

## UNIVERSITY FOR THE CREATIVE ARTS

### REGULATIONS FOR CONFERMENT OF AWARDS

#### Authority to Confer Awards

1. The University derives its authority to confer awards from the provisions of the Further and Higher Education Act 1992 which amended the provisions of the 1988 Education Reform Act. The University has Taught Degree Awarding Powers which were granted by the Privy Council to the Surrey Institute of Art & Design in 1992. These powers allow the conferment of awards situated at levels 4 – 7 within the Framework for Higher Education Qualifications in England, Wales and Northern Ireland. The University, acting under the overall authority of its Board of Governors, has determined that the Academic Board has the authority to confer awards on persons eligible within its procedures for the award of qualifications. The Academic Board has provided for the establishment of authorised committees to make recommendations for the conferment of UCA awards. These committees are:
  - Undergraduate and Postgraduate Boards of Examiners
  - Honorary Degrees Panel
2. The University also delivers programmes of study that result in Further Education and Research awards from other awarding bodies. These are detailed in Annex 1. This list can be modified at the discretion of the Academic Board.
3. The University may develop provision (for example, CPD provision or English language programmes allowing entry to UCA awards) that is not constituted within the Framework for Higher Education Qualifications nor the National Qualifications Framework.

#### Conferment of an Award

4. Conferment of an award of the University for the Creative Arts will be by the Academic Board or, through delegated authority, by a designated senior member of the Academic Board.

#### Qualifications

5. For all qualifications, conferment requires that the following conditions are satisfied:
  - The candidate was registered on a University award at the time of his or her assessment for the qualification and
  - The candidate has completed the programme of study approved and validated as leading to the qualification being recommended and
  - The conferment has been recommended by the appropriate committee acting under Regulations approved by the University
6. The award conferred shall be that for which the candidate is registered. Where validated, a lower-level qualification may be awarded if the candidate has fulfilled the requirements of the lower qualification.

7. See Annex 2 for a list of qualifications approved by the University. This list can be modified at the discretion of the Academic Board.

### Honorary Awards

8. The University has established an Honorary Degrees Panel to consider recommendations for the conferment of honorary awards on individuals and to make recommendations to the Academic Board for the inclusion of new honorary awards. The approved honorary award is:
- MA

### Revoking an Award

9. The Vice-Chancellor may revoke an award if it is established that the authorised committee made its decision based on misleading or incorrect evidence, or in accordance with the procedures for academic or non-academic misconduct.

### Qualification Levels

10. In accordance with the authority conferred by Taught Degree Awarding Powers, the University confers awards at the following levels:
- Level 4: Certificate of Higher Education
  - Level 5: Foundation Degree, Diploma of Higher Education
  - Level 6: Bachelor's degree, Graduate Diploma, Graduate Certificate
  - Level 7: Master's degree, Postgraduate Diploma, Postgraduate Certificate

See Annex 3 for Qualifications Descriptors

### Classification of Qualifications

11. The regulations for each generic qualification will specify whether it may be awarded with a classification.

### The use of *aegrotat*

11. A classified qualification may be conferred as an *aegrotat* where the following conditions are met:
- The candidate was registered on a University award at the time of his or her assessment for the qualification; and
  - The candidate had completed the programme of study but had been unable to complete the requirements of the award due to illness or other incapacity; and
  - the Board of Examiners has:
    - a) sufficient evidence to judge that the candidate would have reached the required threshold standard for the qualification; and
    - b) Insufficient evidence to make a judgement on a classification.

12. A student may choose to decline an *aegrotat* award and complete the programme but cannot then claim the *aegrotat* in the event of subsequent failure.
13. The term *aegrotat* will not be recorded on the certification.

#### **Posthumous qualifications**

14. Any qualification may be conferred posthumously and accepted on the candidate's behalf by a parent, spouse or other appropriate individual.

#### **Specific regulations for qualifications awarded by the University**

15. The following regulations determine the specific rules governing the award of qualifications of the University:
  - The Common Credit Framework for Taught Programmes
16. Programmes delivered in collaborative partnerships are normally subject to the requirements of the Common Credit Framework for Taught Programmes. Approved exceptions are listed in Annex 4.

#### **Approval of new qualifications**

17. The Academic Board will consider and approve any proposals for a new qualification. It will consider proposals in the context of the existing University qualifications and their relationship to each other and to the qualifications of other bodies. In particular the Academic Board will consider:
  - its position within the national qualifications frameworks
  - the characteristics and level of the proposed qualification that would both distinguish it from existing qualifications and relate it to them
  - the suitability of existing qualifications for the proposed programme(s) of study
  - the likely demand for and recognition of the proposed qualification by institutions, students and employers.
18. The procedures for submitting a new qualification for approval are contained in the *Quality Assurance Handbook*.

#### **Dual awards**

19. The University will consider proposals for dual award arrangements. A dual award is where separate awards are conferred by more than one institution upon a student upon completion of a single programme of study.
21. The University will:
  - ensure the proposed partner has the legal authority to establish dual award arrangements (*to be considered as part of due diligence*)

- agree arrangements for the external examining of student work. The University's standard external examiner arrangements will apply in regard to its award (*to be agreed ahead of validation*)
- ensure the standard of the award meets the expectations of the UK Quality Code (QAA). Consideration will be given to the standard of the other award(s) in the arrangement, including the monitoring and verifying of standards (*to be considered as part of validation*)
- agree the rights and responsibilities of students and ensure these are clearly set out for students in programme literature (*to be considered as part of validation*)
- ensure the degree titles demonstrate equivalency across both/all awards (allowing for national differences in the nomenclature of degrees in the case of collaborations with institutions abroad) (*to be considered as part of validation*)
- require the degree classification schemes to demonstrate equivalency across awards (*to be considered as part of validation*)
- provide its own certification (Certificate/ Transcript) for its award (*to be considered as part of validation*)
- ensure the University's regulations apply to its award in regard to any academic appeal and that the University has sole jurisdiction over the appeal (*to be considered as part of validation*)
- ensure the partner institution has mechanisms in place to consider any student complaint about any matter for which it is responsible (*to be considered as part of validation*)
- ensure the University's established quality assurance and enhancement procedures governing collaborative provision will apply for monitoring the arrangement including the renewal of the arrangement (*to be considered as part of validation*)
- reserve the right to review and approve publicity related to the award(s) (*to be addressed in the partnership agreement*)
- ensure that both the Certificate and Transcript refer to the dual nature of the award

### **Certificate**

22. The University shall confirm that a qualification has been conferred by the production of a certificate recording :
- The name of the University for the Creative Arts
  - The student's name as registered with the University
  - The qualification obtained and any classification
  - The approved title of the course
  - If appropriate, the name of any other institution sharing responsibility for the student's programme of study (as designated in the Partnership Agreement)

- If appropriate, the dual nature of the award
23. The certificate shall include the University logo and shall bear the signature of the Vice-Chancellor and the Academic Registrar.

### **Transcript**

24. The University shall provide all students who complete a qualification with a transcript. This document is designed to provide a description of the nature, level, content and status of the studies that were successfully completed by the student named on the qualification awarded by the University.
25. The transcript will include details of:
- the mode of study
  - the modules studied for the qualification
  - the marks, grades and credits achieved
  - the qualification achieved
  - an explanation of the grading scheme used
26. In the case of all collaborative provision, the transcript will refer to information about the partner institution(s), including the location of the partner institution(s)
27. In the case of a dual award, the transcript will refer to:
- the dual nature of the award
  - information about the partner institution(s), including the location of the partner institution(s)
28. The transcript shall be signed on behalf of the Academic Board by the Academic Registrar.

**PROGRAMMES OF STUDY AT UCA RESULTING IN AWARDS OF OTHER AWARDING BODIES**

*Research Degrees*

University of Brighton (PhD, MPhil, Professional Doctorates)

University of the Arts London (PhD, MPhil)

*Further Education Courses*

University of the Arts London Awarding Body (Foundation Diploma in Art and Design)

Laser Learning Awards (formally OCNSER) (Access to Higher Education Diploma: Art & Design)

## QUALIFICATIONS AWARDED UNDER TAUGHT DEGREE AWARDING POWERS

### Level 4

CertHE Certificate of Higher Education

### Level 5

DipHE Diploma of Higher Education

FdA Arts Foundation Degree

### Level 6

BA (Hons) Bachelor of Arts with Honours

BDes (Hons) Bachelor of Design with Honours

BSc (Hons) Bachelor of Science with Honours

BA Bachelor of Arts

BDes Bachelor of Design

BSc Bachelor of Science

GradCert Graduate Certificate

GradDip Graduate Diploma

### Level 7

PgCert Postgraduate Certificate

PgDip Postgraduate Diploma

MA Master of Arts

MArch Master of Architecture

MBA Master of Business Administration

MDes Master of Design

MRes Master of Research

MFA Master of Fine Arts

## QUALIFICATIONS DESCRIPTORS

As defined by the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland, August 2008

### Level 4: Certificate of Higher Education

Level 4 awards are awarded to students who have demonstrated:

- knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study
- an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study.

Typically, holders of the qualification will be able to:

- evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work
- communicate the results of their study/work accurately and reliably, and with structured and coherent arguments
- undertake further training and develop new skills within a structured and managed environment.

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.

### Level 5: Foundation Degree, Diploma of Higher Education

Level 5 awards are awarded to students who have demonstrated:

- knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed
- ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context
- knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study
- an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge.

Typically, holders of the qualification will be able to:

- use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis
- effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively
- undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations.

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making.



### **Level 6: Bachelor's degree, Graduate Diploma, Graduate Certificate**

Level 6 awards are awarded to students who have demonstrated:

- a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline
- an ability to deploy accurately established techniques of analysis and enquiry within a discipline
- conceptual understanding that enables the student:
- to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
- to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
- an appreciation of the uncertainty, ambiguity and limits of knowledge
- the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).

Typically, holders of the qualification will be able to:

- apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects
- critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem
- communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
- the exercise of initiative and personal responsibility
- decision-making in complex and unpredictable contexts
- the learning ability needed to undertake appropriate further training of a professional or equivalent nature.

### **Level 7: Master's degree, Postgraduate Certificate, Postgraduate Diploma**

Level 7 degrees are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- conceptual understanding that enables the student:
- to evaluate critically current research and advanced scholarship in the discipline
- to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
- the exercise of initiative and personal responsibility
- decision-making in complex and unpredictable situations
- the independent learning ability required for continuing professional development