

BISHOP GROSSETESTE UNIVERSITY

Document Administration

Document Title:	Supplement to the Regulations for Undergraduate Awards, for programmes with a Foundation Year (for students starting in September 2019).
Document Category:	Regulation
Version Number:	1.0
Status:	APPROVED
Reason for development:	To ensure clear and transparent guidance on Undergraduate Awards with Foundation for students starting in September 2019.
Scope:	These Regulations apply to all staff and students of the University and collaborative partners.
Author / developer:	Head of Quality and Regulatory Compliance
Owner	Registrar
Assessment: (where relevant)	<input checked="" type="checkbox"/> Equality Assessment <input checked="" type="checkbox"/> Information Governance <input type="checkbox"/> Legal <input type="checkbox"/> Academic Governance
Consultation: (where relevant)	<input type="checkbox"/> Staff Trade Unions via HR <input checked="" type="checkbox"/> Bishop Grosseteste University Students' Union <input type="checkbox"/> Any relevant external statutory bodies
Authorised by (Board):	Senate
Date first authorised:	12 June 2019
Date current version authorised:	12 June 2019
Date current version effective from:	September 2019
Date next review due to commence*:	July 2020
Document location:	University website
Document dissemination / communications plan	University website link emailed to Student Advice, the International Office and the Students' Union.
Document control:	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University Website.
Alternative format:	If you require this document in an alternative format, please contact governance@bishopg.ac.uk

***Please note this document remains valid until formally revoked or replaced by the University.**



Supplement to the Regulations for Undergraduate Awards with Foundation Year (for students starting in September 2019)

Introduction

1. The following Regulations apply to the Foundation Year Only.
2. These Regulations have been developed and reviewed, and are consistent with the Quality Assurance Agency *Quality Code for Higher Education (2018)*.

Regulations for modules and credits

3. Module and credit structure follows those set out in the University's Regulations for Undergraduate Awards. The Foundation Year is a non-award bearing Level 4 programme.
4. Module Marks.
The performance of a candidate in meeting the assessment requirements of a module is indicated by a pass or fail only and will be recorded on the following scale:
100% - 40% Pass
39% - 0% Fail

Reassessment

5. Students who have failed any modules following the meeting of the Board of Examiners at the end of any level or stage will normally be offered the opportunity to be reassessed in-year, up to a total of 4 modules.
6. Where the failure is in the final module, the reassessment will be undertaken over the summer period. Where Extenuating Circumstances have been submitted and approved a phased reassessment opportunity will be permitted over the summer period. Students may be reassessed in all or part of a module; the method of reassessment will be as stated in the approved module specification and the relevant assignment brief.
7. A module board will sit in January and areas of concern or significant failure will automatically be passed through the Fitness to Study/Support for Study Procedure*.
8. Where a Student requires additional support with their studies, the University's Fitness to Study/Support for Study Procedure* will apply.
9. A progression board will sit in June with a final progression board in early September.

Assessment Extension

10. A candidate may be granted an extension to course work on the grounds of medical or exceptional personal circumstances. The candidate must make the request prior to the day on which the assessment deadline falls. The request should be made to the member of academic staff responsible for the assessment. Such requests must be supported by corroborating evidence. Extensions may only be authorised by the



Programme Leader (Code of Practice for Assessment of Students*).

Extenuating Circumstances

11. Extenuating Circumstances procedures follow those set out in the University's Code of Practice for Extenuating Circumstances*.

Period of Study

12. The maximum period of study for a full-time Foundation Year is normally one academic year.
13. The period of study specified for a Foundation Year may be extended in exceptional cases but only with the approval of the appropriate Programme Leader (or equivalent) and the Board of Examiners or Retrieval Board (see Code of Practice for Intercalation [Suspension of Studies]*).

Use of Accredited Prior Learning (APL)

14. Accreditation of Prior Learning is not applicable to a Foundation Year.

Programmes

15. The University will make every effort to ensure that the published programme (course) details are complete and up-to-date, but reserves the right to make changes at any time on the recommendation of Senate.

Admission to a Programme of Study

16. To be admitted to any programme of study, an applicant must have satisfied:
 - (a) the University entry requirements for admission as specified in the programme specification ; and
 - (b) such entry requirements as may be required to meet University and external accreditation regulations.

Exit Award

17. Students who, at the September Board, are judged to have failed the required criteria to progress will not be eligible for certification.
18. Students who, at the September Board, are judged to have passed the criteria required to progress will be issued a Record of Achievement Certificate.

Transfer Points

19. Students are eligible to transfer to other courses at BGU following the June or September exam board. Following the Examination Boards, students will follow the Code of Practice for Student Transfer between Academic Programmes*. Students are not able to transfer



programme during the Foundation Year.

Treatment of Failures/Termination of Programme

20. A student who fails to meet the requirement of a module or the programme will be subject to a decision by the Board of Examiners. The Board of Examiners will operate in accordance with the Code of Practice for the Conduct of the Board of Examiners*.

Aegrotat awards and Posthumous awards

21. Aegrotat and Posthumous Awards do not apply to the Foundation Year of Undergraduate Awards.

*

Code of Practice for Academic Misconduct

Code of Practice for Assessment of Students

Code of Practice for Extenuating Circumstances

Code of Practice for Intercalation (Suspension of Studies)

Code of Practice for Student Transfer between Academic Programmes

Code of Practice for the Conduct of the Board of Examiners

Fitness to Study/Support for Study

The roles assigned to the Programme Leader in the above codes will be undertaken during the Foundation Year by the Head of Learning Enhancement.

The roles assigned to the Head of School will be undertaken by the academic lead for the Foundation Year (the Head of Centre for Enhancement in Learning and Teaching).