Quality Code for Higher Education

Programme Regulations

Reference Code:	2.1
Version:	3.3
Date:	August 2022
Date of Implementation:	August 2022
Originator:	Higher Education & Skills Department
Approval by:	HE Learning & Teaching Committee
Date for Review:	June 2023
Description:	The purpose of this Code of Practice is to clarify programme regulations. It is not intended as a substitute for the regulations and codes of practice of the awarding bodies or partner HEIs, where the college recognises these organisations as the responsible governing bodies in relation to the appointment, approval and oversight of matters concerning external examining processes. It is intended to enhance established regulations and make explicit responsibilities of all those involved in external examining processes within the college
	NOTE: Where the awarding body has different requirements this will take precedence over the College's Code
Responsibilities:	Curriculum Managers, Curriculum Team Leaders Higher Education & Skills Department
Applications for exemptions to:	HE Learning & Teaching Committee
Report Exemptions to:	HE Learning & Teaching Committee
Links to UK Quality Code for HE:	Chapter B8 Chapter B10

2.1

1   Introduction

1.1   This Code of Practice (CoP) is built upon the regulations and Codes of Practice set by the awarding institutions and / or partner HEIs that govern matters relating to programmes delivered at the College. These awarding bodies / partner HEIs include:
- The University of Hull
- Sheffield Hallam University
- Pearson
- University of Huddersfield

1.2   This CoP must be read in conjunction with relevant CoP's and regulations of awarding institutions and / or partner HEIs.

1.3   This CoP embeds and builds upon established principles of fairness, equity and justice and recognises the correct and proper implementation of programme regulations is integral to the College's rigorous control of standards.

2   Purpose and Function

2.1   The College recognises the functions of programme regulations as defined by the QAA in ensuring that:
- The programme regulations of each award and its component parts is maintained at the appropriate level
- Standards of student performance are properly judged against the appropriate level
- The academic, support, disciplinary and appeals processes are fair and just and adhere to the regulations set out by the awarding institutions and / or partner HEIs
- The assessment process measures student achievement appropriately against the intended outcomes for the programme and is rigorous, fairly operated and in line with the awarding institution's policies and regulations
- In order to maintain parity and ensure academic standards are maintained the College is able to compare the standards of programmes it delivers with those of other higher education or similar institutions, though their content may vary.

3   Application of Programme Regulations, Rights and Responsibilities

3.1   Programme regulations are defined and regulated by the relevant awarding institution and / or partner HEI. Curriculum areas within the College should in every instance refer to the awarding institution / partner HEI's Codes of Practice appertaining to programme guidance for further information.

3.2   It is the College's responsibility to maintain and manage any changes to regulations as set out by the HEI's and awarding bodies and ensure they are implemented accordingly.

3.3   The College recognises the variance in the academic levels and requirements of the portfolio of programmes delivered within the College and through due processes will ensure delivery, assessment and moderation at the level appropriate to the award. These include:

BA (Hons)
Foundation degrees
HNC/HND
Master' Degree

University of Hull - https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality

SHU - https://students.shu.ac.uk/regulations/

Pearson - http://www.edexcel.com/quals/highernationals10/Pages/default.aspx

University of Huddersfield - https://www.hud.ac.uk/policies/registry/qa-procedures/

3.4   Curriculum Team Leaders are responsible for the implementation of the programme regulations at course level and for ensuring that all requirements of the awarding body and/or HEI are met in a timely manner. These include:

- The setting of submission / examination dates and assessment deadlines
- Reporting all data appertaining to students' registrations and withdrawals to the relevant awarding body / HEI
- Providing work to the external examiner, awarding body / HEI as required
- Providing students with the relevant course / module handbooks

3.5   The Curriculum Leader is responsible for:
- Ensuring that all students are aware of the programme regulations as appropriate to their course of study
- Ensuring students are aware of the disciplinary/appeals procedures as set out by both the College and the awarding body / HEI
- Reporting any breach of programme regulations
- Maintaining records of any student disciplinary/appeals

4   Quality Assurance

4.1 The Higher Education team are responsible for:
- Driving and maintaining improvement across all programmes
- Ensuring academic rigour and parity of provision/implementation of programme regulations
- The implementation of activities to test academic rigour
- Engage with student voice to ensure that programme regulations are being implemented and adhered to
- To provide support in the implementation of teaching and learning and provide resources where appropriate to allow the implementation of programme regulations
- To ensure the appropriateness of the qualification and to provide training and development where appropriate