**Special regulations Applicable to ‘with a Year 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 Year 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 year in North America will hereafter be referred to as “the host institution”.
4. A student may not undertake both ‘With a Semester in North America’ and ‘With a Year in North America’.
5. ‘With a Year in North America’ takes place between Level 5 and Level 6 study only.
6. Only full time students may apply to ‘With a Year in North America. Part time students are currently prohibited due to visa regulations.

## ELIGIBILITY

1. Students registered on BA (Hons) American Studies with a Year in North America (T792)’ will automatically be offered a place on ‘With a Year 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.
2. Students registered on all other programmes listed in Appendix 1 and wishing to apply for ‘With a Year in North America’ will make an application during year two (Level 5) study.
3. To be eligible to undertake ‘With a Year 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 Year 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 Year 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 Year in North America’.
3. Any unauthorised changes may render a student ineligible to graduate with ‘With a Year 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 Year 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 Year 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 who are 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.

## 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 Year 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 Year 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 Year in North America’ on their CCCU transcript.
3. On completion of ‘With a Year in North America’:
	1. A student will receive a Transcript from the host institution.
	2. A student will be eligible to graduate with ‘With a Year 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. ‘With a Year in North America’ is marked on a pass/fail basis only. In order to pass a student must:
	1. Successfully complete their studies in the host institution by the standards of that institution.
	2. Pass the ‘With a Year in North America Portfolio’ module.

1. Where a student has 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 which will be marked on a pass/fail basis.
	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.
2. The Tutor designated by the Board of Examiners will:
	1. Ensure the Portfolio Module is marked according to CCCU protocols.
	2. Present all Pass and/or Fails to the Board of Examiners.
3. Students that pass the ‘with a Year in North America’ element but do not complete Level 6 of their award will receive the award ‘Dip HE [Programme Title] with a Year in North America’.

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 the BA Hons) American Studies validation. [↑](#footnote-ref-1)