CAMBRIDGE SCHOOL OF VISUAL & PERFORMING ARTS

ACADEMIC REGULATIONS

These Academic Regulations continue to be in effect for all students from September 2024 onwards.

Version control

PURPOSE/CHANGE	AUTHOR	DATE
Original document for 2024-25 approved at Academic Board.	Megan Knight	September 5 2024

Contents

1. Scope ..... **Error! Bookmark not defined.**
2. Credit, Progression and Framework ..... **Error! Bookmark not defined.**
   2.1. Framework 3
   2.2. Modules 4
   2.3. Progression 5
   2.4. Failure and retrieval ..... **Error! Bookmark not defined.**
   2.5. Classification of awards ..... **Error! Bookmark not defined.**
   2.6. Extenuating Circumstances Policy 9
   2.7. Submission of assessed work 9
   2.8. Academic Integrity 10
3. Assessment boards ..... **Error! Bookmark not defined.**
   3.1. General ..... **Error! Bookmark not defined.**

1. Scope

1.1. Cambridge School of Visual and Performing Arts [CSVPA] is a registered Higher Education institution and delivers awards validated by Falmouth University [FU].

1.2. These regulations prescribe general requirements for assessment, classification and certification of awards, and for progression within an award.

1.3. These regulations have been approved by the CSVPA Academic Board and by Falmouth University's Academic Board.

1.4. These regulations apply to all Higher Education awards at levels four, five, six and seven that are awarded by Falmouth University, including integrated foundation awards.

1.5. An award may be made to a student who registers for and completes a course approved by the Academic Board, within the prescribed time, to the standard prescribed by these regulations and the assessments designated for the course.

1.6. To qualify for the certificate or transcript for an award, a student must have met the requirements for an award, paid the fees and other charges prescribed by the Board of Governors, and be in compliance with all academic and disciplinary regulations or codes of conduct adopted by the School.

1.7. In the case of a conflict between CSVPA and Falmouth University's regulations, Falmouth University's regulations shall prevail.

2. Credit, Progression and Framework

2.1. Framework

2.1.1. CSVPA aligns the levels of its higher education modules, courses and awards with the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)

2.1.2. CSVPA taught courses use the Credit Accumulation and Transfer System (CATS), which quantifies the 'volume' of academic work needed to fulfil the demands of courses and modules by credit 'points'. 'Academic work' includes formal contact, guided study, independent learning, and assessment. 1 CATS (credit) point is equal to 10 hours of academic work. Modules are weighted according to their credit value.

2.1.3. Credit may be awarded to students who demonstrate that they have achieved the learning outcomes specified for a module.

2.1.4. An award may be made to a student who demonstrates that they have accumulated the credit required for the award.

2.1.5. The following table specifies the credit required for the School's taught awards

Award Title	FHEQ Level	CATS (Credit) Points
Certificate of HE	Four	120 at any level
Diploma of HE	Five	240, of which at least 120 must be level five
Bachelor's Degree	Six	300, of which at least 60 must be level six
Bachelor's Degree with Honours	Six	360, of which at least 120 must be at level six
Graduate Diploma	Six	120 at level six
Postgraduate Certificate	Seven	60
Postgraduate Diploma	Seven	120
Master's Degree	Seven	180

2.2. Modules

2.2.1. Modules of 20, 30 or 40 credits are permitted at all levels. Modules of 60 credits are only permitted for major projects at Level 6 and dissertations or final year projects at Level 7.

2.2.2. Modules shall be designated 'compulsory' or 'optional'.

2.2.3. All modules must include summative assessment related to the learning outcomes specified. The summative assessment may consist of one or more assessment elements. Assessment elements may be differently weighted.

2.2.4. Assessment elements shall be designated 'compulsory' or 'compensatable' where the learning outcomes are assessed on another element in the same module.

2.2.5. Courses leading to a Master's degree shall include independent study in the form of a dissertation or final year project module, representing 60 credits at Level 7

2.2.6. Marks and outcomes

2.2.7. A student demonstrates that they have achieved the learning outcomes for a module by passing the summative assessment set for the module, to the satisfaction of the Module Assessment Board for the course.

2.2.8. The marks for module assessment elements shall be combined according to the published proportions and rounded to one decimal place to give a weighted average, which is recorded as a percentage representing the mark for the summative assessment of the module.

2.2.9. For all courses, all assessment element and module marks will be calculated to one decimal point; the overall degree mark will then be calculated to two decimal points. All marks will be rounded to integers (whole numbers) for display in transcripts (the standard rounding rule applies – that is, 0.5 or above rounds up and 0.4 or lower rounds down).

2.2.10. A Module Assessment Board will award a 'Pass' for an undergraduate module when all of the following criteria are met:

2.2.11. the weighted average mark is 40% or more, or where assessment is solely graded as Pass or Fail, a Pass is awarded;

2.2.12. all compulsory assessment elements have marks of 40% or more, or where assessment is solely graded as Pass or Fail, a Pass is awarded;

2.2.13. all compensatable assessment elements have marks of 1% or more, or where assessment is solely graded as Pass or Fail, a Pass is awarded;

2.2.14. no assessment element is compensated where a penalty of proven academic misconduct requires its failure and resubmission.

2.2.15. In the case of a Pass/Fail assessment, a Pass may only be awarded where the student demonstrates attainment at or above the threshold level of all the learning outcomes associated with the assessment.

2.2.16. A Module Assessment Board will award a 'Pass' for a postgraduate module when all of the following criteria are met:

2.2.17. the weighted average mark is 50% or more;

2.2.18. all compulsory assessment elements have marks of 50% or more;

2.2.19. all compensatable assessment elements have marks of 1% or more;

2.2.20. no assessment element is compensated where a penalty of proven academic misconduct requires its failure and resubmission.

2.3. Progression

2.3.1. A Programme Assessment Board may make an award to a student who has accumulated the credit required at the end of any stage.

2.3.2. A student who has achieved passing marks in all modules required for an award may progress to the next stage.

2.3.3. Where a Programme Assessment Board convenes part-way through a stage, a student may be permitted to commence the next study block

in that stage without prejudice to the outcome of the Assessment Board.

2.3.4. Undergraduate courses without an integrated foundation have 3 stages, aligned with credit level. Master's courses have 1 stage.

2.3.5. Undergraduate Honours courses with integrated foundation have 4 stages, with credit awarded at all stages.

2.3.6. No award is made for the completion of the integrated foundation stage of a course.

Alignment of stages and Award of the University:

Undergraduate:

Stage	Level	Award
0	Foundation	N/A
1	4	CertHE
2	5	DipHE / Foundation Degree
3	6	Bachelor's degree / Bachelor's degree with honours

Postgraduate:

Stage	Level	Credit Achieved	Award
1	6	120 credits	Graduate Diploma
1	7	Less than 180 credits	Postgraduate Certificate/ Diploma
1	7	180 credits	Master's Degree

2.4. Failure and retrieval

2.4.1. Students may be referred on one occasion in respect of each assessment element. The assessment element mark is capped at 40% for undergraduate and 50% for postgraduate work.

2.4.2. Where a Module Assessment Board has determined that a module has been failed, a student shall be referred only in relation to the element(s) they have failed within that module.

2.4.3. Every assessment element must have an appropriate reassessment strategy. If a student is unable (e.g. through disability or injury) to be assessed by the normal methods specified, they will be set an alternative mode of assessment.

2.4.4. Where a module assessment board determines that a student has failed an assessment element as a result of non-submission on both the first and second (referred) attempt, the assessment board may determine that no further opportunity to retrieve the work should be offered and the student's studies will be terminated.

2.4.5. A student whose referred work fails may be permitted by the assessment board to retake the module, or to take a replacement module if the failed module is no longer offered. A module may be retaken once only.

2.4.6. With the exception of integrated foundation stages of study, where a student has 40 credits or less outstanding, the student can progress without prejudice into the next stage. In such cases, the student's continuing progression in that stage will be subject to the successful completion of the outstanding module(s), which may be retaken without attendance (trailed). If a referred module is trailed, this is the final attempt at retrieval.

2.4.7. An Assessment Board may agree that a module can be trailed where this is in the academic interest of the student. If a referred module is trailed, this is the final attempt at retrieval. If the module is being retaken with attendance, the module will be taken as a first attempt and in accordance with clauses 3.26 to 3.29 of the Regulations.

2.4.8. Students studying on courses with integrated foundation must successfully complete all foundation modules before they can progress to the next stage of their course.

2.4.9. Where a Programme Assessment Board considers that the volume of outstanding elements is not retrievable by the referral deadline, a student may be permitted instead to retake part or all of the stage of study prior to advancing to the next stage. A retake with attendance may be offered once only.

2.4.10. Where a Programme Assessment Board permits a student to retake (with attendance) part or all of a stage of study, or an individual module, all marks for assessment elements that have previously been passed must be surrendered. All assessed elements must be retaken. All elements will be retaken as a first attempt.

2.4.11. A student who has been offered a retake for part of a stage of study may request to retake the whole stage. In which case all marks will be surrendered in accordance with clause 3.29.

2.4.12. The School will set institutional deadlines for the submission of retrieval work.

2.4.13. Titles of awards

2.4.14. The subject title of an award will be defined as part of the approval process. All awards for a course (including lower exit awards) will take the same subject titles.

2.4.15. The named award is the full name of the degree on which a student is enrolled. The name reflects the subject or subjects of focus within the award where:

'&' – signifies a single honours degree (with a descriptive title)

'And' – signifies a joint honours degree

'With' – signifies a major/minor split

Where an award features specialist pathway options these will be indicated in parenthesis following the award title.

2.5 Classification of awards

2.5.1. CertHE, DipHE, Bachelor's degrees ('Ordinary degrees'), Graduate Diplomas, Postgraduate Certificates and Postgraduate Diplomas are unclassified.

2.5.2. Bachelor's degrees with honours shall be classified 1 ('First class'); 2.1 ('Upper Second Class'); 2.2 ('Lower Second Class'); 3 (Third Class).

2.5.3. Master's degrees may be awarded with merit or distinction.

2.5.4. A Programme Assessment Board may not determine an award where less than 120 credits (except where an award has less than 120 credits) at the highest level required for the award have been assessed by CSVPA and Falmouth University.

2.5.5. In the case of a Bachelor's degree with honours, where CSVPA has assessed all credit at stages 2 and 3 (Levels 5 and 6), either column A or column B below applies, whichever gives the better result. In the case of a placement year, the 120 Level 5 placement credits count towards the award but are not used in classification. Where CSVPA has assessed only the credit at stage 3 (Level 6), the column A only applies. Where Falmouth University has assessed all credit at stage 3

(Level 6), and less than 120 credits at stage 2 (Level 5), the column A only applies

Class	A Weighted average of all credit at Level 6 is	B In the ratio 33:67, the weighted average of all credit at Levels 5 and 6 is
1	70% or more	70% or more
2.1	60% or more	60% or more
2.2	50% or more	50% or more
3	40% or more	40% or more

2.5.6. In the case of a Master's degree, a pass will be awarded where a mark of at least 50% has been achieved in all modules. A merit or distinction will be awarded as below:

Class	Dissertation/project	Weighted average mark of the other modules
Merit	60% or more	55 – 64%
Distinction	70% or more	65% or more

2.5.7. Assessment boards may award an Aegrotat degree where the student has died or is unable to complete their studies through severe and/or permanent illness or disablement. Aegrotat degrees are unclassified.

2.6. Extenuating Circumstances Policy

2.6.1. Any student whose assessment is significantly affected by temporary circumstances beyond their control, may make an application under the Extenuating Circumstances Policy.

2.7. Submission of assessed work

2.7.1. Dates and times for submission of summative assessed work, and instructions on the manner of submission, will be published before teaching begins.

2.7.2. Work handed in up to one week after the submission date will be accepted, but the mark for passing work will be capped at 40% for undergraduate work or 50% for postgraduate work. This regulation applies to the initial submission of work at the first attempt only. Reassessed work, or work where the deadline has been deferred as a result of extenuating circumstances, must be submitted by the published deadline.

2.8. Academic Integrity

2.8.1. Students attempting to gain credit for work that is not their own, either unknowingly or in an attempt to mislead, will be considered under the Academic Integrity Policy.

3. Assessment boards

3.1. General

3.1.1. Each module, course and subject shall have a designated external examiner. The Academic Board shall determine the powers and responsibilities of external examiners, and no award of the School may be made without the proper involvement of an external examiner.

3.1.2. Programme Directors are responsible for ensuring that students have been assessed according to these Regulations. Heads of Subject are responsible to Directors of departments for ensuring that module marks submitted to Assessment Boards are accurate and have been determined according to these Regulations.

3.1.3 An Assessment Board is responsible for determining decisions on progression and classification on the basis of the marks provided.

3.1.4 In exceptional cases an Assessment Board may recommend suspension of regulations to allow a student to continue with their studies. Such cases will be referred to the Chair of the Academic Quality and Standards Committee for approval and will be reported to the Committee at its next meeting. Suspension of regulations in an individual case does not create a general precedent.

3.1.5 Assessment Boards are sub-committees of the Academic Quality and Standards Committee, which defines and publishes their Membership and Terms of Reference. They meet at least once per stage of study.