1. General Requirements of Awards

1.1. All awards approved by the Academic Council to be made by the University, and by the University under agreement with an external awarding authority are listed in Schedule C. The below principles must be followed in regard to the University's awards.

1.2. **Award Levels:** Awards may only be made at levels consistent, and fully in accordance, with those set out in the Framework for Higher Education Qualifications of UK Degree-Awarding Bodies (Qualifications Frameworks) as currently applying in England. Awards must correspond to the following levels in Table 1., and it should be noted that awards at one level may include stages at lower levels to facilitate academic and intellectual progression. Awards only permitted at Level 3 when the level of the programme or part of the programme is designated as Level 3 for the purpose to facilitate students to progress to studying a programme at Level 4:

Table 1. Awards and Corresponding Qualifications Framework Levels

Award	FHEQ Level
Master's Degrees (e.g., MA, MSc)	7
Integrated Master's Degrees	
Postgraduate Diplomas (e.g., PG Dip)	
Postgraduate Certificates (e.g., PG Cert)	
Bachelor's Degrees with Honours (e.g., BA (Hons), BSc (Hons))	6
Bachelor's Degrees (e.g., BA, BSc)	
Degree Apprenticeship (e.g., BA (Hons), BSc (Hons))	
Graduate Diploma	
Graduate Certificates	
Foundation Degrees (e.g., FDNA)	5
Diplomas of Higher Education (DipHE)	
Certificate of Higher Education (CertHE)	4

Pre-Undergraduate Level 3 Qualifications (Foundation Diplomas & Foundation Certificates)	3

1.3. **Award Titles and Forms:** The power to approve and alter award titles lies with the Academic Council. Titles must state the field of study and the scope of the programme of study leading to the award. The following principles should be adhered to with respect to title and forms:

a) The common structure of the title shall be the qualification title (e.g., Bachelor's degree with or without honours (BSc, BSc (Hons)), followed by the discipline (e.g., Business Management).

b) The title should be designated as being in the Arts, Sciences or in another general field or in a specific discipline (e.g., LLB) through the validation and approval of the relevant programme of studies.

c) Undergraduate and graduate certificates, diplomas, and degree exist awards may include the relevant subject area in parentheses by the validating University Approval Panel.

d) The titles of a postgraduate diploma or master's degree may, where this is approved as part of the validation and approval of the programme, include the designation of a specialist area in parentheses provided the proposed specialist area is germane to discipline and complements the programme's learning outcomes.

e) Combined bachelor's degrees that are joint honours shall state both discipline areas conjoined by "and", and the credits must be divided evenly between the subject areas across each stage; Combined bachelor's single honours degrees with a major and minor component shall state both discipline areas with the major leading and the minor following conjoined by "with", and the major component may range between 2/3 (66%) and 3/4 (75%) to a corresponding range for the minor of 1/3 (33%) to 1/4 (25%) across each stage of the programme.

f) Foundation degrees shall be prefixed by the title "Foundation Degree" and suffixed by the discipline.

g) Postgraduate Certificate or Postgraduate Diploma may be prefixed where the programme is validated and approved as being at Level 7.

h) Graduate Diploma or Graduate Certificate may be prefixed where the programme is validated and approved as being at Level 6.

i) All undergraduate certificates and diplomas shall be designated certificate or diploma, without prefix. There shall be two types of certificate and diploma at this level: a Certificate or Diploma in Higher Education, to which shall be appended in parentheses a relevant, broad field of study, and a certificate or diploma in a named discipline. These awards generally apply to an award where a student successfully completes the first 120 (Certificate) or 240 (Diploma) credits, but terminates the programme of study prior to the intended undergraduate award as validated. These titles can however lead to

an award in a named subject discipline when specifically designed and validated to do so.

j) With professional and statutory body award titles, these will carry the title designated by those bodies. Where no title is prescribed the form of the title shall follow the principles as set out above.

k) Degree apprenticeship programme names shall start with the apprenticeship level number, the profession, and the apprenticeship standard title. The programme name may be different to the award name, and the award name does not need to include the apprenticeship standard information. Under exceptional circumstances, the Dean of Academic Quality & Policy has the authority to authorise a programme name that does not adhere to this naming convention.

l) Pre-Undergraduate Level 3 Qualifications shall be designated as either Foundation Certificates (on achievement of 60 credits at Level 3) or Foundation Diplomas (on achievement of 120 credits at Level 3), with the subject area as validated forming the latter part of the award title (e.g., Foundation Certificate/Diploma *in Business Studies*).

1.4. **Use of "Advanced" in an Award Title:** The term advanced may only be used in relation to certificate and diploma awards. The following principles apply:

a) *Advanced Diploma is an undergraduate award* which comprises more than 240 credits of which no fewer than 60 are at Level 6, no fewer than half the total credits are Level 5 and 6, is accredited by a recognised professional or regulatory body, or which qualifies for substantial exemptions from professional body requirements, and comprises fewer than 360 credits and/or does not satisfy all of the Qualifications Framework Honours degree descriptors.

b) *Advanced Certificate is an undergraduate award* which comprises no fewer than 120 credits of which no fewer than 60 are at Level 6, and is accredited by a recognised professional or regulatory body, or which qualifies for substantial exemptions from professional body requirements.

c) *Advanced Graduate Certificate is a graduate award* which comprises no more than 120 credits at Level 6, and is accredited by a professional or regulatory body, or which qualifies for substantial exemptions from professional body requirements.

d) *Advanced Postgraduate Diploma is a graduate award* which comprises more than 120 credits at Level 7, and is accredited by a recognised professional or regulatory body, or which qualifies for substantial exemptions from professional body requirements, and comprises fewer than 180 credits and/or does not satisfy the Qualifications Frameworks Master's degree descriptors.

e) *Advanced Postgraduate Certificate is a postgraduate award* which comprises more than 60 credits at Level 7, and is accredited by a recognised professional or regulatory body, or which qualifies for substantial exemptions from professional body requirements.

1.5. **Aegrotat Awards:** These awards may be recommended with the Examination Board does not have sufficient evidence of the student's performance to recommend the award for which the student was a candidate, but is satisfied that if the illness or other valid cause did not occur, the student would have reached the standard required. The following principles apply to these awards:

a) These awards may only be recommended for the following qualifications: Certificate of Higher Education, Diploma of Higher Education, Advanced Diploma, Ordinary Degree, Honours Degree, and Master's Degree.

b) These awards shall not be award with a classification.

c) The Examination Board must offer the student the opportunity to either accept the Aegrotat award or resit as if for the first time the assessment modules for which there is insufficient evidence of performance on which a judgement could be made. If the student then fails these assessments, then they may not claim the Aegrotat award.

1.6. **Posthumous Awards:** The Academic Council may at its discretion posthumously award any of the awards conferred by the University. The award may be accepted on the student's behalf by a parent, spouse, or other appropriate individual. The award certificate will not refer to the award being granted posthumously.

1.7. **External and Non-Award Programmes:** The University may, as approved by the Academic Council, and subject to appropriate agreement, offer programmes leading to the qualifications of other awarding authorities, with titles as determined by those authorities. Approved programmes may be recognised by more than one awarding body for the award of credit or qualifications. Ultimate responsibility for the standards of those awards remains with the awarding authority and the University will be responsible for meeting its standards, with the University responsible for the quality of the learning experience of its students registered on those programmes. The University may also, as approved by Academic Council, offer short-course awards of no fewer than 15 credits and no more than 60 credits.

1.8. **Conferment of Awards:** The following principles shall be used to determine the conferment of an award:

a) Students who have completed approved studies at the University leading to the stated award shall have the award conferred.

b) Where a student fails at a higher level or stage of a programme of study, they may be conferred an interim exit award for which they have completed the requirements for.

c) Where BPP University has delegated power to confer awards on behalf of an awarding body, each authority making the delegation, and the award approved to be conferred under that authority, shall be specified in Schedule C.

d) The candidate is registered or was registered at the time of assessment for an award.

e) The candidate has paid all course/programme fees due.

f) Confirmation is provided that the candidate has completed an approved programme of studies leading to an award, and that where applicable they are fit to practise.

g) An award has been recommended by the appropriate board of examiners in accordance with the regulations and the result of the award has been approved by the Academic Council.

h) In respect of award conferred under delegated authority, such other requirements as may be specified by the awarding body have been met.

i) The relevant award certificate and corresponding transcript will be issued according to BPP University guidelines, with programmes leading to awards of other awarding bodies, transcripts will also be provided in the same form as for award programme of BPP University unless the terms of agreement with the awarding body provide otherwise.

1.9. **Rescinding Awards:** The power to rescind an award shall lie with the Academic Council, and there shall be no right of appeal to the decision. The following principles are in place for instances where an award should be rescinded:

a) It is established that the relevant authorised body within BPP University made its decision based on misleading or incorrect evidence. A report will be prepared by the Chair of the Board of Examiners for Academic Council outlining the circumstances under which this occurred, and the recommendations of the board and any other issues or remedy the board considers should be addressed by the Academic Council.

b) It is established that academic misconduct took place. A report will be prepared by the Secretary to the Academic Misconduct Panel reporting the circumstances of the case and the determination of the panel to the Academic Council.

c) The student has elected to complete a programme of study at an interim stage and has the relevant award conferred on them, but subsequently elects to re-register and continue with that programme of study and is successful in achieving the higher award. The Academic Council will rescind the lower award so the higher award can be conferred. A report will be prepared for Academic Council by the Associate Dean for Student Outcomes stating the candidates this applies to.

d) When an award is rescinded the following actions will be taken:

i. The Dean of Academic Policy & Quality on behalf of the Vice-Chancellor will write to the person concerned, informing them of the decision, and request all artifacts of documentation in relation to the award.

ii. The record of the award will be amended to reflect the rescinding of the award, with the reasons for doing so.

iii. Where a higher award has been completed in place of the lower award, the student's transcript will be amended to delete reference to the previous lower award.

1.10. **Classification of Awards:** Awards shall be determined and classified according to the policy and procedure as set down in the Classification and Awards Policy. The following principles are to be applied to classification:

a) Bachelor's Degree with Honours will be classified as follows:

i. Honours of the First Class

ii. Honours of the Second Class (Division I)

iii. Honours of the Second Class (Division II)

iv. Honours of the Third Class

b) Graduate Awards (Graduate Certificate and Graduate Diploma) will be classified as follows (this includes if they are an exit award):

i. Distinction

ii. Merit

iii. Pass

iv. Fail

c) Postgraduate Awards (Master's, Postgraduate Diploma, and Postgraduate Certificate) will be classified as follows:

i. Distinction

ii. Merit

iii. Pass

iv. Fail

d) Level 3 Pre-Undergraduate Qualifications will be classified as follows:

i. Distinction

ii. Merit

iii. Pass

iv. Fail

2. Programmes of Study

2.1. **General Requirements:** Approved programmes of study must meet the following general requirements, and the policy and procedures in relation to the development and validation of programmes of study leading to an award can be found in the Curriculum Development Policy:

a) Must be delivered at an approved location or through approved online resources.

b) Must meet the educational aims appropriate to the academic field or fields, and have learning outcomes the demonstrated achievement of which determines the conferment of each associated award including exit awards.

c) Must conform to minimum and maximum periods of including accreditation of prior learning (APL), as set out in Schedule B, within which study and its associated assessments including re-assessments must be completed, except: Foundation years, when taken as part of a broader qualification, shall extend the maximum period of prescribed study by a period of one year; and the Academic Council, or body authorised to act for it, may suspend this regulation should it be warranted by an individual student's case. In suspending the regulation, there will be strong regard paid to the integrity of the University's awards.

d) Where good cause dictates it, and the student can evidence this, with support from the School, a student who has reached the expected end date of their programme may under exceptional circumstances apply to extend their period of study by up to 12 months in the first instance, with subsequent extension to the time limit permitted if justified and required. This is however not an automatic right and must follow the policy and procedure in the Extensions and Extenuating Circumstances Policy where the circumstances of the application will be considered, and determine whether an extension to the expected end date is permissible.

e) In all approved programmes of study, the language of instruction and assessment shall be English, except where a module or programme is specifically designed and validated for the purpose of learning and additional language.

2.2. **Module Requirements:** Programmes are normally broken down into modules. Modules may only be approved at a single level. In the event modules at different levels have common content the modules must be clearly differentiated by separate learning outcomes and assessment, and must be identifiable separately. A module may be taught and assessed across more than one term, provided that the module is set at a single level.

2.3. **Credits, Levels and Stages:** The following principles shall apply to the allocation of credits, levels, and stages:

a) All programmes of study and modules leading to an award shall bear credit, but modules may have different credit weightings in accordance with their content and duration.

b) Approved programmes of study leading to an award must confirm to the University's credit, level, and duration scheme as set out in the Schedule B.

c) Credit must be assigned consistently, with credit allocated to a learning activity when stated learning outcomes are achieved; the allocation of credit is grade independent and allocated provided the learning outcomes are achieved; Credit can be assigned only on the evidence of assessed learning; Credit must be assigned to reflect the nature of the learning outcomes and any national benchmarks and qualification frameworks; and, the number of credit points assigned is related to the volume of assessed study required to achieve the specified learning outcomes.

d) A standard block of credit is a minimum of 10 credits, which corresponds to 100 notional hours of study time (inclusive of contact time, time spent on assessed work, private study, revision and sitting examinations).

e) Programme of study must be subdivided into stages whereever a programme has a value of 120 credits or more. The following conditions apply:

   i. A stage will normally represent the core and optional modules for which a student registers to a value of 120 credit points, unless programme regulations are validated otherwise.

   ii. In undergraduate Bachelor's (Honours) Degrees, there will be three stages corresponding with Levels 4, 5, and 6 of the qualifications framework.

f) Dissertations and Final Projects must not exceed 60 credits, must be the final, or part of the final 60 credits of the programme, and has not been submitted for credit towards another award at the University or another university or institution.

2.4. **Programme Regulations and Documentation:** Programmes must, in addition to following the principles of the General Academic Regulations, have their own programme regulations and documentation which:

a) Outline any specific requirements for admission to the programme over and above the General Academic Regulations.

b) The requirements for successful completion of the programme

c) The subdivision of the programme into stages, including specific modules which must be passed at each stage along with other regulations for progression or for successfully completing the programme. This may also include restrictions on the sequence in which modules can be studied, through the designation of modules as pre-requisites, co-requisites, or prohibited combinations.

d) Programme documentation should feature the PARC and programme handbook which should be in line with the Public Information Duties as stipulated in these regulations, and provided to students upon registration at each stage of their programme.

e) The Hub (Virtual Learning Environment) must be maintained providing information both current and historical for each programme and its delivery at each centre of the University. The Hub will be a source of timely information for students, as well as a portal for programme materials, past exam papers, examiner reports, and careers information.

2.5. **Programme Approval and Withdrawal:** All programmes are approved by the Academic Council and Board of Directors prior to their introduction through the processes at set down in the Curriculum Development Policy. The validation period is for a period of five years, at which point re-validation will be required. In addition to having a procedure to support the adequate scrutiny of the programme or modules, the following principles will be observed in the Curriculum Development Policy:

a) Approval and re-approval of programmes (both award and non-award bearing) with any credit values required;

b) Approval of individual modules is required;

c) Programmes must conform to one of three modes of delivery:

   i. Online/Remote (specifically for synchronous programmes)

   ii. Face-to-face (specifically for synchronous programmes)

   iii. Blended

   iv. Distance Learning (specifically for asynchronous programmes)

d) Where modifications both major and minor, and variants are required, these shall be approved;

e) Where there are modifications to add intakes or cohorts to a programme, the following definitions and processes should be considered:

   (i) an 'intake' constitutes the addition of an entirely new study offering to a programme in a specific month across all locations, modes of study, and modes of delivery. Any additions of intakes will require a major modification;

   (ii) a 'cohort' constitutes the addition of either a new start month, approved location, mode of delivery or mode of study to a programme. Any additions of cohorts will require a minor modification to be submitted directly to the Dean of Academic Quality and Policy; and

   (iii) a 'Start Date' constitutes the addition of a new first day of contact for students. No modification paperwork is required for a Dean of School to add a start date to the deployment schedule.

f) The following considerations should be embodied in this process:

   (i) ensures that each programme, module and non-award programme proposed is compatible with the University's mission and business plan;

   (ii) establishes how the academic and professional standards in each programme, non-award course and component modules have been set;

   (iii) evaluates the appropriateness of these academic and professional standards;

   (iv) establishes whether the designed learning opportunities can be expected to give students a fair and reasonable chance of achieving the academic and professional standards required for successfully completing each programme;

(v) ensures that all programmes, in design and assessment methods, anticipate the needs of students with disabilities and the diversity of their culture and religious faith;

(vi) promotes confidence internally and externally in the standards and quality of award and non-award programmes of the University;

(vii) ensures programme re-approval gives careful regard to the experience of delivering, monitoring, and developing the programme or non-award course during the period of the previous approval, with particular reference as appropriate to:

1. evidence on the academic standards of the programme and the component modules;

2. whether and how students' learning opportunities have been enhanced in response to feedback from students, external bodies, external examiners, approval panels, and annual monitoring reports;

3. steps taken to maintain the currency and validity of the programme and component modules; and

4. action taken to remedy any identified shortcomings;

(viii) has due regard for the Competition and Markets Authority guidance: *UK higher education providers – advice on consumer protection law.*

g) Where there is evidence a programme no longer satisfies minimum acceptable standards, has not be re-approved within the time limits specified in the approval by the Academic Council, has breached or is operating outside of the parameters agreed by the Academic Council for delivery to the extent of significantly harming the University's reputation or the student experience, and/or has ceased to provide students with a fair and reasonable chance of achieving the standard required for successful completion, the programme, modules, or non-award course shall be suspended or withdrawn.

h) Where a programme has been suspended for more than one calendar year, the programme will be withdrawn.

i) Where a decision has been taken to close a programme, the Academic Council must consider and approve plans for securing adequate standards and learning opportunities for any student remaining on the programme.

j) In the event of the Board of Directors of the University proposing prematurely to withdraw or close a programme of study leading to an award of the University, the Academic Council must review such a proposal and must satisfy itself that the standards of awards directly affected by the proposal and the interests and rights of students registered on a relevant programme, and on other programmes directly

affected by the proposed withdrawal or closure, are reasonably safeguarded before determining whether or not to consent to the withdrawal or closure proposed.

k) With the prior approval of Academic Council, there may be collaboration with a professional or statutory body in the approval or in the re-approval of a programme of study. The collaboration may be for the purpose of minimising overlap and duplication between the University and a professional body and may include conjoint approval or re-approval.

2.6. **Academic Planning, Monitoring and Review:** All academic provision must be monitored consistent with the Academic Planning, Monitoring, and Review approach under the jurisdiction of the Dean of Academic Quality, Policy & Outcomes, which is outlined in the Academic Planning, Monitoring, and Review Policy. The following principles must be adhered to:

a) Review admissions policy and performance, and critically assess and review whether academic provision remains valid in adhering to academic and professional standards, is resourced effectively, and that student performance is consistent with intended learning outcomes, providing students with a fair and reasonable change of achieving the academic and professional standards required for successful completion.

b) Review and address feedback from external examiners, students, and to identify both strengths and problems, weaknesses and areas for improvement, and in doing so identify opportunities for development and enhancement of academic provision; in doing so develop and maintain an ongoing risk-based action plan to address matters for improvement and enhancement.

c) Critically review the effectiveness of academic provision for students with disabilities and learning and their retention and achievement, and also pay due regard to the ethnic profile of students by retention and achievement, identifying trends and under-represented groups; in doing so develop and maintain an ongoing risk-based action plan to address matters for improvement and enhancement.

2.7. **Partnership and Collaborative Provision:** BPP University retains ultimate authority and responsibility for the academic standards and quality of the student learning opportunities of all awards conferred in its name, inclusive those delivered under collaborative provision. Such authority includes complete control over academic standards, the quality of the learning experience, the enhancement of the learning experience, and the accuracy and clarity of published information. The following principles with respect to this exercise of authority must be adhered to:

a) Ultimate responsibility for the maintenance of academic standards, quality of learning and awards granted under a collaborative arrangement lies with the University's Academic Council. The Academic Council shall ensure that there are adequate safeguards against financial or other temptations that might compromise academic standards or the quality of learning opportunities. Executive responsibility for standards and quality ultimately rests with the Vice-Chancellor.

b) Formal discussion about potential collaborative or subcontracting provision arrangements, with the exception of work-based learning, must not take place between any member of University staff and a prospective partner without the written approval of the Vice-Chancellor.

c) The University shall make a report to the Chair of the Academic Regulations and Awards Committee at the commencement of formal discussions with a prospective partner.

d) The approval and review of this policy and these procedures rests with the Academic Council of the University. Responsibility for oversight and compliance lies with the Deputy Vice-Chancellor.

The policy and procedures in relation to Partnership and Collaborative provision can be found in the Partnerships and Collaboration Policy, which adheres to the following principles:

a) Partnerships and Collaborative activity will support the University's mission, values and objectives, align with the Academic Development Plan, and be congruent with the strategic plans and academic provision of the University's School(s) which champions the collaboration;

b) offer mutually reciprocal educational, scholarship, reputational and financial benefits;

c) establish partnerships with organisations of academic and/or professional standing, appropriate national and/or international recognition and/or accreditation, financial stability, as well as suitable resource infrastructure to successfully deliver programmes of study to appropriate academic standards;

d) be equivalent in quality and standards to comparable awards delivered exclusively by the University at its own centres and align to the *Qualifications Frameworks*;

e) provide student learning opportunities, support and resources of comparable quality and standard to those available at University centres;

f) be governed by the University's General Academic Regulations and comply with the University's mechanisms for the management, scrutiny and enhancement of academic standards and the quality of the student learning opportunities;

g) be financially viable and feasible;

h) align with the OfS On-going Conditions of Registration, Quality Assurance Agency's Qualifications Frameworks and other relevant benchmark framework and other relevant legislation and/or regulatory body requirements;

i) be subject to a legally binding formal contractual agreement, which sets out the rights and responsibilities of each partner.

Policy Revision History

Version Number	Description	Author	Reviewed by	Approving Authority	Date
1.0	Revised and re-presented GARs following Stage 2 of the Regulatory Review.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	Academic Council	July 2023
1.1	Addition of terminology and regulatory principles with respect to cohort, intake, and start dates to support policy in this area.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	Academic Council	December 2023
2.0	Updating GARs as a result of the reorganisation of the UPPs. Inclusion of the Apprenticeship Naming Conventions.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	Academic Council	July 2024
3.0	Inclusion of Level 3 award regulations	Associate Dean for Governance & University Proctor	Dean of Academic Quality, Policy & Outcomes	Academic Council	July 2026