

Academic Regulations 2020–21

These Academic Regulations take effect for all students from January 2021 onwards. We regularly review and update our regulations, policies and procedures. Accordingly, the following non-material changes have been made to the Academic Regulations previously in place.

Clause(s)	Description
-	-

Key facts

You should familiarise yourself with the entirety of the Academic Regulations, and we would particularly draw your attention to the following nine elements:

Clause(s)	Description
1.4.	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.
3.10.	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. For all courses, all assessment element and module marks will be calculated to one decimal point; the overall course mark will then be calculated to two decimal points. All marks will be rounded to integers (whole numbers) for display in assessment board reports and transcripts (the standard rounding rule applies – that is, 0.5 or above rounds up and 0.4 or lower rounds down).
3.15.	Students may be referred on one occasion in respect of each assessment element. The assessment element mark is capped at 50%.
3.17.	3.17.1. Save for the exception set out in sub-paragraph (3.18.2) below, where an 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, no further opportunity to retrieve the work will be offered and the student’s studies will be terminated. 3.18.2. Where the assessment board determines failure under this clause on no more than one module and considers this to be unrepresentative of the student’s wider profile, a further opportunity to retrieve the work may be offered. This opportunity will be as a ‘retake’, in accordance with clauses 3.18–3.22 of the Regulations.
3.18.	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.
3.19.	Where a student has 5 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.
3.22.	Where an 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.
3.23.	Students may not retake modules or assessment elements to improve marks.
3.34.	Work handed in up to one week after the submission date will be accepted, but the mark for passing work will be capped at 50%. 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 institutional deadline.

Design School Asia
Academic Regulations
2020–21

Taught Courses

Information Office

Design School Asia Academic Regulations 2020–21: Taught Courses

1. Scope

- 1.1. Design School Asia is a private education institution with the power to award certificates in accordance with its Articles of Government.
- 1.2. These regulations prescribe general requirements for progression within the School's courses, and the assessment, classification and certification of awards. They are made by the School's Academic Board, and may be varied for exceptional reasons with the approval of the Academic Board. The regulations apply to all awards and to full-time and part-time study alike.
- 1.3. A Design School Asia 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.
- 1.4. 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.
- 1.5. A Design School Asia award may be made to a person who has satisfactorily completed a course of study at a collaborative partner organisation, provided that the organisation and the course of study are approved within procedures specified for Collaborative Provision by the Academic Board.

2. Regulations for courses with a professional co-op placement stage

- 2.1. An professional placement stage must comprise at least five weeks of supervised and assessed work experience, including evidenced periods of self-reflection, which must take place within the duration of the course.
- 2.2. Students participating in a professional placement stage must continue to abide by all of the School's regulations and procedures.
- 2.3. The expectation is that all students registering for a one-semester part-time course with professional co-op placement will undertake the professional placement stage. Where a student is unable to undertake the professional placement stage they can not complete the course and graduate.
- 2.4. Students are still considered part-time registered students whilst undertaking professional placement.
- 2.5. Prior to commencing the professional placement students must have completed 10 credits and been offered conditional progression in accordance with the Regulations (see clauses 3.19 and 3.23).

- 2.6. All placements will need to be approved by the School, prior to the end of stage 2 (Level 5).
- 2.7. Each professional placement will be underpinned by a formal Learning Contract which will apply to the School, the student and the employer/placement provider. The Learning Contract will indicate the following:
 - 2.7.1. the exact nature and duration of the placement, including a description of the placement provider and the role and responsibilities the student will have during the placement;
 - 2.7.2. the learning activities and/or projects that the student will undertake during the placement and how these will be assessed (reflecting the appropriate Module Information Form);
 - 2.7.3. the academic contact in the School who will act as placement co-ordinator;
 - 2.7.4. the person at the employer/placement provider who will act as the student's contact during the placement;
 - 2.7.5. any relevant Health and Safety considerations;
 - 2.7.6. any relevant Professional, Statutory and Regulatory Bodies (PSRB) requirements in regard to the placement (if applicable).
- 2.8. Students registered on a course with a professional placement must complete the professional placement satisfactorily in order to progress to the final weeks/months of the course.

3. Credit, progression and classification

Credit framework

- 3.1. Design School Asia 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)
- 3.2. Design School Asia 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.
- 3.3. Credit may be awarded to students who demonstrate that they have achieved the learning outcomes specified for a module. An award may be made to a student who demonstrates that they have accumulated the credit required for the award.
- 3.4. The following table specifies the credit required for the School's taught awards:

Award Title	FHEQ Level	CATS (Credit) Points
-------------	------------	----------------------

Certificate in User Experience Design	7	15
---------------------------------------	---	----

Courses and modules

- 3.5. Modules shall be designated 'compulsory' or 'optional'.
- 3.6. Modules are delivered in a single study block, with the exception of final projects for part-time students, which shall be delivered over two study blocks.
- 3.7. 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.
- 3.8. Assessment elements shall be designated 'compulsory' or 'compensatable'.

Marks and outcomes

- 3.9. 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 Assessment Board for the course.
- 3.10. 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. 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 assessment board reports and transcripts (the standard rounding rule applies—that is, 0.5 or above rounds up and 0.4 or lower rounds down).
- 3.11. An Assessment Board will award a 'Pass' for a module when all of the following criteria are met:
 - a) the weighted average mark is 50% or more;
 - b) all compulsory assessment elements have marks of 50% or more;
 - c) all compensatable assessment elements have marks of 1% or more.

Progression

- 3.12. An Assessment Board may make an award to a student who has accumulated the credit required at the end of any stage.
- 3.13. A student who has achieved passing marks in all modules required for an award may progress to the next stage.

- 3.14. Where an 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.

Failure and retrieval

- 3.15. Students may be referred on one occasion in respect of each assessment element. The assessment element mark is capped at 50% for work.
- 3.16. Where an 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.
- 3.17. Every assessment element must have an appropriate reassessment strategy. If a student is unable (eg, through disability or injury) to be assessed by the normal methods specified, they will be set an alternative mode of assessment.
- 3.17.1. Save for the exception set out in sub-paragraph (3.18.2) below, where an 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, no further opportunity to retrieve the work will be offered and the student's studies will be terminated.
- 3.17.2. Where the assessment board determines failure under this clause on no more than one module and considers this to be unrepresentative of the student's wider profile, a further opportunity to retrieve the work may be offered. This opportunity will be as a 'retake', in accordance with clauses 3.18 – 3.22 of the Regulations.
- 3.18. 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.
- 3.19. Where a student has 5 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.
- 3.20. 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 3.22 to 3.25 of the Regulations.
- 3.21. Where an assessment board considers that the volume of failed assessment 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.

- 3.22. Where an 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.
- 3.23. Students may not retake modules or assessment elements to improve marks.
- 3.24. The School will set institutional deadlines for the submission of retrieval work.

Titles of awards

- 3.25. 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.
- 3.26. The named award is the full name of the course on which a student is enrolled. The name reflects the subject or subjects of focus within the award where:

‘&’ – signifies a single course (with a descriptive title).

‘And’ – signifies a joint course.

‘With’ – signifies a major/minor split.

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

Classification of awards

- 3.27. Certificates are unclassified (Pass/Fail).
- 3.28. An Assessment Board may not determine an award where less than 5 credits (except where an award has less than 15 credits) at the highest level required for the award have been assessed by Design School Asia.
- 3.29. Certificates will be awarded a pass where a mark of at least 50% has been achieved in all modules.
- 3.30. Assessment boards may exceptionally award an Aegrotat verdict where the student has died or is unable to complete their studies through severe and/or permanent illness or disablement. Aegrotat awards are unclassified.

Extenuating circumstances

- 3.31. Any student whose assessment is significantly affected by circumstances beyond their control, may make an application under the Extenuating Circumstances Policy.
- 3.32. The outcome of an application for Extenuating Circumstances will be ratified at an Assessment Board.

Submission of assessed work

- 3.33. Dates and times for submission of summative assessed work, and instructions on the manner of submission, will be published before teaching begins.
- 3.34. Work handed in up to one week after the submission date will be accepted, but the mark for passing work will be capped at 50%. 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 institutional deadline.

Academic integrity

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

4. Assessment boards

General

- 4.1. Design School Asia modules are managed within courses; courses are managed within subjects; subjects are managed within departments. Academic management responsibility for departments and subjects is with Directors and Heads.
- 4.2. 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.
- 4.3. Directors and Heads of Subject 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.
- 4.4. An Assessment Board is responsible for determining decisions on progression and classification on the basis of the marks provided.
- 4.5. 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.
- 4.6. Assessment Boards are sub-committees of Academic Board, which defines and publishes their Membership and Terms of Reference. They meet at least once per stage of study.

Document version control

Purpose/Change	Author	Date
Original document approved.	IO	01/12/2020