Academic Regulations 2023-24

These regulations have been informed by sector-recognised standards and with due regard for the UK Quality Code for Higher Education and are informed by its expectations and practices.

https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdfhttps://www.qaa.ac.uk/quality-code

1. Scope

1.1 The Academic Board of Norland approves these Academic Regulations.

1.2 They may be varied with the agreement of the Academic Board to meet exceptional circumstances/force majeure. For this purpose, "Academic Board" includes any individual or committee competent to act on behalf of the Academic Board.

1.3 The Academic Regulations apply to taught provision from FHEQ level 4 and above and to all students undertaking those programmes. These regulations do not apply to the Norland Diploma, which has its own set of regulations.

1.4 These regulations apply to all students registered with Norland during the academic year 2023/24 studying on a Norland degree andthereafter.

1.5 The regulations are determined by the Academic Board of Norland. The Academic Board authorises individuals, committees, boards and panels to act on its behalf in applying the regulations.

1.6 The application of the regulations is underpinned by Norland policies and procedures that form appendices to the regulations. Reference is made to these at appropriate points within the regulations. Key policies and procedures include the following:

- Assessment and Feedback Policy
- Programme Design, Development and Approval Policy
- External Examining Policy
- Admissions Policy
- Fitness to Practise Policy
- Fitness to Study Policy
- Exceptional Assessment Circumstances Policy and Procedure
- Academic Misconduct Procedure
- Academic Appeals Policy

1.7 Norland will ensure that all students are aware of these regulations and that they have access to them at all times.

1.8 Changes to the Academic Regulations may be made from time to time, subject to normal approval mechanisms. Any changes will normally be made with effect from the following academic year unless Norland is confident that immediate effect is in the best

interests of the students, or where there is an external requirement. In these circumstances, Norland will consult with all students in order to explain the rationale for the changes and to take feedback before confirming them.

2. Structure and Definitions

2.1 *Award* - Norland provides for the achievement of, and confirms in its name, taught awards in accordance with the Sector Recognised Standards. Awards are conferred on the basis of achievement of specified credit, and that credit is achieved through the successful completion of specified modules. Awards of Norland are approved by Academic Board. The range of possible awards of Norland, and their level within the Sector Recognised Standards, are:

Award Title	NQF/FHEQ Level	Minimum Credit for Award	Minimum Credits by Level
Certificate of Higher Education (Cert HE) (Fallback award only)	4	120	120 Credits at level 4
Diploma of Higher Education (Dip HE) (Fallback award only)	5	240	120 Credits at level 4 and 120 Credits at level 5
Bachelor Degree (BA Ord) (Fallback award only)	6	300	120 at level 4, 120 at level 5 and 60 at level 6
Bachelor Degree with Honours (BA Hons)	6	360	120 at level 4, 120 at level 5 and 120 at level 6

2.2 *Programme* - a student follows a programme of studies by taking permitted modules and achieving credit, normally progressing towards the completion of a named award. All programmes are articulated through a programme specification.

2.3 *Course* - a course is a coherent package of specified modules, approved via validation, constituting a named award or named awards. The programme specification specifies the modules which may count towards, and those that are required for, a specific named award.

2.4 *Module* - a module is a self-contained unit of study with its own learning outcomes, assessment and, where appropriate, prerequisites as approved at validation. A module is designated by level of study, and by credit rating. All modules are articulated through a module descriptor.

2.5 *Level* - each module is assigned to a level, which indicates the relative challenge, complexity, depth of study and learner autonomy required to meet the specified learning outcomes. The distinguishing features of each level of study are detailed in the Sector Recognised Standards framework.

2.6 *Credit* - credit is awarded to a learner in recognition of achievement of designated learning outcomes at a specified level. The volume of credit awarded is based on the estimated notional learning hours, where one credit represents ten notional hours of learning. Learning time includes contact time, placement time and private study. A full-time undergraduate student would normally complete 120 credits (1200 hours of learning time) per academic year. For the purpose of comparison with the European Credit Accumulation and Transfer System, 120 credits are equivalent to 60ECTS.

2.7 *Refer* – an assignment receives a refer grade if it has not yet met the pass mark of 40% but the student is eligible for a second attempt within the same academic year.

2.8 *Fail* – an assignment receives a fail grade if it received a mark of 0% at first attempt or has not met the pass mark of 40% at second attempt. The student is not eligible for a second attempt within the same academic year.

2.9 *Resubmission* – a resubmission is a second attempt at an assignment following a Refer grade, within the same academic year. Resubmissions may improve the work from the first submission in order to achieve a pass mark.

2.10 *Retake* – if a student fails an assignment, they must retake the complete module the following academic year. The assignment for the retake may include some improved parts of the original work if this is deemed appropriate by the module leader.

2.11 *Definitive documentation* - All named awards are supported by a set of definitive documentation, comprising a programme specification and module descriptors. Module descriptors are published on the Norland website. The programme specification is published to students in the course handbook.

2.12 *Transcripts* - All students will be eligible to receive a transcript indicating credit earned as a result of their studies.

2.13 *Accreditation of Prior Learning (APL)*: Procedures for claiming APL are documented in the Accreditation of Prior Learning policy. A student may be awarded credit for prior or concurrent learning (APL), normally up to the specified maximum against the requirements for an award of Norland as follows:

Award Title	**Total Credit for the Award**	**Maximum APL Credit for Award**
Certificate of Higher Education (Cert HE)	120	30
Diploma of Higher Education (Dip HE)	240	120
Bachelor Degree (BA Ord)	300	240

Bachelor Degree with Honours (BA Hons)	360	240

2.14 Only credit awarded through the Norland Accreditation of Prior Learning procedure may count towards a Norland award.

2.15 The minimum credit awarded must amount to one module ofcredit.

2.16 Certain specified modules may not be eligible for credit for prior learning. These modules are confirmed at validation and details are included on the relevant module descriptor.

2.17 Credit awarded through the Norland Accreditation of Prior Learning procedure will normally be awarded on a pass basis, and therefore will normally not be included in a calculation of an award classification.

2.18 The Norland Accreditation of Prior Learning procedure does not award credit for credit achieved through condonement by another institution.

2.19 Where a student exits with a fallback award rather than the intended award,the maximum Accreditation of Prior Learning for the fallback award and each level of the fallback award will apply.

2.20 The maximum study period will be applied on a pro rata basis to students admitted with transferred credit.

2.21 Students may not re-use credit to collect several similar awards at the same or a lower level, and credit from a postgraduate programme cannot be counted towards an undergraduate award.

3. Study Requirements

3.1 All provision will be taught and assessed in English.

3.2 The minimum study load to be considered full time is 90 credits per academic year for an undergraduate student.

3.3 Students may only enrol at Norland on a full-time basis. Part-time study is usually not permitted.

3.4 The maximum period of registration on a programme is specified in the table below.

Award	Minimum Credit for Award	Maximum period of registration
Certificate of Higher Education (Cert HE)	120	4 years

Diploma of Higher Education (Dip HE)	240	5 years
Bachelor Degree (BA Ord)	300	6 years
Bachelor Degree with Honours (BA Hons)	360	6years

The maximum period of registration will be applied on a *pro rata* basis to students admitted with Accreditation of Prior Learning.

Where a student has not completed their intended award at the expiry of their maximum completion time, they will be required to withdraw. They will be awarded the highest award to which they are entitled.

Where a student, on reaching the maximum time for completion of their intended award, has outstanding reassessment work, or work with a late grade granted for exceptional assessment circumstances, they will be permitted to complete that assessment. However, a student will not be permitted to retake a module in the case of failure.

Approved periods of interruption to studies ('deferral') count against the maximum registration period, and therefore do not change the end date for the registration period.

3.5 Attendance will be required in line with course requirements and attendance may be required during evenings, weekends and outside standard term time.

3.6 Students are expected to attend all scheduled learning opportunities.

4. Admissions, Enrolment and Registration

4.1 A student will be admitted to study as a candidate for the BA (Hons) Early Childhood Education and Care(BA ECEC) course.

4.2 Continuing students will continue with their course of study for the BA (Hons) Early Years Development and Learning (BA EYDL).

4.3 To be eligible for admission, an applicant will normally satisfy the minimum entry requirement of Norland, the general entry requirement for their intended award, and any specific entry requirements published for the particular course.

4.4 An applicant whose first language is not English will need to satisfy the English language entry requirement specified for their level of entry and course.

4.5 General and course specific entry requirements are published in the Admissions Policy and on the course web page.

4.6 An applicant must have sufficient years of experience of education to ensure preparedness to study in higher education. This will be assessed as part of the application and selection process.

4.7 Legislative requirements (e.g., UK Visa and Immigration requirements) may apply in addition to the requirements of these regulations. In particular, a student must declare any relevant unspent convictions before admission to, and whilst registered as a student of, Norland. All students must undergo Disclosure and Barring Service enhanced disclosure procedures and be cleared to undertake their studies.

4.8 A student may be permitted to enter a programme of studies with advanced standing, and be awarded credit for prior learning. Procedures are published in the Accreditation of Prior Learning policy.

4.9 A student must formally enrol with Norland at the start of their programme of studies, and subsequently for each academic year in which they will be registering for modules. Normally, this will be the start of the academic year (i.e., September). Where, for whatever reason, assessment for a module has been carried forward into the next academic year, a student must also re-enrol at the start of that academic year.

4.10 A student will be required to select their optional modules at the start of the academic year.

4.11 A student who fails to enrol with Norland by the published deadline may be deemed to be no longer a student and may be withdrawn.

4.12 A student's enrolment will be considered as provisional by Norland until full payment of the tuition fees due for the relevant period has been made. If a student does not pay, or does not make satisfactory arrangements to pay their tuition fees, then the student's enrolment for the period in question may be cancelled and their work may not be assessed.

4.13 If a student is in debt for tuition fees for the previous period of study, the student will not normally be permitted to re-enrol.

4.14 A student may apply to interrupt their studies for a period ('defer') but the maximum period of registration will not normally be extended. The normal period of authorised interruption will be 12 months. Further details are available in the Interruption to Study policy.

4.15 A student may be required to withdraw from their studies as the result of the application of Norland's Fitness to Practise, Fitness to Study or Disciplinary Procedures.

4.16 Any student found to have submitted false or incorrect information to gain entry to or claim credit against a programme of study, or who is found to have misrepresented their achievements at Norland to an external body, may be required to leave Norland. Norland will notify the appropriate authorities of this action and the nature of the offence. Students required to withdraw under these circumstances

will be eligible to receive a transcript indicating credit legitimately earned.

5. Modules

5.1 All modules will have a designated level as indicated by the first number in the module code. A module starting with the number '4' (e.g., NC**4**001) is at level 4, a module starting with the number '5' (e.g., NC**5**001) is at level 5, a module starting with the number '6' (e.g., NC**6**001) is at level 6.

5.2 All modules will have a designated credit rating expressed in credits. The following credit ratings are permitted:

Undergraduate:
5 credits (BA ECEC)
10 credits (BA ECEC)
15 credits (BA EYDL)
20 credits (BE ECEC)
30 credits (BA ECEC and BA EYDL)
50 credits (BA ECEC)

5.3 In exceptional circumstances proposals for alternative module sizes will be considered at the point of application for programme approval.

5.4 Modules may run over differing durations, although the module duration will be specified as the study period and documented on the course map.

5.5 Compulsory modules must be successfully completed (i.e. a pass grade attained) in order to achieve the intended award. Compulsory modules cannot be condoned.

5.6 Students must choose two optional modules per academic year. One optional module may be condoned each academic year, with a maximum of 15 credits condoned across the three years of the programme.

5.7 **Condonement** allows a student to progress from one year to the next and/ or to be awarded a qualification where they are carrying a small amount of failure, as long as their overall performance is of a good standard.

5.8 To be eligible for condonement, a student must have achieved a pass grade in all compulsory modules plus one optional module per academic year (i.e. they must have achieved 115 credits at pass level).

5.9 If the conditional outlined in 5.8 are met, condonement will be granted for one 5 credit module by the Awards/Progression Board of Examiners.

5.10 Only one 5 credit module may be condoned in each year of study.

5.11 Condoned modules will be shown on a student's transcript as failed but condoned.

6. Assessment

6.1 Norland will publicise, and provide reasonable notice of, assessment requirements. Norland will support the students to obtain the information they require in order to present themselves for assessment by including the assessment details in the module handbooks and introducing the assessment as part of the module teaching sessions. It is the student's responsibility to ask any questions if they need clarification following the introduction of the assessment.

6.2 The form of assessment and submission date will be communicated to students via the module handbook and during the taught sessions. The assessment brief, assessment schedule and assessment criteria are approved by the Head of Learning and Teaching and the Assessment Scrutiny Panel prior to the start of each module. During the course of the module, students will receive the assessment brief specifying the task to be completed and any additional details about the requirements for assessment.

6.3 Assessment tasks are designated as examination or coursework.

6.4 Students are required to submit themselves to formal examination at times specified by the Assessment Board of Examiners or other appropriate Norland authority. Absence from examination or non-submission of coursework may result in failure as determined by the Academic Board.

6.5 Late submission of coursework without documented and approved exceptional assessment circumstances is penalised in accordance with the following criteria:

- Up to and including seven days late – maximum mark of 40%
- More than seven days late – mark of 0%

All coursework submitted for reassessment after the due date and without documented and approved exceptional assessment circumstances will receive a mark of 0% F grade. The student will be required to retake the module the following academic year.

Failure to submit one element for a module which requires assessment in two or more elements, will result in an overall 0% F grade, regardless of whether or not compensation is permitted. The student will be required to retake the module the following academic year.

6.6 In the case of students with specific needs, reasonable adjustments may be approved in accordance with appropriate Norland procedures (see Reasonable Adjustments Procedure).

6.7 The overall pass mark for a module is 40%. Where a module includes two or more elements of assessment, the final module mark is expressed as a whole number. The weighted average of the elements of assessment is rounded up when the decimal places are 0.5 or higher (e.g., 65.50 is rounded up to 66%, but 65.49 is rounded down

to 65%).

6.8 A student is entitled to a single opportunity for reassessment if the overall mark for the module is in the range 1-39%. They may resubmit their improved original assignment for assessment.

6.9 A student who has achieved the specified pass mark for the module at the first attempt will not be able to re-take the module to gain a higher mark unless this is permitted and approved through the exceptional assessment circumstances procedures.

6.10 Where a module requires assessment in two or more elements, compensation between elements is permitted unless otherwise approved at the point of validation and documented in the module descriptor. Where a module has more than one assessment point and at least one of those is assessed on a pass/fail basis, compensation is not be permitted.

6.11 Where compensation is not allowed between assessment elements within a module, and a student fails to pass all elements of assessment at the first attempt, the overall module result will be recorded as a qualified fail and a student may be provided with an opportunity for reassessment. In cases where a student passes the reassessed element, the overall module result will be capped at 40D. In cases where a student fails to pass the reassessed element, the overall module result will be recorded as39F.

6.12 When one or more elements of assessment are submitted as a reassessment opportunity, only the reassessed element will be capped at 40%. The overall module mark will not be capped.

6.13 A student is entitled to a single retake opportunity for any module which has been failed. This may require the student to attend the taught elements for that unit when it is taught the following year, before submitting a new assessment. A cost of £100.00 per module retake will also be incurred.

6.14 Following failure of an assessment and a subsequent requirement to retake module, students will have the opportunity to discuss their work with the Module Leader.

6.15 When a fail has been recorded at an Assessment Board, retrieval of the situation should be used where possible. Retrieval means that parts of the original submitted material can be improved and incorporated into the new assessment. The new assessment should not, however, just be a modified version of the original.

6.16 In circumstances of significant failure in a piece of work, it may be agreed through conversation with the module leader that retrieval is not appropriate, and that the student should produce a new piece of work.

6.17 Any student who fails any module twice will be required to withdraw from their programme of study without the opportunity to re-enrol.

6.18 Academic judgement will be exercised on matters of student assessment, guided by published learning outcomes and assessment criteria. In exercising their judgement,

Examiners may penalise any work where the standard of English, numeracy or presentation adversely affects the quality of the work, or where the work submitted exceeds the published size or time limits, or where the work fails to follow normal academic conventions for acknowledging sources. These criteria may be applied in addition to the published assessment criteria specific to any particular assessment and should be considered during second marking and moderation.

6.19 Student assignments may exceed the set word (or other) limit, by a maximum of 10% in excess of the word (or other) limit. Where an assignment exceeds the set word (or other) limit by more than 10%, all work after the 10% mark will be disregarded for assessment. Unless specified otherwise in a particular assessment brief, the word count of an assessment includes all material such as headings, quotations and quantitative or qualitative data presented within the main body of the text but does not include referencing list/bibliography or supplementary material presented in the form of an appendix.

6.20 Any work which breaches Norland's Research Ethics: Principles and Procedures (see Norland's Research Ethics: Principles and Procedures) will not knowingly be assessed.

6.21 A student's work submitted for assessment is expected to be their own. Examiners may penalise any work that does not follow normal academic conventions for acknowledging sources. Where the work of the student is deemed not to be their own, the work will be considered either within the category of 'errors of attribution' or 'assessment offences'.

6.22 The procedures to be followed when investigating assessment offences are set out in the Student Academic Misconduct Procedure. All academic misconduct will be reported to the Assessment Board of Examiners.

6.23 Errors of Attribution are minor irregularities of a technical nature which infringe academic conventions, but which would not normally mislead a reader as to the source of the material being presented. Since they are minor irregularities of a technical nature, they do not come under the category of Assessment Offences. Errors of attribution diminish the quality of the assessed work and will therefore result in the award of a lower mark.

6.24 An Assessment Offence is classified as one or more of: plagiarism, self-plagiarism, unauthorised collusion, contract cheating/essay mills, any attempt to gain access to the assessed coursework of any other candidate, falsification of exceptional assessment circumstances or any other conduct that would give an unfair academic advantage to a student.

6.25 Where a breach of Norland Academic Regulations for Taught Provision has occurred, the penalties that will apply are set out in the Student Academic Misconduct Procedure.

6.26 For suspected third offences or suspected first offences for contract cheating or falsification of a claim for Exceptional Assessment Circumstances, an Academic Misconduct Panel will convene. The outcome of the Academic Misconduct Panel hearing will be reported to the Assessment Board of Examiners.

6.27 If it is established, at the time or subsequently, that the penalty prevents the progression or award of a student, the misconduct must be referred to the Academic Misconduct Panel.

6.28 The only basis for an appeal against a decision of the Assessment or Award/Progression Board of Examiners is: that there has been an administrative error or procedural irregularity during the conduct of the relevant investigation of such a significant nature as to have materially affected the decision of the Board.

6.29 Exceptional Assessment Circumstances (EACs) are *unforeseen* factors which affect a student's ability to complete the assessment to the normal schedule. It is the responsibility of the student to submit evidence, following the procedures published in the Exceptional Assessment Circumstances Policy and Procedure, and to the specified deadlines, in support of any claim for EACs that may affect their ability to undertake assessment.

6.30 Normally, where a claim for EACs affecting Coursework has been approved, the student will be offered an extension for completion of theirwork.

6.31 Normally, where a claim for EACs affecting an Examination has been approved, the opportunity to sit the Examination will be postponed to a specified time and date as agreed between the module leader and student.

6.32 Normally, if a student submits an assessment or attends an examination, they are usually deemed 'fit to sit' and the assessment grade will stand. An Assessment Board of Examiners does not normally have the discretion to adjust marks, in the light of EACs, for assessment already undertaken.

6.33 Performance for each element of assessment within a module is graded as follows:

Percentage	**Result for Element**	**Grade**
70-100	Pass	A
60-69	Pass	B
50-59	Pass	C
40-49	Pass	D
1-39	Refer	R
0	Fail	F

6.34 Overall module performance is graded as follows:

Percentage	Module Result	Grade
70-100	Pass	A
60-69	Pass	B
50-59	Pass	C
40-49	Pass	D
40-100	Qualified fail*	QF
1-39	Fail but with entitlement to reassessment	R
0	Fail without entitlement to reassessment	F

*specified non-compensatory element failed – entitled to reassessment

6.35 The grading approach must be specified in the assessment brief.

6.36 Other grades may be applied as follows:

SB – suspected breach of regulations, resulting in a suspected Assessment Offence as defined by Norland's Academic Regulations for Taught Provision, which is not yet resolved

N – Non-submission

6.37 By an Assessment Board of Examiners:

EAC – Student has exceptional assessment circumstances and the assessment has not yet taken place

DC – Mark is capped at 40% because it is a resubmission

LC – Mark is capped at 40% because it was submitted up to 7 days late without approval

Int – Student started the module but has not submitted due to an interruption in their studies, such as suspending or deferring. Module may be repeated on the student's return

W – Student started the module but has since withdrawn from the programme

6.38 By the Assessment Board of Examiners:

BR – confirmed Assessment Offence as defined by Norland's Academic Regulations for Taught Provision

7. Progression and Awards

7.1 Awards and progression decisions are confirmed by the Award/Progression Board of Examiners on behalf of Academic Board. The membership and terms of reference of the Boards of Examiners are determined by Academic Board and specified in the Terms of Reference for each Board. The remit of External Examiners, and procedures for their

appointment, are documented in the External Examining Policy.

7.2 The two tiers of Boards of Examiners are:

- Assessment Board (tier I; assessment/module level)
- Awards/Progression Board (tier II; programme level)

7.3 The Academic Board authorises Boards of Examiners to act on its behalf in all matters related to student assessment, progression and awards.

7.4 The Award/Progression Board of Examiners will confirm an award at the point where a student has achieved the minimum credit requirement and met the specific requirements for their intended award. In all calculations for awards, averages are calculated to two decimal places before rounding to a whole number. The value is rounded up when the decimal places are 0.50 or greater (e.g., 68.50 rounds up to 69%, but 68.49 rounds down to 68%). Rounding takes place only at module level and not at assessment level.

7.5 Once the Award/Progression Board of Examiners has confirmed the award, a student may not continue in the programme to improve their result.

7.6 A student who has left their programme and been awarded the Ordinary Degree may not be permitted to return and enrol for the Honours Degree.

7.7 Where the Award/Progression Board of Examiners judges that for the most exceptional reasons (such as severe illness) the student will be unable to present themselves for assessment at a later point, but is nevertheless satisfied that the student would have qualified for the award for which he or she was a candidate had it not been for a valid cause, an **aegrotat award** (without classification) may be offered. An aegrotat award for incomplete study is an unclassified award that may be conferred in exceptional circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness.

7.8 In the case of a student who has died, an Award/Progression Board of Examiners may make a recommendation for a posthumous award. In making such a recommendation, the Award/Progression Board of Examiners will take into account the normal requirements for awards. Aegrotat regulations apply when the student **has not** completed the normal requirements for the award.

7.9 A student no longer in good standing within Norland, as a result of a disciplinary offence, or failure to pay fees or being in unauthorised arrears with loan repayments to the Norland Foundation, or breach of the Code of Professional Responsibilities, or other fault, may be required by an Award/Progression Board of Examiners or other authority to withdraw from their programme of study, losing eligibility for their intended award.

Award Classification

7.10 A Certificate of Higher Education awarded as a fall-back award does not carry any classification.

7.11 A Diploma of Higher Education awarded as a fall-back award does not carry any classification.

7.12 A BA Ordinary awarded as a fall-back award does not carry any classification.

Undergraduate Degree Classification

7.13 In determining the class of honours for an undergraduate degree the Award/Progression Board of Examiners will use the following schedule:

Classification	
First class	70% and above
Upper second class (2i)	60-69%
Lower second class (2ii)	50-59%
Third class	40-49%

7.14 Norland has aligned its classification methods to a set of principles for effective degree algorithm design, to protect the value of qualifications, compiled by Universities UK (UUK), GuildHE, and the Quality Assurance Agency for Higher Education (QAA) on behalf of the UK Standing Committee for Quality Assessment (UKSCQA). These principles state that, to be effective, a degree algorithm must:

- provide an appropriate and reliable summary of a student's performance against the learning outcomes, reflecting the design, delivery and structure of a degree programme
- fairly reflect a student's performance without unduly over-emphasising particular aspects, with consideration being taken at the design stage of how each element within a method of classification interacts with other elements
- protect academic standards by adhering to the current conventions and national reference points used to define classification bands and boundaries
- normally be reviewed at least every five years – or alongside national cyclical review timetables – to ensure algorithms remain relevant and appropriate, with input from across the provider, including students, academic and non-academic staff, and accrediting bodies
- be designed and reviewed in a way that is mindful of the impact of different calculation approaches to classification for different groups of students
- be communicated and explained clearly to students, both in how it works and why

In calculating the classification band in which a student falls, the Awards/Progression Board of Examiners will use the method outlined below, which aligns with the above principles. In exceptional circumstances, further methods may be added temporarily, for example as a result of a No Detriment policy to protect students' interests in the

event of exceptional and unexpected events affecting the whole student population.

Calculation Method – BA ECEC

This is based on the average (not rounded) of the best grades at level 5 amounting to 120 credits, weighted at 25%, plus the average (not rounded) of the best grades at level 6 amounting to 120 credits, weighted at 75%, rounded to the nearest whole number. If the rounded average is within 1% of a classification threshold (50, 60 or 70%), the student will be upgraded to the higher class if both of the following criteria are met:

a. there are marks for at least 120 credits across both levels in the higher class;

b. there are marks for no more than 60 credits across both levels in the mark range of the class below that of the rounded average.

Calculation methods – BA EYDL

Because the BA EYDL does not have any optional modules for students, they may be considered at a disadvantage because they have not been able to select topics or assessment types that are best suited to them. For this reason, in calculating the classification band in which a student falls, the Awards/Progression Board of Examiners will use two methods, both of which align with the above principles. The method giving the higher result will be used to determine the classification. In exceptional circumstances, further methods may be added temporarily, for example as a result of a No Detriment policy to protect students' interests in the event of exceptional and unexpected events affecting the whole student population.**Method 1** This is based on the average of the best grades at level 6 amounting to 120 credits, rounded to the nearest whole number. If the rounded average is within 1% of a classification threshold (50, 60 or 70%), the student will be upgraded to the higher class if both of the following criteria are met: a. there are marks for at least 60 credits (e.g., 4 single modules) at level 6 in the higher class; b. there are marks for no more than 30 credits (e.g., 2 single modules) at level 6 in the mark range of the class below that of the rounded average.

Method 2 This is based on the average (not rounded) of the best grades at level 5 amounting to 90 credits, weighted at 50%, plus the average (not rounded) of the best grades at level 6 amounting to 90 credits, weighted at 50%, rounded to the nearest whole number. If the rounded average is within 1% of a classification threshold (50, 60 or 70%), the student will be upgraded to the higher class if both of the following criteria are met: a. there are marks for at least 120 credits across both levels in the higher class; b. there are marks for no more than 60 credits across both levels in the mark range of the class below that of the rounded average.

Progression

7.15 A student shall not normally progress from one stage of a programme to the next until the Award/Progression Board of Examiners is satisfied that the student is eligible so to proceed.

7.16 Progression whilst trailing a maximum of two failed modules up to a maximum of 30 credits is permitted. For example, a student on the BA ECEC may trail two modules

worth 10 and 20 credits respectively, and a student on the BA EYDL may trail two modules worth 15 credits each. Any student failing a 30 credit module would be permitted to trail this module alone.

7.17 For the BA (ECEC), students may not progress to the next level of Practice (placement) module whilst trailing a failed Practice module. All Practice modules must be completed in order, and only one may be taken at a time. Should a student fail a Practice module, they will be required to retake the module in the following academic year before progressing to the next level of Practice. In almost all cases this will result in a minimum 12 month delay to the NQN year.

7.18 A student enrolled on an Honours Degree programme will lose eligibility for the Honours Degree if they obtain a fail grade on modules totalling more than 60 credits in Levels 5 plus 6.

7.19 A student will be required to withdraw from their programme of studies if they fail modules at Level 4 amounting to 61 credits or more. They may be offered the opportunity to retake the year with all marks wiped. This decision will be made at the discretion of the Award/Progression Board of Examiners, which will consider the student's performance and any relevant exceptional assessment circumstances.

7.20 A student will be required to withdraw from their programme of studies if they fail modules at Level 5 amounting to 61 credits or more. They may be offered the opportunity to retake the year with all marks wiped. This decision will be made at the discretion of the Award/Progression Board of Examiners, which will consider the student's performance and any relevant exceptional assessment circumstances.

7.21 On completion of studies, a student will be given access to a transcript showing grades for each module and the conferred award.

8. Appeals

8.1 A student shall have the right to appeal against a decision of an Assessment or Award/Progression Board of Examiners. Students will not suffer any disadvantage or recrimination as a result of making an appeal in good faith.

8.2 Before considering whether or not there are grounds for appeal, it is essential that the student consults with the Chair of the relevant Board of Examiners, or a delegated representative, to see if any informal resolution of the matter can be achieved.

8.3 The basis for an academic appeal shall be either:

- that, at the time of the assessment, there existed circumstances which adversely affected the student's performance and which the student was unable to communicate to the relevant Board of Examiners before it reached its decision. In

making such a case, the student shall provide valid documentary evidence where appropriate. Retrospective medical certification will not be accepted asvalid;

- that there has been an administrative error or procedural irregularity during the conduct of the relevant assessment of such a significant nature as to have materially affected the approved grade or mark awarded.

8.4 Disagreement with the academic judgement of a Board of Examiners in assessing the merits of an individual piece of work or in reaching any assessment decision based on the marks, grades or other information relating to a student's performance, cannot in itself constitute grounds for an academic appeal.

8.5 Norland has established procedures for complaint and redress which may arise during a programme of study and expects these to be resolved as and when they occur. In this context, alleged inadequacy of tuition or any other arrangements during the programme of study will not constitute grounds for an academic appeal.

8.6 Procedures for submitting and hearing an academic appeal are documented in the Academic Appeals policy.

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