



NCH Diploma Regulations (registration from September 2021)

INTRODUCTION

1. These regulations are for all students on the following degrees:
 - BA Art History with Minor
 - BA English with Minor
 - BSc Economics with Minor
 - BA History with Minor
 - LL.B Law with Minor
 - LL.B Law
 - BA Philosophy with Minor
 - BA Philosophy, Politics and Economics
 - BA Philosophy, Politics and History
 - BSc Politics & International Relations with Minor

ABOUT THESE REGULATIONS

SCOPE OF THESE REGULATIONS

2. These regulations are for students who register at the College from September 2021, on the degrees named above. They are subject to review by Academic Board if it is deemed necessary by the same.
3. Academic Board understands that students may base decisions on these regulations, and will endeavour to ensure that no student is adversely or unduly affected by any change in these regulations which may follow.
4. These regulations apply to all students registered at the College on undergraduate degree programmes. All registered students are expected to work toward the NCH Diploma throughout their studies.
5. On matters where the regulations need to be interpreted, or are silent, Academic Board's decision is final.
6. The NCH Diploma is an internal New College of the Humanities qualification and not part of the credit-bearing degree structure.

THE NCH DIPLOMA

7. The NCH Diploma comprises TWO components:
- 11.1 The Core Curriculum, which comprises three courses:
- Critical Reasoning Part I
 - Critical Reasoning Part II
 - Science Literacy Part I
 - Science Literacy Part II
 - Applied Ethics Part I
 - Applied Ethics Part II
- 11.2 LAUNCH, which comprises two courses:
- Introductory Capabilities
 - Applied Capabilities
8. To pass the NCH Diploma, BOTH components must be passed.

CORE CURRICULUM	LAUNCH
50%	50%
Three courses Three to six assessments Worst assessment mark is dropped	Introductory Capabilities: 1/3 weighting Applied Capabilities: 2/3 weighting

TEACHING

TEACHING IN THE CORE CURRICULUM

9. For the Core Curriculum, students are expected to complete three courses.

First year

Michaelmas	Critical Reasoning I – lectures and structured independent study
Hilary	Critical Reasoning II – lectures and structured independent study

Second year

Michaelmas	Science Literacy I – lectures and structured independent study
Hilary	Science Literacy II – lectures and structured independent study

Third year

Michaelmas	Applied Ethics I – lectures and structured independent study
Hilary	Applied Ethics II – lectures and structured independent study

TEACHING IN LAUNCH

10. LAUNCH is taught through a combination of seminars and project work. No prior knowledge is necessary, and it has been conceived and designed so that the benefits of this programme of study are transferable and broadly applicable across a number of different roles and careers. LAUNCH comprises two courses, Introductory Capabilities and Applied Capabilities.

First year

Michaelmas	Seminars
Hilary	Seminars and project work
Trinity	Project work

Second year

Michaelmas	Seminars
Hilary	Seminars and project work
Trinity	Project work

Third year

Michaelmas	Seminars and project work
Hilary	Seminars

ASSESSMENT

GRADING SCALE

11. All Diploma assessments are assessed on the following scale:

Distinction	Merit	Pass	Fail
100	68	58	35
90	65	55	20
85	62	52	5
80		48	0
75		45	
72		42	

ASSESSMENT IN THE CORE CURRICULUM

12. Critical Reasoning, Science Literacy and Applied Ethics each carries at least one and at most two summative assessments. The date and time of the examination, or the assignment deadline, may be set and communicated to

students at various times of the academic year but must be done in such a way so as to give students sufficient notice. All assignments are assessed through the scale outlined above.

13. Non-attendance or non-submission of a Core Curriculum examination or assignment (without approved EC) is equivalent to a mark of zero. Re-take opportunities are outlined below.
14. The final mark of the Core Curriculum is reached by calculating the arithmetic average of the two to five best marks out of three to six marks (thus always excluding the one worst mark), rounded to the nearest whole number. Each course carries equal weight in calculating the final mark for the Core Curriculum.
15. The average of the best marks is the final Core Curriculum mark. The pass mark in the Core Curriculum overall is 40.
16. The assessment of the Core assignments is carried out by relevant academics within 20 working days of the examination or submission date.
17. Students with medical or other conditions, requiring extra time or special arrangements for examinations, should approach Student Support and Development at the earliest opportunity, preferably at the start of the relevant term, but with a minimum of ten working days before an examination or assessment, in order to arrange suitable facilities for assessment purposes where this may be required. Normally, all students are expected to complete the same assignment, but the College reserves the right to set alternative assignments where it is deemed appropriate by the Head of the Core Curriculum.

First year	Critical Reasoning I & II	One or two assessments	Best two to five assessments count
Second year	Science Literacy I & II	One or two assessments	
Third year	Applied Ethics I & II	One or two assessments	
	Three courses	Three to six assessments	

ASSESSMENT IN LAUNCH

Introductory Capabilities

18. The Introductory Capabilities course is taken in the first year, when six assignments are completed, of which five are completed during Michaelmas and Hilary combined, and one is a year-end project completed in the Trinity term. This course forms one-third of LAUNCH for classification purposes.
19. The assessment of Introductory Capabilities is as follows: the five assignments in Michaelmas and Hilary are marked and the lowest

assignment mark is dropped. The Trinity project carries the weight of three times a standard assignment. The four Michaelmas and Hilary assignment marks are added to the Trinity project marks, and the resulting average of those marks is the student's final mark for the course.

Applied Capabilities

20. The Applied Capabilities course is taken across the second and third years, and in this course, six assignments in total are completed, of which five can be completed during Michaelmas and Hilary of the second and third year, and one is a year-end project completed in the Trinity term of the second year. This course forms two-thirds of LAUNCH for classification purposes.
21. The assessment of Applied Capabilities is as follows: the five assignments in Michaelmas and Hilary of the second and third years are marked, and the lowest assignment mark is dropped. The Trinity project in the second year carries the weight of three times a standard assignment. The four Michaelmas and Hilary assignment marks are added to the Trinity project marks, and the resulting average of those marks is the student's final mark for the course.

Overall assessment

22. LAUNCH assessment consists of 12 assignments over the three years.
23. All assignments are assessed through the scale outlined above. Non-submission of a LAUNCH assignment (without approved EC) is equivalent to a mark of zero.
24. The weighted average of the two courses is the final LAUNCH mark. Introductory Capabilities is worth one-third of the mark, and Applied Capabilities two-thirds. The pass mark in LAUNCH overall is 40.
25. LAUNCH assignments are marked within 20 working days of the submission deadline or assignment date, and results are communicated to students by the NCH LAUNCH team.
26. Students with medical or other conditions, requiring extra time or special arrangements for examinations, should approach Student Support and Development at the earliest opportunity, preferably at the start of the relevant term, but with a minimum of ten working days before an examination, in order to arrange suitable facilities for assessment purposes where this may be required. Normally, all students are expected to complete the same assignment, but the College reserves the right to set alternative assignments where it is deemed appropriate by the course tutor, in collaboration with the NCH LAUNCH team.

LATE SUBMISSION

27. In the event of circumstances outside a student's control, which are likely to affect Diploma work, students should refer to the Extenuating Circumstances Policy, and contact Registry as soon as is feasible after the student becomes aware of the circumstance.
28. For any piece of work submitted late, the following penalties are applied:

- 28.1. Up to one day late of the published submission deadline = 5% points deducted from the grade. For example, an assignment awarded 58% from the markers, the final mark recorded will be 53%. If the assignment is awarded 42% from the markers, the final mark recorded will be 37%.
- 28.2. Two to seven days late, any mark of 42% or higher will be capped at 40%. Any mark below 42% will stand.
- 28.3. Students who do not submit their assignment within seven days, and have no approved Extenuating Circumstances (EC), are deemed to have failed that assessment element and the mark recorded will be zero.
29. No EC requests can be granted without submission of an Extenuating Circumstances form.
30. If a request for EC extends for more than one month beyond the scheduled submission deadline, or if no EC request has been received by that point, whether or not one is eventually received, then the College reserves the right to assign an exemption (Aegrotat pass), so as to allow for the marking, return and feedback of other students' submissions.

RE-SITS AND RE-TAKES

31. Absence from an assessed component with an attendance requirement (e.g. presentations, examinations), non-submission of an assignment, and a failing mark are all treated equally. In the event of EC, please see the Extenuating Circumstances Policy. In the absence of approved EC, the following applies.

RE-SITS IN THE CORE CURRICULUM

32. For examinations, one opportunity to re-sit each examination is provided. For examinations originally sat in Michaelmas, the re-sit is in the first half of Hilary term. For examinations originally sat in Hilary or Trinity term, the re-sit is in Week 0 (Freshers) of the following Michaelmas, and several re-sits may be scheduled to occur within one day.
33. There is no re-take opportunity for the third-year summative assignment.
34. Re-sit marks are capped at 40. In the presence of approved EC at the time of the original assessment, the cap can be removed.

RE-TAKES IN LAUNCH

35. There are no re-takes for LAUNCH, except in special cases where approved EC exist and the nature of the assessment permits it. A student who is absent from a compulsory presentation, in the absence of approved EC, receives a mark of 0, regardless of work undertaken prior to the assessment date.

DIPLOMA CLASSIFICATIONS

CALCULATION

36. A student must pass both components of the Diploma - the Core Curriculum and LAUNCH - in order to be awarded the Diploma.
37. A Pass mark in a component is 40 across all the assignments in that component, after the lowest mark(s) has been discounted according to the procedure outlined in the paragraphs above.
38. The marks used for this process are produced by the processes outlined above.
39. The Core Curriculum and LAUNCH each contribute 50% of the final classification, which in turn is the mean of the two component marks achieved by the processes described above.
40. The final numerical mark is converted to a Diploma classification as follows:

Grade band of final Diploma mark	Classification
69.5 and above	Distinction
59.5-69.49	Merit
39.5-59.49	Pass
39.49 and below	Fail

AWARDS NOTWITHSTANDING REGULATIONS

41. In the event of a final numerical mark falling on a borderline between classes (between 39 and 40 inclusive, between 59 and 60 inclusive, or between 69 and 70, inclusive), the student is considered for the higher class, for an award Notwithstanding Regulations.
42. An award Notwithstanding Regulations can be made under either of the following conditions:
 - 42.1. In the presence of EC during or immediately preceding a part of the student's Diploma assessment. Any EC must have been reported through the Extenuating Circumstances process, at the time of the adverse events, to be considered here.
 - 42.2. Where a student has made a considerable improvement in performance between different years of Diploma study. Considerable improvement can be demonstrated in one of two ways.
 - 42.2.1. An improvement of 20 or more marks between the average of the student's two Core assignments from an earlier year to a later year (and approximate maintenance of that level in third year, if the improvement was from first to second year).

- 42.2.2. A mark in LAUNCH's Applied Capabilities course which is 20 or more marks higher than the student's overall mark in Introductory Capabilities.

AWARDS

PROGRESSION

43. The College does not produce annual progression decisions or issue annual interim awards for the Diploma. Provided that a student has satisfied the requirements of the main Degree, they are permitted to progress to the next year of all Diploma curricula.

CLASSIFICATION DECISIONS AND THE BOARD OF EXAMINERS

44. Classification decisions are made annually after the third year of study only, after all assessments have been marked and all marks and EC requests processed. The decisions are made by the NCH Diploma Assessment Board (DAB).
45. The purpose of the DAB is to enable confidential discussion of the application of the Diploma Regulations to any particular case where this may be required, and to decide the final Diploma classification.
46. After the conclusion of the third year of study, any extensions given for Diploma work must not exceed 30 June. In addition, any EC requests by third-year students must be submitted by 30 June with all relevant documentation.

DIPLOMA CERTIFICATES

47. On passing the Diploma at the end of the third year of study, the student is awarded a certificate, which indicates completion of the Core Curriculum and LAUNCH, and the overall Diploma classification.

MARKING AND MODERATION

MARKING GUIDELINES AND COMMUNICATION OF MARKS

Marking in the Core Curriculum

48. Critical Reasoning, Science Literacy, and Applied Ethics examinations and assignments are marked anonymously and potentially moderated by a second marker.
49. Core Curriculum marking for assessments sat as scheduled should be completed within 20 working days of the date of the examination.
50. In the event of a capped re-sit, the marker(s) will mark all scripts without penalty, and Registry will apply any penalties as decided by the EC process.

Marking in LAUNCH

51. Assignments should be submitted in the manner instructed by the relevant Course Syllabus. Each assignment is assessed by (a) relevant individual(s) within LAUNCH.
52. LAUNCH marking and assessment, for assessments completed on time and as scheduled, should be completed within 20 working days of the designated date of submission or the date of the assessment.
53. In the event of a late submission, the marker will mark all assignments without penalties, apply any penalties after marking, and report marks after penalties to Registry for the record.
54. The NCH LAUNCH team will liaise with Registry with regard to approved EC leading to absences on any attendance-based assessments.

MODERATION OF MARKING

Moderation of marking the Core Curriculum

55. Assessment in the Core Curriculum may be moderated. Moderation is to be arranged by each Course Leader within the Core Curriculum.

Moderation of marking in LAUNCH

56. Assessment in LAUNCH may be moderated within the LAUNCH team. Where Visiting Fellows are closely involved in assessment, they may be consulted in a moderating capacity.

APPEALS

57. The appeals process is not a way of circumventing the academic judgment of markers on the performance of students. It is a way of ensuring that all relevant circumstances are taken into account in assessment.

CORE CURRICULUM

58. Appeals against assessments within the Core Curriculum should be discussed, in the first instance, with the tutor of the relevant unit, the Head of the Core Curriculum, or the student's Personal Tutor (PT).
59. If a student wishes to appeal against any procedural matter regarding assessment within the NCH Diploma, they should contact Registry.
60. Appeals against academic judgment are not permitted. This means that re-marking of work will not be initiated on the sole grounds that an individual does not believe the mark reflects their academic ability.
61. In the last instance, after all other avenues have been duly exhausted, the judgment of any procedural appeal rests with the Master.

LAUNCH

62. Appeals against assessments within LAUNCH should be discussed, in the first instance, a member of the NCH LAUNCH team, or the student's PT.
63. If a student wishes to appeal against any procedural matter regarding assessment within the NCH Diploma, they should contact Registry.

64. Appeals against academic judgment are not permitted. This means that re-marking of work will not be initiated on the sole grounds that an individual does not believe the mark reflects their academic ability.
65. In the last instance, after all other avenues have been duly exhausted, the judgment of any procedural appeal rests with the Dean of Faculties.

CONDUCT

ATTENDANCE

66. Students are expected to be active participants in all of their Core, and LAUNCH lectures. Notification of absence, with an attempted explanation, should be communicated to Registry using the Reporting Student Absence Form.
67. A student whose attendance at Diploma teaching events and Professorial lectures has fallen below 70% at the time that they complete their degree, irrespective of in which year they have attended the Diploma teaching events, will not be awarded the Diploma.

ACADEMIC MISCONDUCT

68. On enrolling at the College, students are expected to familiarise themselves with the Academic Misconduct Policy.
69. Academic misconduct of any kind is taken extremely seriously by the College. If a piece of submitted work is found to include plagiarised material, for example, the marker will follow the Academic Misconduct Policy.

QUALITY CONTROL AND ONGOING IMPROVEMENT

70. Each member of the teaching staff should be regularly observed in a teaching context by another member of the Faculty. Formal teaching observation should be followed by a feedback and discussion session.
 71. Students' observations regarding the quality of teaching in any course should be directed in the first instance to the relevant HoF or PT.
 72. The College undertakes to maintain the high quality of its teaching through encouraging professional development and using the teaching resources, such as conferences and workshops, provided by the College.
 73. Students are encouraged to liaise with their student representatives to ensure that concerns are expressed, whether directly to the relevant HoF or other tutor, at regular Diploma Committee (DC) meetings, Student-Staff Liaison Committee (SSLC) meetings, Teaching and Learning Enhancement Committee (TLEC) meetings, or through the Student Union.
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Title: NCH Diploma Regulations (registration from September 2021)				
Approved by: Academic Board				
Location: Academic Handbook/policies and procedures/ NCH Diploma				
Version number	Date approved	Date published	Owner	Proposed next review date
1.0	March 2022	March 2022	Registry	September 2023
Referenced documents	Extenuating Circumstances (Diploma Assessment) Policy; Plagiarism Policy; Undergraduate Student Attendance Policy			
External Reference Point(s)				