

Procedure for Admission to Undergraduate Courses with Advanced Standing

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Procedure statement

This document sets out the procedure that the University must follow for an applicant to be admitted to a course with advanced standing. It is a mechanism for the implementation of regulations for advanced standing that are set out in the *Regulations for Taught Awards*, with which it should be read.

Who needs to know about the Procedure?

- Heads of School and Department, Planning and Academic Administration Staff in general and admissions staff in particular Teaching Staff
- Students
- Applicants

Purpose of the Procedure

The purpose of the procedure is to enable a clear and consistent application of the University regulations for admission with advanced standing and to identify where responsibility for the operation of each element of the procedure resides. It is explicit that the application to allow the admission of an applicant to a course with advanced standing is an academic decision.

Contacts

The University Admissions Department is responsible for:

- Providing advice and assistance
- Accessing training

The team can be contacted by emailing: ugadmissions@canterbury.ac.uk

The University Quality and Standards Office is responsible for:

- Procedure

The team can be contacted by emailing: quality@canterbury.ac.uk

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1. Purpose

- 1.1. This guidance sets out the procedure that enables the University's Regulations for Taught Awards to be applied when an applicant applies to be admitted to a Canterbury Christ Church University course with advanced standing.
- 1.2. This procedure applies only to undergraduate courses; there are separate procedures for postgraduate courses.

2. Definition of Advanced Standing

- 2.1. Advanced Standing is a particular application of Recognition of Prior Learning [RPL], where one certificated award is used to gain entry to a course leading to another award at a level or stage of study later than the normal entry point to that course.
- 2.2. Advanced Standing is:
 - 2.2.1. an application process;
 - 2.2.2. not a right;
 - 2.2.3. made for an appropriate Award or equivalent;
 - 2.2.4. mapped against the learning outcomes of the corresponding award and not against the module outcomes that comprise that award;
 - 2.2.5. a means of enabling students to re-join a course under certain circumstances (see Readmission Policy).

3. Determination of Advanced Standing

- 3.1. The certificated award on which Advanced Standing is made will be one that forms part of the Framework for Higher Education Qualifications [FHEQ], other than for the exceptions set out in 4.4, 4.6 and 4.7.
- 3.2. In an undergraduate award:
 - 3.2.1. an applicant will have a Cert HE, HNC, Dip HE, HND, Foundation Degree, Graduate Certificate, a Level 4 or Level 5 non-credit bearing Apprenticeship, or equivalent;

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- 3.2.2. advanced standing cannot apply to part of a level, except for advanced standing into a Level-6 Graduate Diploma with a Level-6 Graduate Certificate;
 - 3.2.3. it is mapped against the against the exit learning outcomes for the equivalent award for which Advanced Standing is being sought;
 - 3.2.4. there cannot be advanced standing for more than 240 credits.
- 3.3. An applicant may not be awarded admission with Advanced Standing into a Level-4 Cert HE, HNC, a Level-6 Graduate Certificate, or a Short Course.
- 3.4. The award used for Advanced Standing must have been awarded during the previous five years, except where it is being used for an Apprenticeship.
- 3.5. Where the Award has been made by a provider that has degree awarding powers in the UK and is registered with the Office for Students [OfS], it is the regulations of the Awarding Body and not those of the University that determines value and level of the Award. Thus, a Cert HE awarded by a UK University will give 120 credits of Advanced Standing at Level 4,¹ regardless of whether:
- 3.5.1. the Cert HE is awarded on the basis of 120 or 100 credits at Level 4; and/or
 - 3.5.2. contains more than 20 credits of compensation; and/or
 - 3.5.3. comprises a mixture of Level 3, 4 or 5 modules.
- 3.6. Where the award has been made by a provider outside the UK, the Admissions Department at the University will determine the level and value of the award using appropriate tools including the National Recognition Information Centre for the United Kingdom (NARIC), the UK's agency for recognising international qualifications and skills.
- 3.7. Where the Award is an HNC or HND from a UK provider that does not have degree awarding powers, the Admissions Department at the University will determine the level and value of the award based the transcript of the award. See 4.14-4.16.
- 3.8. In some instances, it may be possible to admit an applicant with Advanced Standing where they have not met the requirements for entry in full. An example of this is where an applicant's performance falls short of a Cert HE or Dip HE because they passed all but 20 credits, and although they had a compensatable mark in the missing 20 credits, compensation could not be applied because of Professional, Statutory and Regulatory Body [PSRB] restrictions which do not apply to the course to which they are applying. This will require the approval of the Deputy Academic Registrar and must be signed off by the Chair of the relevant Progression and Award Board of Examiners, who may decide to consult the External Examiner.

¹ The principles set out in this paragraph apply at other levels.

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3.9. An applicant cannot apply for Advanced Standing and RCPL at the same time as the latter is a post-entry academic process, except for Apprenticeships which have a separate process.

4. Application and Approval of Admission to an Undergraduate Course with Advanced Standing

Overview

4.1. The advanced standing applications process has two stages:

4.1.1. whether the applicant has an award for advanced standing of an appropriate level and value (Admissions process);

4.1.2. mapping to determine whether that award delivers the required learning outcomes (academic process).

4.2. The decision to admit an applicant with advanced standing is matter of academic judgment as to whether that award maps against the learning outcomes for which exemption is being sought.

4.3. The Course Team will map each application against the relevant course outcomes and inform the Admissions Department at the University accordingly.

4.4. Where the Course Team does not support the application, it may, if it wishes, recommend entry at an earlier level or stage of that course, or suggest an application to an alternative course.

4.5. The University does not award credit for the advanced standing and advanced standing is not detailed on the Transcript issued on the completion of the course of study, which will record only that the student entered with an award or equivalent.

4.6. Credits used for an application with Advanced Standing cannot be reused for credit exemption at a later part of the course through Recognition of Prior Certificated Learning [RCPL].

4.7. No marks from the imported award will be used by the University for the classification of any award.

4.8. The Transcript of a student who enters with Advanced Standing will record the existence of the Award used for the Advanced Standing and the volume of credits it represents but it will not record the modules, units or other components of the Award.

Application

4.9. The applicant makes an application to the Admissions Department, which administers the process.

4.10. The applicant supplies their award certificate and transcript. The Admissions department will verify the qualification before they are allowed to register.

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- 4.11. The applicant supplies their award certificate and transcript.
- 4.12. The Admissions Department at the University confirms that the award used for Advanced Standing has been awarded during the previous five years, except where it is being used for an Apprenticeship.
- 4.13. The Admissions Department at the University checks and administers other registration requirements, such as Disclosure and Barring Service [DBS] checks.
- 4.14. The Admissions Department at the University contacts the Course Team for confirmation that the award that forms the basis of the application demonstrates the achievement of the learning outcomes at the proposed point of entry.

Mapping

- 4.15. No application with advanced standing may be accepted unless the Course Director or nominee has confirmed that the learning outcomes of the award on which advanced standing is based enables the applicant to demonstrate the learning outcomes of the part of the course for which advanced standing is being sought.
- 4.16. The member of academic staff responsible for academic consideration of Advanced Standing will be as follows:
 - 4.16.1. where the course is a University Course, the member of staff will be the Course Director or their nominee, except in the case of an application for Combined Honours, where the Course Directors acting together will identify an individual or individuals;
 - 4.16.2. where the course is franchised, the nominated member of staff will be the same member of University staff who acts for students on the parent course;
 - 4.16.3. where the course is a validated partner course, the nominated member of staff will be the Academic Link Tutor, unless an alternative member of University academic staff is nominated by the Head of School.
- 4.17. Mapping is normally undertaken at the level of the award and there is no requirement, and in most cases no need, to map at module level.
- 4.18. Module information may be used to support the mapping and a more detailed mapping is required in the following circumstances:
 - 4.18.1. detailed mapping is required by a PSRB;
 - 4.18.2. the award outcomes are insufficient to make a judgment;
 - 4.18.3. it is required to manage one of the exceptions at 4.5-4.8.

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- 4.19. The University may establish an articulation arrangement that enables applicants who achieve a qualification provided by a PSRB to have Advanced Standing into a University award, where the PSRB qualification is not delivered by a provider with Taught Degree Awarding Powers. Where this applies the University will undertake detailed mapping and establish on what grounds the holder of the award will be given advanced standing without further process, such as for example achieving a specific pass mark or other specific achievement.
- 4.20. Advanced Standing may occur without mapping where:
- 4.20.1. the University has approved an Articulation Agreement with a partner organisation;
 - 4.20.2. the University has, through its Course Approval Process, approved, and set out in Special Regulations, a course-specific arrangement to allow advanced standing other than for an award, such as when a specific short course provides advanced standing;
 - 4.20.3. the University has, through its Course Approval Process, approved, fully-mapped, and set out in Special Regulations, an articulation arrangement to allow advanced standing for the award of a professional body (see 14.11).

Note on Pearson and SQA Courses

- 4.21. Higher National Certificate [HNC] and Higher National Diploma [HND] courses are trademarked courses that can only be awarded by two awarding organisations, Pearson and the Scottish Qualifications Agency [SQA].
- 4.22. Pearson allows its HNC/HND courses to be delivered by Higher Education Providers under licence and requires those providers to quality assure the licence awards as if they are University awards within the FHEQ.
- 4.22.1. Only courses delivered under license from Pearson are at an FHEQ level. A HNC is Level 4 award and an HND is Level 5 award.
 - 4.22.2. HNC/D courses provided directly by Pearson may not meet the requirement for advanced standing, as they may contain learning at a lower level. These will need to be mapped and the nature of the assessment taken into consideration.
 - 4.22.3. HNC and HND courses provided by the SQA are not Level 4 and Level 5 awards respectively, as the Scottish Qualifications Framework aligns these awards at a lower level. The nature of the assessment will also need to be taken into consideration.
- 4.23. A Pearson Level 7 award is an award within the FHEQ and will require detailed mapping to establish its equivalence for the purpose of advanced standing.

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