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Institute of Education
University of London

Regulations for Foundation Degrees

These regulations are approved by Senate. They were most recently updated in September 2010.

- Effective date: September 2010

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Version 2
Effective from September 2010

1 Introductory

- 1.1 These Regulations govern the conduct and award of Foundation Degree.
- 1.2 The Regulations are made subject to the General Academic Regulations and the Regulations for the Assessment of Students and all other regulations, policies and procedures of the Institute.

2 Definitions

- 2.1 In these Regulations, terms have the meanings assigned to them in the General Academic Regulations unless otherwise stated, with the following additions subject to the same proviso

Compulsory course	A course that is a mandatory part of the programme of studies being taken by the student.
General Academic Regulations	The General Academic Regulations of the Institute in force for the time being.
Honours (H) Level	Level 6 as nationally indicated at the time that these Regulations were approved.
Intermediate (I) Level	Level 5 as nationally indicated at the time that these Regulations were approved
Certificate (C) Level	Level 4 as nationally indicated at the time that these Regulations were approved
Optional course	A course that is not a compulsory part of the programme of studies being taken by the student.
Regulations for the Assessment of Students	The Regulations for the Assessment of Students of the Institute in force for the time being

3 Admission

- 3.1 The normal minimum entrance qualification for admission is:
- a) A level 3 qualification or a qualification judged by the Institute to be of equivalent standard. Candidates who do not possess such a qualification may be exempted from it provided they can demonstrate appropriate professional development;
 - b) A minimum of two years' work experience which is judged to be relevant to the programme of study by the Institute; and
 - c) Employment in a setting relevant to the programme of study.

- 3.2 Satisfaction of the requirements under Regulation 3.1 does not in itself guarantee admission.

4 Registration

- 4.1 All persons seeking registration shall be required to produce original or certificated documentary evidence that they meet the requirements as set out in Regulation 3.1.

5 Programme of study

- 5.1 The programme shall be designated by the Institute as leading to the Foundation Degree in Arts (FdA) or the Foundation Degree in Science (FdSc), and the award for which a candidate is registered shall accord with such designation.
- 5.2 The total minimum number of credits that must be obtained for the relevant award shall be: for a Foundation Degree, 240 credits with a minimum of 120 credits at Intermediate (I) level, for a Certificate, 120 credits at Certificate (C) level.
- 5.3 Candidates awarded a certificate at the end of the first year of full-time study or the part-time equivalent may subsequently be permitted to register for the remainder of the programme provided such registration takes place within three years of the award of the Certificate.
- 5.4 The Institute shall publish annually the approved curriculum for each programme.
- 5.5 The programme of study for the Foundation Degree shall include:
- a) Critical understanding of the concepts and principles of the area of study and the way in which these have been developed;
 - b) Knowledge of the main methods of enquiry in the area of study and an ability to evaluate their application;
 - c) Ability to apply underlying concepts and principles within a wider context; and
 - d) Acquisition of skills relevant to employment.

6 Duration of programme

- 6.1 The programme shall be not less than two years if undertaken on a full-time basis, and shall not normally exceed a maximum of four years from the initial date of registration.
- 6.2 Students shall not normally undertake more than half of the credits required for the award in a single year without the approval of the Dean of Faculty.

7 Advanced standing

- 7.1 Where advanced standing has been granted, the minimum period of registration may be shorter than the normal period of registration, but shall not in any case be less than one third of the normal period of full-time study or the part-time equivalent.
- 7.2 Advanced standing will not be granted:
- a) Where the relevant studies have been completed more than six years before the date when the student initially registers at the Institute for the Foundation degree; or
 - b) In respect of the elements of the programme offered at Intermediate level at the Institute.
- 7.3 Advanced standing will be granted only where the field of studies in which the credits were awarded will form part of a coherent programme of study within the student's chosen field of study at the Institute.

8 Attendance

- 8.1 In order to be assessed in a course or course element, a student shall normally be required to have attended a minimum of 80% of the teaching sessions associated with that course or course element, whether face-to-face or online.
- 8.1 Except as provided in Regulation 5.3, students who withdraw before completing the approved programme of study may be required to restart the whole programme or repeat elements of the programme should they subsequently re-register for it.

9 Study outside the Institute during registration

- 9.1 Subject to the approval of the relevant Programme Leader and Dean of Faculty, a student may pursue studies at Certificate level amounting to no more than one 20 credit module or the equivalent at another approved

institution, in lieu of an approved element of the first year of full-time Foundation Degree studies, or the part-time equivalent where applicable.

10 Assessment

- 10.1 In order to qualify for an award of Foundation Degree or Certificate, a candidate must satisfy the examiners that s/he has attained a satisfactory standard in all the elements of the approved programme of study as outlined in Regulations 5.2 and 5.5, and that he or she possesses command of an appropriate body of skills and knowledge; ability to use a range of techniques to analyse information and propose solutions to problems, especially in a work context; and ability to communicate information, arguments and analysis effectively.
- 10.2 The timing of the assessment of each element of the programme shall be in accordance with schedules published annually by each Faculty.
- 10.3 Students will be eligible for assessment only in those courses for which they are formally registered at a point two months before the assessment in question.
- 10.4 The Registry shall issue an admissions notice and timetable to eligible candidates at least fourteen days before a written examination paper is due to be sat, and this notice shall be used as identification at the examination.
- 10.5 Students not in attendance but eligible to be assessed must indicate their intention to the Academic Registrar at least two months before the beginning of the term in which the assessment is to take place.
- 10.6 In exceptional circumstances, students may be granted permission to extend the deadline for assessment or to defer their assessment. Such requests must normally be made in accordance with the Institute's policy on extensions and deferrals.
- 10.7 Students who wish to withdraw their entry for formal assessment in relation to any element of their programme of study must inform the Programme Leader of the degree for which they are registered and, where appropriate, the tutor for the course element or course concerned if this falls outside the main degree subject. Such notification shall be provided in writing at least ten days before either the date of the written paper(s) or the last date for submission of coursework assignments, reports or dissertations.
- 10.8 Students who do not have permission for an extension, deferment or notice of withdrawal and who do not submit to assessment at the proper time will normally be recorded as absent from it and this will count as an attempt.
- 10.9 A candidate who is prevented from completing an assessment or part of an assessment at the normal time by illness or by any other cause judged sufficient by the Dean of the relevant Faculty may normally enter for formal assessment in relation to those elements-on the next occasion when the assessment is held. At the discretion of the Board of Examiners concerned,

such a candidate may instead undertake a special assessment in those elements missed and/or be permitted to submit any prescribed assignment at a date specified by the Board. The special assessment shall be undertaken in the same mode of assessment as the assessment that was missed.

- 10.10 A candidate who does not at his or her first entry satisfy the examiners in the formal assessment or part of the formal assessment for which he or she has entered may be re-assessed in that element of his or her programme of study on one further occasion only. A reassessment fee will be payable, and deadlines for the resubmission of work for formal assessment or of examination resits shall be specified by the Faculty in which the student is registered.
- 10.11 Where a student elects or is permitted to re-submit his or her coursework assignments or equivalent within the same academic year, or to resit an examination within the same academic year, such a resubmission or resit shall be regarded as the student's second and final attempt at that element of the programme of study.
- 10.12 A student who, on two occasions fails or is absent from the assessment associated with a course required for the award for which he or she is registered may not continue with the programme of study.
- 10.13 The form of re-assessment shall be identical to the form of assessment used on the occasion on which the student initially failed, irrespective of whether the form of assessment for the course or course element previously failed has changed since the time of the candidate's first assessment in it.
- 10.14 The Board of Examiners may at their absolute discretion determine that a student should face a viva voce examination. Such an examination shall be conducted by no fewer than two examiners acting together. Where a viva voce examination is an examination element in its own right or makes a significant contribution to an element that forms part of the final assessment, one of those examiners must be an External Examiner.
- 10.15 Only the examiners and the candidate shall be present at the viva voce examination.

11 Aegrotat provisions

- 11.1 Where a candidate for the Foundation Degree has completed the full programme of study for the award and is either:
- a) absent through illness or prevented by other causes judged sufficient by the Dean of Faculty from undertaking an element or elements of the formal assessment requirements of the final year of study; or
 - b) although presenting him or herself for formal assessment considers that his or her performance has been adversely affected by illness of other causes judged sufficient by the Dean of Faculty,

he or she may apply to the Academic Registrar for consideration for the award of an Aegrotat degree. The Academic Registrar will advise of the procedures to be followed in such cases.

12 Awards

- 12.1 In order to be eligible for the award of Foundation Degree, a candidate must, within the maximum period of registration, pass in degree elements amounting to at least 240 credits, of which the required elements of the programme concerned as outlined in Regulations 5.2 and 5.5 shall form a part. To be eligible for the award of Certificate, a candidate must pass in degree elements amounting to 120 credits at C level at the end of one year of full-time registration or part-time equivalent.
- 12.2 There are three grades of award in the Foundation Degree - Pass, Merit and Distinction. The marking scheme shall prescribe the conditions to be satisfied for each. A distinction may only be awarded on the basis of credits taken within the Institute.