#  **UNIVERSITY OF ULSTER**

***[TEMPLATE FOR REGULATIONS FOR ACCESS DIPLOMAS]***

**1 TITLE**

Access Diploma in *[SPECIFY]*

**2 MODE OF ATTENDANCE CODE**

*[SPECIFY Full-time AND/OR Part-time]* [ ]

**3 DURATION**

*[SPECIFY*

*FULL-TIME: normally 1 year (2 semesters of study)*

*PART-TIME: normally 2 years (4 semesters of study)*

*(OR SPECIFY RANGE IF OUTSIDE THE NORM)]*

**4 LOCATION**

*[SPECIFY CAMPUS / EXTERNAL LOCATION]*

**5 FACULTY**

*[SPECIFY FACULTY] [FOR PARTNER INSTITUTIONS, INDICATE THE ASSOCIATED UNIVERSITY FACULTY]*

**6 ADMISSION REQUIREMENTS**

6.1 Applicants must normally be 19 years of age or over at the date of entry to the programme and have no recent experience of formal education.

6.2 Applicants must provide evidence of a basic competence in written and oral communication in English and numeracy skills.

6.3 Applicants must demonstrate motivation for and ability to cope with the academic demands of the programme and are considered on their individual merit.

**7 EXEMPTIONS**

7.1 Applicants may be exempted from modules of the programme on the basis of accredited prior learning. *[FOR PROGRAMMES IN PARTNER INSTITUTIONS, EXEMPTIONS SHOULD BE AGREED WITH THE FACULTY].*

7.2 Exemptions shall not be permitted in the second year of a part-time programme [or second semester of a full-time programme].

**8 ATTENDANCE REQUIREMENTS**

8.1 Students are expected to attend all classes associated with the programme and be punctual and regular in attendance.

8.2 A student who has not been in attendance for more than three days through illness or other cause must notify immediately the Course Director. The student shall state the reasons for the absence and whether it is likely to be prolonged. Where the absence is for a period of more than five working days, and is caused by illness which may affect their studies, the student shall provide appropriate medical certification.

8.3 Students who are absent without good cause for a substantial proportion of classes may be required to discontinue studies.

*8.4 [SPECIFY PROGRAMME–SPECIFIC REQUIREMENTS]*

**9 RULES GOVERNING STUDENT CHOICE** *[if applicable]*

9.1 Modules are offered as indicated in the table at section 17. Revisions may be made in accordance with the University’s quality assurance procedures. Module availability may vary.

9.2 *[SPECIFY ADDITIONAL RULES]*

**10 EXAMINATION AND ASSESSMENT**

10.1 The performance of candidates shall be assessed by the Board of Examiners.

10.2 Candidates shall be assessed in the modules for which they have enrolled in each year of study.

10.3 Within each module candidates shall be assessed by *[SPECIFY written examination; coursework; and/or a combination of written examination and coursework]* in accordance with the attached table.

10.4 The pass mark for the module shall be 40%. Where a module is assessed by a combination of coursework and examination a minimum of 35% shall be achieved in each element. Some or all assessment components may be marked on a pass/ fail basis.

*[Course regulations may specify that in core modules a minimum mark of 40% shall be achieved in each assessment element [coursework and examination] or in all or specified components of each assessment element. These should be specified below.]*

*(a) Modules in which a minimum overall mark of 40% is required to be achieved in each or one specified assessment element are listed below:*

*(b) Modules in which a minimum mark of 40% is required in each assessment component [of a specified element(s)] are listed below:*

*(c) Modules in which 40% is required to be achieved in specified assessment components only are listed below (with the specific components identified):*

## **11 SUBMISSION OF COURSEWORK**

11.1 Coursework must be submitted by the dates specified by the Course Committee.

11.2 Students may seek prior consent from the Course Committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness of more than five working days by a medical certificate. This application shall be made to the Course Director.

11.3 Coursework submitted without consent after the deadline shall not normally be accepted.

**12 PROGRESS**

12.1 Progress from semester 1 to semester 2 is automatic.

*12.2 [SPECIFY FOR PART-TIME PROGRAMMES: Subject to 13 below, candidates are required to pass all modules in each year of study in order to proceed to the next.]*

###### **13 CONSEQUENCES OF FAILURE**

13.1 Candidates who fail to satisfy the Board of Examiners in assessment may be permitted at the discretion of the Board to re-present themselves as specified in 13.2 for one or more supplementary examination and repeat such coursework or other assessment requirements as shall be prescribed by the Board. Such candidates may be exempted at the discretion of the Board from the normal attendance requirements. Where candidates are required to repeat coursework or to take a supplementary examination, the original mark in the failed coursework component or examination shall be replaced by a mark of 40% or the repeat mark whichever is the lower for the purpose of calculating the module result.

13.2 Year 1 (Part-time)

The consequences of failure shall normally be as follows:

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| *Failure at first attempt*Failure in modules with an overall value up to and including 60 credit points | Repeat specified examinations and/or coursework in the failed modules (examinations August). |
| *Failure at second attempt*Failure in modules with an overall value up to and including 20 credit points | Proceed to next year and repeat *once only* specified examination and/or coursework in the failed module at next examination period (January or May). |
| Failure in modules with an overall value of up to and including 45 credit points (except as above) | Repeat *once only* specified examination(s) and/or coursework in the failed module(s) at next examination period (January or May or August if semester already repeated) with or without attendance (progress to next year not permitted). |
| Failure in modules with overall value of more than 45 credit points | Withdraw from the programme. |

13.3 Failure in the Final Year [or Year 1 Full-time]

In the final year the consequences of failure shall normally be as follows:

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| --- | --- |
| Failure in modules with an overall value up to and including 60 credit points*[Full-time only]*Failure in modules with an overall value of up to and including 80 credit points (except as above)[Full-time only]Failure in modules with an overall value of more than 80 credit points | Repeat *once only* specified examination(s) and/or coursework in the failed modules (examinations August).Repeat *once only* specified examinations and/or coursework in the failed first semester module(s) (examinations January) and or specified examinations and/or coursework in the second semester modules (examinations May) with or without attendance) OR withdraw from the programme.Withdraw from the programme. |

**14 CLASSIFICATION OF FINAL RESULT**

14.1 The results of candidates who have successfully completed the Access Diploma shall be graded by order of merit as Pass with Distinction, Pass with Commendation and Pass.

14.2 The assessment results for the final level of the programme (Level 3) shall determine the overall grading. The weighting of each module’s contribution to the final result shall be determined by the module’s credit value. (See table at section 17).

* 1. The following shall be the minimum overall percentages used to determine the final gradings of candidates:

 Pass with Distinction 70%

 Pass with Commendation 60%

 Pass 40%

14.4 Candidates admitted with advanced standing shall be assessed in accordance with these programme regulations using the evidence from the accredited prior learning.

 *14.5 [SPECIFY ONLY WHERE AN EXIT AWARD IS AVAILABLE:*

*Provided that they have not been exempted for modules amounting to more than 30 credit points, candidates who do not satisfy the requirements for the award of an Access Diploma and have passed the modules associated with the Certificate in Adult Learning shall be assessed for the award of a Certificate in Adult Learning. The assessment results from the highest level shall determine the overall grading.*

***Classification of Final Result (exit award)***

*The following shall be the minimum overall percentages used to determine the final gradings of candidates.*

***Certificate in Adult Learning***

*Pass with Distinction 70%*

*Pass with Commendation 60%*

*Pass 40%*

**15 ILLNESS AND OTHER EXTENUATING CIRCUMSTANCES**

15.1 The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment or whose results are substantially affected by illness or other sufficient cause:

1. permit the candidate to take, complete, or repeat the assessment in one or more modules at an approved subsequent date or

b) deem the candidate to have passed and recommend the award of an Aegrotat Access Diploma or Certificate in Adult Learning.

 15.2 Before an Aegrotat award is recommended a candidate must have indicated that he or she is willing to accept the award.

**16 REVISIONS TO REGULATIONS**

 These regulations may be revised during the student’s period of registration in accordance with the procedures approved by Senate.

**17 TABLE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Semester | Level | Module Title | Code | Credit Value | StatusCompulsory (c)Optional (o) | Assessment Methods | Contribution to the overall mark of the Final Award |
| %Exam | %Coursework |
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*[Note: For internal provision this table is automatically generated in the Curriculum Management System.]*

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