



General Regulations for the Conferment of Awards

APPROVED BY ACADEMIC BOARD
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1 Scope of the General Regulations for the Conferment of Awards

- 1.1 This document, together with the *Regulations for Taught Awards*, and the *Regulations for Research Degrees*, supersedes the *Regulation and Credit Framework for the Conferment of Awards*, except where a student is registered under the *University's Outgoing Regulations*, the *Research Degrees Academic Framework*, or the *Postgraduate Initial Teacher Education Framework*, in which case they will be subject to those regulations.
- 1.2 Unless clearly indicated otherwise, the Regulations apply to all programmes of study which lead to an Award, or to the award of credit, by Canterbury Christ Church University [the University], wherever they are delivered.
- 1.3 Unless clearly indicated otherwise, these Regulations apply to all students registered at the University, irrespective of the date of registration. Where there is a previously-approved Regulation or Special Regulation that confers any additional rights on a student due to the date of the student's initial registration, and continuing registration, on a programme, the student may rely upon the previously-approved Regulation or Special Regulation.
- 1.4 Where specific regulations are approved to apply to students registered on a programme after a certain date, this is clearly indicated.
- 1.5 Where specific regulations are approved to apply to particular groups of students after a certain date, this is clearly indicated.
- 1.6 The University may publish operational procedural documents supporting the implementation of these Regulations. These operational procedural documents provide detailed information for staff on applying the Regulations. If there is any conflict of interpretation between these Regulations and the procedural documents, these Regulations have precedence subject to any interpretation being in favour of the student.
- 1.7 A student has the right to make an academic appeal by requesting a review of the decision-making of an academic or professional body, charged with making academic decisions on progression, assessment, extenuating circumstances, academic conduct or awards. The regulations for academic appeals are set out in the *Regulations for Taught Awards* and *Regulations for Research Degrees*.

Students registered on the University's Outgoing Regulations should be referred to the [Outgoing Regulations](#).

2 Responsibility of Academic Board

- 2.1 Wherever the term "Academic Board" is used in the *General Regulations for the Conferment of Awards*, the *Regulations for Taught Awards*, and the *Regulations for Research Degrees* it refers to the Academic Board of Canterbury Christ Church University.
- 2.2 The Academic Board is responsible for the approval of the *General Regulations for the Conferment of Awards*, the *Regulations for Taught Awards*, the *Regulations for*

Research Degrees, Special Regulations [hereafter the Regulations] and for the approval of any amendments to these documents.

- 2.3 The Academic Board is responsible for:
- (i) the design and approval of all programmes of study and their associated awards;
 - (ii) the operation of all Boards of Examiners;
 - (iii) the assessment of students;
 - (iv) the appointment of External Examiners;
 - (v) the operation of the External Examiner system.
- 2.4 The Academic Board will ensure that all arrangements in place to meet these responsibilities are reviewed on a periodic basis to determine that they remain fit-for-purpose.
- 2.5 The Academic Board may delegate such of its powers under these Regulations as it may from time to time see fit.
- 2.6 The Academic Board may approve awards that are additional to those set out in the *General Regulations for the Conferment of Awards*, as it sees fit.

3 Awards of the University

Introduction

- 3.1 An Award is made by the Academic Board, on the recommendation of the Board of Examiners.
- 3.2 The Academic Board shall have the power at any time to deprive any holder of an award of the University following the recommendation of a Panel appointed by the Chair of the Academic Board for the purpose of reviewing the case.

Alignment with the Framework for Higher Education Qualifications

- 3.3 Where the term "Level" is used, it refers to the Level of Study, as defined by the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland* (Quality Assurance Agency, 2008) [hereafter *FHEQ*].
- 3.4 All Awards of the University, whether credit-bearing or not credit-bearing, are assigned to a Level in the *FHEQ*, and will have Programme Learning Outcomes that are set in alignment with the level descriptors.
- 3.5 In making a default award, the University may take into account credit awarded by the University at a level higher than the level of the default award, as long as they are from the programme of study.
- 3.6 A programme may contain named pathways.
- 3.7 All pathways must contain:
- (i) an award title differentiated from the main award title;

- (ii) pathway-specific Programme Learning Outcomes that justify the use of a differentiated award title.

3.8 The University requires that:

- (i) no two Awards (or named pathways within an Award) have the same learning outcomes.
- (ii) no programmes (or named pathways within a programme) with different learning outcomes lead to the same Award Title;
- (iii) Each named programme or pathway must be distinguishable from another named programme and pathway by modules of at least 40 credits at the level of the target award, except for Apprenticeship programmes where pathways may be distinguished by differing contact hours and assessments, in line with employer requirements.

3.9 All taught programmes that are not intended to align to a level in the *FHEQ* will be allocated to Level 0.

Stages

3.10 A stage is defined as a discrete element of an award which a student must pass to progress to the next stage of the award.

3.11 There may be more than one stage within a Level.

3.12 Progression from one stage to another can only be approved by a Board of Examiners.

Negotiated Modules

3.13 Negotiated Modules are modules that can be tailored to an individual student's particular needs, through Programme Learning Outcomes, some or all of which will be generic, and some of which may be negotiated by students, and which have an assessment regime and assessment criteria.

3.14 Negotiated Modules may be validated at any Level.

3.15 Negotiated Modules must have:

- (i) pre-defined Learning Outcomes that enable the Programme Learning Outcomes to be demonstrated, and do not prevent programmes from aligning with national subject reference points. Where students are permitted to negotiate some learning outcomes as part of study on a negotiated module, the validation process will ensure that there are arrangements to establish that they align with the Programme Learning Outcomes and level descriptors.

Award of Credit

3.16 Where a student does not qualify for an Award, the University will award credit if applicable for credit-bearing modules.

3.17 The University may use credit from a higher level for the purpose of awarding an exit Award to a student, who does not complete their target Award.

Single Honours and Combined Honours Awards

- 3.18 The University may validate:
- (i) undergraduate single honours programmes, which are located in a single subject or a coherent interdisciplinary grouping of modules in a specific area;
 - (ii) undergraduate combined honours programmes, where students follow programmes of study in at least two subjects.
- 3.19 The University may approve programmes that comprise modules at more than one level.

4 Awards at Level 8

- 4.1 The University may validate the following awards at Level 8:
- (i) non-credit-bearing research-based programmes leading to the Degree of PhD;
 - (ii) Doctoral research degrees without credit;
 - (iii) Doctoral degrees of at least 540 credits, of which at least 360 credits must be at Level 8.
- 4.2 The University may make the following awards at Level 8:
- (i) Degree of Doctor of Philosophy (abbreviated to PhD);
 - (ii) Degree of Doctorate of Education (abbreviated to EdD);
 - (iii) Degree of Doctorate in Clinical Psychology (abbreviated to D. Clin. Psy);
 - (iv) Degree of Doctorate in Business Administration (abbreviated to DBA).

5 Awards at Level 7

- 5.1 The following are approved for award by the University at Level 7:
- (i) Degree of Master of Philosophy (abbreviated to MPhil);
 - (ii) Degree of Master by Research (abbreviated to MA/MSc);
 - (iii) Degree of Master of Arts (abbreviated to MA);
 - (iv) Degree of Master of Business Administration (abbreviated to MBA);
 - (v) Degree of Master in Education (abbreviated to MEd);
 - (vi) Degree of Master of Music (abbreviated to MMus);
 - (vii) Degree of Master in Research (abbreviated to MRes);
 - (viii) Degree of Master of Science (abbreviated to MSc);
 - (ix) Degree of Master of Surgery (abbreviated to MCh);
 - (x) Degree of Master in Teaching and Learning (abbreviated to MTL);
 - (xi) Integrated Degree of Master of Engineering (abbreviated to MEng);
 - (xii) Postgraduate Diploma of Higher Education (abbreviated to PG Dip);

- (xiii) Postgraduate Certificate of Higher Education (abbreviated to PG Cert);
- (xiv) Postgraduate Diploma in Education (abbreviated to PGDE);
- (xv) Postgraduate Certificate in Education (abbreviated to PGCE);
- (xvi) Non-credit bearing awards which lead to a recommendation for an Apprenticeship.

5.2 The University may validate the following programmes of study leading to awards at Level 7:

- (i) non-credit-bearing research-based programmes leading to the Degree of Master of Philosophy (abbreviated to MPhil);
- (ii) research-based postgraduate programmes, comprising 180 credits at Level 7, leading to a Master's Degree by Research;
- (iii) taught postgraduate programmes, comprising 180 credits at Level 7, leading to a Master's Degree;
- (iv) 480 credit taught programmes, with 120 credits at Level 7, 120 credits at Level 6, 120 Credits at Level 5 and 120 credits at Level 4, leading to an Integrated Master's Degree;
- (v) postgraduate programmes, comprising 120 credits at Level 7, leading to a Postgraduate Diploma;
- (vi) postgraduate programmes, comprising 120 credits at Level 7, leading to a Postgraduate Diploma in Education;
- (vii) 60 credit postgraduate programmes, comprising 60 credits at Level 7, leading to a Postgraduate Certificate;
- (viii) 60 credit postgraduate programmes, comprising 60 credits at Level 7, leading to a Postgraduate Certificate in Education;
- (ix) short courses of study, comprising 10, 20, 30 or 40 credits (or of corresponding hours of learning, if non-credit bearing) at Level 7, leading to a University Certificate.

6 Awards at Level 6

6.1 The following awards are approved for award by the University at Level 6:

- (i) Degree of Bachelor of Arts (abbreviated to BA);
- (ii) Degree of Bachelor of Laws (abbreviated to LLB);
- (iii) Degree of Bachelor of Music (abbreviated to BMus);
- (iv) Degree of Bachelor of Science (abbreviated to BSc);
- (v) Degree of Bachelor of Engineering (abbreviated to BEng);
- (vi) Graduate Diploma (abbreviated to Grad Dip);
- (vii) Graduate Certificate (abbreviated to Grad Cert);

- (viii) Professional Graduate Certificate in Education (abbreviated to PGCE);
- (ix) Professional Graduate Certificate in Education and Training;
- (x) Integrated Degree Apprenticeship;
- (xi) Non-credit bearing awards which lead to a recommendation for an Apprenticeship.

6.2 The University may validate the following programmes of study leading to awards at Level 6:

- (i) Undergraduate degrees, comprising 360 credits, with 120 credits at Level 4, 120 credits at Level 5 and 120 credits at Level 6;
- (ii) Undergraduate degrees, comprising 480 credits, with 120 credits at Level 4, 120 credits at Level 5 and 240 credits at Level 6;
- (iii) Undergraduate degrees comprising 360 credits, with 120 credits at Level 4, 120 credits at Level 5 and 120 credits at Level 6 and with a foundation year at Level 0;
- (iv) Undergraduate degrees, comprising 360 credits, with 120 credits at Level 4, 120 credits at Level 5 and 120 credits at Level 6 and a year in a designated country or region;
- (v) Undergraduate degrees, comprising 360 credits, with 120 credits at Level 4, 120 credits at Level 5 and 120 credits at Level 6 and with a year in industry or in a professional setting;
- (vi) Graduate Diploma, comprising 120 credits at Level 6, where the student has entered the programme with an undergraduate degree;
- (vii) Graduate Certificate, comprising 60 credits at Level 6, where the student has entered the programme with an undergraduate degree;
- (viii) Professional Certificate in Education, comprising 60 credits at Level 6;
- (ix) courses of study comprising 60 credits at Level 6 (or 600 hours of learning, if non-credit bearing), leading to a University Diploma;
- (x) short courses of study comprising 10, 20, 30 or 40 credits (or of corresponding hours of learning, if non-credit bearing) at Level 6, leading to a University Certificate.

Awards at Level 6 comprising 480 credits

6.3 Where the University approves a programme of study, which leads to an undergraduate award and comprises 480 credits, the following arrangements will apply:

- (i) the award will comprise 120 credits at Level 4, 120 credits at Level 5, and 240 credits at Level 6;
- (ii) Level 6 will comprise two stages, each comprising 120 credits;

- (iii) the regulations that apply to Level 4 of an undergraduate award will apply to Level 4 of the award, in full;
- (iv) the regulations that apply to Level 5 of an undergraduate award will apply to Level 5 of the award, in full (other than for the purpose of award classification);
- (v) the regulations that apply to Level 5 of an undergraduate award will apply to Level 6, Stage 1 of the award, in full (other than for the purpose of award classification), except where a student exits at the end of Level 6, Stage 1;
- (vi) the regulations that apply to Level 6 of an undergraduate award will apply to Level 6, Stage 2 of the award, in full (other than for the purpose of award classification).

Awards incorporating study in a designated country or region

- 6.4 Where a student completes an award at level 4, 5 or 6, which incorporates a year abroad in a designated country or region, a Board of Examiners will make the award “with a year in [the designated country or region].”
- 6.5 Where a student completes an award at level 4, 5 or 6, which incorporates a semester abroad in a designated country or region, a Board of Examiners will make the award “with a semester in [designated country or region].”

Awards incorporating a year in industry or in a professional setting

- 6.6 Where a student successfully completes an award at level 4, 5 or 6, which incorporates a year in industry, a Board of Examiners will make the award “with a Year in Industry” or “with a Year in a Professional Setting”, as appropriate.

Awards incorporating a Foundation Year at Level 0

- 6.7 Where a student successfully completes an award at level 4, 5 or 6, which incorporates a foundation year at Level 0, a Board of Examiners will make the award “[designated award title] with a Foundation Year” or “[in designated award title] with an International Foundation Year”, as appropriate.

7 Awards at Level 5

- 7.1 The following are approved for award by the University at Level 5:
 - (i) Foundation Degree (abbreviated to FD);
 - (ii) Diploma of Higher Education (abbreviated to Dip HE);
 - (iii) Higher National Diploma (abbreviated to HND);
 - (iv) Diploma in Education and Training (abbreviated to DET).
 - (v) Non-credit bearing awards which lead to a recommendation for an Apprenticeship.
- 7.2 The University may validate the following programmes of study leading to awards at Level 5:
 - (i) Foundation Degrees, comprising 120 credits at Level 4 and 120 credits at Level 5;

- (ii) Diplomas comprising 120 credits at Level 4 and 120 credits at Level 5;
- (iii) courses of study comprising 60 credits (or 600 hours of learning, if non-credit bearing), at Level 5, leading to a University Diploma;
- (iv) short courses of study comprising 10, 20, 30 or 40 credits (or of corresponding hours of learning, if non-credit bearing) at Level 5 leading to a University Certificate.

8 Awards at Level 4

8.1 The following are approved for award by the University at Level 4:

- (i) Certificate of Higher Education (abbreviated to Cert HE);
- (ii) Higher National Certificate (abbreviated to HNC);
- (iii) Non-credit bearing awards which lead to a recommendation for an Apprenticeship;
- (iv) a short course of study comprising 10, 20, 30 or 40 credits (or of corresponding hours of learning, if non-credit bearing) at Level 4 leading to a University Certificate.

8.2 The University may validate the following programmes of study leading to awards at Level 4:

- (i) Certificate comprising 120 credits at Level 4.

9 Level 0

9.1 The University may approve the following at Level 0:

- (i) a Foundation Year;
- (ii) an International Foundation Year;
- (iii) taught programmes that are not intended to align to a level in the *FHEQ*.

10 University Diplomas

10.1 The University may approve a course, leading to a University Diploma, comprising 60 credits, or, if non-credit bearing, comprising 600 hours of learning time at Levels 5 or 6.

10.2 The Academic Board may award a University Diploma that includes a subject title.

10.3 The Academic Board may approve an award other than University Diploma, for the same volume and level of learning, if such an award is required to meet regulatory or professional requirements.

10.4 A University Diploma cannot be made as an exit award from another award.

11 University Certificates

11.1 The University may approve a short course, leading to a University Certificate, comprising 10, 20, 30 or 40 credits, or, if non-credit bearing, comprising 100, 200, 300 or 400 hours of learning time at Levels, 4, 5, 6 or 7.

- 11.2 The Academic Board may award a University Certificate that includes a subject title.
- 11.3 The Academic Board may approve an award other than University Certificate, for the same volume and level of learning, if such an award is required to meet regulatory or professional requirements.
- 11.4 A University Certificate cannot be made as an exit award from another award, other than from a University Diploma.

12 The language of assessment

- 12.1 The language of assessment is to be English, except where the programme validation provides that assessment should be in a language other than English.
- 12.2 In the event that assessment is conducted in a language other than English:
 - (i) the internal and External Examiners must be fluent in both English and the language of assessment;
 - (ii) assessed work must be first marked and second sample marked in the language of assessment, in line with the requirements relating to marking procedures.
- 12.3 Translation of work will only be allowed where the following applies:
 - (i) there is to be prior approval of the translator by the University;
 - (ii) translation is by a translator of professional standing;
 - (iii) the translator follows the professional practice of translation into the translator's first language;
 - (iv) where there is uncertainty about meaning in the original, the area of uncertainty is identified.

13 Entry requirements

- 13.1 Entrants must satisfy the requirements for admission as set out in the University Admissions Policy, approved by Academic Board.

14 Period and level of study

- 14.1 Depending upon the mode of study approved for a programme, a student may be registered for study EITHER:
 - (i) on a full-time basis; OR
 - (ii) on a part-time basis; OR
 - (iii) as an Apprentice.
- 14.2 The Academic Board may specify the arrangements whereby the period of study for a programme may be varied.
- 14.3 A student must complete a programme within the specified period of registration for the level of programme. Unless provided for in a scheme, the period of registration is to include any periods during which the student is required or permitted by the University to interrupt study for the programme and any period of extension to the programme approved by the University, other than for maternity.

- 14.4 For studies at an undergraduate level, defined as study at levels 4, 5 and 6, a student must complete the studies for each level of study within a maximum of three years for full-time students and a maximum period of four years for part-time students, provided the student has studied part-time for the level for at least two years.
- 14.5 For studies on taught programmes at level 7, the following time limits apply:
- (i) a student must complete a programme for a Postgraduate Certificate within a maximum of one year for full-time students and a maximum period of two years for part-time students;
 - (ii) a student must complete a programme for a Postgraduate Diploma within a maximum of two years for full-time students and a maximum period of four years for part-time students;
 - (iii) a student must complete a programme for a Master's Degree within a maximum of three years for full-time students and a maximum period of six years for part-time students.
- 14.6 For studies on research programmes, the following time limits apply:
- (i) the period of registration for the Research Degree by thesis shall be three years full-time and five years part-time. In exceptional circumstances there is a maximum period of five years full-time and eight years part-time permitted;
 - (ii) the period of registration for the Master of Philosophy shall be two years full-time and three years part-time. In exceptional circumstances there is a maximum period of three years full-time and five years part-time permitted;
 - (iii) the period of registration for the Masters by Research shall be one year full-time and two years part-time. In exceptional circumstances there is a maximum period of three years full-time and five years part-time permitted.
- 14.7 The Academic Board may establish criteria to grant exemption from part of a programme leading to an award.
- 14.8 The Academic Board may specify the arrangements by which, in cases of illness or other reasonable cause, a student may interrupt the registration for a programme, which will normally be no longer than a period of one year at each application.
- 14.9 The Academic Board may prescribe the requirements relating to the extension of periods of study.
- 14.10 A student's registration may be terminated due to unsatisfactory progress or attendance. The Academic Board will approve the arrangements for such a termination of registration.
- 14.11 A student must complete a programme for a Postgraduate Certificate in Education/Professional Graduate Certificate in Education within a maximum of three years for full-time students and five years for part-time students.

15 The award of credit

- 15.1 Credit is awarded for passing modules, rather than specific learning outcomes.

- 15.2 Credit is awarded on the principle that 10 credits relates to a notional 100 hours of learning time.
- 15.3 Where modules carry credits, these shall be to the value of 10, 20 or 40 credits, with the following exceptions:
- (i) research degree programmes and programmes at level 8;
 - (ii) a 60-credit dissertation or extended module at the final stage of a Master's degree;
 - (iii) a 30-credit short course.
- 15.4 A programme may include modules of 10 credits, where:
- (i) there is a clear academic rationale set out in the programme specification, AND
 - (ii) there are at least two 10 credit modules made available to students within the subject at the particular level.
- 15.5 A Bachelor's degree will include an Individual Study module worth 20 and/or 40 credits at Level 6. Where a bachelor's degree includes both sizes, a student will be permitted to take a maximum of 40 credits on such modules.
- 15.6 An Integrated Master's degree will include a substantial study, such as a Dissertation, of a minimum of 40 credits at Level 7.
- 15.7 A Master's degree will include a dissertation or extended module of 40 or 60 credits at Level 7. Where a Master's degree includes both sizes, a student will be permitted to take a maximum of 60 credits on such modules.
- 15.8 At Levels 4, 5, 6 and 7 'Pass/Fail' modules may only be included in a programme where there is clear evidence at validation that this is required to meet the employer expectation and best practice, including the requirements of Professional, Statutory and Regulatory Bodies.
- 15.9 Where modules that are classified as 'pass/fail' are included in a classified award, the arrangements for classification must be set out in the Special Regulations, which in the case of awards at Level 5 and Level 6 must demonstrate how compensation will be applied.

16 Use of discretion notwithstanding the Regulations

- 16.1 The Academic Board may, in the most exceptional of cases, make an award or decision notwithstanding the Regulations.
- 16.2 The Senior Pro-Vice Chancellor (Education, Enhancement and Student Experience), will be responsible for making a decision notwithstanding the regulations, which will be reported to the Academic Board.
- 16.3 The decision will be made on the recommendation of a Special Cases Panel, which will exercise its academic judgement in assessing the case for an award notwithstanding the regulations.
- 16.4 A recommendation must be based on suitable and sufficient documentary evidence and not oral testimony.

16.5 There is an expectation that a student will ordinarily be offered all available opportunities to complete their award within the regulations, before an award notwithstanding the Regulations is considered.

16.6 Each decision for an award notwithstanding the Regulations will be reported individually to the Academic Board.

17 Posthumous and aegrotat awards

17.1 Where a reassessment is considered not possible, and the Progression and Award Board of Examiners is satisfied that the student's absence was due to illness or other misfortune or that performance in assessments was impaired by illness or other misfortune, it may:

- (i) make one of the permitted recommendations to the Academic Board, taking due account of the circumstances in doing so; or
- (ii) recommend, on the written application of the student, or in the case of incapacity an appointed person with Lasting Power of Attorney, that the student be awarded an aegrotat award, which will be a pass award without any form of classification. Such a recommendation shall be made only where the Progression and Award Board of Examiners is satisfied that, in the absence of illness or other misfortune, the student would have reached the standard required for the award but where the Progression and Award Board of Examiners has insufficient evidence to enable it to recommend the award, and the student is unlikely to be able to return to complete the programme at a later date. Each recommendation for an aegrotat award is subject to individual approval of the Academic Board; or
- (iii) recommend the award of a posthumous award where a candidate has taken some of the required assessments, but has died before completion of all of the required assessments, considering the evidence available.

17.2 A student who is recommended for an aegrotat award shall be so informed and may decline to accept the award within twenty-eight days of the offer. Instead, the student may request to take any further assessments agreed by the Progression and Award Board of Examiners with a view to qualifying for the award for which the student was originally registered. A student who declines an aegrotat award and instead elects to take any further assessments may not subsequently make a further application for an aegrotat award in the event of failure, but may be reassessed according to the Regulations.