



**ACADEMIC REGULATIONS FOR PROGRAMMES VALIDATED BY
ARTS UNIVERSITY BOURNEMOUTH**

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Context

In line with the Memorandum of Understanding agreed between the Academy of Live and Recorded Arts (ALRA) and Arts University Bournemouth (AUB), ALRA has devolved responsibility for the development and implementation of the regulations for validated programmes.

These regulations are to be read in conjunction with the relevant AUB academic regulations and cover the relevant areas for which ALRA has devolved responsibility.

SECTION 1: MODULE FRAMEWORK

Modules/Units

All of ALRA's undergraduate and postgraduate taught programmes of study comprise of 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 single entity within which students will learn and be assessed against the 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).

Under Arts University Bournemouth's Academic Regulations, modules are known as units.

Assessments, 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.

Modules of 60 credits may have a maximum of three assessments; modules of less than 60 credits should have no more than two assessments

Module Size

At all levels of study, modules must be multiples of 10 credits, with the smallest available unit being 20 credits. At undergraduate level, the final year project (or equivalent) must be no less than 40 credits.

Table 1: Awards, levels and credits at ALRA

(In each case the italics show where the course title is included; this is given in plain type on all certificates and associated documentation)

Master of Fine Arts	MFA	Level 7
Master of Arts	MA <i>Subject</i>	Level 7
Master of Arts with specialism	MA <i>Subject (Specialism)</i>	Level 7
Postgraduate Diploma	PGDip <i>Subject</i>	Level 7
Postgraduate Certificate	PGCert <i>Subject</i>	Level 7
Honours Degree	BA (Hons) <i>Subject</i>	Level 6
Honours Degree with specialism	BA (Hons) <i>Subject (Specialism)</i>	Level 6
Degree (without Honours)	BA <i>Subject</i>	Level 6
Diploma of Higher Education	DipHE <i>Subject</i>	Level 5
Certificate of Higher Education	CertHE <i>Subject</i>	Level 4

The following credit requirements apply:

For the award of a Master of Fine Arts (MFA), a minimum of 240 credits must be gained, of which a minimum of 180 credits must be at Level 7. An MA will be awarded to any student undertaking an award leading to 240 credits, who leaves their course of study having successfully completed 180 credits.

For a Master's Degree, a minimum of 180 credits must be gained, of which a minimum of 120 credits must be at Level 7.

For a Postgraduate Diploma, a minimum of 120 credits must be gained at Level 7. A PGDip will be awarded to any student who leaves their course of study having successfully completed 120 credits at Level 7. Any credit undertaken at Level 6, as part of an agreed postgraduate taught programme, cannot contribute to the credit required for a PGDip.

For a Postgraduate Certificate, a minimum of 60 credits must be gained at Level 7. A PGCert will be awarded to any student who leaves their course of study having successfully completed 60 credits at Level 7. Any credit undertaken at Level 6, as part of an agreed postgraduate taught programme, cannot contribute to the credit required for a PGCert.

For an Honours Degree, a minimum of 360 credits must be gained of which a minimum of 240 credits must be at Level 5 or above. Of these credits, a minimum of 120 must be at Level 6.

For a Degree without Honours, a minimum of 300 credits must be achieved, of which a minimum of 60 credits must be at Level 6, and a minimum of 180 credits must be at Level 5 or above.

For a Diploma of Higher Education, a minimum of 240 credits must be gained, of which a minimum of 120 credits must be at Level 5.

For a Certificate of Higher Education, a minimum of 120 credits must be gained.

SECTION 2: GENERAL REGULATIONS FOR TAUGHT PROGRAMMES

Admission

Students must apply for 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 Admissions policy.

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

Admission with Advanced Standing

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 Course 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 Developing Professional Practice 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 their 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.

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

Interim Awards

All students will be registered for the final award unless otherwise specified at initial registration or subsequently.

Students who exit a programme early may be eligible for an intermediate award (e.g. a Certificate of Higher Education, a Diploma of Higher Education or a degree without Honours for undergraduate students, or a Postgraduate Certificate or a Postgraduate Diploma for postgraduate students), provided they have achieved the relevant award credit.

Maximum Length of Registration

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.

The overall duration of a Master's degree (MA or MFA) programme of study from initial registration to completion shall be no less than one year of full-time study.

For all Full-time Master's Degree Programmes, the overall duration of study shall not exceed 5 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

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 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.

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 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
- 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 Registry in consultation with the Course Leader(s) for a period of up to one year and may then be extended for a maximum of one further year upon written application to the Head of Registry.

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 Registry.

SECTION 3: REGULATIONS FOR UNDERGRADUATE PROGRAMMES

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.

A student may not progress to the next level of study with any failed 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 any failed modules in order to progress. This will require them to take the previous year in its entirety.

Eligibility for Awards

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

Certificate of Higher Education (CertHE)

A student must have achieved:

- i. a minimum 120 credits at Level 4;
- ii. any specific requirements of the course as outlined in the Programme Handbook

Diploma of Higher Education (DipHE)

A student must have achieved:

- i. a minimum 240 credits of which a minimum of 120 must be at Level 5;
- ii. any specific requirements of the course as outlined in the Programme Handbook.

BA Degree (BA)

A student must have achieved:

- i) a minimum 300 credits of which a minimum 180 must be at Level 5 or above and a minimum of 60 must be at Level 6;
- ii) any specific requirements for the course as outlined in the Programme Handbook.

BA Honours Degree (BA (Hons))

A student must have achieved:

- i) a minimum 360 credits of which a minimum 240 must be at Level 5 or above of which a minimum of 120 credits must be at Level 6;
- ii) any specific requirements of the course as outlined in the Programme Handbook.

Classification

Honours degrees will be classified as follows:

An overall mark is used as the basis to determine classification; this is calculated as follows:

25% of the Level 5 average mark plus 75% of the Level 6 average mark, with each module weighted according to its size. No distinction is drawn between core and optional modules. The average mark at each level is calculated to two decimal places. A final mark will be rounded up if it is within 0.5% (inclusive) of the higher classification band.

Students who enter directly into Level 6 shall have their classification determined on the basis of Level 6 credit only. The result is placed against the scale of marks and classification below.

Honours Degrees are classified in accordance with the following criteria:

Method A (*arithmetic*)

First Class Honours	Overall mark of 70-100%, with a minimum of 40 Level 6 credits at 70% or above
Second Class Honours <i>Upper</i> Division	Overall mark of 60-69%, with a minimum of 40 Level 6 credits at 60% or above
Second Class Honours <i>Lower</i> Division	Overall mark of 50-59%, with a minimum of 40 Level 6 credits at 50% or above
Third Class Honours	Overall mark of 40-49%.

Method B (*balance of credit*)

First Class Honours	Overall mark of 65-100%, with a minimum of 80 Level 6 credits at 70% or above
Second Class Honours <i>Upper</i> Division	Overall mark of 55+%, with a minimum of 80 Level 6 credits at 60% or above
Second Class Honours <i>Lower</i> Division	Overall mark of 45+%, with a minimum of 80 Level 6 credits at 50% or above
Third Class Honours	Overall mark of 40+%.

If these methods produce different outcomes, the student will be awarded the higher class of degree.

SECTION 4: REGULATIONS FOR POSTGRADUATE PROGRAMMES

Assessment Criteria

For Postgraduate study the overall pass mark shall be 50%.

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.

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 Project element of their programme.

A student may not progress to the Dissertation/Final Project element with any failed credits.

Students who do not have sufficient credits to progress into the next phase of their programme will have their study suspended (interrupted) and will be required to retake any failed modules in order to progress. This will require them to take the previous year in its entirety.

Eligibility for Awards

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

Postgraduate Certificate (PGCert)

A student must have achieved:

- i) a minimum 60 Credits at Level 7;
- ii) any specific requirements of the course as outlined in the Programme Handbook.

Postgraduate Diploma (PGDip)

A student must have achieved:

- i) a minimum 120 Credits at Level 7;
- ii) any specific requirements of the course as outlined in the Programme Handbook.

Master's Degree (MA)

A student must have achieved:

- i) 180 Credits, of which a minimum of 120 must be at Level 7;

- ii) any specific requirements of the course as outlined in the Programme Handbook.

An MA will also be awarded to any student undertaking an award leading to 240 credits, who leaves their course of study having successfully completed 180 credits at Level 7.

Master of Fine Arts (MFA)

A student must have achieved:

- i) 240 Credits, of which a minimum of 180 must be at Level 7;
- ii) any specific requirements of the course as outlined in the Programme Handbook.

Classification

A Master's or MFA degree with Distinction will be awarded where a student meets both the following conditions:

- i) An overall average mark of 65% or above; this is calculated on the basis of all Level 7 unit marks undertaken as part of the award with units weighted according to their size.
- ii) A mark of 70% or above in a majority of credits undertaken at Level 7, with units weighted according to their size.

A Master's or MFA degree with Merit will be awarded where a student meets both the following conditions:

- i) An overall average mark of 55% or above; this is calculated on the basis of all Level 7 unit marks undertaken as part of the award with units weighted according to their size.
- ii) A mark of 60% or above in a majority of credits undertaken at Level 7, with units weighted according to their size.

SECTION 5: ASSESSMENT REGULATIONS AND PROCEDURES

Scheduling and Publication

A schedule of all assessment submission deadlines and retake dates shall be published at the **beginning of each programme's annual calendar**. Exceptionally, the dates of assessment deadlines may have to be amended; in such circumstances students will always be given a **minimum of two weeks' notice**

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

Special Arrangements 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 the student should discuss this 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 ALRA 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 and will be responsible for determining the final mark.

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.

Assessment Failure

Where a student has failed any assessment, they will be entitled to one capped resit during the year.

Module Failure

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

- i. the student retake the relevant year of study in its entirety
- ii. the student's programme of study be terminated

Academic Appeals

Academic Appeals may be submitted against the following:

- individual assessment(s) grades
- individual modules(s); and/or
- progression from one level of the course to the next; and/or
- the classification of the final award.

Marks for assessments and modules are finalised at Examination Boards and decisions regarding progression to a higher level of the course and award are confirmed by the AUB Progression and Awards Board. As an appeal has to be made against finalised marks, you can only appeal following the publication of results from the relevant Board.

The grounds under which appeals can be made are that:

- i) **a student's performance in assessment may have been affected by mitigating circumstances that, for good reason, was unable to be brought bring to ALRA's** attention before your work was assessed. An appeal of this type must be supported by appropriate evidence;
and/or
- ii) there was a procedural irregularity, such as an administrative error, or that the assessment was not conducted in accordance with the course regulations

Disagreement with academic judgement is not grounds for appeal. Academic judgement is **defined as being "the decision made by academic staff on the quality of the work itself or the criteria being applied to mark the work.**

Academic appeals will be made to the Head of Academic Services in line with the processes **outlined in ALRA's Academic Appeal policy.**

As the final stage in the appeals process, if a student on an AUB-validated programme remains dissatisfied, they have a final right of appeal to AUB.

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.

The procedures for Academic Misconduct are defined in ALRA Misconduct policy. A student may not present extenuating circumstances as mitigation for any type of academic misconduct.