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1. Introduction

- 1.1 These Academic Regulations apply to programmes validated by Bath Spa University (BSU) taught at New City College (NCC). The application of these Academic Regulations is underpinned by College policies and procedures, to which reference is made at appropriate points. Supporting policies and procedures are available on the College's website.

2. Scope and Application

- 2.1 These regulations apply in their entirety to all BSU validated programmes leading to credit or qualification.
- 2.2 The Academic Regulations in force at the point of a student's annual registration shall be those for that academic year, unless specified otherwise. When a student registers during the year, including following a suspension of study, the Academic Regulations in force at the time of registration or resumption of studies will be in force.
- 2.3 Changes to Academic Regulations may be made from time to time, subject to normal approval mechanisms. Any changes will normally be made with effect from the following academic year unless the College is confident that immediate effect is in the best interests of the students.
- 2.4 The Academic Regulations, and any proposed amendments, are approved by the College's Higher Education Committee (HEC).

3. Awards

- 3.1 Awards be be granted to students who have followed and successfully completed programmes validated by BSU and satisfied the conditions contained in these regulations and the relevant academic framework(s)
- 3.2 The degrees, diplomas, certificates and other academic awards validated by BSU shall be consistent with the levels defined in The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (the "Qualifications Frameworks", QAA November 2014). They also take account of any relevant Degree Characteristics Statement and subject benchmark statements.
- 3.3 The College uses a UK credit-based system for validated awards, and it defines these awards primarily in terms of the qualification level and volume of credit required for each programme.
- 3.4 Each module of a programme will be assigned a single designated credit level (module assessment is unique to a given credit level). The volume and level of credit assigned to any one module is determined and approved by BSU at validation.
- 3.5 A student will only be assigned credit after successful demonstration through assessment of the achievement of the stated module learning outcomes.

Award title	FHEQ Qualification level	Overall number of credits required	Levels of credit required
Certificate of Higher Education (CertHE)	4	120	120 at level 4
Diploma of Higher Education (DipHE)	5	240	120 at level 5 120 at level 4
Foundation degree (FD)	5	240	120 at level 5 120 at level 4

Award title	FHEQ Qualification level	Overall number of credits required	Levels of credit required
Certificate in Education (CertED)	5	120	120 at level 5
Ordinary Bachelor's degree (BA, BEd, [<i>Exit Award only</i>])	6	300	60 at level 6 120 at level 5 120 at level 4
Bachelor's degree with honours BA (Hons), BEd	6	360	120 at level 6 120 at level 5 120 at level 4
Professional Graduate Certificate of Education	6	120	A validated PGCE provision may have only 60 credits at FHEQ level 6, with 60 credits at a lower level. This meets the National Qualifications Framework for this type of qualification
Postgraduate Certificate (PgCert)	7	60	60 at level 7
Postgraduate Diploma (PgDip)	7	120	Min 90 at level 7 Max 30 at level 6
Master's degree (MA)	7	180	Min 150 at level 7 Max 30 at level 6

4. Quality Assurance of Programmes

- 4.1 In addition to the external reference points noted above, validated programmes shall be of such quality as to fulfil the requirements of the programme's general educational character. Any changes or developments within approved programmes (including individual modules) shall be made within BSU procedures.
- 4.2 All approved programmes leading to awards by BSU shall be subject to BSU procedures of monitoring and evaluation procedures.
- 4.3 Specific regulations for any approved programme of study shall be described in the relevant Definitive Programme Document.

- 4.4 Copies of the Definitive Programme Documents will be held by HE Quality and Standards on behalf of the curriculum areas.

5. Admission to Programmes

- 5.1 Students enrolled into programmes leading to awards of BSU must have satisfied the admissions criteria approved by BSU at validation.

NCC receives applications via UCAS where entry requirements are set in full. The recruitment and admission of students is governed by the [Higher Education Admissions Policy](#). This is complemented by a further policy relating to the [Recognition of Prior Learning](#) (RPL).

In considering any individual applicant for admission to a programme of study, evidence may be sought of personal, professional, educational experiences, and qualifications which provide indications of ability to meet the demands of the programme. Additionally, Disclosure and Barring Service (DBS) checks will be sought when required, some other programmes of study may have other conditions of entry that are required by professional, statutory and regulatory bodies and with which the College must comply.

- 5.2 The College may refuse to admit an applicant to a programme of study or require a student to withdraw if the application is found to contain or be based upon false information.
- 5.3 Appeals against a decision not to admit an applicant to a programme of study leading to a BSU award are restricted to those that cite irregularity in the decision-making process, for example, failure to make a reasonable adjustment relating to a disability. Such appeals must be initiated within four weeks of the date of the original decision.
- 5.4 A student who is admitted for study on a programme must be registered for that programme with the College. The College will submit student name and contact details to BSU solely for the purposes of recording student details and progression information. By registering with the College for a programme leading to an BSU validated award, the student agrees to the sharing of their information with BSU for this purpose. BSU will not make any contact with students unless there is a specific need in relation to their studies towards an BSU validated award. It is the student's responsibility to keep their personal information up-to-date and to notify the College of any changes or errors.

6. Registration, Enrolment and Attendance

- 6.1 The registration of students on Higher Education programmes at NCC is fixed and limited. Students studying full-time on a three-year undergraduate programme will, normally, be required to complete their programme of study within 5 years, i.e. three years plus two additional years.
- 6.2 Students studying part-time, on both, undergraduate and post graduate programmes will, normally, be required to complete their programme of study within an equivalent timeframe, i.e. within the timescale for study set out in the Specification for the programme being undertaken, plus two additional years.
- 6.3 A student will remain registered for the maximum period of the award or until they have achieved the award or the registration has been terminated, whichever comes first.

- 6.4 New and returning students are required to register each academic year on their programme of study and, in doing so agree to comply with all conditions for registration
- 6.5 The period of registration may be extended if:
- (a) the student has had to reattempt or retake parts of their programme of study,
 - (b) the student has been unable to study or complete a year of study due to extenuating circumstances,
 - (c) the student has been given permission to take a study break
- 6.6 A student's registration may be terminated if the student has:
- (a) committed a serious disciplinary offence or be deemed as unfit to study or practise;
 - (b) exhausted all opportunities to remedy failure or has made insufficient progress through their programme of study at the required stage;
 - (c) formally notified the institution that they wish to discontinue their studies and so discontinue their programme;
 - (d) failed to comply with their financial commitment to the College;
 - (e) committed a serious disciplinary offence or be deemed as unfit to study;
 - (f) exhausted all opportunities to remedy failure or has made insufficient progress through their programme of study at the required stage;
 - (g) formally notified the institution that they wish to discontinue their studies and so discontinue their programme;
 - (h) failure to comply with their financial commitment to the College.
- 6.7 Regular attendance and active engagement in the learning and teaching activities is critical to student success, and it is normally expected that students will be present and engaged with their studies. The College has an Attendance Policy that sets out expectations of students in relation to student engagement and attendance. This includes arrangements for unavoidable periods of absence of various lengths and it details the requirements of students in relation to absence.
- 6.8 A student may apply, or be required, to take a study break for a maximum period of twelve consecutive months under the agreed procedure for reasons of ill health or other extenuating circumstances. This may be extended in exceptional circumstances.

7. Assessment

- 7.1 The forms of assessment and its weighting and timing, and the ways in which the learning outcomes are to be demonstrated through assessment, are set out in the module and programme specifications approved by BSU at the point of validation.
- 7.2 To obtain an award, students are required to complete all parts of the programme's approved assessment and comply with all regulations relating to their programme of study.
- 7.3 The minimum aggregate pass marks for awards are:
- 40% for undergraduate programmes
 - 50% for postgraduate programmes.

These minima may apply to assessment elements as stated in the wording of the module specifications, but will apply to modules, stages, and qualifications.

- 7.4 Additional academic regulations required by any professional, statutory, or recognised regulatory body will be set out in the relevant programme specification and approved by BSU in the validation process.
- 7.5 Work submitted for a summative assessment component cannot be amended after submission, or re-submitted after the submission deadline.
- 7.6 Student requests for extensions to assessment deadlines will not be approved unless made in accordance with the [Mitigating Circumstances Procedure](#)
- 7.7 Where coursework is submitted late and there are no accepted mitigating (extenuating) circumstances it will be penalised in line with the following tariff:
- Submission within 6 working days: a 10% reduction deducted from the overall marked score for each working day late, down to the 40% pass mark (for UG) and 50% pass Mark (FD,PG awards) and no further.
 - Submission that is late by 7 or more working days: submission refused, mark of 0.
- 7.8a All undergraduate assessment, with the exception of the Level 5 Certificate in Education, will be marked on a percentage scale of 0-100.

% Scale Score	Performance Standard
70+	Excellent Pass
60-69	Very Good Pass
50-59	Good Pass
40-49	Pass
0-39	Fail

7.8b The Level 5 Certificate in Education assessment will be marked on a performance scale

Performance Scale	% Scale Score
Excellent Pass	70+
Very Good Pass	60-69
Good Pass	50-59
Pass	40-49
Fail	0-39

7.9 All postgraduate assessment will be marked on a percentage scale of 0-100. Taught postgraduate awards may include merit and/or distinction classification.

% Scale Score	Performance Standard
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70+	Distinction
60-69	Merit
50-59	Pass
0-49	Fail

- 7.10 The final grade for an individual assessment component will be determined after completion of a quality assurance process (e.g. moderation, remarking) as agreed at validation.
- 7.11 All assessments must provide evidence that demonstrate that the learning outcomes of the individual modules have been met. Failure to meet the learning outcomes of a module will result in the work being restricted to a fail grade.
- 7.12 A percentage of assessed work where appropriate will be double marked, see 7.13
- 7.13 The first marker is required to provide detailed feedback to the student on all course work. The first marker will identify a sample of assessments to be marked by a second marker from the Programme Team. As a minimum, this should equate to 20% of total assessments or five scripts per sample.
- 7.14 The second marker will act as moderator for the sample of work being assessed. This will ensure that consistency is achieved in both the allocation of individual grades and the grades awarded between and within each level of classification.
- 7.15 Where there is a disagreement between the first and second markers, a third internal marker will be brought in to adjudicate the final mark for the assessments. The third marker will resolve all internal disputes.
- 7.16 A sample of assessments will be sent to the External Examiner who will moderate the marking and moderation processes of the college, to ensure that there is consistency across the grades for the modules and between and within levels of the programme. This sample must contain all assessments graded 70% and above, all assessments graded 39% and below, and a range of assessments graded within these two extremes. As a minimum, this should equate to 20% of total assessments or five scripts per sample.
- 7.17 Exceptionally, viva voce examinations may be required (with the approval of external examiners):
- (a) to confirm the progression/result status of a student;
 - (b) to determine the result status of unusual or borderline cases;
 - (c) when there is conflicting evidence from the various assessment components;
 - (d) as an alternative or additional assessment in cases where poor performance in assessment is the result of exceptional circumstances verified through due processes.
 - (e) To confirm authenticity of coursework

8. Grading

- 8.1 Where the final result of the award classification calculation creates a mark of 0.5% or greater this will be rounded up to the next full percentage point (e.g. 69.5% is rounded to 70%; 59.5% to 60%; and so on).

Where the calculation creates a mark below 0.5% this will be rounded down to the next full percentage point (e.g. 69.4% is rounded to 69%; 59.4% to 59%; and so on). For the purposes of rounding up or down, only the first decimal place is used.

- 8.2 Calculation for an exit award will be based on the marks across all modules. The award of PgCert cannot be awarded with Merit.
- 8.3 Where the result of the overall assessment calculation creates a mark of 0.5% or greater, this will be rounded up to the next full percentage point (e.g. 69.5% is rounded to 70%; 59.5% to 60%; and so on). Where the calculation creates a mark below 0.5%, this will be rounded down to the next full percentage point (e.g. 69.4% is rounded to 69%; 59.4% to 59%; and so on). For the purposes of rounding up or down, only the first decimal place is used.
- 8.4 Classification of bachelor degrees will be based on the average mark across all modules within Stage 3 (usually Credit Level 6) and Stage 2 (usually Credit Level 5) at a ratio of 2:1 respectively unless the requirements of a Professional, Statutory and Regulatory Body (PSRB) state otherwise.
- 8.5 Honours degrees are classified as:
- First class Aggregate mark of 70% or above
 - Upper Second-class Aggregate mark between 60% and 69%
 - Lower Second-class Aggregate mark between 50% and 59%
 - Third class Aggregate mark between 40% and 49%

Foundation degrees are classified as:

- Pass with Distinction Aggregate mark of 70% or above
- Pass with Merit Aggregate mark between 60% and 69%
- Pass Aggregate mark between 40% and 59%

Certificate in Education is awarded as:

- Pass – requiring all 120 credits to be passed

- 8.6 Where students have directly entered a Qualification Level 6 top-up award (e.g. having previously undertaken a Higher National Diploma (HND) or Foundation Degree (FdA) award) the calculation for the honours classification will be based solely on all the credits gained at Level 6.
- 8.7 For Level 7 programmes the classification will be based on all credits at Credit Level 7.

9. Referral provision

9.1 The Assessment Board may, at its discretion, make such special arrangements as it deems appropriate in cases where it is not practicable for students to be reassessed in the same elements and by the same methods as at the first attempt. However, where a validated programme is discontinued, provision has to be made to ensure fair assessment opportunities for all students who have been enrolled.

9.2 Referral or reattempt is subject to all the following conditions:

- A student may reattempt the failed assessment components of a module only once. Where there are extenuating circumstances, the Assessment Board has discretion to decide whether a further assessment opportunity shall be permitted, unless explicitly prohibited in the rules for the programme, as approved in the validation process and programme specification.
- A student who does not complete the referral by the date specified shall not progress the programme, except in cases where the process for allowing extenuating circumstances has been followed.
- Referrals or reattempts can only take place after the meeting of the Assessment Board or following agreement by the Chair and the External Examiner of the Board.
- A student who successfully completes any required reattempts within a module shall be awarded the credit for the module and the result for the individual assessment component capped at the minimum pass mark for the module.
- A student shall not be permitted to be reassessed by reattempt in any module that has received a pass mark, or in a component that has received a mark of 40% or above at UG level, or 50% at PG level.
- The reattempt will normally be carried out by the same combination of written examination, coursework etc. as in the first attempt.

9.3 If, after having exhausted all permitted reattempt opportunities a student is still unable to pass, the Assessment Board may, at its discretion, and subject to programme validation requirements, permit one of the following repeat options:

(a) Partial retake as fully registered student:

- (i) The student is not permitted to progress to the next stage of the programme but must retake the failed modules and/or components in full during the following academic year,
- (ii) The student has full access to all facilities and support for the modules and/or components being retaken,
- (iii) The marks that can be achieved for the modules and/or components being retaken will be capped (uncapped if extenuating circumstances have been approved) at the module and/or component pass marks,
- (iv) The student retains the marks for the modules and/or components already passed,
- (v) No further resit opportunities are permitted.

(b) Partial retake for assessment only:

- (i) Access to facilities and support will be limited to certain learning resources for the module(s) and/or component(s) being retaken. Participation will only be allowed for relevant revision sessions and assessments.

(c) Full retake:

- (i) This is only permitted where the student has extenuating circumstances;
- (ii) The student does not progress to the next stage of the programme but instead repeats all the modules in the current stage during the following academic year,
- (iii) The student has full access to all facilities and support,
- (iv) The marks that can be achieved are not capped, and the student is normally entitled to the resit opportunities available. However, a student is not able to carry forward any credit from previous attempts at the stage.

9.4 Where reattempt or referral and retake opportunities have been exhausted, an Assessment Board may recommend a student for an exit award.

9.5 With the approval of the Assessment Board and subject to programme validation documentation students may be eligible to progress to a higher stage of a programme without having completed the requisite 120 credits points of the lower stage. They may exceptionally be allowed to do so if any of the following conditions are met:

- (a) A minimum of 80 credit points at the lower level have been successfully completed including passes in all designated core modules;
- (b) All requirements for academic prerequisites for the higher-level modules are met;
- (c) The Assessment Board have approved progression following a successful application for extenuating circumstances, and results are still pending in the student's profile.

9.6 Where there is insufficient evidence to determine the recommendation of an award, but the Assessment Board is nevertheless satisfied that the student would have passed had it not been for illness or other valid and documented cause, an Aegrotat degree may be recommended.

9.7 Before the Assessment Board makes an award under the student must have signified willingness to accept the award under these terms, and must have understood that this involves waiving the right to be reassessed.

10. Academic Misconduct

10.1 Any attempt by a student to gain an unfair advantage in assessment will be subject to action under the [Academic Offence Procedure](#) for dealing with accusations of academic misconduct (formerly referred to as "unfair practice"). In cases where academic misconduct is concerned the following guidelines and principles shall apply:

- In any case of an allegation of academic misconduct the assessment shall be marked and considered but the Assessment Board shall not confirm the candidate's result until the facts have been separately established under arrangements approved by the Academic Board
- Actions on academic misconduct will be considered by an arrangement as per the Academic Offence
- Where evidence becomes available the case may be reopened under procedures laid down in the previous paragraph.

- Students should be aware that an academic misconduct case can be opened at any time, even if the student is no longer a current student.

11. **Assessment Board**

11.1 For every leading to a validated award of BSU there will be a Assessment Board whose constitution (including a note of those members constituting a quorum) and terms of reference will have been approved by BSU as part of the Institutional approval and review process.

11.2 External Examiners are appointed by the College subject to approval from BSU.

11.3 Assessment Boards for programmes validated by BSU at NCC will normally be constituted as follows:

- The Campus Principal with overall responsibility for Higher Education will Chair The Board, the Principal may appoint a nominee following consultation with HE Quality. Where the Campus Principal has taught or assessed any aspect of the programmes concerned, they will be replaced by the a Curriculum Director or by a nominee of HE Quality.
- The Senior Curriculum Manager for the programme.
- The External Examiners for the programmes, usually in person, or remotely.
- A representative from BSU usually in person, or remotely in unavoidable circumstances.
- Staff and personal tutors who have been involved in the delivery and assessment of the modules or other major components of the programme.
- The Group Deputy Director:HE or Quality Nominee who will normally act as Academic Registrar for the Board.
- The Assessment Board will be minuted by an administrator from HE Quality .

The Assessment Board will be deemed quorate when the following members are in attendance:

- Campus Principal, HE Quality & Standards nominee to Chair the Board;
- The Senior Curriculum Manager for the programme.
- The External Examiner for the programme, usually in person, or remotely.
- A representative from BSU usually in person, or remotely.
- The Group Deputy Director:HE or Quality Nominee who will normally act a Academic Registrar for the Board.
- An administrator to minute the Board.

11.4 The Assessment Board is authorised to determine the progression of students in accordance with these academic regulations and to recommend progression or the conferment of validated awards of BSU .

- 11.5 All decisions related to a student's progression, final results, and awards, will be approved by a properly constituted Assessment Board.
- 11.6 No other body has authority to recommend conferment of an award or progression, nor to amend the decision of an approved and properly constituted Assessment Board acting within its terms of reference and in accordance with the regulations for the programme of study. An Assessment Board may, however, be required to review a decision, or may have that decision annulled under the Appeals procedure.
- 11.7 No student shall be a member of an Assessment Board for his or her course or attend an examiners' meeting for such course other than as a candidate for assessment.

12. External Examiners

- 12.1 Purposes and duties of external examiners. The purposes of external examiners are to ensure that the marks of internal (College) markers are consistent internally and with marks awarded for similar subjects in relation to similar awards elsewhere in UK higher education institutions. Their duties shall be to:
- a) attend meetings of relevant Assessment Boards
 - b) agree proposed examination papers, coursework and other assessments
 - c) review a minimum of 20% sample of all assessed work or five scripts covering assessments graded 70% and above, all assessments graded 39% and below and a range of assessments graded within these two extremes
 - d) agree the marks awarded by internal examiners in respect of the assessments with which the external examiner is associated
 - e) judge students impartially on the basis of the work submitted
 - f) ensure that students are examined within the programme specification regulations
 - g) ensure that the standards of awards recommended by Assessment Boards of which they are members compares with those of awards conferred at other comparable institutions of higher education
 - h) report annually on the standards attained by students, on any matter that in the view of the external examiner affects academic standards within the programme, and on any other matter that seems appropriate for report
- 12.2 Rights of external examiners. External examiners shall have the right to take any action they deem necessary for the proper fulfilment of their duties. Their rights also include the following:
- a) to be provided with an induction to the College and programme.
 - b) to attend any meeting of assessment boards or of which they are members.
 - c) to see any examination papers, coursework or other material relevant to the assessment of students on the programme.
 - d) to consult with internal examiners or any other representatives of the College to discuss the programmes (s) for which they have external examining responsibilities.
 - e) to be consulted about any changes in assessment for the programmes(s) for which they have external examining responsibilities.
 - f) to address any issues confidentially with Deputy Group Director HE.

13. Academic Appeals

13.1 The College has an approved Appeals Procedure for considering appeals against decisions of Assessment Boards or through the procedures established by the Higher Education Committee for consideration of academic misconduct accusations, and a panel to consider such appeals (the "Appeals Panel").

13.2 There shall be a final right of appeal to BSU against a decision of a Assessment Board only if the appeal is against a decision related to either:

- (a) progression from one stage to another of the programme to the next; or
- (b) a final award;

and both of the following criteria are met:

- (a) all appropriate College procedures have been exhausted;
- (b) there are reasonable grounds to believe that the College's internal procedures and regulations for dealing with appeals were not implemented correctly or fairly.

14 Transcripts and Certificates

14.1 The transcript is produced by the College and provides a comprehensible verifiable record of a student's learning. The minimum requirements for the content of transcripts:

- (a) Student details
- (b) Details of the qualification, including any professional, statutory, or regulatory body accreditation or recognition.
- (c) Up-to-date details of learning and achievement, i.e., modules studied, credits awarded, marks or grades achieved, and the date and year in which credits were awarded.
- (d) Up-to-date details of non-completion, including the number of attempts taken to complete a module.
- (e) Other types of learning, e.g. accreditation of prior certificated

14.2 The certificate of an award conferred by the BSU shall record:

- a) the name of the University together with, the College name
- b) the student's full legal name as given at the time of last registration
- c) the title of the award and a descriptor indicating the title of the programme
- d) an indication of any classification, merit, or distinction recommended
- e) the signature of the Vice-Chancellor and University Secretary of BSU.