

## Foundation Year Academic Framework

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<b>Application to Collaborative</b>	Mandatory

## 1. Types of award and duration

- 1.1 The credits and level for all University College awards are set out in the University College Higher Education Qualification Credit Framework (HEQCF)
- 1.2 A Foundation Year is intended to provide students with a route on to specified undergraduate degree programmes at the University College and application to the Foundation year will be in combination with application to the degree programme on to which it leads. The total length of the degree programme(s) with Foundation year is four years full-time.
- 1.3 Successful completion of the Foundation Year entitles the student to automatic progression to the degree programme to which it is linked; or a Certificate of Completion as an exit award (120 credits).
- 1.4 Students who exit following successful completion of 60 credits may be eligible to claim a Certificate of Achievement.
- 1.5 Credit awarded for a Certificate of Completion or a Certificate of Achievement will be Writtle University College credit and will not necessarily be recognised outside of the University College.

## 2. Modular Structure

- 2.1 The academic year will be delivered in two semesters.
- 2.2 Modules may be 15, 20 or 30 credits in size and a module may be delivered within one or across both semesters.
- 2.3 All modules on the Foundation Year are core and must be taken and passed by all students irrespective of the subsequent degree programme to which they have applied.

## 3. Module Assessment

- 3.1 The pass mark for all modules is 40%.
- 3.2 Where an original attempt at assessment results in a fail, upon successful achievement at reassessment the overall module mark will be capped at 40%.
- 3.3 Students are allowed one attempt at reassessment following failure at the original attempt; unless there are accepted extenuating circumstances.
- 3.4 Where reassessment results in a lower mark than that achieved in the original (or previous) attempt the Board of Examiners will reinstate the original (or previous) mark.
- 3.5 Where accepted extenuating circumstances apply to a whole module the overall module mark will not be capped. However, if extenuating circumstances are only accepted for an element of assessment, and other elements of original assessment must be reassessed the overall mark for the module will be capped.

## 4. Progression and outstanding credit

- 4.1 The programme of study on a Foundation Year is discrete within the overall award. Credit from a Foundation Year cannot be trailed into the award to which the programme of study leads.

- 4.2 The overall outcome for a Foundation Year is pass/fail only.
- 4.3 Students must pass all modules (120 credits) to pass the Foundation Year.

## 5. Transfer

- 5.1 Students who wish to transfer to a different degree programme following the Foundation Year from that which they originally applied must formally apply to do so. Transfer will be at the discretion of the University College and is not guaranteed.
- 5.2 The latest opportunity for transfer between awards will be dependent on the precise nature of the transfer and students should seek advice as early as possible.