

# Regulations for the International Foundation Certificate (IFC)

These Regulations govern the award of the International Foundation Certificate at Aberystwyth University, henceforth the University.

## Eligibility

A candidate for the International Foundation Certificate (IFC) awarded by the University shall normally be a pre-University applicant, who has completed or is still in the Sixth Form or equivalent, or is seeking a University entrance qualification.

Students should normally have successfully completed secondary education in their own country at a level equivalent to 12th grade before starting a foundation course at Aberystwyth University. Applications from students who have not completed their education to this standard will be considered on a case by case basis.

There are three routes through the Certificate and the International English Centre (IEC) will determine on application the most appropriate route for each candidate according to the standard of prior qualifications.

## Criteria for the Award

The International Foundation Certificate is a formal Aberystwyth University qualification at Level 0 (CQFW Level 3) that prepares candidates for entry to University undergraduate degrees. Courses will normally develop knowledge of academic disciplines, and competence in English Language and academic skills.

The qualification would normally be a full-time, one-year scheme, although variations may occur that can demonstrate robust equivalence in delivery and standards.

Full-time candidates shall normally be required to pursue the equivalent of 120 credits at Level 0 within one academic year according to the approved programme structure.

Recognition of Prior Learning (RPL) may be awarded to students who can provide evidence of sufficient prior learning.

Candidates must satisfy the Examination Board that they have developed the competencies expected of applicants for a degree at the University. This will depend upon candidates satisfying the Examination Board in both their academic subjects and in their competence in the English Language and academic skills.

Successful candidates must pass the equivalent of 120 credits on the course.

The award of a Certificate will be upon the basis of a Pass or Fail. The threshold for a Pass will be established by the IEC for every iteration of the award.

#### Assessment

A candidate who fails may, on the recommendation of the Examination Board, be re-presented for examination on not more than two further occasions. Re-examination shall take place within a period of two years from the date of the original examination.

At the discretion of the Examining Board such candidates may:

(a) be required to repeat either the whole or part of the scheme of study and be re-examined in the examination as a whole or in those parts of the examination which they have failed;

or

(b) be required to be re-examined in the examination as a whole or in those parts of the examination which they have failed.

#### Descriptor for qualifications at FHEQ/CQFW Level 3: Foundation Certificate

Holders of a Foundation Certificate will have a basic knowledge of the concepts of a particular area of academic subject, and a range of transferable and academic study

skills. They will be able to communicate their knowledge clearly in oral and in written form. The Certificate will facilitate entry to higher education at FHEQ/CQFW Level 4.

Foundation Certificates are awarded to students who have demonstrated:

- o knowledge and understanding of underlying concepts, theories and principles associated with their area(s) of study
- o an ability to present and analyse qualitative and/or quantitative data and, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study
- o in the case of the International Foundation Certificate, English language competence at the appropriate level for higher education entry

Typically, holders of the qualification will be able to:

- employ a range of responses to well defined problems
- access and evaluate information
- engage in self-directed activity with guidance/evaluation
- communicate the results of their study/work in a clear and structured manner

Holders will also have:

- the qualities and transferable skills necessary for university study including the exercise of personal responsibility

Updated: Sept 2021

# Regulations for the Foundation Degrees

Revised September 2017 and applicable to all students starting Part One of their degrees from September 2016 or Part Two of their degrees from September 2017.

## Entry

1. To be eligible for admittance to study for a Foundation Degree of the University, a candidate shall have fulfilled any further entry conditions which may be required by the University and/or institution in respect of the scheme in question.

## Scheme Structure

2. Foundation Degree schemes shall be offered on the basis of a two year or three year full-time period of study (or part-time equivalent).

3. Full-time candidates shall be required to pursue the equivalent of at least 120 credits during each academic year.

## Credit Transfer

4. Notwithstanding paragraphs 2 and 3 above, the University may, within the overall limits shown below, deem the performance of a student in either study previously pursued and/or any prior experiential learning to count towards the requirements for the award of a Foundation Degree. Such prior study or experiential learning shall be relevant to the scheme to be pursued and shall be credit-rated at the discretion of the admitting institution. The prior study shall have been completed at the University, or at another University or Institution whose schemes have been recognised by the University for the purpose of satisfying its policy on Credit Accumulation and Transfer.

The maximum number of credits which may be accepted to count towards a Foundation Degree of the University shall be not more than 120. Where the maximum

transferable credit allowed has been accepted, the remaining credits to be pursued through the admitting institution will normally be at least at HE Level 2/ CQFW Level 5.

## **Assessment**

5. Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.

6. The pass-mark for units of assessment, modules and awards shall be 40%.

7. Every candidate for a Foundation Degree shall complete all modules within the following periods:

- i. Full-time mode: not more than four years from the start of the two year scheme and not more than five years from the start of the three year scheme
- ii. Part-time mode : not more than ten years, from the start of the scheme.

(The above overall time-limits may be extended in exceptional cases.)

Where credit transfer has been approved, under paragraph 5 above, the University may calculate a pro-rata reduction to the overall time-limit for the individual candidate. This time-limit shall be communicated to the candidate at the outset.)

## **Failure**

8. At the discretion of the Examining Board, Part One (normally year 1) students may be permitted up to three attempts to redeem a failed module. Students shall be eligible for the minimum pass mark of 40% in Part One resits. Part Two students will be permitted two further attempts to resit a failed module. They shall be eligible only for the award of the minimum pass mark (ie 40%) in each such module, irrespective of their actual level of performance.

## **Award**

9. An exit qualification (a Certificate of Higher Education) may be awarded to candidates who have pursued a minimum 120 credits but find themselves unable (or are not permitted) subsequently to complete the scheme.

10. To be eligible for consideration for the award of a Foundation Degree, a candidate shall have:

- i. pursued an approved scheme of study for the period prescribed by the University, except as provided by Regulation 4 above;
- ii. pursued a minimum of 240 credits, of which at least 120 shall be at HE Level 2/CQFW Level 5, or above;
- iii. have fulfilled any further condition(s) required by the University.

Candidates must pass 200 out of 240 credits which contribute to the award of the Foundation Degree. Candidates must not fail more than 20 credits in their Final Year;

11. In determining whether the award of a Foundation Degree might be made to a candidate, Examining Boards shall follow conventions approved by the University. These conventions may include procedures or mechanisms for the exercise of discretion by the Examining Board. An Examining Board may take account of the candidate's academic development throughout the scheme of study.

12. Foundation degree candidates who have fulfilled the requirements of the scheme shall be awarded the following classes:

- Pass
- Merit
- Distinction

CBB

September 2017

# Regulations for Modular Initial Degrees

Revised September 2018 and applicable to all students starting Part One or Part Two of their degree from September 2018.

1. Initial degrees (Bachelor's and Integrated Master's) may be awarded following successful completion of a modular scheme of study as approved by the University.
2. Each scheme shall be defined as
  - Single Honours
  - Joint Honours
  - Major/Minoraccording to the structures approved by the University.
3. To be eligible for consideration for the award of a degree under these Regulations, a student shall:
  - have pursued an approved modular scheme of study for the period prescribed by the University, except as provided by Regulation 28 below.
  - have attained such minimum levels of credit as specified in a Scheme approved by the University.
  - have fulfilled any further condition(s) required by the University.
4. Schemes of study comprise approved modules, each of which carries a credit-rating, defined in relation to the notional learning hours associated with the module, as set out in the University's Credit Accumulation and Transfer Scheme (CATS).
5. Initial degrees shall consist of two parts, Part One and Part Two. The University shall establish and publish appropriately rules governing the progress of students between years of study and the classification of Honours degrees. All modules taken in Part Two will contribute to the final degree assessment of each student, subject to limitations set out in the University's CATS. Modules taken at other approved institutions may be accepted in lieu of modules studied at the University.

6. Modules are available at various levels, defined by the University in its CATS.
7. With the exception of students admitted under the provisions of Regulation 30 below, to qualify for an Honours degree at Bachelor's level, a student must have pursued the equivalent of at least 360 credits, at least 120 of which are normally at HE Level 3/CQFW Level 6, or above. For integrated Master's awards, a student must have pursued the equivalent of at least 480 credits, at least 120 of which are normally at HE Level M/CQFW Level 7, or above. Full-time students are normally required to pursue the equivalent of at least 120 credits during each academic session, normally on the basis of 60 credits per semester. To permit flexibility and facilitate student choice, a maximum of 70 and a minimum of 50 credits per semester are normally allowed.
8. Students may study for awards on a part time basis, subject to the overall time limits for completion of the scheme as set in paragraph 28 below.
9. With the approval of the University, no more than 20 credits of HE Level 0/CQFW 3 modules may count towards completion of Part One, and no more than 20 credits of HE Level 1/CQFW 4 modules may count towards completion of Part Two.
10. Students will normally be assessed in the period immediately following completion of the teaching associated with each module in accordance with methods of assessment and marking procedures approved by the University.
11. The modular pass mark at Levels 1, 2 and 3 shall be 40%. The modular pass mark at M Level shall be 50%. At the discretion of the Examining Board, **Part One** students may be permitted up to three attempts to redeem a failed module. They shall be eligible for the full mark on resit. At the discretion of the Examination Board, **Part Two** students may be permitted two further attempts to resit or to substitute a failed module. They shall be eligible only for the award of the minimum pass mark in each such module, irrespective of their actual level of performance. Additional resit opportunities may be made available by Examination Boards where it is accepted that performance was affected by special circumstances.



12. Subject to paragraph 11 above, where a student has failed a module overall but has passed certain assessed elements, the marks achieved in those elements shall normally be carried forward to any resit.

13. In the case of failed modules, students will normally be expected:

1. To (re)submit failed or non-existent coursework (if deficiencies in this component have led to the failure)

**Or:**

2. to resit the examination (where the student failed or was absent from the examination)

**Or:**

3. to resubmit the assessed work and resit the examination (where a student has failed both parts, or in some cases either part, of the assessment).

Departments may, however, stipulate different assessment methods for a retaken module than the original approved assessments. Such assessments must still test the module learning outcomes. Departments shall make clear to students which assessments will apply to them.

14. Students shall be deemed to have completed a module once the teaching associated with it has finished and shall not be allowed to withdraw from the final assessment unless there is evidence of special circumstances (illness or other compassionate grounds) which can be shown to have affected their performance and which has been presented to the relevant Examining Board before it considers their results.

15. Where assessed work is defined as an essential part of a module, Departments shall clearly specify in the information given to students the penalties for non-submission. Where a student fails to submit assessed coursework in Part Two by the

specified deadline there should be no automatic right of re-submission to retrieve a failure.

16. Part One students who fail to complete the year satisfactorily as defined in the conventions, but on whom there have been no adverse reports concerning academic progress, shall normally be allowed to repeat the whole or part of the year as full-time, part-time or part-time external students. Any unacceptable academic practice penalties will normally be retained.

17. In Part Two, a student may not resit any module for which a pass mark has been attained previously. However, Part Two students, with the Department's permission, may recommence their second year again on a different degree scheme provided learning outcomes have been met for the first year of the new degree scheme. The overall restriction of three attempts to pass a module (whether newly chosen or previously studied modules) remains, e.g repeating the second year will be considered one of the three attempts, whether modules have been previously passed or not. Capped resits, N indicators, as well as any passed modules that are required, will be transferred onto the new degree scheme. A student may also opt to resit only those modules previously failed. Students may be allowed to substitute new modules for those failed, but these will remain capped.

18. For full-time study students must progress within two years of commencing each level in Part Two.

19. Departments will maintain records on all students who fail individual modules.

20. Departmental Examining Boards shall record clearly where marks have been adjusted and the grounds for adjustment.

21. Students who are absent without good cause or explanation from examinations or who fail because of non-submission of assessed work under rules defined by the University shall suffer the penalty set out by the University. Those who, because of medical, compassionate or other special grounds, have failed or been absent from module assessments, may with the approval of the Examination Board be allowed to

resit for the full mark. Such students shall have the option of resitting the relevant modules in the supplementary examination period or the following session.

22. Bachelor degree students may fail no more than 20 credits which contribute to the final award classification (excluding Level S Modules). Integrated Master's degree students may fail no more than 20 credits across Level Two (Second Year) and Three (Third Year) and may fail no more than 20 credits at M Level (Fourth Year).

22a. BSc Nursing schemes - all 360 credits must be passed in Part One and Part Two, i.e. no failed credits are permitted. (September 2022).

23. Students who are admitted to a modular initial degree scheme but are subsequently unable, or not permitted, to progress to completion may, depending upon the number of credits attained at the appropriate levels at the time of exit, qualify for one of the following awards:

- Certificate in Higher Education (HE Level 1/CQFW 4)
- Diploma in Higher Education (HE Level 2/CQFW 5)
- Ordinary Degree (HE Level 3/CQFW 6)
- Bachelor's Degree (HE Level 3/CQFW 6)

The University shall establish conventions for the award of these qualifications.

Students who temporarily withdraw with the intention of returning to their studies at a later date will not normally be eligible for the award of the Certificate of Higher Education, the Diploma of Higher Education, the Ordinary Degree or the Bachelor's Degree.

24. Students exiting a degree scheme with an Undergraduate Certificate, Diploma of Higher Education or Ordinary Degree under these arrangements shall be eligible for a Pass award only.

25. Initial degree students who have fulfilled the requirements of the scheme shall be awarded the following Honours classes:

- First
- Second Class, Division One
- Second Class, Division Two
- Third Class

An Examining Board shall have discretion to determine those initial degree students who, having failed to satisfy the Board for the award of Honours, may be eligible for the award of a degree at Pass level.

26. A student who has qualified for a degree at Honours or Pass Level may not subsequently resit a failed module with the aim of improving the Class of Degree previously awarded.

27. Students who fail to reach the standard required for the award of a degree, but who subsequently redeem their failure in modules to the satisfaction of the Examining Board under Regulation 11 above, shall be eligible for consideration for the award of a degree at the Pass or Honours level, as appropriate.

28. Every student for a modular degree shall complete all prescribed assessment within the following periods, excluding any preliminary/ foundation year:

A. Full-time mode

**two-year scheme:** not more than four years from the start of the scheme

**three-year scheme:** not more than five years from the start of the scheme

**four-year scheme:** not more than six years from the start of the scheme

**five-year scheme:** not more than seven years from the start of the scheme

B. Other modes of study

Not less than four and not more than ten years from the start of the scheme. The University may specify lower time-limits for individual schemes of study. The above time-limits may be extended in exceptional cases upon approval by the University.

29. Examination scripts and other assessed work shall be retained by Departments for a minimum of six months after candidates complete each part of their study scheme.

30. Within overall limits stipulated by the University for credit accumulation and transfer, the University may, at its discretion, deem the performance of a student in study previously pursued at another approved institution and/or any prior experiential learning to count towards the requirements for the award of a degree. Such prior study or experiential learning shall be relevant to the scheme to be pursued and shall be credit-rated by the University prior to the student's admission to the University.

The maximum number of credits which may be accepted to count towards an initial Bachelor's degree of the University under these arrangements shall be not more than 240. NB in the case of Pre-Registration Nursing schemes a maximum of 50% Recognition of Prior (Experiential) Learning (RP(E)L) is permitted. Where the maximum transferable credit allowed has been accepted, the remaining credits to be pursued at the University must be at HE Level 3/CQFW Level 6, or above. See the University's CATS.

## Additional Regulations

Special provisions relating to the following degrees:

### **BSc Nursing (Adult) and BSc Nursing (Mental Health)**

Students who are admitted to the BSc Nursing (Adult) and BSc Nursing (Mental Health) schemes will be subject to the Regulations for Modular Initial Degrees with the following exception. If they are subsequently unable, or not permitted, to progress to completion they may, depending upon the number of credits attained at the

appropriate levels at the time of exit, qualify for one of the following awards with 'Healthcare Studies' as the scheme title:

- Certificate in Higher Education (HE Level 1/CQFW 4)
- Diploma in Higher Education (HE Level 2/CQFW 5)

## Integrated Master's Degrees

### **Scheme of Study**

The University has approved the following integrated Master's degrees:

MArts

MBiol

MAg

MComp

MEng

MLaw

MLibArts

MMath

MPhys

MSci

A candidate for an Integrated Master's degree shall pursue a scheme of study of normally at least four academic years comprising a total of 480 credits at levels indicated below:

Credits	HE Level	CQFW Level
120	1	4
120	2	5
120	3	6
120	M	7

### **1. Transfer between Integrated Master's Degrees and cognate Bachelor's schemes**

At the discretion of the University, a candidate for an Integrated Master's degree may transfer or be required to transfer their registration to a cognate scheme of study for BSc, BEng or BA at the following points:

**a. Either**

on accumulation of 120 credits at HE Level 1/CQFW 4;

**b. Or, if later**

on accumulation of a further 120 credits at HE Level 2/CQFW 5.

Such a candidate shall enter the Bachelor's degree scheme at the appropriate point and at the latest at the commencement of the HE Level 3/CQFW Level 6 modules.

### **2. Award of a Bachelor's degree to students who have accumulated 360 credits in an Integrated Master's scheme:**

A student who has accumulated 360 credits, with 120 credits each at HE Levels 1,2 and 3/CQFW Level 4, 5 and 6 or higher, but who:

**a. is unable to proceed further with the scheme, or**

b. fails to accumulate a further 120 credits at HE Level M/CQFW Level 7

may, on the recommendation of the Examining Board, be awarded a Bachelor's degree at the Honours or Pass level, as appropriate, subject to satisfying the requirements for that scheme.

### **3. BA Early Childhood Studies (with Early Years Practitioner Status)**

Students who are admitted to the BA Early Childhood Studies (with Early Years Practitioner Status) scheme will be subject to the Regulations for Modular Initial Degrees with the following exception. If they are subsequently unable, or not permitted, to progress to completion they may, depending upon the number of credits attained at the appropriate levels at the time of exit, qualify for one of the following awards with 'Early Childhood Studies' as the scheme title (no Early Years Practitioner Status):

- Certificate in Higher Education (HE Level 1/CQFW 4)
- Diploma in Higher Education (HE Level 2/CQFW 5)
- Ordinary Degree (HE Level 3/CQFW 6)

Updated: Sept 2023



# Regulations for Return to Practice (Adult Nursing)

1. Aberystwyth University will inform the NMC following successful completion of 60 credits of return to practice modules.

2. Students are required to pass all component assessments in all modules.

3. The modular pass mark shall be 40%. At the discretion of the Examining Board students will have ONE resit opportunity. They shall be eligible only for the award of the minimum pass mark in each module, irrespective of their actual level of performance. Additional resit opportunities may be made available by Examination Boards where it is accepted that performance was affected by special circumstances.

4. Students who are absent without good cause or explanation from examinations or who fail because of non-submission of assessed work under rules defined by the University shall suffer the penalty set out by the University. Those who, because of medical, compassionate or other special grounds, have failed or been absent from module assessments, may with the approval of the Examination Board be allowed to resit for the full mark. Such students shall have the option of resitting the relevant module(s) at the end of each module.

5. Subject to paragraph 3 above, where a student has failed a module overall but has passed certain assessed elements, the marks achieved in those elements shall normally be carried forward to any resit.

6. Return to Practice students must complete the full 60 credits, including any resit attempts, within 27 weeks.

7. Students will only have ONE attempt to complete the 60 credit Return to Practice course at Aberystwyth University.

8. Examination scripts and other assessed work shall be retained by Departments for a minimum of six months after candidates complete their modules.

# Regulations for FdSc Veterinary Nursing

APPLICABLE TO ALL STUDENTS STARTING PART ONE OF THEIR DEGREES FROM SEPTEMBER 2024.

## Entry

1. To be eligible for admittance to study for a Foundation Degree of the University, a candidate shall have fulfilled any further entry conditions which may be required by the University and/or institution in respect of the scheme in question.

## Scheme Structure

2. FdSc Veterinary Nursing shall be offered on the basis of a three year full-time period of study (there is no part-time equivalent).

3. Full-time candidates on FdSc Veterinary Nursing shall be required to pursue the equivalent of at least 120 credits during each academic year. Year 2 and 3 of the FdSc Veterinary Nursing each contain 60 credits at HE level 2 / CQFW Level 5 due to the integrated year in placement.

4. Students on the FdSc Veterinary Nursing scheme must complete an integrated placement (minimum of 1800 hours in no more than 52 weeks, with a minimum of 36.5 and a maximum of 40 hours per week). The placement will commence in semester 2 of year 2 and will continue until the end of semester 1 in year 3.

## Credit Transfer

5. Notwithstanding paragraphs 2 and 3 above, the University may, within the overall limits shown below, deem the performance of a student in either study previously pursued and/or any prior experiential learning to count towards the requirements for

the award of a Foundation Degree. Such prior study or experiential learning shall be relevant to the scheme to be pursued and shall be credit-rated at the discretion of the admitting institution. The prior study shall have been completed at the University, or at another University or Institution whose schemes have been recognised by the University for the purpose of satisfying its policy on Credit Accumulation and Transfer. Any credits transferred must follow university credit transfer requirements and must be mapped to the RCVS Day One Competences to ensure that all professional requirements are met.

The maximum number of credits which may be accepted to count towards a Foundation Degree of the University shall be not more than 120. Where the maximum transferable credit allowed has been accepted, the remaining credits to be pursued through the admitting institution will normally be at least at HE Level 2/ CQFW Level 5. In the case of the FdSc Veterinary Nursing, any recognition of prior learning must be mapped to the Professional Statutory Regulatory Body (PSRB) requirements and incoming students must evidence that they have successfully completed assessments mapping to the RCVS Day One Skills in any modules they wish to gain credit in.

## Assessment

6. Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.

7. The pass-mark for units of assessment, modules and awards shall be 40%.

8. Every candidate for a FdSc Veterinary Nursing Degree shall complete all modules within the following period:

i) Full-time mode: not more than five years from the start of the three year scheme

(The above overall time-limit may be extended in exceptional cases.)

Where credit transfer has been approved, under paragraph 5 above, the University may calculate a pro-rata reduction to the overall time-limit for the individual candidate. This time-limit shall be communicated to the candidate at the outset.

## Failure

9. At the discretion of the Examining Board, Part One (normally year 1) students may be permitted up to three attempts to redeem a failed module. Students shall be eligible for the minimum pass mark of 40% in Part One resits. Part Two students will be permitted two further attempts to resit a failed module. They shall be eligible only for the award of the minimum pass mark (i.e. 40%) in each such module, irrespective of their actual level of performance.

## Award

10. An exit qualification (a Certificate of Higher Education in Animal Health) may be awarded to candidates who have pursued a minimum 120 credits but find themselves unable (or are not permitted) subsequently to complete the scheme. Candidates must pass 100 out of the 120 credits taken at HE Level 1 / CQFW Level 4, with a weighted average of 40% or above.

11. Students who are unable to meet the license to practice requirements of the Royal College of Veterinary Surgeons may be eligible for an alternative exit award of an FdSc Animal Health if they meet the following requirements:

All year 1 and 2 taught modules (180 credits have been passed)

A minimum of 2 weeks have been spent in a work placement relevant to the industry

The industrial placement module has been passed providing an additional 20 credits for the minimum of 200 credits passed overall.

12. To be eligible for consideration for the award of a Foundation Degree, a candidate shall have:

- i. pursued an approved scheme of study for the period prescribed by the University, except as provided by Regulation 5 above;
- ii. pursued a minimum of 240 credits, of which at least 120 shall be at HE Level 2/CQFW Level 5, or above;
- iii. have fulfilled any further condition(s) required by the University;
- iv. candidates must pass all components of all modules that contain reference to the RCVS Day One Competences and must achieve a pass all modules (240 credits) which contribute to the award of the Foundation Degree.. Students on FdSc Veterinary Nursing must also successfully complete the integrated placement requirements in the Applied Veterinary Nursing module.

13. In determining whether the award of a Foundation Degree might be made to a candidate, Examining Boards shall follow conventions approved by the University. These conventions may include procedures or mechanisms for the exercise of discretion by the Examining Board. An Examining Board may take account of the candidate's academic development throughout the scheme of study.

14. Foundation degree candidates who have fulfilled the requirements of the scheme shall be awarded the following classes:

- Pass
- Merit
- Distinction

# Regulations for the Certificate of Higher Education in Healthcare Education

Applicable to all students starting from September 2023

1. To be eligible for consideration for the award of a Certificate of Higher Education in Healthcare Education, a student shall:

- have pursued an approved modular scheme of study for the period prescribed by the University, except as provided by Regulation 16 below.
- have attained such minimum levels of credit as specified in a Scheme approved by the University.
- have fulfilled any further condition(s) required by the University.

2. Schemes of study comprise approved modules, each of which carries a credit-rating, defined in relation to the notional learning hours associated with the module, as set out in the University's Credit Accumulation and Transfer Scheme (CATS).

3. All modules are available at HE Level 1/CQFW 4, defined by the University in its CATS.

4. The Certificate is offered on a part-time basis and students are required to pursue 120 credits over two academic sessions.

5. Students will normally be assessed in the period immediately following completion of the teaching associated with each module in accordance with methods of assessment and marking procedures approved by the University.

6. The modular pass mark shall be 40%. At the discretion of the Examining Board, students may be permitted up to two attempts to redeem a failed theory module, and one attempt to resit the practice-based module. They shall be eligible only for the award of the minimum pass mark in each such module, irrespective of their actual level of performance. Additional resit opportunities may be made available by

Examination Boards where it is accepted that performance was affected by special circumstances.

7. Subject to paragraph 6 above, where a student has failed a module overall but has passed certain assessed elements, the marks achieved in those elements shall normally be carried forward to any resit.

8. In the case of failed modules, students will be expected to resit all failed component assessments.

9. Students shall be deemed to have completed a module once the teaching associated with it has finished and shall not be allowed to withdraw from the final assessment unless there is evidence of special circumstances (illness or other compassionate grounds) which can be shown to have affected their performance and which has been presented to the relevant Examining Board before it considers their results.

10. Where assessed work is defined as an essential part of a module, Departments shall clearly specify in the information given to students the penalties for non-submission. Where a student fails to submit assessed coursework by the specified deadline there should be no automatic right of re-submission to retrieve a failure.

11. Departments will maintain records on all students who fail individual modules.

12. Departmental Examining Boards shall record clearly where marks have been adjusted and the grounds for adjustment.

13. Students who are absent without good cause or explanation from examinations or who fail because of non-submission of assessed work under rules defined by the University shall suffer the penalty set out by the University. Those who, because of medical, compassionate or other special grounds, have failed or been absent from module assessments, may with the approval of the Examination Board be allowed to resit for the full mark. Such students shall have the option of resitting the relevant modules (see Examination Conventions for details).



14. CertHE Healthcare Education students must pass all component assessments in all modules; no failed credits are permitted.

15. CertHE Healthcare Education students who have fulfilled the requirements of the scheme shall be awarded the certificate on a pass/fail basis.

16. Every student shall complete all prescribed assessment within four years from the start of the scheme. The above time-limit may be extended in exceptional cases upon approval by the University.

17. Examination scripts and other assessed work shall be retained by Departments for a minimum of six months after candidates complete their study scheme.

18. Students who satisfactorily complete the CertHE Healthcare Education may credit transfer onto Level 5 (second year BSc Adult or Mental Health Nursing) part-time pathway of the pre-registration nursing degrees (subject to the number of places available and successful application process). Students will not be required to return the Certificate of Higher Education if they choose to progress on to the pre-registration nursing degree.