

University of Kent/Canterbury Christ Church University
Additional Regulations for the Joint Award of BSc (Hons) Maths with Secondary Education (QTS)

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The following regulations form an appendix to the Regulations and Credit Framework for the Conferment of Awards (CCCU) and the Credit Framework (University of Kent).

1. Calculation of the Final Degree Award

- i. In calculating the honours degree class, the marks for each module are weighted according to their credit rating and the level¹ of the module.
- ii. A module mark is determined by calculating the weighted average of each assessment mark. For the purposes of determining a classification module marks are not rounded to the nearest integer.
- iii. Students must pass modules to the value of 120 credits in each level of study to achieve an Honours degree classification. To determine the final award, a weighted average of the marks at Level 5 and the marks at Level 6 will be used in the ratio 40:60 and then rounded to the nearest integer, as follows:

<u>Final Mark</u>	<u>Classification</u>
70% and above	Class I
60% - 69%	Class II (i)
50% - 59%	Class II (ii)
40% - 49%	Class III

Additional course regulations relating to Education and practice modules are located in the Additional Course Regulations for BSc (Hons) Mathematics with Secondary Education approved by Canterbury Christ Church University.

2. Arrangements for Joint Examination Board and External Examiners

- i. The Examination Board will be chaired jointly by appropriate staff of both Universities.
- ii. Each University will report the marks of the modules it leads to the relevant Examination Board.
- iii. The Programme Lead for each University will be required to attend each Board.
- iv. Each Module Lead will be required to attend the Board(s) for which their module(s) is being examined.
- v. A senior quality officer of each University will be invited to attend each Board.
- vi. Two External Examiners will be appointed to the programme: a mathematics specialist, appointed by Kent; and an education specialist, appointed by CCCU.
- vii. The lead External Examiner for Level 4 and 5 Boards will be the mathematics specialist; the lead External Examiner for the Level 6 Board will be the education specialist.
- viii. Both External Examiners must be invited to attend each Examination Board, and must be fully consulted on all decisions made by a Board.
- ix. Each External Examiner will submit a report to the University that engages them. The University will share the report with the other institution. Each University will

¹ CCCU uses 'Level (of Study)', whereas Kent uses 'Stage', to indicate divisions in the programme of study, normally consisting of modules amounting to 120 credits. For the purpose of this document, 'level' is used in both cases.

make the report of its own and the other's External Examiner available to the students.

- x. A response to the External Examiners' reports will be made in consultation by the joint Chairs of PMB, and made available to students at both Universities.

3. Academic Appeals, Complaints and Disciplinary Procedures

- i. An academic appeal against a decision of an Examination Board will be made using the procedure of Kent for Level 4 and 5 Boards and of CCCU for the Level 6 Board.
- ii. A student may make a complaint using the procedure of Kent while studying at Level 4 and 5 and of CCCU at Level 6. If the complaint refers to a module delivered by the other University, then that University's procedure will be used.
- iii. Disciplinary action may be taken against a student using the procedure of Kent for a student studying at Level 4 and 5 and for CCCU at Level 6. If the action refers to a module delivered by the other University, then that University's procedure will be used.
- iv. Where there is uncertainty regarding which University's appeal, complaint and/or disciplinary procedure should be used, the joint Chairs of PMB will be consulted. Their decision is final.
- v. Where any Panel is convened, the panel will comprise staff from each University. The Chair will be from the University under which procedure is in use.
- vi. Each University will inform the other, through the joint Chairs of PMB, of each stage of all appeals, complaints and/or disciplinary procedures, and will share materials as appropriate where there is a joint interest.

4. Programme Management Board

- i. The Programme Management Board will receive summary reports of the outcome of any appeal, complaint or disciplinary action as a standing agenda item.
- ii. The Programme Management Board will ensure that student feedback information is shared between the Universities in a timely manner.