

Regulations

Academic Assessment Regulations

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Background

- 1 This document sets out the regulations governing programme registration periods, the composition, responsibilities and operation of Assessment Boards, and the principles and regulations related to the progression and award of students on taught programmes.

Applicability and Scope

- 2 These Regulations apply to all the University's taught academic programmes delivered in the UK or overseas by whatever mode or regime, including degree and higher degree apprenticeships. Variations to these Regulations for specific modules or programmes must be justified and detailed in Programme Specifications and Module Descriptors and approved at validation. Where this document refers to 'students' this will include degree and higher degree apprentices unless specified otherwise.
- 3 Where programmes have variations to the Academic Assessment Regulations approved at validation, to take account of professional body requirements for example, these will be additional to and will supersede the relevant regulations in this document. Such exceptions must be detailed in Programme Specifications.
- 4 Separate regulations exist for specific programmes of study as detailed in:
 - Appendix 1: Regulations for Pre-Registration Nursing Undergraduate Programmes (2011)
 - Appendix 2: Regulations for Pre-Registration Nursing (PG Dip Nursing) (2011)
 - Appendix 3: Regulations for Social Work Courses (2009, amended 2011, 2014, 2017)
 - Appendix 4: Regulations for BA (Hons) Air Transport Management with Airline Pilot Training (2014)
 - Appendix 5: Regulations for BA (Hons) Acting (2014)
- 5 In implementing these regulations reference should be made to the following related University regulations and/or procedures as appropriate:
 - [Academic Appeals Process](#)
 - [Academic Misconduct](#)
 - [Academic Qualifications Framework](#)
 - [Accreditation of Prior Learning \(APL\) Policy and Procedure](#)
 - [Assessment of Students](#)
 - [Boards of Examiners Handbook](#)
 - [Interruption, Withdrawal or Transfer of Studies Procedure](#)
 - [Mitigating Circumstances Policy](#)
- 6 These Regulations are effective from academic year 2017-18 onwards.
- 7 "Compensation" will apply in all instances where former reference to "condonation" is made in University documentation: for example, where it is stipulated in course documentation that modules may not be condoned, they therefore may not be compensated.

- 8 Marks and results are confidential and will be released only to the student (or for higher and degree apprenticeships to the student and their employer).

Definitions

Definition	Meaning
Affiliate student	A student admitted for study to a module or modules but who is not currently registered for a named award.
Assessment	Work, such as an examination, essay, report, test, practical, presentation or project undertaken by a student for an award as required for the course.
Compensation	A decision of an Assessment Board to award the credits for a module, in the case of marginal fail, where it is assured that the student has met the required programme learning outcomes through engagement with and performance in other modules. The original mark awarded is unchanged.
Exit Awards	A qualification which may be awarded at an intermediate point in a programme (when a student leaves the programme), but for which the student has not registered at the outset. For example: - Certificate of Higher Education - Diploma of Higher Education - Postgraduate Certificate - Postgraduate Diploma - Ordinary degree
FHEQ	<i>The Framework for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland</i>
FTE	Full time equivalent: number of credits studied in one year expressed as a decimal. For example: 120 Undergraduate credits in one year = 1 FTE 180 Postgraduate credits studied in one year = 1 FTE
Interim Board	The Board held within a Level at which recommendations for students to continue to the next stage of a course are made.
Level	One of a series of sequential stages against which qualifications can be positioned.
Programme Specification	A concise description of the intended learning outcomes from a programme of study, and how these outcomes can be achieved and demonstrated.
Progression Assessment Board	The Board held at the end of a Level at which recommendations for a student to progress to the next Level of a course is made.
Project / Dissertation	Level 6 or Level 7 modules consisting of a planned self-directed schedule of work. This work will normally be weighted at 30 credits at Level 6 and 60 credits at Level 7.

Definition	Meaning
PSRB	Professional, Statutory and Regulatory Body: organisations authorised to accredit, approve or recognise specific programmes in the context of the requirements of the PSRB.
Reassessment	Opportunity point given by an Assessment Board to enable students who have failed an element to redeem it by undertaking a reassessment for a maximum capped mark of 40%.
Repeat Student	A student registered on a named award who has failed to achieve the required number of credits to progress may be permitted by an Assessment Board to return as a Repeat Student to re-take modules or repeat the year.
“with Foundation Year” FY level credits	FY level credits are notional credits at Level 0

Registration and Registration Periods

- 9 To be eligible for an award or credits of the University, students must be registered with the University on a named award/course and, where appropriate, they can be registered concurrently with the relevant Professional and Statutory Regulatory Body (PSRB) for a professional qualification or with a partner for a dual award. Details must be given in Programme Specifications.
- 10 Students shall be registered for the validated undergraduate or postgraduate award, including taught post-experience awards, which they intend to achieve and which have been approved by Senate.
- 11 Students will be required to enrol annually for the award/course and its constituent modules, normally at the start of an academic session, until such time as an award is made, disregarding time taken as authorised interruption of studies.
- 12 The University applies the principle that maximum registration periods on courses equate to double the normal course length.

Table 1: Normal and maximum registration periods

Full-time	Credits	Normal Registration	Maximum Registration
Master's degree	180	18 months	Three years
Foundation degree	240	Two years	Four years
Honours degree	360	Three years	Six years
Honours degree with Foundation Year	360 (+120 Level 0)	Four years	Eight years
Integrated Master's degree	480	Four years	Eight years

Assessment Boards have the discretion to extend the maximum period of registration in individual cases where the continued currency of modules is confirmed.

- 13 Where courses deviate from the standard registration periods in 11 above, details must be given in Programme Specifications. These will take into account the delivery of the curriculum, and the specific requirements of PSRBs.
- 14 Where students are registered on a course/award they are expected to complete it within the normal registration period unless they withdraw from the University or formally interrupt their studies (refer to *Interruption, Withdrawal or Transfer of Studies Procedure* for details).
- 15 Where applicable, exit awards will be given to students who have withdrawn but have achieved sufficient eligible credits and have met the programme learning outcomes for an exit award.
- 16 Where a student has completed the requirements for a named award, they are not permitted to re-register for the same award.

- 17 One reassessment opportunity will be allowed in each failed module: Assessment Boards will normally require reassessment in all the failed elements. See paragraph 72 below for further guidance.

Module Assessment

- 18 Each module that contributes credit to an award will be assessed. The performance of each student on a module will normally be assessed in the year in which it is completed and in accordance with the approved assessment/project briefs. The methods and weighting of assessment shall be as detailed in the approved module descriptor.
- 19 A student's performance in a module will be judged only by the overall weighted mark awarded for the module, except where specified differently in the approved module descriptor.
- 20 A student will be considered to have successfully completed a module for which they are awarded a minimum of 39.5%, except where specified as pass/fail.
- 21 Where marks for individual assessment elements are aggregated to give an overall weighted module mark of 39%, this will be recorded as a mark of 40% on the student record system, providing at least one element is recorded as a pass (normally a minimum of 40%). This principle must not be applied to aggregated marks at 9%, 19%, 29%, 49%, 59%, 69%, 79%, 89%, and 99%, nor to modules where there is only one piece of assessment, where a mark of 39% for the one element should stand.
- 22 Students will be awarded a percentage mark for each module completed as follows:

Table 2: Mark percentages – Postgraduate, Undergraduate and Foundation Year modules (excluding HNC modules)

Band (%)	Grade	Meaning
69.5 and above	A	Pass
59.5 and below 69.5	B	Pass
49.5 and below 59.5	C	Pass
39.5 and below 49.5	D	Pass
34.5 and below 39.5	E	Marginal Fail
34.4 and under	F	Fail

Table 3: Mark percentages – HNC modules

Band (%)	Grade	Meaning
64.5 and above	D	Distinction
54.5 and below 64.5	M	Merit
39.5 and below 54.5	P	Pass
34.5 and below 39.5	MF	Marginal Fail
34.4 and under	F	Fail

23 Where modules have been designated as pass/fail at validation, the following will apply:

- While a pass must be achieved and credits awarded, the module will not contribute to the calculation of the overall weighted average for classification of awards.
- Credits awarded will contribute to progression and to the award.
- Pass/fail modules cannot be compensated.

24 Where a module includes a pass/fail element, the following will apply:

- A pass must be achieved in the element for the module to be passed overall.
- A pass for an element will not be calculated in the overall weighted average for the module.
- The late submission regulation will not apply to pass/fail element assessments.
- Where a pass/fail element within a module has not been passed, the module may not be compensated.

25 Students are given opportunity points to meet the assessment requirements for each module, a first opportunity point and, where permitted, a reassessment opportunity point. Students who do not engage with the opportunity points given, and do not submit work for assessment/reassessment or attend an examination or re-sit examination, will be considered to have failed the assessment through non-submission.

Examination Boards

26 Examination Boards operate at two levels:

- a) Module Boards consider and confirm the marks on individual modules, regardless of the award on which the students taking the module are registered. In consultation with the External Examiner, Module Boards have the authority to scale module marks where deemed necessary.
- b) Assessment Boards oversee the assessment of awards, make decisions on students' progression at key stages on a programme on an individual basis, and make recommendations to Senate on the award and classification of award to be conferred on each student.
- c) Assessment Boards may be constituted to consider students' academic profiles as follows:
 - i. Progression Board – to consider students' eligibility to progress to the next Level of a course
 - ii. Award Board – to consider students' eligibility to be made an academic award of the University
 - iii. Reassessment Board – to consider progression and /or award after students have been given reassessment opportunities
 - iv. Interim Board – to consider students' performance within a Level, usually for part-time and/or postgraduate students

27 Students' progress must be reviewed at the end of each key stage by an Assessment Board. It is the responsibility of the Heads of School to ensure that each named award has a properly constituted Assessment Board, with the Board timetable set at the

beginning of each academic year. Assessment Boards shall meet at key stages for each programme, usually at the end of the academic year.

- 28 Decisions on reassessment can only be made by an Assessment Board when modules are completed. No reassessment work can be undertaken unless specified by an Assessment Board.
- 29 Only an Assessment Board is authorised to recommend conferment on a student of an academic award of the University.
- 30 Assessment Boards shall consider each student and make appropriate decisions as follows:
 - a) That the student be permitted to progress to the next Level of the course with full credits
 - b) That the student be made an award according to the credits and overall weighted average achieved, with a classification as appropriate according to the set criteria
 - c) That the student be reassessed according to the limits permitted
 - d) That the students' performance in a module be compensated according to the set criteria
 - e) That the student be granted an aegrotat pass in exceptional circumstances to a maximum of 30 credits in a Level
 - f) That the student, having not met the criteria to progress or to be eligible for reassessment, be recommended for an exit award. Where this is the case the Assessment Board will determine the appropriate award title as validated in the Programme Specification based on the achievement of the programme learning outcomes and credits awarded
 - g) That the student be offered an aegrotat award. Such students shall have the right to refuse the offer, and to request reassessment in such modules as have been deemed to be affected by good cause, normally during the following academic session. The right to such assessment following the offer of an aegrotat award is not affected by the maximum period of registration. Where a student accepts an aegrotat award they have no right to be reassessed.
 - h) That in extreme circumstances, the Board may allow up to a maximum of 30 credits to be reassessed during the next Level only. This does not apply to Foundation Year programmes where alternatives will be explored.
 - i) That the student, having insufficient credits to progress or be eligible for reassessment, be offered the opportunity to become a Repeat Student (undergraduate students only) or be failed
- 31 Final marks can only be confirmed by an Assessment Board. While students will have been notified of their provisional marks on the completion of assessment elements, these marks remain unconfirmed until the appropriate Assessment Board has met.
- 32 Assessment Boards must take into account the regulations relating to students who have had their mitigating circumstances applications accepted (MCA). (See *Mitigating Circumstances Process* for details). Where a student has MCA an Assessment Board may exercise discretion regarding the criteria permitted for reassessment and/or

compensation and for varying the minimum credits awarded at the highest level of study for award classification. Students may be permitted by the Assessment Board to retake assessment elements for which they have MCA, even if the module has been passed overall. Assessment Boards may also award an aegrotat pass for a module where a student has MCA if this is deemed the more appropriate course of action. Where students with MCA re-take an assessment and achieve a lower mark than the original, then the original higher mark will stand.

- 33 Assessment Boards must take into account students who have penalties imposed as a result of academic misconduct under the set reassessment criteria. (See *Academic Misconduct* for details).
- 34 Assessment Boards may confer a posthumous award, either as an aegrotat award or with classification where sufficient evidence is available, on a student who was registered on an award/course at the time of their death. Such conferment must be recorded in the official Record.
- 35 Assessment Boards may delegate authority to the Chair (or their nominee) to take Chair's Actions. These may arise from the disclosure of undisputed factors which were not reported to the Board but which may have affected the decision made, or to subsequent decisions being made which may include:
- Identification of an error or other procedural irregularity within the assessment process
 - Outcome of late decisions made on mitigating circumstances applications or investigations into academic misconduct
 - Updated information on placement hours and/or documentation
 - Completion of mandatory course specific requirements
 - Outcome of an Academic Appeal

It is not expected that Chair's Action will normally be taken where the consideration involves academic judgement, for example in cases requiring decisions on reassessment, progression or awards. In these instances the Chair is normally required to reconvene a Board representative of the original event. Chairs' Actions must be made available to the next relevant Assessment Board and detailed in the official Record.

Award credits and calculations

- 36 To be eligible for an award of the University an Assessment Board must confirm that a student has successfully achieved the programme learning outcomes and the credits required as outlined in the *Academic Qualifications Framework*. Exceptions must be detailed in the approved Programme Specification.
- 37 Credits eligible for contribution to a named award must be detailed in the Programme Specification. Credits can be achieved by any of the following means:
- Passing the module at the first attempt
 - Passing the module following a reassessment opportunity

- Compensation where allowed, based on satisfactory performance
 - Aegrotat of untaken credits
 - APL (APCL or APEL)
- 38 Awards will be calculated on the basis of the total number of credits awarded and the overall weighted average calculated from those modules eligible for inclusion.
- 39 Master's degrees of 180 credits, Postgraduate Diplomas of 120 credits and Postgraduate Certificates of 60 credits at Level 7 have the overall weighted average calculated from the Level 7 weighted average, unless otherwise detailed in approved Programme Specifications.
- 40 Integrated Master's degrees of 480 credits comprising 120 credits at each Level 4, 5, 6 and 7 will have the overall weighted average calculated from the Level 6 weighted average and a double weighted Level 7 weighted average, unless otherwise detailed in approved Programme Specifications.
- 41 Honours degrees of 120 credits each at Levels 4, 5 and 6 have the overall weighted average calculated from the Level 5 weighted average and a double weighted Level 6 weighted average, unless otherwise detailed in approved Programme Specifications.
- 42 Honours degrees of 120 credits at Level 6 have the overall weighted average calculated from the Level 6 weighted average only, unless otherwise detailed in approved Programme Specifications.
- 43 Honours degrees awarded as exit awards on Integrated Master's programmes will have the overall weighted average calculated from the Level 5 weighted average and a double weighted Level 6 weighted average, unless otherwise detailed in approved Programme Specifications.
- 44 Awards made at Level 5 have the overall weighted average calculated from the Level 5 weighted average only, unless otherwise detailed in approved Programme Specifications.
- 45 The overall weighted average is based on individual module marks calculated to two decimal places.
- 46 Modules will be omitted from the calculation of the overall weighted average where:
- An aegrotat pass in a module has been given
 - The module is assessed on a pass/fail basis only
 - Credits have been awarded for undertaking work experience placements, study abroad or exchange programmes
 - Credits have been awarded through APL (APCL or APEL)
- 47 Where credits have been awarded for modules through APL, the classification of an award will be determined on the basis of modules undertaken at Buckinghamshire New University only.
- 48 Where students have not achieved sufficient credits for the award on which they are registered, but have enough eligible credits for an exit award, this will be given in the title of the parent award unless otherwise approved at validation and recorded in Programme Specifications. Where exit awards are not permitted for professional reasons this must be stated in the Programme Specification or course specific regulations. A student who

has taken an exit award does not have an automatic right to re-admission to the University.

Undergraduate Awards

- 49 An Integrated Master's degree of 480 credits is classified according to the following bands based on the overall weighted average calculated from eligible modules at Levels 6 and 7:

Table 4: Integrated Master's degree classification (480 credits)

Degree class	Overall weighted average (eligible modules at L6 and L7)	Credits achieved
First Class	69.5% and above	480
Second Class (Upper Division)	59.5% and below 69.5%	480
Second Class (Lower Division)	49.5% and below 59.5%	480
Third Class	39.5% and below 49.5%	480

- 50 An Honours degree of 360 credits is classified according to the following bands based on the overall weighted average calculated from eligible modules at Levels 5 and 6:

Table 5: Honours degree classification (360 credits)

Degree class	Overall weighted average (eligible modules at L5 and L6)	Credits achieved
First Class	69.5% and above	360
Second Class (Upper Division)	59.5% and below 69.5%	360
Second Class (Lower Division)	49.5% and below 59.5%	360
Third Class	39.5% and below 49.5%	360

- 51 An Honours degree of 120 credits taken at Level 6 only, where 120 Level 4 and 120 Level 5 credits have been awarded through APL or as an entry requirement, is classified according to the following bands based on the overall weighted average calculated from eligible modules at Level 6 only:

Table 6: Honours degree classification (120 credit conversion)

Degree class	Overall weighted average (eligible modules at L5 and L6)	Credits achieved
First Class	69.5% and above	120 (360)
Second Class (Upper Division)	59.5% and below 69.5%	120 (360)
Second Class (Lower Division)	49.5% and below 59.5%	120 (360)

Degree class	Overall weighted average (eligible modules at L5 and L6)	Credits achieved
Third Class	39.5% and below 49.5%	120 (360)

- 52 A Foundation Degree will be awarded according to the following bands based on the overall weighted average calculated from eligible modules at Level 5:

Table 7: Foundation Degree classification

Degree class	Overall weighted average (eligible modules at L5 and L6)	Credits achieved
Distinction	69.5% and above	240
Merit	59.5% and below 69.5%	240
Pass	39.5% and below 59.5%	240

- 53 A Diploma of Higher Education, where not made as an exit award, will be awarded according to the following bands based on the overall weighted average calculated from eligible modules at Level 5:

Table 8: Diploma of Higher Education classification

Degree class	Overall weighted average (eligible modules at L5 and L6)	Credits achieved
Distinction	69.5% and above	240
Merit	59.5% and below 69.5%	240
Pass	39.5% and below 59.5%	240

Where the Diploma of Higher Education is made as an exit award it will be as a Pass only.

- 54 A Higher National Certificate will be awarded according to the following bands based on the overall weighted average calculated from all modules:

Table 9: Higher National Certificate classification

Degree class	Overall weighted average (eligible modules at L5 and L6)	Credits achieved
Distinction	64.5% and above	150
Merit	54.5% and below 64.5%	150
Pass	39.5% and below 54.5%	150

- 55 All other awards of the University are on a pass / fail basis only.
- 56 Where an Assessment Board recommends making an exit award as a result of the student failing to achieve the award for which they were registered, the exit award will be given as a pass only, with the exception of exit awards of Honours degrees from the Integrated Master's.
- 57 Assessment Boards are required to give consideration to students whose overall weighted average is at a classification borderline. Students whose overall weighted average is no more than 2% below the classification threshold (even if modules have

been compensated) must be awarded the higher classification under the following criteria:

- a) Students whose overall weighted average is 2% below the standard breakpoint (2% below n9.5) and have a minimum of 50% of the credits awarded at Level 6 for Honours degrees in the higher classification
- b) Students whose overall weighted average is 2% below the standard breakpoint (2% below n9.5) and have a minimum of 50% of the credits awarded at Level 5 for awards at Level 5 in the higher classification

58 Where a student's profile is presented with mitigating circumstances accepted the Assessment Board may use further discretion in respect of the percentage of credits awarded in the higher classification, but not to the 2% below the standard breakpoint.

Undergraduate Student Progression, In-Year Retrieval, Reassessment and Compensation

Progression

59 Assessment Boards consider progressing students' performance and credits achieved. If the credits required for the student to complete the Level have been achieved, if necessary following reassessment, compensation and/or a repeat year, the student shall be permitted to progress to the next Level.

60 Students are required to achieve 120 credits at Level 0 on Foundation Year programmes to progress to Level 4. These credits will not form part of the calculation of the final award.

61 Students are required to achieve 120 credits to progress from Level 4 into Level 5 and 240 credits to progress from Level 5 into Level 6. In addition students on an Integrated Masters are required to have achieved a minimum average of 49.5% at the end of Level 5 for progression to Level 6 (or the student will be transferred to the Bachelors with Honours programme).

62 On Integrated Master's programmes, students are required to achieve a further 120 credits at Level 6 (360 credits in total) to progress from Level 6 into Level 7. Where less than 120 credits at Level 6 are achieved, an exit award of Ordinary may be made, or the student transferred to the Bachelor's with Honours programme.

In- Year Retrieval Attempt Scheme (IYRA)

63 The IYRA enables eligible students to retrieve failure in specified summative assessments close to the teaching of the module and the original submission point with the benefit of feedback on their failed work.

64 The Scheme applies to:

- Foundation Year and Level 4 modules only
- Summative assessments submitted during Semester 1 for Foundation Year or Level 4 modules

- Students who have submitted but failed the summative assessment: the purpose of IYRA is to allow students to rework the same assessment with the benefit of feedback on their failed work

65 The Scheme does not apply to:

- Assessments where the student is under investigation for academic misconduct
- Assessments where the student has academic misconduct proven
- Students who did not submit the assessment at the first opportunity

66 All Semester 1 Foundation Year and Level 4 summative assessment is eligible for the Scheme, with exemptions allowed only where there is a clear justification or practical reason why the original assessment cannot be re-run (eg. practical group work or due to the requirements of PSRBs where programmes have dedicated regulations).

67 Second attempts at failed elements under IYRA must be submitted within a 15 working-day deadline from publication of the marks/feedback to the cohort. The late submission rule does not apply to IYRA deadlines.

68 All submissions under IYRA have pass marks capped at 40%. Where students take the second attempt and fail the assessment again, the highest mark will be taken to the Assessment Board.

69 IYRA is not compulsory – eligible students have the choice of engaging with the Scheme. As engagement with IYRA is the student's choice, Mitigating Circumstances cannot be claimed for the IYRA submission points.

70 The Scheme does not affect or replace students' formal reassessment opportunities irrespective of their engagement with the Scheme.

Reassessment

71 Reassessment opportunities may only be permitted by Assessment Boards and will normally require students to be reassessed in all the failed elements of a module.

72 Students on Foundation Year programmes and undergraduate programmes at Levels 4, 5 and 6 are allowed one reassessment opportunity point in each failed module. Where a full-time progressing student has failed 120 credits at the end of a Level, the Progression Board will normally offer a repeat year (as per Paragraph 93, Table 11), or the Board may fully fail the student.

73 Reassessment work for a module should be designed to test that the student has achieved the learning outcomes for the module. Depending on the type of assessment involved, students may be permitted to submit work for the original assessment, or be required to undertake a completely new assignment.

74 Where students are to be reassessed the academic work will be undertaken at a time specified by the Assessment Board.

75 Reassessed elements will be marked out of 100% with the full mark for the element recorded and, where passed, will be capped at the element pass mark (normally 40%) on the student record system. Where a student performs less well in the reassessed elements, the original, higher mark will stand and will be utilised in the calculation of the overall weighted average. The marks for any elements in a module which do not require

reassessment will be combined with the marks for the reassessed elements at specified weightings to establish the overall module mark.

- 76 An Assessment Board may allow a student with mitigating circumstances accepted the opportunity to attempt or re-attempt the specified assessment elements for uncapped marks.
- 77 Where a student has passed a module for which mitigating circumstances have been accepted, an Assessment Board may allow the student the opportunity to attempt or re-attempt the specified assessment elements for uncapped marks.
- 78 A student who is interrupting their studies may not undertake reassessment work in the agreed period of interruption.
- 79 Students undertaking credit-bearing short courses may be allowed one reassessment opportunity to achieve the credits required.

Compensation

- 80 The principle of compensation is to allow a marginal fail to stand and be given credit, based on performance in other modules and evidenced through engagement defined by:
 - The achievement of a minimum level average of 34.5%, for progression on all programmes
 - The achievement of a minimum overall weighted average of 39.5% for awards on all programmes
- 81 Compensation of credits for module(s) may be allowed in the range of 34.5% - 39.4% in the marginally-failed module up to a maximum of 30 credits per Foundation Year module and at each academic Level.
- 82 Compensation will be applied at Progression Boards for Levels which do not contribute towards the calculation of award classification (normally Foundation Year and Level 4).
- 83 On progressing Levels which contribute towards calculation of award classifications (normally Level 5 and Level 6 on Integrated Master's programmes) compensation for a module may only be used after students have had the opportunity to undertake reassessment. Where students do not take up the reassessment opportunity the original mark will stand.
- 84 Compensation may only be used at Level 5 Award, Level 6 Award and Integrated Master's Award Assessment Boards if reassessment would not impact positively on the classification of the final award.
- 85 Compensation cannot be applied at Interim Assessment Boards (where held) for undergraduate programmes leading to University awards studied part time, but may be considered when all the modules in a Level have been completed.
- 86 Unless detailed in Programme Specifications, Module Descriptors or individual programme regulations, all modules are eligible for consideration for compensation with the exception of the following:
 - Master's dissertations
 - Level 6 dissertation / project modules
 - Chief Study

- VMC dissertation
- Modules requiring a pass in all elements
- Pass / Fail modules
- Modules with one or more pass / fail element where this has been failed
- Programmes which do not lead to an award of the University (e.g. short courses)

87 Compensation will not apply to courses with PSRB requirements as appropriate.

88 Where an Assessment Board allows compensation to be given, the credits are awarded and the actual overall weighted mark achieved for the module(s) is recorded in the Student Record System.

89 Where a student has completed reassessment work as the requirement for an academic misconduct penalty, compensation will be considered using the set criteria based on the actual mark awarded, and not that after a mark reduction penalty has been applied.

90 Students with a compensated module will be allowed to seek re-assessment in the module if a pass is required for professional reasons. Where this is permitted the original mark will be used in the calculation of the academic award from the University.

91 Compensation may not be used in situations where it would change the level of the award. For example, compensation which would effectively change the award from a Diploma of Higher Education to an Ordinary degree is not allowed.

92 The limits for reassessment and compensation on less than full-time equivalent programmes and short courses are as follows:

Table 10: Reassessment and compensation limits

Level / Stage	Credits studied by progression, continuation or award point	Reassessment allowed (see also 72 above)	Maximum credit compensation allowed
Short Course	Various	One reassessment opportunity for each failed element within each failed module	0
Level 4	120	One reassessment opportunity for each failed element within each failed module	30
Level 5	120	One reassessment opportunity for each failed element within each failed module	30
Level 6	120	One reassessment opportunity for each failed element within each failed module	30

Level / Stage	Credits studied by progression, continuation or award point	Reassessment allowed (see also 72 above)	Maximum credit compensation allowed
Level 6 (Ordinary to Honours conversion)	60	One reassessment opportunity for each failed element within each failed module	30 (across whole 120 at Level 6)
Level 7 (Integrated Master's)	120	One reassessment opportunity for each failed element within each failed module	30

Undergraduate Repeat Students

93 Where full-time students have insufficient credits to progress, an Assessment Board may offer an opportunity for them to repeat specific modules or the whole Level as follows:

Table 11: Repeat opportunities

Credit deficit at Level	Level	One further year at each Level
Up to 60	Progressing FY, 4 and 5 (6 on Integrated Master's)	Offer a repeat of the outstanding modules or a retake of the whole Level.
60-90	Progressing FY,4 and 5 (6 on Integrated Master's)	Offer a repeat of the outstanding modules or a retake of the whole Level.
90-120	Progressing FY,4 and 5 (6 on Integrated Master's)	Normally offer a repeat Level, where there are factors to persuade the Board to make that decision.

94 Modules undertaken by repeat students will be given full marks and not capped at 40%.

95 Students retaking the whole year do so on the basis that any modules/marks/credits they may have achieved in their first attempt at the year are null and void.

96 Repeat students who are unable to progress following their second attempt at a Level will be failed, and not offered a further repetition of the Level.

97 Students under consideration for awards at Level 7 on Integrated Master's programmes, at Level 6 and at Level 5, should not normally be offered a repeat year except in exceptional circumstances deemed appropriate by the Assessment Board. Students with credit deficits in the final year of their award should normally be given reassessment opportunities or exit awards.

98 Assessment Boards may offer international students repetition of a whole year, but not less than 120 credits.

Ordinary to Honours Conversion

- 99 Where students have been awarded an Ordinary degree by Buckinghamshire New University they are eligible to apply for entry to be registered in an individual programme of study to enable them to undertake further modules to achieve the award of an Honours degree in the name of the award for which they were originally registered. There is no automatic right of entry to the conversion programme, and acceptance of students' applications is an admissions decision.
- 100 The Accreditation of Prior Learning (APL) Panel is responsible for agreeing the individual programme of study to be delivered. These are subject to availability and timetabling restrictions.
- 101 Registration on an agreed individual programme of studies must be within two subsequent academic years following the award of Ordinary degree by Buckinghamshire New University to assure the relevance of previous study.
- 102 Students are required to undertake, by attendance and assessment, a further 60 credits at Level 6. Where required for an Honours award, a dissertation/project module of a minimum of 30 credits must be included in the total of 120 credits at Level 6.
- 103 Where students have achieved modules which are excluded from their award of Ordinary as outlined in Programme Specifications, such achievement will be brought forward into the Ordinary to Honours conversion, and given credit through the APL Panel.
- 104 The maximum compensation allowed on the Ordinary to Honours Conversion programme is 30 credits across the whole Level e.g. the 60 additional credits studied for the conversion and the 60 credits achieved for the award of Ordinary.
- 105 The overall weighted average of the Honours degree is calculated on the module marks awarded for the 60 credits undertaken at Level 6 whilst registered on the individual programme of study, together with the 60 credits at Level 6 achieved by the student during their previous registration at Buckinghamshire New University and awarded as credits on the Ordinary degree. The award regulations for borderlines will be as detailed for Honours degrees.
- 106 The award title of Honours degree should be the same as that previously awarded for the Ordinary degree. Where the title for the two awards is different, this must be specified in Programme Specifications.
- 107 Where a student fails to achieve the necessary credits to be awarded an Honours degree, the student will not be permitted to re-register for a further attempt. Nor will the student be awarded a further Ordinary degree, even if the award title for the individual programme of study is different to that which they had been awarded for the Ordinary degree.

Postgraduate Programmes

- 108 Assessment Boards for full-time postgraduate students should only be held at the end of the award for which the student is registered, whether that is a Postgraduate Certificate, Postgraduate Diploma or Master's course. For those students registered on

a Master's qualification, the School may also hold an Assessment Board after the first 120 credits (commonly called the PGDip stage) of the award to confirm credits achieved and allow reassessment as appropriate.

Postgraduate Awards

109 Postgraduate taught degrees will be awarded based on the following overall weighted averages:

Table 10: Postgraduate degree classifications

Type of Award	Overall Weighted Average	Credits achieved
Masters with Distinction	69.5% and above	180
Masters with Merit	59.5% and below 69.5%	180
Masters	39.5% and below 59.5%	180
Postgraduate Diploma	39.5% and above	120
Postgraduate Certificate	39.5% and above	60

110 Distinctions and merits shall be awarded on the following basis:

- Achievement of an overall weighted average of 69.5% for a distinction
- Achievement of an overall weighted average of 59.5% for a merit
- Completion of a minimum of 120 credits for the award at Buckinghamshire New University

111 Postgraduate students may transfer up to 120 credits through APL / APEL, but transferring more than 60 credits from another institution will exclude postgraduate students from being considered for a distinction or a merit.

112 Where students have been awarded a PG Diploma by Buckinghamshire New University they may apply for entry to a Master's programme. There is no automatic right of entry and acceptance of students' applications is an admissions decision. If the Master's stage is undertaken within two subsequent academic years of the award of the PG Diploma, the overall weighted average of the Master's degree will be calculated on the module marks awarded for the 60 credits at Master's stage together with the 120 credits achieved by the student during their previous registration at Buckinghamshire New University and awarded as credits on the PG Diploma.

113 Postgraduate students who have not met the requirement for a distinction or a merit but whose overall weighted average is no more than 2% below the standard breakpoint (even where modules have been compensated) must be considered as borderline, and be awarded the higher classification under the following criteria:

- a) For a Distinction – students whose overall weighted average is in the band 2% below 69.5% and have at least 50% of the credits awarded in the distinction band (69.5% and above)

- b) For a Merit – students whose overall weighted average is in the band 2% below 59.5% and have at least 50% of the credits awarded in the merit band (59.5% and above)

and in either case

- c) Have studied a minimum of 120 credits for the award at Buckinghamshire New University

114 Borderlines do not apply to Postgraduate programmes for the achievement of the Master's award (there is no borderline below 39.5%).

Postgraduate Reassessment and Compensation

115 An Interim or Award Assessment Board may permit full-time postgraduate students to be reassessed /compensated in modules to the following total maximum limits:

Table 13: Postgraduate Reassessment and compensation limits

Award for which students registered	Credits studied by progression, continuation or award point	Reassessment allowed	Maximum credit compensation allowed after reassessment
PGCert	60	One reassessment opportunity for each failed element within each failed module	0 (for PG Cert awards)
PGDip (+ including taught stage of Master's programme)	120	One reassessment opportunity for each failed element within each failed module	30
Master's programme	60	One reassessment opportunity in the dissertation or equivalent final project	No compensation allowed

116 The principle of compensation is to allow a marginal fail to stand and be given credit, based on performance in other modules and evidenced through engagement defined by the achievement of a minimum level average of 39.5% at Level 7.

117 Compensation of credits for module(s) on postgraduate programmes may be allowed in the range of 34.5% - 39.4% at Level 7 Assessment Award Boards and Reassessment Boards.

118 Master's dissertation modules or equivalent may not be compensated.

119 Students on postgraduate programmes should not be offered repeat years. A Postgraduate student with credit deficits after appropriate reassessment opportunities have been allowed should be given an exit award as appropriate.

Appendix 1: Regulations for Pre-Registration Nursing Undergraduate Programmes up to 2015-16

(amended March 2018)

These regulations are applicable to all new cohorts to the following Programmes with effect from October 2011, and for all students who transfer to these Programmes with effect from October 2011.

- **BSc (Hons) Nursing (Adult)**
- **BSc (Hons) Nursing (Children's)**
- **BSc (Hons) Nursing (Mental Health)**

1 Introduction

- 1.1 These regulations pertain to the pre-registration nursing awards and are included as a formal appendix to the *Academic Assessment Regulations*, (formerly *University Academic Framework and Assessment Regulations* (September 2012) and the *Common Academic Framework: Regulations for full-time, undergraduate awards* (September 2008).
- 1.2 Regulations have been drawn up to address the specific requirements of the Nursing and Midwifery Council (NMC) as the Regulatory Body. Specifically, regulations have been drawn up in accordance with the *Standards for pre-registration nursing education* (2010). NB Amendments made in March 2018 under NMC direction to remove the exit award of BSc Nursing with NMC Registration (Ordinary Degree).
- 1.3 These regulations have been approved in accordance with the requirements of the University as follows:
 - a) Faculty Quality and Enhancement Committee
 - b) Senate
- 1.4 These regulations will be governed by and from time to time be amended or superseded by:
 - a) Senate
 - b) Relevant regulations of the Regulatory Body (Nursing and Midwifery Council).
- 1.5 Where necessary and as a result of changes in central policy or the Strategic Health Authority short-term amendments to these regulations may be necessary for particular student cohorts.
- 1.6 A Pan London Practice Assessment Document (PLPAD) was approved in accordance the requirements of the University and approved as a major modification to the programme in December 2013.

The PLPAD will be used for all students commencing stage 1 and stage 2 of the programme from February 2014.

2 Glossary

Term or Expression	Meaning
Back Cohort	This is a term used in these regulations indicating instances whereby, due to credit deficit or other reason, a student may be required to transfer to a later cohort of students, i.e. from a September to a February cohort intake, or to a cohort intake from a subsequent academic year.
Clinical Experience	Periods of time spent in the clinical environment. Students may undertake a practice module in a number of clinical environments.
Cohort	A group of students commencing a Programme on the same date, e.g., September 2011, February 2012
DBS	Disclosure and Barring Service. All students have to be checked through the Disclosure and Barring Service prior to being permitted to undertake any clinical experiences. DBS replaces the Criminal Records Bureau.
Field	Field Programme, offered in Adult Nursing, Mental Health Nursing or Children's Nursing
Insights	These are opportunities for students to gain a period of alternative Field experience which may be practical or theoretical. They are governed by the Regulatory Body. Insights include Adult, Children's, Learning Disabilities and Mental Health Nursing and Pregnancy and Parenting.
Mandatories	Annual updates in Cardio-Pulmonary Resuscitation (CPR), Moving and Handling, Managing Violence and Aggression, Fire, Health and Safety.
NMC	Nursing and Midwifery Council. This is the Regulatory Body governing nursing Programmes.
12 week rule	<p>This relates to the NMC requirement (R3.10.2) that approved education institutions must ensure that outstanding outcomes are met and confirmed within 12 weeks of the student entering the next part of the programme. The 12 weeks includes holidays and any absences.</p> <p>Under the '12 week rule', students may progress temporarily to the next Level of the programme with a credit deficit (see 5.1(b)). However, should the student still have a credit deficit by the deadline under the 12 week rule, they will be unable to proceed further and will be required to either 'back-cohort' or for their registration to be discontinued. This will apply even if a student has a claim for Mitigating Circumstances has been accepted.</p>

Term or Expression	Meaning
	Students who have failed to complete the 'hours' component of the module by more than 37.5 (one working week) will not be permitted to progress under the '12 week rule'.
OH	Occupational Health. All students have to be cleared by Occupational Health personnel prior to being permitted to undertake any clinical experiences.
PLPAD	Pan London Practice Assessment Document
RN-A	Registered Nurse, Adult
RN-C	Registered Nurse, Children's
RN-MH	Registered Nurse, Mental Health
SHA	Strategic Health Authority
Work Outstanding (WO)	This is a code used during Examination Boards indicating that a student still has a credit deficit to be made up in order to progress to the next level. The student may not temporarily progress under the NMC '12 week rule' and will normally be required to 'back cohort'.
Refer but may Progress (RP)	This is a code used during Examination Boards indicating that a student still has a credit deficit to be made up in order to progress to the next level but where the student falls under the NMC '12 week rule' and will be allowed temporarily to progress to the next level with a credit deficit. Students who, having been made RP and subsequently do not achieve all outstanding credits by the deadline under the NMC '12 week rule', will normally be made WO and required to 'back cohort'.

3 Admission of students to pre-registration nursing undergraduate programmes

3.1 The detailed entry requirements and admission/selection process for these Programmes are given in the Programme Specifications.

3.2 Credit Accumulation and Transfer Scheme

AP(E)L to the programmes will be in accordance with the University Regulations – Credit Accumulation and Transfer Scheme and the NMC regulations which permits the programmes to be shortened through AP(E)L for all entrants to a maximum of 50% of the total programme.

Note: All students applying for AP(E)L will have completed the requisite number of clinical hours required at the point of the Programme for which they are applying for entry.

4 NMC registration period

The maximum period of student registration as stipulated by the NMC, inclusive of any periods of suspension within which a pre-registration nursing Programme must be completed is five years.

5 Assessment regulations pre-registration nursing undergraduate programmes

The University's undergraduate assessment regulations will apply with the following exceptions. For the purposes of this programme both theory and practical assessment components are regarded as coursework.

5.1 Referral pre-registration nursing undergraduate programmes

- a) These referral regulations are written in accordance with the following principles:
- NMC Standards for Pre-registration nursing programmes (2010)
 - At Levels 4, 5 and 6 Board of Examiners can permit a student to have **three** attempts at successfully completing a theoretical module as follows:
 1. Initial Assessment
 2. First Referral
 3. Second Referral
- b) On the pre-qualifying nursing programmes, the practice based elements of the course are assessed in two parts: practice modules (assessment across the full year/stage experience across multiple clinical experiences) and achievement in each clinical experience undertaken in the year/stage. The following principles will be applied when considering student profiles and their completion of practice.
- Students will only be permitted to retake once in the year/stage if they have been deemed to fail a module and/or a clinical experience. They will not be permitted three attempts as in the theoretical parts of the programme.
 - If a student fails two or more clinical experiences in one year/stage, by either failing multiple clinical experiences at the first attempt within the year/stage, or by failing the repeated clinical experience, they will be considered to have failed the programme.
 - Students will be permitted on one occasion only to submit their placement documentation beyond the given deadline, by a maximum of 10 working days. They will receive a formal warning if this occurs. If a student submits their placement document late for a second time, or beyond 10 working days the first time, the documents will be counted as a non-submission. As placement documents contain the record of more than one clinical experience, the student will be considered to have failed all clinical experiences recorded within the document. Therefore the student will be considered to have failed the programme as in the paragraph above.
- c) Referral in a practice module will entail a further period of practice experience.

Note: The Board of Examiners may use its discretion regarding the length of referral period required in order to retrieve the practice module from a minimum of four weeks to a maximum of the original length of the practice experience.

- d) Referral limits per level are as follows:
- Level 4 progression to Level 5: 60 credits
 - Level 5 progression to Level 6: 60 credits
 - Level 6: 60 credits

- e) Retrieved credits will not be counted in the calculation of these 60 credits at duly constituted Board of Examiners.
- f) Associate studentship will not be offered on this programme. However students with a credit deficit beyond those indicated above may exceptionally be referred at the discretion of the Board of Examiners.
- g) Students will be given the opportunity to redeem failed modules following a formally scheduled Board of Examiners.
- h) A Board of Examiners may permit a student who has been referred in a module undertaken in a practice environment and assessed via competencies (including essential skills clusters, professional values in practice domains, episodes of care for students using the PLPAD) to redeem this module by undertaking sufficient practice hours (minimum of four weeks and maximum of original length of the clinical experience) in a new practice area designed to enable the practice competencies to be achieved.
- i) Students will **not** be able to proceed beyond the recognised NMC 12 week period with any credit deficit. Students with a credit deficit and with remaining attempts permitted at this stage will either be regarded as 'Work Outstanding' and required to back cohort; or, if further referral is not recommended by the Board of Examiners, will be withdrawn and a relevant intermediate award recommended.

Note: Students requiring a repeat clinical experience will be offered this opportunity subject to the availability of a clinical experience; this is likely to result in the student being required to 'back-cohort'.

5.2 Condonation pre-registration nursing undergraduate programmes

Condonation is **not** permitted under any circumstances.

6 Programme Requirements: Progression and Award pre-registration nursing undergraduate programmes

6.1 Commencement of experience

- a) Prior to the student being permitted to undertake practice experience and normally by the end of Semester 1 students must have:
 - Undergone a Disclosure and Barring Service (DBS) check and achieved clearance
Note: Should there be a delay in a student receiving a DBS clearance the School will consider each individual case on its merits and the implications for the student to undertake practice experience.
 - Undergone an Occupational Health Assessment and achieved clearance
Note: Should there be a delay in obtaining clearance students may be permitted to commence a practice experience subject to additional supervision being available
- b) Prior to attending clinical experience in first and subsequent years, students must have achieved the following mandatory elements:
 - Moving and Handling
 - Managing Violence and Aggression
 - Cardio Pulmonary Resuscitation
 - Health, Fire and Safety

- c) Prior to commencing Levels 5 and 6 students must complete a self-declaration proforma indicating ongoing good health and good character.

6.2 Achievement of Level and Progression pre-registration nursing undergraduate programmes

- a) At the end of the Level 4 students should have:
- Achieved 120 credits at Level 4
 - Completed 675 Clinical Hours
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor)
- b) At the end of the Level 5 students should have additionally:
- Achieved 120 credits at Level 5
 - Completed 750 Clinical Hours (total cumulative = 1425)
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor)
- c) At the end of Level 6 students must have additionally:
- Achieved 120 credits at Level 6
 - Completed 875 Clinical Hours (total cumulative 2300 minimum, of which 112.5 is night duty)
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor)

6.3 Award of BSc (Hons) Nursing with Nurse Registration (All Fields)

- a) Students who are deemed by a Board of Examiners to have successfully completed all elements of the Programme and for whom a Declaration of Good Character and Declaration of Good Health has been completed will be recommended to the Senate of the University and the Nursing and Midwifery Council (NMC) for the awards as follows:

Degree Title	Entry to the Register
BSc (Hons) Nursing (Adult)	Part 1: Adult Nursing (RN-A)
BSc (Hons) Nursing (Children’s)	Part 1: Children’s Nursing (RN-C)
BSc (Hons) Nursing (Mental Health)	Part 1: Mental Health Nursing (RN-MH)

- b) Students who take longer than 12 months to complete Level 6 (Year 3) must demonstrate annual updating of all mandatory elements (see 6.1 b) before an award can be recommended by a Board of Examiners.

6.4 Intermediate Awards pre-registration nursing undergraduate programmes

The following intermediate awards are available on this programme:

- Certificate of Higher Education in Health Studies
- Diploma of Higher Education in Health Studies
- Bachelor of Science in Health Studies [Ordinary Degree]
- Bachelor of Science with Honours in Health Studies

No intermediate awards will contain the word ‘nursing’ unless this award also includes entry to the NMC register as a registered nurse. All non-registered awards will be

given as defined above. The award of Bachelor of Science with Honours in Health Studies will be made in rare situations where students have successfully completed all modules on the programme but have not completed the mandatory portfolio requirement after referral or are not considered fit for registration with the NMC, for example following referral under 'Fitness to Practice'.

7 Boards of Examiners pre-registration nursing undergraduate programmes

7.1 Boards of Examiners will be designated as follows and their remit will be in line with the University regulations on Boards of Examiners:

- Interim Progression / Referral Board of Examiners (in Level)
- Progression Board of Examiners (between Levels)
- Award Board of Examiners
- Referral Board of Examiners
- Referral Board of Examiners (NMC 12-week rule)

An indicative schedule of Boards for each cohort intake is given in the table below:

Month	September Intake	February Intake
March / April	Interim Board 1	
July	Interim Board 2	Interim Board 1
September	Progression / Award Board	
October		Interim Board 2
December	NMC '12 Week' Referral Board	
January / February		Progression / Award Board
March / April		NMC '12 Week' Referral Board

7.2 In respect of the practice elements of the pre-registration nursing Programmes it is acknowledged that as a result of rosters, sickness etc. students may complete the practice experience hours/competencies (including essential skills clusters, professional values in practice domains, episodes of care for students using the PLPAD) for Practice Modules at varying times. Consequently Boards of Examiners should, wherever possible, consider the full profile (theory and completed practice) of a student.

7.3 Award Boards of Examiners should be convened at the end of the Programme. Registration documentation for students who have successfully completed the award will be forwarded to the NMC within four weeks of the final Board of Examiners.

8 Use of Referral Envelope when considering a Student's eligibility to Progress on pre-registration nursing undergraduate programmes

Principles:

- At Interim Boards, the full student profile will be considered where possible;

- Module credits will only be considered as having been gained or to be referred in when all elements of the module have been attempted at least once by the student;
- Referral periods will be set 'in level' where possible to enable the number of referral attempts allowed to be undertaken prior to the NMC 12 week rule limit;
- The maximum referral amount will not apply to modules which have been successfully retrieved. Instead referral envelopes will be reset between Boards. This recognises that, contrary to normal University regulations, no modules may be condoned on this programme and that students are unable to progress beyond the NMC 12 week rule limit with any credit deficit;
- All referred assessment elements will be capped at 40%, not the overall weighted average for the module.

8.1 Progression from Level 4 to 5 pre-registration nursing undergraduate programmes

Note: Months in brackets refer to timings in relation to the September intake

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
Interim Board 1 (March / April)	0	Progress within Level	IP
	15 - 45	Refer within Level for representation at Interim Board 2	IR
Interim Board 2 (July)	0	Progress within Level	IP
	15 - 60	Refer within Level for representation at Progression Board	IR
Progression Board (September)	0	Pass and Progress to next level if evidence of portfolio demonstrated	PP
		If no evidence of portfolio demonstrated Refer under 12 week rule	RP
	15 - 45	Refer under 12 week rule if additional referral attempts outstanding on module	RP
		If no referral attempts are outstanding recommend Fully Failed	FF
	60	Refer under 12 week rule if additional referral attempts outstanding on module	RP
		Make 'Work Outstanding' and student to be 'Back Cohorted' if they have not achieved the minimum hours for progression under 12 week rule.	WO
If no referral attempts are outstanding recommend Fully Failed		FF	

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
	75+	Recommend Fully Failed	FF
Referral Board – NMC 12 Week Rule (December)	0	Pass and Progress to next level if evidence of portfolio demonstrated	PP
		If no evidence of portfolio demonstrated, make 'Work Outstanding' and student to be 'Back Cohorted.'	WO
	15-60	Make 'Work Outstanding' and student to be 'Back Cohorted' if additional referral attempts outstanding	WO
		If no referral attempts are outstanding recommend Fully Failed	FF

8.2 Progression from Level 5 to 6 pre-registration nursing undergraduate programmes

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
Interim Board 1 (March / April)	0	Progress within Level	IP
	30 – 60	Refer within Level for representation at Interim Board 2	IR
Interim Board 2 (July)	0	Progress within Level	IP
	30 - 60	Refer within Level for representation at Progression Board	IR
	90	Recommend Fully Failed and award Intermediate Award of CertHE if a minimum of 120 Credits have been achieved from modules undertaken <i>whilst registered for a Bucks New University Award.</i>	FF or CHE
Progression Board (September)	0	Pass and Progress to next level if evidence of portfolio demonstrated	PP
		If no evidence of portfolio demonstrated make 'Work Outstanding' and Refer under 12 week rule	WO
	30 - 60	Refer under 12 week rule if additional referral attempts outstanding on module	RP
		Make 'Work Outstanding' and student to be 'Back Cohorted' if they have not	WO

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
		achieved the minimum hours for progression under 12 week rule.	
		If no referral attempts are outstanding recommend Fully Failed and award Intermediate Award of CertHE if a minimum of 120 Credits have been achieved.	FF or CHE
	90+	Recommend Fully Failed and award Intermediate Award of CertHE if a minimum of 120 Credits have been achieved from modules undertaken whilst registered for a Bucks New University Award.	FF or CHE
Referral Board – NMC 12 Week Rule (December)	0	Pass and Progress to next level if evidence of portfolio demonstrated	PP
		If no evidence of portfolio demonstrated, make 'Work Outstanding' and student to be 'Back Cohorted.'	WO
	30-60	Make 'Work Outstanding' and student to be 'Back Cohorted' if additional referral attempts outstanding	WO
		If no referral attempts are outstanding recommend Fully Failed and award Intermediate Award of CertHE if a minimum of 120 Credits have been achieved.	FF or CHE

8.3 Interim Progression within Level 6 pre-registration nursing undergraduate programmes

Board of Examiners	Credit Deficit	Recommended Decision	Interim Code
Interim Board 1 (March / April)	0	Progress within Level	IP
	15 - 45	Refer within Level for representation at Interim Board 2	IR
Interim Board 2 (July)	0	Progress within Level	IP
	15 - 60	Refer within Level for representation at Award Board	IR
	75+	Award Intermediate Award of DipHE	DHE

9 **Use of Referral Envelope when considering a Student's eligibility for an Award on pre-registration nursing undergraduate programmes**

Board of Examiners	Credit Deficit	Recommended Decision	Award Code
Award Board (September)	0	Award Honours Degree Classification if evidence of portfolio demonstrated	1 2.1 2.2 3
		If no evidence of portfolio demonstrated refer over 'referral period'	RD
	15	Refer over 'referral period' for award of Honours Degree if additional referral attempts outstanding	RD
		Recommend for Ordinary Degree in Health Studies <i>Note: This decision should apply in exceptional circumstances only where referral is not possible or recommended</i>	ORD Health Studies
	30	Refer over 'referral period' for award of Honours Degree if additional referral attempts outstanding	RD
		Recommend for Ordinary Degree in Health Studies	ORD Health Studies
	45	Refer over 'referral period' for award of Honours Degree if additional referral attempts outstanding	RD
		Recommend for Ordinary Degree in Health Studies	ORD Health Studies
	60	Refer over 'referral period' for award of Honours Degree if additional referral attempts outstanding	RD
		Recommend for Ordinary Degree in Health Studies	ORD Health Studies
	75+	Award Intermediate Award of DipHE	DHE
	Referral Board (December)	0	Award Honours Degree Classification if evidence of portfolio demonstrated

Board of Examiners	Credit Deficit	Recommended Decision	Award Code
			3
		If no evidence of portfolio demonstrated Award Honours Degree Classification <i>in Health Studies</i>	1 2.1 2.2 3
	15	Award Ordinary Degree in Health Studies	ORD Health Studies
		Recommend for Award of Ordinary Degree in Health Studies	ORD Health Studies
	45-60	Recommend for Award of Ordinary Degree in Health Studies	ORD Health Studies
	75+	Award Intermediate Award of DipHE	DHE

Appendix 1a: Regulations for Pre-Registration Nursing Undergraduate Programme from 2016-17

(amended March 2018)

- These regulations are applicable to all new cohorts to the following programmes, and for all students who transfer to these programmes, with effect from September 2016.
- **BSc (Hons) Nursing (Adult)**
- **BSc (Hons) Nursing (Children's)**
- **BSc (Hons) Nursing (Mental Health)**

1 Introduction

- 1.1 These regulations pertain to the pre-registration nursing awards and are included as a formal appendix to the *Academic Assessment Regulations* (first published September 2015).
- 1.2 These regulations have been drawn up to address the specific requirements of the Nursing and Midwifery Council (NMC) as the professional statutory body. Specifically, these regulations have been drawn up in accordance with the *Standards for pre-registration nursing education (2010)*. NB Amendments made in March 2018 under NMC direction to remove the exit award of BSc Nursing with NMC Registration (Ordinary Degree).
- 1.3 These regulations have been approved in accordance with the requirements of the University Senate.

2 Glossary

Term or Expression	Meaning
Back Cohort	This is a term indicating instances where a student is required to transfer to a later cohort, i.e. from a September to a February cohort intake, or to a cohort intake from a subsequent academic year.
Clinical Experience	Periods of time spent in the clinical environment. Students may undertake a practice module in a number of clinical environments.
Cohort	A group of students commencing a Programme on the same date, e.g., September 2016, February 2017
DBS	Disclosure and Barring Service. All students have to be checked through the Disclosure and Barring Service prior to being permitted to undertake any clinical experiences.
Field	Field Programme, offered in Adult Nursing, Mental Health Nursing or Children's Nursing
Insights	These are opportunities for students to gain a period of alternative Field experience which may be practical or theoretical. They are governed by the Professional Statutory Body. Insights include

Term or Expression	Meaning
	Adult, Children's, Learning Disabilities and Mental Health Nursing and Pregnancy and Parenting.
Mandatories	Annual updates in Cardio-Pulmonary Resuscitation (CPR), Paediatric CPR, Moving and Handling, Managing Violence and Aggression, Fire, Health and Safety and Information Governance
Portfolio	A student's personal and professional development document
Theoretical Module	All modules other than the following: AN422, CN422, MH422, AN522, CN522, MH522, AN622, CN622, MH622
Practice Module	All of the following modules: AN422, CN422, MH422, AN522, CN522, MH522, AN622, CN622, MH622
NMC	Nursing and Midwifery Council. This is the Professional Statutory Body governing nursing Programmes.
PLPAD	Pan London Practice Assessment Document
RN-A	Registered Nurse, Adult
RN-C	Registered Nurse, Children's
RN-MH	Registered Nurse, Mental Health
Refer and Progress (RP)	<p>This is an Assessment Board code indicating that a student still has a credit deficit or other requirement to be made up in order to complete a stage but meets the minimum progression requirements.</p> <p>In such instances and in accordance with NMC requirement (R3.10.2) an Assessment Board will set a deadline by which the outstanding requirements must be met. The result must be confirmed by an Assessment Board within 12 weeks of the student entering the next stage of the programme.</p> <p>Failure to meet the outstanding requirements will result in one of the following:</p> <ol style="list-style-type: none"> 1. If the student's academic profile permits the student's status will be changed to Work Outstanding (WO) 2. The student will be discontinued from the course
Work Outstanding (WO)	<p>This is a code used during Assessment Boards indicating that</p> <ol style="list-style-type: none"> 1. a student still has a credit deficit or other outstanding requirement which it is still permissible for them to make up but which prohibits them from progressing to the next stage or stops them from continuing on the current stage.

Term or Expression	Meaning
	WO status will normally result in a student being 'back cohorted'.

3 Registration period BSc (Hons) Nursing

University regulations require a student commencing an undergraduate programme to complete this programme in no more than 6 years from the initial date of enrolment. Regulations for this programme will identify this requirement as an **absolute** maximum, in order to ensure that students entering practice only do so in close proximity to the preceding theoretical preparation.

4 Assessment regulations pre-registration nursing undergraduate programmes

The University's undergraduate assessment regulations will apply with the following exceptions.

5 Reassessment pre-registration nursing undergraduate programmes

5.1 These reassessment regulations are written in accordance with the NMC Standards for Pre-registration nursing programmes (2010).

- a) At Levels 4, 5 and 6 Assessment Boards can permit a student to have **three** attempts at successfully completing a theoretical module as follows:
 4. Initial Assessment
 5. First Reassessment
 6. Second Reassessment
- b) The following principles will be applied when considering student profiles and their practice modules.
 - Students will only be permitted to retake once in the year/stage if they have been deemed to fail a practice module and/or a clinical experience. They will not be permitted three attempts as in the theoretical parts of the programme.
 - If a student fails two or more clinical experiences in one year/stage they will be considered to have failed the programme. This may be either by failing two or more clinical experiences in one year/stage, or by failing a repeated clinical experience.
 - Students will be permitted on one occasion only to submit their placement documentation beyond the given deadline, by a maximum of 10 working days. They will receive a formal warning if this occurs. If a student submits their placement document late for a second time, or beyond 10 working days the first time, the documents will be counted as a non-submission. As placement documents contain the record of more than one clinical experience, the student will be considered to have failed all clinical experiences recorded within the document. Therefore the student will be considered to have failed the programme as in the paragraph above.
- c) Reassessment in a practice module will entail a further period of practice experience. The Assessment Board may use its discretion regarding the length of reassessment period required in order to retrieve the practice module from a minimum of four weeks to a maximum of the original length of the practice experience.
- d) The Reassessment limit is 60 credits per level. Retrieved credits will not be counted in the calculation of these 60 credits at duly constituted Assessment Boards.

- e) Repeat studentship will not be offered on this programme.
- f) Where students have an agreed extension for a placement deficit of no more than 37.5 hours they will be permitted to progress from level 4 and 5 if the rest of their academic profile permits this. The status of such students will be Referred and Progressed (RP).
- g) An Assessment Board may permit a student who has been referred in a practise module and assessed via competencies (including essential skills clusters, professional values in practice domains, episodes of care for students using the PLPAD) to redeem this module by undertaking sufficient practice hours (minimum of four weeks and maximum of original length of the clinical experience) in a new practice area designed to enable the practice competencies to be achieved.
- h) Back cohorted students are not guaranteed to follow the timeline of the cohort they join e.g. a placement for a back cohorted student may not be available at the same time.

Note: Students requiring a repeat clinical experience will be offered this opportunity subject to the availability of a clinical experience; this is likely to result in the student being required to 'back-cohort'.

5.2 Compensation and Aegrotat

Compensation and Aegrotat are **not** permitted in BSc (Hons) Nursing under any circumstances.

6 Programme Requirements: Progression and Award pre-registration nursing undergraduate programmes

6.1 Commencement of experience

- a) Prior to the student being permitted to undertake practice experience and normally by the end of Semester 1 students must have:
 - Undergone a Disclosure and Barring Service (DBS) check and achieved clearance. Should there be a delay in this then the School will consider each individual case on its merits and the implications for the student to undertake practice experience.
 - Undergone an Occupational Health Assessment and achieved clearance. Should there be a delay in this then a students may be permitted to commence a practice experience subject to additional supervision being available
- b) Prior to attending clinical experience in first and subsequent years, students must have undertaken all mandatories (the paediatric mandatory is only required for the child field)
- c) Prior to commencing Levels 5 and 6 students must complete a self-declaration proforma indicating ongoing good health and good character.

6.2 Achievement of Level and Progression pre-registration nursing undergraduate programmes

- a) At the end of Level 4 students should have:
 - Achieved 120 credits at Level 4
 - Completed 675 Clinical Hours
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor)

- b) At the end of Level 5 students should have additionally:
- Achieved 120 credits at Level 5
 - Completed 750 Clinical Hours (total cumulative = 1425)
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor)
- c) At the end of Level 6 students must have additionally:
- Achieved 120 credits at Level 6
 - Completed 900 Clinical Hours (total cumulative 2325 minimum, of which 60 is night duty)
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor)

6.3 Award of BSc (Hons) Nursing with Nurse Registration (All Fields)

- a) Students who are deemed by an Assessment Board to have successfully completed all elements of the Programme will be recommended to the Senate of the University for the awards as follows:

Degree Title
BSc (Hons) Nursing (Adult)
BSc (Hons) Nursing (Children's)
BSc (Hons) Nursing (Mental Health)

- b) On receipt of a satisfactory Declaration of Good Character and Good Health students will be recommended to the Nursing and Midwifery Council (NMC) for entry to the register as follows:

Entry to the Register
Part 1: Adult Nursing (RN-A)
Part 1: Children's Nursing (RN-C)
Part 1: Mental Health Nursing (RN-MH)

Students who take longer than 12 months to complete Level 6 (Year 3) must demonstrate annual updating of all mandatories before an award can be recommended by an Assessment Board.

7 Progression and Award

The following tables are provided as a guide and the final recommendation will result from the use of the relevant section of these regulations and the programme specification should the need arise.

7.1 Progression from Level 4 to 5 pre-registration nursing undergraduate programmes.

Note: Months in brackets refer to indicative timings in relation to the September intake.

Assessment Board	Credit Deficit	Recommended Decision	Progression Code
Interim Board 1 (March / April)	0	Progress within Level	IP
	15 - 60	Reassess within Level for representation at Interim Board 2	IR
Interim Board 2 (July)	0	Progress within Level	IP
	15 - 60	Reassess within Level for representation at Progression Board	IR
Progression Board (September)	0	Pass and Progress to next level if evidence of portfolio demonstrated	PP
		If no evidence of portfolio demonstrated then Refer and Progress	RP
	15 - 45	Refer and Progress if additional reassessment attempts outstanding on module	RP
		If no reassessment attempts are outstanding recommend Fully Failed	FF
	60	Refer and Progress if additional reassessment attempts outstanding on module	RP
		If the credit short fall is from the placement module and they have not achieved the minimum hours for progression then make Work Outstanding (WO).	WO
		If no reassessment attempts are outstanding recommend Fully Failed	FF
	75+	Recommend Fully Failed	FF
Reassessment Board – Referred and Progressed (IP) Students (December)	0	Pass and Progress to next level if evidence of portfolio demonstrated	PP
		If no evidence of portfolio demonstrated, make 'Work	WO

Assessment Board	Credit Deficit	Recommended Decision	Progression Code
		Outstanding' and student to be 'Back Cohorted.'	
	15-60	If additional reassessment attempts available make 'Work Outstanding' and student to be 'Back Cohorted'	WO
		If all reassessment attempts are exhausted then recommend Fully Failed	FF

7.2 Progression from Level 5 to 6 pre-registration nursing undergraduate programmes.

Assessment Board	Credit Deficit	Recommended Decision	Progression Code
Interim Board 1 (March / April)	0	Progress within Level	IP
	15 – 60	Reassess within Level for representation at Interim Board 2	IR
Interim Board 2 (July)	0	Progress within Level	IP
	15 - 60	Reassess within Level for representation at Progression Board	IR
	90	Recommend for award of CertHE	CHE
Progression Board (September)	0	Pass and Progress to next level if evidence of portfolio demonstrated	PP
		If no evidence of portfolio demonstrated then Refer and Progress	RP
	15 - 60	If additional reassessment attempts outstanding then Refer and Progress	RP
		If the credit short fall is from the placement module and they have not achieved the minimum hours for progression then make Work Outstanding (WO)	WO
		If reassessment attempts are exhausted then recommend intermediate award of CertHE	CHE

Assessment Board	Credit Deficit	Recommended Decision	Progression Code
	90+	Recommend Intermediate award of CertHE	CHE
Reassessment Board – Referred and Progressed (IP) Students (December)	0	Pass and Progress to next level if evidence of portfolio demonstrated	PP
		If no evidence of portfolio demonstrated, make 'Work Outstanding' and student to be 'Back Cohorted.'	WO
	15-60	Make 'Work Outstanding' and student to be 'Back Cohorted' if additional reassessment attempts outstanding	WO
		If no reassessment attempts are outstanding recommend Award of CertHE	CHE

7.3 Interim Progression within Level 6 pre-registration nursing undergraduate programmes.

Assessment Board	Credit Deficit	Recommended Decision	Interim Code
Interim Board 1 (March / April)	0	Progress within Level	IP
	30 - 60	Reassess within Level for representation at Interim Board 2	IR
Interim Board 2 (July)	0	Progress within Level	IP
	30 - 60	Reassess within Level for representation at Award Board	IR
	90+	Recommend Intermediate award of DipHE	DHE

8 Use of Reassessment Envelope when considering a Student's eligibility for an Award on pre-registration nursing undergraduate programmes.

Assessment Board	Credit Deficit	Recommended Decision	Award Code
Award Board (September)	0	Award Honours Degree Classification if evidence of portfolio demonstrated and mandatories in date	1 2.1 2.2 3

Assessment Board	Credit Deficit	Recommended Decision	Award Code
		If no evidence of portfolio demonstrated or mandatories expired then Reassess over 'reassessment period'	RD
	30	Reassess over 'reassessment period' for award of Honours Degree if additional reassessment attempts outstanding	RD
		Recommend for Ordinary Degree in Health Studies in line with requirements in the Programme Specification	ORD Health Studies
	60	Reassess over 'reassessment period' for award of Honours Degree if additional reassessment attempts outstanding	RD
		Recommend for Ordinary Degree in Health Studies in line with requirements in the Programme Specification	ORD Health Studies
	90+	Recommend for intermediate award of DipHE	DHE
Reassessment Board (December)	0	Recommend for award of Honours Degree Classification if evidence of portfolio demonstrated and mandatories in date	1 2.1 2.2 3
	0	If no evidence of portfolio demonstrated or mandatories not updated then Award Honours Degree Classification <i>in Health Studies</i>	1 2.1 2.2 3
		Recommend for award of Ordinary Degree in Health Studies in line with requirements in the Programme Specification	ORD Health Studies
	60	In line with requirements in the Programme Specification Recommend for award of Ordinary Degree in Health Studies	ORD Health Studies
	90+	Recommend for award of intermediate award of DipHE	DHE

Appendix 2: Regulations for Pre-registration Nursing (PGDip Nursing) up to 2015-16

These regulations are applicable to all new cohorts to the following Programmes with effect from September 2011, and for all students who transfer to these Programmes with effect from September 2011.

- PGDip Nursing (Adult)
- PGDip Nursing (Children's)
- PGDip Nursing (Mental Health)

1 Introduction

- 1.1 These regulations pertain to the pre-registration nursing awards and are included as a formal appendix to the *University Academic Framework and Assessment Regulations (September 2012)* (formerly to *Regulations for postgraduate taught awards (June 2007)*).
- 1.2 These regulations have been approved in accordance with the requirements of the University as follows:
 - a) Faculty Quality and Enhancement Committee
 - b) Senate
- 1.3 These regulations will be governed by and from time to time be amended or superseded by:
 - a) Senate or Faculty Quality and Enhancement Committee
 - b) Relevant regulations of the Nursing and Midwifery Council (NMC), as the Regulatory Body. Specifically, regulations have been drawn up in accordance with the *Standards for pre-registration nursing education (2010)*
- 1.4 Where necessary and as a result of changes in central policy or the Strategic Health Authority short-term amendments to these regulations may be necessary for particular student cohorts.
 - 1.4.1 A Pan London Practice Assessment Document (PLPAD) was approved in accordance the requirements of the University and approved as a major modification to the programme in December 2013.

The PLPAD will be used for all students commencing the programme from February 2014 intake.

2 Glossary

Term or expression	Meaning
Back Cohort	This is a term used in these regulations indicating instances whereby, due to credit deficit or other reason, a student may be required to transfer to a later cohort of students, i.e. from a September to a February cohort intake, or to a cohort intake from a subsequent academic year.
Clinical Experience	Periods of time spent in the clinical environment. Students will undertake a practice period in a number of clinical environments.
Cohort	A group of students commencing a Programme on the same date, e.g., September 2011, February 2012
DBS	Disclosure and Barring Service. All students have to be checked through the Disclosure and Barring Service prior to being permitted to undertake any clinical experiences. DBS replaces the Criminal Records Bureau.
Field	Field Programme, offered in Adult Nursing, Mental Health Nursing or Children's Nursing
Insights	These are opportunities for students to gain a period of alternative Field experience which may be practical or theoretical. They are governed by the Regulatory Body. Insights include Adult, Children's, Learning Disabilities and Mental Health Nursing and Pregnancy and Parenting.
Mandatories	Annual updates in Cardio-Pulmonary Resuscitation (CPR), Moving and Handling, Managing Violence and Aggression, Fire, Health and Safety.
NMC	Nursing and Midwifery Council. This is the Regulatory Body governing Nursing Programmes.
12 week rule	<p>This relates to the NMC requirement (R3.10.2) that approved education institutions must ensure that outstanding outcomes are met and confirmed within 12 weeks of the student entering the next part of the programme. The 12 weeks includes holidays and any absences.</p> <p>Under the '12 week rule', students may progress temporarily to the next stage of the programme with a credit deficit (see 5.1b). However, should the student still have a credit deficit by the deadline under the 12 week rule, they will be unable to proceed further and will be required to either 'back-cohort' or for their registration to be discontinued. This will apply even if a student has a claim for Mitigating Circumstances has been accepted.</p> <p>Students who have failed to complete the practice 'hours' component of the module by more than 38 hours (one working</p>

Term or expression	Meaning
	week) will not be permitted to progress under the '12 week rule'.
OH	Occupational Health. All students have to be cleared by Occupational Health personnel prior to being permitted to undertake any clinical experiences.
PLPAD	Pan London Practice Assessment Document
RN-A	Registered Nurse, Adult
RN-C	Registered Nurse, Children's
RN-MH	Registered Nurse, Mental Health
SHA	Strategic Health Authority
Stage	The programme consists of 3 stages which are not determined by semester cycles and are discrete stages of the award.
<u>Work Outstanding (WO)</u>	This is a code used during Examination Boards indicating that a student still has a credit deficit to be made up in order to progress to the next level and may not temporarily progress under the NMC '12 week rule' and therefore will normally be required to 'back cohort'.
<u>Refer but may Progress (RP)</u>	This is a code used during Examination Boards indicating that a student still has a credit deficit to be made up in order to progress to the next level but where the student falls under the NMC '12 week rule' and will be allowed temporarily to progress to the next level with a credit deficit. Students who, having been made Work Outstanding subsequently do not achieve all outstanding credits by the deadline under the NMC '12 week rule', will normally be made WO and required to 'back cohort'.

3 Admission of students PG Dip Nursing

3.1 The detailed entry requirements and admission/selection process for these Programmes are given in the Programme Specifications.

3.2 Credit Accumulation and Transfer Scheme

AP(E)L to the programmes will be in accordance with the University Regulations – Credit Accumulation and Transfer Scheme and the NMC regulations which permits the programmes to be shortened through AP(E)L for all entrants to a maximum of 50% of the total programme.

Note: All students applying for AP(E)L will have completed the requisite number of clinical hours required at the point of the Programme for which they are applying for entry.

4 NMC registration period PG Dip Nursing

The maximum period of student registration as stipulated by the NMC, inclusive of any periods of suspension within which a pre-registration nursing Programme must be completed is five years.

5 Assessment regulations PG Dip Nursing

The University's regulations for postgraduate taught awards will apply with the following exceptions. For the purposes of this programme both theory and practical assessment components are regarded as coursework.

5.1 Referral PG Dip Nursing

- a) These referral regulations are written in accordance with the following principles:
- NMC Standards for Pre-registration nursing programmes (2010):
 - Board of Examiners can permit a student to have three attempts at successfully completing a theoretical component of a module as follows:

1. Initial assessment
2. First referral
3. Second referral

Note: Students will be permitted only two attempts for NS604.

- b) On the pre-qualifying nursing programmes, the practice based elements of the course are assessed in two parts: practice modules (assessment across the full year/stage experience across multiple clinical experiences) and achievement in each clinical experience undertaken in the year/stage. The following principles will be applied when considering student profiles and their completion of practice.
- Students will only be permitted to retake once in the year/stage if they have been deemed to fail a module and/or a clinical experience. They will not be permitted three attempts as in the theoretical parts of the programme.
 - If a student fails two or more clinical experiences in one year/stage, by either failing multiple clinical experiences at the first attempt within the year/stage, or by failing the repeated clinical experience, they will be considered to have failed the programme.
 - Students will be permitted on one occasion only to submit their placement documentation beyond the given deadline, by a maximum of 10 working days. They will receive a formal warning if this occurs. If a student submits their placement document late for a second time, or beyond 10 working days the first time, the documents will be counted as a non-submission. As placement documents contain the record of more than one clinical experience, the student will be considered to have failed all clinical experiences recorded within the document. Therefore the student will be considered to have failed the programme as in the paragraph above.

Note: The Board of Examiners may use its discretion regarding the length of referral period required in order to retrieve the practical component of a module from a minimum of four weeks to a maximum of the original length of the practice experience.

- c) Referral in a practical component of a module will entail a further period of practice experience.
- d) Referral limits per stage are as follows:
- Stage 1: 30 credits (Level 6 and Level 7)
 - Stage 2: 15 credits (Level 7)
 - Stage 3: 15 credits (Level 7)
- e) Retrieved credits will not be counted in the calculation of these credits at a duly constituted Board of Examiners, that coincides with each progression point, at each stage of the programme.

- f) Associate studentship will not be offered on this programme. However students with a credit deficit beyond those indicated above may exceptionally be referred at the discretion of the Board of Examiners.
- g) Students will be given the opportunity to redeem failed modules following a formally scheduled Board of Examiners.
- h) A Board of Examiners may permit a student who has been referred in a practice environment and assessed via competencies (including essential skills clusters, professional values in practice domains, episodes of care for students using the PLPAD) to redeem these by undertaking sufficient practice hours (minimum of four weeks and maximum of original length of the practice experience) in a new practice area designed to enable the practice competencies to be achieved.
- i) Students will **not** be able to proceed beyond the recognised NMC 12 week period with any credit deficit. Students with a credit deficit and with remaining attempts permitted at this stage will be regarded as 'work outstanding' and required to back cohort; or, if further referral is not recommended by the Board of Examiners, will be withdrawn and a relevant intermediate award recommended, if appropriate.

Note: Students requiring a repeat practice experience will be offered this opportunity subject to the availability of a clinical experience and this is likely to result in the student being required to 'back-cohort'.

5.2 Condonation PG Dip Nursing

Condonation is **not** permitted under any circumstances.

6 Programme Requirements

6.1 Commencement of clinical practice experience PG Dip Nursing

- a) Prior to the student being permitted to undertake a clinical practice experience students must have:
 - Undergone a Disclosure and Barring Service (DBS) check and achieved clearance
Note: Should there be a delay in a student receiving a DBS clearance the Faculty will consider each individual case on its merits and the implications for the student to undertake practice experience.

 - Undergone an Occupational Health Assessment and achieved clearance
Note: Should there be a delay in obtaining clearance students may be permitted to commence a clinical placement subject to additional supervision being available
- b) Prior to attending clinical practice experience in the first and second stages of the programme), students must have achieved the following mandatory elements:
 - Moving and Handling
 - Managing Violence and Aggression
 - Cardio Pulmonary Resuscitation
 - Health, Fire and Safety

- c) Prior to commencing clinical practice experience in the second stage of the programme, students must complete a self-declaration proforma indicating ongoing good health and good character.

6.2 Achievement of Stage and Progression PG Dip Nursing

- a) At the end of the stage 1 students should have:
- Achieved 30 credits at level 6 and 30 credits at level 7
 - Completed 774 Clinical Hours
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor)
- b) At the end of the Stage 2 students should have additionally:
- Achieved an additional 30 credits at level 7
 - Completed 836 Clinical Hours (total cumulative = 1610)
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor)
- c) At the end of stage 3 students must have additionally:
- Achieved an additional 30 credits at level 7
 - Completed 690 Clinical Hours (total cumulative 2300 minimum, of which 112.5 is night duty)
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor)

6.3 Award of PG Dip Nursing with Nurse Registration (All Fields)

- a) Students who are deemed by a Board of Examiners to have successfully completed all elements of the Programme and for whom a Declaration of Good Character and Declaration of Good Health has been completed will be recommended to the Senate of the University and the Nursing and Midwifery Council (NMC) for the awards as follows:

Degree title	Entry to the Register
PG Dip Nursing (Adult)	Part 1: Adult Nursing (RN-A)
PG Dip Nursing (Children's)	Part 1: Children's Nursing (RN-C)
PG Dip Nursing (Mental Health)	Part 1: Mental Health Nursing (RN-MH)

- b) Students must demonstrate annual updating of all mandatory elements before an award can be recommended by a Board of Examiners.

6.4 Intermediate Awards PG Dip Nursing

The following intermediate awards are available for this programme:

- Post Graduate Certificate in Health Studies
- Post Graduate Diploma in Health Studies #

A Post Graduate Certificate may only be awarded if a student has achieved 60 credits, of which a minimum of 40 credits must be at level 7.

A Post Graduate Diploma may only be awarded if a student has achieved 120 credits, of which a minimum of 90 credits must be at level 7.

An intermediate award may only be awarded if a student has successfully completed at least one module at Buckinghamshire New University.

Note: Intermediate awards are conferred without inclusion of entry to the NMC register as a registered nurse and therefore will not contain the word 'nursing'.

7 Boards of Examiners PG Dip Nursing

7.1 Boards of Examiners will be designated as follows and their remit will be in line with the University regulations on Boards of Examiners:

- a) Interim Progression / Referral Board of Examiners
- b) Award Board of Examiners
- c) Referral Board of Examiners
- d) Referral Board of Examiners (NMC 12-week regulation)

An *indicative* schedule of Boards is given in the table below:

Month	Board Type
February	Interim Board 1 (stage 1)
April	Interim Board 2 (stage 1)
July	Progression Award Board (stage 1 to stage 2)
August	NMC '12 Week' Referral Board (confirm progression to stage 2)
October	Interim Board 1 (stage 2)
December	Interim Board 2 (stage 2)
February	Interim Board 3 (stage 2)
April	Progression Award Board (stage 2 to stage 3)
June	NMC '12 Week' Referral Board (confirm progression to stage 3)
July	Interim Board 1 (stage 3)
August	Interim Board 2 (stage 3)
October	Award Board
December	Referral Award Board

7.2 In respect of the practice elements of the programme it is acknowledged that as a result of rosters, sickness etc. students may complete the clinical practice hours/competencies (including essential skills clusters, professional values in practice domains, episodes of care for students using the PLPAD) at varying times. Consequently Boards of Examiners should, wherever possible, consider the full profile (theory and completed practice) of a student.

7.3 Award Boards of Examiners should be convened at the end of the programme. Registration documentation for students who have successfully completed the award will be forwarded to the NMC within four weeks of the final Board of Examiners.

8 Use of Referral Envelope when considering a Student's eligibility to Progress on PG Dip Nursing

Principles

- At Interim Boards, the full student profile will be considered where possible.
- Module credits will only be considered as having been gained or to be referred in when all elements of the module have been attempted at least once by the student.
- Referral periods will be set 'in stage' where possible to enable the number of referral attempts allowed to be undertaken prior to the NMC 12 week rule limit.
- The maximum referral amount will not apply to modules which have been successfully retrieved. Instead referral envelopes will be reset between Boards. This recognises that, contrary to normal University regulations, no modules may be condoned on this programme and that students are unable to progress beyond the NMC 12 week rule limit with any credit deficit.
- All referred assessment elements will be capped at 40%, not the overall weighted average for the module.

8.1 Progression from Stage 1 to Stage 2 PG Dip Nursing

Note: Months in brackets are indicative only

Referral limit in stage 1 is 30 credits

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
Interim Board 1 (February)	0	Continue within Stage	IP
	15	Refer within Stage for representation at Interim Board 2	IR
	30	Refer within Stage for representation at Interim Board 2	IR
	45	Recommend Fully Failed	FF
Interim Board 2 (April)	0	Continue within Stage	IP
	15	Refer within Stage for representation at Progression Board	IR
	30	Refer within Stage for representation at Progression Board if referral attempts remain.	IR
		If no referral attempts are outstanding recommend Fully Failed	FF
	45	Recommend Fully Failed	FF
	60	Recommend Fully Failed	FF

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
Progression Board (July)	0	Progress to next Stage if evidence of portfolio demonstrated	IP
		If no evidence of portfolio demonstrated Refer under 12 week rule	RP
	15	Refer under 12 week rule if additional referral attempts outstanding on module	RP
		If no referral attempts are outstanding recommend Fully Failed	FF
	30	Refer under 12 week rule if additional referral attempts outstanding on module	RP
		If no referral attempts are outstanding recommend Fully Failed	FF
	45	Recommend Fully Failed	FF
	60	Recommend Fully Failed	FF
Referral Board – NMC 12 Week Rule (August)	0	Progress to next Stage if evidence of portfolio demonstrated	IP
		If no evidence of portfolio demonstrated, make 'Work Outstanding' and student to be 'Back Cohorted.'	WO
	15-30	Make 'Work Outstanding' and student to be 'Back Cohorted' if additional referral attempts outstanding	WO
		If no referral attempts are outstanding recommend Fully Failed	FF
	45-60	Recommend Fully Failed	FF

8.2 Progression from Stage 2 to Stage 3 PG Dip Nursing

Note: Months in brackets are indicative only

Referral limit in stage 2 is 15 credits

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
Interim Board 1 (October)	0	Continue within Stage	IP
	15	Refer within Stage for representation at Interim Board 2	IR
	30	Recommend Fully Failed	FF
Interim Board 2 (December)			
Interim Board 3 (February)			
Progression Board (April)	0	Progress to next Stage if evidence of portfolio demonstrated	IP
		If no evidence of portfolio demonstrated Refer under 12 week rule	RP
	15	Refer under 12 week rule if additional referral attempts outstanding on module	RP
		If no referral attempts are outstanding recommend Fully Failed and award Intermediate Award of PGCert.	PGC
	30	Recommend Fully Failed as minimum of 60 (45 at level 7) Credits will not have been achieved.	FF
Referral Board – NMC 12 Week Rule (June)	0	Progress to next Stage if evidence of portfolio demonstrated	IP
		If no evidence of portfolio demonstrated, make 'Work Outstanding' and student to be 'Back Cohorted.'	WO
	15	Make 'Work Outstanding' and student to be 'Back Cohorted' if additional referral attempts outstanding	WO
		If no referral attempts are outstanding recommend Fully Failed and award Intermediate Award of PGCert.	PGC
	30	Recommend Fully Failed as minimum of 60 (45 at level 7) Credits will not have been achieved.	FF
Referral Board 'WO' (August)	0	Progress to next stage if evidence of portfolio demonstrated	IP

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
		If no evidence of portfolio demonstrated, Recommend Fully Failed and award Intermediate Award of PGCert.	PGC
	15	Refer if additional referral attempts outstanding	WO
		If no referral attempts are outstanding recommend Fully Failed and award Intermediate Award of PGCert.	PGC

8.3 Interim Progression within Stage 3 PG Dip Nursing

Note: Months in brackets are indicative only

Referral limit in stage 3 is 15 credits

Board of Examiners	Credit Deficit	Recommended Decision	Interim Code
Interim Board (July)	0	Continue within stage	IP
	15	Refer within stage for representation at Award Board	IR
	30	Recommend Fully Failed and award Intermediate Award of PGCert	PGC

9 Use of Referral Envelope when considering a Student's eligibility for an Award PG Dip Nursing

Note: Months in brackets are indicative only

Referral limit in stage 3 is 15 credits

Board of Examiners	Credit Deficit	Recommended Decision	Award Code
Award Board (October)	0	Award PG Dip in Nursing <i>with NMC registration</i> if evidence of portfolio demonstrated	P
		If no evidence of portfolio demonstrated refer over 'referral period'	RD
	15	Refer if additional referral attempts outstanding	WO
		If no referral attempts are outstanding recommend Fully Failed and award Intermediate Award of Pg Cert.	PGC

Board of Examiners	Credit Deficit	Recommended Decision	Award Code
	30	Recommend Fully Failed and award Intermediate Award of Pg Cert	PGC
Referral Award Board 1 (December)	0	Award PG Dip in Nursing <i>with NMC registration</i> if evidence of portfolio demonstrated	P
		If no evidence of portfolio demonstrated Award Pg Dip in Health Studies	PGD Health Studies
	15	Refer if additional referral attempts outstanding	WO
		If no referral attempts are outstanding recommend Fully Failed and award Intermediate Award of Pg Cert.	PGC
Referral Award Board 2 (February)	0	Award PG Dip in Nursing <i>with NMC registration</i> if evidence of portfolio demonstrated	P
		If no evidence of portfolio demonstrated Award Pg Dip in Health Studies	PGD Health Studies
	15	Refer if additional referral attempts outstanding	WO
		If no referral attempts are outstanding recommend Fully Failed and award Intermediate Award of Pg Cert.	PGC

Appendix 2a: Regulations for Pre-registration Nursing (PGDip Nursing) from 2016-17

These regulations are applicable to all new cohorts to the following Programmes, and for all students who transfer to these Programmes, with effect from September 2016.

- PGDip Nursing (Adult)
- PGDip Nursing (Children's)
- PGDip Nursing (Mental Health)

1 Introduction

- 1.1 These regulations pertain to the pre-registration nursing awards and are included as a formal appendix to the *Academic Assessment Regulations (September 2015)*.
- 1.2 Regulations have been drawn up to address the specific requirements of the Nursing and Midwifery Council (NMC) as the professional statutory body. Specifically, regulations have been drawn up in accordance with the *Standards for pre-registration nursing education (2010)*.
- 1.3 These regulations have been approved in accordance with the requirements of the University Senate.

2 Glossary

Term or expression	Meaning
Back Cohort	This is a term indicating instances where a student is required to transfer to a later cohort i.e. a cohort intake from a subsequent academic year.
Clinical Experience	Periods of time spent in the clinical environment. Students will undertake a practice period in a number of clinical environments.
Cohort	A group of students commencing a programme on the same date, e.g., September 2016.
DBS	Disclosure and Barring Service. All students have to be checked through the Disclosure and Barring Service prior to being permitted to undertake any clinical experiences.
Field	Refers to the field of programme offered; Adult Nursing, Mental Health Nursing or Children's Nursing.
Insights	These are opportunities for students to gain a period of alternative field experience which may be practical or theoretical. They are governed by the Professional Statutory Body. Insights include; Adult, Children's, Learning Disabilities and Mental Health Nursing and Pregnancy and Parenting.
Mandatories	Annual updates in; Cardio-Pulmonary Resuscitation (CPR), Paediatric CPR, Moving and Handling, Managing Violence and Aggression, Fire, Health and Safety and Information Governance.

Term or expression	Meaning
NMC	Nursing and Midwifery Council. This is the professional statutory body governing nursing programmes.
Portfolio	A student's personal and professional development document.
Practical Component	Any assessment comprising of the clinical experience in the following modules: NA711, NA712, NA713, NC711, NC712, NC713, NM711, NM712 and NM713
Theoretical Component	All assessments, with the exception of those which are part of the clinical experience.
PLPAD	Pan London Practice Assessment Document.
RN-A	Registered Nurse, Adult.
RN-C	Registered Nurse, Children's.
RN-MH	Registered Nurse, Mental Health.
Stage	The programme consists of stages which are not determined by semester cycles but are discrete stages of the award.
<u>Refer but may Progress (RP)</u>	<p>This is an Assessment Board code indicating that a student still has a credit deficit or other requirement to be made up in order to complete a stage, but meets the minimum progression requirements.</p> <p>In such instances, and in accordance with NMC requirement (R3.10.2), an Assessment Board will set a deadline by which the outstanding requirements must be met. The result must be confirmed by an Assessment Board within 12 weeks of the student entering the next stage of the programme.</p> <p>Failure to meet the outstanding requirements will result in one of the following:</p> <ol style="list-style-type: none"> 1. If the student's academic profile permits then the student's status will be changed to Work Outstanding (WO). 2. The student will be discontinued from the course.
<u>Work Outstanding (WO)</u>	<ol style="list-style-type: none"> 1. This is a code used during Assessment Boards indicating that a student still has a credit deficit or other outstanding requirement that is permissible for them to make up but which prohibits them from progressing to the next stage or stops them continuing on the current stage. <p>WO status will normally result in a student being 'back cohorted'.</p>

3 Registration period PG Dip Nursing

This programme is required to be completed in no more than five years from the initial date of enrolment. This requirement is an **absolute maximum**, in order to ensure that students entering practice only do so in close proximity to the preceding theoretical preparation.

4 **Assessment regulations PG Dip Nursing**

The University's regulations for postgraduate taught awards will apply with the following exceptions:

5 **Reassessment PG Dip Nursing**

These reassessment regulations are written in accordance with the NMC Standards for Pre-registration nursing programmes (2010):

- Assessment Boards can permit a student to have three attempts at successfully completing a theoretical component of a module as follows:
 1. Initial assessment
 2. First reassessment
 3. Second reassessment

Note: Students will be permitted only two attempts for NS614 assessments.

a) The following principles will be applied when considering student profiles and their completion of practice:

- Students will only be permitted to retake once in the stage if they have been deemed to fail a module and/or a clinical experience. They will not be permitted three attempts as in the theoretical parts of the programme.
- If a student fails two or more clinical experiences in a stage they will be considered to have failed the programme. This may be either by failing two or more clinical experiences in a stage, or by failing a repeated clinical experience.
- Students will be permitted on one occasion only to submit their placement documentation beyond the given deadline, by a maximum of 10 working days. They will receive a formal warning if this occurs. If a student submits their placement document late for a second time, or beyond 10 working days the first time, the documents will be counted as a non-submission. As placement documents contain the record of more than one clinical experience, the student will be considered to have failed all clinical experiences recorded within the document. Therefore the student will be considered to have failed the programme as in the paragraph above.

b) Reassessment in a practical component of a module will entail a further period of clinical experience.

Note: The Assessment Board may use its discretion regarding the length of reassessment period required in order to retrieve the practical component of a module from a minimum of four weeks to a maximum of the original length of the clinical experience.

c) Reassessment limits per stage are as follows:

- Stage 1: 30 credits (Level 6 and Level 7).
- Stage 2 and 3: 15 credits (Level 7).

Where a student is not within this reassessment credit limit they will not be offered the opportunity to repeat a module or stage.

d) Retrieved credits will not be counted in the calculation of these credits at a duly constituted Assessment Board.

- e) Eligible students will be given the opportunity to redeem failed modules following a formally scheduled Assessment Board.
- f) Where students have an agreed extension for a placement deficit of no more than 38 hours, they will be permitted to progress from stage 1 and 2 if the rest of their academic profile permits this. The status of such students will be Referred and Progressed (RP).
- g) An Assessment Board may permit a student who has been referred in a practical component and assessed via competencies (including essential skills clusters, professional values in practice domains, episodes of care for students using the PLPAD) to redeem these by undertaking sufficient practice hours (minimum of four weeks and maximum of original length of the practice experience) in a new practice area designed to enable the practice competencies to be achieved.

Note: Students requiring a repeat practice experience will be offered this opportunity subject to the availability of a clinical experience and this is likely to result in the student being required to 'back-cohort'.

5.2 Compensation and Aegrotat

Compensation and Aegrotat are **not** permitted in the PG Dip Nursing programme under any circumstances.

6 Programme Requirements

6.1 Commencement of clinical practice experience PG Dip Nursing

- a) Prior to the student being permitted to undertake a clinical experience students must have:
 - Undergone a Disclosure and Barring Service (DBS) check and achieved clearance. Should there be a delay in this then the Faculty will consider each individual case on its merits and the implications for the student to undertake practice experience.
 - Undergone an Occupational Health Assessment and achieved clearance. Should there be a delay in this then a student may be permitted to commence a clinical placement subject to additional supervision being available.
- b) Prior to attending clinical experience in the first and second stages, students must have completed all mandatories (the paediatric mandatory is only required for the child field).
- c) Prior to commencing clinical practice experience in the second stage of the programme, students must complete a self-declaration proforma indicating ongoing good health and good character.

6.2 Achievement of Stage and Progression PG Dip Nursing

- a) At the end of stage 1 students should have:
 - Achieved 30 credits at level 6 and 30 credits at Level 7.
 - Completed 646 clinical hours.
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor).
- b) At the end of stage 2 students should have additionally:
 - Achieved an additional 30 credits at Level 7.
 - Completed 1026 clinical hours (total cumulative = 1672).
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor) .

- c) At the end of stage 3 students must have additionally:
- Achieved an additional 30 credits at Level 7.
 - Completed 646 clinical hours (total cumulative 2318 minimum, of which 60 is night duty).
 - Demonstrated ongoing evidence of a portfolio (confirmed by Personal Tutor).

6.5 Award of PG Dip Nursing with Nurse Registration (All Fields)

- a) Students who are deemed by an Assessment Board to have successfully completed all elements of the programme will be recommended to the Senate of the University for the awards as follows:

Degree title
PG Dip Nursing (Adult)
PG Dip Nursing (Children’s)
PG Dip Nursing (Mental Health)

- b) On receipt of a satisfactory Declaration of Good Character and Good Health, students will be recommended to the Nursing and Midwifery Council (NMC) for entry to the register as follows:

Entry to the Register
Part 1: Adult Nursing (RN-A)
Part 1: Children’s Nursing (RN-C)
Part 1: Mental Health Nursing (RN-MH)

- c) Students must demonstrate annual updating of all mandatorys before an award can be recommended by an Assessment Board.

7 Progression and Award

The following tables are provided as a guide and the final recommendation will result from the use of the relevant section of these regulations and the programme specification should the need arise.

7.1 Progression from Stage 1 to Stage 2 PG Dip Nursing

Note: Months in brackets are indicative only.

Reassessment limit in Stage 1 is 30 credits.

Assessment Board	Credit Deficit	Recommended Decision	Progression Code
Interim Board 1 (February)	0	Continue within stage.	IP
	15	Reassess within stage for representation at Interim Board 2.	IR

Assessment Board	Credit Deficit	Recommended Decision	Progression Code
	30	Reassess within stage for representation at Interim Board 2.	IR
	45	Recommend Fully Failed.	FF
Interim Board 2 (April)	0	Continue within stage.	IP
	15	Reassess within stage for representation at Progression Board.	IR
	30	Reassess within Stage for representation at Progression Board if reassessment attempts remain.	IR
		If no reassessment attempts are outstanding recommend Fully Failed.	FF
	45+	Recommend Fully Failed.	FF
Progression Board (May)	0	Progress to next stage if evidence of portfolio demonstrated.	IP
		If no evidence of portfolio demonstrated, Refer Progress.	RP
	15	Refer Progress if additional reassessment attempts outstanding on module.	RP
		If no reassessment attempts are outstanding recommend Fully Failed.	FF
	30	Refer Progress if additional reassessment attempts outstanding on module.	RP
		If no reassessment attempts are outstanding recommend Fully Failed.	FF
	45	Recommend Fully Failed.	FF
	60	Recommend Fully Failed.	FF
	Refer Progressed (RP) Students Board (August/September)	0	Progress to next stage if evidence of portfolio demonstrated

Assessment Board	Credit Deficit	Recommended Decision	Progression Code
		If no evidence of portfolio demonstrated, make 'Work Outstanding' and student to be 'Back Cohorted.'	WO
	15-30	Make 'Work Outstanding' and student to be 'Back Cohorted' if additional reassessment attempts outstanding	WO
		If no reassessment attempts are outstanding recommend Fully Failed.	FF
	45-60	Recommend Fully Failed.	FF

7.2 Progression from Stage 2 to Stage 3 PG Dip Nursing

Note: Months in brackets are indicative only

Reassessment limit in Stage 2 is 15 credits

Assessment Board	Credit Deficit	Recommended Decision	Progression Code
Interim Board (December)	0	Continue within stage.	IP
	15	Reassess within stage for representation at Progression Board.	IR
	30	Recommend Fully Failed.	FF
Progression Board (April)	0	Progress to next stage if evidence of portfolio demonstrated.	IP
		If no evidence of portfolio demonstrated, Refer Progress.	RP
	15	Refer Progress if additional reassessment attempts outstanding on module.	RP
		If no reassessment attempts are outstanding recommend Fully Failed and award Intermediate Award of PGCert.	PGC
	30	Recommend Fully Failed as minimum of 60 (45 at Level 7)	FF

Assessment Board	Credit Deficit	Recommended Decision	Progression Code
		credits will not have been achieved.	
Refer Progressed (RP) Students Board (June)	0	Progress to next stage if evidence of portfolio demonstrated	IP
		If no evidence of portfolio demonstrated, make 'Work Outstanding' and student to be 'Back Cohorted'.	WO
	15	Make 'Work Outstanding' and student to be 'Back Cohorted' if additional reassessment attempts outstanding.	WO
		If no reassessment attempts are outstanding recommend Fully Failed and award Intermediate Award of PGCert.	PGC
	30	Recommend Fully Failed as minimum of 60 (45 at Level 7) credits will not have been achieved.	FF
Reassessment Board 'WO' (August/September)	0	Progress to next stage if evidence of portfolio demonstrated.	IP
		If no evidence of portfolio demonstrated, recommend Fully Failed and award Intermediate Award of PGCert.	PGC
	15	Reassess if additional reassessment attempts outstanding.	WO
		If no reassessment attempts are outstanding recommend Fully Failed and award Intermediate Award of PGCert.	PGC

7.3 Interim Progression within Stage 3 PG Dip Nursing

Note: Months in brackets are indicative only.

Reassessment limit in Stage 3 is 15 credits.

Assessment Board	Credit Deficit	Recommended Decision	Interim Code
Interim Board (July)	0	Continue within stage.	IP
	15	Reassessment within stage for representation at Award Board.	IR
	30	Recommend Fully Failed and award Intermediate Award of PGCert.	PGC

8 Use of Reassessment Envelope when considering a Student's eligibility for an Award PG Dip Nursing

Note: Months in brackets are indicative only.

Reassessment limit in Stage 3 is 15 credits.

Assessment Board	Credit Deficit	Recommended Decision	Award Code
Award Board (October)	0	Award PG Dip in Nursing if evidence of portfolio demonstrated and mandatories in date.	P
		If no evidence of portfolio demonstrated or mandatories expired then reassessment over 'reassessment period'.	RD
	15	Reassess if additional reassessment attempts outstanding.	RD
		If no reassessment attempts are outstanding recommend Fully Failed and award Intermediate Award of PG Cert.	PGC
	30	Recommend Fully Failed and award Intermediate Award of PG Cert.	PGC
	Reassessment Award Board 1 (December)	0	Award PG Dip in Nursing <i>with NMC registration</i> if evidence of portfolio demonstrated and mandatories in date.
If no evidence of portfolio demonstrated Award Pg Dip in Health Studies.			PGD Health Studies
15		Reassess if additional reassessment attempts outstanding.	RD
		If no reassessment attempts are outstanding recommend Fully Failed and award Intermediate Award of Pg Cert..	PGC
Reassessment Award Board 2	0	Award PG Dip in Nursing if evidence of portfolio demonstrated and mandatories in-date	P

Assessment Board	Credit Deficit	Recommended Decision	Award Code
(February)		If no evidence of portfolio or mandatories demonstrated Award PG Dip in Health Studies.	PGD Health Studies
	15	Reassess if additional reassessment attempts outstanding.	RD
		If no reassessment attempts are outstanding recommend Fully Failed and award Intermediate Award of PG Cert.	PGC

Appendix 3: Regulations for Social Work Courses

- **BSc (Hons) Social Work**
- **MSc Social Work**
- **PG Diploma Social Work (Step Up Programme)**

1 Introduction

1.1 These regulations for the BSc (Hons) Social Work, MSc Social Work, and PG Diploma Social Work (Step Up programme) apply to new and progressing students.

1.2 These regulations are additional to:

- a) The *Academic Assessment Regulations*;
- b) The *Accreditation of Prior Learning Policy & Procedure*;
- c) The definitive course documentation and any revisions thereof.

1.3 In addition to those above, these regulations specifically address the following and where relevant, supersede those in 1.2:

- Admission of students
- Accreditation of Prior Learning
- Attendance
- Assessment
- Reselection
- Reassessment
- Readiness for Practice
- Practice Standards Panel
- Final Award
- Board of Examiners

1.4 For note: “Level” refers to the BSc, “Year” refers to the MSc and “Stage” refers to the PG Diploma (Step up programme).

2 Admission of students Social Work

2.1 The detailed entry requirements and admission/selection process for this course are specified in the Programme Specification.

3 Accreditation of Prior Learning

3.1 University regulations apply to Accreditation of Prior Certificated Learning (APCL) and Accreditation of Prior Experiential Learning (APEL), with the exception of the practice learning placement modules and the dissertation modules where APL does not apply.

4 Attendance on Social Work Programmes

4.1 Students are required to attend all timetabled academic learning sessions. Student attendance will be closely monitored. Students with attendance of less than 80% for timetabled academic learning sessions will be referred to the Course Leader, to agree an action plan which enables the student to take responsibility for meeting the learning outcomes of the module(s) being studied. Failure to comply with attendance requirements may result in the instigation of Fitness to Practise procedures.

- 4.2 Students are required to undertake 170 days of assessed practice learning on all qualifying social work courses. All practice learning time missed during a placement must be reported to the student's on-site supervisor, practice educator and tutor. The tutor, in consultation with the on-site supervisor and practice educator, will ensure that any time missed is appropriately made up.
- 4.3 Where a student has been absent for a continuous or aggregated period of more than 10 working days during a practice placement, a meeting will be convened involving the student, on-site supervisor, practice educator and tutor to determine whether the placement still constitutes a viable, coherent learning experience whatever the reason for the absence.
- 4.4 In circumstances where a decision is taken that the placement still potentially constitutes a viable and coherent learning experience, a formal action plan will be drawn up to support the student in working to meet the relevant placement requirements or Professional Capabilities Framework. The practice educator, in consultation with the tutor and on-site supervisor (if applicable), will be responsible for monitoring the action plan. Completion of the action plan will not necessarily indicate a pass in the practice placement, but needs to be completed within the required number of days of the placement.
- 4.5 In circumstances where a decision is taken that the placement no longer constitutes a coherent learning experience, the placement will be terminated. Consideration will be given as to whether the student may be permitted to return in the following academic year to retake the relevant practice learning module in its entirety by the Board of Examiners.

5 Assessment and Progression on Social Work Programmes

- 5.1 All elements of assessments within all modules must be passed unless otherwise stated in the Module Descriptor.
- 5.2 Compensation of any module or an aegrotat pass in a module is not allowed in any of the social work courses.
- 5.3 Where a student in their final Level/Year at the Reassessment Board has failed only one module (that is neither a practice module nor a dissertation) with a mark of 34.5 or above they will be permitted one further reassessment attempt.
- 5.7 A student will be deemed to have fully failed either an academic Level or Year when they have failed either:
- a) the practice element of the placement module
 - b) any one module at reassessment
- 5.8 No reassessment opportunities will be offered at the Readiness to Practice Board for the PG Dip (Step UP) programme. Any student who has failed SW723 "Developing social work skills for practice" at this Board will be discontinued from the course.
- 5.9 If a student has been given the opportunity to retake a Level/Year they will not be able to reapply if a subsequent Level/Year has been failed.

NB Students on the PG Dip Social Work (Step Up) Programme are only allowed one reassessment opportunity within a 30 credit reassessment envelope at each stage, with no reassessment in the Practice Learning modules (SW724 and SW726) except where the academic component only has been failed.

6 Reselection on Social Work Programmes

- 6.1 Reselection is an admissions decision, and is not automatic. It does not apply to students on the PG Dip Social Work (Step Up) Programme.
- 6.2 A student who is deemed to have failed the Level/Year at any Assessment Board may apply for reselection to undertake the entire year again (including all modules and assessments) if they have failed no more than two modules.
- 6.3 A student who is deemed to have failed the Level/Year at any Assessment Board as a result of failing the practice element of the placement module only (having passed all other assessments) can apply for reselection to undertake the placement module only as an associate student in the following academic year, only if a student has not previously retaken a Level/ Year or a placement as an associate student.
- 6.4 Where a student has passed the practice placement portfolio element of a practice learning module but has failed the academic reflective essay element(s) on reassessment and has no other fails at reassessment, the Assessment Board may permit the student to return as an Associate Student to retake the practice learning module in its entirety.

7 Reassessment arrangements and limits on Social Work Programmes

- 7.1 The maximum number of credits that can be referred for reassessment by the Assessment Board will be:

For the BSc:

Level 4	60 credits
Level 5	60 credits
Level 6	45 credits

For the PG Diploma (Step up) programme

Stage 1	0 credits
Stage 2	30 credits
Stage 3	30 credits

For the MSc:

PG Cert	maximum of 25 credits
PG Dip	maximum of 30 credits
Masters	60 credits in the dissertation

- 7.2 There are no formal reassessment arrangements for the practice placement portfolio elements of the practice learning modules at all levels. Where the practice placement and/or portfolio elements of the practice learning modules are failed, no reassessment

opportunities will be permitted within the same academic year and thus the student will be deemed to have fully failed the course.

- 7.3 An exception to 7.1 would be, where a student has successfully passed the practice placement portfolio element of one of the practice learning modules, but has failed the reflective essay or other academic element(s) of that module at their first attempt. This is due to the higher weighting of these modules and the significance of the practice portfolio element. Students undertaking the BSc will normally be referred in this element(s) providing that they have no more than 45 credits of failure from other modules at Level 4, 45 credits of failure from other modules at Level 5 and 30 credits of failure from other modules at Level 6.

Students undertaking the PG Dip or MSc will normally be reassessed in this element(s) providing that they have no more than 20 credits of failure from other modules at PG Certificate Stage; 15 credits of failure from other modules at PG Diploma Stage. This will apply whatever the credit rating of the relevant practice learning module.

8 Readiness for practice learning on Social Work Programmes

- 8.1 A formal stage of assessment occurs to confirm the students' readiness for practice learning as follows:

- a) The BSc students will undergo assessed preparation for practice learning during Semester 2 in their first year.
- b) The PG Dip (Step up) and MSc students will be formally assessed in advance of their first placement.

- 8.2 The assessment will require: a pass level in each of the following modules:

For the BSc:

SW422 – The context of social work
SW423 – Preparation for practice
SW426 – Developing social work skills for practice

For the PG Dip (Step up)

SW723 – Developing social work skills for practice

For the MSc:

SW720 – Sociology, psychology and social policy
SW722 – Preparation for intervention with service users
SW727 – Developing social work skills for practice

- 8.3 Students will not be permitted to progress to the first Practice Learning Placement unless they have achieved a pass as stated in 8.2 above.

- 8.4 Prior to the student being permitted to undertake a Practice Learning Placement students must have:

- a) Satisfied disclosure and barring service checks which includes criminal conviction checks.
Note: Should there be a delay in obtaining clearance, through no fault of the student the Faculty will consider each individual case on its merits and any implications for the student to undertake a practice learning placement
 - b) Undergone an Occupational Health Assessment and achieved clearance
Note: Should there be a delay in obtaining clearance, through no fault of the student the Faculty will consider each individual case on its merits and any implications for the student to undertake a practice learning placement
- 8.5 Students who are unsuccessful in the readiness for practice learning module(s) at the first attempt will be referred and allowed to resubmit the relevant assessments on one further occasion prior to the commencement of their first placement within the reassessment envelope. Students who do not successfully complete these assessments will not be permitted to proceed. In exceptional circumstances, such students may be permitted to return to retake their first year in its entirety subject to recruitment and selection procedures. However for the PG Dip (Step up) there is no opportunity for students to be referred on SW723 due to the unique, distinctive and compact nature of the course.
- 8.6 Students will be required to submit an updated self declaration regarding their good health and good character at the beginning of each academic Level or Year. They are required to disclose:
- a) Any criminal convictions including police cautions and warnings and any investigations or pending proceedings which could result in criminal convictions including police cautions and warnings.
 - b) Any act which has resulted in an agency taking out disciplinary or grievance procedures against them and any investigations or pending proceedings which could result in an agency taking out disciplinary or grievance procedures against them.
 - c) Any safeguarding concerns that have come into effect through Social Service investigation.
 - d) any health condition which could affect their ability to study on a social work course and to undertake practice placements safely.
(See <http://www.hpc-uk.org/aboutregistration/standards/health/>)
- 8.7 In addition to the formal self-declaration process outlined above, students are required to immediately disclose to the Course Leader any new information in relation to the issues set out in 8.6 above for the duration of their enrolment on the course. Failure to do so may result in the instigation of Fitness to Practise procedures.

9 Practice Standards Panels (Social Work)

- 9.1 Practice Standards Panels at Levels 4, 5, 6 and 7, are comprised of University lecturers, practice educators and on-site supervisors, practitioners, service users and carers, who monitor all submitted practice placement portfolios to ensure that:
- a) they contain the required elements as set out in the relevant Practice Curriculum

- b) they contain the evidence necessary to support the practice educators' decisions
- c) appropriate processes have been followed

9.2 Practice Standards Panels (PSP) will formally notify students:

- a) that their practice placement portfolio has been confirmed by the Panel as meeting the requirements set out in the relevant Practice Curriculum;

OR

- b) that their practice placement portfolio does not meet the requirements with details of any missing or inadequate elements of the portfolio including anonymisation issues. Students will then have one further opportunity to resubmit their updated practice placement portfolio within a timescale given by the Practice Standards Panel and, where possible, before the Board of Examiners. Where the evidence presented by either the practice educator or the on-site supervisor is inconclusive, they will each be asked to provide additional evidence by the Chair of the PSP. After the resubmission of the practice portfolio or the provision of additional evidence the matter will be referred by the Chair of the PSP to the Board of Examiners with a clear recommendation of pass or fail;

OR

- c) that the portfolio does not meet the practice requirements (even where the Practice Educator's recommendation is a pass for the placement) AND that this cannot be addressed by a resubmission of elements of the portfolio that have been deemed as unsatisfactory. The matter will be referred to the Assessment Board with a recommendation of fail.

9.3 Practice Standards Panels will be unable to confirm portfolios where material formally requested has not been received within the timescales given or still does not meet the requirements as set out in the relevant Practice Curriculum **even where the Practice Educator's recommendation is a pass for the placement**. In these circumstances, the Assessment Board will defer the practice placement portfolio element of the relevant practice learning module and this will not be included in the referral limit calculations where this is the only outstanding element in the module.

9.4 If at the agreed submission, the practice placement portfolio still does not meet the requirements as set out in the relevant Practice Curriculum then the Board of Examiners can confirm a Fail for the module overall **even where the Practice Educator's recommendation is a pass for the placement**. In these circumstances, the student will be deemed to have failed the Level/Year.

9.5 In circumstances where, at referral, a portfolio still does not meet the requirements due to circumstances which appear to be beyond the student's control, the Assessment Board will consider the case on its merits.

10 Award of BSc (Hons) Social Work

10.1 In order to be awarded the BSc (Hons) Social Work, students must have achieved a total of 360 credits at the end of Level 6, with the following:

- 120 credits at Level 4
- 120 credits at Level 5

120 credits at Level 6

AND completion of the Advanced Skills for Professional Development programme at L5 and L6

10.2 Where students have not achieved the above the following exit awards may be made:

- a) Students who have achieved 120 credits at Level 4 as detailed in the Programme Specification are eligible for the Award of the Certificate in Higher Education in Social Studies.
- b) Students who have achieved 240 credits (120 at Level 4 and 120 at Level 5) 6 as detailed in the Programme Specification are eligible for the Award of the Diploma in Higher Education in Social Studies.
- c) Students who have achieved a minimum of 300 credits with 60 credits at Level 6 as detailed in the Programme Specification are eligible for the Award of Ordinary Degree in Social Studies.

11 Award of PG Dip Social Work

11.1 In order to be awarded the PG Dip Social Work (Step up), students must have achieved a total of 120 credits at Level 7 AND completed the Advanced Skills for Professional Development programme.

11.2 Students who have not achieved 120 credits at Level 7 but have achieved a minimum of 60 credits at Level 7 as detailed in the Programme Specification are eligible for the award of PG Certificate in Social Studies.

12 Award of MSc Social Work

12.1 In order to be awarded the MSc Social Work, students must have achieved a total of 180 credits at level 7 AND completed the Advanced Skills for Professional Development programme.

12.2 Where students have not achieved 180 credits at level 7 the following may be awarded:

- a) Students who have achieved a minimum of 60 credits at level 7 as detailed in the Programme Specification are eligible for the Award of the Post Graduate Certificate in Social Studies.
- b) Students who have achieved a minimum of 120 credits at level 7 including the dissertation as detailed in the Programme Specification are eligible for the Award of the Post Graduate Diploma in Social Studies.
- c) Students who have achieved a minimum of 120 credits at level 7 excluding the dissertation as detailed in the Programme Specification, AND who have completed the Advanced Skills for Professional Development programme are eligible for the Award of the Post Graduate Diploma in Social Work.

13 Additional requirements on Social Work Programmes

13.1 Students are required to attend 30 days of skills development over the course of their programme as follows:

BSc (Hons): Level 4 – 20 days within SW426 Developing Social Work Skills for Practice

Level 5 – 5 days Advanced Skills for Professional Development

Level 6 – 5 days Advanced Skills for Professional Development

PG Dip (Step Up) 20 days within SW723 Developing Social Work Skills for Practice
10 days Advanced Skills for Professional Development

MSc: 20 days within SW723 Developing Social Work Skills for Practice
10 days Advanced Skills for Professional Development

Students must have attended all 30 days and produced satisfactory portfolios as required by the end of the programme, in order to achieve their award.

Appendix 4: Regulations for BSc Air Transport Management with Airline Pilot Training and top up to BSc (Hons) Air Transport Management with Airline Pilot Training

1 Consideration of Progression and Award status BSc Air Transport Management with Airline Pilot Training (NB: Award of this Ordinary Degree constitutes 320 credits)

Board of Examiners BSc Air Transport Management with Airline Pilot Training	Credit Deficit at this stage	Recommended Decision	Progression Code
Board stage 1 Progression - Under consideration: The 120 credits achieved for the "Ground School Modules" + PI400 (30 credits) - allows re-enrolment Total credits under consideration = 150.	0	150 credits achieved – progress	PP
	30	120 credits achieved – refer 30 credits in PI400	RB
Board Stage 2 Reassessment – Under consideration: PI400 (30 credits) following reassessment	0	150 credits achieved - progress	PP
	30	Academic module failed: If module is within the compensation range – apply compensation	CP
		If module is outside the compensation range, fail	FF
Board Stage 3 Award – Under consideration: The 50 credits achieved for the "Ground School" + PI500 (30 credits) PI501 (30 credits) PI502 (30 credits) PI600 (30 credits)	0	320 credits achieved – award	Award
	30	290 credits achieved with 30 credits within the compensation range – apply compensation and award	Award
		290 credits achieved with 30 credits below the compensation range – refer for reassessment	RD
	60, 90 or 120 credits	Refer for reassessment	RD

Board of Examiners BSc Air Transport Management with Airline Pilot Training	Credit Deficit at this stage	Recommended Decision	Progression Code
Board Stage 4 Reassessment – Under consideration: Reassessment from PI500 (30 credits) PI501 (30 credits) PI502 (30 credits) PI600 (30 credits)	0	320 credits achieved - award	Award
	30	290 credits achieved with 30 credits within the compensation range – apply compensation and award	Award
	30	290 credits achieved with 30 credits below the compensation range – award exit award	Award Dip HE
	60-120	Fail	FF

2 Consideration of Award status BA (Hons) Air Transport Management with Airline Pilot Training (NB: Award constitutes 320 credits from Ordinary award, plus 60 Level 6 credits)

Board of Examiners BSc Air Transport Management with Airline Pilot Training	Credit Deficit at this stage	Recommended Decision	Progression Code
Board stage 1 Award - Under consideration: 60 credits	0	380 credits achieved overall – Award	1 2:1 2:2 3
	30	350 credits achieved overall with 30 credits within the compensation range (<i>providing compensation has not already been given for any module comprising the calculatable modules from the Ordinary Award</i>) – apply compensation and award	1 2:1 2:2 3
	30	350 credits achieved with 30 credits below the compensation range – refer for reassessment	RD
	60	0 credits achieved for top up stage – refer 60 credits	RD

Board of Examiners BSc Air Transport Management with Airline Pilot Training	Credit Deficit at this stage	Recommended Decision	Progression Code
<p>Board Stage 2 Reassessment – Under consideration:</p> <p>Up to 60 credits following reassessment</p>	0	380 credits achieved overall – Award	1 2:1 2:2 3
	30	350 credits achieved overall with 30 credits within the compensation range (<i>providing compensation has not already been given for any module comprising the calculatable modules from the Ordinary Award</i>) – apply compensation and award	1 2:1 2:2 3
	30	350 credits achieved overall with 30 credits below the compensation range	FF
	60	Fail	FF

Appendix 5: Regulations for BA (Hons) Acting (2 year intensive)

1 Introduction

- 1.1 These regulations refer to the BA (Hons) Acting, a two year intensive programme applicable to all students enrolling from September 2014 onwards.
- 1.2 These regulations are additional to:
- The Academic Assessment Regulations and any revisions thereof;
 - The Faculty definitive course documentation and any revisions thereof.

2 Consideration of Progression and Award status (NB Boards held in same months to be held together for different cohorts)

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
Board Stage 1 - January (L4 Interim) - Under consideration – 60 credits: TH451 15 credits TH452 15 credits TH453 30 credits	0	60 credits achieved – interim progress	IP
	Up to 60	15, 30, 45 or 60 credits referred for reassessment	IR
Board Stage 2 (April/May) L4 Progression + Stage 1 Reassessment (120 credits in total) Under consideration: TH454 30 credits TH455 30 credits + referred modules from Board Stage 1 (no further reassessment available in these modules)	0	120 credits achieved - progress	PP
	Deficit in up to 60 credits from Board Stage 2 - TH454 and TH455	60 credits achieved – refer up to 60 credits from TH454 and TH455	IR
	Deficit in up to 30 credits referred from Board Stage 1	If within the compensation range, compensate up to 30 credits	CP
		If below compensation range, fail	CS or FF
Deficit in up to 60 credits referred from Board Stage 1	Fail	CS or FF	

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
Board Stage 3 - September L5 Interim and Reassessment from Board Stage 2 Under consideration: Referral from Board Stage 2 (up to 60 L4 credits) + TH551 30 credits TH552 30 credits Should have 180 credits in total No compensation at Level 5	0	180 credits achieved -Interim progress	IP
	Deficit in up to 30 credits L4 reassessment from Board Stage 2	150 credits achieved – compensate 30 credits if within compensation range and no compensation already given at L4	CP
		150 credits –30 credits outside compensation range	CS or FF
	Deficit in up to 60 L4 reassessment from Board Stage 2	Fail	CS or FF
	Deficit in up to 60 L5 credits at this stage	Refer up to 60 credits for reassessment	IR
Board Stage 4 January L5 Progression (240 credits) Under consideration: Referral from Board Stage 3 (Up to 60 L5 credits) + TH553 30 credits TH554 30 credits No compensation at Level 5	0	240 credits achieved - Progress	PP
	Deficit in up to 60 L5 referral from Board Stage 3	Fail	CS or FF (interim award for L4 credits)
	Deficit in up to 60 L5 credits at this stage	Refer up to 60 credits for reassessment	IR
Board Stage 5 - April/May L6 Interim + referral from Board Stage 4 (300 credits) Under consideration:	0	300 credits achieved – interim progress	IP
	Deficit in up to 60 L5 credits referred from Board Stage 4	Unable to progress	CS or FF (Interim award)

Board of Examiners	Credit Deficit	Recommended Decision	Progression Code
Referral from Board Stage 4 (Up to 60 L5 credits) + TH651 30 credits TH652 30 credits No compensation at Level 6	Deficit in up to 60 L6 credits at this stage	Refer up to 60 credits for reassessment	IR
Board Stage 6 July Award + Referral from Board Stage 5 Under consideration: Referral from Board Stage 5 (Up to 60 L6 credits) + TH653 30 credits TH654 30 credits No further reassessment at this stage No compensation at Level 6	0	360 credits	Award
	Deficit in up to 60 L6 from Board Stage 5	300-330 credits achieved – award Ordinary degree	ORD
	Deficit in up to 60 L6 credits from this stage	300-330 credits achieved – award Ordinary degree	RD
	Deficit in up to 120 L6 credits	Fail - Award exit award	Exit award