

UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS 2014/15

SECTION 2 AWARDS AND COURSES

2.1 Academic Awards of the University

- 2.1.1 The University establishes academic awards under its degree awarding powers. The arrangements for the establishment of awards and their approval are detailed in the University's Quality Handbook. The awards approved for conferment by the University of Bedfordshire are stated in the Regulations below together with the conferment arrangements.
- 2.1.2 There are curriculum development and academic approval mechanisms to create the courses and programmes of study which lead to those awards. These processes must be approved through the Academic Board as detailed in the Quality Handbook. This material together with other policy and procedures in the Quality Handbook, are the process through which there is confirmation that the University's award standards are met and assurance that the quality of its courses, including the teaching and learning delivered are assured.

2.2 The National Qualifications Framework and University qualification levels

- 2.2.1 For each Academic Award it establishes, the University states a benchmarked definition with reference to the University's qualification framework which is aligned to recognise the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) and uses the credit guidelines prepared through the Quality Assurance Agency QAA - *Higher education credit framework for England: guidance on academic credit arrangements in higher education in England (2008)* see <http://www.qaa.ac.uk/Publications/InformationAndGuidance/> and detailed guidance from the SEEC Southern England Consortium.

University qualifications and credit framework

- 2.2.2 The University offers programmes of study leading to credits and award qualifications at the following higher education levels:

Level 0-3 Further Education – Pre Degree
Level 4 – Higher Education Certificate
Level 5 – Higher Education Diploma
Level 6 – Higher Education Honours Degree
Level 7 – Higher Education Masters
Level 8 – Higher Education Doctorate

The detailed description of the expectations at levels 4 to 7 is provided within Appendix 2 and the Quality Handbook.

- 2.2.3 The University uses a credit scheme for all of the award qualifications within the academic framework for the Undergraduate Scheme and the Postgraduate Scheme and uses credits in a system of recognition of prior learning and to support student mobility and progression.
- 2.2.4 Regulations on entry with advanced standing, recognition of prior learning and on limitations to the re-use of credit are described in section 3 Admission and Registration, Section 5 Assessment below and in the Quality Handbook.

2.3 Approved Awards of the University

- 2.3.1 The following academic recognitions are the approved awards of the University of Bedfordshire.

In each case the standard of the award is that expected of a student who, having met the relevant admissions requirements, has successfully completed a programme of study to a defined threshold of knowledge and competence, and for a defined range of credits in the University's qualifications and credit framework, as aligned to the National and Regional structures which the University has adopted.

- 2.3.2 Awards are defined with a formal award description and an abbreviated form also specified – e.g. Higher National Diploma - HND.
The coverage of an award can be further described and used in designated forms to specify scope and focus of the award - e.g. Master of Arts – the award being a Masters degree and the designation being “of Arts”.
- 2.3.3 Awards are approved in named and/or unnamed forms, where a title can be added which provides further description of subject area covered and which is approved as part of course approval process. This confirms that the award to be conferred on the student adequately and correctly summarises the successful completion of a particular course of studies. For example Higher National Diploma in Sports Studies; Bachelor of Arts in Graphic Design;
- 2.3.4 Awards may carry classifications or divisions – to give recognition to different standards of student achievement. Permitted classifications are first – 1, upper second - 2.1, lower second - 2.2, third - 3. Permitted divisions are distinction, merit and commendation. Some awards are designated “pass or fail” and carry no further differentiation.
- 2.3.5 Those achieving Undergraduate or Postgraduate awards may use abbreviated forms after their name e.g. in a professional context *Ms A. N. Other BA(Hons), PGCE, MA*
- 2.3.6 Statements defining each of the University's awards are listed in Appendix 3 and a summary given in the table below. Courses of study may be approved leading to any of the University's approved awards and courses may be designated with more than one award outcome as an intermediate award within an approved course. Awards may be discontinued for the purpose of future courses but will be retained on the University's records, where students have been conferred with such awards.
- 2.3.7 Awards such as Certificate of Higher Education, Diploma of Higher Education, Postgraduate Certificate, Postgraduate Diploma, may be considered as intermediate or exit awards. Where an award is to be used in a named form the requirements, including relevant assessment, are approved through the course approval process.

Summary table of University awards

- 2.3.8 The following tables show summary information on University awards and information on discontinued awards are shown in *Appendix 3 Awards of the University of Bedfordshire*. Credit-rated short courses may lead to awards as follows:

Awards	Abbrev	Credit Levels				Total
		4	5	6	7	
University Certificate	*	60				60
University Diploma	*		60			60
University Certificate of Continuing Professional Development	*		45			45
University Advanced Diploma	*			60		60
University Advanced Professional Certificate	*				30	30

* Note: an abbreviated form is not approved for these awards

2.3.9 Undergraduate awards - courses may lead to awards as follows:

Awards	Abbrev	Credit Levels					Total
		0/3	4	5	6	7	
Pre-Masters	*		15		105		120
International Foundation	*	120					120
Higher National Certificate	HNC		120				120
Certificate in Post- Compulsory Education	CertPCE		60	60			120
Certificate of Higher Education	CertHE		120				120
Higher National Diploma	HND		120	120			240
Diploma in Professional Studies/Practice	DPS DPP		120	120			240
Diploma of Higher Education	DipHE		120	120			240
Foundation Degree	FdA, FdSc, FdEng		120	120			240
Advanced Diploma in Higher	AdvDipHE		120	210			330

Education								
Professional Graduate Certificate in Education - Post-Compulsory Education	PGCE-PCE				120			120
Professional Graduate Certificate of Education	PGCE				120			120
Professional Graduate Certificate	ProfGrad Cert				60			60
Graduate Certificate	Grad Cert				60			60
Graduate Diploma	GradDip				120			120
Bachelor's Degree (<i>Note: Unclassified</i>)	BA, BSc, BEng		120	120	60			300
Bachelor's Degree with Honours (<i>Note: via extended course</i>)	BA, BSc, BEng	120	120	120	120			480
Bachelor's Degree with Honours	BA, BSc, BEng, LLB (Hons)		120	120	120			360
Bachelor's Degree with Honours (<i>Note: including professional work experience</i>)	BEd BOst, (Hons)		120	120	240			480
			120	120	180	60		480
Integrated Master's Degree	MComp MEng MOst		120	120	120	120		480

2.3.10 Postgraduate awards - courses may lead to awards as follows:

Awards	Abbrev	Credit Levels					Total
		0/3	4	5	6	7	
Postgraduate Certificate	PGCert					60	60
Postgraduate Certificate of Education (<i>Note: including professional work experience</i>)	PGCE				60	60	120

Postgraduate Diploma	PGDip					120	120
Master's Degree	MA,MBA MBM,MSc LLM					180	180
Master of Professional Practice	MProf					180	180

2.3.11 Postgraduate research may lead to awards as follows:

Awards	Abbrev	Credit rating	
		7	8
Master of Science by research Master of Arts by research	MSc (Res) MA (Res)	*	
Master of Philosophy	MPhil	*	
Professional Doctorates: Doctor of Business Administration Doctor of Education Doctor of Health Related Studies Doctor of Leadership in Children's and Young People's Services Doctor of Osteopathy Doctor of Systemic Practice Doctor of Journalism, Media, Cinema, Television	DBA EdD DProf		*
Doctor of Philosophy	PhD		*
Doctor of Philosophy by publication	PhD		*
Higher Doctorates: Doctor of Laws Doctor of Letters Doctor of Science	LLD DLitt DSc		*

2.4 Approval of Academic Awards and Qualifications

2.4.1 The Academic Board holds the authority to approve and establish a new qualification and academic award of the University of Bedfordshire. In considering proposals Academic Board consults widely and reviews the internal and external context including the national framework (FHEQ) noting especially the following:

- the potential position of the new award within the national qualifications framework;
- the characteristics and level that would both distinguish the new award from existing University awards and relate it to them; and to the qualifications of other higher education or awarding bodies;
- the potential for new courses and programmes of study under such a new award
- the relationship to existing awards and suitability of existing awards for new courses and programme(s) of study;
- the potential for programme(s) of study capable of leading to this award and likely scale of demand
- the new award's potential for recognition by the academic community, other institutions and professions, applicants, students and employers.

2.4.2 The procedures for submitting a new award, are similar to those required for a new course leading to an existing award, and are contained in the Quality Handbook.

2.5 Dual and Joint awards

The University regulations govern its own academic awards. A course or programme of study may incorporate credit or awards gained from another awarding body under arrangements for the recognition of prior learning. Credit gained through a course or programme offered through the University of Bedfordshire may be used to gain recognition from a formally designated professional body.

2.6. Honorary Degree Awards

2.6.1 Honorary degree awards which may be conferred by the University to selected persons of distinction are listed below.

Master of Arts (HonMA)
Master of Business Administration (Hon MBA)
Master of Education (HonMEd)
Master of Engineering (HonMEng)
Master of Laws (HonLLM)
Master of Letters (HonMLitt)
Master of Science (HonMSc)

Doctor of Arts (HonA)
Doctor of Business Administration (HonDBA)
Doctor of Education (HonDEd)
Doctor of Engineering (HonDEng)
Doctor of Laws (HonLLD)
Doctor of Letters (HonDLitt)
Doctor of Science (HonDSc)

2.6.2 Honorary degrees may be awarded to individuals who have made a significant contribution to the work of the University or have earned distinction, at a regional, national or international level, in a particular field, especially the development or application of an appropriate subject discipline including work more generally aligned to the University's mission. Those receiving an honorary Doctorate are normally expected to have made a contribution to nationally significant developments in a sphere of work or subject discipline. Within this framework the Academic Board defines the detail of the criteria to be used when deciding on the conferment of honorary awards to those who will contribute to the good name and reputation of the University.

2.6.3 Honorary degrees are not awarded to current governors, current staff or registered students of the University.

2.6.4 The Academic Board is responsible for determining the procedures for the awarding of honorary academic degrees normally through a standing Committee appointed for this purpose. These nominations must include the title of the proposed honorary degree to be awarded, brief

biographical details and a statement justifying the nomination in terms of the University's criteria. The decision whether to confer an award and its exact title is taken by this standing Committee.

- 2.6.5 Circumstances may arise when the basis on which the honorary degree was awarded is called into question. Any decision to rescind an honorary award must be made after due investigation and the consideration of the outcome by the Academic Board standing Committee – this is a matter which cannot be delegated via Chair's Action.

2.7 University Recognition
- including titles, memberships and other University recognition

- 2.7.1 Other University titles and recognition are given on behalf of the University on the authority of the Board of Governors with the approval of the Academic Board.

Honorary University Fellowship

- 2.7.2 The University may confer Honorary University Fellowships on individuals who have made a particular contribution to the work or development of the University. Nominations will be considered by the Nominations and Honours Committee of the Board of Governors and decisions on whether to confer an honorary fellowship will be taken by this Committee.
- 2.7.3 Honorary University Fellowships are not conferred on current governors, current staff or registered students of the University.

Academic titles – Professor, Reader, Fellow

- 2.7.4 Through its Academic Board, the University may, on advice from designated appointing panels, confer the title of "Professor" or "Reader" or "Research Fellow/Senior Research Fellow" on those staff who meet the criteria confirmed by the Academic Board. The Academic Board may also confer similar titles to individuals who meet the criteria confirmed by Academic Board and identified as "Visiting Professor" or "Visiting Reader" or "Visiting Research Fellow/Visiting Senior Research Fellow".

Academic titles – Professor Emeritus

- 2.7.5 Through its Academic Board, the University may confer an Emeritus title on the retirement of persons who previously carried such academic titles of the University of Bedfordshire.

Other special recognition and titles

- 2.7.6 The University may at its discretion grant such other honorary recognition to individuals as it thinks fit after consideration by the Academic Board and/or on recommendation from the Board of Governors.

2.8 Courses and Programmes of Study leading to Awards

- 2.8.1 Courses and programmes of study leading to awards of the University are developed through Faculty and University academic structures; considered in light of external academic and professional advice and approved under delegated authority of the Academic Board through its committees. Arrangements for approval of courses and programmes of study are defined in the Quality Handbook and Research Degree Handbook confirmed through Academic Board and its committees.
- 2.8.2 Definitive information about courses is published in the unit information specifications as defined in the Unit Information Form (UIF) and the course information specifications on the Course Information Form (CIF). They, or extracts from them, serve as the basis for the information about courses provided for students in the course information or handbook.

- 2.8.3 The named award to which a course leads reflects the level, nature and subject focus of the course, is determined at course approval, and is included on the award certificate.
- 2.8.4 In constructing courses normally the undergraduate academic year for full-time students comprises 120 credits and the postgraduate academic year for full-time students comprises 180 credits.
- 2.8.5 The curricula of courses may include practice-based learning, entailing theory-based learning and assessment interspersed with learning and assessment in practice-based settings. In conformity with the QAA's Qualification Benchmark for Foundation Degrees, the curricula for foundation degrees must include elements of work-based learning, and employers must be involved in their design and monitoring.
- 2.8.6 A Masters course comprises 180 level 7 credits, which must include a dissertation or equivalent assignment of independent work of value up to 60 credits (20,000 words). Where the dissertation or equivalent unit is less than 60 credits, the remaining units comprising the dissertation stage shall be agreed at course approval and published in the course information or handbook.
- 2.8.7 At course approval, and as a requirement of Professional and Statutory Bodies (PSRBs), the Academic Board may agree that it is a prerequisite for progression that students pass certain specified units, or a certain number of credits at a particular stage or that failure in certain units cannot be compensated. The Academic Board may also exceptionally agree, through the course approval process, course regulations that vary those expressed in the University's Regulations, in order to meet the requirements of a PSRB.
- 2.8.8 At course approval, and as a requirement of PSRBs, the Academic Board may agree a specific attendance policy that applies to a particular course, or one which specifies regular attendance for prescribed parts of the curriculum. Such information is recorded in the course or unit information specifications.

2.9 Language of Instruction

- 2.9.1 English is the language of instruction and assessment on courses or programmes of study leading to the University's awards.
- 2.9.2 Exceptions may be approved by the Academic Board through the approval processes where:
- a) the subject of the course is another language; or
 - b) the intended learning outcomes of the professional practice element of a course can only be achieved through the medium of another language.
- 2.9.3 In the latter case, 2.9.2b, the non-English language component must comprise 25% or less of the course, the project or dissertation must be submitted in English, and arrangements must be made for assessments to be moderated in English.