

Section B: Programme Regulations

B1 Introduction

- B1.1 The Programme Regulations set out the rules surrounding the programmes and modules available at the College.
- B1.2 The Academic Committee has delegated authority from the Board for overseeing and maintaining the Programme Regulations as a component part of the Academic Regulatory Framework.
- B1.3 The College's processes for confirming module outcomes are overseen by the Module Panel, which operates under delegated responsibility from the Academic Committee.
- B1.4 The College's processes for confirming programme outcomes are overseen by the Progression & Awards Panel, which operates under delegated authority from the Academic Committee.
- B1.5 These Programme Regulations set out how a Module Panel will determine module outcomes, and how a Progression & Awards Panel will determine programme outcomes.
- B1.6 The Academic Committee will monitor the operation of these Regulations through the Outcome of Examinations Report.

B2 Our Programmes

- B2.1 The College offer modules and programmes identified against the Framework for Higher Education Qualifications (QAA, 2014):
- B2.2 At Level 7:
- Postgraduate Certificate (PGCert);
 - Postgraduate Diploma (PGDip);
 - LLM;
 - Standalone modules leading to the award of academic credit.
- B2.3 At Level 6:
- Graduate Diploma in Law (GradDip);
 - Graduate Certificate in Law (GradCert);
 - Standalone modules leading to the award of academic credit.
- B2.4 A **module** is a self-contained area of study with defined learning outcomes, syllabus, and assessment(s), which measure knowledge and skills. The credit value assigned to the module represents an estimate of the learning hours required to complete the module. Each credit represents a minimum of 10 notional learning hours.

- B2.5 A **programme** is a defined grouping of modules which form an approved curriculum leading to an award.

B3 Determining Module Outcomes

- B3.1 The Module Panel will ratify the module outcome and percentage mark for each student studying on a module, and will award academic credit as appropriate.
- B3.2 Module outcomes cannot be confirmed by a Module Panel until the College's marking and moderation procedures (C9) and external examining (C10) have confirmed that marks are fair and consistent.

Module outcomes

- B3.3 The final mark for a module shall be determined by adding the marks for the elements of assessment, weighted according to the assessment design.
- B3.4 The minimum pass mark for a module is 50%. A 'Pass' will be recorded where the student has achieved the minimum pass mark. This includes where the student has not attempted or passed all elements of assessment, but has achieved an overall mark of 50%.
- B3.5 A 'Fail' will be recorded where the student has not achieved the minimum pass mark for the module.
- B3.6 Module outcomes will be classified as follows:
- 0 – 49.99%, Fail
 - 50 – 59.99%, Pass
 - 60 – 69.99%, Commendation
 - 70% +, Distinction
- B3.7 Where a student taking an individual module outside of an approved programme of study achieves a percentage mark which is 1% below the boundary for the next classification, the Module Panel shall award the higher classification. If a student uses this credit towards an approved programme of study, the classification calculations in B4 shall apply.

Late submission

- B3.8 Assessment submitted after the published deadline will subject to a penalty. This applies to the original deadline set on the module, and any revised deadlines agreed through Exceptional Circumstances.
- B3.9 Assessment submitted up to seven calendar days after the deadline will be capped at 50%.
- B3.10 Assessment submitted more than seven calendar days after the deadline will be refused and the assessment awarded a 0%.

Re-sits

- B3.11 A student who has failed a module at the first attempt will be permitted one opportunity to re-sit the element(s) of assessment which achieved a grade less than 50% at the next standard assessment point after confirmation of first attempt outcomes.
- B3.12 There is no provision for a student to request a re-sit of an element of assessment which achieved a grade of 50% or more.
- B3.13 A student who has failed a module at the re-sit opportunity has irrevocably failed the module and will be offered no further opportunities to re-sit.
- B3.14 The mark for the re-sit shall always supersede the mark for the first attempt, unless the student does not attempt the re-sit, in which case the original mark will stand.
- B3.15 The percentage mark for a re-sit assessment will not be capped but the overall module mark will be capped at 50%.
- B3.16 Where a student's assessment profile for a module includes both first and re-sit assessments, the Module Panel will disregard the marks from the re-sit if:
- The student was granted exceptional circumstances for the module, allowing them to defer an element of assessment; and
 - After completing the deferred assessment, the student has achieved the minimum pass mark based on the marks from the first attempt.
- B3.17 Where a student who fails a module withdraws prior to attempting the re-sit assessment, their outcome shall be confirmed as 'Fail (Withdrawn)'.

Academic Misconduct Penalties

- B3.18 Where academic misconduct is proven at the conclusion of an academic misconduct investigation (A11), the Head of Curriculum will recommend an outcome and penalty to the Module Panel.
- B3.19 To ensure that cases are resolved in a timely manner, the Chair of the Module Panel is authorised to take Chair's Action to approve sanctions imposed on student assessments. These will be reported to the Module Panel for information.

B4 Determining Programme Outcomes

- B4.1 The Academic Committee has delegated the authority to confirm programme outcomes to the Progression & Awards Panel.
- B4.2 Programme outcomes cannot be confirmed until the Module Panel has confirmed the module outcomes.
- B4.3 The date of any award will be the date on which the programme outcome is confirmed by the Progression & Awards Panel.

Fee withdrawal

- B4.4 Students who are withdrawn from their module or programme for non-payment of fees shall only be entitled to exit awards which have been paid for at the time of withdrawal.

Fitness to study

- B4.5 In exceptional circumstances, the Head of Curriculum may recommend the termination of a student's registration at the conclusion of the Fitness to Study procedures (A8).
- B4.6 The Progression & Awards Panel shall ratify the outcome, and confer any exit awards as appropriate.

Accreditation of Prior Learning

- B4.7 The Progression & Awards Panel will note any credits accepted for Accreditation of Prior Certificated or Experiential Learning (APCL, APEL) which have been approved by the Head of Curriculum.
- B4.8 The Progression & Awards Panel will apply the following principles:
- A student may not carry marks awarded by another institution;
 - APCL and APEL may not be used to gain an award in its entirety;
 - APCL and APEL may not be used in the calculation of classifications or awards;
 - APCL and APEL may not apply to the Postgraduate Certificate in Legal Practice, the Graduate Diploma in Law, the Graduate Certificate in Law, or modules taken for standalone academic credit.
 - APCL and APEL must be shown on the student's transcript including the level and credit points accepted.

Conferring awards

Master of Laws (LLM) in Legal Practice

- B4.9 The Progression & Awards Panel will award an LLM in Legal Practice to students registered on an LLM pathway, who have passed 180 credits overall, with at least 150 credits at Level 7, and up to 30 credits at Level 6.
- B4.10 The Progression & Awards Panel will classify an LLM in Legal Practice by adding the marks for the 120 highest-scoring credits, weighted to their credit value, then rounding the result to the nearest whole number.
- B4.11 If the 120-credit limit means that a higher scoring module would be excluded, the credit limit can be exceeded to permit the higher scoring module to count towards the classification calculation if this results in a better outcome for the student.
- B4.12 The Progression & Awards Panel will not include the marks for any modules where Accreditation of Prior Learning has been applied in the classification calculation.

- B4.13 If the result of the classification calculation is 1% below the next classification, and at least 80 credits are in the higher classification, The Progression & Awards Panel will award the higher classification.
- B4.14 Where a student has failed a module at the re-sit opportunity, the Progression & Awards Panel may, at its discretion, condone a fail up to 30 credits at Level 7 following review of the student's overall profile. The condoned module will count as a mark of 50% towards the classification calculation and the transcript will display a 'Fail (Condoned)' outcome for the module.
- B4.15 The LLM in Legal Practice will be classified as follows:
- 50 – 59%, Pass
 - 60 – 69%, Commendation
 - 70% +, Distinction
- B4.16 Once an award has been conferred, there is no provision for a student to take further study towards that award.

Postgraduate Diploma in Legal Practice

- B4.17 The Progression & Awards Panel will confer an exit award of a Postgraduate Diploma in Legal Practice to students on an LLM pathway who have passed 120 credits overall, with at least 90 credits at Level 7, and up to 30 credits at Level 6, where either:
- The student has withdrawn from their programme;
 - The student has exhausted all re-sit opportunities available.
- B4.18 The Progression & Awards Panel will classify a Postgraduate Diploma in Legal Practice by adding the marks for the 80 highest-scoring credits, weighted to their credit value, then rounding the result to the nearest whole number.
- B4.19 If the 80-credit limit means that a higher scoring module would be excluded, then the credit limit can be exceeded to permit the higher scoring module to count towards the classification calculation if this results in a better outcome for the student.
- B4.20 The Progression & Awards Panel will not include the marks for any modules where Accreditation of Prior Learning has been applied in the classification calculation.
- B4.21 If the result of the classification calculation is 1% below the next classification, and at least 60 credits are in the higher classification, the Progression & Awards Panel will award the higher classification.
- B4.22 Where a student has failed a module at the re-sit opportunity, the Progression & Awards Panel may condone a fail up to 30 credits at Level 7 following review of the student's overall profile. The condoned module will count as a mark of 50% towards the classification calculation.
- B4.23 The Postgraduate Diploma in Legal Practice will be classified as follows:
- 50 – 59%, Pass

- 60 – 69%, Commendation
- 70% +, Distinction

B4.24 Once an award has been conferred, there is no provision for students to take further study towards that award.

Postgraduate Certificate in Legal Practice

B4.25 The Progression & Awards Panel will confer an exit award of a Postgraduate Certificate in Legal Practice to students on an LLM pathway who have passed 60 credits overall, with at least 40 credits at Level 7, and up to 20 credits at Level 6, where either:

- The student has withdrawn from their programme;
- The student has exhausted all re-sit opportunities available.

B4.26 The Progression & Awards Panel will not allow modules where accreditation of prior learning have been accepted to apply towards the Postgraduate Certificate in Legal Practice.

B4.27 There is no provision to condone a fail grade to count towards a Postgraduate Certificate in Legal Practice.

B4.28 The Progression & Awards Panel will award the Postgraduate Certificate in Legal Practice with a 'Pass' classification.

B4.29 Once an award has been conferred, there is no provision for a student to take further study towards that award.

Graduate Diploma in Law

B4.30 The Progression & Awards Panel will award a Graduate Diploma in Law to students who have achieved a pass in all Graduate Diploma in Law modules.

B4.31 The Progression & Awards Panel will classify a Graduate Diploma in Law by adding the marks for each module, weighted to their credit value, the rounding the result to the nearest whole number.

B4.32 There is no provision to condone a fail grade to count towards a Graduate Diploma in Law.

B4.33 If the result of the classification calculation is 1% below the next classification, and at least four modules are in the higher classification, the Progression and Progression & Awards Panel will award the higher classification.

B4.34 The Graduate Diploma in Law will be classified as follows:

- 50 – 59%, Pass
- 60 – 69%, Commendation
- 70% +, Distinction

- B4.35 Once an award has been conferred, there is no provision for a student to take further study towards that award.

Graduate Certificate in Law

- B4.36 The Progression & Awards Panel will confer an exit award of a Graduate Certificate in Law to students on a Graduate Diploma in Law and who have passed 40 credits overall, which must include Introduction to Law, where either:
- The student has withdrawn from their programme;
 - The student has exhausted all re-sit opportunities available.
- B4.37 The Progression & Awards Panel will not allow modules where accreditation of prior learning have been accepted to apply towards the Graduate Certificate in Law.
- B4.38 There is no provision to condone a fail grade to count towards a Graduate Certificate in Law.
- B4.39 The Progression & Awards Panel will award the Graduate Certificate in Law with a 'Pass' classification.
- B4.40 Once an award has been conferred, there is no provision for a student to take further study towards that award.

B5 Aegrotat and Posthumous awards

- B5.1 The Progression & Awards Panel can award an Aegrotat or posthumous award to a student.
- B5.2 An aegrotat award may be conferred if it is established and evidenced, to the satisfaction of the Progression & Awards Panel, that a student's absence, failure to submit work, or poor performance in all or part of a programme was due to illness or other cause.
- B5.3 An aegrotat award will typically be at the highest academic level at which the student achieved credit, but will not normally be awarded with a classification.
- B5.4 A student may refuse an aegrotat award, in which case the Academic Committee will determine whether the student has provided sufficient evidence that they can be reassessed in the normal manner.
- B5.5 A posthumous award will typically be at the highest academic level at which the student achieved credit, but will not normally be awarded with a classification.

B6 Resolving Disagreements

- B6.1 In the unlikely event that the External Examiner disagrees with the results presented, and where the Module Panel or Progression & Awards Panel is unable to resolve the disagreement, it is for the Academic Committee to ensure that the matter is resolved.
- B6.2 The Academic Committee shall convene an ad hoc meeting of the Assessment Panel Disputes Committee to consider the dispute. The Committee shall include:

- A representative of the Academic Committee (Chair);
- One senior academic member of staff with external examining experience;
- The Registrar (Clerk)

- B6.3 The Registrar will notify students on behalf of the Academic Committee that the decision of the Module Panel or Progression & Awards Panel will be delayed, and will specify a date for confirming the outcome to students.
- B6.4 The Assessment Panel Disputes Committee has full power to investigate and take decisions on disputes. The outcome of the investigation will be communicated to the relevant Module Panel or Progression & Awards Panel to action.
- B6.5 Where the Assessment Panel Disputes Committee is unable to resolve the matter, it shall be referred to a full meeting of the Academic Committee for a decision.

B7 Revocation of an Award

- B7.1 In rare and exceptional circumstances, the Chair of the Progression & Awards Panel may recommend to the Academic Committee the revocation of any award where there is evidence that:
- There was an administrative error in conferring the award;
 - There is new information available which determines that the award should be revoked;
 - The details of an award should be altered.
- B7.2 The decision to revoke an award must be taken at a full meeting of the Programme Committee.
- B7.3 The Registrar shall notify the affected student(s) on behalf of the Academic Committee. This notification will include information about the student's right to appeal through the Academic Appeals Policy and Procedure (A13).