

# Academic Regulations



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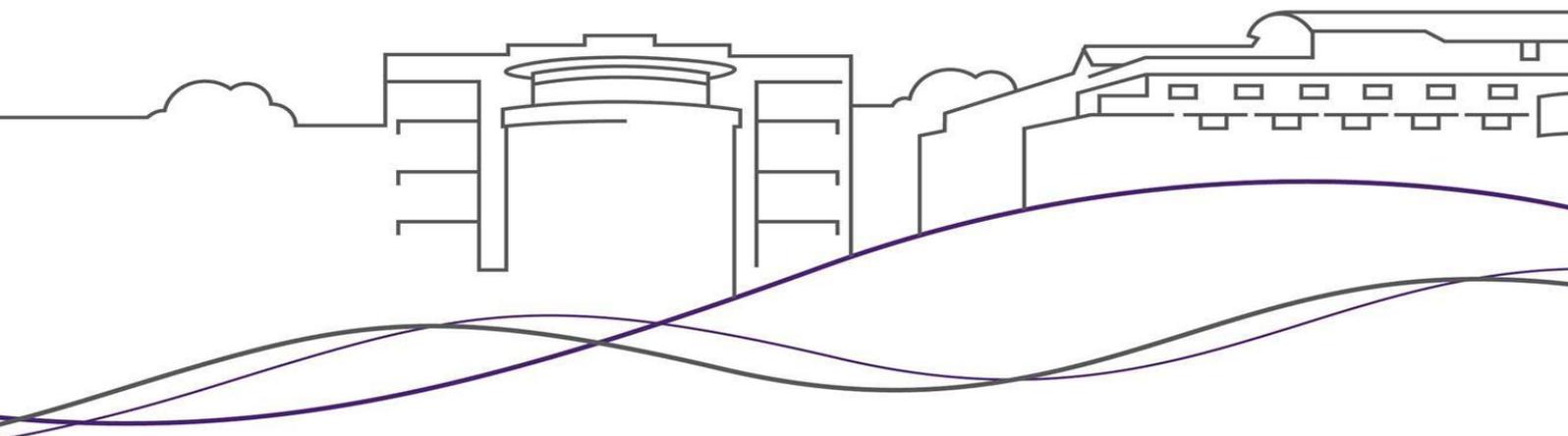
South Devon College

HIGHER EDUCATION

## STUDYING REGULATIONS (HEAR4) v3.0

For SDC Awards

For UoP Awards follow this [link](#)



# Studying Regulations

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The purpose of this academic regulation is to set out the requirements for programme structure of approved as South Devon College Foundation Degrees.

## **Programme Structure**

Students subject to immigration control should be aware that there may be additional restrictions on their progression. Information about current Tier 4 requirements is available from the International Student Advisory Service (ISAS).

**Academic study for taught programmes, will be organised into modules, set out in terms of credits. Modules are normally 20 credits, although sizes may vary from 20 to 60 credits.**

Exceptionally, modules of 10 credits, normally delivered within one term/semester are allowed, but they must be justified in the approval documentation, discussed and agreed at the approval event and be approved as a non-standard format by the Academic Regulations Sub-Committee and CHEBOS.

**Students may exceptionally be allowed to vary their taught programme of study at any stage (or level) with a maximum of 20 core or elective credits.**

Varying a programme of study is subject to:

- Approval by the student's programme leader, who would be expected to confirm that in their academic judgement the student will still fulfil the programme learning
- Approval by the relevant module leader who would be requested to confirm that in their academic judgement, the student had sufficient subject pre-requisite knowledge to complete the new module successfully.

**The Level of a module is determined by the standard of work required to achieve the objectives of the module.**

**The standard programme structure for an undergraduate award consists of a number of Stages, each of which is made up of 120 credits.**

A Stage is equivalent to one year of study for a full-time student.

**A student may not study more than 120 credits in any one session**

**The Credit Weightings for Awards are**

Undergraduate Award	Total Credits	Level requirement
CertHE	120	L4 or above
HNC	120	L4 or above
Diploma of Higher Education	240	120 at L5 or above
HND	240	120 at L5 or above
Foundation Degree	240	120 at L5 or above
Ordinary Degree	320	Of which 80 are at L6 and a further 120 at L5 or above
Honours Degree	360	Of which 120 are at L6 and a further 120 at L5 or above

South Devon College may offer programmes at Level 0. These programmes will follow the standard undergraduate regulations, unless otherwise stated.

**New students will complete their module choices by the end of the second teaching week of the semester. Continuing students will complete module choices before the end of the previous College teaching year.**

Students should inform the HE Faculty Office of any exceptional changes to module choices by the end of the first week of each semester. Enrolment on a new module will be approved only if:

- there are no timetable clashes; and
- the new module has capacity.

## **Work placements**

The different types of placements are defined in the glossary.

**While on placement, students are required to abide by the College regulations, policies and procedures, and are also bound by the contract of the employer.**

In the unlikely event of a conflict between the College regulations and the employer's requirements, students should seek immediate advice from the HE Faculty Office about how to proceed. Students should be aware that they remain bound by the Student Code of Conduct and Disciplinary procedures while on placement.

**The required length of a work placement for any named award will be set out in the programme documentation.**

**If the placement lasts at least 26 full-time weeks (or the equivalent industry standard, as set out in the Programme Handbook), in uninterrupted blocks of at**

**least 12 full-time weeks, students who successfully complete the placement will be awarded a Certificate with one of the following titles:**

- Certificate of Professional Experience
- Certificate of International Professional Experience
- Certificate of Work Experience

The Certificate may be awarded to a student who has or has not successfully completed the relevant programme. The Certificate may not be awarded for placements of under 12 uninterrupted weeks.

**A student will be expected to have completed successfully the taught credits from their previous year's study before undertaking a placement.**

A student who has failed to complete all taught credits successfully may be allowed to continue with a placement as long as they complete referred assessment or examinations at the same time as all other students. The student should make sure that they are able to return to the College to take any referred examinations at the appropriate time, and it is the student's responsibility to make the employer aware of this requirement.

Placements should not normally start before students are fully aware of any refer/repeat requirements. This will give students the opportunity to consider carefully whether or not to withdraw from a placement if they are required to repeat modules.

**The method of assessment of the student's performance on placement must be set out in the programme documentation for the appropriate named award. The placement may be a prerequisite for entry into the subsequent Level but it is not assigned any formal credits.**

**Where the placement is a compulsory part of the programme, students who do not complete the placement successfully will be required by the Award Assessment Board to:**

- repeat the placement with another employer, or
- transfer to a programme without a compulsory placement, if available, or
- withdraw from the programme.

Withdrawal from the programme should always be a last resort, when all other options have been exhausted.

**Religious Observance in Teaching, Learning and Assessment**

The College community is committed, where reasonable and practical, to accommodating religious observance on campus and will consider adjustments to working and learning practices wherever reasonably possible in order to accommodate a more diverse community.

**REVISION HISTORY**

<b>Ver</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
1.0	June 17	A Wilson	Conception
2.0	June 19	A Wilson	Additional of L6
3.0	June 20	A Wilson	No changes

**APPROVAL**

<b>Ver</b>	<b>Committee</b>	<b>Date Approved</b>	<b>Comments</b>
1.0	AIDB	June 17	Approved
2.0	AIDB	June 19	Approved
3.0	HEAB (Chair)	June 20	No change