



## Work Experience/Placement

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Calculation of the overall qualification grade

15. The calculation of the overall qualification grade is based on your performance in all units that you successfully complete. You are awarded a Pass, Merit or Distinction all

## Recognition of Prior Learning

21. We operate procedures to formally recognise prior learning (RPL) in line with Pearson policies.
22. Applications for such recognition of prior learning will be considered on a case-by-case basis, in line with our
23. Where you can demonstrate that your experience or study gained before you apply to us - meets some of the learning outcomes set out for a programme of study, we may use this experience or learning to exempt you from one or more units of that programme.

## Registration and Enrolment

24. You must register with us before you begin your studies and enrol on an annual basis. This may include making unit choices and must include confirming address and contact details.
25. Details of registration requirements are contained in our terms and conditions of enrolment. You may also consult our
26. If you wish to amend your registration (i.e. change to a different programme), you

## Admission

31. You must apply for admission to study a specific programme or programmes using the application form or system set out for that programme. We will consider your application on its individual merits, in line with our .
32. For some programmes we may need additional evidence, such as medical clearance or Disclosure and Barring Service (DBS) clearance.
33. For all programmes, all convictions (including cautions, reprimands or warnings) are considered in the context of the Rehabilitation of Offenders Act (1974).
34. We encourage applicants with any disability or access needs to disclose this at the earliest opportunity, to help us to assess whether we can make the adjustments needed.

## Engagement and Attendance

35. Your attendance will be monitored and recorded. In some cases, attendance at some or all elements of a programme may be mandatory: where this is so, we will tell you. Failure to attend may then lead to failure in the unit or programme and may also result in your withdrawal from the programme. Further information can be found in the Student Engagement and Attendance Policy.

## Supporting Your Learning

36. It is in your interest to declare to us any learning support you may need, including any condition recognised by the Equality Act (2010). This will help us to support you during your studies.
37. Where you let us know that you have a disability or condition recognised by the Equality Act (2010), we will make reasonable adjustments to enable you to complete your programme successfully.

## Interruption of Studies

38. You may apply for an Interruption of Studies which means pausing your registration with us and returning to study after an agreed interval.
39. We inform any relevant organisations, including, where relevant, Student Finance England and UK Visas and Immigration (UKVI).
40. The maximum length of Interruption of Studies which we will normally agree to is one calendar year.

## Suspension or Withdrawal from Study

41. We may suspend or withdraw you from your programme of study for reasons outlined in the terms and conditions of enrolment:
42. as a result of your non-engagement in the programme of study (see paragraph 38Error! Reference source not found.)
  - a. as a result of a change in your fee status
  - b. as a result of a judgement that you are not fit to study, arrived at through our
  - c. as a result of misconduct and the outcome of disciplinary procedures.
- 43.

carry one or more learning outcomes which will be assessed against assessment criteria.

50. We will publish and inform you of the deadlines by which you are expected to hand in your assessments.
51. You are expected to attempt all required assessments for each unit for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for students with a disability, or extenuating circumstances allowing deferral have been granted.
52. Formative activities involve you and your assessor in a two-way conversation about progress. The process does not confirm achievement of grades but focuses on helping you to reflect on your learning and improve your performance. The main function of formative activities is to provide feedback to enable you to make improvements.

## Non-Submission of Assessed Work

59. Where your work is not submitted by the given deadline or within the late submission window you will be deemed to have failed the assessed work and the unit. This will be recorded as a non-submission (NS) in the student record system.
60. The decision over whether to permit you a second submission is the responsibility of the Progression and Awards Board.

## Reassessment (Second Submission or Resubmission)

61. If you fail to achieve a Pass grade for a unit, you will be expected to undertake a reassessment.
62. Only one opportunity for reassessment of the unit will be permitted.
63. Reassessment for coursework, project or portfolio-based assessments will normally involve the re-working of the original task.
64. For examinations, reassessment shall involve completion of a new activity.
65. You must undertake the resubmission with no additional formal teaching.
66. If you undertake a reassessment and meet the learning outcomes, your grade will be capped at Pass for that unit.
67. You are not entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.

## Repeat Units

68. If you, for the first assessment opportunity and resubmission opportunity, still fail to achieve a Pass for that unit specification, the Progression and Awards Board may grant you permission to repeat that unit.

69. To be considered for a repeat opportunity, you must have made a reasonable attempt

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GBS Extenuating Circumstances Policy and Procedure and the GBS Support to Study Policy.

71. You must adhere to the standard attendance requirements for the repeat opportunity.
72. You must pay the full fee for the repeat unit as determined by our Finance Team.
73. If you successfully meet the learning outcomes for the unit, the mark will be capped at a Pass.
74. You can only repeat each unit once.
75. Any evidence that you have previously provided for the unit being repeated that did meet the Pass criteria remains valid and may be used for assignments within the repeat unit. If you are repeating a unit, you only need to generate evidence for any Pass criteria that you did not achieve in your previous submissions.

#### Progression and Awards Board

76. We operate a Progression and Awards Board where your performance is considered.
77. To be recommended for an award, you must have:
  - (a) Achieved passes in the units as specified for the award
  - (b) Completed and passed any additional requirements as specified by the Programme Specification associated with the award including work experience/placement(s).

#### External Examiners

78. External Examiners are appointed by Pearson.

#### Aegrotat and Posthumous Awards

79. If you are unable to complete the final assessment through illness we may, if you agree, consider you for the award of an \_\_\_\_\_ degree.
80. Any award may be conferred posthumously if the Progression and Award Board considers that the normal conditions of the award have been met, or that there is

## Exit awards: recognising your achievement

81. The relevant programme specification

## List of Policies and other documents mentioned in these Regulations

Academic Appeals Policy

Academic Good Practice and Academic Conduct Policy

Admissions Policy

Assessment and Feedback Policy

Extenuating Circumstances Policy

Recognition of Prior Learning Policy

Registration, Entry and Certification Policy

Safeguarding Policy