



NCH Diploma Regulations (registration prior to 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 registered at the College prior to or in September 2020, 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

THE NCH DIPLOMA WITH ENRICHMENT

9. Enrichment is optional. Its purpose is to provide students with an opportunity to explore an extra subject, in addition to those involved in their degree programme.
10. Enrichment comprises auditing the lectures of, and writing one assignment each for courses.
11. If it is taken and passed, along with the Core Curriculum and LAUNCH as outlined above, then the NCH Diploma title is enhanced.
12. The award of Enrichment will result in a student receiving an NCH Diploma with Enrichment.

TEACHING**TEACHING IN THE CORE CURRICULUM**

13. 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

14. 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

TEACHING IN THE ENRICHMENT COURSES

15. Enrichment courses for 2020 are available in Art History, Data Science, English, Global Affairs, History, Law, Philosophy, and Psychology but will be subject to timetabling and course capacity.
16. A student cannot elect to receive an NCH Diploma with Enrichment in more than one subject.
17. Enrichment courses may be taken in any year of study and the two courses may be from any level(s), but a student may only take an Enrichment course at their own current level or below.
18. A student may follow Enrichment courses if they do not clash with their degree classes. If a student's timetable is such that 70% attendance of lectures looks impossible at the start of term, then the course should not be attended with the aim of achieving Enrichment. In circumstances when there is a one-hour clash, the student is expected to attend the other hour of the Enrichment lecture.
19. An Enrichment course consists of auditing lectures and writing one assignment.
20. Enrichment, like the rest of the NCH Diploma, is non-credit bearing, but taking Enrichment will involve extra hours of study.
21. A student taking Enrichment is required to attend a minimum of 70% of the lectures for the two Enrichment courses (absences due to Extenuating Circumstances (EC) aside). A one-off clash with a student's degree teaching is an Extenuating Circumstance.
22. In order to receive an NCH Diploma with Enrichment, a student must register for, and subsequently attend, the two Enrichment courses, submit the two assignments, and have received a passing grade on both assignments.
23. Formal registration for Enrichment must be made to [Registry](#) by the end of Week 2 of Michaelmas of the student's first year of study of the Enrichment.
24. Auditing lectures in any subject, requires no registration, and carries no formal award.

ASSESSMENT**GRADING SCALE**

25. 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

26. 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.
27. 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.
28. 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.
29. The average of the best marks is the final Core Curriculum mark. The pass mark in the Core Curriculum overall is 40.
30. The assessment of the Core assignments is carried out by relevant academics within 20 working days of the examination or submission date.
31. 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

32. 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.
33. 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

34. 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.
35. 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

36. LAUNCH assessment consists of 12 assignments over the three years.
37. 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.

38. 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.
39. 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.
40. 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.

ASSESSMENT IN THE OPTIONAL ENRICHMENT COURSES

41. Each Enrichment course is assessed through one summative assignment.
42. An assignment comprises a written submission of 2,000 words, or equivalent.
43. Assignments are to be submitted by noon on Monday of week 12 of the last term in which the course is taught.
44. All assignments are assessed on the scale outlined above. The pass mark is 42.
45. The assessment of assignments is carried out by the relevant course tutor within 20 working days of submission. Grades are communicated to SAS, and to students, by the tutor. Assignments are returned marked-up with comments.
46. An extension to this four-week period may be necessary if:
 - 46.1. There have been late submissions, where marks should not be communicated, or scripts returned, until all submissions for an assignment have been made, or
 - 46.2. For any particular assignment, there are variations in the submission dates between students which are not related to EC; in this case the four-week period will commence on the last of the submission dates.
47. A submitted assignment should be no longer than 110% of the length specified by the assignment brief. The word count includes everything in the main body of the text (including titles, subtitles, captions, inline references, quotes, citations, lists, footnotes and other written elements), but does not include bibliographies, appendices (which should be kept to a minimum) or words embedded within tables or graphs.
48. There is no regulatory/mandatory penalty for exceeding the word count by more than 10%, but students should be aware that the marker will not include any work, after the 110% limit has been reached, within the allocation of marks. Students may therefore be penalised for a failure to be

concise, and for failing to conclude their work within the approximate length specified. Likewise, a failure to meet the maximum word limit may result in lower marks based on the quality of the work because they may not have included the necessary information required for the assessment.

49. Non-submission of an assignment (without approved EC) is equivalent to a mark of zero.
50. In order to receive an NCH Diploma with Enrichment, a student must register for, and subsequently attend two Enrichment courses, submit the two required assignments, and have received a passing mark for both assignments.
51. Should a student receive a mark of 35 or below, the student will normally have an opportunity to take another course in the same subject in order to pass. All assessment shall take into account the possibility that the student may not have previous experience in the Enrichment subject.

LATE SUBMISSION

52. 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 Student Support and Development as soon as is feasible after the student becomes aware of the circumstance.
53. For any piece of work submitted late, the following penalties are applied:
 - 53.1. 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%.
 - 53.2. Two to seven days late, any mark of 42% or higher will be capped at 40%. Any mark below 42% will stand.
 - 53.3. 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.
54. No EC requests can be granted without submission of an Extenuating Circumstances form.
55. 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

56. 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

57. 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.
58. There is no re-take opportunity for the third-year summative assignment.
59. 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

60. 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

61. A student must pass both components of the Diploma - the Core Curriculum and LAUNCH - in order to be awarded the Diploma.
62. 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.
63. The marks used for this process are produced by the processes outlined above.
64. 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.
65. 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

66. 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.
67. An award Notwithstanding Regulations can be made under either of the following conditions:
 - 67.1. 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.
 - 67.2. 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.
 - 67.2.1. 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).
 - 67.2.2. 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

68. 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

69. 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).
70. 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.
71. 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

72. 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.
73. If a student has been assessed in, and passed, Enrichment, this will be included in the student's NCH Diploma certificate.

MARKING AND MODERATION

MARKING GUIDELINES AND COMMUNICATION OF MARKS

Marking in the Core Curriculum

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

Marking in LAUNCH

77. Assignments should be submitted in the manner instructed by the relevant Course Syllabus. Each assignment is assessed by (a) relevant individual(s) within LAUNCH.
78. 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.
79. 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 SAS for the record.
80. The NCH LAUNCH team will liaise with SAS with regard to approved EC leading to absences on any attendance-based assessments.

Marking in Enrichment courses

81. Enrichment assignments should be submitted via the VLE, are marked by the relevant course tutor as a first marker, and may be moderated by a second marker.
82. Enrichment assignment marking for assignments submitted on time should be completed within 20 working days of the designated date of submission, subject to the possibilities for extension.

MODERATION OF MARKING

Moderation of marking the Core Curriculum

83. 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

84. 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.

Moderation of marking in Enrichment courses

85. A sample of Enrichment assignments from each set of submissions are to be given to a Moderator, that is, another member of the Faculty in the same subject area, for purposes of moderation of marking. If no other member of faculty has sufficient expertise in the subject matter of the assignment, then an external moderator may be used. A minimum of two assignments, selected to represent the range of marks awarded, are to be moderated in each Enrichment subject group. In addition, any failing Enrichment assignment is to be second-marked by the same moderator and the mark agreed with the first marker.

APPEALS

86. 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

87. 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).
88. If a student wishes to appeal against any procedural matter regarding assessment within the NCH Diploma, they should contact SAS.
89. 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.
90. In the last instance, after all other avenues have been duly exhausted, the judgment of any procedural appeal rests with the Master.

LAUNCH

91. Appeals against assessments within LAUNCH should be discussed, in the first instance, a member of the NCH LAUNCH team, or the student's PT.
92. If a student wishes to appeal against any procedural matter regarding assessment within the NCH Diploma, they should contact SAS.
93. 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.
94. In the last instance, after all other avenues have been duly exhausted, the judgment of any procedural appeal rests with the Dean of Faculties.

ENRICHMENT COURSES

95. Appeals against assessments within the Enrichment courses should be discussed, in the first instance, with the tutor of the relevant course, the HoF of the Enrichment subject, or the student's PT.
96. If a student wishes to appeal against any procedural matter regarding assessment within the NCH Diploma, they should contact SAS.
97. 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.
98. In the last instance, after all other avenues have been duly exhausted, the judgment of any procedural appeal rests with the Master.

CONDUCT

ATTENDANCE

99. Students are expected to be active participants in all of their Core, LAUNCH and Enrichment (where applicable) lectures. Notification of absence, with an attempted explanation, should be communicated to SAS using the Reporting Student Absence Form.
100. 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

101. On enrolling at the College, students are expected to familiarise themselves with the Academic Misconduct Policy.
102. 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

103. 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.
104. Students' observations regarding the quality of teaching in any course should be directed in the first instance to the relevant HoF or PT.
105. 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.
106. 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.

Title: NCH Diploma Regulations (registration prior to 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
2.1	March 2022	March 2022	Registry	September 2023
2.0	January 2021	January 2021	Registrar	September 2022
10	February 2020	February 2020	Registrar	September 2021
Referenced documents	Extenuating Circumstances (Diploma Assessment) Policy; Plagiarism Policy; Undergraduate Student Attendance Policy			
External Reference Point(s)				