

# General Academic Regulations for Programmes leading to Pearson Awards

## Introduction

1. In these Regulations “you” and “your” mean the student, former student, or applicant, depending on context; “we” 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*.
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 you 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 you to meet the overall award requirements in terms of unit number and level.

## Units

7. Each unit is a self-contained block of learning with defined aims, learning outcomes and assessment.
8. 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 Experience/Placement**

9. 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 your programme.

## **Progression to Level 5**

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

## **Standard requirements for Awards**

### **Conditions for the award of HNC**

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

### **Conditions for the award of HND**

13. To achieve a Pearson BTEC Higher National Diploma qualification, you must have:
  - a) Completed units equivalent to 120 credits at Level 5
  - b) Achieved a pass in 105 credits at Level 5
  - c) Completed units equivalent to 120 credits at Level 4
  - d) Achieved a pass in 105 credits at Level 4.
14. 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.
15. “*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**

16. You can still be awarded an HND if you have completed but not achieved a Pass in one of the 15 credit units (including core units) completed at Level 4 and similarly if you have completed but not achieved one of the 15 credit units at Level 5 (including core units). However, you 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**

17. The calculation of the overall qualification grade is based on your performance in all units that you successfully complete. You 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.
18. The overall qualification grade for the HND will be calculated based on your performance in Level 5 units only using the formula below:

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

19. 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 your programme.

### **Maximum Registration**

20. 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**

21. 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.
22. All applicants must have sufficient competency in English language, as defined 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 the Admissions Policy.

## **Recognition of Prior Learning**

23. We operate procedures to formally recognise prior learning (RPL) in line with Pearson policies.
24. 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*.
25. Where you can demonstrate that your experience or study gained before you 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 you from one or more units of that programme.

## **Registration and Enrolment**

26. You must register with us before you begin your studies and enrol on an annual basis. This may include making unit choices and must include confirming address and contact details.
27. Details of registration requirements are contained in our terms and conditions of enrolment. You may also consult our *Tuition Fee Refunds and Compensation Policy*.
28. If you wish to amend your registration (i.e. change to a different programme), you must seek our approval.

## **Registration with Pearson**

29. You will be registered with Edexcel (Pearson) within 30 days of your programme start date. A unique Edexcel Registration Number is generated by Pearson which you will be provided with via email.

## **Tuition Fees**

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

## **Admission**

33. You 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 your application on its individual merits, in line with our *Admissions Policy*.
34. For some programmes we may need additional evidence, such as medical clearance or Disclosure and Barring Service (DBS) clearance.
35. For all programmes, all convictions (including cautions, reprimands or warnings) are considered in the context of the Rehabilitation of Offenders Act (1974).
36. 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**

37. Your 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 you. Failure to attend may then lead to failure in the unit or programme and may also result in your withdrawal from the programme. Further information can be found in the Student Engagement and Attendance Policy.

## **Supporting Your Learning**

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

## **Interruption of Studies**

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

## **Suspension or Withdrawal from Study**

43. We may suspend or withdraw you from your programme of study for reasons outlined in the terms and conditions of enrolment:
44. as a result of your non-engagement in the programme of study (see paragraph 38Error! Reference source not found.)
  - a. as a result of a change in your fee status
  - b. as a result of a judgement that you are not fit to study, arrived at through our *Support to Study Policy*
  - c. 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 you from your studies, you cease to be a student of ours from the date of withdrawal. We will cancel your 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 you are not fit to study or practise, 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 your learning, health and wellbeing. You can see the process we will follow in our *Support to Study Policy*.
48. Where we have concerns about your 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 you the opportunity to demonstrate that you have fulfilled the learning outcomes of the programme and achieved the standard required for the award you seek. You 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 your 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 you of the deadlines by which you are expected to hand in your assessments.
53. You are expected to attempt all required assessments for each unit for which you 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 you and your assessor in a two-way conversation about progress. The process does not confirm achievement of grades but focuses on helping you to reflect on your learning and improve your performance. The main function of formative activities is to provide feedback to enable you to make improvements.
55. Summative assessment is a final assessment decision of your work against the assessment criteria of each unit.
56. You 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 your 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 your work is not submitted by the given deadline or within the late submission window you 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 you a second submission is the responsibility of the Progression and Awards Board.

### **Reassessment (Second Submission or Resubmission)**

63. If you fail to achieve a Pass grade for a unit, you will be expected to undertake a reassessment.
64. Only one opportunity for reassessment of the unit will be permitted.
65. Reassessment for coursework, project or portfolio-based assessments will normally involve the re-working of the original task.
66. For examinations, reassessment shall involve completion of a new activity.
67. You must undertake the resubmission with no additional formal teaching.
68. If you undertake a reassessment and meet the learning outcomes, your grade will be capped at Pass for that unit.
69. You are not entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.

### **Repeat Units**

70. If you, 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 you permission to repeat that unit.
71. To be considered for a repeat opportunity, you must have made a reasonable attempt at the unit.
72. 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. 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.

73. You must adhere to the standard attendance requirements for the repeat opportunity.
74. You must pay the full fee for the repeat unit as determined by our Finance Team.
75. If you successfully meet the learning outcomes for the unit, the mark will be capped at a Pass.
76. You can only repeat each unit once.
77. Any evidence that you 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 you are repeating a unit, you only need to generate evidence for any Pass criteria that you did not achieve in your previous submissions.

### **Progression and Awards Board**

78. We operate a Progression and Awards Board where your performance is considered.
79. To be recommended for an award, you must have:
  - (a) Achieved passes in the units as specified for the award
  - (b) Completed and passed any additional requirements as specified by the Programme Specification associated with the award including work experience/placement(s).

### **External Examiners**

80. External Examiners are appointed by Pearson.

### **Aegrotat and Posthumous Awards**

81. If you are unable to complete the final assessment through illness we may, if you agree, consider you for the award of an *aegrotat* degree.
82. 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.

### **Exit awards: recognising your achievement**

83. The relevant programme specification will give details of any exit awards which may be associated with the programme. These apply where you have completed some but not all of a level of study associated with the programme.
84. If you leave having completed one or more units, but not an entire level of study, we will provide you with a unitised award recording the units you passed, and the credit associated with them.

### **Certificates and Records of Study**

85. When you are awarded a qualification, we will give you a certificate which shows that you have been awarded the qualification and a transcript which shows the detail of the programme that you studied and the grades which you achieved in the individual components of that programme.
86. We will maintain a record of your study and your award, to the level of detail set out in your transcript.
87. If you need verification of your qualification, you should contact the Registry.

### **Amendment and Administration**

88. 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](mailto:asqo@globalbanking.ac.uk).

### **Data Protection and Confidentiality**

89. 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**

90. 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](mailto: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
- 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
- Support to Study Policy
- Tuition Fee Refund and Compensation Policy