

# A1: Regulations for the Foundation Year programme

Academic year 2018/19

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## **Introduction and scope**

1. These *Regulations* apply to the Foundation Year which is a one-year programme that, upon successful completion, allows progression to a number of named undergraduate degree programmes. The programme may exceptionally be studied part-time; each individual case to be considered on its own merits in accordance with the relevant procedures.
2. Throughout these *Regulations* all references to 'assessments' are to be read as references to summative assessments that contribute marks and credits to modules unless otherwise specified.

## **Structure of the programme**

### ***Credit levels and credit values***

3. The Foundation Year programme is situated at level 3 within the National Qualifications Framework and comprises 120 credits.
4. Credit is awarded in recognition of the verified achievement of designated learning outcomes at a specified level. One credit equates to ten hours of notional learning, this includes face-to-face teaching, group work or self-directed learning and assessment.
5. The credit load for the programme (with the exception of modules that extend over the year such as long thin modules) should be distributed evenly over the two semesters of the academic year.

### ***Modules***

6. The modules that comprise the programme, and their designation as either core, compulsory or optional, are set out in the programme specification and programme handbook:
  - a core module is a module that is central to a programme of studies and which must be taken and passed, and all units of assessment within it passed, in order for the student to pass the module
  - a compulsory module is a module that the student is required to study which may include some units of assessment that must be passed
  - an optional module is a module that is not compulsory or core and is chosen by the student with academic advice

### ***Pass mark***

7. The pass mark for modules and for passing the Foundation Year programme is 50%.
8. If a student fails a module they are reassessed in the unit(s) of assessment that they have failed. Where the student passes the reassessment, the mark that is recorded for the unit of assessment, and which is used in calculating the overall mark for the module, is the pass mark.
9. When calculating a student's aggregate mark for a module the result of the calculation is required to be a whole integer. In calculations, aggregate marks of 0.01-0.49 are rounded down and marks of 0.5-0.99 are rounded up.

### ***Completion of the programme***

10. The Foundation Year programme does not lead to an award of the University. Students who successfully complete the programme by achieving 120 credits with an aggregate mean mark of 50% will progress to a named University undergraduate degree programme. The aggregate mean mark for the programme is derived from

aggregating module marks, weighted in accordance with the credit value of each module, and recorded as a whole integer. In calculations, aggregate marks of 0.01-0.49 are rounded down and marks of 0.5-0.99 are rounded up

11. Students who successfully complete the programme but choose to leave rather than progress will be given a Record of Achievement, the Certificate in Foundation Year Studies, which is not be graded.

### **Entry requirements**

12. To be offered a place on the Foundation Year programme students are required to meet the University's English Language requirements and any requirements for entry to specific programmes. Further information is given in the [Admissions Policy \(Undergraduate\)](#).
13. The President and Vice-Chancellor, together with the University Executive Board, has responsibility for setting the criteria for the admission of students and will annually confirm the minimum entry requirements. Details of programme-specific entry criteria may be found on the [University website](#).
14. Applicants who have non-standard qualifications or who request that their work experience be taken into account as part of their application may be considered on an individual basis, in line with the general aims and principles of the *Admissions Policy* and within the terms of the University's procedures as set out in the [Code of practice for the recognition of prior learning and prior credit: taught programmes](#).

### **English language**

15. The Foundation Year programme is delivered and assessed through the English language. Applicants who wish to be considered for entry and whose first language is not English, or who have not been educated wholly or mainly through the medium of English, should demonstrate that they have reached the level of academic competence in the English language that it considers appropriate.
16. The University regularly reviews the level of achievement it requires applicants to achieve or have achieved and publishes this information on its web site and in its prospectuses. To be accepted by the University an applicant who does not meet the minimum standard will be required to undertake English language instruction before admission.<sup>1</sup>
17. Students whose qualifications and/or test results have met the University's requirements but whose proficiency in English is subsequently judged by their tutors to be hindering their academic progress will be required to attend a programme in English for academic study.

### **False information**

18. Applications from students who in the course of the application process are found to have supplied false information about their qualifications or other false personal information will be rejected.

### **Re-admission**

19. Former students whose registration has been terminated for academic misconduct will not be re-admitted to the Foundation Year programme nor admitted to programmes or modules that lead to awards of the University.

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<sup>1</sup> The University's School of English and Languages provides programmes in English for academic study that are specially designed for international students who are planning to study in the UK.

20. Where a student's registration on the Foundation Year programme has been terminated, the student may not re-apply to the programme, with the exception of fitness to study cases where the student has subsequently been confirmed fit to study.
21. Where a student has withdrawn from the Foundation Year programme they may apply to the University to be re-admitted and to have the credits they formerly accrued exempt them from some part of the programme.

### **Registration<sup>2</sup>**

22. The Foundation Year is a one-year programme of study. The maximum period of registration on the programme is three years which includes provision for a resit year and any time out that is required either due to extenuating circumstances or as a result of a University procedure such as disciplinary or fitness to study.
23. Where a student has not completed their studies within this maximum period their registration will be terminated.
24. The Foundation year programme starts at the beginning of the academic year. The academic year is divided into two semesters of 15 weeks each. Each semester consists of a period of teaching, revision/directed learning and examination.
25. Students are required to register at the start of their programme. When registering students agree to comply with the University's Charter, Statutes, Ordinances, Regulations, policies and procedures.
26. In the absence of confirmed extenuating circumstances, students who fail to register within two calendar weeks of the beginning of the academic year will not normally be considered to be a continuing student of the University.
27. The name in which a student registers for their programme will be the name that is recorded on any transcript or certificate issued by the University. Where a student changes their name in the course of their studies with the University they are required to inform the Executive Dean of Faculty within a month of the change.
28. As part of the University's commitment to encourage good academic practice and counter plagiarism, students are required under the terms of these *Regulations*, and as a condition of registration, to consent to the University's submission of instances of their work in electronic format for analysis by a service such as the Joint Information Services Committee (JISC) Plagiarism Detection Service.

### ***Simultaneous registration***

29. A student may not simultaneously register for the Foundation Year programme and another full-time programme or part-time programme either at the University or at another institution, with the following exception:
  - if a student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months

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<sup>2</sup> Students on Tier 4 visas are subject to Home Office regulations that may determine matters such as maximum length of study and opportunities to change programme. In such cases those regulations supersede the University's regulations. Further information can be sought from [visa-compliance@surrey.ac.uk](mailto:visa-compliance@surrey.ac.uk).

***False information***

30. Students who have registered with the University for the Foundation Year programme and are subsequently found to have provided false information about their qualifications, or false personal information when applying, will have their registration terminated under the University's [Student disciplinary regulations](#).

***Tuition fees***

31. Students who fail to pay their tuition fees in accordance with the University's stated policies will be subject to the University's established procedures for late payment of tuition fees.

***Registration for modules***

32. Students are required to register for their modules at the beginning of the academic year or semester or the date specified in the programme handbook. Students who do not register or confirm an earlier provisional registration for a module within two calendar weeks of the beginning of the academic session (or semester) will not be considered to have registered for that module unless there are confirmed extenuating circumstances. Work submitted for assessment by a student who is not registered for a module will not be assessed.
33. Students who have failed to progress in the previous session may be permitted by a Board of Examiners to repeat their studies in order to be reassessed in the failed units of assessment (with or without attendance). Such students are required to register for the necessary modules at the beginning of the academic session or semester. If they have not registered, or confirmed an earlier registration, for a module within two calendar weeks of the beginning of the academic session or semester they will not be considered to have registered for the module and the associated assessments and their registration will lapse.
34. Students who have been permitted to repeat studies are required to pay the relevant registration and other fees to the University within the normal period and arrangements (see Regulation 33 above).
35. Students who withdraw from their module after two weeks or after they have submitted for assessment (whichever is sooner) will be considered to have failed the module.
36. A student who has completed a module and has been awarded the academic credit for that module by passing the associated assessments (or reassessments) is not allowed to repeat that module in order to improve their marks.

***Communications between students and the University***

37. The University normally uses a student's University email account to communicate important information about registration, module registrations, assessment and other matters. Students are required to activate and use their University email account within 48 hours of first registering. Once their University email account has been activated students should regularly check and use their account.
38. Students are responsible for ensuring that the University has their current postal address and contact telephone number(s) while their programme is in session and their postal address and their contact telephone number(s) for vacations where this is different. This information is initially gathered through registration.
39. Where the University has agreed to the request of a student to suspend their registration for a period the student will retain their University email address which will be used by their Programme Leader in the first instance and other University officers to contact them (see Regulations 44-46 below).

40. Where a student fails to respond to official email enquiries from the University over a reasonable period (normally, four weeks) the Director of Student Services and Administration will send a postal enquiry to the student's last known address. If there is no response to this communication, again within a reasonable period, the University will normally consider the student's registration to have lapsed.
41. Access to University services and the University's email systems will be withdrawn for students whose registration has lapsed or has been terminated by the University.

### **Suspension of registration**

42. A student who is in difficulties, with their studies or through personal circumstances, may apply to the Executive Dean of Faculty for the temporary suspension of their registration. A student will not normally be able to suspend their registration for longer than one academic year.
43. Where a student is unable to return to their studies at the end of a period of temporary suspension, and has not applied to the Executive Dean of Faculty for an extension to that period, their registration will be terminated.
44. Where a student's request for the suspension of their registration has been accepted by the Executive Dean of Faculty the student's access to University email systems will be maintained to assist contacts between the student, their Programme Leader and personal tutor and the Directorate of Student Services and Administration.
45. Exceptionally, a decision to temporarily suspend the registration of a student on health grounds may be taken by the Executive Dean of Faculty on the recommendation of a Fitness to Study Panel convened in accordance with the [Regulations for fitness to study](#). Again, exceptionally, the University may suspend the registration of a student for a defined period where they are alleged to have acted in a manner that contravenes the University's [Student disciplinary regulations](#).
46. Suspension of registration will be kept under review by the Programme Leader in consultation with the student and Director of Student Services and Administration. This will normally be through the University's email facilities and by post (see Regulations 38-41 above). Where a student's registration has been suspended they are not eligible to participate in their programme (including assessments and reassessments) before resuming their registration or re-registering.

### **Exclusion on non-academic grounds**

47. A student may be excluded from the University and their registration terminated for engaging in conduct that is harmful to the University (see [Student disciplinary regulations](#)).

### **Withdrawal of registration**

48. Students who wish to withdraw from the University before they have completed the Foundation Year programme are required to notify the Executive Dean of Faculty of their intention by email and in writing.

### **Participation by students in the work of their programme**

49. The University requires that students participate fully in the work of their programme and complete the required assessments as set out in the programme specification and the programme handbook.
50. Where a student fails to participate in the learning opportunities available to them or declines to do so and/or does not submit the required assessments, the University, through the Executive Dean of Faculty will enquire into their participation including their attendance. Where extenuating circumstances are confirmed (see [Regulations](#)

[for extenuating circumstances](#)) the student's registration continues and their performance is dealt with by the Programme Leader and through the relevant Board of Examiners.

51. Where there are no confirmed extenuating circumstances, the procedures set out in Regulations 54-55 below will apply.

**Academic misconduct**

52. The University's arrangements for defining and dealing with academic misconduct are set out in the [Regulations for academic integrity](#).

**Fitness to study**

53. The procedures that are followed in matters to do with fitness to study are set out in the [Regulations for fitness to study](#).

**Failure to make progress: termination of registration**

54. Where a student proves unable to make progress with their studies through failing assessments and/or ceasing to participate in their programme it is not normally in their interest or that of the programme that they should continue. In such circumstances (and following the offer of academic advice) if there are no confirmed extenuating circumstances the Executive Dean of Faculty writes to the student stating that unless there is an improvement in their performance within four weeks their registration will be terminated for lack of academic progress.
55. Where, after a written warning and the passage of four weeks, there has been no improvement the Executive Dean of Faculty informs the student that their registration is to be terminated for lack of academic progress. The student may challenge the decision to terminate their registration through the University's appeals processes (see [Regulations for academic appeals](#)). If the student's appeal is not upheld their registration is terminated within ten working days of their notification of the outcome of the appeal.

**Failure following reassessment: termination of registration**

56. Where, following reassessment, a student has failed to achieve the 120 credits required for completion of the Foundation Year and there are no confirmed extenuating circumstances, they have failed to complete the programme successfully and their registration is terminated by the University.

**Learning Support Adjustment (LSA) procedure**

57. Where a student faces chronic, foreseeable or recurring circumstances or physical or other impairments that have the potential to hinder their academic progress they may inform the University through the Programme Leader or a member of the University's Additional Learning Support (ALS) service that they wish to request advice and support with their particular learning support arrangements.
58. Under the LSA procedure ALS works with the student, their tutors and other professionals (as required), to assess the learning support needs of students with impairments. Following this assessment ALS will provide the student, where appropriate, with a written summary of the adjustments to the student's learning, teaching and assessment arrangements that ALS, in consultation with the Programme Leader, has assessed as reasonable and a note will be added to the student's centrally held records. Adjustments suggested in an LSA statement are designed to provide the student with an equal opportunity to participate in all educational activities: they are not intended to provide an unfair advantage.



59. Where a student has secured an LSA statement, ALS will ensure that their Programme Leader is formally notified of its contents so that the latter can notify the relevant departmental, Faculty and University officers of the adjustments suggested in the LSA statement and periodically check their continuing suitability for the student. Where the LSA statement prescribes particular arrangements for sitting assessments or examinations ALS and the Programme Leader or their equivalent each copy this information to staff administering and invigilating the student's examinations and assessments.

### Submission of coursework

60. Each Faculty should ensure that there are robust and transparent arrangements in place for collecting student work and recording the date of submission. Statements of these arrangements and where and how coursework is required to be submitted are to be found in the programme handbook.
61. Students are required to submit coursework units of assessment on time and in accordance with the arrangements published in the handbook for the relevant programme.
62. Where a student has not submitted a coursework unit of assessment by the deadline specified, which is either a Monday or Tuesday at 4pm<sup>3</sup>, and there are no confirmed extenuating circumstances, the mark given for that unit of assessment will be reduced by 10 percentage points for work submitted for each 24 hour period after the deadline, up to and including the third day after the submission (30 percentage points). Penalties are applied after the assessed work is marked and marks are deducted until zero is reached; ie a student who achieves a mark of 80% but submitted their work 10 minutes past the deadline, as a result, their mark is reduced by 10 percentage points to 70% (not 72%). The mark recorded for assessed work submitted after 4pm on the third day after the deadline (72 hours), or not submitted at all, is zero and will not be marked. For example:

<b>Deadline Monday 4pm</b>	<b>Deadline Tuesday 4pm</b>
Monday 4.01pm - 10 percentage points	Tuesday 4.01pm - 10 percentage points
Tuesday 4.01pm - 20 percentage points	Wednesday 4.01pm - 20 percentage points
Wednesday 4.01pm - 30 percentage points	Thursday 4.01pm - 30 percentage points
Thursday 4.01 pm – zero	Friday 4.01pm - zero

63. Where the student's marks for the remaining units of assessment for the module are sufficient to enable them to pass the module overall, the mark that is recorded for the module includes the penalised mark in the relevant unit of assessment. If the student fails the module they are reassessed in the unit(s) of assessment they have failed. Marks for reassessed units of assessment are capped at the pass mark.

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<sup>3</sup> All times refer to British time.

### ***Joint or group project***

64. When two or more students have conducted a joint or group project, each student normally submits written work in accordance with the requirements of the relevant programme or module handbook.
65. Students who have participated in a joint or group project are required to provide an introductory note to the project report that specifies the contributions made by each person. The introductory note must be countersigned by each participant co-worker and attached to the report submitted.

### **Legibility of written work**

66. Coursework assessments and examination scripts must be legible: internal and external examiners will not mark illegible written assessments. Where an internal assessor judges an examination script or other written assessment to be illegible, there are no extenuating circumstances, and their judgement is supported by a second internal assessor and the external examiner, the Board of Examiners may require the student to have the written assessment transcribed under secure conditions at the student's own expense.

### **Deferred assessment**

67. Where a student has not completed all the units of assessment for one or more modules, and it has been confirmed that extenuating circumstances apply,<sup>4</sup> they are allowed to be assessed in the relevant units of assessment for the module(s) as if for the first time through a 'deferred assessment', to be taken in the next University-appointed assessment or reassessment period. In cases where this means that the student is not yet in a position to meet the progression requirements for the Foundation Year programme at the end of the academic year they follow the University's procedure for reassessment with or without attendance (see Regulation 75 below). Access to email, Library and Virtual Learning Environment (VLE) facilities for such students is available.

### **Alternative assessment**

68. Alternative assessment can be employed for reassessment when it is not possible to reassess students in the methods used in the original assessment. Alternative assessment should allow students to demonstrate achievement of the relevant learning outcomes in a comparable way to the original assessment. Alternative assessment has to be specifically approved at the validation or periodic review of the relevant module(s) or through a subsequent programme amendment formally agreed by a Board of Studies.

### **Failure and reassessment**

69. A student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in order to pass the module and progress to the named undergraduate degree programme. Reassessment takes the form of the original assessment as specified in the module descriptor, unless alternative assessment is being employed (see Regulation 68 above). Where a student passes the reassessment the mark used in calculating the student's overall module mark, is the pass mark for the unit.

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<sup>4</sup> See [Regulations for extenuating circumstances](#).

70. In all cases, where a student is reassessed the mark recorded for the unit of assessment is the better of the two marks achieved by the student (assessment and reassessment) but the mark used to calculate the overall module mark is the pass mark.
71. Compensation between modules on the Foundation Year programme is not permitted.
72. Students who have been permitted to repeat studies in order to be reassessed are required to pay the relevant registration and other fees to the University within the normal period and arrangements.

***Failure to attend for assessment/examination***

73. Where a student has failed an assessment, or reassessment, for a module through failing to attend a required examination, or by attending a required examination but not making (in the judgement of the Board of Examiners) a reasonable attempt to address the examination questions, and there are no confirmed extenuating circumstances, the student has failed that unit of assessment at that attempt and will be given a mark of zero. If the attempt was the first attempt and the student fails the module overall as a consequence, they may not progress without reassessment, as described in Regulation 69 above.

***Failure and reassessment for modules with a value up to and including 60 credits***

74. Where a student has failed modules with a value up to and including 60 credits and, following reassessment passes the modules, they may progress to the named undergraduate degree programme. If the student does not wish to retake the failed units of assessment and wishes to withdraw, or retakes the modules and subsequently fails, their registration is terminated.

***Failure of modules with a value of more than 60 credits***

75. Where a student fails modules with a value of more than 60 credits their progression through the Foundation Year programme is halted and the Board of Examiners will require them to retake the units of assessment they have failed in the next academic year, in order to pass any failed modules and progress to the named undergraduate degree programme. In such a case the Board of Examiners requires that the student is reassessed, with or without attendance.
76. If the student does not wish to retake the failed units of assessment and wishes to withdraw, or retakes the modules and subsequently fails, their registration is terminated.

***Timing of reassessments***

77. Reassessments for units of assessment failed in the first and second semester of the year are undertaken in the University-appointed reassessment period, apart from in-semester tests which can be re-sat in the next available assessment/re-assessment period. The dates for examination periods are published on the [University web pages](#) and in programme handbooks.
78. Students who have been permitted to repeat studies in order to be reassessed take the reassessment(s) for the module(s) they are repeating at the time appointed for that module. Such students are required to pay the relevant registration and other fees to the University within the normal period and arrangements (see Regulation 33 above).

### **Approval, dissemination and publication of results**

79. The confirmed results of assessments are published and distributed to students by the Student Services and Administration Directorate.<sup>5</sup> Where, following a Board of Examiners, a student's registration is suspended or terminated the Director of Student Services and Administration is responsible for notifying them of the courses of action open to them, including the University's appeals procedures and providing general advice on the University's academic regulations.

### **Academic appeals**

80. The grounds for and procedures for academic appeals are set out in the University's [Regulations for academic appeals](#).

### **Transcripts/Higher Education Achievement Report (HEAR)**

81. The University provides each of its students with an official transcript or a HEAR detailing their achievements on completing the Foundation Year programme. The transcript or HEAR is issued in electronic format. Only in exceptional circumstances will paper copies be issued.
82. The transcript/HEAR records each module for which the student was registered, together with the level of the module, the credits awarded, and the marks awarded.

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<sup>5</sup> Further information on the release of results is given in the [Code of practice for assessment and feedback](#).