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COMPLEMENTARY STUDY AND ASSESSMENT AT OVERSEAS INSTITUTIONS: VARIATIONS TO VALIDATED PROGRAMMES FOR INDIVIDUAL STUDENTS

CARDIFF METROPOLITAN UNIVERSITY

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1 Introduction

- 1.1 For programmes in which a proportion of study takes place at an overseas institution on a regular basis, it is mandatory that such study is fully encompassed by the definitive programme document either at validation or via approved modification mechanisms. In such circumstances, however, the arrangements for overseas study should take cognisance of the generality of 2.3 below.
- 1.2 In other instances, where arrangements are to be made for individual students, on an infrequent basis, to undertake study abroad, such study not being covered by the definitive programme document but required to contribute towards the award, the following applies.

2 Complementary Study and Assessment at an Overseas Institution

- 2.1 Where an individual student wishes to substitute study at the University for study of an equivalent or complementary nature at an overseas institution of similar standing to that of Cardiff Metropolitan University, programme teams should ensure that such students are not disadvantaged compared to their cohort colleagues and vice versa. Such study might be in connection with, for example, an ECTS proposal.
- 2.2 Such study must not normally exceed and cannot be exempted/credited for more than 5 modules of a Cardiff Metropolitan University validated three year degree programme, or pro-rata for programmes of shorter duration, and must be at or below level 2 for a degree programme. At master's level, external study and assessment shall be restricted to the taught component of the programme.
- 2.3 In organising study abroad, programme teams must consider and attend to:
 - (i) the curricula, content and learning outcomes of the proposed study in the context of the validated programme;
 - (ii) the implications in regard to any prerequisite study for the complementary material; such material should be readily supported by prior study on the validated programme;
 - (iii) the implications of the complementary study in regard to any follow-on study vis-à-vis modules which require pre-requisite, co-requisite or compulsory modules for their completion; such

complementary study must support subsequent study on the validated programme to a similar extent as if the student were to remain at the University;

- (iv) the arrangements for monitoring the student's progress, and communications relating to the same;
- (v) the assessment arrangements and how these will relate to the student's grading and/or degree classification; where marks are to be transferred from the complimentary study which count towards the final classification, then there must be proof that the levels of assessment and marking are equivalent to those used on the validated programme – such as by Cardiff Metropolitan University second marking. Alternatively, it may be agreed with the student that only level 3 marks will count towards the classification;
- (vi) administrative arrangements, in conjunction with the Quality Enhancement Directorate and Academic Registry.

3 General

- 3.1 Instances as exemplified in section 2 should be regarded as exceptional. Where significant numbers of students undertake complementary study outside the programme validation, such study should be the subject of a programme validation event.

4 Approval Process

- 4.1 The approval for Complementary Study and Assessment for Individual Students is at the discretion of Programme Committees, with the written consent of the Dean of School and with the written approval of the External Examiner.
- 4.2 The Dean of School and External Examiner should receive and approve as appropriate, written information of proposals for individual students, to include the arrangements for meeting the requirements given in section 2 and upon approval must send the details, including copies of the written Dean of School consent and External Examiner approval to the Quality Enhancement Directorate for appropriate recording.