

## VIII. Extra Credit, Standalone and Credit Accumulation and Transfer Scheme Regulations

*These regulations apply to:*

- a) *students taking individual modules for credit on a standalone basis.*
- b) *students taking modules for extra credit from the register of approved Extra Credit Modules (<http://www.ncl.ac.uk/regulations/docs/>)*
- c) *students registered (including retrospectively) on programmes on the CATS Programme Register*

### A. Definitions

1. Where the following terms appear in these regulations, or in programme regulations, they shall have the meanings assigned below:
  - a) **Credit accumulation:** the process by which credits for modules taken may be accumulated and retrospectively brought together to qualify the student for an award
  - b) **Credit transfer:** the system which allows students to move between programmes and institutions, taking with them the credit earned on modules taken
  - c) **Standalone modules:** modules studied in their own right, normally by Occasional Students. Credit accumulation may apply.
  - d) **Extra Credit modules:** modules taken in addition to normal Undergraduate or Postgraduate programme requirements. Credit accumulation does not apply.

### B. General principles

2. The University's normal General Regulations, relevant Progress Regulations and Examination Conventions apply to Extra Credit, Standalone and CATS students, except where these regulations state otherwise.
3. The University's Qualifications and Credit Framework (available as part of the Quality and Standards Handbook at: <http://www.ncl.ac.uk/quilt/atoz/policies>) applies to all awards made under the CATS regulations.

### C. General requirements

4. Students are responsible for making themselves familiar with all regulations and rules affecting them. They must particularly note any dates given in module documentation relating to teaching and assessment and the venues for module examinations.
5. Extra Credit, Standalone and CATS students should be supplied with information about the modules they are studying, which provides all necessary information about the assessment of the module.

6. Extra Credit, Standalone and CATS students are not required to pass an entrance examination, but must satisfy the head of school, or his/her nominee, of their educational fitness to study any module they wish to register to study.
7. Students wishing to take Extra Credit modules must first seek approval from their degree programme director or PGR director.

#### **D. Registration and Module Choice**

8. Standalone and CATS students must register for any module before they commence their study of the module, but this can be at any time of the year.
9. Students wishing to take extra credit modules will need to register their interest in advance in whatever manner the University determines.
10. Registration for a module shall constitute registration for the assessment associated with it.

#### **E. Modules**

11. Only modules of 10 credits or more may be part of the CATS scheme.
12. A maximum of 20 credits of Extra Credit modules may be taken during any Stage.
13. Modules have a maximum validity of 5 years from the date of the Board of Examiners' meeting until the point where they are converted into an award. Programme regulations may set a shorter period of validity where it is considered that modules, in the context of that award, have a shorter currency.  
*NB. This rule applies to the smallest award available to a candidate. Once credits have been converted into an award, candidates may proceed to obtain further credits towards the next largest award available and there is a 5 year maximum time limit for this next stage.*
14. Students are entitled to one resit attempt for every module studied under the CATS scheme, or as a Standalone or Extra Credit module, whatever its level, unless the module is exempted. Marks on resit are capped at the passmark.
15. There is no requirement for Standalone and CATS students to pass one module before commencing the study of another, except where passing the earlier module is a pre-requisite for studying the later module.
16. Work will be marked using the University's common marking scales. The passmark for the module depends on its level in the University's Qualifications and Credit Framework and is: 40 for modules at level 3-6 and 50 at modules level 7-8.

17. Assessments on all modules must be reviewed by an external examiner in the normal way (<http://www.ncl.ac.uk/quilt/assets/documents/qsh-extexam-policy.pdf>). Schools may use existing external examiners where the module or an equivalent module already has an external examiner. In other cases a special appointment may need to be made.

18. A Board of Examiners must be held for all Standalone and Extra Credit modules taken for credit after each assessment cycle.

19. Students should be reminded that they have the right to submit evidence of personal circumstances affecting performance which should be considered by the Personal Extenuating Circumstances Committee before the Board of Examiners meets in line with normal University practice. The Board of Examiners should take account of this in determining its decision and may exercise its discretion to treat a module as passed, even where the mark obtained is below the passmark.

20. The timing of any resit assessment for CATS and Standalone modules should be determined by the module leader for the cohort so as to allow reasonable notice for candidates and time to revise, but so also as to avoid undue delay. Where possible, normal resit opportunities will be offered. Individual requests for deferral of examinations or special arrangements will require formal approval in line with Personal Extenuating Circumstances procedures.

21. Students resitting Extra Credit modules will be expected to take the normal resit associated with that module.

## F. Awards

22. The following regulations 23-36 do not apply to Extra Credit modules as Extra Credit modules do not count towards Awards. The modules do, however, appear on the student's transcript.

23. Only awards worth 60 credits or more may be made under these regulations.

24. The awards available under the CATS scheme are as follows:

<b>Award</b>	<b>No of credits</b>	<b>Level</b>
Higher Education Certificate	120	4
Higher Education Diploma	240	5
Bachelor's Degree with Honours	360	6
Graduate Certificate	60	6
Graduate Diploma	120	6
Integrated Masters	480	7
Postgraduate Certificate	60	7
Postgraduate Diploma	120	7
Taught Master's degree	180	7

25. Only awards listed on the CATS programme register are available through credit accumulation and candidates must satisfy the requirements of the programme's regulations to be eligible for the award.

26. Students will not normally register for the programme, but will accumulate credits, which, subject to the programme regulations, they will convert retrospectively into an award.

27. The relevant head of school shall appoint a degree programme director for each programme on the CATS Register.

28. Degree programme directors can approve non-standard patterns of study.

29. Students are required to pass all modules to be eligible for the award and there is no compensation. NB. A module passed by discretion will count as a passed module for this purpose.

30. Modules may only be used once towards any award of the same credit value and level, but may be used, in line with the programme regulations, towards a larger award at the same level. E.g. Modules used for a PG Certificate could not also be used towards another PG Certificate, but could subsequently be used, in accordance with the programme regulations to obtain a PG Diploma. In such cases the student would not normally be required to relinquish the lower award; it would be subsumed into the new award.

31. There must be a Board of Examiners for the programme which will make pass/fail and classification decisions. The School(s) may operate a shared Board where the programme concerned is also offered in normal mode. Faculties may also establish Faculty CATS Award Boards to make decisions on awards, where this is deemed efficient. Such boards should be supported by an External Assessor, whose role is to ensure the fairness of the process. The module marks will already have been subject to the scrutiny of an external examiner.

32. Accreditation of Prior Learning (APL) is allowed subject to the normal credit limits ([www.ncl.ac.uk/quilt/atoz/policies.htm](http://www.ncl.ac.uk/quilt/atoz/policies.htm)). However, if compatible with the programme regulations, APL may be granted for modules in areas where the University does not have the expertise to judge claims. In such cases appropriate external experts, appointed by the Board of Examiners, must be consulted.

33. Bachelor's Honours Degrees, Master's Degrees, Graduate Certificates, Graduate Diplomas, Postgraduate Certificates and Postgraduate Diplomas are to be classified using the method appropriate to that award. All other awards available under the CATS scheme are assessed on a pass/fail basis.

34. The normal principles of discretion can be applied to classification decisions.

35. CATS students will not normally be assigned personal tutors. They are expected to use the Module Leader as their first point of academic contact, but schools should also nominate a member of staff to deal with personal and academic enquiries from CATS students, to ensure that support is available in line with the Framework for Personal Tutoring (<http://www.ncl.ac.uk/quilt/assets/documents/qsh-personaltutoring-fwk.pdf>)

36. A CATS student cannot be recommended for more than one award per academic year.

