



PROGRESSION AND COMPLETION POLICY

Audience	Policy	Version and Date	Next Review Due	External Reference Points:
External (Student VLE)	Progression and Completion Policy	V1-Dec-2016	Dec-2018	UKQC Chapters B3; B4; B6

This policy is produced in line with guidance provided by awarding bodies (i.e. - Pearson and University of Bedfordshire) and is set out based on the expectation of the UK Quality Code- Chapters B3, Learning and teaching; B4, Enabling student development and achievement; B6, Assessment of students and recognition of prior learning.

AIMS

The regulation aim is to ensure that students make every effort to pass all subjects in order to progress. In this regard, the Progression and Completion policy of London Churchill College (LCC) for Undergraduate Programmes is designed to ensure that programmes and individual learning outcomes allow appropriate student development towards 'graduateness' and 'learner autonomy'. In respect of these two key concepts, progression regulations must be set out in validated programme regulations to satisfy the Assessment and Progression Boards that students have achieved a level 4 or 5 profile respectively before progression is allowed.

Programmes currently run by the College for which Progression is possible are:

Pearson

HND in Business (Management Pathway)
HND in Health & Social Care
HND in Hospitality Management

University of Bedfordshire

FdA in Business Management
FdA in Events and Hospitality Management
BA (Hons) in Business Management (Top-Up)

POLICY

PEARSON

Student Progression to Year 2:

1. Student should PASS/Achieve minimum 90 credits to be allowed to start the second year.
 - a. Each unit in year 1 carries 15 credits, hence student should PASS a minimum 6 units.
2. Students who are unsuccessful in achieving 90 credits (Pass minimum 6 units), should stay in year 1 to complete minimum requirements.

Any student who does not meet progression requirements may not be allowed, at the discretion of the College, to continue and the termination process will be invoked.



Student Re-submission and Repeat:

3. Student may only have one Re-submission chance. Students will not be allowed to repeat the first year but they will be allowed to retake the assignment(s).

a. If Referred in re-submission Repeat options are available for students:

4. Only 1 Repeat chance to be given to the student.
5. Students may not be allowed to transfer; this is at the discretion of the College.
6. Re-sub and Repeat should be capped to PASS

Pearson level 5 HNDs provide a robust platform for progression into – or within – employment, or to further study at degree level.

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Examination Boards for FdA Programmes are conducted by the University of Bedfordshire.

In order to pass a unit, students must attempt all the assignments unless otherwise specified. Depending on their level of study, non-submission may lead to students failing a unit which may prevent them from progressing. Students who fail a unit on an FdA Programme may be able to progress if it is a minor fail.

Each assessment students undertake will have a weighting towards the overall grade for the unit.

To pass a unit students must gain an aggregate grade of 40%. The aggregate may include an individual assessment mark at 35 - 39% but it should not normally include an individual assessment grade of less than 35%.

To progress between years, students must pass 90 academic credits with a grade of 40% and have attained a grade of at least 35% in the remaining 30 credits.

In the final stage of the course, students must accumulate all academic credits needed for the award for which they are registered.

On successful completion of the Foundation Degree students may be eligible to go on to study a Level 6 Top Up degree at the University of Bedfordshire.

Examination Boards

Courses at the University of Bedfordshire have two levels of formal decision-making on students progression and awards. These are Portfolio Boards and the Scheme Boards.

Portfolio Boards involve internal and external examiners (experienced academics from other universities who ensure that their standards are correct). The Board helps ensure that the marks given are accurate and appropriate to the standard of work you submitted. Scheme Boards ensure consistency across the university and confirm final awards.

Students should refer to the relevant Unit Handbook and/or BREO to access regulations for progression.