

REGULATIONS FOR TAUGHT PROGRAMMES

II Glossary of Terms for Taught Programmes

Where the following terms appear in these regulations, they shall have the meanings assigned below:

1. **Apprentice:** An employee of a third party or of the University undertaking approved apprenticeship training offered by the University, commissioned by the apprentice's employer and leading to a University award.
2. **Assessment:** A set of processes that measure a student's achievement of the intended learning outcomes in terms of knowledge acquired, understanding developed, skills gained and attributes demonstrated. These may include, for example, written, aural and oral examinations, essays, poster or professional skills assessment, other course work, dissertations and practical activity.
3. **Award:** A qualification awarded by the University on completion of a programme of study.
4. **Carrying a fail:** in certain specific circumstances a student may be allowed by the Personal Extenuating Circumstances Committee to proceed to the following stage with a fail mark in one or more modules.
5. **CATS:** credit accumulation and transfer (see 11 and 13).
6. **Class of award:** a means of distinguishing the achievement of different students of the intended learning outcomes of a programme. At undergraduate level only modules studied in Stage 2 and beyond contribute towards the degree classification. Credits for programmes where students spend a full year off-campus undertaking a work placement or study abroad as a part of their programme, are not generally counted towards degree classification unless this is specified in degree programme regulations. All modules that contribute to the degree classification are referred to as DC (Degree Classification) modules. Postgraduate entry awards are classified as Pass, Pass with Merit and Pass with Distinction as defined in the *University Common Scale* for returning marks.
7. **Compensation:** a process whereby a Board of Examiners treats certain marginal failures as passes. This only applies at undergraduate level and is subject to conditions.
8. **Compulsory module:** a module which a student, registered for a degree programme, is required to study.
9. **Condoned Fail:** a decision that a Level 7 module has been failed at the first attempt with a mark in the range 40-49, but that a pass on resit is not required in order to maintain eligibility for a Merit or Distinction Award on a classified programme.

10. **Core module:** a module which students must pass, and in which a fail mark may neither be carried nor compensated; such modules are designated by the Board of Studies as essential for progression to a further stage of the programme, for further study in a further module, or (in some accredited programmes) essential for the award of the degree and shall clearly be shown as core in the programme regulations. A final stage undergraduate module can be deemed core only if there is an accreditation requirement to pass the module.
11. **Credit:** A quantitative measure of learning effort. The size of a module, measured by reference to student learning time so that for every 10 credits a student is expected to spend 100 hours in a combination of programmed activities, independent study and assessment.
12. **Credit accumulation:** the process by which credits for modules taken may be accumulated and retrospectively brought together to qualify a student for an award.
13. **Credit level descriptors:** A description of the defined levels at which a module is taught. These levels are: a) Level 3; b) Level 4; c) Level 5; d) Level 6 and e) Level 7. Full descriptors can be seen as part of *The Qualifications and Credit Framework* in the Quality and Standards Handbook <https://www.ncl.ac.uk/ltds/governance/handbook/>.
14. **Credit transfer:** the system that allows students to move between programmes and institutions, taking with them the credit, earned on modules studied.
15. **Degree Programme Director:** a member of University academic staff who is responsible for the day-to-day management of a degree programme.
16. **Degree Programme Regulations:** the regulations approved by the University for a particular programme of study.
17. **Dissertation:** an exercise in research or scholarship forming part of a student's programme of study.
18. **Entry award:** the award for which the student is registered.
19. **Exit award:** awarded where a student does not satisfy the requirements for the award on which they are registered, but meets the requirements of an award with fewer credits (e.g. postgraduate certificates; postgraduate diplomas; pass degrees; higher education certificates; higher education diplomas).
20. **Extra credit modules:** modules taken in addition to the normal programme requirements, which do not affect the academic outcomes of the programme but will be recognised in the transcript.
21. **Foundation degree programme:** a two-year programme of study consisting of 240 credits and two stages. Each Stage consists of 120 credits with the level of the modules prescribed in the programme regulations. The University's Qualification and Credit Framework requires a minimum of 90 credits at Level 4 and a minimum of 90 credits at Level

5. No more than 30 Level 4 credits can be taken after Stage 1. Stage 1 may include up to 30 Level 3 credits.
- 22. Graduate Certificate:** the qualification awarded, in line with the University's Qualification and Credit Framework, to a candidate who undertakes a programme of 120 credits, at least 90 of which are at Level 6.
- 23. Higher Education Certificate:** the qualification awarded, in line with the University's Qualification and Credit Framework, to a candidate on an Honours degree programme who has satisfied the examiners in at least 120 credits worth of study of which at least 90 are at Level 4 or above and who does not complete the degree programme; Higher Education Certificates can also exist as an entry award.
- 24. Higher Education Diploma:** the qualification awarded, in line with the University's Qualification and Credit Framework, to a candidate on an Honours degree programme who has satisfied the examiners in at least 240 credits worth of study, of which at least 90 credits are at Level 5 or above, and who does not complete the degree programme.
- 25. Honours' degree programme:** a three- or four-year programme of study consisting of 360 or 480 credits and comprising a number of stages. Each stage consists of 120 credits with the level of modules taken as prescribed in individual degree programme regulations and in the Qualifications and Credit Framework.
- 26. Module:** A discrete component of a programme of study that has stated intended learning outcomes, teaching and learning opportunities designed to achieve those outcomes, and assessment tasks designed to enable students to demonstrate achievement of the outcomes. Modules are allocated credit values and have a defined level.
- 27. Non-modular aggregated assessment:** assessment having the purpose of assessing a student's cross-modular understanding.
- 28. Non-modular degree programme.** A programme that does not adopt a modular and credit bearing structure with teaching, learning and assessment instead being integrated across the programme. Pattern of study and duration is individual to the programme, as are progression requirements and the calculation of the award. The terms compulsory and core may be used by these programmes, however relate to specific teaching activities and programme assessments rather than modules. Alternative regulatory requirements in respect of these programmes are detailed in individual programme regulations.
- 29. Occasional student:** an individually designed programme of learning, with clear learning objectives and outcomes, approved by a Degree Programme Director or Director of Postgraduate Studies at the time of admission, which does not lead to a University award.
- 30. Part-time student:** a student studying a maximum of 60 credits of a programme in one academic year.

31. **Pass degree:** the qualification awarded to a candidate on an Honours degree programme who has satisfied the examiners in at least 300 credits worth of study of which at least 60 are at Level 6.
32. **Postgraduate academic year:** An academic year, from the first day of the first semester to two weeks before the start of the following academic year (i.e. September to September). Some programmes may have alternative start dates.
33. **Postgraduate Certificate:** a programme or exit award comprising 60 credits in line with the University's Qualifications and Credit Framework, at least 40 of which are at Level 7.
34. **Postgraduate Diploma:** a programme or exit award comprising 120 credits in line with the University's Qualifications and Credit Framework, with at least 90 credits at Level 7.
35. **Pre-requisite module:** a module that is required to be studied (but not necessarily passed) before undertaking a further module that assumes prior knowledge.
36. **Sabbatical office:** any office so designated from time to time by Senate and Council, allowing the student to take up a full-time position as an officer of the Students' Union.
37. **Stage:** A sub-division of a programme, normally corresponding to one academic year (for full-time students) and 120 credits for undergraduate students.
38. **Standalone modules:** modules studied in their own right, normally by occasional students. Credit accumulation may apply.
39. **Taught element:** the remainder of a taught master's programme once the dissertation is excluded.
40. **University Common Scale:** the scale for the return of marks as set out in *Undergraduate and Postgraduate Examination Regulations*. The scale defines the range of marks to be given to represent degree classifications, and is designed to ensure consistency and fairness to students across all modules.
41. **Viva Voce:** an oral examination used in the assessment of research degrees and sometimes on taught postgraduate programmes to monitor standards.

REGULATIONS FOR TAUGHT PROGRAMMES

III Progress Regulations For Taught Programmes

These regulations apply to all taught students registered in academic year 2021/22

These regulations shall be used in conjunction with the requirements laid down in the General Regulations for Taught and Research Programmes and the relevant Assessment Regulations, and shall be read together with any assessment regulations specific to the relevant degree programme, as approved by the relevant Faculty Education Committee.

Variations to these regulations, non-standard stage weightings and exceptions to the Qualifications and Credit Framework can only be agreed by University Education Committee (UEC), except where the power is explicitly vested in the relevant Faculty Education Committee (FEC) or Degree Programme Director (DPD) in the regulations themselves.

A. General Entrance Requirements

1. Before being admitted to a degree, diploma or certificate programme, you need to:
 - a) Satisfy the entrance requirements for that degree, diploma or certificate;
 - b) Satisfy, in the case of applicants whose first language is not English, the required minimum level of English language ability for the programme of study, in accordance with the University's English Language Policy; and

Satisfy such additional requirements for admission as may be set out in the programme regulations or otherwise published by the University.

2. Where you do not satisfy the requirements above, a selector may nevertheless make a conditional or unconditional offer to you, subject to being satisfied that you are, or will be on achievement of any conditions stipulated in the offer, likely to succeed on the programme of study.

B. Module Registration

3. If you are a student on a taught programme, you are required to register and be in attendance from the beginning of each stage of the programme. Ordinarily, this is in the first week of studies (induction week). Only exceptionally, and with the special permission of the Degree Programme Director, will you be permitted to register after this time and an administration fee may be charged if you register late.

Exceptionally you may be permitted to register conditionally, pending verification of essential admission criteria (e.g. health clearance). If you fail to meet the required criteria you will be excluded from further study.

4. If you are registering for a modular programme you are required to record your choice of modules for the entire academic year by the end of the induction week of Semester 1. Your module choice is subject to the written approval of the Degree Programme Director and must meet the requirements of the relevant degree programme regulations.

5. All transfers between modules must normally be completed before the end of the second week of teaching of a semester and are subject to the written approval of the Degree Programme Director. Transfers beyond this period are permitted only in exceptional circumstances. You should also keep a record of the approval and check that your registration is correct.

6. You should note that all modules are offered subject to the constraints of the timetable and to any restrictions on the number of students who may be taught on a particular module. All modules are listed in the relevant degree programme handbook, but are not necessarily offered every year. Degree programme regulations are revised annually.

7. You may be permitted by your Degree Programme Director to study additional modules (known as extra credit modules) alongside your programme of study. These extra credit modules stand outside of normal programme/stage requirements and do not count towards your programme award either in terms of credit value or classification. However, they will be recognised on the transcript. Please see <https://www.ncl.ac.uk/regulations/programme/extra-credit/> for a list of the available modules. A maximum of 20 credits of Extra Credit modules may be taken during any stage.

C. Preconditions for an Award

8. Before being eligible for an award from the University, you must:
- a) Register for, and satisfactorily complete, each stage and its constituent modules;
 - b) Satisfy the examiners as required under the *Assessment Regulations* and the degree programme regulations.
 - c) Satisfy any conditions in the relevant programme regulations which define progress to the dissertation element of the programme (postgraduate taught only).

D. Patterns of Study

9. The standard pattern of study and the number of stages for an award shall be as prescribed in *The Qualifications and Credit Framework* and the relevant programme regulations. Exceptions to the *Qualifications and Credit Framework* can only be agreed by the University Education Committee.

Approval of Non-standard Patterns of Study

10. A Degree Programme Director may permit a full-time student to select modules having a total credit value of not less than 50 and not more than 70 in any one semester, subject to satisfying the requirements of the Qualifications and Credit Framework, excluding any Extra Credit modules (see III.7). However, a Degree Programme Director may also approve exceptional variations to this standard, taking into account the workload implications and on the understanding that the student is fully aware of the consequences.

11. You will not be permitted to register for a module that is a substitution for a module previously studied.

12. At the discretion of the Degree Programme Director, you may be permitted to transfer from full-time to part-time study (or vice versa). This is subject to specific arrangements being agreed by the Degree Programme Director to accommodate the pattern of part-time study, and to your having appropriate immigration status. International students should seek advice from the Visa Team <http://www.ncl.ac.uk/students/progress/visa/>. Part-time students will be required to pass each stage of the part-time programme.

13. Apprenticeship training programmes may be studied on a part-time basis in accordance with the relevant programme regulations.

14. You may select modules other than those prescribed in your degree programme regulations with permission from your Degree Programme Director. However, such permission cannot override the provisions of Progress Regulations III.4 (registration of module choice) or the requirements of the Qualification and Credit Framework <https://www.ncl.ac.uk/ltds/governance/modules/qualifications/>. In exercising this power, the Degree Programme Director will take account of relevant credit transfer or recognition of prior learning, the requirements of accrediting bodies, fairness within the cohort and the level and relevance to the programme of any alternative module selected.

15. The Pattern of Study for non-modular programmes varies and is detailed within individual programme regulations. Due to the integrated approach to study the opportunity to select other modules or study on a part-time basis is not normally possible.

E. Transfers between Programmes

16. The Degree Programme Directors of both programmes may permit you to transfer from one stage of a degree programme to the same stage of another degree programme at any time, provided that there is significant overlap in the modules previously studied. This permission also applies to transfers between corresponding stages of Bachelor's and Integrated Master's programmes, provided this permission is given before the meeting of the Board of Examiners. In addition, degree programme regulations may specify, in the case of Integrated Master's programmes, a threshold for entry into the programme at Stage 2, one for continuation from Stage 2 to Stage 3 and one for continuation from Stage 3 to stage 4; students not continuing on the four-year programme are transferred to the corresponding three-year programme.

17. Degree Programme Directors may permit you, as an undergraduate student, if you have satisfied the examiners in all the assessments in a stage of a programme, to transfer to the same or subsequent stage of another degree programme at the start of the next academic year. Such permission may be conditional upon your following specified variations to the degree programme in order, for example, to ensure that:

- a) Compulsory modules not previously studied are taken;
- b) There is no repetition of modules studied.

18. The Degree Programme Director may permit you, if you have not satisfied the examiners in all the assessments in a stage of a degree programme, to transfer to the same stage of another degree programme at the start of the next academic year. The Degree Programme Director will consult relevant Heads of School and may make permission to transfer conditional upon your following specified variations to the degree programme.

19. Where a transfer is considered for a Tier 4 visa holder, you should be aware that a further Tier 4 application may be required as part of the process. You should seek guidance from the Visa Team.

20. A Degree Programme Director may grant you permission, if you are transferring under Regulation III.18, to repeat modules you have failed subject to the following conditions:

- a) If the total number of credits to be repeated is no more than 20, then you will be deemed not to have been previously assessed in these modules;
- b) If the total number of credits to be repeated is more than 20, then all previous attempts at these modules will be carried forward;
- c) You cannot repeat a module in which you have already been assessed twice, which might render a transfer impossible.

21. If you are permitted to transfer under Regulation III.18 to Stage 3 or 4 of another degree programme, you will carry forward your performance in the earlier stages of the previous programme.

22. All transfers shall be reported to relevant schools and the Student Progress Service. All transfer arrangements are subject to your having the appropriate immigration status. Further advice should be sought from the Visa Team in any case involving an international student <http://www.ncl.ac.uk/students/progress/visa/>.

F. General Provisions Governing Attendance and Progress

Satisfactory Progress

23. You are required to make satisfactory progress in your programme of study and, during each semester, your progress in all modules will be reviewed by the Degree Programme Director.

24. Failure to make satisfactory progress may be grounds for:
- a) Further monitoring of your progress, or requiring the submission of written work in addition to that required by the programme regulations, where there is a clear academic rationale;
 - b) Delay of your attempt at the whole assessment for the module(s) concerned or individual assessment for non-modular programmes to the August/September resit examinations, or equivalent resit period, in the same academic year. Where such a delay is imposed, the attempt shall count as the second attempt;
 - c) Interruption or termination of your programme of study.

Evidence of Failure to make Satisfactory Progress

25. Any of the following may constitute failure to make satisfactory progress:
- a) Failure to attend for interview with your Personal Tutor, Degree Programme Director or other academic staff as required in connection with failure to attend your programme of study or failure to make satisfactory progress
<https://newcastle.sharepoint.com/sites/LTDS/Internal%20Only%20Webdocs/FileStore/Files/qsh-personaltutoring-fwk.pdf> ;
 - b) Failure to attend regularly your programme of study without good cause; for distance learning or online programmes engagement will be measured by alternative means as determined by your school; Failure to perform adequately in work prescribed for your programme;
 - c) Failure to submit written work required under your programme regulations (whether or not such work counts for assessment purposes) at the required time;
 - d) Failure to attend examinations or pass the prescribed examinations for your programme; provisional examination results may be used as evidence;
 - e) Failure to attend English language assessment and attend in-session English language classes as directed by your Degree Programme Director;
 - f) Failure to attend briefings relating to health and safety, especially where they apply to laboratory work, and to pass any assessments in relation to these briefings that are designed to ensure that you are safe to operate in that environment;
 - g) Failure to attend or complete satisfactorily an INTO pre-session programme.
 - h) If you are an international student who is breach of your visa conditions, please refer to General Regulations I 33-34.

Procedure for Dealing with Unsatisfactory Progress

26. If your progress is considered unsatisfactory by the Degree Programme Director, you will be notified in writing of the reasons for this, invited to make a

written response and given the opportunity of an interview with your Degree Programme Director or nominee. Following this notice and any interview, and taking account of all known circumstances, your Degree Programme Director may:

- a) Take further action under Regulation III.24;
- b) Take further action under Regulation III.24 in consultation with the Student Progress Service, provided that you were invited to attend an interview, including notice that the interruption or termination of your programme of study was likely to be considered, and advised to bring details of any medical or personal circumstances (with evidence) relevant to your progress.

Appeals against Penalties for Unsatisfactory Progress

27. You may appeal against action taken under regulation III.24 by submitting a Level 1 Academic Query under the Academic Queries and Appeals procedure within 14 calendar days of the written notification of the action. <https://www.ncl.ac.uk/student-progress/policies/procedures/appeals/> .

28. Even though discussion and correspondence with you about unsatisfactory progress may be ongoing, the University may be obliged to report you to the Home Office, if you are an International student who has failed to attend timetabled, taught sessions. The report to the Home Office may necessitate termination of your studies at the University under General Regulation I 34.

G. Personal Extenuating Circumstances (PEC)

29. If your academic performance is seriously affected by medical or personal circumstances, and you would like to request some adjustment to take account of this, you should submit a Personal Extenuating Circumstance Form in line with the Personal Extenuating Circumstance policy <https://www.ncl.ac.uk/students/progress/Regulations/Procedures/change/PEC.htm> .

30. The Board of Examiners shall, accordingly, be made aware if medical or other circumstances have been put forward by you; however, no more detail than is necessary shall be disclosed, and this shall include no personal or medical details. All personal information shall be handled by the Personal Extenuating Circumstances Committee and the Board of Examiners in accordance with the requirements of data protection legislation. Guidance on Personal Extenuating Circumstances procedures is provided by the Student Progress Service (www.ncl.ac.uk/students/progress)

31. You will be reminded annually by notice (in electronic or paper form) of the Personal Extenuating Circumstances procedure and reminded that applications should be made in a timely manner. If you fail to disclose relevant circumstances to the Committee at the time of impact, this may lead to no adjustment being made to take account of the personal extenuating circumstances.

H. Provisions for Interruption of Progress

32. The University reserves the right to suspend or terminate your studies. This will generally be in accordance with normal academic regulations or student procedures noted within University Regulations.

33. In such cases you will have the right to appeal under the Academic Queries and Appeals procedure.

Exclusion for Delayed Progress

34. a) If you are an undergraduate student who is two years overdue in passing any stage, whether you are a full-time or a part-time student; or
- b) If you are a full-time undergraduate student who is three years in arrears with progress in your degree programme; or
- c) If you are a full-time postgraduate taught student following a one year programme and you are more than one year overdue; or
- d) If you are a full-time postgraduate taught student following a programme lasting longer than one year and you are more than two years overdue; or
- e) If you are a part-time postgraduate taught student and are more than two years overdue

you will be automatically excluded from further study unless given express permission by the Personal Extenuating Circumstances Committee. The Personal Extenuating Circumstances Committee will be advised by the Degree Programme Director on any quality and accreditation issues relevant to the degree programme in question and on whether you have met the learning outcomes of the programme as currently delivered. The Personal Extenuating Circumstances Committee shall specifically consider the needs of disabled students where the disability leads to delays in progress and take into account any recommendations from the Student Health and Wellbeing Service along with any recommendations arising from the Support to Study Procedure.

Permission for Interruption of Normal Progress

35. Subject to regulation III.32 and 34 above, the Degree Programme Director may give you permission to interrupt normal progress within the programme.

Resumption of Progress

36. Where you:
- a) Initially fail all or part of the assessment relating to a stage of your programme but later satisfy the examiners; *or*
- b) Interrupt normal progress within your programme; *or*
- c) Are exempted from attendance and progress requirements as a Sabbatical Officer

you will be entitled to proceed with your programme of study only under the regulations then applicable to the next and remaining stages of the programme. Any variation in module selection made necessary by the interruption shall be considered as set out in the Section on Patterns of Study (III.10-15), with

Personal Extenuating Circumstances Committee approval required if assessments need to be varied or set aside.

Permission to Repeat Tuition

37. You will only be permitted to repeat a period of tuition with the express approval of the Personal Extenuating Circumstances Committee. The Personal Extenuating Circumstances Committee may also consider the setting aside of previous assessment attempts. You will be required to pay tuition fees for any additional period of registration. In some professional programmes a student may be required to repeat tuition following failure of assessments.

Assessment Requirements for Students Returning after an Interruption of Study

38. Where you are permitted by the Degree Programme Director to interrupt your programme of study at any time during a stage, and are required to resume those studies at the same point during a subsequent academic year, any assessments completed prior to the date of interruption shall be carried forward to the end of that stage. The Degree Programme Director may approve appropriate variations to the normal pattern of study where your programme has changed. For non-modular programmes you may be required to resume your studies at the beginning of the academic year and may be required to retake assessments you have previously taken.

Exemption for Sabbatical Officers

39. As a student who holds a sabbatical office you will during your term of office be exempt from all requirements to attend, make satisfactory progress, and to attend for tutorial interviews. The period during which a student occupies a sabbatical office shall be discounted in calculating the time elapsed on the degree programme.

I. Miscellaneous Provisions

Approval of Study at another Institution

40. You may be allowed to follow an approved course of study at another institution, in whole or part substitution for one or more stages of your degree programme, in accordance with arrangements for collaborative provision in the relevant degree programme regulations or with the permission of the Degree Programme Director. For international students, this is subject to your having appropriate immigration status. Advice should be sought from the Visa Team - <http://www.ncl.ac.uk/students/progress/visa/>.

41. Where standing arrangements governing study at another institution are specified in your degree programme regulations, those regulations and the relevant examination regulations govern how your performance is assessed during any such period of study and the manner in which this contributes to the assessment of your overall performance.

42. Where no standing arrangements exist, and your period of study at another institution is specifically approved by your Degree Programme Director, your performance during this period will be assessed in accordance with the

arrangements approved by your Degree Programme Director in granting permission.

J. Applications from Members of Staff of the University

43. If you are a member of staff of the University, you may apply to undertake a part-time programme in order to enhance your ability to carry out your current or agreed future work within the University provided that you hold an appointment which covers the prescribed period of registration for your programme.

44. The relevance of the chosen programme to your employment at the University (or agreed future work) will be determined by the relevant Head of School/Service and the Dean of Undergraduate or Dean of Postgraduate Studies as appropriate (or the relevant Pro-Vice-Chancellor in the case of staff who are not attached to faculties) before your academic suitability is considered by the relevant Degree Programme Director. Appeals against the decision of the Head of School and Deans of Undergraduate or Postgraduate Studies (or Pro-Vice-Chancellor) concerning the relevance of the programme will be determined by the Chair of the Staff Committee.

45. As a member of staff you may be permitted to register for a programme in your own school, but in such a case all your work must be externally assessed.

46. If you are a member of staff registered for a programme you will not normally be permitted to teach or examine any aspect of the programme or to take part in discussion relating to the assessment of students in that programme.

K. Exemptions to these Regulations

47. Certain programmes have been granted exemptions from the requirements of the Regulations on *Patterns of Study, Degree Programme Regulations* and *Assessment*. Alternative arrangements in respect of these programmes are detailed in the degree programme regulations.

Note that referral to each individual set of degree programme regulations for full information on programme exemptions is required. A complete register of exemptions can be found at:

<https://www.ncl.ac.uk/ltds/governance/modules/regulations-specifications/>

