



University of the
West of England

Ordinances

The Ordinances

of the

University of the West of England, Bristol

The Ordinances were amended in 2002 to incorporate the following awards:

Graduate Certificate
Graduate Diploma

Ordinance 1.6 (iii)

Professional Practice Doctorate

Ordinance 1.6 (iv)

Academic Secretariat
October 2002

ORDINANCES OF THE UNIVERSITY

The Ordinances of the University are authorised by the Board of Governors and provide the framework for the University's academic activity

Academic Regulations

The Ordinances are implemented through the Academic Regulations of the University which are printed separately

Arrangements for implementing the Academic Regulations are contained in the Handbook of Academic Procedures which is also printed separately

The Ordinances may be copied without alteration for use in the University

Published by the Academic Secretary
University of the West of England, Bristol
October 2002

ORDINANCES OF THE UNIVERSITY

Contents

	Page
1 Awards of the University	1
2 Award Routes	6
3 Assessment	8
4 External provision leading to awards of the University	9
5 Quality Assurance	10
6 Students	12
7 Professorial Title	14

ORDINANCES OF THE UNIVERSITY

Ordinances shall be consistent with and subordinate to the Instrument and Articles of Government of the University. They make provision for and regulate the educational character of the University and are subject to the assent of the Board of Governors

1 AWARDS OF THE UNIVERSITY

- 1.1 The University may grant awards to persons who have successfully completed an approved award route or approved supervised research leading to an award of the University, and who have satisfied the requirements of the Ordinances and Regulations of the University, and it may grant such other awards as provided for under Ordinance 1.6 (iv) and Ordinance 1.7

General educational character

- 1.2 All approved award routes leading to awards of the University, wherever and by whomsoever delivered, shall be appropriate to its general educational character

Awards and credit

- 1.3 With the exception of awards granted under Ordinance 1.6 iv) and v) and Honorary degrees, the awards of the University shall be credit-based
- 1.4 The minimum requirements for credit sufficient to obtain a University award shall be specified in the Regulations for awards
- 1.5 The Academic Board shall determine the maximum amount of accredited learning (AL) recognised by the University and of accredited experiential learning (AEL) which may be permitted to contribute to the credit total required for awards of the University

Certificates, diplomas, degrees, research awards and other University distinctions

1.6 The University may grant the following awards:

i) for routes involving taught undergraduate study

Certificate
Diploma
Degree
Degree with Honours
Extended first degree

ii) for routes involving graduate entry

Graduate Certificate
Graduate Diploma

iii) for routes involving taught postgraduate study

Certificate
Diploma
Master's degree

iv) for supervised research (which may include required taught study)

Research Diploma
Master of Philosophy
Doctor of Philosophy
Professional Doctorate
Professional Practice Doctorate

v) for recognised contribution to knowledge

Doctor of Philosophy
Higher Doctorate

1.7 Honorary degrees

The University may grant the following honorary degrees to persons of distinction:

- a Honorary Master of Arts (Hon MA)
Honorary Master of Business Administration (Hon MBA)
Honorary Master of Design (Hon MDes)
Honorary Master of Education (Hon MEd)
Honorary Master of Laws (Hon LLM)
Honorary Master of Letters (Hon MLitt)
Honorary Master of Music (Hon MMus)
Honorary Master of Science (Hon MSc)
Honorary Master of Fine Art (Hon MFA)
Honorary Master of Technology (Hon MTech)

- b Honorary Doctor of Arts (Hon DArt)
Honorary Doctor of Business Administration (Hon DBA)
Honorary Doctor of Design (Hon DDes)
Honorary Doctor of Education (Hon DEd)
Honorary Doctor of Engineering (Hon DEng)
Honorary Doctor of Laws (Hon LLD)
Honorary Doctor of Music (Hon DMus)
Honorary Doctor of Letters (Hon DLitt)
Honorary Doctor of Science (Hon DSc)
Honorary Doctor of Technology (Hon DTEch)

1.8 Where first degrees are approved to include a period of relevant work experience of a kind and duration to satisfy the definition of a sandwich award, such first degrees will be described as in sandwich mode

1.9 Joint awards with other institutions and awarding bodies

The University may exceptionally grant awards jointly with institutions having awarding powers comparable to those of the University and the Academic Board may approve award routes offered in association with such institutions

Additional awards

- 1.10 In accordance with the Articles of Government the University may approve awards additional to those above and shall concurrently approve the terms and conditions on which such awards shall be granted

Academic standards

- 1.11 The academic standard of an award of the University shall be the same irrespective of where or by whom an approved award route leading to that award is delivered and taught, or where or by whom an approved programme of research leading to that award is supervised
- 1.12 The Academic Board shall have final responsibility for the academic standards of approved award routes irrespective of where or however the approved award route or approved programme of research is undertaken
- 1.13 The Academic Board shall determine how academic standards of awards and award routes shall be described

Award titles

- 1.14 An award may be granted with a title, approved by the Academic Board, describing the study undertaken, or it may be untitled

Differential levels of an award

- 1.15 An award may be granted with Merit, Distinction, or with Honours classification as specified in the Regulations, including in the Modular Assessment Regulations, for awards

Aegrotat awards

- 1.16 Any award referred to in Ordinance 1.6 i-iv may be granted aegrotat. An aegrotat award is not awarded with honours and carries no differentiation

Posthumous awards

- 1.17 Any award listed in Ordinance 1.6 i-v may be granted posthumously on conditions set out in the Regulations for awards

Grant of awards

- 1.18 An award shall be granted to a student registered with the University or with an affiliated institution who successfully completes the requirements of an approved award route, has paid the appropriate fees and has no outstanding obligation to the University or to the affiliated institution and for whom an award has been recommended by an examining board duly convened and constituted in accordance with the Regulations of the University and where the recommendation has received the consent of an external examiner appointed for that award

Deprivation of awards

- 1.19 The Academic Board may, in exceptional circumstances and on the recommendation of the Vice-Chancellor, deprive any person of any award granted to him or her by the University. The Academic Board shall determine the general grounds and procedures under which such recommendations may be made

2 AWARD ROUTES

- 2.1 Award routes shall be approved in accordance with procedures determined by the Academic Board

Credit

- 2.2 Award routes shall consist of identifiable units of study which may be defined as modules or in other similar ways. Such modules or units of study shall have a specified credit value and a specified level. The total of such credits required to obtain an award shall be stated in the Regulations for the award
- 2.3 The University shall award credit for assessed learning at undergraduate levels 0, 1, 2 and 3 and at postgraduate level M. These levels shall be defined by the Academic Board and stated in the Regulations for awards
- 2.4 The University may recognise credit awarded by other institutions or appropriate bodies as meeting entry requirements for its awards or as meeting the learning outcomes of defined modules or other similar prescribed units of study in partial fulfilment of the requirements of an award of the University
- 2.5 The University may award credit for assessed experiential learning which meets the learning outcomes of defined modules or other similar prescribed units of study subject to the assessment of such learning through procedures approved by the Academic Board
- 2.6 The Academic Board shall establish procedures for the credit calibration of learning achieved on approved routes to awards of the University and for learning achieved through provision offered by but not leading to an award of the University
- 2.7 The University may award credit to students who successfully complete assessed learning, undertaken through organisations external to the University.

Minimum and maximum length of award route

- 2.8 The normal duration of study on an approved award route shall be specified in the definition of the award as set out in the Regulations for the award. The minimum and maximum periods within which a student must normally complete his/her studies including assessments shall be stated in the assessment regulations for the award

- 2.9 For award routes which lead to an award described as in the sandwich mode, the Academic Board shall, taking account of relevant funding requirements, determine the amount of supervised work experience in addition to the period specified for a full-time degree which is required to obtain the award

Academic year

- 2.10 The academic year for students shall be as determined from time to time by the Academic Board

3 ASSESSMENT

Confirmation of standard

- 3.1 Assessment of students for awards of the University shall be undertaken by approved examiners using methods which enable them to assess students reliably and fairly, and shall be externally moderated by approved external examiners. All recommendations for students to receive awards of the University shall have the assent of approved external examiners
- 3.2 Students shall be required to verify that all work submitted for assessment and examination is work of their own and shall not have previously been submitted for credit or for an award of the University
- 3.3 The Academic Board shall approve procedures for the establishment and composition of examining boards. All examining boards considering marks, grades, performance and the award of credit contributing to the awards of the University shall include at least one external examiner

Review of a decision of an examining board

- 3.4 The Academic Board shall establish procedures for the consideration of applications for review of decisions of examining boards and for their reconsideration by examining boards. Such procedures shall include provision for the Academic Board in exceptional circumstances to annul the decision of an examining board

4 EXTERNAL PROVISION LEADING TO AWARDS OF THE UNIVERSITY

- 4.1 The University may approve arrangements whereby award routes and/or supervised research are undertaken, in whole or in part, in and by agreement with institutions and organisations external to the University. All such external provision shall be governed by the Regulations of the University unless expressly varied under arrangements approved by the Academic Board. Such variation is permissible only where the Academic Board is satisfied that the equivalent regulations and procedures of an external organisation fully satisfy the requirements and standards of the University
- 4.2 Collaboration with external institutions and organisations involving taught provision and supervised research leading to awards of the University shall be governed by written agreements which shall specify the responsibilities and obligations of the parties involved
- 4.3 The Academic Board shall approve procedures by which applications for a relationship with the University by external institutions or organisations may be considered and approved and which provide for review, renewal and rescinding of approved arrangements

5 QUALITY ASSURANCE

- 5.1 The Academic Board shall determine policy and procedures for assuring the standard and quality of all awards, award routes and learning leading to University credit, and shall require faculties to establish arrangements for assuring the standard and quality of learning provision which does not lead to awards or credit of the University. Such policies and procedures shall be consistent with the mission and strategy of the University
- 5.2 The Academic Board is responsible for the approval of awards and award routes whether provided by the University or by an external institution organisation operating in an approved relationship with the University
- 5.3 The Academic Board shall establish procedures for the validation of new awards and shall require all approved awards and supervised research to be subject to regular monitoring and review, and for the outcomes of such scrutiny to be acted upon in accordance with arrangements which it shall from time to time determine. Faculties shall be responsible for the regular monitoring and review of learning provision which does not lead to awards or credit of the University
- 5.4 The Academic Board may charge committees or bodies established by such committees to undertake validation, monitoring and review on its behalf. Where institutions in an approved relationship with the University have delegated powers from the University to validate, monitor and review award routes or part thereof, the Academic Board shall approve the procedures used for this purpose or otherwise assess the effectiveness of the institution's monitoring and evaluation arrangements
- 5.5 Information on the structure, curriculum and assessment requirements, and such other information as the Academic Board shall from time to time determine, for approved award routes shall be provided by the appropriate faculty, University body or external institution responsible for the award route. Such information shall be incorporated into a definitive document, a copy of which shall be lodged in an accessible form with the University in accordance with procedures determined by the Academic Board
- 5.6 The Academic Board shall establish procedures for modifying approved awards and award routes, including the regulations governing awards

Relationships with other awarding bodies

- 5.7 The Academic Board may validate and review programmes of study leading to the awards of an external awarding body where the processes of that body so provide

6 STUDENTS

Admission of students

- 6.1 Students shall be admitted to the University having registered for an award or enrolled on one or more modules or similar unit(s) of study
- 6.2 Registration and enrolment shall carry the obligation to conform to rules, regulations and procedures as determined from time to time by the Board of Governors, the Academic Board and the Vice-Chancellor
- 6.3 Registration for an award route or enrolment on a module is subject to a student satisfying the University's minimum entrance requirements for a specific award, module or equivalent unit of study and any selection procedures as specified. These may include a requirement for attainment in specific subjects or evidence of specific suitability or competence
- 6.4 Applicants who do not satisfy the University's entrance requirements may be considered for admission on presentation of evidence of capability to benefit from study. Such evidence may include accredited learning and experiential learning. The evidence shall be open to scrutiny and approval in accordance with stated procedures approved by the Academic Board
- 6.5 The University may require additional evidence of personal, professional and educational experience to indicate an applicant's ability to meet the demands of an award route
- 6.6 The final decision to admit an applicant rests with the University. The University shall have the right to refuse admission to an applicant, or not to permit a student to register for an award route, or to enrol on a module or similar unit of study
- 6.7 The University may decline to admit an applicant or refuse to allow an applicant to enrol on an award route or enrol on a module, or require a student to withdraw, if the application is found to have been based on or to have included untrue information or information misleading in context, or where the student has failed to notify the University of any material factor
- 6.8 A student's right to tuition and related support, assessment, reassessment, credit certification and conferment of any award, is subject to the student not having any outstanding obligation to the University

Admission to programmes leading to awards of bodies other than the University

- 6.9 Admission to programmes conducted by the University leading to awards of other bodies shall be subject to the requirements of the body concerned and to the provision in Ordinance 6.6 and 6.7

Consultation with students

- 6.10 The Academic Board shall determine arrangements for formal consultation and communication with students on the operation of award routes and modules, or similar units of study, and with students following supervised postgraduate research, and how the matters from such consultation shall be considered and acted upon and the outcomes communicated to students or their representatives

Complaints by students

- 6.11 The Academic Board shall establish procedures for dealing with complaints by students about awards, award routes, modules and programmes of supervised postgraduate research

Student discipline

- 6.12 Breaches of student discipline shall be dealt with in accordance with Rules made by the Board of Governors under the Articles of Government

Expulsion of students for academic reasons

- 6.13 In accordance with the Articles of Government, the Academic Board shall establish procedures for the expulsion of students for an unsatisfactory standard of work or for other academic reasons. Expulsion for non-academic reasons is the responsibility of the Board of Governors which shall determine arrangements for this purpose

7 PROFESSORIAL TITLE

- 7.1 The title of Professor may be awarded to existing members of staff or successful candidates for advertised posts who demonstrate a proven record of distinction as a scholar, teacher or practitioner in accordance with criteria and procedures determined by the Academic Board. The title of Visiting Professor may also be awarded to persons not holding posts in the University who meet the criteria for Visiting Professors and who have been considered in accordance with procedures determined by the Academic Board