



UNIVERSITY OF SOUTH WALES REGULATIONS FOR TAUGHT COURSES

1. Introduction

The purpose of this work package is to align University of Wales, Newport's *Assessment and Award Regulations* (UWN) and University of Glamorgan's (UoG) *Regulations for Taught Courses*. The main outcomes are as follows:

- The undertaking of a mapping exercise of the two sets of regulations, listing the differences and what action might need to be taken to address any issues arising from differences for 2013/14 and beyond; especially given the need to continue operating UWN regulations for students completing University of Wales (UoW) awards.
- The production of a list of activities that will require further consideration during 2013/14
- The production, and later delivery, of briefing sessions for UWN and UoG staff on the finalised regulations.

This initial stage of the work package (responding to the first points above) has been approached in light of the decision already taken that the existing UoG regulations will be the basis for students of the new university entering their first year. Therefore in mapping the two sets of regulations UoG's have been the starting point and the differences have been listed in sections 2-10 (in the order they appear in the UoG *Regulations for Taught Courses* September 2012 document).

The actions, recommendations and issues which will need to be communicated to Newport-based and Glamorgan-based colleagues, are outlined at the start of this paper. They are based on the observations made in sections 2-11.

Sections 2–10 of this paper focus on the need to align UWN courses, regulations and processes to UoG regulations for new students starting on year 1 of courses in September 2013, and beyond.

Section 11 focuses on the UWN regulations which have no UoG equivalent. Further work will take place in over the Summer¹ on these areas but a recommendation for aegrotat and posthumous awards has been made (see point 21 below).

For the purposes of clarification it has been confirmed that the existing UWN/UoW regulations will remain in place for continuing UoW students. However, the administration of those regulations may require adjustment in line with the structures of the new University. As this will be procedural it will be managed at an operational level.

Feedback from Quality Assurance Committee

A draft of this paper was circulated to Quality Assurance Committee (QAC) following consideration by the Regulations and Examiners' Sub-Group. What is presented below is a final version based on feedback from those fora.

¹ They will form part of a 'Mandatory Policies and Procedures' section of The Framework

28 May 2013

This paper was approved at the Academic Board meeting on 14th June 2013

ACTIONS/RECOMMENDATIONS FOR IMMEDIATE IMPLEMENTATION:

Any regulation not specifically included in the list below (1-22) will be the UoG version.

1. Action: Consider/amend the glossary of terminology and make available to all staff. (See 2.1)
2. Action: Ensure the following awards are included in UoG regulations, as they will have 2013/14 recruitment:
 - International Foundation Year Programme
 - Access to HE (awarded by Agored Cymru)
 - WJEC Foundation Diploma in Art & Design
 - BA (Hons) with Qualified Teacher Status (QTS)
 - PGCE Secondary
 - Certificate in Education
 - Master of Fine Arts

Recommendation: It is suggested this is done via UoG Committee approval at the same time as the UWN Curriculum Sample exercise is considered (the Foundation Art and Design, BA (Hons) Primary Studies with QTS, PGCE Secondary Design & Technology with QTS were considered as part of the sampling exercise, as was the Professional Graduate Certificate: Post-compulsory Education & Training, which includes details of the Certificate in Education, as they are traditional (re)validated together. (See 2.2)

3. Action: Note that whilst both institutions have a normal requirement to undertake 120 credits at each level (4, 5, 6), UoG permits a certain number of level 3 credits to be included. UWN does not permit this. UWN courses will continue as validated until they are reviewed when they will be expected to align with the USW regulations [*UWN: B1.3; UoG: B.1.3.5*]. (See 2.3)
4. Recommendation: USW adopts the UoG minimum and maximum credits for awards. [*UWN: B1.3; UoG: B.1.3.5*]. (See 2.3)
5. Action: UWN courses to be permitted to continue with their existing credit structures but as the courses are reviewed they will align with the USW credit requirements which will be those of UoG [*B.1.3.5*] (See 2.6)
6. Action: A senior level decision needs to be made about the Access to HE programme. UoG foundation years require 120 credits. UWN's require only 60. [*UWN: Annex I; UoG: B.1.3.5.1*]. (See 2.7)
7. Action: UoG to remove the reference to partner institutions using different structures to the University's own modular structure [*UoG: B.1.4.1*]. (See 3.1)
8. Action: UoG to clarify that whilst the content of module is constant the same module content can be developed to be assessed at different levels providing two module codes are assigned

in order to differentiate the levels and the assessments and learning outcomes reflect the level of study. (See 3.2)

9. Action: UoG to clarify that assessment methods for each module can be amended without revalidation through the interim modifications process [UoG: B.1.4.3]. (See 3.4)
10. Action: UoG to remove the reference to modules that allow different exit points [UoG: B.1.4.3]. (See 3.5)
11. Action: UoG to amend the reference: "students' total learning time must remain constant at ten hours per credit point" to reflect the statement in the *Framework for the Management of Academic Standards, Quality Assurance and Quality Enhancement* which notes that this is "ten **notional** hours" [UoG: B.1.4.4]. (See 3.6)
12. Recommendation: USW adopts the UWN formal minimum and maximum registration periods [UWN: Annex I]. (See 3.7 and Appendix 3)
13. Action: UoG to amend the regulation on transfer between courses to reflect that this is subject to consideration of the student's learning to date and the decision will be taken by the Course Leader [UoG: B.1.5.4]. (See 3.9)
14. Action: UoG to remove the reference to the 'wildcard' and clarify that students may substitute modules (up to 20 credits per level) provided that the learning outcomes of the course have still been met. [UoG: B.1.5.4]. (See 3.10)
15. Recommendation: Introduce the system of subject designation and subject assessment boards to UWN-USW modules for 2014/15 and ensure UWN staff and UWN franchise partner staff are fully aware of the system and how it will work. (UoW provision will be managed as currently until it is run out) [UoG: B.2.6.1.1]. (See 4.1)
16. Recommendation: That the variance in IELTS scores for post graduate courses be permitted for 2013/14 as a derogation to the regulations but that in 2014/15 the UoG regulation be adopted [UoG: B.2.3.5]. (See 5.4) It is also recommended that a more permanent derogation be permitted for RWCMD who also have a variance in their requirements.
17. Action: UoG to clarify that formative assessment is not included in assessment grades [UoG: B.2.5.1.1]. (See 5.11)
18. Action: UoG to remove the B.2.5.1.3 which refers to the use of "impartial examiners." (See 5.12)
19. Action: UoG to clarify that students must be assessed in accordance with the validated assessment methods and remove the reference to 'as approved by QAC/FQAC' which is confusing [UoG: B.2.5.2[d]]. (See 5.13)
20. Recommendation: In the case of the courses delivered in Mandarin, it is recommended that these be permitted to continue as a derogation to the regulations but as the courses are reviewed this practice will cease. (See 5.16)
21. Action: UoG to clarify that transcripts are provided (and do not have to be requested) [B.2.9.10]. (See 5.37)

22. Recommendation: USW to adopt the UWN regulations on aegrotat and posthumous awards [UWN: B16]. (See 11.4 and Appendix 4)

Changes Newport-based colleagues need to be informed of in relation to USW awards:

- a. USW will use the UoG compensation regulations which equate to the condonement regulations UWN currently use. (See 2.4)
- b. The UoG regulation on the amount of work based learning in a foundation degree will be used [UoG: B.2.9.5.1]. (See 2.5)
- c. Joint honours courses which have an arts and a science subject being awarded a BSc. (UWN allows students to choose either BA or BSc but standard practice is that they are awarded BSc) [UoG: B.1.4.9]. (See 3.8)
- d. Redeemable failures to be permitted to a limit of 50% of the credits taken in an academic year (with discretion at the boards) [UoG: B.2.2.3.3]. (See 5.1)
- e. The UoG system of second awards will be used [UoG: B.2.2.3.5]. (See 5.2)
- f. Admissions requirements will be as listed in the UoG regulations [UoG: B.2.3.4]. (See 5.3)
- g. The UoG IELTS requirements will be used [UoG: B.2.3.5]. (See 5.4)
- h. The UoG complaints procedure for Admissions will be used [UoG: B.2.3.9]. (See 5.5)
- i. The UoG APL regulations will apply. (See 5.6 and 5.7)
- j. Academic staff are responsible for assisting applicants in preparing their claims for accreditation of prior experiential learning [UoG: B.2.3.10.3]. (See 5.8)
- k. There is an institutional minimum expectation of attendance and this will be the revised UoG regulation [UoG: revised B.2.4]. (See 5.9)
- l. The revised UoG regulations on examinations abroad will be used [UoG: revised B.2.5.7]. (See 5.18)
- m. There are attendance monitoring procedures [UoG: B.2.4.3]. (See 5.10)
- n. The UoG penalties for late assessment will be used [UoG: B.2.5.3 [a]]. (See 5.14)
- o. External examiners must be provided with information on reasonable adjustments made for eligible students [UoG: B.2.5.4]. (See 5.15)
- p. The revised UoG regulations in relation to assessments submitted in Welsh will apply [UoG: revised B.2.5.5 and B.2.5.6]. (See 5.17)
- q. The UoG regulations on consideration of extenuating circumstances will be used [UoG: B.2.6.3.5]. (See 5.22)
- r. The UoG Fit to Sit Policy will be used [UoG: B.2.6.7.5]. (See 5.23)
- s. The UoG process for suspension of studies will be used [UoG: B.2.6.10 [c]]. (See 5.24)
- t. The UoG percentage grade scale will be used [UoG: B.2.7.2], and criteria for awarding merit/distinction at Master's levels will be used (including Year 1 which will no longer be graded pass/fail) [UoG: B.2.9.8.1]. (See 5.25)
- u. The UoG regulations on referral opportunities will be used [UoG: B.2.8.1 [b]]. (See 5.28) and year 1 UWN courses under USW will not be given pass/fail; they will be graded.
- v. The UoG regulations on retaking of assessment due to extenuating circumstances will be used [UoG: B.2.8.2 [e]]. (See 5.29)
- w. The UoG regulations on compensation will be used [UoG: B.2.8.5 [c]]. (See 5.31)
- x. The UoG regulation on assessment boards making formal recommendations for conferment to the University's Academic Board will be used [UoG: B.2.6.3.2]. (See 5.32).
- y. The UoG regulations on classification for undergraduate degree courses [UoG: B.2.9.6], 'top up' awards [UoG: B.2.9.6.1 [e]], foundation degrees [UoG: B.2.9.7] and CertHE and DipHE [UoG: B.2.9.9] and postgraduate degrees [UoG: B.2.9.8] will apply. (See 5.33-5.36)

Changes Glamorgan-based colleagues need to be informed of:

- a. Partner institutions will not be permitted to use different structures to the university's own modular structure [UoG: B.1.4.1]. (See 3.1)
- b. Whilst the content of the module is constant the same module can be developed to be assessed at different levels providing two module codes are assigned in order to differentiate the levels (see 3.2)
- c. Assessment for each module can be amended without revalidation through the interim modifications process [UoG: B.1.4.3]. (See 3.4)
- d. Modules cannot allow different exit points [UoG: B.1.4.3]. (See 3.5)
- e. The UWN formal minimum and maximum registration periods will be adopted for USW [UWN: Annex I]. (See 3.7)
- f. Transfer between courses is subject to a mapping exercise of the student's study to date [UoG: B.1.5.4]. (See 3.9)
- g. The reference to the 'wildcard' will be removed and will be replaced by a statement that students may substitute modules (up to 20 credits per level) provided that the learning outcomes of the course have still been met. [UoG: B.1.5.4]. (See 3.10)
- h. Formative assessment is not included in assessment grades [UoG: B.2.5.1.1]. (See 5.11)
- i. B.2.5.1.3 which refers to the use of "impartial examiners" will be removed (See 5.12)
- j. Students must be assessed in accordance with the validated assessment schedule and the reference to 'as approved by QAC/FQAC' will be removed as it is confusing [UoG: B.2.5.2[d]]. (See 5.13)
- k. The UoG regulation which allows students to apply to the award and progression assessment board to defer a referral if they are changing their mode of study or suspending studies will be removed [UoG: B.2.8.3 [a]]. (See 5.30)
- l. Transcripts will be provided (and do not have to be requested) [B.2.9.10]. (See 5.37)
- m. The UWN regulations on aegrotat and posthumous awards will be used (if the recommendation is agreed) [UWN: B16]. (See 11.4 and Appendix 4)

Actions/Recommendations for future implementation:

1. Review the process of awarding Aegrotat and Posthumous Awards and ensure there is consistency across the institution.
2. Consider how administration of the Conduct of Formal Examinations process could be used.
3. Consider how administration of the process of Special Requirements could be used.
4. Consider how administration of the Anonymous marking/double marking/moderation process could be used.
5. Consider how administration of the Religious Festivals – Academic Delivery and Assessment process could be used.
6. Consider how administration of the process Invigilation of Examinations and Production of Examination Question Papers and Assessment Briefs could be used.

2. The main differences between the UWN/UoG Assessment and Award Regulations- Awards and credits

2.1 One of the main, more obvious, differences is the terminology used at both institutions. Given that both staff from both current institutions (although this will largely affect UWN staff) will need to have familiarity with the terms used in both sets of regulations in order to expedite university business a 'terminology translator' will be useful for this purpose. A first attempt is provided as appendix one.

2.2 The following awards offered by UWN are not currently offered by UoG:

- International Foundation Year Programme
- Access to HE² (awarded by Agored Cymru)
- WJEC Foundation Diploma in Art & Design³
- BA (Hons) with Qualified Teacher Status (QTS)
- Post Graduate Certificate in Education Secondary (with QTS)
- Certificate in Education PcET⁴
- Master of Fine Arts

2.3 Whilst the minimum and maximum credits for awards are the same for taught courses HNC/D, Cert/Dip HE, FD, BA/BSc (Hons and non Hons), Grad Cert/Dip, PG Cert/Dip and MA/MSc etc, the undergraduate awards at UoG allow lower levels of credits within each award than those at UWN, as shown below in paragraph 2.6. This does not necessarily mean that all UoG courses have been validated in this way, as the Regulations merely allow this pattern of credit, but it is difficult within the confines of this exercise to know the extent of the difference. Because the UWN courses have been validated to run in their current form, and have been recruited to, it is envisaged that the courses would need to continue as they are until review. [UWN: B1.3; UoG: B.1.3.5]

2.4 UWN allows condonement of 20 credits for progression within/achievement of undergraduate awards subject to students meeting the criteria. UoG does not allow condonement in relation to progression, however, it allows more flexibility in retaking failed modules (see paragraph 5.26 below) and does compensate. [UWN: C6.27; UoG: B.2.8 and B.2.8.5]

2.5 For Foundation Degrees UoG stipulates the number of credits to be obtained from the work based learning element of the course, whereas UWN does not. [UWN: N/A; UoG: B.1.3.5.1]

² Although this is delivered by the UoG Group at Merthyr Tydfil College

³ UoG delivers its own (non WJEC) Foundation Diploma in Art & Design – it is advertised on UoG's website - but this is not included in the Regulations document

⁴ UoG has a Professional Certificate in Education PcET but this is distinct to the Cert Ed at UWN and its franchise centres (Cert Ed is the title used by the Universities Council for the Education of Teachers (UCET) post-16 members, of which UWN is one)

2.6 Differences in credits between courses at UWN⁵ and UoG:

Higher National Certificate

	Required minimum credits to be studied	Minimum credits required for award
UWN	120 at Levels 4 and 5 or above as stipulated in the course's definition.	120 across Levels 4 and 5 or above as stipulated in the course's definition. Minimum 30 credits at Level 5.
UoG	120 at Level 4	120 at Level 4

Higher National Diploma

	Required minimum credits to be studied	Minimum credits required for award
UWN	240 across Levels 4 and 5 or above, as stipulated in the course's definition.	240 across Levels 4 and 5 or above, as stipulated in the course's definition. Minimum 90 credits at Level 5.
UoG	240 of which at least 100 must be at Level 5 or above, and the remaining credits at level 4 or above.	140 at Level 4 100 at Level 5

Certificate of Higher Education

	Required minimum credits to be studied	Minimum credits required for award
UWN	120 at Level 4 or above	100 at Level 4
UoG	120 of which 100 at Level 4 and no more than 20 at level 3	20 at Level 3 100 At Level 4

Diploma of Higher Education

	Required minimum credits to be studied	Minimum credits required for award
UWN	120 per year, to a total of at least 240 credits, with at least 120 at Level 5 or above	100 at Level 4 <i>and</i> 100 at Level 5 or above
UoG	240 of which at least 100 must be at Level 5 or above, 120 at Level 4 or above and no more than 20 at Level 3	20 at Level 3 120 at Level 4 100 at Level 5

Foundation Degree

⁵ The UWN minimum credits required for the award references the fact that credits can be condoned. The extract from the regulations reads "Students can only achieve the award with a minimum of credits if they have achieved F2 or more in all the assessments required for the credits that are being condoned"

	Required minimum credits to be studied	Minimum credits required for award
UWN	A total of at least 240, with at least 120 at Level 5 or above	100 at Level 4 <i>and</i> 100 at Level 5
UoG	240 of which at least 100 must be at Level 5 or above, and the remaining credits at level 4 or above. Of the 240 credits, 40 credits must be derived from level 5 work based learning	140 at Level 4 100 at Level 5 40 credits must be derived from level 5 work based learning

Ordinary Degree (Bachelor's Degree (non-honours))

	Required minimum credits to be studied	Minimum credits required for award
UWN	A total of at least 300, normally with at least 60 at Level 6 or above	270 at Levels 4, 5 and 6, with at least 60 at Level 6
UoG	300 of which at least 60 must be Level 6 or above, 100 at Level 5 or above, 120 at Level 4 or above and no more than 20 at Level 3	20 at Level 3 120 at Level 4 100 at Level 5 60 at Level 6

Honours Degree (Bachelor's Degree)

	Required minimum credits to be studied	Minimum credits required for award
UWN	At least 360, normally with at least 120 at Level 6 or above	220 at Levels 5 and 6, with not less than 100 at Level 6
UoG	360 of which at least 100 must be at Level 6 or above, 120 at Level 5 or above, 120 at Level 4 or above and no more than 20 at Level 3	20 at Level 3 120 at Level 4 120 at Level 5 100 at Level 6

Graduate Certificate

	Required minimum credits to be studied	Minimum credits required for award
UWN	60 at Level 6 or above	60 at Level 6 or above
UoG	60 with at least 40 at Level 6	60 with at least 40 at Level 6

Graduate Diploma

	Required minimum credits to be studied	Minimum credits required for award
UWN	120 at Level 6 or above	120 at Level 6 or above
UoG	60 with at least 40 at Level 6 plus 60 with at least 80 at Level 6	120 with at least 80 at Level 6

N.B. UWN does not have the award of Graduate Degree (180 credits at UoG)

Professional Graduate Certificate in Education/ Certificate in Education PcET⁶

	Required minimum credits to be studied	Minimum credits required for award
UWN Full-time	120: 40 at Level 5 and 80 at Level 6	120: 40 at Level 5 and 80 at Level 6
UWN Part-time	120: 60 at Level 4 and 60 at Level 6	120: 60 at Level 4 and 60 at Level 6
UoG	120 credits with at least 100 at Level 5 and no more than 20 at Level 4	120 credits with at least 100 at Level 5 and no more than 20 at Level 4

Postgraduate Certificate

	Required minimum credits to be studied	Minimum credits required for award
UWN	60, at least 40 of which shall be at Level 7	60, at least 40 of which shall be at Level 7
UoG	60 with at least 40 at Level 7 and no more than 20 at level 6	20 at Level 6 40 at Level 7

Postgraduate Diploma

	Required minimum credits to be studied	Minimum credits required for award
UWN	120, at least 90 of which shall be at Level 7	120, at least 90 of which shall be at Level 7
UoG	120 credits of which at least 90 at Level 7 and no more than 30 at Level 6	30 at Level 6 90 at Level 7

Master's Degree

	Required minimum credits to be studied	Minimum credits required for award
UWN	180, at least 150 of which shall be at Level 7, 60 of which shall be for the dissertation	180, at least 150 of which shall be at Level 7, 60 of which shall be for the dissertation
UoG	180 of which at least 150 must be at Level 7 and no more than 30 at Level 6	30 at Level 6 150 at Level 7

University Certificate of Credit (Cert, Dip and Advanced Dip of Professional studies at UWN)

	Required minimum credits to be studied	Minimum credits required for award
UWN		
Certificate of Professional Studies	60 at Level 4 or above	60 at Level 4 or above
Diploma of	60 at Level 5 or above	60 at Level 5 or above

⁶ UWN also has Professional Graduate Certificate in Education Adult Basic Education and Professional Graduate Certificate in Education Teaching Welsh to Adults, the credits for which are 60 at Level 5 and 60 at Level 6⁶

Professional Studies		
Advanced Diploma of Professional Studies	60 at Level 6 or above	60 at Level 6 or above
UoG		
University Certificate	60	20 at Level 3 40 at Level 4
University Higher Certificate	60	20 at Level 3 40 at Level 5
University Advanced Certificate	60	20 at Level 3 40 at Level 6

N.B. UWN does not have an equivalent of the UoG awards of University Certificate of Credit (5 credits at Level 3) or University Foundation Certificate (30 credits at Level 3)

2.7 There is only one instance where the minimum and maximum credits for awards differ; this is in relation to the Foundation Certificate (at UWN this is taught in conjunction with the Access to HE programme).

Foundation Certificate of Higher Education

	Required minimum credits to be studied	Minimum credits required for award
UWN	60	45 Level 3 plus 15 Level 2
UoG	120 at Level 3 or above	120 at Level 3

2.8 The following UoG awards/types of study do not have a UWN equivalent:

- Sandwich course
- Dual course
- Work based awards (with P credits, 'P' indicates the credit is gained through supervised placement or professional practice)
- Integrated Masters awards
- MPhil by portfolio

3. The main differences between the UWN/UoG Assessment and Award Regulations- Modules and course structure

3.1 UoG Regulations state that the University may validate courses designed and offered by partner institutions' which use difference structures to the University's own modular structure, provided the credit structure is consistent. UoG has confirmed that this is an anomaly and will be removed from the regulations to ensure that courses validated at partner institutions would have the same structures as the University's other courses. [UoG: B.1.4.1]

3.2 For UoG the level of any module is constant, irrespective of the course in which it appears. Whilst this is generally the case at UWN, there are instances where the same module has been developed to be assessed at different levels, e.g. modules within the proposed MSc

Psychological Studies (Conversion Course). UoG has clarified that this is permitted but that there must be two module codes to differentiate the level of study even though students can be taught together. [UWN: no reference]

- 3.3 UWN does have some 5 credit modules, but these do not form part of the main taught courses (as listed in 2.3) and are instead modules delivered as part of professional courses, community learning and the 14-19 portfolio.
- 3.4 The UoG regulations state that assessment for each module is defined through validation and cannot be amended without revalidation. UoG have confirmed that this will be re-worded to more accurately state that assessment cannot be amended without formal approval (which is undertaken through an interim modifications process). [UoG: B.1.4.3]
- 3.5 The UoG regulations contain reference to modules that allow different exit points e.g. a 20 credit module with an exit point after 8 credits. UoG have confirmed that this paragraph will be deleted as it is no longer relevant. [UoG: B.1.4.3]
- 3.6 The UoG regulations state that "students' total learning time must remain constant at ten hours per credit point". UWN is more flexible and its regulations state that one credit is deemed equivalent to "ten notional hours" and that "credit-rating reflects estimated time to achieve learning outcomes". UoG has confirmed that this will be amended, in accordance with the *Framework for the Management of Academic Standards, Quality Assurance and Quality Enhancement* to "ten notional hours." [UoG: B.1.4.4]
- 3.7 UWN awards carry formal minimum and maximum registration periods but UoG awards do not, offering a set of normal expectations for duration instead. [UWN: Annex I; UoG: B.2.2.4]
- 3.8 For UoG joint courses that are both arts and science, a BSc is awarded, whereas at UWN students can choose to have either a BA or BSc. This will need to be considered for UWN joint courses transferring to the new university in 2013, although there are only five such courses. [UoG: B.1.4.9]
- 3.9 UoG regulations state that students can transfer between courses at any time subject to pre-requisites. At UWN any transfer would be subject to accreditation of prior learning mapping against the modules students had already completed, therefore, the process appears to be more formal. UoG have confirmed that consideration of the student's learning to date is given and that the regulation will be updated to reflect this. [UoG: B.1.5.4]
- 3.10 UWN does not have the UoG system of allowing students to undertake wildcard modules of up to 40 credits during their designated courses. UoG have confirmed that this section will be amended to remove the reference to the 'wildcard' and clarify that students may substitute modules (up to 20 credits per level) provided that the learning outcomes of the course have still been met and the Course Leader is in agreement. [UoG: B.1.5.4]

4. The main differences between the UWN/UoG Assessment and Award Regulations- Management of courses

- 4.1 There is no system of subject designation at UWN or subject assessment boards.

4.2 At UWN there have been efforts to provide a consistent approach in terms of student representation at Boards/Committees at Faculty Level, whereas, UoG allows for arrangements to vary from Faculty to Faculty. Similarly, at UWN there is a central responsibility for ensuring students receive information on procedures, requirements and regulations, rather than this being the responsibility of the Faculty/College, as in UoG. This will be considered as the new University structures are confirmed.

4.3 UWN does not have a system of Faculty Advice shops. In particular extenuating circumstances forms are handed in to the Faculty Office; if in future all extenuating circumstances forms are to handed into Faculty Advice Shops then UWN forms will need to be adapted and this will need to be clearly communicated to all to ensure that forms are not misplaced. This will be considered under the work package for student casework.

5. The main differences between the UWN/UoG Assessment and Award Regulations-Regulations for Taught Courses

5.1 UoG regulations only allow redeemable failures to a limit of 50% of the credits taken in an academic year (with discretion at the assessment boards), whereas at UWN students have the right to retrieve any module they have failed. [UWN: C1.18; UoG: B.2.2.3.3]

5.2 UWN does not have a system of second awards (although students would be able to apply to complete another course using the APL system). [UoG: B.2.2.3.5]

5.3 Admissions requirements for undergraduate degrees are referred to in terms of passes at A'level and GCSE, rather than points, as used at UWN. [UWN: no reference; UoG: B.2.3.4]

5.4 UoG states that students must have a minimum IELTS score of 6.0 which increases to 6.5 for post graduate entry. UWN also sets a minimum of 6.5 for post graduate courses overseas but for post graduate courses on Campus (and in London) the minimum is 6.0. The rationale for the lower score for UK courses is that students are subject to language immersion when they study here. [UWN: no reference; UoG: B.2.3.5]

5.5 Both UoG and UWN have an appeals/complaints procedure specifically for Admissions.

5.6 For accreditation of prior learning UoG has confirmed that marks are awarded for APEL, but not for APCL (transferred credit). At UWN we treat all accreditation of prior learning in the same way and do not assign any grades for accreditation of any type, regardless of where it was attained. [UWN: B3; UoG: B.2.3.10]

5.7 For accreditation of prior learning UoG has limits in terms of the awards it can be applied to and the total credits that can be accredited differ according to those awards; it also has minimum credits at a particular level in some cases. UWN has no limits in terms of the awards that accreditation of prior learning can be applied to and there is a general rule that the maximum amount of prior achievement that may be accredited by UWN is half of the total credit volume of the UWN course to be pursued, with accreditation to a maximum of two thirds of the total credit in exceptional cases.

5.8 UoG regulations state that academic staff are responsible for assisting applicants in preparing their claims for accreditation of prior experiential learning but that the student is responsible for making the application. UWN regulations state that responsibility rests with the candidate to make a claim for accreditation and to support it with suitable evidence. [UWN: B3.3; UoG: B.2.3.10.3]

- 5.9 UoG has minimum expectation of attendance at institutional level, but says that partner students comply with attendance of their institutions. UWN does not have this expectation but any expectations it has would apply to all students on its courses to ensure parity. UoG has confirmed a change in this regulation for 2013/14 to align it with the wording in the Student Charter. In addition students at partner institutions are expected to comply with both the new minimum university requirements and any at the partner institution. [UWN: no reference; UoG: B.2.4.2]
- 5.10 UWN does not have the system of attendance monitoring procedures as described in UoG regulations, particularly in relation to reporting on this through annual monitoring and assessment boards being responsible for ensuring attendance requirements are complied with. [UoG: B.2.4.3]
- 5.11 UoG regulations state that formative assessment is not normally included in assessments grades; UWN does not include formative assessments in grading in any circumstances. UoG has confirmed that this is an error and it will be amended. [UoG: B.2.5.1.1]
- 5.12 UoG regulations state that assessment must be carried out by "impartial examiners." UoG have confirmed that this regulation will be removed as it is not relevant. [UoG: B.2.5.1.3]
- 5.13 UoG assessment schedules for individual modules are approved by QAC/FQAC, whereas UWN's are not approved by a committee. UoG have confirmed that this is actually a reference to the validated assessment methods and this will be clarified in the regulations. [UoG: B.2.5.2.[d]]
- 5.14 Penalties for late submission of assessment (other than formal examinations) are different at both institutions. At UWN students have penalties applied, as follows:

Grade if submitted on time	Late – within 1 week	Late – within 2 weeks	Late – beyond 2 weeks
A16	B13	C10	0
A15	B12	C9	0
A14	B11	C8	0
B13	C10	D7	0
B12	C9	D6	0
B11	C8	D5	0
C10	D7	E4	0
C9	D6	F3	0
C8	D5	F2	0
D7	E4	F1	0
D6	F3	F1	0
D5	F2	F1	0
E4	F1	F1	0
F3	F1	F1	0
F2	F1	F1	0
F1	F1	F1	0

In the case of assessments for modules which are to be graded Pass/Fail, assessments that are submitted late will be automatically failed and referred, with a second opportunity given to attain the pass grade.

At UoG students may have a further five working days after the assessment date to submit but will have the work capped at 40% and this will not apply in all cases. In cases where this is not allowed or where students have gone beyond the initial five days the assessment is failed.

Furthermore, the UoG regulations state that this does not apply to referred work or to where an extension has already been granted for extenuating circumstances. In these circumstances the student automatically fails. [UWN: B7.2; UoG: B.2.5.3[a]]

- 5.15 UoG regulations state that subject external examiners should be provided with information on reasonable adjustments made for eligible students. This is not a requirement within UWN regulations. [UoG: B.2.5.4]
- 5.16 The UoG regulations state that courses are assessed in the language in which they have been developed and validated and through which they are taught. At UWN there are courses which have been developed and validated in English but which are taught and assessed through the medium of Welsh and Mandarin. [UWN: B6 (but only a reference to Welsh, not Mandarin – only in QA1.12 is there a reference to languages other than English which does not specifically mention Welsh nor Mandarin); UoG: B.2.5.5]
- 5.17 The policy on students being assessed in Welsh is currently different however, UoG has revised the regulations in 2012/13. Both now state that students on modules delivered in English are permitted to submit assessments, both coursework assessments and examinations, in Welsh with UoG's adding that this is only providing the procedures set out can be put in place. [UWN: B6.1; UoG: revised B.2.5.5 and B.2.5.6]
- 5.18 UWN does not allow any examinations to take place abroad, even in exceptional circumstances, except where they are part of franchised provision and are undertaken at the franchise centre. UoG does permit this and has revised the regulation further in 2012/13 to clarify the circumstances under which venues will be approved as an examination centre and to separate the regulations from the procedures. [UoG: B.2.5.7]
- 5.19 The disclosure of grades following assessment boards vary in terms of timeline, however, of greater importance is that UWN only has one level of board (Examination Board) whereas UoG has subject assessment boards and progression and award boards. [UWN: B11; UoG: B.2.6.1.1]
- 5.20 UWN regulations provide guidance on when provisional grades and qualitative feedback should be given to students but this is not in UoG regulations. [UWN: B12.2]
- 5.21 External Examiners at UoG are appointed at both subject and award level, whereas this is not the case at UWN, where, normally, one external examiner is appointed per course and external examiners attend one examination board. [UWN: B11.6; UoG: B.2.6.1.2]
- 5.22 The UoG regulations state the award and progression boards must decide on any extenuating circumstances cases that have been confirmed as valid by the extenuating circumstances panel. At UWN, extenuating circumstances cases for individuals are confirmed by the Student Affairs Panel, are final and are only received by the Examination Board for information – any compensation is included in the results given to the Board, or it is reported that extenuating circumstances are still being considered. General extenuating circumstances will be referred to the relevant Examination Board. [UWN: B8.1 and B8.11; UoG: B.2.6.3.5]

5.23 UWN does not operate a fit to sit policy. [UoG: B.2.6.7.5]

5.24 At UWN suspension of studies is considered within the Faculty, by the course leader and Head of School and not by the panel that considers extenuating circumstances (which is an institutional level panel at UWN) as is the case in UoG. [UWN: no reference; UoG: B.2.6.10[c]]

5.25 At UWN all final grades for taught modules are expressed as combined alphabetical and numerical grades (Year 1 modules may be assessed using pass/fail grades) whereas at UoG grades are expressed in percentages [UWN: B2; UoG: B.2.7.2 [b]]. In addition, the criteria for awarding merit/distinction at Master's levels differs, as at UWN the grade given for the dissertation is a factor, not just the average overall grade. [UWN: C3.34 and C3.35; UoG: B.2.9.8.1]

5.26 As referred to in paragraph 2.3 UoG does not allow condonement. Students are able to progress with less than 120 credits and retake the remaining credits in the next academic year or remain at the same level and re-take the failed modules (but in this situation the module has neither been condoned or compensated) and in some cases whilst they are doing this they are also able to undertake alternative modules to allow full-time registration. [UWN: C6.27; UoG: B.2.8.1]

5.27 UoG regulations allow for students to substitute another module in place of one they have failed; the award and progression assessment board confirms the substitute modules, with the following restrictions:

- 20 credits (one module) during a postgraduate course
- 60 credits (three modules) during a degree or honours degree course
- 40 credits (two modules) during an HND or foundation degree course
- 20 credits (one module) during an HNC course.

UWN do not permit this.

[UWN: no reference; UoG: B.2.8.1[f]]

5.28 UoG regulations state that where students have failed more than 50% of the credits taken in any one academic year they lose the right to resit but the award and progression assessment board may permit resits. Also where students have failed to submit any assessments for a module they are not permitted to resit (except where the module has only one element of assessment in which case the Subject Assessment Board may exercise discretion). [UWN: C1.18; UoG: B.2.8.1[b] and B.2.8.2[c]]

UWN do not restrict referrals unless it is a requirement of a professional body.

5.29 UoG regulations state that where students are retaking an assessment due to approved extenuating circumstances the previous attempt is forfeited, and the new 'first attempt' grade must stand, even if a previously passed assessment is now failed. UWN regulations state that where a retrieval attempt is permitted only the failed module or modules need to be repeated. However, this does not specifically reference extenuating circumstances as the criteria for applying this regulation. Regulations on Extenuating circumstances refer to students being deferred and assessed in the relevant module(s) as if for the first time. [UWN: C1.19; UoG: B.2.8.2[e]]

5.30 UoG regulations currently allow for students to apply to the award and progression assessment board to defer a referral if they are changing their mode of study or suspending studies,

however in 2012/13 approval was granted to remove this option. UWN does not do this. [UWN: no reference; UoG: B.2.8.3[a]]

5.31 As at UWN, UoG allows compensation for undergraduate awards of 20 credits, however, it also allows for compensation of 20 credits at Master's level, which is not in practice at UWN. In addition, at UoG where students are compensated, the compensated module is recorded as PC (Pass by Compensation), whereas, at UWN it would just show the module (fail) grade. [UWN: B2, C1.15, C1.22 and C2.19; UoG: B.2.8.5[c]]

5.32 At UoG students' completion of their awards is determined by the award and progression assessment board, which then makes recommendations for conferment to the University's Academic Board. The UWN regulations state that Examination Boards are Committees of UWN's Academic Board from which they derive their authority by delegation and therefore no formal recommendations for conferment are submitted to the Academic Board. [UWN: B11.1; UoG: B.2.6.3.2]

5.33 Both UoG and UWN operate a system of best of two calculations when awarding undergraduate degree classifications. At UWN this is based on an average performance, which is calculated both on the basis of a 1 to 1 weighting of penultimate to final level, and on the basis of a 1 to 2 weighting. At UoG this is on the basis of 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 and the average of the marks from the 120 level 6 credits. [UWN: C1.35; UoG: B.2.9.6]

5.34 Students who complete HNDs at UoG and progress to level 6 are considered as 'topping up,' therefore only their level 6 credits are considered. However, at UWN HNC/Ds are validated so that students' level 5 results count towards their degree classification if they progress to degree level. [UWN: no reference; UoG: B.2.9.6.1[e]]

5.35 UoG awards merit/distinction for Foundation Degrees, whereas at UWN they are pass/fail only. [UWN: C1.31; UoG: B.2.9.7]

5.36 UoG awards merit/distinction for Cert and Dip HE where they are validated as a free standing award (but not where they are exit awards), whereas at UWN they are pass/fail only. [UWN: C1.28; UoG: B.2.9.9] (NB: UWN regs say they do award distinction)

5.37 UoG regulations say students may request a transcript of the module(s) successfully completed on a course, at UWN we would supply this as standard following exam board, although there is variation in the format of this across the schools. UoG have confirmed that this is an error and will be amended to state that students receive a transcript. [UoG: B.2.9.10]

6. The main differences between the UWN/UoG Assessment and Award Regulations- Appeals

6.1 A mapping of the processes of appeals at both institutions and associated recommendations have been completed under a separate work package.

7. The main differences between the UWN/UoG Assessment and Award Regulations- Complaints

7.1 A mapping of the processes of complaints at both institutions and associated recommendations have been completed under a separate work package.

8. The main differences between the UWN/UoG Assessment and Award Regulations- Academic Integrity/Unfair Practice

8.1 A mapping of the processes of complaints at both institutions and associated recommendations have been completed under a separate work package.

9. The main differences between the UWN/UoG Assessment and Award Regulations- Student conduct/Disciplinary procedure etc

9.1 A mapping of the processes of the process at both institutions and associated recommendations have been completed under a separate work package.

10. The main differences between the UWN/UoG Assessment and Award Regulations- Fitness to Practise

10.1 A mapping of the processes of Fitness to Practise at both institutions and associated recommendations have been completed under a separate work package.

11. Other sections of the UWN regulations for which there is no UoG equivalent

11.1 There is no equivalent section of 'Conduct of Formal Examinations' in the UoG regulations. However there are examination rules and processes⁷. These will be reviewed in May/June 2013.

11.2 There is no equivalent section of 'Special Requirements' in the UoG regulations, however there are DDS provision processes⁸. These will be reviewed in May/June 2013.

11.3 There is no equivalent section of 'Candidates in financial debt to UWN' in the UoG regulations, however there is a 'Student Debtor Policy'⁹. This will be reviewed in May/June 2013.

11.4 There is no equivalent section of 'Aegrotat and Posthumous Awards' in the UoG regulations. A recommendation has been added to the paper. (See Actions/Recommendations, point 21 and Appendix 4)

11.5 There is no equivalent of MA2, Religious Festivals – Academic Delivery and Assessment in the UoG regulations. This will be reviewed in May 2013.

11.6 There is no equivalent of MA6, Invigilation of Examinations or MA7 Production of Examination Question Papers and Assessment Briefs in the UoG regulations, however there are guides available online¹⁰. These will be reviewed in May 2013.

⁷ [Examination Information for Students, Academic Registry for Students](#)

⁸ http://dds.glam.ac.uk/exam_provisions/

⁹ <http://glamlife.glam.ac.uk/pages/3209-procedures-for-payment-of-tuition-fees-and-handling-of-student-debtors#pagetitle>

¹⁰ <http://arstaff.glam.ac.uk/examinations/academic/> and <http://arstaff.glam.ac.uk/documents/download/15/>

Appendix 1 – Terminology Translator (to follow at a later date)

Appendix 2 – List of University of Wales, UWN courses to be transferred to the new University (to follow at a later date)

Appendix 3 – Minimum and Maximum Registration Periods

Appendix 4 – Aegrotat and Posthumous Awards

APPENDIX 3 – Minimum and Maximum Registration Periods

NB: The registration periods below apply where all credits are studied at USW. Where a student varies their mode of study these periods will be proportional

Award	CQFW level of award	Minimum period of registration	Maximum period of registration
Undergraduate Courses			
Certificate of Higher Education	Level 4	1 year full-time or part-time equivalent 3 years part-time	3 years full-time 6 years part-time
Diploma of Higher Education	Level 5	2 years full-time or part-time equivalent 4 years part-time	4 years full-time 8 years part-time
Foundation Degree	Level 5	2 years full-time Normally 3 years part-time (exemptions require the approval of the University)	4 years full-time 10 years part-time
Ordinary Degree	Level 6	2 years full-time 4 years part-time	5 years full-time 10 years part-time
Honours Degree	Level 6	3 years full-time (for 3 year courses) 4 years full-time (for 4 year courses) 4 years part-time	5 years full-time (for 3 year courses) 6 years full-time (for 4 year courses) 10 years part-time
major/minor awards	Level 6	3 years full-time (for 3 year courses) 4 years full-time (for 4 year courses) 4 years part-time	5 years full-time (for 3 year courses) 6 years full-time (for 4 year courses) 10 years part-time
Joint Honours	Level 6	3 years full-time (for 3 year courses) 4 years full-time (for 4 year courses)	5 years full-time (for 3 year courses) 6 years full-time (for 4 year courses)

		4 years part-time	10 years part-time
Accelerated Honours Degree	Level 6	2 years full-time	2 years full-time
Graduate Certificate and Diploma			
Graduate Certificate	Level 6	1 year full-time 2 years part-time	Normally as per minimum period.
Graduate Diploma	Level 6	1 year full-time 2 years part-time	Normally as per minimum period.
Integrated Master's			
Integrated Master's	Level 7	4 years full-time 8 years part-time	6 years full-time 10 years part-time
Master's			
Postgraduate Certificate	Level 7	1 year part-time	Normally as per minimum period.
Postgraduate Diploma	Level 7	1 year full-time 2 years part-time	Not more than 2 years full-time Not more than 3 years part-time
Master's Degree (excluding MRes)	Level 7	<i>For one year courses</i> Not less than 12 months full-time Not less than 24 months part-time	<i>For one year courses</i> Not more than 2 years full-time Not more than 5 years part-time
MRes	Level 7	<i>For one year courses</i> Not less than 12 months full-time Not less than 24 months part-time	<i>For one year courses</i> Not more than 2 years full-time Not more than 5 years part-time
PGCE			
Professional Graduate Certificate in Education (PGCE) PCE	Level 6	1 year full-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial

			failure.
Professional Graduate Certificate in Education (PGCE) PcE	Level 6	2 years part-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.
Professional Graduate Certificate in Education (PGCE) PcE Adult Basic Education	Level 6	1 year full-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.
Professional Graduate Certificate in Education (PGCE) PcE Adult Basic Education	Level 6	2 years part-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.
Professional Graduate Certificate in Education (PGCE) Teaching Welsh to Adults	Level 6	2 years part-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.
Postgraduate Certificate in Education Primary	Level 7	1 year full-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.
Postgraduate Certificate in Education Secondary	Level 7	1 year full-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.
Certificate, Graduate Certificate and Advanced Certificate			
Professional Certificate in Education (PcET)	Level 5	1 year full-time 2 years part-time	Normally as per the minimum period.
Professional Graduate Certificate in Education (PcET)	Level 5	1 year full-time 2 years part-time	Normally as per the minimum period.
Advanced Certificate of Higher Education	Level 6	1 year full-time 2 years part-time	Normally as per the minimum period.

Edexcel and WJEC Courses			
Foundation Diploma in Art and Design	Level 3	1 year full-time	2 years full-time 3 years part-time
Higher National Certificate	Level 5	2 years part-time	Not more than 5 years from the start of the courses
Higher National Diploma	Level 5	2 years full-time	Not more than 5 years from the start of the courses
Access and Foundation Course			
Access to HE (all pathways)	Level 2 Level 3	1 year full-time or part-time equivalent	Normally 3 years full time and up to 5 in exceptional circumstances
Foundation Course (all pathways)	Level 3	1 year full-time	3 years
International Foundation Year			
International Foundation Year Course	Level 3	1 year full-time	1.5 years full-time

APPENDIX 4 – AEGROTAT AND POSTHUMOUS AWARDS (amended to reflect USW terminology)

B16 Aegrotat and Posthumous Awards

B16.1 These provisions shall only apply with the express approval of the relevant external examiner and the Vice-Chancellor.

Aegrotat awards

B16.2 Aegrotat awards may be awarded to candidates who have been prevented by illness from completing final examined/assessed elements of a taught course of study.

B16.3 The Assessment Board should be satisfied that the candidate's prior performance shows beyond a reasonable doubt that he/she would have passed but for the illness/event that occurred and that the candidate is unlikely to be able to return to complete his/her study at a later date.

B16.4 Aegrotat awards will only be made with the express approval of the candidate. Where he/she is unwilling to accept this award the Assessment Board shall permit him/her to complete the assessments in question by an approved subsequent date.

B16.5 An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, un-graded. An aegrotat award does not necessarily entitle the holder to registration with a professional body, or exemption for the requirements of any professional qualification, which might otherwise be associated with the course of study concerned.

B16.6 Assessment Boards may not recommend the award of aegrotat research degrees and aegrotat taught Master's degrees may be awarded only where the work done for the dissertation can be examined. This requirement does not prevent the issuing to the candidate of any relevant certificate or diploma award that might be made in respect of study already completed.

Posthumous awards

B16.7 Posthumous awards may be made in cases where there has been a death of a candidate. The following is intended to apply in these circumstances; if a candidate has died, having qualified for the award and satisfying the usual requirements prior to death, the award made will not be distinguished in any other way from that given to any other graduates usually.

B16.8 The Assessment Board will need to satisfy itself that the appropriate requirements have been met in respect of the awards, as follows:

Initial Degree Courses

B16.9 An Assessment Board may recommend that a posthumous degree be awarded where the candidate achieved no fewer than two thirds of the credits required, at

the appropriate levels, prior to death. For full-time honours degrees no fewer than 60 credits at level 6 taken in the final year must have been completed. For full-time ordinary degrees no fewer than 20 credits at level 6 taken in the final year must have been completed.

- B16.10 If an Assessment Board wishes to recommend that a posthumous undergraduate Certificate or Diploma be awarded, it should consider the candidate's performance in the completed assessments, provided that the candidate completed two terms of a one year course (or equivalent for a longer course).

Taught Master's Courses

- B16.11 An Assessment Board may recommend that a posthumous degree be awarded where a candidate died before submission of a dissertation (or equivalent), provided the Board is able to consider available evidence of the research work completed by the candidate. Normally such evidence shall be supplied by the candidate's supervisor, who shall submit a report for consideration by the examiners. In addition:
- Enough of the research project must have been completed to allow a proper assessment to be made of the scope of the dissertation.
 - The standards of the research work completed must be that normally required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject.
 - The written material available must demonstrate the candidate's ability to write a dissertation of the required standard.
- B16.12 If an Assessment Board wishes to recommend that a posthumous postgraduate Certificate or Diploma be awarded:
- After completion of taught element of the course, where the candidate has died before commencing the Mater's dissertation (or equivalent) or has died before the completion of all the required assessments, it should consider the candidate's performance in the assessments completed (or other evidence available).
 - Prior to completion of taught element of the course, it should consider the assessments completed (or other evidence available), provided that the candidate completed two terms of a one-year course (or equivalent proportion for a longer course).

Postgraduate Research Degrees

- B16.13 An Assessment Board may recommend that a posthumous degree be awarded:
- After the thesis has been examined or submitted for examination but before the oral examination (where required) could be held, if the Board considers the work presented and provided that it is satisfied that the work is the candidate's own (by means of the receipt of a report from the supervisor).
 - Before the thesis has been submitted, provided the Board is able to consider available evidence of the research work completed by the candidate. Normally such evidence shall be supplied by the candidate's supervisor, who shall submit a report for consideration by the examiners. In addition:
 - Enough of the research project must have been completed to allow a proper assessment to be made of the scope of the thesis
 - The standards of the research work completed must be that normally

required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject

- The written material available (such as draft chapters, published work, presentations to conferences/seminars) must demonstrate the candidate's ability to write a thesis of the required standard.

B16.14 Should a case fail to satisfy the requirements of the regulations it is open to the Assessment Board (in consultation with the external examiner) to refer it to Academic Board for consideration for special approval of it on its merits.

The making of the Award

B16.15 In cases in which families or friends wish to attend a ceremony, in consultation with family and friends the following could be arranged:

- The holding of a special ceremony in memory of the student in the Faculty concerned, at which a presentation of the certificate could be made to the appropriate persons
- The inclusion of the student's name in the formal degree congregation, together with the extension of an invitation to friends and family to attend

B16.16 In cases in which family and friends do not wish to take part in a ceremony a personal letter of condolence should be prepared for dispatch at the same time as the certificate is dispatched to the family.