

C 2. ACCELERATED UNDERGRADUATE PROGRAMMES

For students on programmes and awards validated by the University of Plymouth this section of the CAPR has been agreed by the University (as the awarding institution) as meeting its admission policy and regulatory requirements. The shaded sections below form GSM London regulatory and policy framework as applied to Plymouth University and GSM awards.

Related guidance and codes of practice can be found at the [QAA Code of Practice, Admissions in Higher Education. Chapter A: Setting and Maintain Academic Standards](#)

Purpose and scope

- 2.1 This section of the Consolidated Academic Policies and Regulations explains what a student must do to continue on an accelerated programme; and how the College will manage and safeguard students who do not meet these requirements.
- 2.2 These regulations apply to all current College students studying for a Bachelor or Honours degree in an accelerated mode over two (2) years, with or without an integrated foundation year. They also apply to any action taken on or after 1 June 2016 regardless of the date of the event giving rise to the concern.
- 2.3 These regulations do not apply in the following circumstances:
 - (a) A student has deferred or interrupted their studies. On their return, the College will normally consider whether or not they can remain on the accelerated programme.
 - (b) A student has been recommended for an award and is due to graduate but an allegation has been raised against them. The College will investigate the allegation as quickly as possible but may delay the graduation if necessary.

Definitions

- 2.4 'Accelerated undergraduate degree' is a degree where the College has registered a student for a first attempt on 180 credits at a combination of Levels 3, 4, 5 or 6 in a 12-month period.
- 2.5 'Valid first attempt' means submitting an assessment item or sitting an examination on time and with an attempt that the College grades as being at least a compensatable pass.
- 2.6 'Study load' means the number of credits a student takes at a first attempt in an academic year as a proportion of the full-time equivalent. For example, an undergraduate student with 120 credits at a first attempt has a full-time study load; and a student with 90 credits or fewer has a part-time study load.

Introduction

Overview

- 2.7 The College seeks to provide a supportive and enabling environment for students on all its study programmes. The College wants students to progress in a way that gives them a fair and equitable chance of success.
- 2.8 However, taking an accelerated degree is intensive. It can be exceptionally difficult if a student has not passed all their modules in a term and is carrying a module from term to term (within the limits of the relevant regulations¹)
- 2.9 If a student cannot progress because of difficulties with particular modules or for circumstances separate to their study, the College wants to identify this. It will support them to complete their study programme as a standard full-time or part-time award.

Principles

2.10 To be eligible to continue studying for an accelerated degree, a student must normally:

- (a) attend at least 80% of all scheduled sessions (from October 2016);
- (b) submit a valid first attempt at all assessment items; and
- (c) pass at the first attempt at least two-thirds of the credits they are enrolled on for that term.

2.11 Additionally, the student must not exceed each of the following maximum registration periods set for interim awards:

- (a) Foundation Programme
(three (3) terms full-time or nine (9) terms part-time).
- (b) Certificate of Higher Education
(three (3) terms full-time or nine (9) terms part-time).
- (c) Diploma of Higher Education

(six (6) terms full-time or fifteen (15) terms part-time).

2.12 If at any point a student becomes unable to meet these requirements at the end of the programme stage, the College will transfer them to the equivalent or nearest award that is not an accelerated degree. It will do this at the first available opportunity whether or not the student has completed the modules or stage.

NOTE: These regulations do not prevent a student applying to transfer their study load during their study programme under the relevant regulation.

Procedures

Overview

¹ [Regulatory framework for undergraduate awards: two-year degrees](#)

2.13 There are three (3) phases in monitoring students' compliance with these requirements:

- (a) Phase 1 – The College notifies the student of its requirements.
- (b) Phase 2 – The College will check compliance each term.
- (c) Phase 3 – Transfer of study load.

Phase 1 – The College notifies the student of its requirements

2.14 All students wishing to study on an accelerated degree will be:

- (a) notified of the existence and broad requirements of these regulations during their recruitment;
- (b) given a copy of these regulations as part of their offer pack;
- (c) required, before full registration, to sign that they have read and understood these regulations; and
- (d) required, before full registration, to waive their right that the College will notify them if they do not comply with a requirement. This is because of the tight timeframes for deciding these matters.

2.15 Students who do not waive their right under 2.14(d) may not register on an accelerated programme. The College will notify them that it will transfer their registration to a standard programme before their initial liability point under the Fees, Refund and Debt Policy.

Phase 2 – The College will check compliance each term

2.16 Each term the Internal Progression Board will make an initial decision whether or not a student has met the requirements for continuing to study on an accelerated degree. (Note: the formal decision concerning student progression takes place at the Award Assessment Board).

2.17 Students will be notified in writing of the board's decision as soon as practicable.

2.18 A student will have five (5) working days to respond by agreeing to the decision or stating any circumstances or reasons why the board should reconsider its decision. A request to reconsider must be:

- (a) in writing on the prescribed form with the applicant's full name, student number, and signature;
- (b) by 4pm within five (5) working days of the date of the letter; and
- (c) to the place and person stated in the written instructions.

2.19 A student may request the board to reconsider its decision if:

- (a) there are reasonable grounds supported by authoritative and objective evidence to believe that an administrative or procedural error affected the decision to the student's disadvantage;
- (b) the decision was clearly unreasonable; or
- (c) there exists or existed circumstances affecting the decision which, for good reason, the decision-maker may not have known about.

2.20 The board will not allow a request to reconsider on the basis that the decision-maker made a mistake in using academic judgment.

2.21 The College may consider a request that is lodged out of time if the student proves to its satisfaction that they were mentally or physically incapable of lodging a request within the prescribed time limit.

2.22 Within five (5) working days of receiving the student's agreement or request to reconsider, the board will give its final decision and write to the student notifying them of it.

Phase 3 – Transfer of study load

2.23 If a student is to transfer from an accelerated to standard study load, the College will do what is needed to ensure this happens efficiently and effectively. It will give the student the necessary support to complete their programme in the new study pattern (for example, full-time or part-time).

2.24 A student may be transferred under these regulations to the closest award in a standard mode. This may or may not result in the same award title.

2.25 If a student's study load is changed, the maximum period of registration will be calculated proportionately and set by the Academic Registry.

2.26 A student who is transferred to another award or study load will be informed in writing of the following things:

- (a) The date they will be able to join their new programme. As accelerated and standard degrees have different schedules, the start of their studies on the new programme may be delayed. The student may have to interrupt their study for a time.
- (b) That there will be a cost in transferring to a standard degree programme as they will have to pay the fees relevant to the new programme. They may also need to consider the possible costs of interrupting their studies.
- (c) That it is crucial that they contact (as appropriate) the Student Loan Company and any other sponsor (including their family) to let them know they are transferring from the accelerated degree to another programme. The student must ensure they

provide full details of the new programme, e.g. its title, length, whether there is an optional or compulsory placement.

NOTE: If a student fails to inform the Student Loan Company and their sponsor/family of a change in study load, the College will not regard this as a valid reason for appeal if tuition fees are not paid by the due date.

Advice

- 2.27 Students can get advice on eligibility for continued studying of an accelerated degree, and the associated lower-level College rules, from the Student Hub or the GSM London Students' Union (gsmsuadvicecentre@gsmlondon.ac.uk). Students may raise more complex queries with appropriate individuals or the Office of Student Complaints, Appeals and Regulation (oscar@gsmlondon.ac.uk)
- 2.28 Advice for staff on a student's eligibility to continue studying an accelerated degree is available from their nominated Academic Policy Partner.
- 2.29 If any staff development needs arise, they may be discussed with the Staff and Educational Development Team.

Fees

- 2.30 No additional fees or charges are associated with these regulations.
- 2.31 The College is not liable for financial or other consequences arising from action under these regulations.

Legal and regulatory context

- 2.32 These regulations have paid regard to the Consumer Rights Act 2015 and the ability to vary contractual terms during the life of a student's contract with the College.
- 2.33 The College may not be bound by the principles in this Act, and this policy alone may not provide the procedure to meet all these principles. It uses the principles as guidance only, to help it deal soundly with matters.

Enforcement, monitoring and review

- 2.34 If any person or body in the College refuses to comply with a request or decision made to enforce this policy, their refusal must be reported to the Academic Registrar, who will take such action to enforce this policy as they think necessary.
- 2.35 Each year, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how this policy is interpreted and applied.
- 2.36 The annual report must include statistical data on the number of transfers made under this regulation; the outcomes, Departments and programmes from which they originate; the length of the process; and the equality characteristics (including sex, disability and ethnicity) of those transferred.

- 2.37 Every two (2) years, the College must review these regulations to ensure that:
- (a) they remain up to date and continue to meet the expectations of the UK Quality Code, applicable legislation or guidance;
 - (b) it has addressed possible areas of improvement or concern raised by students, external examiners, or professional bodies; and
 - (c) it has taken opportunities to reduce unnecessary bureaucracy.

Schedule (not part of the policies or regulations):

Senior Responsible Officer: Head of Registry (Operations)

Approved by: Board of Directors and Academic Board

Version: 2.0

Date: June 2017

Monitoring and Review Body: Academic Regulations and Awards Committee

Effective From: July 2017

Next Scheduled Review: June 2018