

## ACADEMIC REGULATIONS

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These Academic Regulations continue to be in effect for all students from September 2023 onwards.

We regularly review and update our regulations, policies and procedures. The following minor change was made to the Academic Regulations in place during the 2022-2023 academic year:

Clause(s)	Description
4.6	Updated to clarify that Assessment Boards are now a sub-committee of the Learning, Teaching and Quality Committee.

### Key facts

You should familiarise yourself with the entirety of the Academic Regulations, and we would particularly draw your attention to the following elements:

Clause(s)	Description
1.4	To qualify for the certificate or transcript for an award, a student must have met the requirements for an award, paid the fees and other charges prescribed by the Board of Governors, and be in compliance with all academic and disciplinary regulations or codes of conduct adopted by the University.
3.12	The marks for module assessment elements shall be combined according to the published proportions, and rounded to one decimal place to give a weighted average, which is recorded as a percentage representing the mark for the summative assessment of the module. For all courses, all assessment element and module marks will be calculated to one decimal point; the overall degree mark will then be calculated to two decimal points. All marks will be rounded to integers (whole numbers) for display in assessment board reports and transcripts (the standard rounding rule applies – that is, 0.5 or above rounds up and 0.4 or lower rounds down).
3.21	Students may be referred on one occasion in respect of each assessment element. The assessment element mark is capped at 40% for undergraduate and 50% for postgraduate work.
3.24	Where an assessment board determines that a student has failed an assessment element as a result of non-submission on both the first and second (referred) attempt, the assessment board may determine that no further opportunity to retrieve the work should be offered and the student's studies will be terminated.  A student whose referred work fails may be permitted by the assessment board to retake the module, or to take a replacement module if the failed module is no longer offered. A module may be retaken once only.

3.25	With the exception of integrated foundation stages of study, where a student has 40 credits or less outstanding, the student can progress without prejudice into the next stage. In such cases, the student's continuing progression in that stage will be subject to the successful completion of the outstanding module(s), which may be retaken without attendance (trailed). If a referred module is trailed, this is the final attempt at retrieval. Students studying on accelerated courses should additionally refer to <b>Appendix A</b> .
3.28	Where an assessment board considers that the volume of outstanding elements is not retrievable by the referral deadline, a student may be permitted instead to retake part or all of the stage of study prior to advancing to the next stage. A retake with attendance may be offered once only.
3.29	Where an assessment board permits a student to retake (with attendance) part or all of a stage of study, or an individual module, all marks for assessment elements that have previously been passed must be surrendered. All assessed elements must be retaken. All elements will be retaken as a first attempt.
3.30	A student who has been offered a retake for part of a stage of study may request a retake of the whole stage. In which case all marks will be surrendered in accordance with clause 3.27.
3.46	Work handed in up to one week after the submission date will be accepted, but the mark for passing work will be capped at 40% for undergraduate work or 50% for postgraduate work. This regulation applies to the initial submission of work at the first attempt only. Reassessed work, or work where the deadline has been deferred as a result of extenuating circumstances, must be submitted by the published deadline.

**FALMOUTH ACADEMIC REGULATIONS  
2023-2024:**

**TAUGHT COURSES**

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Quality Assurance & Enhancement

## FALMOUTH ACADEMIC REGULATIONS 2023-2024: TAUGHT COURSES

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### 1. Scope

- 1.1 Falmouth University is a higher education institution with the power to award degrees, diplomas, certificates and other academic distinctions up to the level of taught Master's in accordance with its Articles of Government.
- 1.2 These regulations prescribe general requirements for progression within the University's courses, and the assessment, classification and certification of awards. They are made by the University's Academic Board, and may be varied for exceptional reasons with the approval of the Academic Board. The regulations apply to all awards at Levels 4, 5, 6 and 7, and to full- and part-time study alike. The regulations also apply to awards with integrated foundation programmes.
- 1.3 A Falmouth University award may be made to a student who registers for and completes a course approved by the Academic Board, within the prescribed time, to the standard prescribed by these regulations and the assessments designated for the course.
- 1.4 To qualify for the certificate or transcript for an award, a student must have met the requirements for an award, paid the fees and other charges prescribed by the Board of Governors, and be in compliance with all academic and disciplinary regulations or codes of conduct adopted by the University.
- 1.5 A Falmouth University award may be made to a person who has satisfactorily completed a course of study at a collaborative partner organisation, provided that the organisation and the course of study are approved within procedures specified for Collaborative Provision by the Academic Board.

### 2. Regulations for courses with a professional placement (Sandwich) stage

- 2.1 An undergraduate professional placement stage must comprise at least 24 weeks of supervised and assessed work experience, including evidenced periods of self-reflection, which must take place within the duration of the whole third year of a full-time undergraduate course.
- 2.2 Students participating in a professional placement stage must continue to abide by all of the University's regulations and procedures.
- 2.3 Students who complete the professional placement successfully will receive credit as defined in the Award Documentation. Successful completion of a four-year course including the professional placement stage will be indicated as appropriate to the nature of the activity on the degree certificate and academic transcript.
- 2.4 The expectation is that all students registering for a four-year full-time course with professional placement stage will undertake the professional placement stage. Where a student is unable to undertake the professional placement stage they must transfer to the standard three-year degree.
- 2.5 Students are still considered full-time registered students whilst undertaking the professional placement year.

- 2.6 Prior to commencing the professional placement year students must have completed 120 credits at stage 2 (Level 5).
- 2.7 All placements will need to be approved by the University, prior to the end of stage 2 (Level 5).
- 2.8 Each professional placement will be underpinned by a formal placement agreement which will apply to the University, the student and the employer/placement provider. The agreement will indicate the following:
- i) the exact nature and duration of the placement, including a description of the placement provider and the role and responsibilities the student will have during the placement;
  - ii) the learning activities and/or projects that the student will undertake during the placement and how these will be assessed (reflecting the appropriate Module Information Form);
  - iii) the academic contact in the University who will act as placement co-ordinator;
  - iv) the person at the employer/placement provider who will act as the student's contact during the placement;
  - v) any relevant Health & Safety considerations;
  - vi) any relevant PSRB requirements in regard to the placement (if applicable).
- 2.9 Reassessment of the professional placement will be via re-submission and re-evaluation of the assessment work, not by re-taking the placement itself. Where the full placement has not been completed, either in terms of specified weeks or learning outcomes, an Assessment Board may require a student to switch to the non-placement version of the course.

### **3. Credit, progression and classification**

#### **Credit framework**

- 3.1 Falmouth University aligns the levels of its higher education modules, courses and awards with the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)
- 3.2 Falmouth University taught courses use the Credit Accumulation and Transfer System (CATS), which quantifies the 'volume' of academic work needed to fulfil the demands of courses and modules by credit 'points'. 'Academic work' includes formal contact, guided study, independent learning, and assessment. 1 CATS (credit) point is equal to 10 hours of academic work. Modules are weighted according to their credit value.
- 3.3 Credit may be awarded to students who demonstrate that they have achieved the learning outcomes specified for a module. An award may be made to a student who demonstrates that they have accumulated the credit required for the award.

3.4 The following table specifies the credit required for the University's taught awards:

Award title	FHEQ Level	CATS (Credit) Points
Certificate of HE	4	120
Diploma of HE	5	240, of which at least 120 must be Level 5
Foundation Degree	5	240, of which at least 120 must be Level 5
Bachelor's Degree	6	300, of which at least 60 must be Level 6
Bachelor's Degree (with Placement)	6	420, of which 120 must be Level 5 placement and at least 60 must be Level 6
Bachelor's Degree with Honours	6	360, of which at least 120 must be Level 6
Bachelor's Degree with Honours (with Integrated Foundation)	6	480, of which at least 120 must be Level 6
Bachelor's Degree with Honours (with Placement)	6	480, of which 120 must be Level 5 placement and at least 120 must be Level 6
Graduate Diploma	6	120
Postgraduate Certificate	7	60
Postgraduate Diploma	7	120
Master's Degree	7	180
Master of Architecture (MArch)	7	240

## Courses and modules

- 3.5 Modules of 20, 30 or 40 credits are permitted at all levels. Modules of 60 credits are only permitted for major projects at Level 6 and dissertations or final year projects at Level 7. Additionally, 10 credit modules may be used in short courses or professionally-orientated courses with a part-time mode of delivery.
- 3.6 Modules shall be designated 'compulsory' or 'optional'.
- 3.7 Modules are delivered in a single study block, with the exception of 60-credit postgraduate taught dissertations or final year projects for part-time students, which shall be delivered over two study blocks.
- 3.8 All modules must include summative assessment related to the learning outcomes specified. The summative assessment may consist of one or more assessment elements. Assessment elements may be differently weighted.
- 3.9 Assessment elements shall be designated 'compulsory' or 'compensatable' where the learning outcomes are assessed on another element in the same module.
- 3.10 Courses leading to a Master's degree shall include independent study in the form of a dissertation or final year project module, representing 60 credits at Level 7.

## Marks and outcomes

- 3.11 A student demonstrates that they have achieved the learning outcomes for a module by passing the summative assessment set for the module, to the satisfaction of the Assessment Board for the course.

- 3.12 The marks for module assessment elements shall be combined according to the published proportions, and rounded to one decimal place to give a weighted average, which is recorded as a percentage representing the mark for the summative assessment of the module. For all courses, all assessment element and module marks will be calculated to one decimal point; the overall degree mark will then be calculated to two decimal points. All marks will be rounded to integers (whole numbers) for display in assessment board reports and transcripts (the standard rounding rule applies – that is, 0.5 or above rounds up and 0.4 or lower rounds down).
- 3.13 An Assessment Board will award a 'Pass' for an undergraduate module when all of the following criteria are met:
- a) the weighted average mark is 40% or more, **or** where assessment is solely graded as Pass or Fail, a Pass is awarded;
  - b) all compulsory assessment elements have marks of 40% or more, **or** where assessment is solely graded as Pass or Fail, a Pass is awarded;
  - c) all compensatable assessment elements have marks of 1% or more, **or** where assessment is solely graded as Pass or Fail, a Pass is awarded;
  - d) no assessment element is compensated where a penalty of proven academic misconduct requires its failure and resubmission.
- In the case of a Pass/Fail assessment, a Pass may only be awarded where the student demonstrates attainment at or above the threshold level of all the learning outcomes associated with the assessment.
- 3.14 An Assessment Board will award a 'Pass' for a postgraduate module when all of the following criteria are met:
- a) the weighted average mark is 50% or more;
  - b) all compulsory assessment elements have marks of 50% or more;
  - c) all compensatable assessment elements have marks of 1% or more;
  - d) no assessment element is compensated where a penalty of proven academic misconduct requires its failure and resubmission.

### **Progression**

- 3.15 An Assessment Board may make an award to a student who has accumulated the credit required at the end of any stage.
- 3.16 A student who has achieved passing marks in all modules required for an award may progress to the next stage.
- 3.17 Where an Assessment Board convenes part-way through a stage, a student may be permitted to commence the next study block in that stage without prejudice to the outcome of the Assessment Board.
- 3.18 Undergraduate courses without a placement year or integrated foundation have 3 stages, aligned with credit level. Master's courses without an integrated foundation have 1 stage.

3.19 Undergraduate Honours courses with a placement year have 4 stages, with the placement year at Level 5. Undergraduate Honours courses with integrated foundation have 4 stages, with credit awarded at all stages.

3.20 No award is made for the completion of the integrated foundation stage of a course.

### Alignment of stages and Award of the University:

#### Undergraduate:

Stage	Level	Award
0	Foundation	N/A
1	4	CertHE
2	5	DipHE / Foundation Degree
3	6	Bachelor's degree / Bachelor's degree with honours

#### Master's:

Stage	Level	Credit achieved	Award
1	7	Less than 180 credits	Postgraduate Certificate/ Diploma
1	7	180 credits	Master's degree

#### Master of Architecture (MArch):

Stage	Level	Credit achieved	Award
1	7	Less than 240 credits	Postgraduate Certificate/ Diploma
1	7	240 credits	Master's degree

### Failure and retrieval

3.21 Students may be referred on one occasion in respect of each assessment element. The assessment element mark is capped at 40% for undergraduate and 50% for postgraduate work.

3.22 Where an Assessment Board has determined that a module has been failed, a student shall be referred only in relation to the element(s) they have failed within that module.

3.23 Every assessment element must have an appropriate reassessment strategy. If a student is unable (eg through disability or injury) to be assessed by the normal methods specified, they will be set an alternative mode of assessment.

3.24 Where an assessment board determines that a student has failed an assessment element as a result of non-submission on both the first and second (referred) attempt, the assessment board may determine that no further opportunity to retrieve the work should be offered and the student's studies will be terminated.



A student whose referred work fails may be permitted by the assessment board to retake the module, or to take a replacement module if the failed module is no longer offered. A module may be retaken once only.

- 3.25 With the exception of integrated foundation stages of study, where a student has 40 credits or less outstanding, the student can progress without prejudice into the next stage. In such cases, the student's continuing progression in that stage will be subject to the successful completion of the outstanding module(s), which may be retaken without attendance (trailed). If a referred module is trailed, this is the final attempt at retrieval. Students studying on accelerated courses should additionally refer to **Appendix A**.
- 3.26 An Assessment Board may agree that a module can be trailed where this is in the academic interest of the student. If a referred module is trailed, this is the final attempt at retrieval. If the module is being retaken with attendance, the module will be taken as a first attempt and in accordance with clauses **3.26** to **3.29** of the Regulations.
- 3.27 Students studying on courses with integrated foundation must successfully complete all foundation modules before they can progress to the next stage of their course.
- 3.28 Where an assessment board considers that the volume of outstanding elements is not retrievable by the referral deadline, a student may be permitted instead to retake part or all of the stage of study prior to advancing to the next stage. A retake with attendance may be offered once only.
- 3.29 Where an assessment board permits a student to retake (with attendance) part or all of a stage of study, or an individual module, all marks for assessment elements that have previously been passed must be surrendered. All assessed elements must be retaken. All elements will be retaken as a first attempt.
- 3.30 A student who has been offered a retake for part of a stage of study may request to retake the whole stage. In which case all marks will be surrendered in accordance with clause 3.29.
- 3.31 The University will set institutional deadlines for the submission of retrieval work.

#### **Titles of awards**

- 3.32 The subject title of an award will be defined as part of the approval process. All awards for a course (including lower exit awards) will take the same subject titles, with the exception of BA(Hons) Architecture and Master of Architecture, for which the lower awards will be titled as "Architectural Studies."
- 3.33 The named award is the full name of the degree on which a student is enrolled. The name reflects the subject or subjects of focus within the award where:

'&' – signifies a single honours degree (with a descriptive title)

'And' – signifies a joint honours degree

'With' – signifies a major/minor split

Where an award features specialist pathway options these will be indicated in parenthesis following the award title.

## Classification of awards

- 3.34 CertHE, DipHE, Bachelor's degrees ('Ordinary degrees'), Postgraduate Certificates and Postgraduate Diplomas are unclassified.
- 3.35 Foundation degrees shall be classified Distinction; Merit; and Pass.
- 3.36 Bachelor's degrees with honours shall be classified 1 ('First class'); 2.1 ('Upper Second Class'); 2.2 ('Lower Second Class'); 3 (Third Class).
- 3.37 Master's degrees may be awarded with merit or distinction.
- 3.38 An Assessment Board may not determine an award where less than 120 credits (except where an award has less than 120 credits) at the highest level required for the award have been assessed by Falmouth University.
- 3.39 In the case of a Foundation degree, where Falmouth University has assessed all credit at Level 5, the award shall be classified as follows (weighted averages for classification will be presented as whole numbers):

Class	Weighted average of all credit at Level 5 is
Distinction	70% or more
Merit	60% of more
Pass	40% or more

- 3.40 In the case of a Bachelor's degree with honours, where Falmouth University has assessed all credit at stages 2 and 3 (Levels 5 and 6), either column A or column B below applies, whichever gives the better result. In the case of a placement year, the 120 Level 5 placement credits count towards the award but are not used in classification. Where Falmouth University has assessed only the credit at stage 3 (Level 6), the column A only applies. Where Falmouth University has assessed all credit at stage 3 (Level 6), and less than 120 credits at stage 2 (Level 5), the column A only applies.

	A	B
Class	Weighted average of all credit at Level 6 is	In the ratio 33:67, the weighted average of all credit at Levels 5 and 6 is
1	70% or more	70% or more
2.1	60% or more	60% or more
2.2	50% or more	50% or more
3	40% or more	40% or more

- 3.41 In the case of a Master's degree, a pass will be awarded where a mark of at least 50% has been achieved in all modules. A merit or distinction will be awarded as below:

Class	Dissertation/project	Weighted average mark of the other modules
Merit	60% or more	55 – 64%
Distinction	70% or more	65% or more

For a Master's degree with Integrated Foundation, the foundation stage does not contribute to the calculation of a merit or distinction.

- 3.42 Assessment boards may award an Aegrotat degree where the student has died or is unable to complete their studies through severe and/or permanent illness or disablement. Aegrotat degrees are unclassified.

#### **Extenuating circumstances**

- 3.43 Any student whose assessment is significantly affected by temporary circumstances beyond their control, may make an application under the Extenuating Circumstances Policy.

#### **Submission of assessed work**

- 3.44 Dates and times for submission of summative assessed work, and instructions on the manner of submission, will be published before teaching begins.
- 3.45 Work handed in up to one week after the submission date will be accepted, but the mark for passing work will be capped at 40% for undergraduate work or 50% for postgraduate work. This regulation applies to the initial submission of work at the first attempt only. Reassessed work, or work where the deadline has been deferred as a result of extenuating circumstances, must be submitted by the published deadline.

#### **Academic integrity**

- 3.46 Students attempting to gain credit for work that is not their own, either unknowingly or in an attempt to mislead, will be considered under the Academic Integrity Policy.

### **4. Assessment boards**

#### **General**

- 4.1 Falmouth University modules are managed within courses; courses are managed within subjects; subjects are managed within departments. Academic management responsibility for departments and subjects is with Directors and Heads.
- 4.2 Each module, course and subject shall have a designated external examiner. The Academic Board shall determine the powers and responsibilities of external examiners, and no award of the University may be made without the proper involvement of an external examiner.
- 4.3 Directors and Heads of Subject are responsible for ensuring that students have been assessed according to these Regulations. Heads of Subject are responsible to Directors of departments for ensuring that module marks submitted to Assessment Boards are accurate, and have been determined according to these Regulations.
- 4.4 An Assessment Board is responsible for determining decisions on progression and classification on the basis of the marks provided.

- 4.5 In exceptional cases an Assessment Board may recommend suspension of regulations to allow a student to continue with their studies. Such cases will be referred to the Chair of the Learning, Teaching & Quality Committee for approval, and will be reported to the Committee at its next meeting. Suspension of regulations in an individual case does not create a general precedent.
- 4.6 Assessment Boards are sub-committees of the Learning, Teaching and Quality Committee, which defines and publishes their Membership and Terms of Reference. They meet at least once per stage of study.

## FALMOUTH ACADEMIC REGULATIONS 2023-2024 APPENDIX A: ACCELERATED DEGREES

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1. The University's Academic Regulations apply to all students enrolled and registered on accelerated degrees, in full-time and part-time mode, save for the following regulatory exceptions:

### Failure and Retrieval

2. Students with 40 credits or less outstanding at the end of a stage may be permitted a retake the module(s), with or without attendance, or resubmit the outstanding assessment element(s) whilst progressing into the next stage of study.
3. Students with more than 40 credits outstanding will not be permitted to progress into the next stage of study. In such cases, the student may be required to either:
  - retake all or part of the stage with attendance; **or**
  - re-submit the work on which they have been referred, by the published deadline, in order to be considered at the next Assessment Board. If the work is deemed to be of a passing standard, then the student will be permitted to progress to the next stage of study at the closest available opportunity.

The University's Regulations governing attempt numbers and retake opportunities will apply in all cases.

4. Exceptionally, students with more than 40 credits outstanding may be permitted to progress without prejudice into the next stage of study. Such an exception is at the discretion of the Assessment Board and only where **both** of the following circumstances apply:
  - the student has demonstrated a high level of engagement with the course and their tutors, notwithstanding any difficulties they might have experienced; and
  - the relevant Module Tutor(s) can confirm that the student is well placed to submit all the outstanding work to threshold standard and to the published deadline.

## VERSION CONTROL

PURPOSE/CHANGE	AUTHOR	DATE
Original document for 2015-16 approved at AQSC.	QAE	29/07/2015
Updates to the below clauses following approval at Extraordinary AQSC: 2.8, 2.9, 2.10, 2.11, 3.17, 3.23, 3.39	QAE	24/11/2015
Updates to the below clauses following approval at AQSC (24 March 2016): 3.5, 3.2.7, 3.9, 3.16.	QAE	14/04/2016
Updates to the below clauses following approval at AQSC (26 May 2016): 2.5, 2.46.	QAE	04/08/2016
Updates to the below clauses following approval at AQSC (24 March 2016): 1.2, 3.5, 3.7, 3.9 Sections on registration, enrolment, transfer, attendance, intermittence and withdrawal removed to separate document; removal of previous Appendix A and updates to the below clauses following AQSC approval (via circulation, 12 September 2016): 3.29. 4.7 and 4.9	QAE	12/09/2016
Updates to the below clauses following approval via AQSC Chair's Action (15 November 2016): 3.9 and 3.16	QAE	15/16/2016
Updates to the below clauses following approval at AQSC (16 March 2017): 2.6 and 3.33  Updates to the below clauses following approval via AQSC Chair's Action (24 March 2017): 3.23, 3.24, 3.25, 3.26	QAE	24/03/2017
Update to clause 3.29 following approval via AQSC Chair's Action (24 May 2017)	QAE	24/05/2017
Update to the below clauses following approval at Academic Board (12 July 2017): 4.7 (iv), 4.10, 4.12 and 4.13	QAE	12/07/2017
Removal of clause 1.6, AQSC Chair's Action (15 August 2017)	QAE	15/08/2017

PURPOSE/CHANGE	AUTHOR	DATE
Amendment to clauses 3.12, 3.21 and 3.34 following approval at AQSC (4 July 2018) and Academic Board (25 July 2018) and removal of Assessment Board Membership and Terms of Reference	QAE	25/07/2018
Amendment to clauses 1.2, 3.3, 3.4, 3.9, 3.10, 3.13, 3.14, 3.19, 3.37 following approval at AQSC (4 July 2019) and Academic Board (27 July 2019).	QAE	27/07/2019
Amendment to clause 3.4 by AQSC Chair's Action	QAE	23/03/2021
Amendment to clause 3.22 following approval by Academic Board Chair's Action	QAE	18/05/2021
With immediate effect: Amendment to clauses 3.13 and 3.14 following approval at Academic Board (29 February 2022) Amendment to clauses 3.4, 3.18, 3.28 and 3.30 following approval at Academic Board (8 June 2022)  For 2022-2023: Amendment to clauses 1.2, 2.1, 2.3, 2.4, 2.6, 2.8, 2.9, 2.10, 3.9, 3.13, 3.19, 3.20, 3.23 – 3.30, 3.31, 3.40, 3.42, 3.43, 3.45, 3.46, appendix A clauses 3 and 4 following approval at Academic Board (8 June 2022)	QAE	14 June 2022
Update to clause 4.6 following approval of new LTQC Terms of Reference to include Assessment Boards as sub-committees.	QAE	26 July 2023