



**ACADEMIC REGULATIONS FOR PROGRAMMES
VALIDATED BY ST MARY'S UNIVERSITY**

Contents

CONTENTS	2
Modules	4
Credits and Learning Hours	4
Module size	4
SECTION 2: GENERAL REGULATIONS FOR TAUGHT PROGRAMMES	6
Admission	6
Admission with Advanced Standing	6
Attendance	6
Annual Registration	6
Interim awards	7
Maximum length of registration	7
Payment of fees	8
Progression and termination	8
Leave of absence	9
Withdrawal	9
SECTION 3: REGULATIONS FOR UNDERGRADUATE PROGRAMMES	10
Duration of study	10
Credit requirements	10
Assessment criteria	10
Progression	10
Eligibility for awards	11
Classification	11
SECTION 4: REGULATIONS FOR POSTGRADUATE PROGRAMMES	12

Duration of study	12
Credit requirements	12
Pass mark	12
Continuation	12
Eligibility for awards	12
Classification	13
SECTION 5: ASSESSMENT REGULATIONS AND PROCEDURES	14
Scheduling and publication	14
Special arrangement for those with Disabilities	14
Extenuating Circumstances	14
Marking and moderation	15
Exam Boards	15
Module failure	15
Academic misconduct	15

Section 1: Module Framework

Modules

All of ALRA's undergraduate and taught postgraduate programmes of study comprise a number of modules which, when successfully completed by the student, lead to a Higher Education award or qualification. The definitive versions of modules, and the awards or qualifications to which they lead, are set out in module outlines and programme specifications.

Each module is a unit within which students will learn and be assessed on subject content, knowledge and learning outcomes. Modules also develop transferable or key skills and, where appropriate, practical skills. Each module and programme is assigned to a Higher Education level of study, in accordance with the UK Quality Code for Higher Education (2018) and the Framework for Higher Education Qualifications for UK Degree Awarding Bodies (2014) (See Table 1).

Credits and Learning Hours

Each module is assigned a credit value according to the total number of hours of student work (or Learning hours) that it involves. Learning hours comprise contact with ALRA teaching staff, plus self-directed study. Each credit represents approximately 10 hours of student work; thus a 20-credit module represents 200 learning hours. Within this total, contact hours are stated in module outlines, providing a clear breakdown of how the contact is comprised. The amount of contact time (workshops, rehearsals etc) and self-directed study (research, planning, assessment preparation work, etc) will vary between subjects and levels. Successful completion of a module earns the student the relevant number of credits at the designated level.

Module Size

At all levels of study, modules must be either 20 credits or multiples of 20 credits. At undergraduate level, the final year project (or equivalent) must be no less than 60 credits.

Table 1: Awards, levels and credits at ALRA

Award	FHEQ qualification level	Credit requirements	Typical learning hours
Certificate of Higher Education (CertHE)	4	120 at Level 4	1200
Diploma of Higher Education (DipHE)	5	240 including at least 120 at FHEQ Level 5 or higher	2400
Ordinary Bachelor's Degree	6	300 including at least 60 at FHEQ Level 6 and at least 120 at FHEQ Level 5	3000
Bachelor's Degree with Honours	6	360 including at least 120 at FHEQ Level 6 and not more than 120 at FHEQ Level 5	3600
Postgraduate Certificate (PGCert)	7	60 at Level 7	600
Postgraduate Diploma (PGDip)	7	120	1200
Master's Degree	7	180 (of which at least 60 shall be associated with the Dissertation or equivalent major project as specified in the Subject Requirements)	1800

Section 2: General Regulations for Taught Programmes

Admission

Students must apply to entry to an ALRA programme in the appropriate manner as described in ALRA's admissions processes. They must fulfil the requirements for entry, including English Language requirement, as described in the Admission policy.

Any appeals against admissions decisions should be made directly to the Academic Registrar in line with the process outlined in the Admissions policy

Admission with Advanced Standing

As a general rule ALRA programmes are designed to be completed in their entirety but in some cases students who have undertaken study at another provider may be eligible to apply for exemption from a proportion of a programme and given entry with advanced standing

The learning which may merit advanced standing is as follows:

- Relevant credits, i.e. credits at an appropriate level and in an appropriate subject, earned in another provider or providers;
- Relevant certificated prior learning.

The relevance, status and currency of the prior learning will be considered by the Head of Registry on the advice of the relevant Programme Leader.

Attendance

Students are expected to attend all ALRA classes and experiences. Students who do not meet the required level of attendance as described in the attendance policy may have their programme terminated.

Annual Registration

Upon registration (and any subsequent re-registration), every student is deemed to have declared their acceptance of the Academic Regulations, and all associated Policies and Procedures, for that academic year.

It is the responsibility of the individual student to notify ALRA of any change to their personal contact details (such as home and term time addresses and mobile telephone numbers) as they occur.

All students entering ALRA at the commencement of the academic year will be required to register for one academic year's programme on initial registration, and thereafter to re-register annually at the beginning of each new academic year until the completion of their programme of study.

All students entering ALRA part way through the academic year will be required to register for a complete programme to the end of the academic year, and thereafter to re-register annually at the beginning of each new academic year.

It is the responsibility of the student to ensure that his/her registration is in accordance with these Regulations and with any specific course requirements that apply.

Students must inform ALRA (in writing to the Head of Registry) of any intention to withdraw from any programme, whether permanently or temporarily.

It will be deemed that the registration of students who fail to re-enrol at the beginning of subsequent academic years has lapsed, and notification will be sent to all relevant statutory organisations/bodies thereafter.

Interim Awards

All full-time and part-time students will be registered for the final award unless otherwise specified at initial registration or subsequently.

Students who exit a programme early who wish to undertake an intermediate award (e.g. a Certificate of Higher Education, a Diploma of Higher Education for undergraduate students or in the case of postgraduate students a Postgraduate Certificate or a Postgraduate Diploma) may be entitled to claim such awards retrospectively, provided they have completed the relevant award and programme requirements and wish to withdraw from the registration for the Degree.

Maximum Length of Registration

The permitted length of registration is stated in Section 3 (Regulations for Undergraduate Programmes) and Section 4 (Regulations for Postgraduate Programmes).

A student who has not qualified for an award in the period specified in accordance with these Regulations and for whom no extension has been granted, shall be ineligible to continue and their programme shall normally be terminated by the relevant Examination Board. In these circumstances, the student shall be entitled to the highest-level intermediate award available within the Programme, provided the student has satisfied all the requirements for that award.

Payment of Fees

Students must pay their tuition and other fees due to ALRA promptly. Students who withdraw from ALRA will be liable for fees up until formal notification of their withdrawal is received by the Registry.

Students who are in debt to ALRA are not allowed to re-register for the following academic year.

Students who are in debt to ALRA may have their programmes terminated. The termination will be undertaken by the Head of Registry on the advice of the Finance Department where a student has made no attempt to pay an outstanding tuition fee debt. Such a termination may be rescinded on payment or a satisfactory agreement to pay the debt.

No student shall be entitled to an award unless all fees for tuition due has been paid to the satisfaction of the Finance Department, and the rightful property of ALRA is returned.

Students who have tuition fee debts outstanding may not be allowed to attend graduation ceremonies or receive their award certificate.

Progression and Termination

Students will remain on their programme providing they fulfil the requirements for progression. Where students are ineligible for progression and not permitted to continue their programme of study they will be classed as interrupted students and will be required to retake the failed modules prior to continuing with their programme.

A student's programme may be terminated by the appropriate Examination Board where a student has:

- i. failed a core module and no compensation for the failure is allowed and no further resits or retakes may be granted;
- ii. has undertaken no assessment for a particular semester, or where there is negligible achievement, or where all rights of resit and retake have been exhausted, and where no evidence of extenuating circumstances has been presented;
- iii. not completed their programme within the maximum permissible timescale stated below in Section 3, Regulations for Undergraduate Programmes (6 consecutive academic years), or Section 4, Regulations for Postgraduate Programmes (4 consecutive academic years);
- iv. committed an offence of Academic Misconduct for which programme termination is the penalty

Leave of Absence

A student may apply for Leave of Absence due to illness or other personal or extenuating circumstances. Leave of Absence may be granted by the Head of Admissions in consultation with the Programme Leader(s) for a period of up to one year and may then be extended for a further year upon written application to the Head of Admissions.

Periods of leave longer than two years may only be approved at the discretion of the appropriate Examination Board on the recommendation of the Academic Registrar.

When on Leave of Absence, students may normally be able to defer any assessments outstanding for modules they have already completed until their return to the programme. Such application will be subject to the approval by the Head of Registry in consultation with the Programme Leader(s), and subject to the availability of such assessments.

Withdrawal

A student who wishes to withdraw permanently from ALRA before the normal completion of the programme shall give notice in writing to the Head of Admissions.

Section 3: Regulations for Undergraduate Programmes

Duration of Study

The overall duration of an undergraduate honours' degree programme of study from initial registration to completion shall be no less than two years of full-time study.

For all undergraduate honours degree programmes, the overall duration of study shall not exceed 6 consecutive academic years.

Individual applications for remission of the Regulations concerning duration of study may be approved by the Examination Board, on the recommendation of the Academic Registrar.

Credit Requirements

Unless credit exemption is granted, all undergraduate students must satisfactorily complete at least 120 credits at each level of study. Completed modules may include compensation credits subject to the specified limits.

Assessment Criteria

For undergraduate study the overall pass mark shall be 40% at FHEQ Levels 4, 5 and 6.

Marks or other assessment outcomes will be determined in accordance with grade-related assessment criteria. These criteria may be amended by individual programmes according to the nature of the assessment subject to approval at Validation/Revalidation.

Assessment according to the above criteria will be undertaken, governed by the Academic Board.

Progression

Students will progress to the next level of study if they have achieved 120 credits at the relevant level. At the end of each year, students will have a progression interview confirming their progression into the next level as well as providing detailed feedback on the previous level.

If a student has not completed all programme requirements, the relevant exam board may have discretion to allow for progression to the next level, provided that there is no more than 20 outstanding credits.

Students who do not have sufficient credits to progress into the next level of their programme will have their study suspended (interrupted) and will be required to retake failed modules in order to progress.

For those students on Acting Programmes, this will require them to take the previous year in entirety.

Eligibility for Awards

Eligibility for an awards is dependent upon credit attainment, attained credits includes credit given for modules passed, compensation credits or any accredited prior learning.

Certificate of Higher Education	120 Credits at FHEQ Level 4
Diploma of Higher Education	240 Credits (including 120 credits at level 5 or higher)
Ordinary Degree	300 Credits (including at least 60 credits at FHEQ Level 6 and at least 120 at FHEQ level 5)
Honours Degree	360 Credits (including at least 120 credits at FHEQ Level 6 and no more than 120 credits at FHEQ level 5)

Classification

The Certificate of Higher Education and Diploma of Higher Education may be awarded as follows:

Award	60%
Award with Merit	60%
Award with Distinction	70%

Degree programmes (ordinary or with Honours) will be classified as follows:

First Class Honours	70% and above
Upper Second Class Honours	60% to 69%
Lower Second Class Honours	50% to 59%
Third Class Honours	40% to 49%

Section 4: Regulations for Postgraduate Programmes

Duration of Study

The overall duration of an Masters Degree programme of study from initial registration to completion shall be no less than one years of full-time study.

For all Full-time Masters Degree Programmes, the overall duration of study shall not exceed 4 consecutive academic years.

Individual applications for remission of the Regulations concerning duration of study may be approved by the Examinations Board, on the recommendation of the Academic Registrar.

Credit Requirements

Unless credit exemption is granted, all postgraduate students must complete at least 180 credits worth of modules at during the programme. Completed modules may include compensation credits subject to the specified limits.

Pass Mark

The pass mark for modules at FHEQ level 7 is 50%

The pass mark of at least 50% overall shall be required for the award of a Postgraduate Diploma, Postgraduate Certificate or Master's Degree.

Continuation

Students will normally be required to have achieved an overall pass mark of at least 50% to be allowed to progress to the Dissertation/Final year Project element of their programme.

Eligibility for Awards

Eligibility for awards is dependent on attainment of credits as follows:

Postgraduate Certificate	60 Credits at FHEQ Level 7
Postgraduate Diploma	100 Credits
Master's Degree	180 Credits (of which 60 shall be associated with the submission of a dissertation of equivalent)

Classification

The Postgraduate Diploma, Postgraduate Certificate and Master's degree will be unclassified. They may be awarded with Merit on the following conditions:

Postgraduate Certificate	45 credits at 60% or higher
Postgraduate Diploma	90 credits at 60% or higher
Master's Degree	150 credits at 60% or higher

They may be awarded with Distinction on the following conditions:

Postgraduate Certificate	45 credits at 70% or higher
Postgraduate Diploma	90 credits at 70% or higher
Master's Degree	150 credits at 70% or higher

Section 5: Assessment Regulations and Procedures

Scheduling and Publication

A schedule of all assessment submission dates, retake dates and feedback response periods shall be published at the beginning of each programme's annual calendar. ALRA reserves the right to amend the dates of assessment deadlines where necessary.

The administration of all formal assessment shall be the responsibility of the Head of Academic Services.

Special Arrangement for Those with Disabilities

Special arrangements may be made for a student with a disability or additional requirements. In order for these arrangements to be made may discuss with their course leader and the Head of Academic Services as soon as the need for additional requirements is known.

Extenuating Circumstances

Students who are unable to take an assessment can submit a request for Extenuating Circumstances. Extenuating Circumstances are defined as circumstances that are exceptional or 'unforeseen' and are over and above the course of everyday experience.

They may include:

- significant illness, accident or injury;
- the death or serious illness of a close family member or dependent;
- family crisis directly affecting the student;
- absence caused by paternity leave;
- absence caused by jury service (deferral of which has been denied by the Court);
- exceptional and unforeseen financial hardship

Request must be submitted no later than 10 days from the assessment date and details and advice can be obtained from the Head of Academic Services

Circumstances that will not normally be considered as Extenuating Circumstances include:

- minor illnesses (such as coughs and colds);
- computer problems or inadequate planning preventing completion or submission of coursework;
- stress and panic attacks caused by examinations (that are not diagnosed as an illness or already documented in Student Services);
- assessments or examinations scheduled close together;
- personal or domestic events, such as moving house or attending a wedding;

- being a Carer for a family member or friend;
- holidays or travel arrangements;
- consequences of paid employment or voluntary work which are not part of the substantive programme of study;
- normal and/or scheduled sports activities

All Extenuating circumstances claims will be logged centrally and reviewed by the Head of Academic Services and presented to the relevant Programme Examinations Board for consideration.

Marking and Moderation

Only Academic staff who are members of the curriculum team will be responsible for the awarding of marks to students. In cases where freelance tutors and directors are involved in the assessment process experienced members of staff will systemically scrutinize any activity undertaken by those staff.

Exam Boards

Each Programme will have its own Exam Board which is responsible for the assessment of all modules within the programme. It is the Exam Board's responsibility to ensure that appropriate judgements are rendered on student achievement.

The approval of individual assessment and overall module marks will be the responsibility of Exam Board.

Membership and Terms of Reference of Exam board will be defined in ALRA's Governance handbook.

Module Failure

In cases where a student has failed a module the relevant Exam board may recommend that the student either

- I. retake the relevant year of student in its entirety
- II. terminate the students programme

Academic Misconduct

It will be regarded as academic misconduct for any students to commit an act whereby they seek to obtain for themselves or another student(s) an unfair advantage.

A student may not present extenuating circumstances as mitigation for any type of academic misconduct

Below are details the penalties for types of Academic misconduct. This list is not exhaustive. It is assumed that all resists referenced in the penalties column are capped at the pass mark

Use of sources without quotation marks but referenced in the bibliography.	A mark of zero to 29% for the assessment with a right of resit.
Copying from sources without referencing and therefore presenting material as the student's own work (the extent of copying to be determined by members of the programme team as inappropriate for the work in question).	A mark of zero for the assessment with a right of resit.
Use of other's work presented as the student's own, including the work of other current students, previous students, or obtained via the internet, or provided in any way by another party, such as an outside party commissioned by the student to provide the work on the student's behalf.	A mark of zero for the assessment with a right of resit.
Use of another person's copyrighted materials, intellectual property or ideas presented inappropriately as the student's own.	A mark of zero for the assessment with a right of resit.
Submission of the student's own previously or simultaneously assessed work for another assessment, whether previously/simultaneously submitted to the University or another institution.	A mark of zero for the assessment with a right of resit, with a different topic set for the resit work.
Collusion i.e. two or more students having worked together inappropriately on an assessment to jointly produce work that is intended as an independent submission according to the requirements of the assessment.	A mark of zero for the assessment with a right of resit.
Knowingly allowing another person to impersonate oneself in a formal timed assessment, submission of coursework, or other aspect of the programme of study.	A mark of zero for the assessment and termination of the student's programme of study.
Impersonating a student in a formal timed assessment, submission of coursework, or other aspect of the programme of study.	A mark of zero for the assessment and termination of the student's programme of study.

Obtaining an unfair advantage for another student by allowing them to copy one's own work and present it as their own.	A mark of zero with a right of resit; penalty normally deferred for a first finding.
Obtaining an unfair advantage for another student by allowing them to copy the work of a student or other third party and present it as their own.	A mark of zero with a right of resit; penalty normally deferred for a first finding
For a formal timed assessment, introducing into the examination room any unauthorised materials such as manuscripts, printed text, books, dictionaries, self-produced crib- sheets, calculators and other electronic devices such as mobile phones, and any other materials excluded by the regulations. This includes use of any such materials when outside the examination room for any reason during the period of the examination.	A mark of zero for the entire module with a right of resit.
For a formal timed assessment, removal of any script, whether or not completed, unless specifically authorised to do so.	A mark of zero for the assessment with a right of resit.
Obtaining, or seeking to obtain, questions in advance of a formal timed assessment, including from someone who has already seen the questions, whether for oneself or on behalf of another student.	A mark of zero for the entire module with a right of resit.
Falsification/fabrication of materials associated specifically with work/practice placement or workplace learning such as timesheets and workplace supervisor assessments. Workplace learning relating to school experience as part of initial teacher training or PGCE programmes is covered by Section I of these Regulations.	Normally a mark of zero for the entire module with a right of re-take; in exceptional cases of workplace misconduct deemed significant (e.g. involving fraudulent activity) the penalty will be termination of the student's programme of study.
A second case of any of the above.	The first-stage penalty with no right of resit, where applicable. NOTE: if the module is core this may result in termination of the student's programme of study.
A third case of any of the above.	Termination of the student's programme of study, if not already applied at a first or second-stage penalty.