

General Academic Regulations for Programmes leading to Pearson Awards

Introduction

1. In these Regulations “we”, “us” and “our” mean Global Banking School (GBS).
2. These are the programme regulations for programmes leading to Pearson awards. They complement and should be read alongside the Pearson *BTEC Higher Nationals Centre Guide to Quality Assurance and Assessment and GBS Assessment and Feedback Policy*.
3. These regulations apply to all students registered with GBS on programmes leading to Pearson awards. They supersede any previous regulations and may be subject to amendment over time. Any changes will be communicated immediately to all current and prospective students.
4. These regulations should be read in conjunction with the relevant Programme and Unit Specifications and GBS policies and procedures.
5. We use the regulations to ensure that we adhere to sector academic standards, are consistent in our academic judgements and that we treat students fairly and equally.

Programmes

6. Programmes lead to named awards (e.g. HND in Business). Programmes consist of specified combinations of units approved by Pearson as appropriate for that named award which allow students to meet the overall award requirements in terms of unit number and level.
7. The programme structures for Pearson BTEC Higher Nationals specify:
 - the total credit value of the qualification;
 - the minimum credit to be achieved at the level of the qualification;
 - the core units;
 - the specialist units;
 - the optional units;
 - the maximum credit value in units that can be centre-commissioned.

Units

8. Each unit is a self-contained block of learning with defined aims, learning outcomes and assessment criteria as detailed in the Pearson BTEC Higher National Qualification specifications.
9. Each unit will specify a level which indicates the standard required for successful completion of the unit:
 - Level 4: Certificate level which approximates to year 1 of a three-year honours degree programme.
 - Level 5: Diploma level which approximates to year 2 of a three-year honours degree programme.

Work Placement

10. Individual units may take the form of periods of work experience or may be integrated with academic study within a unit leading to the achievement of specified learning outcomes. These requirements will be stated in the Programme Specification and Programme Handbook for each programme. Work placement hours will be tracked and confirmed at Progression and Awards Boards.

Progression to Level 5

11. Students may progress to Level 5 if they achieve a minimum of 90 credits at Level 4. For the HND in Healthcare Practice for England (Healthcare Management) programme, students must also complete a minimum of 180 placement hours at Level 4 in order to progress to Level 5.

Calculation of the Final Qualification grade (RQF)

12. To achieve a Pearson BTEC Higher National Certificate qualification, students must have:
 - Completed units equivalent to 120 credits at Level 4
 - Achieved at least a pass in 105 credits at Level 4.
 - Completed 225 hours of placement on the HND in Healthcare Practice for England (Healthcare Management) or HND in Health and Social Care Practice.
13. To achieve a Pearson BTEC Higher National Diploma qualification, students must have:
 - Completed units equivalent to 120 credits at Level 5
 - Achieved a pass in 105 credits at Level 5

- Completed units equivalent to 120 credits at Level 4
 - Achieved a pass in 105 credits at Level 4.
 - For the award of HND in Healthcare Practice for England (Healthcare Management) or HND in Health and Social Care Practice 450 placement hours must have been completed.
14. *“Completion”* is defined as attending the unit in accordance with the requirements of the GBS Student Engagement and Attendance Policy, attempting the assessment and achieving a pass grade or meeting the requirements for unit compensation.

Compensation Provision for HND

15. Students may still be awarded an HND if they have completed but not achieved a Pass in one of the 15 credit units (including core units) completed at Level 4 and similarly if students have completed but not achieved one of the 15 credit units at Level 5 (including core units). However, students must complete and pass the remaining units for an HNC or HND as per the unit rules of combination of the required qualification. All Programme Learning Outcomes must have been completed.

Calculation of the overall qualification grade

16. The calculation of the overall qualification grade is based on the student’s performance in all units that they complete. Students are awarded a Pass, Merit or Distinction grade using the points gained through all 120 credits, at Level 4 for the HNC or Level 5 for the HND, based on unit achievement.
17. The overall qualification grade will be calculated based on student performance using the formula below:

	Points per credit/unit	Point boundaries
Pass	4	420-599
Merit	6	600-839
Distinction	8	840+

18. In addition to the credit and grade requirements stated above, some programmes have a compulsory placement element which may include a set number of hours and may also require a Professional Learning and Development Portfolio (PLAD) to be completed. These requirements will be stated in the Programme Specification and Programme Handbook for each programme.
19. All units in valid combination must have been attempted for each qualification. The conditions of award and the compensation provisions will apply as outlined in 15. All

120 credits count in calculating the grade (at each level, as applicable).

20. Units that have been attempted but not achieved, and subsequently granted compensation, will appear as 'Unclassified'; i.e. a 'U' grade, on the student's Notification of Performance, that is issued with the student certificate.

Maximum Registration

21. We prescribe minimum and maximum lengths of registration. Minimum and maximum lengths of study under these Regulations are:

	Minimum length	Maximum length
Higher National Certificate (full time)	1 year	5 years
Higher National Diploma (full time)	2 years	5 years

Entry Requirements

22. Entry requirements for each programme are approved by the Academic Board and specified in the relevant programme prospectuses, marketing materials and in the Programme Specifications. Individual programmes may specify requirements in particular subjects of study, areas of learning or experience or levels of performance.
23. All applicants must have sufficient competency in English language, as defined by Pearson and approved by Academic Board, to study for the proposed award. Competency may be demonstrated by qualification, accreditation of prior learning or separate test to be completed at GBS. Further information can be found in our *Admissions Policy*.

Recognition of Prior Learning

24. We operate procedures to formally recognise prior learning (RPL) in line with Pearson policies.
25. Applications for such recognition of prior learning will be considered on a case-by-case basis, in line with our *Recognition of Prior Learning Policy*.
26. Where applicants can demonstrate that their experience or study gained before they apply to us – *prior learning* – meets some of the learning outcomes set out for a programme of study, we may use this experience or learning to exempt them from one or more units of that programme.

Registration and Enrolment

27. Applicants must register with us before they begin their studies and enrol on an

annual basis. This may include making unit choices and must include confirming address and contact details.

28. Details of registration requirements are contained in our terms and conditions of enrolment. Applicants may also consult our *Tuition Fee Refunds and Compensation Policy*.
29. If applicants wish to amend their registration (i.e. change to a different programme), they must seek our approval.

Registration with Pearson

30. Students will be registered with Edexcel (Pearson) within 30 days of their programme start date. A unique Edexcel Registration Number is generated by Pearson which students will be provided with via email.

Tuition Fees

31. Students must ensure that their tuition fees are paid in respect of their study with us, whether they pay these directly themselves, whether they use Student Finance England, or whether they are sponsored by another person or organisation.
32. If students owe us tuition fees, in certain circumstances we may suspend or cancel their registration, including removing their access to our facilities.
33. Our *Tuition Fee Refund and Compensation Policy* contains further information.

Admission

34. Applicants must apply for admission to study a specific programme or programmes using the application form or system set out for that programme. We will consider their application on its individual merits, in line with our *Admissions Policy*.
35. For some programmes we may need additional evidence, such as medical clearance or Disclosure and Barring Service (DBS) clearance.
36. For all programmes, all convictions (including cautions, reprimands or warnings) are considered in the context of the Rehabilitation of Offenders Act (1974).
37. We encourage applicants with any disability or access needs to disclose this at the earliest opportunity, to help us to assess whether we can make the adjustments needed.

Engagement and Attendance

38. Student attendance will be monitored and recorded. In some cases, attendance at some or all elements of a programme may be mandatory: where this is so, we will tell them. Failure to attend may then lead to failure in the unit or programme and may also result in their withdrawal from the programme. Further information can be found in the Student Engagement and Attendance Policy.

Supporting Student Learning

39. It is in the interest of students to declare any learning support they may need, including any condition recognised by the Equality Act (2010). This will help us to support students during their studies.
40. Where students let us know that they have a disability or condition recognised by the Equality Act (2010), we will make reasonable adjustments to enable them to complete their programme successfully.

Interruption of Studies

41. Students may apply for an Interruption of Studies which means pausing their registration with us and returning to study after an agreed interval.
42. We inform any relevant organisations, including, where relevant, Student Finance England and UK Visas and Immigration (UKVI).
43. The maximum length of Interruption of Studies which we will normally agree to is one calendar year.

Suspension or Withdrawal from Study

44. We may suspend or withdraw students from their programme of study for reasons outlined in the terms and conditions of enrolment:
- as a result of student non-engagement in the programme of study (see 38)
 - as a result of a change in a student's fee status
 - as a result of a judgement that a student is not fit to study, arrived at through our *Fitness to Study Policy*
 - as a result of misconduct and the outcome of disciplinary procedures.
45. Failure to achieve the minimum credit requirements for progression and after all opportunities for re-assessment or repeat of one or more units have been exhausted, as determined by a Progression and Awards Board.
46. If we withdraw a student from their studies, they cease to be a student of ours from

the date of withdrawal. We will cancel their registration with Pearson. We will also inform Student Finance England (or any equivalent body) and, where relevant, UKVI about the date.

Student Conduct and Fitness to Study

47. Where we have concerns that students are not fit to study or practice, we will follow a set procedure to investigate and to decide what action, if any, to take. The process will have a focus on supporting their learning, health and wellbeing. Students can see the process we will follow in our *Fitness to Study Policy*.
48. Where we have concerns about a student's conduct (academic or more broadly), we will follow set procedures contained in our *Good Academic Practice and Academic Conduct Policy* or our *Student Code of Conduct*, as relevant.

Assessment

49. The purpose of assessment is to provide students with the opportunity to demonstrate that they have fulfilled the learning outcomes of the programme and achieved the standard required for the award they seek. Students will be treated fairly and equitably with respect to all aspects of the assessment process.
50. Unit Specifications will set out how each unit is assessed; Programme Specifications will set out the overall assessment strategy for the relevant programme.
51. We will assess student achievement of the learning outcomes for each unit. Different assessment components may be ascribed to a unit. Each assessment component may carry one or more learning outcomes which will be assessed against assessment criteria.
52. We will publish and inform students of the deadlines by which they are expected to hand in their assessments.
53. Students are expected to attempt all required assessments for each unit for which they are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for students with a disability, or extenuating circumstances allowing deferral have been granted.
54. Formative activities involve students and their assessor in a two-way conversation about progress. The process does not confirm achievement of grades but focuses on helping students to reflect on their learning and improve their performance. The

main function of formative activities is to provide feedback to enable students to make improvements.

- 55. Summative assessment is a final assessment decision of student work against the assessment criteria of each unit.
- 56. Students will be given feedback on all formative and summative elements of assessment which contribute to a unit. Feedback may be oral, written or other.
- 57. Units are given marks of Pass, Merit or Distinction. Where a unit has not met the pass criteria, a Referral will be awarded.
- 58. Summative assessment grades are considered by the relevant Progression and Awards Board.
- 59. We are committed to the principle of maintaining academic standards through the process of standardisation and internal verification. All GBS devised internal assessment materials must be internally verified before being issued to students.

Late Submission of Assessed Work

- 60. Where student work is not submitted by the given deadline, there is a one-week submission window where a late submission is permitted. Work that is submitted within this time period, without approved extenuating circumstances, will be capped at a Pass.

Non-Submission of Assessed Work

- 61. Where a student's work is not submitted by the given deadline or within the late submission window they will be deemed to have failed the assessed work and the unit. This will be recorded as a non-submission (NS) in the student record system.
- 62. The decision over whether to permit a student a second submission is the responsibility of the Progression and Awards Board.

Extensions

- 63. Students will only be given authorised extensions for legitimate reasons and extenuating circumstances, such as illness at the time of submission. Extension requests must be made prior to the assessment deadline and must be formally approved by the Cohort Leader. The duration of extensions will be consistent across all students and will not be granted after summative feedback has been issued to all students on the programme. All extensions granted will be recorded and made

available at the Progression and Awards Board and to the External Examiner. Recording details of extensions enables the Progression and Awards Board and the External Examiner to confirm that the programme is operating consistently in accordance with GBS and Pearson's policies and regulations. Refer to the *GBS Extenuating Circumstances Policy*.

Reassessment (Second Submission or Resubmission)

64. A resubmission will be approved by the Cohort Leader and confirmed by the Progression and Awards Board if students have submitted work by the original deadline (or approved extension) but has failed to achieve a Pass for that unit. If students fail to achieve a Pass grade for a unit, they will be expected to undertake a reassessment.
65. Only one opportunity for reassessment of the unit will be permitted.
66. Reassessment for coursework, project or portfolio-based assessments will normally involve the re-working of the original task.
67. For examinations, reassessment shall involve completion of a new activity.
68. Students must undertake the resubmission with no additional formal teaching.
69. If students undertake a reassessment and meet the learning outcomes, their grade will be capped at Pass for that unit.
70. Students are not entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.
71. Pearson rules and procedures regarding resubmissions (RQF) will be adhered to at all times. Any contravention of HN resubmission rules will result in the programme being placed in Certification Pending - Centre Action Required, due to incorrect assessment decisions.

Repeat Units

72. If students, for the first assessment opportunity and resubmission opportunity, still fail to achieve a Pass for that unit specification, the Progression and Awards Board may grant them permission to repeat that unit.

73. To be considered for a repeat opportunity, a student must have made a reasonable attempt at the unit.
74. A “reasonable attempt” is defined as attending the unit in accordance with the requirements of the *GBS Student Engagement and Attendance Policy* and attempting the assessment at either the first submission or the re-submission opportunity.
75. When students repeat a unit, they will not be treated any differently to those students completing the unit for the first time, in terms of the deadlines given and the assessments provided.
76. Students with Extenuating Circumstances or who are returning from an Interruption of Studies must still demonstrate that they attempted the assessment in line with the GBS Extenuating Circumstances Policy and Procedure and the GBS Support to Study Policy.
77. Students must adhere to the standard attendance requirements for the repeat opportunity.
78. Students must pay the full fee for the repeat unit as determined by our Finance Team.
79. If a student successfully meets the learning outcomes for the unit, the mark will be capped at a Pass.
80. Students can only repeat each unit once.
81. Any evidence that students have previously provided for the unit being repeated that did meet the Pass criteria remains valid and may be used for assignments within the repeat unit. If students are repeating a unit, they only need to generate evidence for any Pass criteria that they did not achieve in their previous submissions.
82. If a student repeats an RQF unit and still does not achieve a Pass in either their first submission or resubmission, they will be required to either complete a different unit in full or take the unit as compensation. In either instance, the Programme Team will make sure that the relevant rules of combination and requirements have been met. The External Examiner will be provided access to all assessments that have been resubmitted as part of the sample they will review.
83. Pearson rules and procedures regarding repeat units will be adhered to at all times. Any contravention of HN resubmission rules will result in the programme being

placed in Certification Pending - Centre Action Required, due to incorrect assessment decisions.

Progression and Awards Board

84. We operate a Progression and Awards Board where student performance is considered. The main purpose of the Progression and Awards Board for Higher National programmes at GBS is to make recommendations on:
- The grades achieved by students on the individual units, and to ratify grades.
 - Recording the opportunity for resubmission.
 - Extenuating circumstances.
 - Cases of cheating and plagiarism.
 - Progression of students on to the next stage of the programme.
 - The awards to be made to students.
85. To be recommended for an award, a student must have:
- Achieved passes in the units as specified for the award
 - Completed and passed any addition requirements as specified by the Programme Specification associated with the award including work experience/placement(s).
86. Minutes and records from the Progression and Awards Board will be retained for auditing purposes in line with *GBS's Data Management and Classification Policy*. The Boards are held 3 times per academic year, one Board per cohort. Extraordinary Progression and Awards Boards may be organised to consider repeat units and mitigating circumstances.

External Examiners

87. External Examiners are appointed by Pearson. Refer to *GBS Assessment and Feedback Policy* for further roles and responsibilities.

Exit awards: recognising student achievement

88. The relevant programme specification will give details of any exit awards which may be associated with the programme. These apply where students have completed some but not all of a level of study associated with the programme.
89. If a student leaves having completed one or more units, but not an entire level of study, we will provide them with a unitised award recording the units they passed, and the credit associated with them, as agreed at the Progression and Awards

Board.

Aegrotat and Posthumous Awards

90. If a student is unable to complete the final assessment through illness we may, if they agree, consider them for the exit award, as agreed at the Progression and Awards Board.
91. Any award may be conferred posthumously if the Progression and Award Board considers that the normal conditions of the award have been met, or that there is evidence that the candidate's achievement at the level of proposed award was such that they would have been met.

Certificates and Records of Study

92. When students are awarded a qualification, we will give them a certificate which shows that they have been awarded the qualification and a transcript which shows the detail of the programme that they studied and the grades which they achieved in the individual components of that programme.
93. We will maintain a record of each former student's study and their award, to the level of detail set out in their transcript. Assessment records will be retained in line with *GBS's Data Management and Classification Policy*.
94. We will maintain records of student achievements that are up-to-date, regularly reviewed, and tracked accurately against national standards and available for verification purposes. This is to help minimise the risk of assessment malpractice or other potential issues.
95. If former students need verification of their qualification, they should contact the Registry.

Amendment and Administration

96. These regulations may be amended by GBS at any time. If there are any queries relating to policy administration, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.

Data Protection and Confidentiality

97. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the Information Commissioner's website. GBS as a Data Controller implements appropriate technical and

organisational measures to ensure that the processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

Alternative Format

98. These regulations can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.

List of Policies and other documents mentioned in these Regulations

- Academic Appeals Policy
- Academic Good Practice and Academic Conduct Policy
- Admissions Policy
- Assessment and Feedback Policy
- Extenuating Circumstances Policy
- Fitness to Study Policy
- Recognition of Prior Learning Policy
- Registration, Entry and Certification Policy
- Safeguarding Policy
- Student Code of Conduct
- Student Complaints Policy and Procedure
- Student Disciplinary Policy
- Student Engagement and Attendance Policy
- Student Terms and Conditions
- Tuition Fee Refund and Compensation Policy