



# General Regulations for the Conferment of Awards

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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 Awards*, 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 courses 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 course, the student may rely upon the previously-approved Regulation or Special Regulation.
- 1.4 Where specific regulations are approved to apply to particular groups of students before or after a certain date, this is clearly indicated.
- 1.5 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.
- 1.6 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, conduct of assessment, and the academic conduct of awards.

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 Awards* 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 Awards*, *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 courses 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 Course 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 course.
- 3.6 All taught courses that are not intended to align to a level in the *FHEQ* will be allocated to Level 0.
- 3.7 Progression from one stage to another can only be approved by a Board of Examiners.

#### **Award of Credit**

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

3.9 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.

#### **4 Awards at Level 8**

4.1 The University may approve the following awards at Level 8:

- (i) non-credit-bearing research-based courses 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) Doctor of Philosophy (abbreviated to PhD);
- (ii) Doctorate of Education (abbreviated to EdD);
- (iii) Doctorate in Clinical Psychology (abbreviated to DCLinPsychol);
- (iv) 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) Master of Philosophy (abbreviated to MPhil);
- (ii) Master by Research (abbreviated to MA/MSc);
- (iii) Master of Arts (abbreviated to MA);
- (iv) Master of Business Administration (abbreviated to MBA);
- (v) Master in Education (abbreviated to MEd);
- (vi) Master of Law (abbreviated to LL.M);
- (vii) Master of Music (abbreviated to MMus);
- (viii) Master in Research (abbreviated to MRes);
- (ix) Master of Science (abbreviated to MSc);
- (x) Master of Surgery (abbreviated to MCh);
- (xi) Master in Teaching and Learning (abbreviated to MTL);
- (xii) Integrated Degree of Master of Engineering (abbreviated to MEng);
- (xiii) Integrated Degree of Master of Science (abbreviated to MSci);
- (xiv) Bachelor of Medicine Bachelor of Surgery (abbreviated to BMBS);
- (xv) Postgraduate Diploma (abbreviated to PG Dip);
- (xvi) Postgraduate Certificate (abbreviated to PG Cert);
- (xvii) Postgraduate Diploma in Education (abbreviated to PGDE);
- (xviii) Postgraduate Certificate in Education (abbreviated to PGCE);

(xix) Non-credit bearing awards that lead to an assessment for an Apprenticeship.

5.2 The University may approve the following courses leading to awards at Level 7:

- (i) non-credit-bearing research-based courses leading to the Master of Philosophy (abbreviated to MPhil);
- (ii) research-based postgraduate courses, comprising 180 credits at Level 7, leading to a Master's Degree by Research;
- (iii) taught postgraduate courses, comprising 180 credits at Level 7, leading to a Master's Degree;
- (iv) 480 credit taught courses, 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 courses, comprising 120 credits at Level 7, leading to a Postgraduate Diploma;
- (vi) postgraduate courses, comprising 120 credits at Level 7, leading to a Postgraduate Diploma in Education;
- (vii) 60 credit postgraduate courses, comprising 60 credits at Level 7, leading to a Postgraduate Certificate;
- (viii) 60 credit postgraduate courses, comprising 60 credits at Level 7, leading to a Postgraduate Certificate in Education;
- (ix) short courses, 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) Bachelor of Arts (abbreviated to BA);
- (ii) Bachelor of Laws (abbreviated to LLB);
- (iii) Bachelor of Music (abbreviated to BMus);
- (iv) Bachelor of Science (abbreviated to BSc);
- (v) Bachelor of Engineering (abbreviated to BEng);
- (vi) Bachelor of Medical Science (abbreviated to BMedSci);
- (vii) Graduate Diploma (abbreviated to Grad Dip);
- (viii) Graduate Certificate (abbreviated to Grad Cert);
- (ix) Professional Graduate Certificate in Education (abbreviated to PGCE);
- (x) Professional Graduate Certificate in Education and Training;
- (xi) Integrated Degree Apprenticeship;
- (xii) Non-credit bearing awards that lead to an assessment for an Apprenticeship.

- 6.2 The University may approve the following courses 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 with a year abroad;
  - (v) 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;
  - (vi) 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;
  - (vii) Graduate Diploma, comprising 120 credits at Level 6, where the student has entered the course with an undergraduate degree;
  - (viii) Graduate Certificate, comprising 60 credits at Level 6, where the student has entered the course with an undergraduate degree;
  - (ix) Professional Certificate in Education, comprising 60 credits at Level 6;
  - (x) courses comprising 60 credits at Level 6 (or 600 hours of learning, if non-credit bearing), leading to a University Diploma;
  - (xi) short courses 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 course, 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).

## **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 that lead to an assessment for an Apprenticeship.

7.2 The University may approve the following courses 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 comprising 60 credits (or 600 hours of learning, if non-credit bearing), at Level 5, leading to a University Diploma;
- (iv) short courses 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 that lead to an assessment for an Apprenticeship;
- (iv) a short course 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 approve the following courses 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 courses 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 0, 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 course approval 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 moderated 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 course, 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 course may be varied.

14.3 The following identified years of awards can only be offered on a full-time basis:

- (i) awards “with a year abroad” and “with a year in [the designated country or region]”;
- (ii) awards “with a Year in Industry” or “with a Year in a Professional Setting”.

14.4 A student must complete a course within the specified period of registration for the level of course. 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 course and any period of extension to the course approved by the University, other than where there are statutory requirements, such as for maternity.

14.5 The table below sets out the maximum periods of registration for taught awards.

Award	Full-time Maximum Registration Period	Part-time Maximum Registration Period (calculated as 0.5 FTE)
Cert HE	4 years	5 years
Dip HE	5 years	7 years
Foundation Degree	5 years	7 years
Undergraduate degrees (incl foundation year, additional year of level 6 study, year abroad/industry)	9 years	12 years
Integrated Masters	9 years	12 years
Graduate Certificate	4 years	4 years
Graduate Diploma	4 years	5 years
Postgraduate Certificate	4 years	4 years
Postgraduate Diploma	4 years	5 years
Postgraduate Certificate in Education/Professional Graduate Certificate in Education	4 years	5 years
Taught Masters	4 years	6 years

14.6 The table below sets out the minimum and maximum periods of registration for research courses.

Award	Full-time Minimum Registration Period	Part-time Minimum Registration Period (calculated as 0.5 FTE)	Full-time Maximum Registration Period	Part-time Maximum Registration Period (calculated as 0.5 FTE)
PhD by Thesis	2 years	4 years	5 years	8 years
PhD by Portfolio	2 years	4 years	5 years	8 years
EdD	N/A	6 years	N/A	8 years
DClinPsych	3 years	N/A	5 years	N/A
Other Professional Doctorate	3 years	6 years	5 years	8 years
PhD by Publication	2 years			
MPhil	2 years	3 years	3 years	5 years
Masters by Research	1 years	2 years	3 years	5 years

- 14.7 The Academic Board may establish criteria to grant exemption from part of a course 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 course.
- 14.9 Where a student interrupts a taught course with outstanding assessment or reassessment opportunities, the Director of Registry Services or nominee may, in agreement with the student, authorise a course of action for the completion of the assessment and/or reassessment, other than that which would have occurred through the normal application for the regulations.
- 14.10 The Academic Board may prescribe the requirements relating to the extension of periods of study.
- 14.11 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.

## 15 Use of discretion notwithstanding the Regulations

- 15.1 The Academic Board may, in the most exceptional of cases, make an award or decision notwithstanding the Regulations.
- 15.2 The Deputy Vice Chancellor, will be responsible for making a decision notwithstanding the Regulations, which will be reported to the Academic Board.
- 15.3 The decision will be made on the advice of the Director of Registry Services, who will ensure that appropriate academic judgement is exercised in assessing the case for an award or decision Notwithstanding the Regulations
- 15.4 A recommendation must be based on suitable and sufficient documentary evidence and not oral testimony.

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

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

## **16 Aegrotat and posthumous awards**

### **Aegrotat Awards**

16.1 A student on a taught course may be considered for an aegrotat award in the circumstances set out below. Students on postgraduate research courses cannot be considered for an aegrotat award.

16.2 Where a reassessment is considered not possible, and the Progression and Award Board of Examiners is satisfied that the student's absence from, or performance in, assessments was caused by illness or other misfortune, it may make a recommendation, based on academic judgment, for an aegrotat award.

16.3 The Board may only recommend an aegrotat award on the written application of the student or, in the case of incapacity, an appointed person with Lasting Power of Attorney.

16.4 An aegrotat award will be a pass award without any form of classification. The award will contain the term 'aegrotat' as part of the award title.

16.5 A recommendation for aegrotat award 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.

16.6 The Board must be satisfied the student is unlikely to be able to return to complete the course at a later date.

16.7 A student who is recommended for an aegrotat award shall be so informed in writing by the University. The student may decline to accept the award within twenty-eight days of the written 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.

16.8 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.

16.9 An aegrotat award may be accepted on the student's behalf by a family member or other appropriate individual in consultation with the student.

### **Posthumous awards**

16.10 A Progression and Award Board of Examiners may recommend a posthumous award where a student on a taught course has taken some of the required assessments but has died before completion of all the required assessments.

- 16.11 A Research Degrees Board may recommend the award of a posthumous award where a student on a research course has died before completing the requirements to achieve their award.
- 16.12 The Board must consider the evidence of achievement available regarding the progress of the dissertation. The Board shall make an academic judgement relating to the student's progress in preparing the dissertation for examination based on the evidence.
- 16.13 Registration on the course is insufficient to make a recommendation of a posthumous award. There must be evidence of achievement.
- 16.14 The award will contain the term 'posthumous' as part of the award title.
- 16.15 A posthumous award may be accepted on the student's behalf by a family member or other appropriate individual in consultation with the family.

## **17 Academic appeals**

- 17.1 An academic appeal is defined as a request for a review of the decision-making of an academic or professional body (for example, a Board of Examiners, an Extenuating Circumstances Panel or a Panel established to investigate plagiarism or other academic misconduct) charged with making academic decisions on progression, conduct of assessment, extenuating circumstances, temporary learning agreements, academic conduct of awards.
- 17.2 A student may not appeal against the academic or professional judgement of the examiners or panel members.
- 17.3 A student may appeal against a decision of an academic body other than a fitness to practise panel or professional suitability panel where specific, satisfactory evidence can be produced by a student that:
- (i) a Board of Examiners could have recommended that the student, following failure, be permitted to take further assessments but did not so recommend without good cause;
- AND/OR
- (ii) written evidence was appropriately submitted but not properly considered in accordance with the procedures approved by Academic Board;
- AND/OR
- (iii) there had been a material administrative error that had not been properly remedied and had a detrimental impact;
- AND/OR
- (iv) the assessments had not been conducted in accordance with the current Regulation and Credit Framework for the Conferment of Awards, or with the Special Regulations for the course;

(v) the student has valid and specific grounds for claiming that there is substantial independent written evidence, from a qualified professional, directly relevant to performance in assessment *and* that such evidence:

- shows the student performance to have been materially affected; AND
- is, for demonstrable reasons, of a sort which the student could not reasonably have been expected to submit at the appropriate time under the *University's Extenuating Circumstances Procedures* or *Temporary Learning Agreement Procedures*; AND
- has not been previously received and reviewed by the university; AND
- relates to one or more assessment/s recent enough to have been considered when the Board of Examiners or other academic body last made a decision relating to the student.

17.4 A candidate may appeal against the decision of a fitness to practise panel or professional suitability panel where satisfactory evidence can be produced by a student that:

(i) written evidence was appropriately submitted but not properly considered in accordance with the procedures approved by Academic Board;

AND/OR

(ii) there had been a material administrative error that had not been remedied and had a detrimental impact.

17.5 The Academic Board will specify the arrangements, including the time limits, for appeals.