

ACADEMIC REGULATIONS 1:
Awards of the University

2011-2012

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AUTHORITY TO CONFER AWARDS

- 1 The University derives its authority to confer awards from the provisions of the Further and Higher Education Act (1992) which amended the provisions of the 1988 Education Reform Act. The University, acting through its Board of Governors, has delegated to the Vice-Chancellor the authority to confer awards on persons recommended as eligible by the Academic Board. The Academic Board has provided for the establishment of authorised committees to make recommendations for the conferment of awards. These committees are:
 - Programme Assessment Boards
 - Research Degrees Committee
 - Honorary Degrees Committee

CONFERMENT OF AN AWARD

- 2 Conferment of an award of Kingston University will be by the Vice-Chancellor as the Chair of the Academic Board or, through delegated authority, by a designated senior member of the Academic Board.
- 3 Once a qualification has been achieved, and an award conferred, it cannot be withdrawn if a higher qualification is achieved.

Qualifications

- 4 For all qualifications, conferment requires that the following conditions are satisfied:
 - the candidate was a registered student of the University at the time of his or her assessment for the qualification; and
 - the candidate has completed the programme of study approved and validated as leading to the qualification being recommended; and
 - the conferment has been recommended by the appropriate committee, acting under regulations approved by the University.
- 5 The conferment shall be that for which the candidate is registered except in the case of non-completion. Normally, a lower level qualification may be awarded if the candidate has fulfilled the requirements of the lower qualification.

Honorary awards

- 6 The University has established an Honorary Degrees Committee to consider recommendations for the conferment of honorary awards on individuals and to make recommendations to the Academic Board for the inclusion of new honorary awards.

The list of approved honorary awards is appended as Annex 2.

RESCINDING AN AWARD

- 7 The Vice-Chancellor, acting on the recommendation of the Academic Board, may rescind an award. An award may be rescinded if it is established that the authorised committee made its decision based on misleading or incorrect evidence. In the case of an academic qualification, the award may be rescinded if it is established that academic misconduct has taken place.

THE NATIONAL QUALIFICATIONS FRAMEWORK

- 8 For each qualification, the University has established a benchmark definition to take account of the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland and the credit guidelines jointly prepared by the regional credit consortia.

Qualification levels

- 9 The University offers programmes of study leading to qualifications at the following higher education levels:

C Certificate

Holders of a qualification at this level will have a sound knowledge of the basic concepts of a subject, will have learned how to take different approaches to solving problems and will be able to communicate accurately.

I Intermediate

Holders of a qualification at this level will have developed a sound understanding of the principles in their subject area, how to apply them more widely and to evaluate the appropriateness of different approaches to solving problems.

H Honours

Holders of a qualification at this level will have developed an understanding of a complex body of knowledge, some of which will be at the current boundaries of their academic discipline. They will have developed analytical techniques and problem-solving skills. They will be able to evaluate evidence, arguments and assumptions, to reach sound judgments and communicate effectively.

M Masters

Holders of a qualification at this level will be at or, informed by, knowledge at the forefront of a discipline or profession. They will have demonstrated originality in the application of knowledge, the solving of problems and will understand how the boundaries of knowledge are advanced through research. They will be able to deal with complex issues both systematically and creatively.

D Doctorate

Holders of a qualification at this level will be able to conceptualise, design and implement projects for the generation of significant new knowledge and/or understanding. They will have created and interpreted knowledge that extends the forefront of a discipline, usually through original research.

Classification of qualifications

- 10 The regulations for each generic qualification will specify whether or not it may be awarded with a classification.

The use of the aegrotat

- 11 A classified qualification may be conferred as an aegrotat where the following conditions are satisfied:

- the candidate was a registered student of the University at the time of his or her assessment for the qualification; and

- the candidate was unable to complete the programme of study for illness or other valid cause; and
- the Programme Assessment Board has a) sufficient evidence to judge that the candidate would have reached the required threshold standard for the qualification, but, b) insufficient evidence to make a judgement on a classification. A candidate may choose to decline an aegrotat award and complete the programme, but cannot then claim the aegrotat in the event of subsequent failure. The term “aegrotat” will not be recorded on the certification.

Posthumous qualifications

- 12 Any qualification may be conferred posthumously and accepted on the candidate's behalf by a parent, spouse or other appropriate individual. The authorised committee must have sufficient evidence to judge that the candidate was likely to have achieved the required standard for the qualification.
- 13 Once a qualification has been achieved, and an award conferred, it cannot be withdrawn if a higher qualification is achieved.

THE CREDIT FRAMEWORK

- 14 The University operates a Credit Accumulation and Transfer Scheme for all of the qualifications within the Undergraduate Modular Scheme and the Postgraduate Credit Framework. Regulations on entry with advanced standing, and on limitations to the re-use of credit are set-up in the regulations for the Undergraduate Modular Scheme Regulations and the regulations for the Postgraduate Credit Framework.

Assessment for credit without registration for a qualification

- 15 The University may permit students to be assessed for credit within a programme without registering for a qualification. A student may then be registered on the qualification if:
- the registration is prior to the final one-third of the qualification being studied and
 - no more than two-thirds of the total credit necessary for the qualification are used to gain entry with advanced standing.

APPROVAL OF NEW QUALIFICATIONS

- 16 The Academic Board will consult widely before approving a new qualification. It will consider proposals in the context of the existing University qualifications and their relationship to each other and to the qualifications of other bodies. In particular the Academic Board will consider:
- its position within the national qualifications frameworks;
 - the characteristics and level of the proposed qualification that would both distinguish it from existing qualifications and relate it to them;
 - the suitability of existing qualifications for the proposed programme(s) of study;
 - the likely demand for, and recognition of, the proposed qualification by institutions, students and employers.
- 17 The procedures for submitting a new qualification for approval are contained in the Academic Quality and Standards Handbook.

DUAL AND JOINT AWARDS

- 18 The University will consider proposals for dual and joint award arrangements. A dual award is where separate awards are conferred by more than one institution upon a student upon completion of a single programme of study. A joint award is where a single award is conferred jointly by more than one institution upon a student upon completion of a single programme of study.
- 19 The University's regulations governing collaborative provision apply to dual and joint award arrangements; however, in addition the following arrangements apply. Any variations to the following arrangements will be agreed by the Quality Enhancement Committee on behalf of the Academic Board:

Dual Awards

20 The University will:

- ensure the proposed partner has the legal authority to establish dual award arrangements (*to be considered as part of due diligence*)
- agree arrangements for the external examining of student work. The University's standard external examiner arrangements will apply in regard to its award (*to be agreed ahead of validation*)
- ensure the standard of the award meets the expectations of the QAA Academic Infrastructure. Consideration will be given to the standard of the other award(s) in the arrangement, including the monitoring and verifying of standards (*to be considered as part of validation*)
- agree the rights and responsibilities of students and ensure these are clearly set out for students in programme literature (*to be considered as part of validation*)
- ensure mechanisms are in place that ensure students may not double-count credit awarded for successfully completed modules for credit transfer and accumulation purposes (*to be considered as part of validation*)
- ensure the degree titles demonstrate equivalency across both/all awards (allowing for national differences in the nomenclature of degrees in the case of collaborations with institutions abroad) (*to be considered as part of validation*)
- require the degree classification schemes to demonstrate equivalency across awards (*to be considered as part of validation*)
- provide its own certification (Certificate/ Diploma Supplement) for its award (*to be considered as part of validation*)
- ensure the University's regulations apply to its award in regard to any academic appeal and that the University has sole jurisdiction over the appeal (*to be considered as part of validation*)
- ensure the partner institution has mechanisms in place to consider any student complaint about any matter for which it is responsible (*to be considered as part of validation*)

- ensure the University's established quality assurance and enhancement procedures governing collaborative provision will apply for monitoring the arrangement including the renewal of the arrangement (*to be considered as part of validation*)
- reserve the right to review and approve publicity related to the award(s) (*to be addressed in the institutional agreement*)
- ensure the Certificate refers to the Diploma Supplement
- ensure the Diploma Supplement refers to the dual nature of the award

Joint Awards

21 The University will:

- ensure the proposed partner(s) has the legal authority to establish joint award arrangements (*to be considered as part of due diligence*)
- agree with the partner institution(s) the degree title to be awarded for the joint award (*to be considered ahead towards the start of initial negotiations and confirmed as part of validation*)
- agree arrangements for external examining of student work. In the case of a Joint award the University's standard arrangements should apply unless the partner institution can demonstrate adequate external moderation of its part of the joint programme, bearing in mind the requirements of the QAA Code of Practice on External Examining (*to be considered ahead of validation*)
- ensure the standards of the joint award meet the expectations of the QAA Academic Infrastructure (*to be considered as part of validation*)
- agree the rights and responsibilities of students and ensure these are clearly set out for students in programme literature (*to be considered as part of validation*)
- agree the University's involvement in assessment boards (*to be considered as part of validation*)
- agree the grading and classification system to be used for the joint award. The University will normally require the grading and classification scheme for the award to demonstrate equivalency to its scheme (*to be considered as part of validation*)
- agree which institution should provide the certification (certificate, Diploma Supplement and transcript) for the joint award (*to be considered as part of validation*) whilst ensuring that the Certificate refers to the Diploma Supplement
- ensure the University's regulations apply to its award in regard to any academic appeal and that the University has sole jurisdiction over the appeal (*to be considered as part of validation*)
- ensure the partner institution has mechanisms in place to consider any student complaint about any matter for which it is responsible (*to be considered as part of validation*)

- agree matters relating to the Student Record and data management in regard to the award (*to be considered as part of validation*)
- ensure the University's established quality assurance and enhancement procedures governing collaborative provision will apply for monitoring the arrangement including the renewal of the arrangement (*to be considered as part of validation*)
- reserve the right to review and approve publicity related to the award(s) (*to be addressed in the institutional agreement*)
- agree the format for the certification for the award (*to be considered during, or shortly after validation*)

CERTIFICATION (CERTIFICATE / DIPLOMA SUPPLEMENT)

Certificate

22 The University shall confirm that a qualification has been conferred by the production of a certificate recording:

- the name of Kingston University
- the student's name as registered with the University
- the qualification obtained and any classification
- the approved title of the programme (if any)
- if appropriate, the name of any other institution sharing responsibility for the student's programme of study or research (as designated in an institutional agreement)

23 The certificate shall include the University logo and shall bear the signature of the Vice-Chancellor and the Chancellor. The certificate will include a statement that it is accompanied by a diploma supplement.

Certificate in the case of a dual award

24 There are no additional requirements to those stated in paragraph 22.

Certificate in the case of joint award

25 In addition to the requirements stated in paragraph 22, as required by the partner institution(s), the certificate will include the partner institution(s)'s logo and the signature of the partner institution(s)'s senior officer.

Diploma Supplement

26 The University shall provide all students who complete a qualification with a diploma supplement. This will follow the model developed by the European Commission, the Council of Europe and UNESCO/CEPES. The document is designed to provide a description of the nature, level, context, content and status of the studies that were successfully completed by the student named on the qualification awarded by the University.

27 The diploma supplement will include a summary transcript showing:

- the mode of study
- the award regulations
- the modules studied for the qualification

- the marks, grades and credits achieved (including European credits) and the attempt number
 - the qualification achieved
 - an explanation of the grading scheme used
 - any approved endorsement, eg. that the course had been delivered in the sandwich mode, or that the course was delivered and/or assessed in a language other than English
- 28 In the case of all collaborative provision, the diploma supplement will refer to:
- information about the partner institution(s), including the location of the partner institution(s)
- 29 In the case of a dual award, the diploma supplement will refer to:
- the dual nature of the award
 - information about the partner institution(s), including the location of the partner institution(s)
- 30 In the case of a joint award, the diploma supplement will refer to:
- the joint nature of the award
 - information about the partner institution(s), including the location of the partner institution(s)
- 31 The diploma supplement shall be signed on behalf of the Academic Board by an authorised person.

Annex 1

QUALIFICATIONS APPROVED BY THE UNIVERSITY

CERTIFICATE (C) LEVEL QUALIFICATIONS

Foundation Certificate

- 1 This is normally a qualification within an extended undergraduate degree programme. It is designed for students who are eligible to enter higher education but who require additional learning experience in science, technology or English language.
- 2 Foundation Certificates may be awarded to students who have demonstrated sufficient knowledge and skills to progress to the first year of their intended degree programme and have achieved at least 120 credits at level 3 or above.

Certificate of Higher Education (CertHE)

- 3 This qualification requires the equivalent of one year of full-time study. It requires the achievement of at least 120 credits at level 4 or above.
- 4 Certificates of Higher Education may be awarded to students who have demonstrated:
 - knowledge of the underlying concepts and principles associated with their programmes of study and an ability to evaluate and interpret these within the context of the area of study
 - an ability to present, evaluate and interpret qualitative and quantitative data, to develop argument and make sound judgements in accordance with basic theories and concepts of their programme of study

INTERMEDIATE (I) LEVEL QUALIFICATIONS

Centre-devised BTEC Higher Nationals

- 5 The University has a Licence Agreement with Edexcel to deliver centre-devised BTEC Higher National qualifications. They are designed to be specialist work-related qualifications appropriate to the skills needs of their sector. In addition to covering occupational or discipline-specific content, these qualifications must promote the development or enhancement of general, high-level skills including:
 - research and investigative skills
 - the ability to synthesise a range of concepts, knowledge and skills
 - the ability to apply complex theories to practical situations
 - an independence of approach to study and the generation of evidence

Higher National Certificate

- 6 The Higher National Certificate requires the equivalent of two years of part-time study. It requires the achievement of:
 - at least 180 credits at level 3 or above
 - of which at least 150 credits must be at level 4 or above
 - and of which at least 60 must be at level 5 or above

- Higher National Diploma**
- 7 The Higher National Diploma requires the equivalent of two years of full-time study. It requires the achievement of:
- at least 240 credits at level 3 or above
 - of which at least 210 credits must be at level 4 or above
 - and of which at least 90 credits must be at level 5 or above
- Diploma of Higher Education (DipHE)**
- 8 This qualification requires the equivalent of two years of full-time study. It requires the achievement of:
- at least 240 credits at level 4 or above
 - of which at least 120 credits must be at level 5 or above
- 9 Diplomas of Higher Education may be awarded to students who have demonstrated:
- knowledge of the concepts and principles associated with their programmes of study, an ability to evaluate, interpret and apply these within the context of the area of study
 - an ability to present, evaluate and interpret qualitative and quantitative data, to develop argument and make sound judgements in accordance with the theories and concepts of their programme of study
- Foundation Degree**
- 10 Foundation Degrees are designed to include significant amounts of work-based learning. Students will normally study for a minimum of two years although it is acknowledged that students may progress at a slower pace to fit with work and home commitments.
- 11 The qualification normally requires the achievement of:
- at least 240 credits at level 4 or above;
 - of which at least 90 credits must be at level 5 or above.
- 12 Foundation degrees may be awarded to students who have demonstrated:
- the knowledge and critical understanding of the intellectually established principles of the field of study
 - the ability to apply underlying concepts outside the context in which they were first studied
 - the ability to critically evaluate the appropriateness of different approaches to problem solving in the field of study as applied to real-life contexts
- 13 The University has approved a number of subject specific Foundation degrees:
- Arts Foundation Degree (FdA)
 - Engineering Foundation Degree (FdEng)
 - Science Foundation Degree (FdSc)
- Bachelors Degree (Ordinary/Unclassified/Non-Honours)**
- 14 This qualification requires the equivalent of 2.5 to 3 years of full-time study. It

requires the achievement of:

- at least 300 credits at level 4 or above
- of which at least 180 credits must be at level 5 or above
- and of which at least 60 credits must be at level 6 or above

15 The Bachelors degrees may be awarded to students who have demonstrated:

- knowledge and critical understanding of the established principles of their programmes of study and the way in which these principles have developed
- an ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context
- knowledge of the main methods of enquiry in their subject(s) and the ability to evaluate critically the appropriateness of different approaches to solving problems in the subject(s)
- an understanding of the limits of their knowledge and how this influences analyses and interpretations based on that knowledge

16 The University has approved a number of specific Bachelors degrees:

- Bachelor of Arts (BA)
- Bachelor of Engineering (BEng)
- Bachelor of Music (BMus)
- Bachelor of Science (BSc)

HONOURS (H) LEVEL QUALIFICATIONS

Bachelors Degree with Honours

17 This qualification requires the equivalent of 3 years of full-time study. It requires the achievement of:

- at least 360 credits at level 4 or above
- of which at least 240 credits must be at level 5 or above
- and of which at least 120 credits must be at level 6 or above

18 The Bachelors degrees with Honours may be awarded to students who have demonstrated:

- a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline
- an ability to deploy accurately established techniques of analysis and enquiry within a discipline
- conceptual understanding that enables the student:
 - to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline; and
 - to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline

- an appreciation of the uncertainty, ambiguity and limits of knowledge
- the ability to manage their own learning, and to make use of scholarly reviews and primary sources (eg. refereed research articles and/or original materials appropriate to the discipline)

19 The University has approved a number of specific Honours degrees:

- Bachelor of Arts (BA Hons)
- Bachelor of Business Administration (BBA Hons)
- Bachelor of Engineering (BEng Hons)
- reserved for programmes leading to professional accreditation
- Bachelor of Laws (LLB Hons)
- Bachelor of Music (BMus Hons)
- Bachelor of Science (BSc Hons)

Graduate Certificate

Graduate Diploma

20 These qualifications require graduate level entry or its equivalent. They exceed the demands of undergraduate qualifications in terms of pace and/or level, but do not meet the full level 7 learning outcomes required of postgraduate level qualifications.

21 They are normally, although not exclusively, associated with professional qualifications, allowing students to undertake intensive study following an undergraduate degree in order to receive a recognised professional qualification. Individual credit structures therefore may depend upon the requirements of professional bodies.

22 The Graduate Certificate requires the equivalent of at least six months of full-time study and the achievement of a minimum of 60 credits at levels 6 or 7. Normally, no more than 25% of credit should be at level 7.

23 The Graduate Diploma requires the equivalent of at least a year of full-time study and the achievement of a minimum of 120 credits at levels 6 or 7. Normally, no more than 25% of credit should be at level 7.

MASTERS (M) LEVEL QUALIFICATIONS

Postgraduate Certificate

Postgraduate Certificate in Higher Education

24 These qualifications normally require the equivalent of at least 15 weeks of full-time study. They require the achievement of a minimum of 60 credits at levels 6 or 7 of which at least 45 credits must be at level 7. The learning outcomes will meet some, but not all of those for a Masters degree.

Postgraduate Diploma

Postgraduate Diploma in Management Studies (DMS)

25 These qualifications normally require the equivalent of at least 30 weeks of full-time study. They require the achievement of a minimum of 120 credits at levels 6 or 7 of which at least 90 credits must be at level 7. The learning outcomes will meet some, but not all of those for a Masters degree.

Postgraduate Certificate in Education (PGCE)

- 26 This qualification is reserved for programmes preparing students for qualified teacher status. It requires the achievement of a minimum of 60 credits of which at least 40 credits must be at level 6.

Masters Degrees

- 27 Masters degrees are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline; and
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

- 28 The University has a number of different types of degrees at this level.

Masters Degrees within the Undergraduate Modular Scheme (Integrated Masters)

- 29 These are enhanced first degrees with a Masters Level final qualification. The University has approved the following Masters Degrees within the Undergraduate Modular Scheme:

- Master of Engineering (MEng)
- Master of Chemistry (MChem)
- Master of Computing (MComp)
- Master of Environmental Science (MEnvSci)
- Master of Pharmaceutical Science (MPharmSci)
- Master of Pharmacy (MPharm)
- Master of Science (MSc)

- 30 These qualifications require the equivalent of 4 years of full-time study and require the achievement of:

- at least 480 credits at level 4 or above
- of which at least 360 credits must be at level 5 or above
- and of which at least 240 credits must be at level 6 or above
- and of which at least 120 credits must be at level 7

Masters Degrees within the Postgraduate Credit Framework

- 31 These Masters degrees normally require the equivalent of 45 weeks of full-time study and the achievement of at least 180 credits at level 6 or above of which at least 150 credits must be at level 7.

32 The Masters degrees approved are:

- Master of Arts (MA)
- Master of Architecture (MArch)
- Master of Business Administration (MBA)
reserved for a course with a focus on the general principles and functions of management and the development of management skills. Applicants must have appropriate practical experience and should normally be at least 23 years of age on entry
- Master of Education (EdM)
reserved as an intermediate award for students registered on the EdD
- Master of Fine Arts (MFA)
reserved for a course with specific professional and academic collaboration. It will require a minimum of 240 level 7 credits
- Master of Laws (LLM)
reserved for courses with a focus on legal content. Applicants must normally have a degree in Law, a Graduate Diploma in Law or a qualification as a barrister
- Master of Music (MMus)
- Master of Science (MSc)
- Master of Social Work (MSW)
- Master of Teaching and Learning (MTL)

Master of Research

33 The Master of Research is a taught Masters degree that provides research training for students (normally as a precursor to doctoral studies).

Masters Degrees by Research and Dissertation

34 The University has approved a Master of Arts and a Master of Science by research and dissertation. These qualifications require the equivalent of one year of full-time study and the achievement of a minimum of 180 credits at level 7 and are covered by separate research degree regulations. See Academic Regulations 4.

Master of Philosophy (MPhil)

35 The Master of Philosophy is a research degree that requires the equivalent of two years of full-time study and the achievement of a minimum of 360 credits at level 7 and is covered by separate research degree regulations. See Academic Regulations 4.

DOCTORATE (D) LEVEL QUALIFICATIONS

36 The University has a number of different types of qualification at this level:

- Doctor of Philosophy (PhD)
- professional or taught Doctorates

37 Qualifications at this level require students to demonstrate:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice

- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
- a detailed understanding of applicable techniques for research and advanced academic enquiry

Professional Doctorates

39 These qualifications are reserved for students who have already successfully completed a recognised course leading to the award of a Masters Degree and who have extensive professional experience at an appropriate level. They will have satisfactorily completed a programme that has required them to make a significant contribution to the enhancement of professional practice through the development and application of theoretical frameworks. Where the qualification is credit rated, students will be expected to achieve a minimum of 540 credits, including at least 360 at credit level 8.

40 The University has approved the following Doctorate degrees:

Doctor of Biomedical Science (DBMS)
Doctor of Business Administration (DBA)
Doctor of Education (EdD)

ANNEX 2

HONORARY AWARDS APPROVED BY THE UNIVERSITY

The University has approved the following honorary awards:

Honorary Fellow of Kingston University

Doctor of Letters Hon DLitt

Doctor of Laws Hon LLD

Doctor of Science Hon DSc

Doctor of Arts Hon DArts