

10.6

REGULATIONS FOR MODULAR HIGHER NATIONAL DIPLOMAS AND HIGHER NATIONAL CERTIFICATES

CARDIFF METROPOLITAN UNIVERSITY

REGULATIONS FOR MODULAR HIGHER NATIONAL DIPLOMAS AND HIGHER NATIONAL CERTIFICATES

(These regulations are subordinate to the Assessment Regulations)

General

- 1 Higher National Diplomas (HND) and Certificates (HNC) offered by Cardiff Metropolitan University, awarded on behalf of Edexcel through Cardiff Metropolitan University's Pearson's Licence, may be awarded following successful completion of an HND or HNC programme, the structure of such programmes complying with the requirements of Cardiff Metropolitan University's Modular Programme Framework.
- 2 To be eligible for consideration for the award of an HND or HNC under these Regulations, a candidate shall have pursued and satisfied the requirements for a validated modular programme at the University or at a centre approved by Cardiff Metropolitan University under a formal agreement.
- 3 Modules counting towards an HND or HNC award are at levels defined in Cardiff Metropolitan University's Modular Programmes Framework and further specified in individually validated programme documents.
- 4 A candidate for an HND shall, in order to be eligible for an award, have pursued to the satisfaction of the programme Examination Board, by either part-time or full-time study, 240 credits or have been given exemption for Accredited Prior Learning in relation to pre-determined credit volumes (see 32). Full-time candidates for HND awards are normally expected to pursue 120 credits during each academic year. For candidates undertaking HND programmes by other modes of study the number of credits pursued during each academic year shall be determined by Cardiff Metropolitan University.
- 5 A candidate for an HNC shall, in order to be eligible for an award, have pursued to the satisfaction of the programme Examination Board, normally by part-time study, 120 credits or have been exempted for Accredited Prior Learning in relation to pre-determined credit volumes. Candidates for HNC awards are normally expected to pursue 60 credits during each academic year.
- 6 In addition to fulfilling the academic requirements as given in 4 and 5 above, candidates for HND and HNC awards must satisfy the key or core skills (as appropriate) requirements as referred to below and as detailed in the programme document.
- 7 Candidates who fulfil the requirements of an HNC by part-time study may be awarded such HNC prior to commencing to fulfil the additional requirements for an HND by either part-time or full-time study.

- 8 Every candidate for an HND or HNC shall normally complete all assessments specified in the programme document to the satisfaction of the Examination Board (except where exemption by virtue of Accredited Prior Learning has been agreed) within the following periods (which assume no exemption; where exemption has been agreed, timescales shall be reduced pro-rata):

	Maximum	Minimum
Part-time HNC	4 years	2 years
Full-time HND ab initio	4 years (5 years s/w)	2 years (3 years s/w)
Full-time HND from HNC level	2 years	1 year
Part-time HND ab initio	8 years	4 years
Part-time HND from HNC level	4 years	2 years

The above time limits may be varied in exceptional cases on application to the Cardiff Metropolitan University's Academic Registry for approval by RSCC.

Assessment

- 9 Assessment will be completed and the progress of a student in a module will be considered by the Examination Board (see 34 and Assessment Regulations) normally in the period immediately following completion of teaching of the module.
- 10 Where end-of-module examinations form part or all of the assessment, the examination schedule will be published at least two weeks before the first examination. It is the candidate's responsibility to ensure attendance for examination in the correct place and at the correct time. Examinations will be conducted in accordance with Cardiff Metropolitan University's agreed practices and procedures.
- 11 Where programme work or other forms of assessments not covered by 10, above, form part or all of the assessments in a programme, candidates will be advised in writing of the deadline for submission of such work. It is the candidate's responsibility to ensure that such work is submitted to the appropriate person and to receive written confirmation of acceptance.
- 12 The pass mark in an assessment element, and for a module overall, shall be 40%.
- 13 Normally, candidates will be awarded a zero mark for examinations not attended or for programme work not submitted on time. However, candidates who, through illness or other extenuating circumstances cannot attend examinations or meet submission deadlines may submit a Mitigating Circumstances Form to request exceptional arrangements. These may include,

for programme work, an extension to the submission time, and for examinations, re-instatement of the first attempt.

- 14 At the discretion of the Examination Board, candidates who have been unsuccessful in any modules may be permitted up to two further attempts to redeem their failure in each element of assessment of such module. Such candidates, provided they satisfy the Examination Board, shall not be able to improve upon the minimum module pass mark or the previously obtained module mark whichever is the higher following reassessment (see also '*Assessment Regulations*').
- 15 A module is normally deemed to have been passed if an overall module mark of 40% is attained. However, a candidate will not be permitted to pass if one or more assessment elements within the module have not been attempted. Neither will a candidate be permitted to pass if professional body, health and safety, or other requirements necessitate more stringent criteria, or if compensation will compromise the demonstration of achievement of the relevant learning outcomes. Assessments for which compensation is not permitted should be signified in the definitive programme document and in any handbooks derived from the programme document.
- 16 Compensation for failure in assessment shall be in accordance with Cardiff Metropolitan University's general Assessment Regulations
- 17 In determining whether a candidate has fulfilled the requirements for successful completion of a module, Examination Boards shall apply the assessment regulations as approved in the programme document.
- 18 A candidate who has fulfilled the requirements for successful completion of an assessment element or of a module will not be permitted reassessment to improve his/her pass mark.
- 19 The Examination Board may, at its discretion, make special arrangements for candidates to retrieve their failure if modules cease to be offered.

Progression

- 20 To progress from one stage of an HND or HNC programme to the next, candidates must normally satisfy the requirements (i.e. pass. each assessment element) of all modules within the stage by success in assessment, exemption or compensation.
- 21 The stages in a full-time HND programme at which progression consideration by an Examination Board takes place will normally correspond to the academic years. The first year shall comprise the study of 120 credits at Level 4, and these must normally be completed satisfactorily before progression to the next level.

- 22 Whilst Examination Boards for part-time HND and HNC programmes may meet on the basis of levels, because of the registration and attendance patterns of part-time candidates, progression stages in relation to such programmes shall correspond to 60 credits.
- 23 Candidates who fail to meet the requirements of assessment to the satisfaction of an Examination Board may, subject to the requirements of paragraph 4 above, be required by the Board to undertake *reassessment* of modules (or assessment elements) or to *retake* modules (see 'Assessment Regulations', Section 12).

Awards

- 24 Qualification for the award of HND and HNC shall be determined by the Examination Board on the basis of a candidate's performance.
- 25 Higher National Certificate
- (i) Except as in (ii) below, a Higher National Certificate (HNC) is awarded to candidates who have successfully completed a minimum of 120 credits at Level 4.
 - (ii) In exceptional cases, a Higher National Certificate (HNC) may be awarded to candidates who have successfully completed a minimum of 120 credits, of which a maximum of 30 credits may be at Level 3, and a minimum of **65** credits must be at Level 4; a maximum of **55** credits at Level 5 may be substituted for credits at Level 4.
- 26 Higher National Diploma
- (i) Except as in (ii) below, a Higher National Diploma (HND) is awarded to candidates who have successfully completed a minimum of 240 credits, comprising 120 credits at Level 4 and 120 credits at Level 5.
 - (ii) In exceptional cases, a Higher National Diploma (HND) may be awarded to candidates who have successfully completed a minimum of 240 credits, of which a maximum of 30 credits may be at Level 3, **between 65 and 120 credits must be at Level 4, and between 125 and 175 must be at Level 5.** Up to a maximum of **30** credits at Level 6 may be substituted for credits at Level 5.
- 27 For the award of a Higher National Certificate or a Higher National Diploma, candidates must, in addition to the requirements given above, have satisfied the Graduate Attributes requirements for the programme (see Annex 1).
- 28 Programme documents may also specify additional requirements for awards (such as professional or placement/sandwich year requirements).

29 The classifications of Pass, Merit or Distinction shall be applied to the overall awards of HNC and HND.

- (i) In order to gain an HNC or HND with Distinction overall, a candidate shall achieve an overall mark of not less than 70%.
- (ii) In order to gain an HNC or HND with Merit overall, a candidate shall achieve an overall mark between 55% and 69%.

Borderline cases (within 1% or 2% of the higher class, shall be considered by Examination Boards in accordance with the Assessment Regulations.

Examination Boards may also award the classification of Pass, Merit or Distinction on individual modules.

Mark	Result
40% to 54%	Pass
55% to 69%	Merit
70% or more	Distinction

30 The performance of a candidate in study previously pursued and/or experiential learning may be used to count towards the award of an HNC or HND at the discretion of the Programme Director and using procedures for entry with advanced standing as given in *Admission of Students to First Degree, HND and HNC Programmes: Advanced Standing*. Such prior study shall be relevant to the scheme of study, and shall not remove the necessity of candidates to fulfil the key skills requirements and assessment thereof associated with the programme. The maximum number of credits which may be accepted to count towards an HNC or HND shall be:

HNC: 60 credits at Level 4
HND: 120 credits at Level 4

31 The Examination Board, which assembles to determine final awards, must incorporate the External Examiner(s) for the programme. For other purposes, the Examination Board may or may not include the External Examiners (see '*Assessment Regulations*').

32 The classification of awards for Foundation Degrees shall be determined in accordance with the University's general [Assessment Regulations](#) (paragraph 10.1).

Progression onto Cardiff Metropolitan University Degree Programmes from Cardiff Metropolitan University HNDs

33 Students wishing to progress onto the final year of a degree programme may be given credit for their HND up to a maximum of 120 credits at level 4 and 120 credits at level 5 to count towards the degree. The HND must still be awarded.

Exit from Degree Programmes

- 34 Students exiting from a Cardiff Metropolitan University Initial Degree programme are only eligible for exit awards of the Cardiff Metropolitan University Certificate or Diploma of Higher Education as appropriate; HNC and HND are not exit awards from degree programmes.

- 35 Students who have successfully completed an HND and have progressed onto the final year of an Initial Degree programme in 32 above, and who subsequently fail the degree, will keep the HND and are not eligible for any exit awards.

ANNEX 1

ANNEX 1

Regulations for Pearson's Programmes, Honours, Ordinary and Foundation Degrees – Graduate Attributes

Cardiff Metropolitan University has defined a set of Graduate Attributes.

These Graduate Attributes are a set of competencies that all students from the University should develop throughout their time here, in all aspects of university life. These attributes relate to the qualities most commonly highlighted by employers as desirable and therefore they reflect the University's commitment to the enhancement of student employability.

Graduate Attributes are Programme Learning Outcomes, and therefore on successful completion of one of the above programmes types, students should be able to demonstrate the following graduate attributes:

- Problem solving and analytical ability
- Inter-personal skills and networking
- Global citizenship (diversity and sustainability)
- Flexibility and adaptability
- Effective communication
- Creativity and innovation

In common with all other Programme Learning Outcomes, Graduate Attributes are assessed implicitly within relevant module assessments on a programme.

Generic outcomes can be found in Table A1 below, however these may be contextualised further for individual programmes where appropriate.

Table A1

GRADUATE ATTRIBUTE	Students should be able to:
PROBLEM SOLVING & ANALYTICAL ABILITY	<p>Use information in a range of media and apply logical and critical thinking to a range of problems</p> <p>Appropriately use evidence gathering, numeracy, analysis and synthesis to investigate problems and provide effective solutions</p> <p>Consider multiple perspectives as they apply to both practical and theoretical challenges</p>
INTER-PERSONAL SKILLS AND NETWORKING	<p>Work collaboratively and network effectively, taking the initiative and leading others when appropriate</p> <p>Negotiate, assert their own values and respect the values and contributions of others</p> <p>Operate in a range of roles within teams in order to meet common goals</p>
GLOBAL CITIZENSHIP (DIVERSITY & SUSTAINABILITY)	<p>Demonstrate the ability to see themselves as part of a larger community and recognise the impact that their decisions and actions have on those around them</p> <p>Demonstrate possession of an international perspective and the inter-cultural competence to engage effectively with the environments in which they operate.</p> <p>Demonstrate appreciation of the importance of sustainable development</p>
FLEXIBILITY & ADAPTABILITY (LIFE-LONG LEARNING)	<p>Effect change and be responsive to the situations and environments in which they operate</p> <p>Demonstrate an ability to show openness to life-long learning through directed and self-directed study and apply learning to new and unexpected situations</p> <p>Identify, evaluate and implement personal learning strategies</p>
EFFECTIVE COMMUNICATION	<p>Communicate effectively for different purposes and in different contexts</p> <p>Use the communication appropriate to a given situation including oral, written, numerical and graphic communication</p> <p>Effectively communicate with others, using digital technologies and engage productively in relevant online communities</p>
CREATIVITY & INNOVATION	<p>Articulate new meanings; devise new arguments and find new ways of extending, modifying or contesting existing arguments</p> <p>Create value through originality, use of imagination and innovation</p> <p>Initiate innovative solutions processes or ideas through invention, exploration and making connections between different fields of knowledge</p>

Note: Graduate Attributes update, redefine and replace what were formerly referred to as Key Skills.

For completeness a mapping of Graduate Attributes to Key Skills is given in Table A2 below:

Table A2

Graduate Attributes	Key Skills
PROBLEM SOLVING & ANALYTICAL ABILITY	Problem Solving <ul style="list-style-type: none"> • Show flexible, methodical, informed and creative approaches to problem solving. Numeracy <ul style="list-style-type: none"> • Manipulate data numerately and coherently in an appropriate form in the discipline-specific professional context. • Manage information through applying technology (including ICT).
INTER-PERSONAL SKILLS AND NETWORKING	Interactive/Group <ul style="list-style-type: none"> • Work with others with confidence, initiative and effectiveness.
GLOBAL CITIZENSHIP (DIVERSITY & SUSTAINABILITY)	<ul style="list-style-type: none"> • Act in a professional and ethical manner, demonstrating the ability to learn from and reflect on experiences.
FLEXIBILITY & ADAPTABILITY (LIFE-LONG LEARNING)	<ul style="list-style-type: none"> • Demonstrate an ability to manage and develop themselves in terms of learning, time management, appreciating their own roles and reflecting on this development.
EFFECTIVE COMMUNICATION	Communications <ul style="list-style-type: none"> • Communicate clearly and appropriately, demonstrating an awareness of a variety of contexts through reading, listening, writing, and presenting.
CREATIVITY & INNOVATION	Problem Solving <ul style="list-style-type: none"> • Show flexible, methodical, informed and creative approaches to problem solving.