Code of Practice for Non-Award-Bearing Provision

Code 14: 2021 Version 01
Effective from: 1 November 2021

Date	Supersedes	Description of Change
1 November 2021	2018 Version 03	Minor modifications in line with the University's restructure.
1 May 2018	2017 Version	General update.

Document Owner	Approved By	Date Approved	Review Frequency
Head of Student Administration.	Senate Regulations and Special Cases Committee.	2 November 2021.	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

Code of Practice for Non-Award-Bearing Provision

This Code of Practice relates to educational activities not leading to the completion of a named University award.

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1. This Code of Practice applies to all educational activities conducted by the University that do not lead to the completion of a named University award. Such activities include credit-bearing modules that are completed by students without contributing concurrently to credits on a named award; short courses; seminars; workshops and courses delivered as part of consultancy or development projects; and courses offered by the University as a franchise or similar programme accredited by another institution or organisation. All such provision is referred to as 'course(s)' in the remainder of this document. The participants and students on such courses are referred to as 'student(s)' for the purposes of this document.

2. This Code of Practice should be read with the Regulations for Taught Programmes, and unless stated otherwise, all non-award bearing provision, and students pursuing such courses (including exchange students), are subject to the University's regulations, codes of practice, procedures, guidelines and quality assurance processes.

Organisation, Delivery and Quality Assurance

3. Heads of schools or heads of service departments are responsible for ensuring that courses are organised and delivered in accordance with this Code of Practice.

4. A named individual must be responsible for the organisation and delivery of courses although specific responsibilities may be devolved to others.

5. Course structure and content must reflect the emphasis placed by the University's course and module approval process on learning outcomes, defining content that addresses the outcomes, linking of assessment methods to learning outcomes, and defining assessment criteria for each assessment.

6. Courses should be conducted in settings that are appropriate for the attainment of learning outcomes and methods of teaching. Students must also have access to the resources needed to pursue the course, including electronic resources. This is of particular relevance when courses are delivered away from University premises.

7. Where courses are designed in accordance with the requirements of external organisations or institutions they must also meet the University's expectations as outlined in paragraph 5.

8. Where a course is credit-bearing, it should be submitted for approval in accordance with the University's procedures for course or module approval as defined in the Code of Practice for Programme Approval, Monitoring and Review.

9. All courses, and components of modular courses, should be evaluated by students using anonymous questionnaires wherever possible. Focus groups, or other appropriate methods, may be used to evaluate the provision but ideally as an adjunct to questionnaires.

10. The quality of courses should be evaluated and enhanced in accordance with the University's quality assurance procedures.

    - Where a course is credit-bearing it is subject to the principles and procedures outlined in the Code of Practice for Programme Approval, Monitoring and Review. Annual reports, as defined for modules and courses, must be submitted annually to the Quality Assurance & Validation Unit for scrutiny by the University.

    - Where a course is not credit-bearing, it must be evaluated using a reflective process in which the course organiser(s) assesses the quality of the course taking into account the views of students and of those involved with the delivery. Such evaluations should be completed so as to allow any changes to be implemented before the course, or a variant of it, is repeated.

11. If a course is subject to audit or quality assurance by, or on behalf of, an external institution or organisation, the results of such audit may be used in lieu of other quality assurance procedures provided that the procedures are at least as rigorous as those described in the processes outlined above.

12. Staff who manage or deliver the whole or parts of the course should have qualifications and/or experience appropriate to the level of study and contents of the course. Staff without prior teaching experience may contribute to small components of courses but their contribution must be supported by staff having teaching experience.

13. There should be induction and monitoring processes for all staff associated with the course to ensure that they have information about the outcomes, assessments and organisation of the course.

Admission and Enrolment

14. The criteria and qualifications for admission must be defined clearly and applied in accordance with the University's Code of Practice for Recruitment. Particular care should be taken when students are chosen by an external organisation (for example, where University Staff deliver a course specifically designed for staff from a specific organisation and where the course participants are nominated by the organisation).

15. Students should be informed in writing if they have to complete any preparatory work for the course.

16. If a course is credit-bearing, students must be enrolled for the course, and its component modules where appropriate, using the University's central records database (Banner). The person responsible for the course must ensure that the records are entered onto the system. Data may be transferred to Banner electronically from another database but the protocols for this must be agreed in advance with the Head of Student Administration. If the course is not credit-bearing the delivering school/department must ensure that records of student enrolment are maintained effectively and stored securely.

Credits and enrolment

17. The level, learning outcomes and assessment of courses must be consistent with the Credit and Qualifications Framework for Wales. Where courses are credit-bearing, the number of credits cannot exceed the equivalent of 180 credits per year.

18. The periods of full-time and/or part-time study must be as defined for each course.

19. Previous study or experience can count towards the credits needed for a course, including:

- Results from previous study (Credit Transfer).
- Prior learning (Recognition of Prior Learning – RPL).

The maximum numbers of credits that can be transferred from previous study must not be more than half of the total credits associated with the course. Where credit transfer has been approved, the University may calculate a pro-rata reduction to the overall time-limit.

Assessment

20. In addition to ensuring that assessment methods are appropriate for the learning outcomes, the assessment methods must be appropriate for the students enrolled on the course. The choice of assessment method should also be considered in the context of the key skills associated with course. For example, reports, presentations, problem solving and briefing papers may be alternatives to essays.

21. Levels of achievement for the course and, where appropriate, its components should be defined in advance and made known to students. The pass mark must be 40% (Levels 4-6) or 50% (Level 7). Achievement corresponding to excellent or distinction requires a mark of at least 70%.

22. To successfully complete a course, a student must have:

- Pursued all elements of the course.
- Passed all Core modules.
- Passed at least ⅔ of any credit-bearing that contribute to the course.
- Fulfilled any conditions defined for the course.

23. Examiners must follow conventions set out in the Regulations for Taught Programmes. These conventions include the discretion of the examiners to take into

account students' academic development throughout the scheme of study and/or extenuating circumstances. The Regulations for Taught Programmes also include guidelines on external and internal moderation. It is good practice for the results of credit-bearing courses to be confirmed by an examination board within the School most closely associated with the course.

24. At the discretion of the examiners, students who fail any components of study may be permitted two further attempts to redeem failure. After an attempt to redeem failure the mark for the assessment must be capped at the pass mark.

Records and Certification

25. If a course is credit-bearing, the students' marks must be recorded using the University's central records database (Banner). Data may be transferred to Banner electronically from another database but the protocols for this must be agreed in advance with the Head of Student Administration. If the course is not credit-bearing the delivering school/department must ensure that students' marks are maintained effectively and stored securely.

26. Wherever possible, students should be provided with evidence that demonstrates their achievement on the course. This may take the form of a document produced by those responsible for the course. Precautions should be taken (for example, by using embossed paper or by including a unique reference number) to prevent fraudulent reproduction. Course titles must not conflict with those used by the University for its award-bearing provision.

27. Where appropriate, students should be able to obtain a detailed summary of the achievement for the course as a whole and for its components. Such summaries or transcripts should be sufficiently detailed to describe the student's achievements to a prospective employer, a professional organisation or for admission to a course of study at the University or elsewhere.

28. If it is expected that the University's central records system will be used to produce student transcripts, the requirements should be discussed in advance with the Head of Student Administration.