



**UNIVERSITY
ACADEMY 92**
MANCHESTER

**STUDENT GUIDE TO THE
UA92
ACADEMIC REGULATIONS
(FOUNDATION PROVISION)**

Implementation date:

September 2021

Version number:

1.0

<u>Document type</u>		Strategy
		Policy
		Regulations
		Procedure
		Code of Practice
	✓	Guidance
<u>Area of UA92 business</u>		Academic
		Finance
		Governance and Compliance
		Marketing and Engagement
		Operations
		People
		Registry and Quality
	✓	Student Life
	Other	
<u>Document Name:</u>		Student Guide to the UA92 Academic Regulations
<u>Author:</u>		Registrar and Secretary
<u>Owner (if different from above):</u>		Registrar and Secretary
<u>Document control information:</u>		
Version number:		1.0
Date approved:		
Approved by:		
Implementation date:		September 2021
Review due:		July 2022
Document location:		UA92 website
<u>Consultation required:</u>		
Equality & Diversity		N/A
Legal considerations (including Consumer Rights)		N/A
Information Governance		N/A
Students		
Employee Engagement Forum		N/A
External		Lancaster University

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author

1. Purpose

- 1.1 The purpose of this document is to provide an overview of the UA92 Academic Regulations for Foundation provision in a more accessible and student-friendly language. This should be read in conjunction with the UA92 Student Guide to the Academic Regulations which covers degree provision.
- 1.2 These are designed to provide an overview of the key sections of the Academic Regulations and as a result do not provide details of all areas of the Academic Regulations.
- 1.3 The complete UA92 Academic Regulations are available via this link <https://gap.lancs.ac.uk/ASQ/QAE/CollabProvision/Documents/MARP-UA92-Academic-Regs.pdf>. They should be read in conjunction with this guide.
- 1.4 UA92's undergraduate awards are awarded by Lancaster University.

2. Scope

2.1 This guidance note applies to all students registered on UA92 foundation level study

3. Student Guide to the UA92 Academic Regulations

- a) 3.1 In order to pass the Foundation year and progress to Level 4 (first year of the degree) students will need to study and pass the following numbers of credits:

Award	Level 4	Level 5	Level 6	Total credits
Foundation Year	120	N/A	N/A	120

3.2 Module pass: module pass mark is 40% (60% in English language module). Students must achieve an average of 40% across all elements of assessment to pass the module and have met all module learning outcomes which means they will normally need to achieve a mark of at least 40% in all elements of assessment.

3.3 Module fail: If a student fails one or more modules, they will be given the opportunity to resit the failed module. Any student who does not undertake the resit will be deemed as having withdrawn from their course at UA92.

- i. Any student who fails the resit at foundation year, will be given the following options:
 - a. one further opportunity to resit the assessment as an external candidate i.e. student will not be able to start the next level of modules until completed.

- b. A repeat year i.e. student will repeat the level of study and all modules again.

3.4 Resit module: for any student who resits an assessment for a module, the maximum mark which can be awarded is 40%. Students who have passed a module are not able to resit in an attempt to achieve a higher mark.

3.5 Repeat year: Students opting to undertake a repeat year will lose all credit, marks and grades previously achieved at level 3 and will only be allowed one resit opportunity. They will not be allowed any further resit opportunities as an external candidate or another repeat year, except under exceptional circumstances.

3.6 Late penalties: you will be given details of assessment deadlines for all modules at the start of the Academic Year. It is important that work is submitted by the published deadline. The following rules apply:

- i. Any work submitted after the deadline will be subject to a penalty.
- ii. If work is submitted up to 3 days late (72 hours maximum), the mark will be reduced as detailed in the table below.
- iii. Submission after 3 days will result in work being given a mark of 0 (zero), however in this instance, the worked will normally be marked and feedback provided to students.

Original mark (%)	Mark after penalty (%)
87-100	68
74-86	65
70-73	62
50-69	Deduction of 10 marks
40-49	31
31-39	18
18-30	9
0-17	0

3.7 Reassessment. The following rules apply:

- i. A student who fails a module will be required to undertake a reassessment for that module in order to be considered for progression.
- ii. Reassessment scores will be subject to a 40.0% cap (60% in English language module). Where the reassessment score does not improve on the original score, the original percentage score will stand.
- iii. The precise form of reassessment is for UA92 to decide.
- iv. Students will normally be given the opportunity to undertake reassessment within the same academic year in which they made their first attempt.

3.8 Condonation. Does not apply for foundation year.

3.11 Incomplete assessment and exceptional circumstances. The following rules apply:

- i. Any claim for exceptional circumstances must be supported by evidence and demonstrate good reason for why the students' performance and achievement has been adversely affected.
- ii. A chronic medical condition for which reasonable adjustments have already been made will not be considered a good reason.
- iii. It is the responsibility of the student to make UA92 aware of the exceptional circumstances that have impacted on their performance and achievement and to provide appropriate evidence. Notification later than 48 hours after the assessment or after the date at which submission of the work for assessment was due, will not normally be taken into account.
- iv. Any claim for exceptional circumstances will be considered by the UA92 Exceptional Circumstances Committee.

3.12 Academic Malpractice (sometimes known as misconduct in assessment). The rules relating to Academic Malpractice are detailed in the UA92 Academic Malpractice Policy and Procedure. No decisions on a students' assessment submission will be taken whilst academic malpractice is under investigation.

3.13 Academic Appeals. The rules relating to Academic Appeals are detailed in the UA92 Academic Appeals Policy and Procedure.

- i.

3.32 Alpha indicators on results transcripts. The following codes may be added to a students' transcript for identification purposes, as follows:

Flag	Broad descriptor	Definition
M	Malpractice	Failure to comply, in the absence of good cause, with the published requirements of the course or programme; and/or a serious breach of regulations
N	Non-submission	Failure to submit assignment for assessment
P	Penalty	Failure to submit within regulation requirements (late submission, improper format, etc.)

R	Resit	Attainment of a passing grade through reassessment processes
DP	Decision Pending	The grade is subject to investigation

4. Related documentation

- Lancaster University Academic Regulations for University Academy 92
<https://www.ua92.ac.uk/storage/app/media/MARP-UA92-Academic-Regs.pdf>
- [Lancaster University Academic Regulations for University Academy 92 Foundation provision](#)
- UA92 Academic Malpractice Policy and Procedure.
<https://ua92.ac.uk/storage/app/media/UA92%20Academic%20Malpractice%20Procedure%20APPROVED.pdf>
- UA92 Academic Appeals Policy and Procedure.
<https://ua92.ac.uk/storage/app/media/Academic%20Appeals.pdf>

5. Appendices

None.