

## SECTION 3

### CURRICULUM STRUCTURES AND DURATION OF STUDY

#### (A) Design Principles for the Undergraduate and Postgraduate Curriculum

- 3.1 These design principles are the primary reference points for the development of the curriculum at all levels.
- 3.2 All taught courses are delivered and assessed in English except those involving the study of a modern foreign language and others specifically approved by the Senate on an exceptional basis (see Regulation 6.19 below).

#### Curriculum Structure

- 3.3 Faculties are responsible for prescribing the modular content for all courses. Compulsory and optional modules are identified for the total credit value of each award to which courses lead (as detailed in Regulation 2.42, column 2).
- 3.4 The structure of a course ensures an equal balance in volume of credit to be studied in each teaching period in an academic year, for example:

Credits Per Year	Mode of Attendance	Delivery	Credit Balance
120	Full-Time	Semester-based	60 credits per Semester
120	Full-Time	Trimester-based	45 credits in two Trimesters and 30 credits in a third Trimester
180	Full-Time	Trimester-based	60 credits per Trimester
90	Part-Time	Semester-based	45 credits per Semester
75	Part-Time	Semester-based	45 credits in Semester 1 and 30 credits in Semester 2 or vice-versa
60	Part-Time	Semester-based	30 credits per Semester

- 3.5 The curriculum in level 4 (all teaching periods) for all undergraduate courses comprises a prescribed set of modules, **with no choice** except where:
- (a) provision is made in the approved CSF for students to take an English Language module or a module from the Anglia Language Programme (see Regulations 3.19 – 3.20 below). Such provision may be made EITHER in the first teaching period OR in the first **and** second teaching period;
- (b) choice is restricted to modules delivered by a single Department (normally the Department responsible for delivery of the course) and does not occur in the first teaching period of level 4 (except with the prior approval of the Senate at the academic approval stage [*NB Such cases are considered as highly exceptional*]).
- 3.6 Thereafter the principle of module choice is maintained through the availability of optional modules within a course from which students make a selection based on their academic and professional interests and learning needs. The principle of module choice is subject to the following constraints for undergraduate courses leading to the awards of Cert HE, HNC, HND, Dip HE, Foundation Degree, Ordinary Degree and Honours Degree:

Level	Compulsory modules (minimum)	Optional modules (maximum)
4	90 credits	30 credits <sup>15</sup>
5	75 credits	45 credits
6	60 credits	60 credits

- 3.7 Teaching teams within Faculties are responsible for identifying pre/co-requisite modules and these are listed on the MDF.
- 3.8 Where module choice exists students are required to make their selection, in accordance with the course structure as articulated in the CSF, by no later than the Friday of teaching week 8 of the preceding teaching period in accordance with module enrolment procedures published by the Academic Registry. Different arrangements apply in cases where module choice is exceptionally available in the first teaching period of level 4, under Regulation 3.5(b) above.
- 3.9 A student who exceptionally wishes to choose optional modules listed in the CSF that lead to a module selection that does not accord with the modular delivery pattern as articulated in the CSF<sup>16</sup> is required to secure the explicit approval of the relevant Director of Studies. He/she makes a judgement, based on the student's academic record, about the student's likelihood to succeed, particularly in relation to the teaching period in which a higher volume of credit of study than the course structure specifies is being proposed.
- 3.10 Anglia Ruskin University reserves the right to enrol students for an appropriate module(s) if they do not complete their module selection by the published deadline.
- 3.11 Once module delivery has commenced students are **not** permitted to change their module selection after the Friday of teaching week 1 of the teaching period, except in circumstances deemed by the Director of Studies to be exceptional. Anglia Ruskin University makes no commitment to revise the teaching timetable to accommodate such changes in module selection, whatever the circumstances for those changes may be. *[NB: If a module is first delivered on the Friday of teaching week 1, students enrolled for that module are permitted to withdraw from that module and to enrol for an alternative module on the Monday of teaching week 2, if they so wish]*
- 3.12 Module delivery is governed by the following principles:
- the credit volume of all modules is a multiple of the 15 credit module and the minimum credit volume for a module is 15 credits (zero credit rated modules, usually used to assess competencies skills are also available);
  - the maximum credit volume for a module is 60 credits;
  - a 15 credit module may not be delivered across more than one semester or trimester;
  - modules of 30 or more credits may run across one or two semesters/trimesters but not across levels;
  - 45 and 60 credit modules may be delivered across more than one semester/trimester but not across levels.

<sup>15</sup> These 30 credits of optional modules in level 4 must satisfy the exceptional circumstances set out under Regulation 3.5 above

<sup>16</sup> For example, a selection that proposes to study an uneven split of credit across Semesters 1 and 2 such as 45 credits in Semester 1 and 75 credits in Semester 2 instead of 60 credits in each Semester

- 3.13 On occasion, either in order to accommodate the requirements of a PSRB, or to accommodate the requirements of overseas Associate Colleges operating in an alternative legal constitutional jurisdiction, variations to the standard credit volume for a module are permitted (and multiples thereof). These exceptions are approved at the academic approval stage by the Senate. Such exceptions are initially highlighted to the relevant Faculty Management Team and the Corporate Management Team's Curriculum Planning Group at the Planning Approval stage, highlighting the resource implications to the relevant Faculty and associated Support Services, and are subject to final Senate approval on an individual basis. Any Major Project modules incorporated into the structure of courses delivered in an alternative credit structure must be equal to, or greater than, a credit volume of 30.
- 3.14 Accreditation of Prior Certificated Learning (APCL) and Accreditation of Prior Experiential Learning (APEL) may be used both for student admission with prior learning to a course and for subsequent exemption from a particular module(s) within the course for which a student is registered. However, prior learning/experiential learning may **not** be double counted. A particular APCL/APEL claim, if approved for admission with prior learning, may not subsequently be used for a different credit-related purpose.

### Part-time Course Delivery Models

- 3.15 Part-time courses are structured so that their delivery accords to one of three models:
- 60 credits per academic year (leading to a typical honours degree duration of 6 years)
  - 75 credits per academic year (leading to a typical honours degree duration of 5 years)
  - 90 credits per academic year (leading to a typical honours degree duration of 4 years)

**Appendix 3** provides further detail on these structures. On occasion, a course may be formally approved with a course delivery structure which is a hybrid of the above three models (eg: 75 credits in years 1 and 2, 90 credits in year 3 and 60 credits in years 4 and 5). Part-time course structures do not allow students to choose varying volumes of credit from one academic year to the next.

### Curriculum Content

- 3.16 All courses leading to a Taught Master's Degree or Integrated Taught Master's Degree contain a Major Project module.
- 3.17 The inclusion of a Major Project module in courses leading to an undergraduate award (usually the honours degree), either as a compulsory or optional module, is at the discretion of Faculties and as stipulated on the CSF.
- 3.18 The learning for a Major Project module is mainly student managed rather than tutor led (see Regulation 6.5 below). The minimum and maximum credit volumes for a Major Project module are 30 and 60 credits respectively. The structure of each course ensures that the Major Project module is delivered in the final teaching period (Semester or Trimester) of the course or, if taught over a double period, completed in the final teaching period of the course (in accordance with Regulation 3.4 above).
- 3.19 English language modules are available as optional modules within relevant courses, as identified by Faculties, where the need arises from the recruitment and admissions policy (see Regulation 3.5 (a) above).
- 3.20 Modern foreign language modules are available as optional modules within relevant courses, as identified by Faculties, for students who wish to study a modern foreign language (see Regulation 3.5 (a) above).

3.21 Students have the opportunity to study abroad:

- either for one teaching period at an approved Associate College;
- or for up to two teaching periods at an approved Associate College offering franchised delivery of the course for which they are registered.

Such students transfer back marks and associated credit in accordance with Grade Transfer Schemes for student exchange programmes (agreed at the relevant approval event) and, where appropriate, the European Credit Transfer System (ECTS).

3.22 Students registered on certain courses (including courses involving significant study of modern languages and courses leading to a dual award) are required to study abroad for a prescribed period as an integral part of their studies. The arrangements for the transfer of marks and associated credit for such students are set out in the relevant CSF. The transfer of any marks is subject to Anglia Ruskin University's Credit and Grade Transfer Scheme for student exchange programmes.

3.23 Faculty-based, generic Independent Learning Modules (ILMs) are offered by Faculties, as appropriate, with Faculties taking responsibility for all aspects of the delivery of such provision. ILMs are available at levels 4, 5, 6 and 7.

3.24 ILMs are not listed on individual CSFs but can be taken by any student on any course at the discretion of the Director of Studies or Deputy Head of Department where it is deemed to be in the best academic interests of the student. ILMs are not offered to students as a generic option as part of the module planning exercise.

3.25 A student may be enrolled to take up to a maximum credit volume of 30 credits of ILMs – either 30 credits at one level of study or two 15 credit ILMs from two different levels of study.

### Assessment of Students

3.26 Assessment policies and procedures are set out in Section 6 of these Academic Regulations and comply with the *Senate Code of Practice on the Assessment of Students* (available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)).

### **(B) Academic Calendar**

3.27 Anglia Ruskin University follows a standard academic calendar for all courses which:

- lead to an Anglia Ruskin award **and**;
- are delivered at Anglia Ruskin University's main campuses: Cambridge, Chelmsford, Peterborough and London **and**;
- are attendance-based.

3.28 The academic calendar comprises:

- an induction period (known as Welcome Week) before teaching begins;
- periods of learning and teaching weeks;
- assessment periods, including examination periods and designated weeks for marking, Departmental Assessment Panel meetings, Mitigation Panel meetings, Faculty Student Review Subcommittee meetings and Anglia Ruskin Awards Board meetings;

- appropriate breaks for Christmas and Easter.

3.29 Every course, and its constituent modules, is delivered in a standard pattern of learning and teaching periods based on either:

- two periods in the academic year (September-January and January-June) known as Semesters 1 and 2 OR;
- three periods in a complete 12 month period (September-January, January-June and June-September) known as Trimesters 1, 2 and 3.

Any exceptions to these delivery patterns require approval by the Senate.

3.30 Semester 1 and Trimester 1 are identical, run concurrently and comprise 12 weeks of learning and teaching followed by an examination, marking and moderation period.

3.31 Semester 2 and Trimester 2 are identical, run concurrently and comprise 12 weeks of learning and teaching followed by an examination, marking and moderation period.

3.32 Trimester 3 runs during the Summer Vacation period, comprises ten weeks of learning and teaching (rather than 12) and is followed by an examination, marking and moderation period.

3.33 Full-time and part-time students normally commence their period of study in September or January (or June for a Trimester based delivery) and course structures and content reflect these common starting points. After initial registration the pattern of student learning varies, depending on their registration status and pace of learning.

3.34 Associate Colleges, whether in the UK or overseas, delivering a curriculum leading to an Anglia Ruskin award are required to adopt an academic calendar which ensures that assessment outcomes are submitted at the appropriate time for consideration by the relevant Departmental Assessment Panel and the Anglia Ruskin Awards Board within Anglia Ruskin University.

3.35 The Senate is responsible for approving annually, in the Autumn, the Semester and Trimester academic calendars for the following academic year. These are published at ***[www.anglia.ac.uk/calendar](http://www.anglia.ac.uk/calendar)***.

## (C) Period of Registration

3.36 The minimum and maximum periods of registration for a course leading to an Anglia Ruskin award are detailed below (these include any period(s) of intermission and/or resubmission of assessed work<sup>17</sup>):

Awards	Total credit for award <sup>18</sup>	Minimum period of registration <sup>19</sup>	Minimum period of registration with APCL <sup>19</sup>	Minimum period of registration with APEL <sup>19</sup>	Maximum period of registration <sup>19, 20</sup>
<b>Undergraduate</b>					
Honours Degree <sup>21</sup>	360	3 years <sup>22</sup>	1 year <sup>22</sup>	1 ½ years <sup>22</sup>	9 years <sup>22</sup>
Ordinary Degree	300	2½ years	1 year	1 ½ years	7½ years
Foundation Degree, Diploma of Higher Education, Higher National Diploma	240	2 years	1 year	1 year	6 years
Certificate of Higher Education, Higher National Certificate, Certificate of Education, Professional Graduate Certificate in Education (PGCE: Level 6)	120	1 year	1 semester / trimester	1 semester or 2 trimesters	3 years
Graduate Diploma	90 - 120	1 year	1 semester / trimester	1 semester / trimester	3 years
Graduate Certificate	60 - 75	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	2 years
University Diploma	60 - 120	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	3 years
University Certificate	60 - 105	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	3 years
Access Certificate	60 - 120	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	3 years
<b>Postgraduate</b>					
Master's Degree (integrated 1 <sup>st</sup> and 2 <sup>nd</sup> cycle award under the Bologna Process)	480	4 years	1 ½ years	2 years	12 years
Master's Degree (self-standing 2 <sup>nd</sup> cycle award under the Bologna Process)	180	1 year	1 semester or 2 trimesters	1 year or 2 trimesters	5 years
Postgraduate Diploma	120	1 year	1 semester / trimester	1 semester or 2 trimesters	3 years
Postgraduate Certificate, Postgraduate Certificate in Education (PGCE: Level 7)	60	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	2 years

<sup>17</sup> The maximum period of registration can be exceptionally extended by the Director of Studies when serious medium to longer term circumstances mean that a student is unable to study for significant periods of time within the period of registration and it, therefore, becomes impossible for a student to complete the course on a full-time basis within the designated period (this provision is not designed to be used to extend the period of registration by an extra semester/trimester or year due to a short-term and temporary illness)

<sup>18</sup> Regulation 2.42 provides for exceptions to these credit volumes in certain circumstances

<sup>19</sup> References to "years" are to an "academic year" commencing in September (or the equivalent period for courses with a start date other than September) and exclude any period of accredited prior certificated learning (APCL) or accredited prior experiential learning (APEL) on which **initial** registration may be based

<sup>20</sup> Details of the maximum periods of registration for students admitted with APCL and/or APEL are contained in **Appendix 2**

<sup>21</sup> The minimum and maximum periods of registration for a 480 credit extended honours degree are 4 and 12 years respectively. Admission with credit to these awards is not available

<sup>22</sup> For Honours degrees comprising 6 trimesters delivered intensively over 24 months the following apply: 24 months (minimum period of registration), 2 trimesters (minimum period of registration with APCL), 12 months (minimum period of registration with APEL), 72 months (maximum period of registration)

- 3.37 The Anglia Ruskin Awards Board confers the highest award for which a student is eligible. In certain circumstances the award may be an intermediate award rather than the award for which a student was originally registered (see Regulation 2.19). Students who fail to complete the award for which they are registered within the maximum period of registration may formally apply for re-admission and re-registration (for which an appropriate registration and tuition fee is charged). The credits previously awarded are considered for the accreditation of prior learning but are not automatically approved for specific credit.
- 3.38 The maximum period of registration for an associate student is three years. The minimum period of registration is a single semester or trimester. These limits apply irrespective of the volume of credit an associate student is studying (15-90 credits).

#### **(D) General Requirements for Students**

3.39 To qualify for the conferment of an Anglia Ruskin award students must:

- satisfy, and provide evidence that they have fulfilled, Anglia Ruskin University's entry requirements in accordance with Section 4 of these Academic Regulations;
- be registered for a course leading to an approved Anglia Ruskin award. A student is not permitted to register concurrently for more than one taught course leading to an Anglia Ruskin award;

**either**

- regularly attend those taught elements as may be prescribed (for modules delivered by standard delivery methods);

**or**

- fulfil the learning requirements prescribed in Student Handbooks and/or Module Guides (for modules delivered by flexible and distributed learning including e-learning<sup>23</sup>);
- undertake and successfully complete in accordance with Section 6 of these Academic Regulations the assessment and, where applicable, re-assessment processes for the course for which they are registered and its associated modules;
- satisfy the credit requirements of the course for which they are registered in terms of the volume and level of credit, as prescribed in the Academic Regulations;
- have paid the appropriate tuition fees for their studies and met all their financial obligations to Anglia Ruskin University.

#### **(E) Student Registration**

3.40 Students must complete Anglia Ruskin University's registration process at the commencement of their period of study and annually thereafter until they are considered by the Anglia Ruskin Awards Board for the highest award for which they are eligible.

3.41 At initial registration, and at each subsequent registration process, students commence a "registration period" which extends for 12 months.

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<sup>23</sup> "Flexible and distributed learning (FDL) denotes educational provision leading to an award, or to specific credit toward an award, of an awarding institution delivered and/or supported and/or assessed through means which generally do not require the student to attend particular classes or events at particular times and particular locations". Extract from Section B10 of the QAA's *UK Quality Code for Higher Education* (December 2011)

## **(F) Intermission**

- 3.42 Registered students may apply for a period of intermission of up to 12 calendar months during which they may suspend their studies for personal reasons (e.g. health, financial). This period may be extended in exceptional cases (e.g. to cover maternity leave) but only with the prior approval of the appropriate Director of Studies. Students must seek advice and support from their Student Adviser or Deputy Head of Department (or the equivalent postholder in an Associate College) before any prolonged absence from their studies.
- 3.43 Any period of intermission must have an approved start and an approved return date which, in the latter case, must take full account of the academic coherence and requirements of the course for which the student is registered. The approved start and return dates may not necessarily coincide with the published start date and end date of a semester or trimester.
- 3.44 Any period of intermission must be authorised in writing and in advance by the appropriate Student Adviser or Deputy Head of Department (or the equivalent postholder in an Associate College). Anglia Ruskin University is unable to guarantee to students that the course for which they originally registered will still be available when they resume their studies.
- 3.45 During an approved period of intermission students remain registered students for their course at Anglia Ruskin University and are entitled to have access to certain Anglia Ruskin facilities and systems. However, since intermitting students are no longer active, they are **not** entitled to certain other benefits or services related to their studies e.g. exemption from council tax.
- 3.46 Intermitting students who do **not** return to re-register for their course within 20 working days after the approved date of return from their period of intermission are discontinued from their course. Discontinuation under these circumstances does not prevent a student from subsequently seeking re-admission to the course at Anglia Ruskin University from which they have been discontinued (see Regulation 4.13).
- 3.47 Students who experience difficulties with their studies due to personal reasons and/or who are considering withdrawing from Anglia Ruskin University should seek the advice of a Student Adviser or Deputy Head of Department (or the equivalent postholder in an Associate College) about the most appropriate course of action before formally completing Anglia Ruskin University's withdrawal form.