

10.4

REGULATIONS FOR CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION

CARDIFF METROPOLITAN UNIVERSITY

REGULATIONS FOR CERTIFICATES AND DIPLOMAS OF HIGHER EDUCATION (MODULAR PROGRAMMES)

General

1. Certificates and Diplomas of Higher Education may be offered as stand-alone programmes (including for franchising purposes) and may also be exit awards, normally corresponding to the end of Level 4 (HE Level 1) and Level 5 (HE Level 2) of a three-year, full-time, modular initial degree programme.
2. These Regulations apply to stand-alone Certificates and Diplomas of Higher Education programmes. Regulations specific to Certificates and Diplomas offered as exit awards are given in the appendix.
3. If a candidate, having accepted either a Certificate or Diploma of Higher Education, subsequently continues studies on the programme from which the Certificate or Diploma was awarded and successfully completes the associated degree, he/she must relinquish the Certificate or Diploma before being admitted to the degree.

Entry

4. To be eligible for admittance to study for a Certificate or Diploma of Higher Education programme, a candidate shall:
 - (i) have fulfilled the admissions criteria set out in "*CRITERIA FOR THE ADMISSION OF STUDENTS TO FIRST DEGREE, HND, HNC AND FOUNDATION DEGREE PROGRAMMES*"; and
 - (ii) have fulfilled any further entry conditions required by Cardiff Metropolitan University in respect of the programme in question.

Programme Structure

5. Certificate of Higher Education programmes shall be offered on the basis of a one-year full-time period of study (or part-time equivalent). Candidates shall be required to pursue the equivalent of at least 120 credits at CQFW Level 4 (HE Level 1).
6. Diploma of Higher Education programmes shall be offered on the basis of a two-year full-time period of study (or part-time equivalent). Candidates shall be required to pursue the equivalent of at least 120 credits at CQFW Level 4 (HE Level 1) and 120 credits at CQFW Level 5 (HE Level 2).
7. Full-time candidates shall be required to pursue the equivalent of at least 120 credits during each academic year.

Credit Transfer

8. Notwithstanding paragraphs 5 to 7 above, within the overall limits shown below, the performance of a student in either study previously pursued and/or any prior experiential learning may be deemed to count towards the requirements for the award of Certificate or Diploma of Higher Education. Such prior study or experiential learning shall be relevant to the programme to be pursued and shall be credit-rated at the discretion of Cardiff Metropolitan University. The prior study shall have been completed at another University or Institution whose programmes have been recognised by the University for the purpose of satisfying its policy on Credit Accumulation and Transfer.
9. The maximum number of credits which may be accepted to count towards a Certificate or Diploma of Higher Education award shall be:

Certificates of HE: a maximum of 80 relevant credits. If the maximum is allowed, all remaining credits should normally be at CQFW Level 4 (HE Level 1) or above.

Diplomas of HE: a maximum of 160 relevant credits. If the maximum is allowed, all remaining credits should normally be at CQFW Level 5 (HE Level 2) or above).

Assessment

10. Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.
11. The pass-mark for units of assessment, modules and awards shall be 40%.
12. Every candidate for a Certificate of Higher Education shall complete all units of assessments within the following periods:
 - (i) Full-time mode: not more than three years from the start of the programme;
 - (ii) Part-time mode: not more than six years from the start of the programme.
Every candidate for a Diploma of Higher Education shall complete all units of assessments within the following periods:
 - (i) Full-time mode: not more than four years from the start of the programme;
 - (ii) Part-time mode: not more than eight years from the start of the programme.

The above time limits may be extended in exceptional cases on application by the School to Cardiff Metropolitan University's Regulations and Special Cases Committee.

The above time-limits may be reduced pro rata at the outset of the candidature where a candidate has been admitted to study with transferable credit, as described in paragraphs 8 and 9, above.

13. Assessment shall be in accordance with Cardiff Metropolitan University's general Assessment Regulations.

Failure

14. At the discretion of the Examination Board, candidates who have been unsuccessful in any units of study which contribute to the award may be permitted up to two further attempts to redeem the failure in each such unit, for the bare pass-mark (40%) only.

Eligibility for Award

15. Certificates and Diplomas of Higher Education are awarded to candidates who have:

- (i) pursued an approved programme of study at Cardiff Metropolitan University or at a collaborative partner institution, except as provided by paragraph 8 above;
- (ii) successfully met the requirements as laid down in these regulations;
- (iii) fulfilled any further condition(s) required by Cardiff Metropolitan University or its collaborative partner institution.

16. Certificate of Higher Education

- (i) Except as in (ii) below, a Certificate of Higher Education is awarded to candidates who have successfully completed a minimum of 120 credits at CQFW Level 4 (HE Level 1).
- (ii) In exceptional cases, a Certificate of Higher Education may be awarded to candidates who have successfully completed a minimum of 120 credits, of which a maximum of 30 credits may be at CQFW Level 3 (HE Level 0), and a minimum of 90 credits must be at CQFW Level 4 (HE Level 1). Up to a maximum of 60 credits at CQFW Level 5 (HE Level 2) may be substituted for credits at CQFW Level 4 (HE Level 1).

17. Diploma of Higher Education

- (i) Except as in (ii) below, a Diploma of Higher Education is awarded to candidates who have successfully completed a

minimum of 240 credits, comprising 120 credits at CQFW Level 4 (HE Level 1) and 120 credits at CQFW Level 5 (HE Level 2).

- (ii) In exceptional cases, a Diploma of Higher Education may be awarded to candidates who have successfully completed a minimum of 240 credits, of which a maximum of 30 credits may be at CQFW Level 3 (HE Level 0), and a minimum of 90 credits must be at CQFW Level 5 (HE Level 2). Up to a maximum of 60 credits at CQFW Level 6 (HE Level 3) may be substituted for credits at CQFW Level 5 (HE Level 2).
18. Compensation for failure in assessment shall be in accordance with the provisions of Cardiff Metropolitan University's general Assessment Regulations.
19. In determining whether the award of a Certificate or Diploma of Higher Education might be made to a candidate, Examination Boards shall follow Cardiff Metropolitan University's general Assessment Regulations. An Examination Board may take account of the candidate's academic development throughout the programme of study.
20. An Examination Board may recommend that, on the basis of a candidate's performance in the pursuit of those credits contributing to the award of Certificate or Diploma of Higher Education, he/she be deemed either to have passed or to have failed the programme. Candidates with an overall mark of 70% or greater may be eligible for the relevant award with Distinction.
21. **Borderlines**
Certificate in Higher Education:
If the deficit in the final rounded mark is not greater than 1% an Examination Board is empowered, taking the student's overall performance into account, to raise the certificate class, in normal circumstances.
- If the deficit in the final rounded mark is not greater than 2% an Examination Board is empowered to raise the certificate class where there are accepted mitigating circumstances, or in normal circumstances on the basis of factors such as preponderance of credits (if the student has 50% or more credits at level 4 in the higher classification). Exit velocity will not be applicable.
- Diploma in Higher Education:
If the deficit in the final rounded mark is not greater than 1% an Examination Board is empowered, taking the student's overall performance into account, to raise the award class, in normal circumstances
- If the deficit in the final rounded mark is not greater than 2% an Examination Board is empowered to raise the award class in normal circumstances, on the basis of factors such as: preponderance of

credits (if the student has 50% or more credits at level 5 in the higher classification) or exit velocity*.

**Exit Velocity Principle: Examination Boards shall compare the Level 4 and Level 5 average marks. Where the Level 5 average is in the higher classification band, the Examination Board shall normally award the higher class of award*

Appendix

Exit Awards from Initial Degree, Foundation Degree or Diploma of Higher Education Programmes

22. Where Certificates and Diplomas of Higher Education are offered as exit awards from initial degree programmes, the Regulations for Modular Initial Degrees also apply. Similarly, where the Certificate of HE is offered as an exit award from a Diploma of HE or Foundation Degree programme, the relevant Regulations for those awards also apply. In line with Paragraph 20 above, candidates with an overall average of 70% or greater can be awarded the Certificate/Diploma of HE with Distinction.
23. Candidates need not register specifically for a Certificate or Diploma of Higher Education in order to be offered one as an exit award; registering for the degree or diploma, which encompasses the relevant exit awards, is sufficient.
24. Certificates and Diplomas of Higher Education are offered as exit awards only when a candidate has exited from an initial degree, Foundation Degree or Diploma of Higher Education programme. They are not "en-route" awards; candidates will only receive one award.
25. Candidates will be eligible for the exit awards of Certificate or Diploma of Higher Education provided that they meet the criteria for eligibility for such award as set out in paragraphs 16 and 17 above.
26. Unless otherwise agreed at validation and specified in a Programme Document, an exit award of Certificate of HE or Diploma of HE shall be awarded in recognition of achievement of any 120 or 240 credits respectively on the programme at the appropriate level(s); in some cases a candidate may be eligible for an academic named exit award but not professional body recognition if the latter requires a prescribed combination of modules.
27. Where a candidate has no further retrieval opportunity, any exit award to which they are entitled shall be awarded automatically by the Examination Board in recognition of the credit achieved, without the candidate having to request it.
28. Where retrieval opportunities still exist, Examination Boards' decisions shall be to offer the opportunity to retrieve the failed modules by a stipulated deadline or to accept the relevant exit award; the award of the exit award shall be automatic if the candidate fails to take up the retrieval opportunity by the stipulated deadline.
29. Candidates other than those indicated in 26 and 27 above who give written notice that they wish to withdraw (or have withdrawn) from their programme of study shall, as appropriate, be informed by the Programme Director, following written ratification by the Examination Board Chair, that they are eligible for the award of a Certificate or

Diploma of Higher Education. Such award will be made automatically upon withdrawal.