**Special Regulations Applicable to ‘With a Semester in North America’.**

## GENERAL

1. These Special Regulations are applicable from September 2017.
2. These Special Regulations relate to programmes with the suffix ‘With a Semester in North America’ only.
3. Canterbury Christ Church University will hereafter be referred to as “the University”. The institution at which students will spend a semester in North America will hereafter be referred to as “the host institution”.
4. A student may not undertake both ‘a Semester in North America’ and ‘a Year in North America’.
5. ‘With a Semester in North America’ operates in the first semester of Level 6 only.
6. Only full time students may apply to ‘With a Semester in North America’. Part time students are currently prohibited due to visa regulations.

## ELIGIBILITY

1. Students registered on BA (Hons) American Studies (Single Honours) wishing to undertake ‘With a Semester in North America’ will make an application during year two (Level 5) study.
2. Students registered on the BA (Hons) American Studies with a Semester in North America (T703) will automatically be offered a place on ‘With a Semester in North America’ subject to meeting the entry requirements. Failure to meet entry requirements will mean a student’s registration will default to the BA (Hons) American Studies award.
3. To be eligible to undertake ‘With a Semester in North America’, each student must:
   1. be eligible for progression into Level 6.
   2. meet host institution approval requirements, including minimum Grade Point Average (GPA) thresholds – see Appendix 2.
   3. meet immigration, financial and visa requirements in place at the time of application.
4. The final decision as to whether or not a student may undertake ‘With a Semester in North America’ will be made by a formally constituted panel convened by the Faculty of Arts and Humanities’ Director of International. Where there are more applicants than places available, decisions will reflect the student’s academic standing.

## MODULES

1. The Faculty of Arts and Humanities’ Director of International must approve before departure all modules that a student intends to take whilst on ‘With a Semester in North America’.
2. A student must seek approved from the Faculty of Arts and Humanities’ Director of International for any change to agreed modules whilst on ‘With a Semester in North America’.
3. Any unauthorised changes may render a student ineligible to graduate with ‘With a Semester in North America’ on their CCCU transcript.
4. While studying at the host institution, each student is required to take modules designed for Year 3 and Year 4 (Junior and Senior) students. They are responsible for ensuring that they take at least the minimum credit load specified by Appendix 5 or 6, as taking the minimum credit load is a visa requirement.

## HOST INSTITUTION

1. Students must abide by all the rules, regulations and practices of the host institution. Failure to do so may render a student ineligible to graduate with ‘With a Semester in North America’ on their CCCU transcript.

## EXTENUATING CIRCUMSTANCES

1. If a student falls ill or has other extenuating circumstances while they are on ‘With a Semester in North America’ they must, in the first instance, follow the policies of the host institution, and must also inform the Faculty of Arts and Humanities’ Director of International.
2. Students granted extensions by the host institution based on extenuating circumstances are required to meet these new deadlines whenever possible. If they have to return to CCCU before a new deadline is reached then CCCU will offer the assessment opportunity.
3. These Special Regulations are subject to the University’s Extenuating Circumstances procedures.

## ON RETURN TO CCCU

1. Students who are required (or who desire) to return early to CCCU will be allowed to resume their studies at CCCU, subject to CCCU’s regulations. These students will not be eligible to receive ‘With a Semester in North America’ on their transcript.
2. Students are responsible for providing CCCU with a copy of their official Transcript from the host institution. This is the only document that CCCU will use to authenticate the credits and successful completion at the host institution. Transcripts must be provided by a date stated on the ‘With a Semester in North America’ Blackboard in order to be eligible for this award. Failure to provide a copy of the Transcript to CCCU may render students ineligible to graduate with ‘With a Semester in North America’ on their CCCU transcript.
3. On completion of ‘With a Semester in North America’
   1. A student will receive a Transcript from the host institution.
   2. A student will be eligible to graduate with ‘With Semester in North America’ on their CCCU transcript.

## MARKING ARRANGEMENTS

1. If a student fails individual module(s) and has to return to the UK before a reassessment date they will be offered reassessment by CCCU.
2. Where a student has not achieved the minimum credit load or successfully completed their studies by the standards of the host institution[[1]](#footnote-1):
   1. If they have passed 50% or more of their required credits they will be offered reassessment by CCCU.
   2. If they have failed (including not taken) more than 50% of their required credits they will revert to the BA (Hons) degree award of their registration and be required to take outstanding credits at CCCU in order to pass L6.
3. All host institution module marks will be moderated and converted to CCCU marks using the tables set out in Appendix 7.
4. Each Student must:
   1. Ensure that they retain their written work.
   2. Ensure that their tutors in North America fill in Module Forms which provide a breakdown of marks and comments on the student’s performance.
   3. Submit the following to the CCCU Study Abroad Administrator on their return:
      1. All written work
      2. The Transcript
      3. Module Forms for each module
      4. Module Descriptions for each module
      5. A copy of any Extenuating Circumstance (or equivalent) Form submitted whilst in North America
5. The Tutor delegated by the Board of Examiners will:
   1. Moderate through reviewing a sample of the work, module forms, tutor comments and feedback to benchmark against CCCU standards.
   2. Convert moderated marks and credits to CCCU marks and credits using the tables set out in Appendices 4, 7 & 8
   3. Present marks to the Board of Examiners.

Approved by Academic Board: 19 June 2017

1. The 50% threshold has been proposed through experience of running the NAE. It is not a feature in any of the names programmes’ validation documents. [↑](#footnote-ref-1)