

# PROGRAMME REGULATIONS (GRADUATE CERTIFICATE) 2020/21

St George's, University of London

## GRADUATE CERTIFICATE IN HEALTHCARE PRACTICE

1. The programme of study shall lead to the award of a Graduate Certificate in Healthcare Practice. The awarding body is St George's Hospital Medical School, a constituent college of the University of London. The validating body is St George's University of London. Candidates completing one of the Practice Specific Awards prescribed in the student handbook may also achieve an award with the relevant specialism added in brackets after the Healthcare Practice stem as follows:
  - Cardiac care
  - Emergency practice
  - Intensive care
  - Perioperative care
  - Renal care
  - Children's critical care
  - Neonatal critical care
  - Child health
  - Midwifery practice
  - Community and integrated care
  - Psychosocial interventions

### 2.0 COURSE MANAGEMENT

- 2.1 The Diploma/BSc Healthcare Practice Course Committee is responsible for the programme of study. Quality monitoring of the programme is the responsibility of the Faculty Quality Committee (FQC) in the Faculty of Health, Social Care and Education (FHSCE).
- 2.2 The Course Committee will be chaired by the Course Director. The FHSCE PPD Programme Office will provide the secretariat. Membership will include Pathway Leaders, the Admissions Tutor/RPL Adviser, Academic Skills Lecturer, Course Librarian and the PPS Programme Office Team Leader. The Course Committee will meet at least three times a year. Minutes will be forwarded to FQC.

### 3.0 ADMISSIONS

- 3.1 Standard programme entry requirements:  
Applicants to the programme will normally be required to meet all of the following criteria.
  - Hold a recognised healthcare related qualification with current professional registration (where appropriate to the qualification).
  - Hold an honours or ordinary degree qualification (or equivalent) from a UK or Republic of Ireland university. Advice on equivalence of overseas awards will be obtained from the National Recognition and Information Centre for the UK (NARIC).

- Have at least six months post-qualifying practice experience. Module specific entry requirements will apply to some modules and these are indicated in the module outlines.

3.2 The Course Committee shall agree and from time to time prescribe changes to the admissions policy. Either the Course Director or the Admissions Tutor may make decisions on who is eligible for admission to the programme within this policy.

#### **4.0 RECOGNITION OF PRIOR LEARNING**

4.1 Students who are already registered and have enrolled for at least one module may present claims for additional RPL up to 30 credits at level 6.

4.2 Work offered for RPL must normally be completed not more than five years previously.

4.3 All decisions on credit exemption will be made by the course team and ratified by the Board of Examiners whose decision is final.

#### **5.0 PERIODS OF STUDY**

5.1 The minimum period of study shall be one year part-time. This may be reduced proportionately for those receiving RPL credit exemptions as follows:

<b>Credit exemption</b>	<b>Part-time</b>
15 credits	9 mths
30 credits	6 mths

5.2 The maximum period of study shall be two years part-time.

5.3 A student who wishes to request an extension to the maximum period of study shall do so in accordance with the procedure prescribed by Senate (see 4.14 *General Regulations*).

#### **6. STRUCTURE OF THE PROGRAMME**

6.1 The structure of the programme may be determined by the student with advice from relevant academic staff. Candidates must complete modules worth 60 credits at level 6 or demonstrate evidence of credit exemption within the RPL limits towards this total and subsequent completion of the remaining credits up to the total of 60 at this level.

6.2 Modules available will be set out in the course prospectus issued each year. Modules will normally be 15 credits or 30 credits

6.3 Candidates aiming for a Practice Specific Award with a specialism in brackets must complete the modules prescribed for that award (or equivalent within the RPL allowance) as set out in the Student Handbook.

- 6.4 The Work-based Learning module may be repeated up to a value of 60 credits at level 6 providing there is no duplication of learning outcomes/content with previous Work-based Learning modules taken at level 5, no duplication with any other module taken at level 6 as part of the award or repetition of work offered as RPL.

## **7. ASSESSMENT**

- 7.1 Assessments will be drafted for each module by the module leader and set out on the module virtual learning environment (VLE).
- 7.2 Where there is more than one assessment for the module, weightings will be given on the module VLE. Guidelines for completion and specific marking criteria will also be given on the module VLE
- 7.3 Candidates will be given a single final percentage mark for each module, taking into account the weighting of the elements prescribed.
- 7.4 Where module assessments are comprised of separate components, it is a requirement to pass each component to pass the module.
- 7.5 Generic criteria for marking academic and non-competency based assessments and for marking clinical competencies will be set out in the Student Handbook.
- 7.6 Where there is doubt about the authenticity of a student's work, they may be required to attend an oral examination.

## **8. SCHEME OF ASSESSMENT**

The Course Committee shall agree, and from time to time makes changes to, a scheme of assessment for the course.

## **9. PROGRESSION**

Students are required to make a serious attempt at all assessments specified in 8 above. Coursework must be submitted by the deadlines stipulated on the relevant module VLE. Students who submit after the deadline without an agreed extension from the Extension Request Service (ERS) , or who do not submit any work will receive a mark of zero for that attempt. The Board of Examiners will determine whether a student's work is sufficient to merit the award of credit for each module completed. On completion of 60 credits at level 6, the Board of Examiners will make a decision on whether a student's progress is sufficient to merit award of the Graduate Certificate.

## **10. RE-ENTRY TO ASSESSMENTS**

- 10.1 Students are entitled to two attempts at each assessment. Where competency assessments are set, students who fail a single competency need not re-take other competencies which they have passed but must re-take any single competencies which they have failed at first attempt to pass in the competency element overall.
- 10.2 Deadlines for re-submission of assignments/re-taking assessments which have been failed at first attempt will be communicated to students via the VLE. Marks for second attempts are limited to grade D (maximum 40%).
- 10.3 Students who fail to submit course work for a module by the deadlines specified for that module on two occasions may have their registration terminated.
- 10.4 Candidates who fail a written examination at first attempt will be entitled to re-sit the examination on the next occasion when it is held. Marks for re-sit examinations will be limited to a maximum of 40%.
- 10.5 Students who fail a module will have their registration terminated. Such students will be permitted to re-enter the programme only after completing a prescribed programme of remedial work to the satisfaction of the Course Director or Admissions Tutor. Such students will not be permitted to take again any modules which they have either passed or failed during a previous enrolment.

## **11. AWARD**

- 11.1 Candidates for the award of the Graduate Certificate must demonstrate satisfactory completion of modules worth 60 credits at level 6 (including any approved RPL up to 30 credits) within the maximum registration period.
  - 11.2 The Graduate Certificate will be an ungraded award and no distinctions will be offered.
  - 11.3 The date of the award of the qualification to successful students will be the date of the Board of Examiners' meeting at which their final result is determined.
12. The detailed arrangements for the course and overall course plan will be published each year in the Student Handbook. Detailed syllabuses for each module will be published on the module VLE.

## **13. BOARD OF EXAMINERS**

- 13.1 A Board of Examiners will be appointed each year to serve from 1<sup>st</sup> August – 31<sup>st</sup> July with membership approved by the Course Committee. This membership shall include the Course Director, the Chair of the Board (who shall not be the Course Director), Pathway Leaders, a representative from central registry and other internal examiners (defined in General Regulations 8.2.) as deemed appropriate. At least one external examiner will be appointed for each pathway. Assessors may be invited to attend the Board where appropriate. The Board shall be clerked by a Programme Office team leader.

- 13.2 The Board of Examiners shall have the power to determine all final marks awarded to students, to decide on students' progression within the course, to decide on the award of Graduate Certificates and to make recommendations concerning changes to the scheme of assessment where necessary. The Board of Examiners shall meet at least three times a year to fulfil these purposes.
14. Students enrolled on this programme are bound by the General Regulations for Students and Programmes of Study in force at the time.

# PROGRAMME REGULATIONS (BSc / BSc (Hons)) 2020/21

## ST GEORGE'S, UNIVERSITY OF LONDON

### BSc / BSc (Hons) HEALTHCARE PRACTICE

- 1.1 The general programme of study shall lead to the award of BSc (Hons) Healthcare Practice. The awarding body is St George's Hospital Medical School, a constituent college of the University of London. The validating body is St George's University of London.
- 1.2 Candidates achieving the required credits but not completing the course may be eligible for the BSc Healthcare Practice (Ordinary Degree).
- 1.3 Candidates completing the Psychosocial Interventions modules, prescribed in the student handbook, may also achieve an award with this specialism added in brackets after the Healthcare Practice stem as follows:  
BSc (Hons) Healthcare Practice (Psychosocial Interventions) or,  
BSc Healthcare Practice (Psychosocial Interventions)

### 2.0 COURSE MANAGEMENT

- 2.1 The Diploma/BSc Healthcare Practice Course Committee is responsible for the programme of study. Quality monitoring of the programme is the responsibility of the Faculty Quality Committee (FQC) in the Faculty of Health, Social Care and Education (FHSCE).
- 2.2 The Course Committee will be chaired by the Course Director. The FHSCE PPD Programme Office will provide the secretariat. Membership will include Pathway Leaders, the Admissions Tutor/RPL Adviser, Academic Skills Lecturer, Course Librarian and the PPS Programme Office Team Leader. The Course Committee will meet at least three times a year. Minutes will be forwarded to FQC.

### 3.0 ENTRY REQUIREMENTS

- 3.1 Standard programme entry requirements:  
Applicants to the programme will normally be required to meet all of the following criteria.
  - Hold a recognised healthcare related qualification with current professional registration (where appropriate to the qualification).
  - Hold a Dip. H.E. or equivalent from a UK or Republic of Ireland University. Advice on the equivalence of overseas awards will be obtained from the National Recognition and Information Centre for the UK (NARIC).
  - Have at least six months post-qualifying practice experience. Module specific entry requirements will apply to some modules and these are indicated in the module outlines.

### 3.2 Applicants to standalone level 6 modules

Applicants who do not hold a Dip. H.E. (or equivalent) or above, will normally be considered for standalone level 6 module enrolment if they can demonstrate one of the following:

- successful completion of either certificated learning at level 6 or more than 60 credits at level 5 or a minimum of 30 credits at level 5, normally at or above a grade B (60%);
- successful completion of a level 6 entrance test.

3.3 Health care practitioners from overseas, who meet the standard entry criteria, will be considered for the full-time generic BSc (Hons) Healthcare Practice award. International applicants must also hold a minimum IELTS (or equivalent) score of 6.5, with no section less than 6.0. Evidence of proficiency must be dated within the last two years and applicants who have taken the examination more than twice in one year will not be considered.

3.4 The Course Committee shall agree and from time to time prescribe changes to the admissions policy. Either the Course Director or the Admissions Tutor may make decisions on who is eligible for admission to the programme within this policy.

## 4.0 **RECOGNITION OF PRIOR LEARNING**

4.1 Candidates for admission will be expected to present evidence for exemption from 120 credits at level 4 and 120 credits at level 5.

4.2 Students who are already registered and have enrolled for at least one module may present claims for additional RPL up to 60 credits at level 6. Where students opt to exit the programme with the BSc (ordinary degree), the maximum RPL allowance at level 6 is reduced to 45 credits.

4.3 Work offered for RPL must normally be completed not more than five years previously.

4.4 Work offered for RPL which is older than 5 years but less than 7 years old, will be considered in exceptional circumstances and subject to completion of a reflective portfolio.

4.4 All decisions on credit exemption will be made by the course team and ratified by the Board of Examiners whose decision is final.

## 5.0 **PERIODS OF STUDY**

5.1 The minimum period of study shall be two years part-time and one year full time. These periods may be reduced proportionately for those receiving RPL credit exemptions as follows:

<b>Credit exemption</b>	<b>Full-time</b>	<b>Part-time</b>
15 credits	10.5mths	21mths
30 credits	9mths	18mths

45 credits	7.5mths	15mths
60 credits	6mths	12mths

5.2 The maximum period of study shall be four years part-time and two years full time.

5.3 A student who wishes to request an extension to the maximum period of study shall do so in accordance with the procedure prescribed by Senate (see 4.14 *General Regulations*).

## 6.0 STRUCTURE OF THE PROGRAMME

6.1 The structure of the programme may be determined by the student with advice from relevant academic staff. Candidates must complete:

- for the BSc (ordinary degree), modules worth 90 credits at level 6 or demonstrate evidence of credit exemption within the RPL limits towards this total and subsequent completion of the remaining credits up to a total of 90 credits or;
- for the BSc (Hons), modules worth 120 credits at level 6, to include the 30 credit 'Honours degree project: appraising evidence and developing practice' module or demonstrate evidence of credit exemption within the RPL limits towards this total and subsequent completion of the remaining credits up to a total of 120 credits.

6.2 Modules available will be set out in the course prospectus issued each year. Modules will normally be 15 credits or 30 credits.

6.3 Candidates will normally be expected to complete 90 credits at level 6 before undertaking the 'Honours degree project: appraising evidence and developing practice' module.

6.4 Candidates aiming for the BSc / BSc (Hons) Healthcare Practice (Psychosocial Interventions) Practice Specific Award must complete the modules prescribed for that award (or equivalent within the RPL allowance) as set out in the Student Handbook.

6.5 Candidates may not enrol for modules worth more than 60 credits at any one time unless they meet the criteria outlined in 6.6 and 6.7 below.

6.6 Candidates who are able to demonstrate that they have negotiated secondments within their place of work which allows them to study full-time over a one-year period, will be permitted to enrol for a maximum of 120 credits at any one time. Candidates meeting this criteria will be required to demonstrate that they are able to meet the requisite clinical practice hours stipulated by the modules on which they enrol.

6.7 Candidates undertaking bespoke programmes of study (e.g. internationally recruited candidates) who are enrolling on a full-time basis, will be permitted to enrol for a maximum of 120 credits at any one time.

- 6.8 Candidates may not take the same modules at level 5 and level 6. The Work-based Learning module is an exception to this rule. It may be taken up to a value of 120 credits at level 5 and may be repeated again at level 6 up to a value of 90 credits providing there is no duplication of learning outcomes/content with previous Work-based Learning modules taken at levels 5 or 6, or duplication with any other module taken at levels 5 or 6 as part of the award or repetition of work offered as RPL.

## **7.0 ASSESSMENT**

- 7.1 Assessments will be drafted for each module by the module leader and set out in the module handbook.
- 7.2 Where there is more than one assessment for the module, weightings will be given in the handbook in accordance with the agreed word limit tariff for modules with multiple assessments. Guidelines for completion and specific marking criteria will also be given in the module handbook.
- 7.3 Candidates will be given a single final percentage mark for each module, taking into account the weighting of the elements prescribed.
- 7.4 Where module assessments are comprised of separate components, it is a requirement to pass each component to pass the module.
- 7.5 Generic criteria for marking academic and non-competency based assessments and for marking clinical competencies will be set out in the Student Handbook.
- 7.6 Where there is doubt about the authenticity of a student's work, they may be required to attend an oral examination.

## **8.0 SCHEME OF ASSESSMENT**

The Course Committee shall agree, and from time to time make changes to, a scheme of assessment for the course.

## **9.0 PROGRESSION**

Students are required to make a serious attempt at all assessments specified in 8 above. Course work must be submitted by the deadlines given on the module VLE. Students who submit after the deadline without an agreed extension from Extension Request Service (ERS) or who do not submit any work will receive a mark of zero for that attempt. The Board of Examiners will determine whether a student's work is sufficient to merit the award of credit for each module completed. On completion of 120 credits at level 6, including the 'Honours degree project: appraising evidence and developing practice' module, the Board of Examiners will make a decision on whether a student's progress is sufficient to merit award of the Honours Degree. Students who have

successfully completed 90 credits at level 6 may exit the programme with a BSc (ordinary degree), subject to approval from the Board of Examiners.

## **10.0 RE-ENTRY TO ASSESSMENTS**

- 10.1 Students are entitled to two attempts at each assessment. Where competency assessments are set, students who fail a single competency need not re-take other competencies which they have passed but must re-take any single competencies which they have failed at first attempt to obtain a pass in the competency element overall.
- 10.2 Deadlines for re-submission of assignments/re-taking assessments which have been failed at first attempt will be communicated to students via the module VLE. Marks for second attempts are limited to grade D (maximum 40%).
- 10.3 Students who fail to submit course work for a module by the deadlines specified for that module on two occasions may have their registration terminated.
- 10.4 Candidates who fail a written examination at first attempt will be entitled to re-sit the examination on the next occasion when it is held. Marks for re-sit examinations will be limited to a maximum of 40%.
- 10.5 Students who fail a module will have their registration terminated. Such students will be permitted to re-enter the programme only after completing a prescribed programme of remedial work to the satisfaction of the Course Director or Admissions Tutor. Such students will not be permitted to take again any modules which they have either passed or failed during a previous enrolment.

## **11.0 AWARD**

- 11.1 Candidates for the award of the Honours Degree must:
- demonstrate evidence of exemption from 120 credits at level 4 and 120 credits at level 5;
  - demonstrate satisfactory completion of modules worth 120 credits at level 6 or provide evidence of RPL to gain exemption from up to 60 credits of this;
  - pass the compulsory 'Honours degree project: appraising evidence and developing practice' module at level 6;
  - demonstrate satisfactory completion of the requisite specialist modules if the psychosocial interventions practice specific qualifier is to be given; within the maximum registration period.
- 11.2 Candidates for the award of the Ordinary Degree must:
- demonstrate evidence of exemption from 120 credits at level 4 and 120 credits at level 5;

- demonstrate satisfactory completion of modules worth 90 credits at level 6 or provide evidence of RPL to gain exemption from up to 45 credits of this;
- demonstrate satisfactory completion of the requisite specialist modules if the psychosocial interventions practice specific qualifier is to be given; within the maximum registration period.

11.3 Honours Degree: The class of degree will be derived from marks awarded for modules at level 6 according to the formula specified in the scheme of assessment. Classes offered will be third, second class division two, second class division one, and first.

Ordinary Degree: The Ordinary Degree will be an ungraded award and no distinctions will be offered.

11.4. Date of award

The date of the award of the qualification to successful students will be the date of the Board of Examiners' meeting at which their final result is determined.

12. The detailed arrangements for the course and overall course plan will be published each year in the Student Handbook. Detailed syllabuses for each module will be published on the specific module VLE.

### **13.0 BOARD OF EXAMINERS**

13.1 A Board of Examiners will be appointed each year to serve from 1<sup>st</sup> August – 31<sup>st</sup> July with membership approved by the Course Committee. This membership shall include the Course Director, the Chair of the Board (who shall not be the Course Director), Pathway Leaders, a representative from central registry and other internal examiners (defined in General Regulations 8.2) as deemed appropriate. At least one external examiner will be appointed for each pathway. Assessors may be invited to attend the Board where appropriate. The Board shall be clerked by a Programme Office team leader.

13.2 The Board of Examiners shall have the power to determine all final marks awarded to students, to decide on students' progression within the course, to decide on the award of degrees and the class of those degrees, and to make recommendations concerning changes to the scheme of assessment where necessary. The Board of Examiners shall meet at least three times a year to fulfil these purposes.

14. Students enrolled on this programme are bound by the General Regulations for Students and Programmes of Study in force at the time.

# PROGRAMME REGULATIONS (DIPLOMA) 2020/21

St George's, University of London

## UNDERGRADUATE DIPLOMA IN HEALTHCARE PRACTICE

1. The programme of study shall lead to the award of an undergraduate Diploma in Healthcare Practice. The awarding body is St George's Hospital Medical School, a constituent college of the University of London. The validating body is St George's University of London.

### 2.0 COURSE MANAGEMENT

- 2.1 The Diploma/BSc Healthcare Practice Course Committee is responsible for the programme of study. Quality monitoring of the programme is the responsibility of the Faculty Quality Committee (FQC) in the Faculty of Health, Social Care and Education (FHSCE).

#### 2.2

The Course Committee will be chaired by the Course Director. The FHSCE PPD Programme Office will provide the secretariat. Membership will include Pathway Leaders, the Admissions Tutor/RPL Adviser, Academic Skills Lecturer, Course Librarian and the PPS Programme Office Team Leader. The Course Committee will meet at least three times a year. Minutes will be forwarded to FQC.

### 3.0 ADMISSIONS

#### 3.1 Standard programme entry requirements:

Applicants to the programme will normally be required to meet all of the following criteria.

- Hold a recognised healthcare related qualification with current professional registration (where appropriate to the qualification).
- Hold a qualification which provides 120 credits at level 4, or equivalent.
- Have at least six months post-qualifying practice experience. Module specific entry requirements will apply to some modules and these are indicated in the module outlines.

- 3.2 Applicants who do not meet the standard criteria for entry to the diploma programme, will be assessed on an individual basis and will normally be considered for access to standalone level 5 modules where the ability to study at this level is demonstrated through successful completion of a level 5 entrance test.

- 3.3 The Course Committee shall agree and from time to time prescribe changes to the admissions policy. Either the Course Director or the Admissions Tutor may make decisions on who is eligible for admission to the programme within this policy.

#### **4.0 RECOGNITION OF PRIOR LEARNING**

- 4.1 Candidates for admission will be expected to present qualifications or equivalent experience to exempt them from level 4 study.
- 4.2 Students who are already registered and have enrolled for at least one module may present claims for additional RPL up to 60 credits at level 5.
- 4.3 Work offered for RPL must normally be completed not more than five years previously.
- 4.4 Work offered for RPL which is older than 5 years but less than 7 years old, will be considered in exceptional circumstances and subject to completion of a reflective portfolio.
- 4.5 All decisions on credit exemption will be made by the course team and ratified by the Board of Examiners whose decision is final.

#### **5.0 PERIODS OF STUDY**

- 5.1 The minimum period of study shall be two years part-time. This may be reduced proportionately for those receiving RPL credit exemptions as follows:

<b>Credit exemption</b>	<b>Part-time</b>
15 credits	21mths
30 credits	18mths
45 credits	15mths
60 credits	12mths

- 5.2 The maximum period of study shall be four years part-time.
- 5.3 A student who wishes to request an extension to the maximum period of study shall do so in accordance with the procedure prescribed by Senate (see 4.14 *General Regulations*).

#### **6.0 STRUCTURE OF THE PROGRAMME**

- 6.1 The structure of the programme may be determined by the student with advice from relevant academic staff. Candidates must complete modules worth 120 credits at level 5 or demonstrate evidence of credit exemption within the RPL limits towards this total and subsequent completion of the remaining credits up to the total of 120 at this level.
- 6.2 Modules available will be set out in the course prospectus issued each year. Modules will normally be 15 credits or 30 credits. Modules available will be set out in the course prospectus issued each year. Modules will normally be 15

credits or 30 credits, with the exception of the Work based learning – RPL Portfolio (level 5) module, which is 60 credits and will not be set out in the course prospectus as this is a module that is only available to students following consultation with the Admissions Tutor and / or Course Director.

- 6.3 Candidates may not enrol for modules worth more than 60 credits at any one time.
- 6.4 Candidates who are able to demonstrate that they have negotiated secondments within their place of work which allows them to study full-time over a one-year period, will be permitted to enrol for a maximum of 120 credits at any one time. Candidates meeting this criteria will be required to demonstrate that they are able to meet the requisite clinical practice hours stipulated by the modules on which they enrol.
- 6.5 Candidates undertaking bespoke programmes of study (e.g. internationally recruited candidates) who are enrolling on a full-time basis, will be permitted to enrol for a maximum of 120 credits at any one time.
- 6.6 The Work-based Learning module may be repeated up to a value of 120 credits at level 5 providing there is no duplication of learning outcomes/content with previous Work-based Learning modules taken at level 5, no duplication with any other module taken at level 5 as part of the award or repetition of work offered as RPL.

## **7.0 ASSESSMENT**

- 7.1 Assessments will be drafted for each module by the module leader and set out on the module VLE
- 7.2 Where there is more than one assessment for the module, weightings will be given on the module VLE. Guidelines for completion and specific marking criteria will also be given on the module VLE
- 7.3 Candidates will be given a single final percentage mark for each module, taking into account the weighting of the elements prescribed.
- 7.4 Where module assessments are comprised of separate components, it is a requirement to pass each component to pass the module
- 7.5 Generic criteria for marking academic and non-competency based assessments and for marking clinical competencies will be set out in the Student Handbook.
- 7.6 Where there is doubt about the authenticity of a student's work, they may be required to attend an oral examination.

## **8.0 SCHEME OF ASSESSMENT**

The Course Committee shall agree, and from time to time makes changes to, a scheme of assessment for the course.

## **9.0 PROGRESSION**

Students are required to make a serious attempt at all assessments specified in 8 above. Course work must be submitted by the deadlines given on the relevant module VLE. Students who submit after the deadline without an agreed extension from Student Support or who do not submit any work will receive a mark of zero for that attempt. The Board of Examiners will determine whether a student's work is sufficient to merit the award of credit for each module completed. On completion of 120 credits at level 5, the Board of Examiners will make a decision on whether a student's progress is sufficient to merit award of the Diploma.

## **10.0 RE-ENTRY TO ASSESSMENTS**

- 10.1 Students are entitled to two attempts at each assessment. Where competency assessments are set, students who fail a single competency need not re-take other competencies which they have passed but must re-take any single competencies which they have failed at first attempt to pass in the competency element overall.
- 10.2 Deadlines for re-submission of assignments/re-taking assessments which have been failed at first attempt will be communicated to students via the module VLE. Marks for second attempts are limited to grade D (maximum 40%).
- 10.3 Students who fail to submit course work for a module by the deadlines specified for that module on two occasions may have their registration terminated.
- 10.4 Candidates who fail a written examination at first attempt will be entitled to re-sit the examination on the next occasion when it is held. Marks for re-sit examinations will be limited to a maximum of 40%.
- 10.5 Students who fail a module will have their registration terminated. Such students will be permitted to re-enter the programme only after completing a prescribed programme of remedial work to the satisfaction of the Course Director or Admissions Tutor. Such students will not be permitted to take again any modules which they have either passed or failed during a previous enrolment.

## **11.0 AWARD**

- 11.1 Candidates for the award of the Diploma must:
  - demonstrate evidence of exemption from 120 credit at level 4

- demonstrate satisfactory completion of modules worth 120 credits at level 5 (including any approved RPL up to 60 credits at level 5) within the maximum registration period.

- 11.2 The Diploma will be an ungraded award and no distinctions will be offered.
- 11.3 The date of the award of the qualification to successful students will be the date of the Board of Examiners' meeting at which their final result is determined.
12. The detailed arrangements for the course and overall course plan will be published each year in the Student Handbook. Detailed syllabuses for each module will be published on the module VLE.

### **13.0 BOARD OF EXAMINERS**

- 13.1 A Board of Examiners will be appointed each year to serve from 1<sup>st</sup> August – 31<sup>st</sup> July with membership approved by the Course Committee. This membership shall include the Course Director, the Chair of the Board (who shall not be the Course Director), Pathway Leaders, a representative from central registry and other internal examiners (defined in General Regulations 8.2.) as deemed appropriate. At least one external examiner will be appointed for each pathway. Assessors may be invited to attend the Board where appropriate. The Board shall be clerked by a Programme Office team leader.
- 13.2 The Board of Examiners shall have the power to determine all final marks awarded to students, to decide on students' progression within the course, to decide on the award of Diplomas, and to make recommendations concerning changes to the scheme of assessment where necessary. The Board of Examiners shall meet at least three times a year to fulfil these purposes.
14. Students enrolled on this programme are bound by the General Regulations for Students and Programmes of Study in force at the time