



Academic Quality Framework

Chapter 7 Academic Regulations for Taught Awards Part A – Awards and Programmes

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7.1 INTRODUCTION

The College has been recognised as a provider approved to deliver its own academic taught awards. The College must therefore ensure that the Degrees, Diplomas, Certificates, and other academic awards and distinctions delivered and conferred by it are comparable in standards with awards granted and conferred throughout the Higher Education sector in England; all programmes approved by the College must be of such an academic standard as to fulfil these requirements. Accordingly, the College pays due regard to the *UK Quality Code* and the standards of its programmes.

For each academic award it establishes, the College states a benchmarked definition with reference to *The Framework for Higher Education Qualifications of UK Degree-awarding Bodies* (FHEQ) published by the Quality Assurance Agency (QAA).

The College offers programmes of study leading to credits and award qualifications at the following Higher Education levels:

- Level 4: Certificates of Higher Education
- Level 5: Diplomas of Higher Education
- Level 6: Bachelor's Degrees with Honours
- Level 7: Postgraduate Certificates; Postgraduate Diplomas and Taught Master's Degrees

The College uses a credit scheme for taught undergraduate and postgraduate programmes and qualifications leading to an award of the College and uses credits in a system of recognition of prior learning to support student mobility and progression. The number of credits awarded for each qualification is in line with those typical of credit value arrangements in England published in the *UK Quality Code* (see [section: 7.7](#))

Regulations regarding entry with advanced standing, recognition of prior learning and limitation about the re-use of credits is described in [section 7.20](#), and further information may be found in the College's Recognition of Prior Learning and Credit Transfer Policy.

7.2 APPROVED AWARDS DELIVERED BY NCH

The College delivers its own approved awards. The standard of the award is that expected of a student who, having met the relevant admissions requirements, has successfully completed the programme of study to a defined threshold of knowledge and competence for a defined range of credits.

The College's own approved awards are defined with a formal award description and an abbreviated form, e.g.:

Formal Award Description:	Bachelor of Arts Degree with Honours in English with Economics
Abbreviated Form:	BA (Hons) English with Economics

Approved awards at the College give recognition to different standards of student achievement by the award of commendation, distinction or classification (see [section: 7.61](#)).

Those achieving undergraduate or postgraduate awards may use the abbreviated form of the award after their name (e.g.: Ms Grace Clements, BA (Hons))

Programmes of study may be approved leading to any of the College's approved awards, and programmes may be designated with more than one award outcome as an intermediate awarded within an approved programme.

Approved awards such as Certificate of Higher Education, Diploma of Higher Education, Postgraduate Certificate and Postgraduate Diploma may be considered as intermediate or exit awards.

Approved awards may be discontinued for the purpose of future programmes but will be retained on the College's records where students have been conferred with such awards.

The current portfolio of programmes approved by the College can be found in [AQF2 Teaching and Learning](#).

7.2.1 Awarding credit for individual courses

The College can approve individual courses and award credit. This is normally reserved for Northeastern University mobility courses, where students will select to study a number of courses at the College as part of their Northeastern programme.

Such courses will be approved under the College's Course Approval procedure as stated in AQF4 Programme and Course Approval and Modification.

Students will receive a transcript of achievement at the end of their period of study at the College. The transcript will contain the following information:

- Student's full name
- Dates of study at the College
- List of course titles taken by the student
- Overall marks for courses taken by the student
- Signature of the Registrar

These courses will be reviewed and managed as a College programme/course, following the Academic Quality Framework, i.e. subject to annual monitoring etc.

7.3 APPROVAL OF ACADEMIC AWARDS AND QUALIFICATIONS

The College's Academic Board holds the authority to approve and establish new academic awards and qualifications for the College.

In considering proposals for new academic awards and qualifications, Academic Board consults widely and reviews internal and external context, including the FHEQ, noting especially the following:

- The potential position of the new award within the FHEQ.
- The characteristics and level that would both distinguish the new award from existing College awards and relate it to them and to the qualification of other Higher Education or awarding bodies.
- The potential for new programmes of study under such a new award.
- The relationship to existing awards and sustainability of existing awards for new programmes of study.
- The potential for programmes of study capable of leading to this award and likely scale of demand.
- The new award's potential for recognition by the academic community, other institutions and professions, applicants, students and employers.

The procedure for submitting a proposal for new awards is similar to that required for a new programme leading to an existing award (see [AQF4 Programme and Course Approval and Modifications](#)).

7.4 AWARD CERTIFICATES

The College produces one award certificate for each student achieving an approved award of the College.

The award certificates will normally include the following information:

- The student's full name
- The title of the award
- The name of the College as the awarding institution
- The year of graduation

All award certificates should be signed by the Master of the College (the Master).

Graduates of the College requiring replacement or duplicate degree certificates should contact [Student and Academic Services \(SAS\)](#). This may incur an administrative fee.

7.5 ACADEMIC TRANSCRIPTS AND HIGHER EDUCATION ACHIEVEMENT RECORD

The College provides an academic transcript to each student at the end of each academic year, which states the mark of each assessment element, overall course mark and the number and level of credits awarded for each course and in total for that academic year.

Existing and past students and graduates of the College may request a replacement academic transcript directly from the College by contacting [SAS](#). This may incur an administrative fee.

Academic transcripts requested will be produced using the College's approved logo and stamped with the official College stamp.

Academic transcripts will normally contain the following information:

- The title of the award
- The full name of the student/graduate
- The student's/graduate's candidate number
- The student's/graduate's intake year and mode of study
- The overall course marks
- The number and level of credits achieved for each year
- The year of graduation or exit award

7.6 HONORARY AWARDS

Other College titles and recognition are given on behalf of the College on the authority of NCHNL Board with the approval of Academic Board.

Honorary NCH Fellowship:

- The College may confer Honorary NCH Fellowships on individuals who have made a particular contribution to the work or development of the College. Nominations will be considered by Academic Board
- Honorary NCH Fellowships are not conferred on current governors, current staff or registered students

7.6.1 Programmes of study leading to awards of NCH

Programmes of study leading to the awards of the College are developed through the College academic structures, considered in light of external academic and professional advice, and approved under delegate authority of Academic Board through its committees.

The current portfolio of programmes approved by the College can be found in [AQF2 Teaching and Learning](#).

Arrangement for the approval of new programmes that lead to an award of the College are defined in [AQF4 Programme and Course Approval and Modifications](#).

Definitive information about programmes are published in Programme Specifications and Course Descriptors. They, or extracts from them, serve as the basis for the information about programmes provided for students in Programme Handbooks and Course Syllabus.

The named award to which a programme leads reflects the Level, nature and subject focus of the programme, is determined at programme approval, and is included on the award certificate.

7.7 CREDIT FRAMEWORK AND PROGRESSION OF PROGRAMMES OF STUDY

The normal number of credits awarded for academic awards are shown in the table below and are in line with the published Framework for Higher Education Qualifications (FHEQ):

Table 7.1

Award	FHEQ Level	Total number of credits required
Certificate of Higher Education	4	120
Diploma of Higher Education	5	240
Bachelor's Degree with Honours	6	360
Postgraduate Certificate	7	60
Postgraduate Diploma	7	120
Taught Master's Degree	7	180

One credit corresponds to approximately ten hours of 'learning time' (i.e. including all scheduled teaching sessions, independent study, research, formative assessment and summative assessment). Thus obtaining 120 credits in an academic year for 30 weeks requires 1200 hours of learning time, equivalent to 40 hours per week.

Credits Awarded & Progression Specific to Undergraduate programmes:

- The number of credits awarded per year of study of undergraduate full-time programmes is normally 120
- The period of study for undergraduate degree programmes is typically the equivalent of at least three full-time academic years

Credits Awarded & Progression Specific to Taught Master's programmes:

- The number of credits awarded per year of study of postgraduate full-time Taught Master's programmes is normally 180
- Postgraduate two-year part-time Taught Master's programmes comprise of 180 credits in total, with a maximum of 90 credits awarded per year
- The period of study of Taught Master's programmes is typically the equivalent of one full calendar year
- A Taught Master's programme comprises of 180 credits at FHEQ Level which normally include a dissertation or equivalent piece of independent work of values up to 60 credits at FHEQ Level 7. Where the dissertation or

equivalent course is less than 60 credits, the remaining courses comprising the dissertation stage will be agreed at programme approval and published in the Programme Specification or Programme Handbook.

- Where satisfactory completion of taught courses is pre- or co-requisite for submission of the dissertation/project, this will be agreed at the programme/course approval event and included in the Course Descriptor.

7.7.1 Credit Equivalency

Credit transfer allows credits taken at one higher education provider to be counted towards a qualification studied at another provider.

In collaboration with Northeastern, the College has agreed the credit equivalencies between the two institutions. This falls in line with standard credit transfer arrangements between UK and USA higher education providers.

The European Credit Transfer System (ETCS) has been set up to enable students to move across countries with their academic qualifications and study abroad periods recognised.

NCHNL	Northeastern University	European Credit Transfer System
10 credits	2.677 credits	5 credits
15 credits	4 credits	7.5 credits
30 Credits	8 credits	15 credits

7.8 LANGUAGE OF INSTRUCTION

English is the language of instruction and assessment on all programmes of study.

Exceptions to this regulation may only be approved through the programme approval processes detailed in [AQF4 Programme and Course Approval and Modification](#).

Support is provided to students with English as a second language (see [AQF9 Student Guidance and Learner Support](#)).

7.9 TEACHING AND LEARNING METHODS

The following table provides details about the indicative teaching and learning methods used that College based on those published by the QAA.

Table 7.2:

Learning & teaching method	Definition	Description
Lecture	A presentation or talk on a particular topic.	<p>The term 'lecture' covers everything from the traditional model, where a single member of faculty introduces ideas or delivers facts to a group of students, to approaches that might be much more interactive, involve a variety of contributors, make use of a range of media and technologies, and take place virtually as well as in person.</p> <p>Lectures are assumed, in general, to involve larger groups of students than do seminars and tutorials but size will vary depending upon the nature of what is being taught, and/or the size of the overall student cohort.</p>
Lab	A session that gives students the opportunity to go over specific lab components affiliated with the course.	Labs involve the overall student cohort.
One-to-one Tutorial	A meeting between a student and a Faculty member for detailed discussion on a particular topic or formative essay.	
Two-to-one Tutorial	A meeting between two students and a Faculty member for detailed	

	discussion on a particular topic or formative essay.	
Small group Tutorial	A meeting between a small group of students and a Faculty member for detailed discussion on a particular topic or formative assessment.	Small group tutorials involve between three to five students
Seminar	A discussion or classroom session focusing on a particular topic or project.	<p>Seminars are defined as sessions that provide the opportunity for students to engage in discussion of a particular topic and/or to explore it in more detail than might be covered in a lecture – the extent of interaction will be depend on delivery method.</p> <p>A typical model would involve a guided, tutor-led discussion in a small group. However, the term also encompasses student or peer-led classes with a staff member or affiliate present. As with lectures, use of technology means seminars may take place virtually.</p> <p>Seminars are assumed in general to involve smaller groups of students than lectures (between six and twelve students), but size will vary depending upon the nature of what is being taught, and/or the size of the overall student cohort.</p>

<p>External visits</p>	<p>A visit to location outside of the usual learning spaces, to experience a particular environment, event, or exhibition relevant to the programme of study.</p>	<p>Examples are wide ranging and could include a visit to a museum or collection, business, court of law, attendance at a performance or exhibition. These visits might be unsupervised or supervised, and supervisors could include staff or appointed representatives.</p> <p>Visits may be carried out in groups of varying sizes, or by individuals, depending on the nature of the visit and location.</p>
<p>Independent study</p>	<p>Autonomous learning with little or no supervision.</p>	<p>Students undertake study on their own to advance and consolidate their learning typically using course material and other recommended learning resources provided by their tutors.</p>
<p>Dissertation supervision</p>	<p>A meeting with a supervisor to discuss a particular piece of work.</p>	
<p>Office hour</p>	<p>An opportunity for students to meet with Course Leaders to discuss materials presented class or other matters of interest.</p>	

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External Reference Point(s)	UK Quality Code; Framework for Higher Education Qualifications of UK Degree-awarding Bodies.				