modules). In their turn, these modules carry a defined number of credits at the level appropriate to their place within a course. To achieve an award, you must accumulate the required number of credits at the levels and in the subjects defined by each particular course specification.

### **The courses accredited by the University**

3. In addition to its own provision, the University may also accredit courses developed by its collaborative partners. These courses equally are courses of the University and are known as 'accredited' provision. They must be demonstrably set at the designated higher education level and be compatible with the University's credit-based system, but they need not follow the University's modular structure.

### **Credit compatibility**

4. The University's credit definitions are compatible with those used by the majority of UK universities, by the Credit and Qualifications

Framework for Wales and by the European Credit Transfer System (ECTS). Accumulated credits may therefore be transferred either between courses within the University or to other universities and institutions, subject to meeting the requirements of the receiving course and organisation.

## The Courses and Awards of the University

5. The University recognises the following range of formal awards:

Full-name	Abbreviation	Level	Credits required	Minimum credits required at highest level						Gown type
				3	4	5	6	7	8	
<b><i>Undergraduate Awards</i></b>										
Employment Experience Certificate (+60 P <sup>8</sup> credits)	EEC	3	180	120						n/a
Employment Experience Diploma (+120 P credits)	EED	3	240	120						n/a
Foundation Certificate in Higher Education	FCertHE	3	120	120						1
University Certificate of Credit	-	3	5	5						n/a
University Foundation Certificate	-	3	30	30						n/a
Higher National Certificate	HNC	4	120		120					1

<sup>8</sup> P refers to 'placement' modules



Certificate of Higher Education	CertHE	4	120	20	100					1
Diploma of Higher Education	DipHE	5	120		20	100				1

Full-name	Abbreviation	Level	Credits required	Minimum credits required at highest level						Gown type
				3	4	5	6	7	8	
University Certificate	-	4	60	20	40					n/a
Diploma of Higher Education	DipHE	5	240	20	120	100				1
Higher National Diploma <sup>8</sup>	HND	5	240		120	120				1
Foundation Degree in Arts <sup>9</sup>	FdA	5	240	20	120	100				2
Foundation Degree in <sup>10</sup> Science	FdSc	5	240	20	120	100				2
Professional Certificate in Education	ProfCE	5	120		20	100				1
University Higher Certificate	-	5	60	20		40				n/a
Advanced Certificate of Higher Education	ACertHE	6	120		20	80	20			

Bachelor of Arts (unclassified)	BA	6	300	20	120	120	40			2
Bachelor of Art (with honours)	BA (Hons)	6	360	20	120	120	100			2
Bachelor of Art (with honours) with qualified teacher status (QTS)	BA (Hons) QTS	6	360	20	120	120	100			

6. Exit award of 120 ungrouped credits that do not qualify for HNC will be CertHE  
7. 60 credits must be derived from L5 work-based learning  
8. 60 credits must be derived from L5 work-based learning

Full-name	Abbreviation	Level	Credits required	Minimum credits required at highest level						Gown type
				3	4	5	6	7	8	
Bachelor of Business Administration	BBA (Hons)	6	360	20	120	120	100			2
Bachelor of Engineering (unclassified)	BEng	6	300	20	120	120	40			2
Bachelor of Engineering (with honours)	BEng (Hons)	6	360	20	120	120	100			2
Bachelor of Laws (unclassified)	LLB	6	300	20	120	120	40			2

Bachelor of Laws (with honours)	LLB (Hons)	6	360	20	120	120	100			2
Bachelor of Midwifery (with honours)	BM (Hons)	6	360	20	120	120	100			2
Bachelor of Music (unclassified)	BMus	6	300	20	120	120	40			2
Bachelor of Music (with honours)	BMus (Hons)	6	360	20	120	120	100			2
Bachelor of Nursing (with honours)	BN (Hons)	6	360	20	120	120	100			2
Bachelor of Science (unclassified)	BSc	6	300	20	120	120	40			2
Bachelor of Science (with honours)	BSc (Hons)	6	360	20	120	120	100			2
Bachelor of Science (with honours) with qualified teacher status (QTS)	BSc (Hons) QTS	6	360	20	120	120	100			2
Graduate Diploma	-	6	120			20	100			1

Full-name	Abbreviation	Level	Credits required	Minimum credits required at highest level						Gown type
				3	4	5	6	7	8	

Professional Graduate Certificate in Education	CertEd (PgCE)	6	120			20	100			1
University Advanced Certificate	-	6	60	20			40			n/a
<b><i>Postgraduate Awards</i></b>										
Masters by Research	MA / MSc	7	N/A	N/A	N/A	N/A	N/A	N/A		4
Master in Science	MSci	7	480	20	100	120	120	120		3
Master of Biology	MBiol	7	480	20	100	120	120	120		3
Master of Chiropractic	MChiro	7	480	20	100	120	120	120		3
Master of Computing	MComp	7	480	20	100	120	120	120		3

Full-name	Abbreviation	Level	Credits required	Minimum credits required at highest level						Gown type
				3	4	5	6	7	8	
Master of Engineering	MEng	7	480	20	100	120	120	120		3
Master of Geography	MGeog	7	480	20	100	120	120	120		3
Master of Law	MLaw	7	480	20	100	120	120	120		3
Master of Mathematics	MMath	7	480	20	100	120	120	120		3
Executive Master of Business Administration	EMBA	7	180				30	150		4
Postgraduate Certificate	PgCert	7	60				20	40		3
Postgraduate Diploma	PgDip	7	120				30	90		3
Postgraduate Certificate in Education	PGCE	7	120				80	40		3
Master of Arts	MA	7	180				30	150		4
Master of Business Administration	MBA	7	180				30	150		4

Master of Laws	LLM	7	180				30	150		4
Master of Music	MMus	7	180				30	150		4
Master of Philosophy	MPhil	7								4
Master of Public Affairs	MPA	7	180				30	150		4
Master of Research	MRes	7	180				30	150		4
<b>Full-name</b>	<b>Abbreviation</b>	<b>Level</b>	<b>Credits required</b>	<b>Minimum credits required at highest level</b>						<b>Gown type</b>
				<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
Master of Science	MSc	7	180				30	150		4
Doctor of Business Administration	DBA	8						540	360	5
Doctor of Laws	LLD	8								5
Doctor of Letters	DLitt	8								5
Doctor of Philosophy	PhD	8								5

Doctor of Psychology	DPsych	8	540					100	440	5
Doctor of Science	DSc	8								5
Doctor of Technology	DTech	8								5
Research Diploma	RDip	7								3
University Certificate of Achievement in Learning and Teaching	-	7						20		n/a

