

## 6.3 Regulations for the Open Language Programme

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### Introduction

- 1 The aim of the Open Language Programme is to offer students access to language learning which is certificated. Regulations concerning language learning as part of a Bachelor's degree are included within the Regulations for the undergraduate scheme (Section 3.1 and 3.2). These regulations cover language learning taken in addition to, or independently of, other courses on which students are enrolled.
- 2 The Open Language Programme is designed to enable students to acquire, develop and use a language across the four receptive and productive skills (reading, writing, speaking and understanding) to a high level of accuracy and fluency.
- 3 Students enrolled within a scheme on a course leading to an award in a language may not enrol on the Open Language Programme to study the same language(s).
- 4 Native speakers of English or students with mother tongue competence in any of the Open Language Programme target languages may not normally enrol on the Open Language Programme to study modules in that language.

### Course structure

- 5 Language learning provision offered under the Open Language Programme shall be graded according to five stages:

Languages other than English	English
Stage 1	Stage 3
Stage 2	Stage 4
Stage 3	Stage 5
Stage 4	
Stage 5	

- 6 Each stage shall consist of two modules of progressive difficulty. Each module of study shall be worth 15 credits (equivalent to 7.5 ECTS credits), denoting 150 learning hours. Modules shall normally be delivered in a single semester.
- 7 Students may not claim APL credit for any part of an Open Language Programme award.

### Admission to the Open Language Programme

- 8 On the basis of evidence provided by applicants as to the current level of their knowledge and skills in a particular language the authorised admitting officer shall determine which stage and level within the stage students shall initially be admitted to.

### Assessment

- 9 Students shall be assessed in accordance with the Regulations on assessment and Assessment Boards (see Section 8.1).
- 10 Each student shall be offered an opportunity to be assessed in each module in his or her approved programme of study under an approved scheme of assessment in the semester in which the module is studied.

- 11 There may be a number of items of assessed work for each module. The course and module specifications shall include the assessment scheme for each module and the weighting of each item of assessed work, as approved in accordance with the University's systems and arrangements in place for managing the quality and standards of taught provision.
- 12 Students are required to attempt all items of assessed work for each module. If a student is unable, through disability, to be assessed by the normal methods, under Procedures established on behalf of Academic Board, assessment instruments may be modified (see Section 8.1 Regulation 8).
- 13 The results from each item of assessed work shall be aggregated according to the specified weightings to produce an overall mark for the module. Module specifications may additionally specify that particular items of assessed work must be passed in order for the module to be passed. Should an item of assessed work not be submitted a mark of zero will be recorded for that item.
- 14 Where an error in the computation of an assessment result or final awards has been found, the corrected grade shall be entered on to the student's record, regardless of whether it is higher, **or lower**, than the original grade.
- 15 On the basis of performance in the approved assessment scheme each student shall be awarded marks reported in percentages. The pass mark for all modules shall be 40%.
- 16 If a student has taken a module but has not completed<sup>1</sup> it, no credit shall be awarded for that module nor shall the module count towards the achievement of any award.
- 17 Where appropriate conversions to ECTS grades shall be used as specified in the Regulations for undergraduate assessment (Section 3.2 Regulation 9).
- 18 Feedback to students shall be reported in percentage marks, with the proviso that such marks are provisional and subject to change, if given before confirmation of marks by the Assessment Board.

#### **Responsibilities of students (including coursework submission and attendance at examinations)**

- 19 It shall be the responsibility of students to familiarise themselves with the assessment regulations and with the examination and coursework submission timetables to ascertain when opportunities for assessment arise.
- 20 It shall be the responsibility of students to submit work for assessment by the specified deadlines and to attend examinations, normally at the earliest opportunity offered in respect of both categories. Coursework should be submitted by the published deadline but a student may also submit a **first assessment** up to two weeks after this date (i.e the late coursework deadline<sup>2</sup>) for a penalised mark. Where a first assessment is submitted by the late coursework deadline it shall be marked and recorded as a valid submission. Where a student does not have valid mitigating circumstances the module outcome is determined as follows:

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<sup>1</sup> An undergraduate module is deemed to be completed where the student has passed the module on aggregate or has obtained a mark of at least 25% in the module.

<sup>2</sup> NB - where a late coursework deadline falls on a Bank Holiday the deadline will be extended by one day. For late coursework deadlines which fall within the University's Christmas and Easter vacation periods the University will publish a generic deadline for late submission.

20.1 Where the student has achieved sufficient marks for an overall pass in the module excluding the mark for any late work, a mark of zero will be recorded for the item of late work but the overall mark for the module will not be capped, but will instead be based solely on the work submitted by the deadline.

20.2 Where the student has not achieved sufficient marks to pass the module excluding the mark for late work but would pass with the inclusion of marks for late submissions the assessment shall be accepted and a capped mark for the module (normally 40%) recorded.

**Note** – for resit coursework, the late coursework deadline applies only to students who have valid mitigating circumstances (in such cases, coursework submitted within two weeks of the reassessment deadline shall be marked and credit awarded as if the work was submitted on time).

22 Where a student is unable to sit an examination or submit coursework at the first opportunity (including submission by the two week late coursework deadline) they should notify the University in advance<sup>3</sup> (or immediately after where circumstances are unforeseen) to request deferral of the submission/examination via the approved University Procedure. Reassessment opportunities will only be granted where a student has either:

- failed the module, but made an attempt at the final component of assessment at the first opportunity

or

- received agreement from the University to defer the assessment to the reassessment period.

23 It shall be the responsibility of students who believe they have valid reasons for late submission of an item of assessed work, absence from an examination or for non-submission of an item of assessed work, to submit a claim for mitigating circumstances<sup>4</sup> in accordance with the criteria and procedures for such claims (see Section 10.3)

24 It shall be the responsibility of students who believe their academic performance in an examination or in an item of coursework submitted by the due deadline, had been significantly impaired by mitigating circumstances<sup>4</sup>, to submit an appeal to the Student Casework Office in the Academic Registry within five working days of results being published, in accordance with the Procedures for the submission of Appeals against decisions of Assessment Boards (see Section 10.4).

25 It shall be the responsibility of students who believe that a procedural irregularity has occurred or that they were prevented from submitting a claim for mitigating circumstances<sup>4</sup>, to submit an appeal to the Student Casework Office in the Academic Registry within five working days of results being published, in accordance with the Procedures for the submission of Appeals against decisions of Assessment Boards (see Section 10.4).

26 It shall be the responsibility of students to ensure that the work they submit for assessment is entirely their own, or in the case of groupwork the group's own, and that they observe all rules and instructions governing examinations. Any allegation of cheating or other impropriety, which might give an advantage in assessment to students against whom allegations have been made, shall be considered under the Procedures on Student Academic Misconduct (see Section 10.5). Any student found to be guilty of academic misconduct shall be subject to the provisions of those Procedures, which set down an

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<sup>3</sup> The date of the examination or the two week late coursework deadline

<sup>4</sup> A student may have a mitigating circumstances/academic performance claim accepted on two occasions only for a particular item of assessed work.

explicit range of graduated penalties depending on the particular manifestation of academic misconduct. The penalties that can be applied if academic misconduct is substantiated range from a formal reprimand to expulsion from the University in very serious cases.

### **First Assessments**

- 27 An overall module result shall be calculated from the results of each item of assessed work for the module (see Regulation 13 above). A student shall be awarded a pass in the module where they have achieved an overall pass mark, and have additionally passed any items of assessed work required by the Module Specification.
- 28 A student who, for a first assessment, has received a mark in excess of the pass mark (40% for Undergraduate), but has failed the module overall (having failed a required component as set down in the Module Specification) shall be required to undertake reassessment in the component concerned. If the student then passes the required component(s) through reassessment they shall be awarded credit for the module with the mark remaining unchanged from that calculated at the first assessment point (i.e., the aggregation of component marks for the initial assessment).

### **Reassessment and retaking**

- 29 A student who attempts the final component of assessment in a module shall normally be entitled to be reassessed on one occasion in any module for which a failing mark has been awarded. A student shall not be entitled to be reassessed in any item of assessment for which a passing mark has been awarded. Reassessment for coursework, project or portfolio based assessments shall normally involve the reworking of the original task. For examinations, reassessment shall involve the completion of a new task. Where a reassessment instrument differs from the original assessment instrument, for example groupwork, the reassessment instrument should be clearly stated in the Module Booklet.
- 30 A student who does not attempt the final component of assessment in a module will only be permitted reassessment if they have notified the University (normally in advance of the date of submission/date of examination) of the reasons for their inability to attend/submit. Where the reasons given are documented and meet the criteria set out in Section 10.3 (Mitigating Circumstances) a student will be entitled to be assessed during the summer period as if for the first time and will be entitled to the full range of marks for the module. Where a request for a deferral of assessment is made but the claim does not satisfy the criteria in Section 10.3, the Academic Registrar may at his/her discretion agree a reassessment opportunity but any passing mark/grade will be capped at a bare pass (see Regulation 33 below).
- 31 The Subject Standards Board may, at its discretion, make such special arrangements as it deems appropriate in cases where it is not practicable for students to be reassessed in the same elements and by the same methods as at the first attempt.
- 32 Reassessment shall normally take place during the summer resit period following the academic session in which the module was taken. Alternatively, to enable reassessment to be undertaken earlier, students may be reassessed during the spring semester assessment period in the same academic year, where a module is offered in both semesters. However, if all the required elements are not attempted in a single assessment period, the module result shall not normally be published until the summer resit period.
- 33 If a module is passed following reassessment, the module mark shall be capped at a bare pass (i.e. 40% for undergraduate modules).
- 34 Where a student has a further assessment opportunity following the summer resit period, it must be taken at the earliest assessment point when the module is next offered in the following academic year, regardless of whether it is a first assessment or reassessment.

- 35 When a student has failed both the original assessment and the reassessment for a module, the student shall normally be entitled to retake the module on one occasion. A student who retakes a module is required to re-enrol for the module, pay the tuition fee required for such enrolment, follow the course of tuition offered and attempt all the items of assessed work, including any which he or she may previously have passed.
- 36 A student shall not be entitled to resit or retake a module for which a passing mark has been awarded.

#### **Minimum criteria for the Certificate of Proficiency in Languages**

- 37 A Certificate of Proficiency in Languages shall be awarded to a student who has passed two consecutively graded modules (30 credits) in a named language. The name of the language studied (or General or Business English) preceded by the stage achieved shall be appended in brackets to the award title. To achieve a stage the more advanced module of one of the five stages listed in Regulation 5 above must be passed.

#### **Minimum criteria for the Advanced Certificate of Proficiency**

- 38 An Advanced Certificate of Proficiency in a named language shall be awarded to a student enrolled on the Open Language Programme who has completed four consecutively graded modules (60 credits) in a single language other than English and passed at least 3 of these modules, including at least one stage 3 module.
- 39 An Advanced Certificate of Proficiency in General or Business English shall be awarded to a student enrolled on the Open Language Programme who has completed four consecutively graded modules (60 credits) in General or Business English and passed at least 3 of these modules, including at least one stage 5 module.
- 40 The name of the language studied (or General or Business English) shall be appended to the award title.

