University Centre Leeds

Higher Education Academic Regulations

Undergraduate and Professional Graduate Degree Awards

This document sets out the procedures and regulations governing study for taught students registered on Higher Education Programmes at Luminate Education Group.

Questions relating to the interpretation or application of these procedures and regulations should be referred to the HE Registrar heregistrar@luminate.ac.uk

For the purpose of the Academic Regulations, University Centre Leeds is a trading name of Luminate Education Group. Luminate Education Group is a registered Further and Higher Education Provider, operating under OFS regulations (UKPRN 10024962).

These regulations apply to all students studying Higher Education provision, including that offered at Luminate Further Education Colleges including Leeds City College, Harrogate College and Keighley College.

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1.ADMISSION REGULATIONS

Entry to Higher Education Programmes

Students registering for programmes leading to awards of Luminate Education Group must have satisfied the admissions criteria approved by Luminate Education Group at validation. Please see our admission policy here Policies and Key Documents.

The General Requirement

Applicants for entry to a Higher Education Programme of Study at Luminate Education Group must:

- Satisfy the minimum entry requirement of Luminate Education Group
  AND
- Satisfy the admissions requirements of the programme to which entry is sought
  AND
- Receive a formal offer of a place on the specified programme from the Luminate Education Group

Recognition of Prior Learning

Luminate Education Group has a Recognition of Prior Learning scheme in place. Students who are able to demonstrate that they have already fulfilled some of the learning outcomes of the programme by means other than attendance may apply to be considered for Admission with Recognised Prior Certified Learning or Recognised Prior Experiential Learning.

Approval of Admission with Recognised Prior Learning

Approval of any application will be considered on an individual basis and subject to the following conditions:

- an application is made in the application portal when applying for the programme
- evidence to support the application is uploaded in the application portal at the time of applying for the course.
- Agreement of the Programme Manager after a discussion
- RPL panel convene to consider the outcome

The applicant will be notified of the outcome via email and this outcome will be updated in the students application portal. Full details of scheme can be found here RPL Policy

Amount of Credit for Recognised Prior Learning

Two thirds of RPL is only permitted for full three-year Bachelor degrees (360 credits) or full Masters degrees (a minimum of 180 credits) and not sub awards (such as Foundation Degrees) where the usual maximum is 50%.

Recognition for prior learning (certified or experiential) is not permitted at Level 6 of a Bachelor Degree where students are expected to complete 120 credits in order to gain the award

Recognised Prior Learning Impact on Award Classification

Modules for which RPL is granted will not be used in the calculations for the overall Classification. This will be calculated by the overall mean average of the modules completed divided by the number of credits studies with us.

2.REGISTRATION

To be eligible for credit towards an award, a student must be enrolled to modules on a named Programme of Study

Enrolment

Students will be invited to enrol prior to the start of the programme. Enrolment will be online through 'My Portal' and must be fully completed as soon as possible but no later than week three of the start date of the programme.

Change of Personal Details

It is the responsibility of the student to update any of their personal details in their 'My Portal'. Luminate Education Group shall not be responsible for correspondence sent via post or email to incorrect addresses.

3.ATTENDANCE AND ENGAGEMENT

General Requirements and Responsibilities

Students have a responsibility to engage fully with designated learning activities of the programmes and modules as required.

All students are required to be in attendance of timetabled sessions throughout the academic year as in the published academic calendars and to be available for all published re-assessment periods which may fall outside term time.

Student who live overseas should note that their travel home for vacations must be arranged in compliance with these regulations.

The full requirements for completion and attendance, including additional requirements for any particular module, will be published in the module handbooks.

Absence

A student who is absent through illness or other good cause must notify their programme manager via email or telephone on the first day of absence. In cases where absence through illness extends beyond one week, the student must provide a medical certificate.

Students should note that poor attendance may result in disciplinary action being taken.

Following a 4-week period of continuous lack of engagement on the programme and without notifying programme team a student will be deemed to have withdrawn from the programme and the necessary

withdrawals with the appropriate authorities (mainly Student Finance England) will be notified. Please note that this will affect your student loan payments.

For international students, reporting of absence will be in accordance with home office visa requirements.

Suspension of Studies

A student may request a suspension of studies for a maximum of twelve consecutive months for reasons such as ill health or other extenuating circumstances. This may be extended in exceptional circumstances as agreed with University Centre. To apply for a suspension of studies a student must complete a suspension request through 'My Portal' at the earliest convenience. Once this is processed then relevant funding bodies (mainly student finance England) will be informed of the suspension.

Students funded by Student Finance England are advised to contact Student Finance England prior to suspending studies to discuss the implications this may have on their student finance and future payments.

Returning to University after Suspension of Studies

A student must present for re-registration on the agreed date of their return to University Centre Leeds after suspension of studies. If a student fails to re-register within 14 days of expiry of their approved period of suspension of studies and no written application for an extension has been received, the student will be deemed to have withdrawn permanently from the University Centre.

Any student who has suspended their studies due to illness will be required to produce medical certification indicating that they are fit to return to their studies prior to their return and before being allowed to re-register,

No student will be permitted to register after a period of suspension of studies if they are in debt to the University Centre.

Withdrawal from Study

A student may request to withdraw from their Programme of Study at any time prior to the end of the programme by completing the withdrawal change request in their 'My Portal'.

Grounds for University Centre Leeds to Withdraw a Student

University Centre Leeds may withdraw a student, either temporarily or permanently due to the following:

- as a result of failure to achieve the minimum credit requirements for progression;
- as a result of a change in their fee status;
- as a result of an outcome from the Student Conduct Panel.
- continuous unexplained absence of 4 weeks

Liability for Fee Payment

It is a student's responsibility to inform the University Centre Leeds that they wish to withdraw via 'My Portal' or via written communication where possible. A student will be liable for payment of tuition fees up to the date of their last attendance as per our fees policy (insert fees policy here).

If a student has not completed the withdrawal process but, due to verbal notification and/or nonattendance, the University Centre Leeds have right to process a withdrawal request formally on the students behalf and inform relevant external bodies.

Expulsion from University

A student may be suspended or expelled as a result of the application of disciplinary procedures. A student who is under suspension is ineligible to receive any credit for any study or assessment undertaken during the period of suspension.

A student who is expelled, or who has been required to withdraw permanently, ceases to be a student of the University Centre Leeds from the date of expulsion or withdrawal, which date will be communicated to Student Finance England (or equivalent body) and/or home institution. No credit will normally be awarded for any period of attendance after the end of the last semester in which the student completed the attendance and assessment requirement(s).

4.ASSESSMENT REGULATIONS

These regulations apply to all modes of delivery including distance learning and blended learning.

All candidates must be present for assessments in order to gain credits for a module

Each module is assessed by the end of the semester in which it is completed, unless an application for Additional Considerations has been granted.

Every student will be advised of the outcome of assessment at the end of each academic year, by means of an individual results statement which can be accessed via ‘My Portal’.

External Examiners

All assessments for programmes and modules forming part of the programme of study must involve one or more independent external examiners.

Language of Assessments

The language of assessment will be English and work for formal assessment must be undertaken in English.

Module Marking Scale

All modules are marked on a numerical scale and each component is assessed on a scale of 1-100 marks.

Module Pass

The overall pass mark for each module is 40%.

Module Pass with Multiple Components

Where a module has more than one assessment component, a pass will be awarded where a student has attempted each component and achieved at least an overall 40% in the overall module mark. The

student does not need to achieve a mark of 40% in each component unless the component is 'non compensatable'. In such cases then all components must be passed with a 40% or more.

Module Reassessment

Reassessment is when a student is provided with an opportunity to improve the same assessment task to fully meet the learning outcomes.

Passed Modules and Reassessment

A student who has passed a module at the first attempt with an overall module mark of 40% or more will **not** be eligible for a reassessment in the module in order to achieve a higher mark. (unless a component is non compensatable then a resit will be required).

Failed Components and Reassessment

Students who fail any overall module at first point of consideration will be provided with an opportunity to undertake a reassessment in the failed component(s) in order to meet the Learning Outcomes of the assessment(s). The reassessment mark will be capped at the 40% pass mark.

If the reassessment mark is lower than the original submission mark then the higher of the two marks will be recorded.

Students are only entitled to one reassessment attempt per module component unless variance is applied to accommodate PSRBs.

There is no limit to the number of modules eligible for reassessment however there are additional criteria to be met in order for a student to be offered a resit (see below)

If, following reassessment a pass mark for the module has not been attained then the mark that will stand will be the higher of either the original module mark or the recalculated mark following the reassessment.

Reassessments can only be undertaken once they have been approved by a module board. Students who do not re-sit at the next allocated opportunity as dictated by the Programme Team will forfeit a re-sit opportunity. Any student who is unfit for the re-assessment must submit an application for Additional Considerations through their My Portal' along with supporting evidence. If the application is approved, then an alternative opportunity will be given.

Where a student has been granted Additional Considerations in regards to an illness, the Board of Examiners may request medical evidence confirming that the student is fit to sit the re-assessment

The Chair of the Board of Examiners has the discretion to substitute the original form of assessment provided that both the learning outcomes are assessed and the weighting of the assessments are as per the original form.

Reassessment in Examinations

Reassessment is **not** available for examinations. If a student fails an examination then a new examination must be undertaken rather than a reassessment of the same examination paper. The new exam will take place as dictated by the Programme Team. Students who do not attend this will forfeit the reassessment opportunity.

Please note that the re-assessment period may fall outside of term time and students will be expected to make themselves available for these should they need a re-assessment opportunity.

Late Submission or Non-Submission of Assessments

All summative assessments must be submitted according to the published submission dates if they are eligible for the full range of marks unless Additional Considerations have been granted.

Work that is submitted after the deadline will be capped at a maximum of 40%. Work submitted more than 7 calendar days or more after the published deadline will not be marked and a mark of zero will be returned.Please note that these deductions normally apply to weekends, Bank Holidays and University closure days.

Late Submission or Non-Submission of Re-assessments

Work that is submitted after the reassessment deadline will be classed as a failed component.

Please note that reassessment dates for exam-based assessments will be on a specific given date prior to the actual reassessment deadline. This is to ensure invigilator availability for this type of assessment. Student who do not attend on the given date to complete the reassessment will be classed as a failed mark (unless PSRB regulations are in place).

5.ADDITIONAL CONSIDERATIONS

Short Extensions and Additional Considerations

Where an illness is short-lived (up to 5 consecutive working days/1 calendar week) you can self-certify your circumstances and request a short extension. To do this you must complete an Additional Consideration request via your 'My Portal' in advance of the published submission date. When applied to coursework a maximum extension of 7 days will apply.

If circumstances will require more than a 7 day extension then a student must apply for Additional Considerations through their ‘My Portal’ and upload the correct evidence for consideration by a panel. Please see the Additional Considerations process for accepted evidence. Evidence must be authentic. If evidence is found to be false, the student will be subject to disciplinary action.

Please note:

Luminate Education Group operates a fit to sit/submit principle. This means that students who undertake any assessments are declaring themselves fit to take that assessment. We will not normally consider any application for Additional Considerations once the assessment has been taken. Only in exceptional circumstances will we consider such an application, for example, if a student becomes ill during an examination.

Submission of Course Work in Excess of a Specified Limit

It is the responsibility of the student to ensure submitted work is within the specified word limit for that assessment and to include a word count on all written assessed course work. Tutors will disregard any word count that exceeds the specified limit by 10% or more. If it is considered that a student has falsified the word count on an item of his/her course work, then the student will be subject to Disciplinary action

Examinations/Class Based Assessments

The use of external sources such as dictionary/calculator **may** be permitted as an examination tool in certain modules. Use of such must be indicated within the module handbook and on the examination paper.

Disabilities Affecting a Students Performance

If a student has a disability or chronic medical condition which they believe will affect their performance in assessments, they should make an appointment to see Student Support in order to complete a request for special arrangements for assessment. This form will be processed by Student Support and the student and Programme Manager will be informed by the Student Support Team of arrangements which have been put in place. Students must inform the Programme Manager or Personal Tutor of any impairment/disability immediately it is evident and, in any case, not less than 2 weeks before the on-set of the examination period if special arrangements are being requested for formal examinations.

6.ACADEMIC AND PROFESSIONAL MISCONDUCT

Academic and Professional Integrity

All students are expected to act with personal integrity, self-discipline and respect for others in their personal, professional and academic conduct.

7.PROGRESSION

The General Principles of Progression

The duration of a programme is as follows:

- Foundation degree – 2 years full time and between 2-4 years part time.
- BA/BSc (Hons) – 3 years full time and between 5-6 years part time
- BA/BSc (Hons) Top-Up – 1 year full-time and 2 years part time.

The maximum period of registration is 6 years. If the programme of study is not completed within these time limits then the student will be given credit for any modules completed successfully.

To be considered for progression between Level 4, Level 5 and Level 6 a student must have attained the following criteria:

- The student has completed 120 credits at each level (including any accreditation of Prior Learning).
- The student has satisfied the submission and attainment requirements for each module of study
- The student has achieved a minimum of 40% or more in modules equivalent to 100 credits; and achieved a module grade of 30% in no more than 20 credits (to gain compensation)

On achievement of this profile for progression, a student will be accredited with 120 credit points at that Level

In exceptional circumstances the Board of Examiners may exercise its discretion and allow progression with up to 20 credits trailing into the following year. This discretion will take into account the students performance across the whole level.

Compensation of Failed Module

Compensation refers to the process of deliberately balancing a marginal fail in one module in a Level against the otherwise successful performance of the Level as a whole.

Compensation will automatically be awarded at the first point of consideration subject to the following conditions:

- A minimum overall mark in the module of 30% has been achieved
- An overall level average of 40% has been successfully achieved and a total of at least 100 credits at the level has been successfully achieved
- No more than 20 credits at each level can be compensated

Compensation cannot be applied:

- Where a module is validated as 'non compensatable'
- Where a module is graded Pass/Fail only

When compensation is confirmed by a Progression and Award Board, credits will be awarded for the relevant module, but mark of the module (either the original mark or the resubmission mark (whichever is highest) will be used for the overall level calculation.

For student studying on a Part Time basis, compensation will be applied when all module in a Level have been completed.

Trailing Failed Modules on a Foundation Degree

The Board of Examiners may allow a student to progress to the next level of study and to trail a failed module, only on one occasion within their course, in order to attempt that module again). The following provisions apply:

- At least 100 credits at the current level has been achieved
- The student has achieved an overall level average of 40% or greater across all modules comprising at the current level.
- The module in question is ineligible for compensation as defined at validation.
- A maximum of 20 credits can be trailed into the subsequent level

Marks for the trailed module will be awarded in full, and if necessary a reassessment opportunity will be available. There will be no additional tuition fees for a trailed module.

Trailing Failed Modules on a BA (Hons)/BSc (Hons) Degree

The Board of Examiners may allow a student to progress to the next level of study and to trail a failed module, only on one occasion within their course, in order to attempt that module again). The following provisions apply:

- At least 100 credits at the current level and 120 credits at previous levels have been achieved
- The student has achieved an overall level average of 40% or greater across all modules comprising at the current level.
- The module in question is ineligible for compensation as defined at validation.
- A maximum of 20 credits can be trailed into the subsequent level

Marks for the trailed module will be awarded in full, and if necessary, a reassessment opportunity will be available. There will be no additional tuition fees for a trailed module.

Students need to be aware that should they fail to pass the trailed module or gain enough marks to be compensated for it then they may be asked to withdraw from the higher level of the programmes.

Restudying Failed Modules

All outstanding reassessment opportunities must be completed prior to any student any restudy

Where a student has a restudy opportunity and the module in unavailable then it may be substituted for another relevant module.

Restudy of Failed Modules Having Achieved Less than 100 Module Credits

Following reassessment, students who do not meet the progression criteria or eligibility for an award and have achieved **less than** 100 credits in the current level can be offered one further attempt by restudying the failed modules. This will take place at the next available opportunity. Tuition fees for restudy will be charged per 10 credits.

All components of the failed modules will need to be re-studied and any previous marks will not be taken into consideration. The marks gained following restudy will be awarded in full and, if necessary, reassessment opportunities will be available. Unless otherwise approved, a module up to the values of 20 credited will be eligible to be compensated. (see section). Restudy of a module is only permitted once.

Restudy of a Full Level of a Programme

In exceptional circumstances a Board of Examiners may exercise discretion to allow a student the opportunity to restudy a full level of a programme under the following provisions:

- Restudy of a full level is normally only permitted at level 4 and Level 5
- Restudy of level 6 should only be allowed in exceptional circumstances
- Any previous credit or marks from the Level to be restudied will be discarded. This applied to all modules regardless of if they were originally passed or failed.
- Restudy is only permitted if the modules concerned have not previously been restudied
- Restudy of a level can only be offered on one occasion

8.ELIGIBILITY FOR AWARD

Profile of Award Eligibility

Students are considered for a Luminate Education Group award if they have satisfied the general requirements for the awards detailed in the Definition of Awards and satisfied the programme outcomes of the course as detailed in the programme specification.

9.DEFINITION OF AWARDS

Foundation Year Certificate

The Foundation Year Certificate is awarded for a foundation year or equivalent period of study at HE Level 3. These specific courses as pre-entry to a named Higher Education award are not offered as discrete awards.

A Foundation Year Certificate will be awarded where the student has:

- Undertaken a Foundation Year on a specified programme
- Submitted all specified components of assessment
- Achieved an average of 40% or more in modules equivalent to 100 credit points at Level 3
- Achieved an average of 30% or more in each module studied
- Achieved an overall average of 40% or more across all modules

Foundation Degree Certificate

To be eligible for a Foundation Degree Certificate in any programme area a student must have obtained 240 credits (120 credits at Level 4 and 120 credits at Level 5). In order to achieve Level 5 students must have:

- Submitted all specified components of assessment
- Achieved an average of 40% or more in modules equivalent to 100 credit points at Level 5

  AND

- Achieved an average of 30% or more in one module equivalent to 20 credits (to be eligible for compensation)

  AND

- Achieved an overall level average of 40% or more.

Honours Degree Certificate

In order to be deemed to have passed Level 6 of the course, and therefore be eligible for the Award of Honours Degree, a student must have attained or exceeded the following:

- 360 credits, comprised of 120 credits at Level 4, Level 5 and Level 6
- 20 credits of compensation is allowed at Level 4, Level 5 and Level 6
- If a student enters directly onto Level 6 of a course, 20 credits of compensation is allowed at Level 6

Professional Graduate Certificate (PGCE)

In order to be deemed to have passed the PGCE e, and therefore be eligible for the Professional Graduate Certificate (PGCE), a student must have attained or exceeded the following:

- 120 credits at Level 6

10. Ordinary Degree Certificate

Students not meeting the requirements of their Honours Degree will be considered for an Ordinary Degree award subject to meeting the specified credit requirements. The minimum requirements for a Ordinary degree are as follows:

- 300 credits, of which 180 will be at level 5 and 6, with at least 60 of these at level 6 (discounting the Dissertation module)

Diploma of Higher Education Certificate

In order to be eligible for a Diploma of Higher Education students must have achieved:

- 240 credits, of which 120 will be at Level 4 and 120 and 120 at Level 5

Certificate of Higher Education Certificate

In order to be eligible for a Certificate of Higher Education (CertHE) students must have achieved:

- 120 credits at Level 4

Transcripts of Credit

Transcripts of Credits will be available for any credits achieved at any level that fall below eligibility for a certificate.

Classification/Grading of Awards

Only credit gained through study on the target award can be used to calculate the overall classification/grade. Where students have completed previous study, the credits obtained may be used towards the subsequent award in line with our Recognition of Prior Learning Policy but the marks/grades cannot be used in the calculation of the classification.

Classification of Honours Degree

Classification of bachelor degrees will be based on the average mark across all modules at Level 6 and Level 5 at a ratio or 70/30. This means that 70% of the level 6 grade and 30% of the level 5 grade will be calculated to gain an overall classification as follows:

Mark Range	Classification
70% and above	First Class
60% - 69%	Upper Second Class
50% - 59%	Lower Second Class
Up to 49%	Third Class

Where students have directly entered a Level 6 top-up programme (e.g. having previously undertaken a Higher National Diploma (HND) or Foundation Degree (FD) award the calculation for the honours classification will be based solely on the 120 credits achieved at Level 6.

Borderline Marks

Where the final result of the award classification calculation creates a mark of 0.5% of greater this will be rounded up to the next full percentage point (e.g. 69.5% is rounded to 70%; 59.5% to 60%; and so on). Where the calculation created a mark of below 0.5% this will be rounded down to the next full

percentage point (e.g. 69.4% is rounded to 69%; 59.4% to 59%; and so on). For the purpose of rounding up or down, only the first decimal place is used.

Classification of Foundation Degree

The average mark for the 120 credits studies at Level 5 is calculated and converted to a classification based on the table below:

Mark Range	Classification
70% and above	Distinction
60% - 69%	Merit
40% - 59%	Pass
Up to 39%	Fail

ACADEMIC APPEALS PROCEDURE

An academic appeal is understood to mean the following

A request that is made to review a decision that has been made in relation to the progress of the student on their programme of study, including the award of any qualification as a result of that progress.

Other matters of complaint or dispute involving a student and the University will be referred to as complaints and will be considered under the University Complaints Process.

Students may not appeal against academic judgements

Full details of grounds for appeal and the procedure for Academic Appeals can be found in the University Centre Leeds Academic Appeals Policy and the accompanying Academic Appeals Process which can be found on our website.

Support and advise on the Appeal Regulations and Procedures

Students may obtain support from Leeds City College Students Union or the Student Support Officers.

Students or staff having difficulty in understanding these regulations/procedures should contact heregistrar@ucleeds.ac.uk

Integrity of the Procedure/Confidentiality

The University Centre Leeds endeavours to carry our these procedures fairly, consistently and impartially and in accordance with the Equality and Diversity Policy of the University Centre. Also, by lodging an appeal, students will not be disadvantaged in any way in terms of their assessments or their programme of study.

The information provided by students will remain confidential and will only be available to necessary staff in order to progress the appeal.

Action Prior to the Outcome of an Appeal

A student who submits a request and appeal for a review of a decision of the University Centre Leeds Board of Examiners should not assume it will be upheld. Pending the outcome of a request for a appeal, a student should prepare for any forthcoming reassessments as necessary.

Version Control

Version	**Date**	**Amendments**
V1	July 2021	New
V2	July 2022	Reviewed no amendments
V3	July 2023	Reviewed no amendments
V4	July 2024	Reviewed – amendments made to include BA (Honours) regulations
V5	July 2025	Regulations reviewed no amendments
V6	August 2026	Reviewed. Amendments made to update section 5 on Additional Considerations.