

REGULATION 18
CERTIFICATES OUTSIDE UNDERGRADUATE, GRADUATE AND POSTGRADUATE
PROGRAMMES

1. Awards for successful study outside a Senate-approved Undergraduate, Graduate or Postgraduate Programme shall be made in two categories:
 - (a) a named Certificate programme approved by Senate of not less than 60 credits at any or mixed level;
 - or
 - (b) a Certificate of Credit or Achievement awarded following the successful completion of a Senate-approved Module or Senate-approved Modules identified by the appropriate Board of Studies as attracting certification.
2. Candidates shall satisfy the relevant programme entry requirements.
3.
 - (a) Named Certificates may be awarded to candidates who have pursued an appropriate course of academic study, or academic study combined with professional training, have satisfied the assessors in the prescribed assessments, and have fulfilled any other requirements laid down by City
 - (b) Certificates of Credit or Achievement may be awarded to candidates who have pursued the academic study, or academic study combined with professional training and have satisfied the assessors in the prescribed assessments associated with a Senate-approved Module or Senate-approved Modules that has been identified by the appropriate Board of Studies as attracting certification. Certificates of Credit or Achievement are not conferred at a congregation of the institution nor do they entitle the award holder to any particular type of academic dress.
4. Named Certificates may be awarded as a pass or with Merit or Distinction.
5. PROGRAMMES OF STUDY
 - (a) For named Certificate Programmes:

A named Certificate Programme shall be governed by a Programme Scheme approved by Senate. Individual cases for variance from the Programme Scheme must be set out in a special scheme of study approved by Senate.

GUIDANCE NOTES

Approval for exceptions to these regulations should be sought via the University Exceptions procedure.

The Programme Scheme incorporates the Programme Specification and the Module Specifications for all Modules in the Programme.

The Programme Scheme shall comprise the Programme Specification, the Module Specifications and such other documents as may be required by the Credit Framework.

Programmes of Study shall conform with the requirements of City Credit Framework.

(b) For Certificates of Credit:

A Certificate of Credit shall be awarded following the successful completion of a Senate-approved Module or Senate-approved Modules, identified by the appropriate Board of Studies as attracting certification. The requirements for successful completion of the Module(s) shall be set out in the Module Specification(s).

(c) The powers of the Senate in relation to programme schemes are delegated to the appropriate Board of Studies, subject to such report being made as the Senate may require. However, the Board of Studies may, at its discretion, refer the matter to Senate for discussion. The appropriate Board of Studies, subject to these Regulations and within policies laid down by Senate, shall regulate the procedures for consideration of applications to programme schemes.

6. PATTERN AND STRUCTURE OF ASSESSMENT

(a) The purpose of assessment is to enable the student to demonstrate that he or she has fulfilled the Learning Outcomes of a Module and has achieved the required standard for the award. To achieve this a wide range of types of assessment may be employed appropriate to the subject area. The overall diet of assessment shall be defined and shall ensure an appropriate volume of assessment for the level of the Award; this definition shall be set out in the:

(i) Programme Scheme for Named Certificate Programmes;

(ii) Module Specification(s) for Certificates of Credit.

(b) The schedule of assessment and meeting of Boards of Examiners shall be specified in the:

(i) Programme Scheme for Named Certificate Programmes;

(ii) Programme Scheme(s) which draw upon the Module(s) identified as attracting a Certificate of Credit.

No distinction is made between types of assessment. The range of assessment methods used should be appropriate to the subject area. All assessment is intended to demonstrate that the Learning Outcomes for a Module or Programme have been achieved and should be applied with due rigour, reasonable steps having been taken to ensure that the work assessed is that of the candidate.

Those responsible for the design and approval of programmes should consider appropriate assessment loading.

7. ASSESSMENTS

All candidates shall be assessed in accordance with the institution Assessment Regulations.

8. TRANSFER OF REGISTRATION

A candidate registered for a Programme of Study may transfer to another Programme of Study in his or her own or another Department, School or Institute, subject to the agreement of the appropriate Head(s) of Department(s) and Dean(s) of School(s).

9. Any Exceptions to the above regulations must be submitted via the institution Exceptions procedure and approved by Senate. Where such approval has been given, the Regulations as set out in the Programme Scheme shall prevail.

These Regulations should be read in conjunction with City's Credit Framework and accompanying Guidance Notes.

The Head of Department, Dean of School or Director of Institute may delegate responsibility for decisions assigned to them throughout these Regulations to the Programme Director. Such delegation must be explicit and recorded in the minutes of the Board of Studies.

Approved by Chair's Action (Senate) 24.08.16