

EDA COLLEGE



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Academic Regulations¹ (Student Handbook) 2026-27

FRANCHISED PROGRAMMES DELIVERED IN PARTNERSHIP WITH BIRMINGHAM NEWMAN UNIVERSITY (BNU)

Version Control/History

Document Title	Academic Regulations (Student Handbook) 2026-27
Version	1.0
Status	Approved
Approved by	Academic Board
Date of Approval	October 2026
Review Date	September 2027
Owner	Registry/Operations Manager
Custodian	Principal

¹These Regulations replace any previous College academic regulations for franchised provision. EDA College has adopted these Regulations from the Birmingham Newman University General Academic Regulations 2026-27 with customising amendments for franchised delivery. Where there is any inconsistency, the University's Regulations take precedence.

Contents

1. Policy Statement.....	4
2. Scope	4
3. Definitions.....	5
4. Roles and Responsibilities.....	6
PART A: BECOMING A STUDENT	8
5. Admission and Enrolment.....	8
6. Recognition of Prior Learning (RPL) and Advanced Entry	8
7. Academic Judgment	8
PART B: STUDYING A PROGRAMME.....	10
8. Programme Structure	10
9. Modules.....	10
10. Credit and Level	10
11. Attendance and Placement Requirements	10
12. Exchange and Study Abroad	11
13. Programme Changes.....	11
PART C: BEING ASSESSED.....	12
14. Assessment Principles.....	12
15. Assessment Requirements	12
16. Extensions and Deferrals.....	12
17. Late and Non-Submission	12
18. Marking and Moderation	13
19. Feedback.....	13
PART D: PROGRESS AND AWARDS.....	14
20. Assessment Boards.....	14
21. Module Pass Rule (Component-Level Aggregation)	14
22. Stage Pass Rule (Compensation).....	15
23. Reassessment (Resit)	15
24. Progress Requirements	16
25. Progress with Retake.....	16
26. Assessment-Only Registration.....	17
27. Failure to Progress and Repeat Stage (Retake Year).....	17
28. Awards	17
29. Award Classification	18
30. Exit and Special Awards	20
PART E: REGISTRATION	21
31. Registration Changes	21
32. Transfers	21
33. Study Breaks	22
34. Return from Study Break	22
35. Withdrawal from Study.....	22
36. Suspension and Termination of Registration	23
37. Maximum Registration Period.....	23
PART F: RIGHTS AND RESPONSIBILITIES	24
38. Attendance and Engagement	24
39. Disability and Reasonable Adjustments	24
40. Student Communications.....	24
41. Conduct and Misconduct	24
42. Fitness to Practise	25
43. Fitness to Study.....	25

44. Academic Integrity	25
45. Academic Appeals	25
46. Student Complaints	26
PART G: GOVERNANCE AND PARTNERSHIP	27
47. Regulatory Authority and Governance	27
48. Franchise Partnership Arrangements	27
49. Status and Relationship to Other Documents	27
50. Freedom of Expression.....	27
51. Data Protection.....	28
52. Review, Approval & Publication	28
53. Related Policies and Procedures	28
54. Contact Details	28
Appendix 1: University Awards Framework	29

1. Policy Statement

- 1.1. These Academic Regulations (“Regulations”) set out the academic framework for all taught programmes delivered by EDA College (“the College”) that lead to an award of Birmingham Newman University (“the University”) under an approved franchise partnership. They explain the requirements for admission, enrolment and registration; study and assessment; progress and awards; and the conduct and processes that support a safe and fair academic environment.
- 1.2. The University is the awarding body and retains ultimate responsibility for the academic standards of its awards, for assessment outcomes and for the conferment of awards. The College is responsible for the delivery of teaching, learning, student support and first-line assessment in accordance with the University’s General Academic Regulations 2026-27, the Partnership Agreement and these Regulations.
- 1.3. EDA College has adopted these Regulations from the Birmingham Newman University (BNU) General Academic Regulations 2026-27, with customising amendments that describe how the University’s requirements are implemented at the College. The College is fully aligned with the University’s academic framework, and nothing in these Regulations diminishes any right or entitlement a student holds under the University’s Regulations.
- 1.4. Relevant sector-wide standards, including the Framework for Higher Education Qualifications (FHEQ), the QAA UK Quality Code for Higher Education, the Office for Students (OfS) conditions of registration and the OIA Good Practice Framework, inform these Regulations.
- 1.5. The College is committed to supporting students in understanding and navigating these Regulations. Students can access advice and guidance from their Personal Tutor, the Student Success Team and the Registry team, and independently through the Birmingham Newman University Students’ Union.

2. Scope

- 2.1. These Regulations apply to all students at EDA College enrolled on Birmingham Newman University programmes and to all College staff involved in the delivery, assessment, support or administration of those programmes.
- 2.2. The version of these Regulations applicable to a student is normally that in force at the start of the academic year in which they enrol or re-enrol. Amendments may be made where required by law or regulation, where the University amends its General Academic Regulations, where changes are minor or administrative, or where they are beneficial to students. Where changes materially affect continuing students, reasonable notice and, where appropriate, transitional arrangements will be provided.
- 2.3. Some students may be subject to additional regulatory, contractual or legal requirements (for example, conditions attached to Student Finance England funding, sponsorship, or professional, statutory and regulatory body (PSRB) requirements). Where this applies, such requirements must also be met.
- 2.4. Where there is any inconsistency between these Regulations and the University’s General Academic Regulations, the University’s Regulations take precedence.

3. Definitions

- 3.1. Key terms used in these Regulations have the meanings set out below. Where examples are given, they are illustrative and not exhaustive. Further definitions are contained in Annexe 1 of the University's General Academic Regulations.
- 3.2. **Academic judgment:**
A decision made by appropriately qualified academic staff or authorised academic bodies on the basis of academic expertise, including decisions on marks, progress, classification, recognition of prior learning and whether learning outcomes have been achieved.
- 3.3. **Additional Consideration:**
Support or adjustments, including extensions and deferrals, provided under the College's Additional Consideration Policy to students whose ability to complete assessment is affected by circumstances beyond their control.
- 3.4. **Aggregation rule:**
The calculation of a module mark by combining the marks of its assessed components in accordance with the approved weighting.
- 3.5. **Assessment board:**
The authorised University body responsible for confirming module results, progress decisions and awards. The term includes Module Assessment Boards (MAB) and Progress and Award Boards (PAB).
- 3.6. **College Pre-Assessment Board:**
The College's internal meeting that verifies internally moderated marks, Additional Consideration outcomes and academic integrity outcomes before they are submitted to the University's assessment boards. It has no power to confirm marks or make progress decisions.
- 3.7. **Compensation:**
The award of credit for a failed module on the basis of overall stage performance, where regulatory criteria are met.
- 3.8. **Franchise partnership:**
The approved collaborative arrangement under which the College delivers University-validated programmes leading to a University award, as governed by the Partnership Agreement.
- 3.9. **Link Tutor:**
The member of the University academic staff appointed to liaise with the College on the quality, delivery and assessment of a franchised programme.
- 3.10. **Programme documentation:**
The formally approved and published record of a programme, including the programme specification, module descriptors, the Programme Handbook, Module Handbooks and assessment briefs.
- 3.11. **Reassessment (resit):**
A further attempt at an assessment to demonstrate achievement of the same learning outcomes, without additional teaching.

3.12. Repeat stage (retake):

Repeat enrolment on a module or stage following failure of reassessment, normally including all teaching and assessment requirements.

3.13. Stage of study:

A defined period of a programme with associated credit and progress requirements, normally equivalent to one academic level or year of full-time study.

3.14. Working days:

Monday to Friday, excluding bank holidays and College closure days.

4. Roles and Responsibilities

4.1. Students

- Read, understand and comply with these Regulations and associated College and University policies.
- Engage fully with teaching, learning and assessment, and meet all published deadlines.
- Check College email and the Virtual Learning Environment (VLE) regularly and respond promptly to requests for information or meetings.
- Inform the College promptly of any change in circumstances that may affect study, attendance, funding or assessment.

4.2. Personal Tutors (PTs)

- Advise and support students on academic progress, and refer them to relevant College and University services where needed.
- Help students to understand the implications of assessment and progress decisions.

4.3. Module Leaders and Lecturers

- Design, deliver and mark assessment in line with approved module descriptors and University marking criteria.
- Ensure internal moderation is completed and records are provided to the Registry team within published timescales.
- Provide timely, constructive feedback to students.

4.4. Programme Leader & Year Leads

- Ensure consistent application of these Regulations within their programme.
- Liaise with the University Link Tutor on assessment, moderation, external examining and programme changes.
- Present module results at the College Pre-Assessment Board and attend University assessment boards as required.
- Monitor programme performance data to inform continuous improvement.

4.5. Student Success Team

- Support students through Additional Consideration, Personal Success Plans and referral to wellbeing, disability and study-skills support.
- Monitor attendance and engagement through Student Attendance & Engagement Officers (SAEOs) and escalate concerns in accordance with established procedures.

4.6. Registry, Assessments and Quality Team

- Maintain accurate student records, including enrolment, registration changes, marks and assessment outcomes.

- Transfer confirmed data to the University and statutory bodies within agreed deadlines.
- Administer assessment boards, reassessment arrangements and the communication of results.

4.7. **College Registry**

- Holds operational responsibility for the implementation, local interpretation and monitoring of these Regulations, and is the College's principal point of contact with the University's Registry.

4.8. **Operations Manager**

- Holds operational and strategic responsibility for quality assurance and compliance with the Partnership Agreement, OfS conditions and University requirements.

4.9. **College Principal**

- Holds overall responsibility for the equitable and effective implementation of these Regulations within the College and the partnership.

4.10. **Birmingham Newman University**

- Retains responsibility for academic standards, validation, external examiner appointment, assessment board decisions, academic appeals and the conferment of awards. The University's Academic Registrar, or nominee, provides authoritative guidance on the interpretation of the University's Regulations.

PART A: BECOMING A STUDENT

5. Admission and Enrolment

- 5.1. You can only be offered a place if you meet the course entry requirements (both academic and other requirements), as set out in the College's Admissions Policy, which is approved by the University. Being offered a place does not automatically make you a student.
- 5.2. If you accept your offer, you must complete enrolment with the College and registration with the University before you can start your course.
- 5.3. To enrol, you need to complete all required College and University checks and tasks. This may include confirming your identity, showing you are eligible to study in the UK, confirming your qualifications, and arranging tuition fee payment or Student Finance funding.
- 5.4. You must re-enrol at set times during your course (usually once a year), depending on your programme.
- 5.5. If you do not enrol or re-enrol on time, you may lose access to College and University systems and services, and your place could be withdrawn. The College will normally contact you first and give you a chance to complete enrolment.
- 5.6. Once you have successfully enrolled, you officially become (or remain) a student of the College and a registered student of the University. This means you agree to follow College and University rules and policies, and you can take part in your course and assessments.
- 5.7. The College, with the agreement of the University, may refuse, pause or end your registration if:
 - you have not met the entry requirements, or your eligibility cannot be confirmed;
 - your tuition fees or funding are not in place; or
 - there are serious concerns (such as legal, safeguarding or professional issues) that mean you should not continue.
- 5.8. Concerns or complaints about admission or registration are handled under the College's Admissions Policy and Student Complaints Policy.

6. Recognition of Prior Learning (RPL) and Advanced Entry

- 6.1. Your previous study or relevant experience may count towards your course (this is called Recognition of Prior Learning or credit transfer). Applications are received and prepared by the College and decided by the University in line with its RPL policy. Any recognised credits count towards the total credits needed for your qualification.
- 6.2. Your previous learning must align with the required academic standards and learning outcomes of the course, as determined by the University.
- 6.3. Some courses (such as top-up degrees or advanced entry routes) allow you to join partway through if you already have relevant qualifications or credits. Details are in the course information.

7. Academic Judgment

- 7.1. Some decisions made by the College and the University involve academic judgment (expert academic opinion).
- 7.2. Academic judgment includes decisions about:
 - admission and selection;

- recognition of prior learning;
 - marks and assessment results;
 - your progress and reassessment; and
 - classification and conferment of awards.
- 7.3. These decisions are made by qualified academic staff or official College and University committees.
- 7.4. You cannot appeal a decision just because you disagree with the academic judgment. However, you can request a review if you believe there was a process error, following the University's Academic Appeals procedure.

PART B: STUDYING A PROGRAMME

8. Programme Structure

- 8.1. Programmes delivered by the College are validated by the University and are designed, approved and periodically reviewed through the University's quality assurance framework to ensure alignment with the FHEQ and relevant QAA guidance, including Subject Benchmark Statements where applicable.
- 8.2. Each programme comprises approved modules with defined credit values and learning outcomes that collectively enable achievement of the programme learning outcomes. The College may not alter approved modules, learning outcomes or assessment strategies without University approval.
- 8.3. Programmes may operate different start points and academic cycles (for example, September and January intakes). Programme requirements, including assessment and progression points, are applied in accordance with the approved structure and timing of the programme.
- 8.4. Each programme is subject to an approved maximum registration period as prescribed in these Regulations.
- 8.5. Programmes subject to PSRB oversight must meet the requirements of the relevant body. PSRB requirements may take precedence over these Regulations where they differ.

9. Modules

- 9.1. Modules are designated as core or optional. Module structure, content, credit values and sequencing are defined in approved programme documentation.
- 9.2. Students must select optional modules in accordance with programme requirements. Allocation to optional modules is subject to availability and College capacity, and preferred choices cannot be guaranteed.
- 9.3. Optional module changes may be approved within prescribed timeframes and remain subject to availability, timetabling feasibility, resource capacity and academic viability.
- 9.4. PSRB-mandated modules must be completed as prescribed. Module transfer is not permitted where this would compromise professional requirements.

10. Credit and Level

- 10.1. Credit is awarded by the University for the successful achievement of learning outcomes at a specified academic level in accordance with the FHEQ and applicable national credit frameworks.
- 10.2. Eligibility for an award requires achievement of the prescribed credit volume and level as defined in the approved programme documentation and the University's Awards Framework (Appendix 1).
- 10.3. Academic levels correspond to the FHEQ and denote the stage of study within a programme. Credit must be achieved at the required level to meet award requirements.
- 10.4. Students may register only for modules that contribute to the prescribed credit and level requirements of their programme, except where an alternative has been approved in accordance with these Regulations.

11. Attendance and Placement Requirements

- 11.1. Attendance and engagement in specified learning, teaching, professional practice or placement activity may be a condition of assessment eligibility, or a component of

assessment, where this is academically justified and defined in programme or module documentation.

- 11.2. Where a programme includes placement or work-based learning, it must be undertaken through College arrangements approved by the University that ensure appropriate learning opportunities, supervision and student support.
- 11.3. Responsibilities of the College, the placement provider and the student are defined in programme or module documentation and placement guidance.
- 11.4. Students must comply with all professional, legal, safeguarding, health and organisational requirements of the placement provider, including maintaining required clearances.
- 11.5. Failure to meet attendance or placement requirements may result in action under the College's Attendance and Engagement Policy and may affect assessment eligibility, progress, professional recognition, funding or award.

12. Exchange and Study Abroad

- 12.1. Exchange and study abroad opportunities are not normally available on franchised programmes. Any proposal for a period of study elsewhere requires the prior approval of both the College and the University.
- 12.2. Where approved, credit achieved may contribute toward programme requirements in accordance with University policies and must not compromise the achievement of programme learning outcomes or PSRB requirements.

13. Programme Changes

- 13.1. The College, with the approval of the University, may make reasonable amendments to modules or programme structure, including content, delivery or availability, where required:
 - to maintain academic standards;
 - to enhance educational quality; or
 - to meet PSRB requirements.
- 13.2. Advance notice of programme or module change will be provided where practicable, including the rationale, anticipated impact and available options to support continuation.
- 13.3. Where a module is unavailable, the University may prescribe an equivalent means of achieving programme learning outcomes.
- 13.4. Material programme change requires provision of reasonable student options, which may include transfer to an alternative programme or withdrawal with appropriate academic and financial advice.
- 13.5. Where programme change or the ending of the partnership affects continuation, the College and the University will implement the Student Protection Plan and appropriate teach-out arrangements, and take reasonable steps to enable completion of the intended award.

PART C: BEING ASSESSED

14. Assessment Principles

- 14.1. Assessment is designed to measure achievement of learning outcomes and is conducted in accordance with national standards, the FHEQ and the University's assessment policies as implemented at the College.
- 14.2. Assessment must be fair, reliable, valid and inclusive.
- 14.3. Reasonable adjustments must be implemented where required and approved in accordance with the College's Disability Policy.

15. Assessment Requirements

- 15.1. Assessments measure achievement of approved learning outcomes. Assessment formats may vary to support accessibility, inclusion and academic integrity, provided that equivalent learning outcomes are assessed, the variation is approved by the University, and any PSRB requirements are met.
- 15.2. Students must undertake all required assessments in the format, submission method (normally via the College VLE) and timeframe specified for the module, except where a variation is approved in accordance with these Regulations.
- 15.3. Students must comply with all defined assessment parameters, including word counts, time limits and other requirements set out in the assessment brief and module handbook.
- 15.4. During any timed, controlled or supervised assessment, students must follow all instructions issued by authorised staff. Failure to do so constitutes a breach and is investigated under the College's Academic Integrity Policy.
- 15.5. Students retain intellectual property rights to assessed work. Submission confers on the College and the University the right to use such work for academic, quality assurance and regulatory purposes, including external examining, in accordance with applicable law.

16. Extensions and Deferrals

- 16.1. Students may request extensions or deferrals through the College's Additional Consideration Policy and Procedure.
- 16.2. A first attempt undertaken following an approved extension or deferral is not subject to capping. Reassessment undertaken following deferral remains capped at the minimum pass mark.
- 16.3. Failure to submit at the scheduled opportunity constitutes a non-submission, unless a further adjustment has been approved.
- 16.4. PSRB requirements relating to assessment adjustments take precedence over these Regulations where they differ.

17. Late and Non-Submission

- 17.1. Work submitted after the published deadline, without an approved extension or deferral, constitutes a late submission.
- 17.2. The availability, duration, applicable penalties and scope of late submission are defined in the University's assessment policies, as published in the Programme Handbook.
- 17.3. Failure to submit work within the permitted late submission period, or failure to attend or complete a required assessment where no late submission period applies, will be recorded as a non-submission.

- 17.4. A non-submission constitutes a failed attempt and is normally awarded a mark of zero, subject to confirmation by the relevant assessment board.

18. Marking and Moderation

- 18.1. All assessed work must be marked by College academic staff against published criteria aligned to the intended learning outcomes and academic level.
- 18.2. Anonymous marking applies to all summative assessments contributing to the award calculation, except where anonymity is not practicable or the student's identity is integral to the assessment.
- 18.3. Assessment outcomes are recorded as percentage marks (0–100) or pass/fail outcomes in accordance with the University's approved marking scale.
- 18.4. The standard pass mark is 40 per cent for undergraduate modules and 50 per cent for postgraduate modules, unless an alternative pass mark is specified in approved programme documentation or required by PSRB standards. Marks below the applicable pass mark constitute a failed attempt.
- 18.5. Components assessed on a pass/fail basis do not contribute to award classification calculations.
- 18.6. All summative assessment is subject to internal standardisation and moderation at the College, followed by sampling and moderation by the University in accordance with the Partnership Agreement.
- 18.7. External examiners appointed by the University provide independent assurance of academic standards and the comparability and fairness of marking. College staff must not contact external examiners on assessment matters except through the University Link Tutor or as agreed with the University.
- 18.8. Outcomes and recommendations arising from moderation and external examining must be considered by the Programme Performance Board (PPB) and inform the enhancement of academic quality.
- 18.9. All numeric module marks shall be recorded as whole numbers. Where a module comprises multiple assessed components, the overall module mark shall be calculated as the weighted average of the component marks and rounded to the nearest whole number.

19. Feedback

- 19.1. Students are entitled to feedback on assessed work that contributes to academic progress.
- 19.2. Feedback must be timely, provided through approved formats (normally via the VLE), aligned to assessment criteria and constructive in supporting learning, in accordance with the College's Assessment and Feedback Policy and University requirements.
- 19.3. Marks communicated with feedback are provisional until confirmed by the relevant University assessment board.

PART D: PROGRESS AND AWARDS

20. Assessment Boards

- 20.1. Assessment boards for franchised programmes are convened by the University. The University normally operates a two-tier structure comprising Module Assessment Boards (MAB) and Progress and Award Boards (PAB).
- 20.2. Before each University assessment board, the College holds a College Pre-Assessment Board, chaired by the College Registrar or nominee, to verify that marks have been internally moderated, that Additional Consideration and academic integrity outcomes have been applied correctly, and that records are complete and accurate. The Pre-Assessment Board makes no decisions on module results, progress or awards.
- 20.3. MABs confirm module marks and assure the integrity of marking and moderation. MABs approve reassessment opportunities for failed components. Provisional reassessment decisions may be made under delegated authority to maintain the timely conduct of assessment and are subject to subsequent ratification.
- 20.4. PABs determine progress and award outcomes based on confirmed module results, applying the rules governing credit, compensation, reassessment and retake.
- 20.5. A single-tier assessment board structure may operate for specified programmes or stages where approved by the University. In such cases, the PAB assumes the responsibilities of both MAB and PAB.
- 20.6. College Programme Leaders and other nominated College staff attend University assessment boards as members or in attendance, in accordance with the University's terms of reference.
- 20.7. Assessment board decisions are final once confirmed, except when reviewed through the University's Academic Appeals procedure or to remedy procedural error.
- 20.8. Provisional results have no formal standing until confirmed by the relevant assessment board. Confirmed results are published to students through official College and University channels.
- 20.9. The University retains the official record of assessment outcomes and issues transcripts and award certificates. The College maintains accurate supporting records in accordance with the Partnership Agreement and its Data Protection Policy.

21. Module Pass Rule (Component-Level Aggregation)

- 21.1. An undergraduate module is passed where the overall weighted average is at least 40 per cent and no individual component mark is below 30 per cent.
- 21.2. A postgraduate taught module is passed where the overall weighted average is at least 50 per cent and no individual component mark is below 40 per cent.
- 21.3. A module is confirmed as passed only once all permitted reassessment opportunities for any failed component(s) have been exhausted.
- 21.4. Where a module includes components assessed on a pass/fail basis, all such components must be passed for the module to be passed.
- 21.5. Aggregation is applied before considering compensation, retake or repeat eligibility, or progress decisions.
- 21.6. Aggregation does not apply where component failure prevents the achievement of required learning outcomes or professional competencies, or where restricted by PSRB requirements.

22. Stage Pass Rule (Compensation)

- 22.1. Compensation is a stage-level decision that awards credit for a failed module, based on stage performance.
- 22.2. Compensation applies only to undergraduate programmes and only at non-final stages.
- 22.3. No more than one failed module, to a maximum of 30 credits, may be compensated at any eligible stage.
- 22.4. Compensation may be applied only where:
 - all permitted reassessment opportunities for the failed module have been exhausted;
 - a valid attempt has been made at all components with a recorded mark above 0;
 - all other modules at that stage have been passed; and
 - the stage average, including the failed module, is at least 40 per cent.
- 22.5. Compensation is not permitted where any assessment component is recorded as a non-submission.
- 22.6. Compensation decisions are made by the PAB, which must be satisfied that the overall stage learning outcomes have been achieved. Decisions must be formally recorded.
- 22.7. Where compensation is applied, the achieved module mark remains on the transcript and contributes to stage averages and award classification.
- 22.8. Compensated modules are not eligible for reassessment or retake.
- 22.9. Compensation must not be applied where it would prevent achievement of programme or stage learning outcomes or breach PSRB requirements.

23. Reassessment (Resit)

- 23.1. A student who fails an assessment is normally entitled to one reassessment opportunity for each failed component, capped at the minimum pass mark.
- 23.2. Reassessment must test the same learning outcomes as the original assessment, although the format may differ where required for academic integrity, accessibility or operational reasons, subject to University approval.
- 23.3. Reassessment may not be possible where the learning outcomes can only be achieved through further attendance or repeat study (for example, practical, placement or participation-based elements). In these cases, the student will normally be required to retake the module. Any such restrictions must be clearly specified in the approved programme documentation.
- 23.4. Reassessment opportunities are determined by the relevant assessment board. The College publishes reassessment dates and briefs and informs affected students in writing via College email.
- 23.5. The reassessment mark replaces the original mark. Where both marks fall below the pass threshold, the higher mark is retained.
- 23.6. Failure to undertake reassessment at the scheduled opportunity without an approved deferral constitutes a non-submission and a failed attempt.
- 23.7. Failure of reassessment normally results in module retake, subject to progress regulations.
- 23.8. A final-stage student with no outstanding assessments other than a failed component may be permitted a second reassessment in exceptional circumstances, subject to approval

by the relevant assessment board. Any such attempt is capped at the minimum pass mark.

23.9. Reassessment entitlement may be restricted where assessment has been subject to penalties or outcomes determined under the Academic Integrity Policy or other published procedures.

23.10. PSRB requirements relating to reassessment take precedence over these Regulations where they differ.

24. Progress Requirements

24.1. Progress to the next stage requires that a student:

- has achieved at least 75 per cent of stage credit; and
- does not carry failed credits from more than one stage of study.

24.2. A student who meets these requirements may progress with outstanding credit, which may comprise modules subject to reassessment and/or modules requiring retake.

24.3. A student progressing with outstanding credit may be permitted to undertake a credit load not normally exceeding 25 per cent above the standard full-time load for the stage, subject to PAB approval and to the College's ability to timetable the additional study.

24.4. Progress cannot be confirmed for students registered on an assessment-only basis until all outstanding credit has been achieved.

24.5. Variation from standard requirements is permitted only where required to meet regulatory or legal obligations, including the duty to make reasonable adjustments, or to remedy procedural error.

24.6. PSRB requirements relating to progress and awards take precedence over these Regulations where they differ.

25. Progress with Retake

25.1. A student progressing with failed credit must retake the failed module(s) alongside the next stage.

25.2. The first attempt at a retaken module is not capped. Any reassessment in the retaken module is capped at the minimum pass mark.

25.3. Where a student is required to retake a module, the PAB may permit retention of marks for components that have previously been passed where retaking them would be impracticable. This is normally limited to placement or practice-based learning, and only where learning outcomes remain current.

25.4. Where a module is no longer available, the University will prescribe an equivalent module or alternative means of achieving the learning outcomes.

25.5. A module, or approved equivalent, may be retaken only once.

25.6. Retake modules may incur additional tuition fee liability and may affect Student Finance entitlement. Students are advised to seek guidance from the College before commencing retake study.

25.7. Retakes are not permitted for classification improvement.

25.8. PSRB requirements relating to retake modules take precedence over these Regulations where they differ.

26. Assessment-Only Registration

- 26.1. Assessment-only registration may be approved by the PAB where a student has completed teaching and has only outstanding reassessment.
- 26.2. Assessment-only registration confers assessment rights only and does not confer access to teaching or broader student entitlements, except those necessary to complete and submit the assessment (for example, VLE access and supervision arrangements for the assessment).
- 26.3. Assessment-only registration counts towards the maximum registration period and is normally limited to one academic year.
- 26.4. All outstanding assessments must be completed by the final assessment deadline for the registered academic year, as defined by the structure and timing of the programme.
- 26.5. Study breaks are not normally permitted during assessment-only registration.
- 26.6. Extension of assessment-only registration requires PAB approval and remains subject to the maximum registration period.
- 26.7. Failure to complete outstanding assessment may result in termination of registration.

27. Failure to Progress and Repeat Stage (Retake Year)

- 27.1. A student who cannot progress may be considered for a repeat stage by the PAB, normally where they have demonstrated engagement with the programme, including a reasonable attempt at assessment.
- 27.2. Repeat stage requires re-enrolment with the College, with full engagement in teaching and assessment. This will normally be limited to the failed modules.
- 27.3. Where a student enters a repeat stage with outstanding reassessment opportunities, reassessment will normally be completed alongside repeat study, as determined by the relevant assessment board.
- 27.4. Where a module is no longer available, the University will prescribe an equivalent module.
- 27.5. Placement years or work-based learning stages are not eligible for repeat unless expressly approved in programme documentation or required by a PSRB.
- 27.6. Only one stage may be repeated. A second repeat, whether of the same or a different stage, is permitted only to remedy procedural error or to meet legal obligations.
- 27.7. Repeat study may incur additional tuition fee liability and may affect Student Finance entitlement.
- 27.8. Repeat study is not permitted for classification improvement.
- 27.9. PSRB requirements relating to repeat stage take precedence over these Regulations where they differ.

28. Awards

- 28.1. All awards gained on franchised programmes are awards of Birmingham Newman University. Eligibility for an award is achieved by successfully completing the required credits, programme requirements and associated learning outcomes.
- 28.2. Credit requirements are defined in programme documentation and aligned to the FHEQ.
- 28.3. Awards are classified in accordance with the University's classification rules.
- 28.4. Where PSRB accreditation applies, both University and external requirements must be met.

- 28.5. Awards are conferred by the University on the recommendation of the relevant assessment board, following verification that all requirements have been met. Certificates and transcripts are issued by the University and record the College as the place of study, in accordance with the University's certification policy.
- 28.6. Award conferment may be deferred or withheld where investigation, disciplinary action or financial liability to the College or the University remains outstanding.
- 28.7. Awards obtained through fraud or misconduct may be revoked by the University.

29. Award Classification

- 29.1. Certain awards are eligible for classification in accordance with the University's approved Awards Framework.
- 29.2. Classification is determined by the approved calculation method for the relevant award.
- 29.3. Classification bands are as follows:

Award	Classification	Average for Classification
Honours Degree	First Class	70%+
	Upper Second (2:1)	60–69%
	Lower Second (2:2)	50–59%
	Third Class	40–49%
	Not awarded	Below 40%
Foundation Degree	Distinction	70%+
	Merit	60–69%
	Pass	40–59%
	Not awarded	Below 40%
Master's Degree, Postgraduate Diploma and Postgraduate Certificate	Distinction	70%+
	Merit	60–69%
	Pass	50–59%
	Not awarded	Below 50%

29.4. Classification calculations are as follows:

Award	FHEQ Level	Total Credits Required	Minimum Credits at Award Level	Classification Calculation
University Certificate	Non-FHEQ	20	20	Unclassified award
Certificate of Higher Education (Interdisciplinary Studies)	Level 4	120	80	Unclassified award
Certificate of Higher Education	Level 4	120	90	Unclassified award
Diploma of Higher Education	Level 5	240	90	Unclassified award
Foundation Degree	Level 5	240	90	Credit-weighted average of Level 5 module marks.
Ordinary Bachelor's Degree	Level 6	300	60	Unclassified award
Bachelor's Degree with Honours	Level 6	360	90	Credit-weighted average of module marks at Levels 5 and 6, with 60% weighting applied to Level 6 and 40% to Level 5. For Top-Up awards, the credit-weighted average of all Level 6 marks is used.
Professional Graduate Certificate in Education	Level 6	60	60	Unclassified award
Advanced Diploma	Level 5 or 6	120	90	Unclassified award
Master's Degree	Level 7	180	150	Credit-weighted average of all module marks contributing to the award. For Distinction or Merit, the dissertation (or equivalent capstone module) must also be achieved within the corresponding band. For Top-Up awards, the credit-weighted average of all Level 7 marks achieved in modules delivered and assessed under the University's awards is used.
Postgraduate Diploma	Level 7	120	90	Credit-weighted average of all module marks contributing to the award.
Postgraduate Certificate	Level 7	60	40	Credit-weighted average of all module marks contributing to the award.
Postgraduate Certificate in Education	Level 7	60	40	Unclassified award

29.5. Where Recognition of Prior Learning (RPL) contributes towards an award, only marks achieved in modules delivered and assessed under the University's awards (including those delivered by the College) contribute to the classification calculation.

- 29.6. For undergraduate programmes, a student may, at the discretion of the relevant PAB, undertake a module at a higher academic level and count it towards the credit requirements of a lower level.
- 29.7. For Bachelor's Degrees with Honours, a higher classification may be awarded where a student falls within the consideration bands below and meets the specified criteria:

Average for Classification	Additional Requirement	Award Granted
68% – 69%	At least 50% of Level 5 and 6 credits (including the capstone module) achieved at 70% or above	First Class Honours
58% – 59%	At least 50% of Level 5 and 6 credits (including the capstone module) achieved at 60% or above	Upper Second Class Honours (2:1)
48% – 49%	At least 50% of Level 5 and 6 credits (including the capstone module) achieved at 50% or above	Lower Second Class Honours (2:2)

30. Exit and Special Awards

- 30.1. An exit award may be conferred where a student does not achieve the intended award but has achieved sufficient credit for an alternative qualification.
- 30.2. Permitted exit awards are defined within the University Awards Framework (Appendix 1) and approved programme documentation.
- 30.3. An aegrotat award may be conferred where a student is unable to complete study due to serious illness or exceptional circumstances and sufficient evidence demonstrates substantial achievement of learning outcomes. Aegrotat awards are unclassified and cannot be upgraded.
- 30.4. A posthumous award may be conferred where a student dies prior to completion and sufficient evidence of achievement exists. Classification may be applied where evidence supports the decision.
- 30.5. Applications for aegrotat or posthumous awards are prepared by the College Registrar and submitted to the University for decision.

PART E: REGISTRATION

31. Registration Changes

- 31.1. Students must promptly notify the College of any change in circumstances that may affect registration, engagement or capacity to undertake study or assessment.
- 31.2. A student may request a change to their registration, including:
 - mode or intensity of study;
 - transfer to another programme;
 - a study break; or
 - withdrawal.
- 31.3. Requests are made to the College Registry team. Registration changes take effect only following formal approval by the College and, where required, the University.
- 31.4. Approval of registration changes is subject to academic viability, resource availability and compliance with funding, contractual or PSRB requirements. Supporting evidence may be required.
- 31.5. Registration changes may affect access to College and University services, including facilities, support services and placements.
- 31.6. Registration changes may affect tuition fee liability, Student Finance funding and PSRB recognition. The College is required to report changes of circumstance to the University and to Student Finance England.
- 31.7. Registration changes are reported to external agencies where required by law or regulatory obligation.
- 31.8. Where registration ends, the academic record and confirmed credit are retained. Any eligible exit award is conferred, subject to these Regulations.
- 31.9. A student seeking to return following withdrawal or termination must apply for readmission in accordance with the College's Admissions Policy.

32. Transfers

- 32.1. A student may request transfer to another programme within the partnership in accordance with College and University procedures. Approval is subject to place availability and satisfaction of the entry and progress requirements of the receiving programme.
- 32.2. The College or the University may refuse transfer where academic, professional or operational factors prevent approval.
- 32.3. Where credit cannot be transferred, the student may be required to repeat study or enter at an earlier stage.
- 32.4. The College, with University approval, may require transfer to an alternative programme where continuation on the original programme is not viable.
- 32.5. Transfer does not reset the maximum registration period.
- 32.6. Students must seek advice and confirm understanding of the academic, financial and professional implications before transferring.

33. Study Breaks

- 33.1. Students may request a study break (interruption of studies) through the College Registry team. Requests should normally be submitted in advance and may require supporting information.
- 33.2. Study break approval requires an identifiable and viable return point. Study breaks are not normally approved:
 - after completion of scheduled teaching; or
 - where a student is registered on an assessment-only basis.
- 33.3. Study break availability and duration may be restricted by funding, employer, sponsor or PSRB requirements. External approval may be required.
- 33.4. A study break commences from the approved start date and is authorised for a defined period appropriate to the circumstances, normally not exceeding one academic year. Extension requires formal approval.
- 33.5. During a study break, active study is suspended, but the student remains subject to these Regulations.
- 33.6. A study break counts toward the maximum registration period.
- 33.7. Students must maintain contact with the College and confirm their intention to return within the prescribed timeframe.

34. Return from Study Break

- 34.1. Return from a study break occurs at the point determined by the College in accordance with programme structure, intake dates and academic progress requirements.
- 34.2. Returning students are required to meet the academic requirements in effect at the point of return. The College does not guarantee the availability of identical programme, module or assessment structures following a study break.
- 34.3. Where structural changes have occurred during the study break, the College and the University will take reasonable steps to provide transition arrangements that support completion of the intended award. Such arrangements will be approved and recorded in accordance with University procedures.
- 34.4. Return to PSRB programmes may require confirmation that professional competencies, clearances or Fitness to Practise requirements remain current.
- 34.5. Failure to return within the approved period or to meet the return requirements may result in termination of registration.

35. Withdrawal from Study

- 35.1. A student may withdraw from study at any time by notifying the College Registry team in writing.
- 35.2. Withdrawal takes effect from the date confirmed by the College, which is normally the student's last date of engagement.
- 35.3. Withdrawal may affect tuition fee liability, Student Finance funding and PSRB recognition.
- 35.4. Students must seek advice and ensure they understand the academic, financial and professional implications before withdrawing.

36. Suspension and Termination of Registration

- 36.1. The College, in consultation with the University where required, may suspend or terminate registration where regulatory or procedural requirements are not met.
- 36.2. Grounds for suspension or termination include failure to:
- complete enrolment or re-enrolment;
 - meet academic progress requirements;
 - attend and engage with the programme in accordance with the Attendance and Engagement Policy;
 - discharge tuition fee liability;
 - comply with disciplinary outcomes;
 - disclose or cooperate in criminal conviction assessment where required; or
 - maintain professional, health or conduct eligibility for the programme.
- 36.3. Suspension and termination decisions are made in accordance with published policies and procedures and include notification of the grounds, opportunity for representation and a procedural opportunity to remedy the matter where applicable.

37. Maximum Registration Period

- 37.1. A student must complete programme requirements within the maximum registration period applicable to their award (Appendix 1). The maximum registration period applies to the individual student and not to the standard duration of a programme.
- 37.2. The maximum registration period includes all periods during which a student remains registered, including study breaks, suspension and assessment-only registration, and continues to accrue unless formally extended under these Regulations.
- 37.3. The maximum registration period does not normally exceed twice the standard duration of the award. For part-time study, or where a student changes mode of study, the maximum registration period is applied proportionately.
- 37.4. Where programme requirements remain incomplete at expiry of the maximum registration period, academic status is determined under these Regulations and any eligible exit award will be conferred.
- 37.5. The University may vary or extend the maximum registration period where required to comply with PSRB or external regulatory conditions, to meet legal obligations including the duty to make reasonable adjustments, or to remedy procedural error.

PART F: RIGHTS AND RESPONSIBILITIES

38. Attendance and Engagement

- 38.1. Students must engage with all learning, teaching and assessment activities associated with their programme, including scheduled teaching, online learning via the VLE, tutorials and independent study.
- 38.2. Attendance is recorded for all scheduled sessions and monitored by Student Attendance & Engagement Officers (SAEOs). The College is required to confirm attendance to the University and to Student Finance England, and persistent non-attendance may affect a student's funding.
- 38.3. A student experiencing difficulty affecting attendance or engagement must notify their Personal Tutor or the Student Success Team at the earliest opportunity so that advice and support may be provided.
- 38.4. Persistent non-attendance or failure to engage without good cause constitutes a breach of these Regulations and is addressed through the College's Attendance and Engagement Policy. Failure to respond to intervention or re-engage may result in formal action, including termination of registration.

39. Disability and Reasonable Adjustments

- 39.1. Where a student has a disability or long-term condition, the College must implement reasonable adjustments to ensure equitable access to learning, teaching, assessment, placements and the wider student experience, in accordance with the Equality Act 2010.
- 39.2. Applicants and students are encouraged to disclose disabilities, long-term health conditions or specific learning differences, and to engage with the Student Success Team. Disclosure is voluntary but is required for reasonable adjustments to be considered and implemented.
- 39.3. Reasonable adjustments must be evidence-based, recorded in an Individual Support Plan, subject to periodic review, and require student engagement to remain effective.
- 39.4. Adjustments that are not reasonable, including those that cannot be implemented safely or would fundamentally alter competence standards, will not be approved. Where no reasonable adjustment is viable, admission or continuation may not be possible.

40. Student Communications

- 40.1. Students must ensure that their contact details remain accurate and up to date and must respond to College and University communications within prescribed timeframes where these apply.
- 40.2. Official communications are issued through College email, the VLE and, where relevant, University systems. Students are required to access and monitor these channels regularly. Communications sent to a student's College email address are deemed to have been received.

41. Conduct and Misconduct

- 41.1. Students must conduct themselves in a manner that sustains a safe, respectful and inclusive learning environment, both on College premises and online.
- 41.2. Allegations of misconduct or disruptive behaviour are investigated under the College's Student Disciplinary Policy.
- 41.3. Students have the right to be informed of allegations, to respond and to be heard.

- 41.4. Proven misconduct may result in penalties up to and including termination of registration. Serious outcomes are reported to the University.

42. Fitness to Practise

- 42.1. Students enrolled on professionally regulated programmes must demonstrate fitness to practise in accordance with the standards of the relevant PSRB.
- 42.2. Concerns regarding professional conduct, competence, health or suitability for professional practice may be considered under the applicable Fitness to Practise procedure, in consultation with the University.
- 42.3. Failure in a placement or professional practice component may constitute evidence in Fitness to Practise proceedings and is also considered by the relevant assessment board.
- 42.4. A Fitness to Practise determination may render a student ineligible to continue on a professionally regulated programme, irrespective of academic performance. Outcomes may include withdrawal from the programme, transfer where available, or conferment of an exit award.
- 42.5. PSRB requirements relating to placement performance, professional conduct or competency thresholds take precedence over these Regulations where they differ.

43. Fitness to Study

- 43.1. The College may consider a student's fitness to study where concerns arise regarding health, wellbeing, behaviour or capacity to engage effectively with study.
- 43.2. Fitness to Study consideration may be initiated where evidence indicates that circumstances adversely affect participation, academic engagement, or safety.
- 43.3. Fitness to Study procedures are supportive and designed to identify reasonable adjustments, support measures or alternative study arrangements.
- 43.4. Outcomes may include study adjustments, a study break, suspension or termination where continuation is not viable.
- 43.5. Fitness to Study procedures are distinct from disciplinary, academic and Fitness to Practise processes, although information may be shared where lawful and appropriate.

44. Academic Integrity

- 44.1. Students must uphold academic integrity in all study and assessment by submitting their own work and appropriately acknowledging the work of others, including any permitted use of generative artificial intelligence tools as specified in the assessment brief.
- 44.2. Research and assessment must be conducted in accordance with the College's Academic Integrity Policy and the University's research ethics requirements.
- 44.3. Projects involving human participants, personal data or other sensitive materials require prior ethical approval; failure to obtain approval may result in the work not being assessed and may constitute misconduct.
- 44.4. Alleged breaches of academic integrity are investigated by the College under the Academic Integrity Policy. Outcomes are reported to the relevant University assessment board, and the most serious cases are referred to the University in accordance with the Partnership Agreement.

45. Academic Appeals

- 45.1. A student may submit an academic appeal against a decision of a University assessment board relating to assessment, progress or awards. Appeals are made under the

University's Academic Appeals procedure, on approved grounds and within prescribed timescales. The College's Academic Appeals Policy explains how students are supported and how the College contributes to the process.

- 45.2. Grounds, review process, and outcomes are defined in the published policy and procedure and may include confirmation or variation of the original decision.
- 45.3. Appeal is not permitted on the basis of disagreement with academic judgment.
- 45.4. An academic appeal concerns review of an assessment board decision and is distinct from a complaint, which concerns service provision or student experience. The University determines the appropriate procedure where jurisdiction is unclear.

46. Student Complaints

- 46.1. Students may submit complaints regarding services or treatment in accordance with the College's Student Complaints Policy and Procedure, which operates in the first instance for matters relating to the College's provision.
- 46.2. Where a student remains dissatisfied after completing the College's procedure, they may request a review under the University's Student Complaints procedure. The College process does not remove the student's right to access the University's procedure.
- 46.3. Upon completion of the University's internal procedures, students may request an independent external review by the Office of the Independent Adjudicator (OIA) following the issue of a Completion of Procedures letter by the University.

PART G: GOVERNANCE AND PARTNERSHIP

47. Regulatory Authority and Governance

- 47.1. The University's General Academic Regulations are approved by the University Senate. These College Regulations are approved by the College Academic Board and are subject to confirmation by the University that they are consistent with its Regulations and the Partnership Agreement.
- 47.2. The College Registry and Operations Manager, or nominee, provides guidance on the local interpretation and application of these Regulations. The University's Academic Registrar, or nominee, provides authoritative guidance on the interpretation of the University's Regulations, and any disputed interpretation is referred to the University.
- 47.3. The operation of these Regulations is monitored by the Programme Performance Board (PPB) and the Teaching, Learning and Academic Quality Committee (TLAQC), which report findings, recommendations and required actions to the Academic Board in line with their Terms of Reference.
- 47.4. Any variation or exemption from these Regulations must be authorised by the University in accordance with its academic governance framework and must not undermine academic standards or student rights.

48. Franchise Partnership Arrangements

- 48.1. These Regulations apply to all programmes delivered by the College that lead to a Birmingham Newman University award, unless the University Senate has approved a formal exemption.
- 48.2. The Partnership Agreement and associated Operations Manual prescribe additional academic, operational and procedural requirements, including arrangements for delivery, student support, data sharing and complaints handling. Such provisions must not diminish student rights or conflict with the University's Regulations.
- 48.3. The University retains ultimate responsibility for academic standards, assessment and the conferment of awards for all franchised provision.

49. Status and Relationship to Other Documents

- 49.1. These Regulations take precedence over EDA College policies, procedures, handbooks and guidance documents where they differ, and are themselves subject to the University's General Academic Regulations.
- 49.2. Where external regulatory or contractual requirements apply, these Regulations operate alongside them. Such requirements must be complied with and may take precedence where necessary.
- 49.3. References to published policies and procedures include successor, amended or replacement documents, without requiring amendment to these Regulations.
- 49.4. The College's Student Terms and Conditions govern the broader contractual relationship between the student and the College and operate alongside these Regulations.

50. Freedom of Expression

- 50.1. These Regulations must be interpreted and applied with due regard for freedom of speech and academic freedom, in accordance with applicable law, including the Higher Education (Freedom of Speech) Act 2023, and in a manner compatible with the College's Freedom of Speech Code of Practice.

51. Data Protection

- 51.1. All personal data processed under these Regulations will be handled in accordance with the Data Protection Act 2018, UK GDPR, the College's Data Protection Policy and the data-sharing agreement between the College and the University. For information on how personal data is processed, please refer to the Privacy Notice for Students.

52. Review, Approval & Publication

- 52.1. These Regulations will be reviewed annually, following publication of the University's General Academic Regulations for the following academic year, or more frequently, if necessary, due to changes in University requirements, sector practice or regulation.
- 52.2. The review will be coordinated by the College Registry, with input from Programme Leaders, the Student Success Team, the Operations Manager, the Programme Performance Board (PPB) and the University Link Tutor.
- 52.3. Final approval rests with the Academic Board. Interim changes required by law, regulatory direction, PSRB obligation or amendment of the University's Regulations may be authorised by the College Principal, subject to subsequent Academic Board ratification.
- 52.4. The approved Regulations will be published on the College's website and VLE, and all staff and students will be notified via the usual communication channels.

53. Related Policies and Procedures

- 53.1. These Regulations operate alongside and should be read in conjunction with:

- | | |
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| • BNU General Academic Regulations 2026-27 | • Equality, Diversity and Inclusion Policy |
| • Academic Appeals Policy | • Fitness to Study Policy |
| • Academic Integrity Policy | • Freedom of Speech Code of Practice |
| • Additional Consideration Policy | • Privacy Notice for Students |
| • Admissions Policy | • Student Complaints Policy and Procedure |
| • Assessment and Feedback Policy | • Student Disciplinary Policy |
| • Attendance and Engagement Policy | • Student Protection Plan |
| • Data Protection Policy | • Student Terms and Conditions |
| • Disability Policy | |

54. Contact Details

- 54.1. For questions or further information about these Regulations, please contact the College Operations Manager:
- Email: r.mahey@edacollege.co.uk

Appendix 1: University Awards Framework

This Appendix reproduces the Birmingham Newman University Awards Framework, including qualification titles, credit requirements, minimum credit at award level and maximum registration periods. The framework aligns with the FHEQ. Expected duration and maximum registration periods are based on full-time study; for part-time study the maximum registration period is applied proportionately. Only those awards validated for delivery at the College are offered.

Award	FHEQ Level	Nomenclature	Total Credits	Min. Credits at Award Level	Expected Duration	Maximum Registration Period
University Certificate	Non-FHEQ	Cert	20	20	1 year	2 years
Certificate of Higher Education (Interdisciplinary Studies)	Level 4	CertHE	120	80	1 year	3 years
Certificate of Higher Education	Level 4	CertHE	120	90	1 year	3 years
Diploma of Higher Education	Level 5	DipHE	240	90	2 years	5 years
Foundation Degree	Level 5	FdA / FdSc	240	90	2 years	5 years
Ordinary Bachelor's Degree	Level 6	BA / BSc	300	60	3 years	6 years
Bachelor's Degree with Honours	Level 6	BA (Hons) / BSc (Hons) / LLB (Hons)	360	90	3 years	6 years
Professional Graduate Certificate in Education	Level 6	ProfGCE	60	60	1 year	3 years
Advanced Diploma	Level 5 or 6	AdvDip	120	90	1 year	3 years
Master's Degree	Level 7	MA / MSc / MBA / MPH / LLM	180	150	1 year	3 years
Postgraduate Diploma	Level 7	PGDip	120	90	1 year	3 years
Postgraduate Certificate	Level 7	PGCert	60	40	1 year	3 years
Postgraduate Certificate in Education	Level 7	PGCE	60	40	1 year	3 years

Where a Bachelor's Degree with Honours includes an integrated foundation year, the total credits required for the final award are 480, including 240 credits at Level 4. The standard registration period is 4 years, with a maximum of 7 years.

Where a Bachelor's Degree with Honours is completed via a Level 6 top-up, the total credits required for the final award are 120 credits at Level 6. The normal registration period is 1 year, and the maximum is 3 years.