Birmingham Foundation Academy
Amendments to and Exemptions from Legislation

Topic and Purpose of the Paper

1. The Chair is asked to ***consider***, and if thought appropriate, ***approve*** a series of exemptions and amendments required to ensure that the Birmingham Foundation Academy (BFA) is provided for in legislation. This paper details only those amendments and exemptions which are specific to the BFA, and does not attempt to include other forms of foundation year.

Regulations

2. Section 1: Definitions and Interpretations

2.1. ""Birmingham Foundation Academy" means the academic until within the University that oversees delivery of the first year (year zero) of the Birmingham Foundation Academy programmes"

2.2. ""Principal Academic Unit" means one of the Principal Academic Units within a College as defined in the Ordinances and where appropriate shall include the Birmingham Foundation Academy.

2.3. ""Head of Principal Academic Unit", for Birmingham Foundation Academy programmes, means the Director of the Birmingham Foundation Academy"

2.4. ""Undergraduate Programmes" shall include the programmes of the Birmingham Foundation Academy unless otherwise indicated."

3. Section 5: Admission of Students

3.1. Amendment at 5.3.1 (k):
"Each Registered Student is responsible for the payment of his or her own fees, charges and debts and this responsibility is not affected by the University agreeing to a request of the Registered Student to invoice a third party for any fee or charge, except those Registered Students who are under the age of 18 years and for whom a Parental Agreement Letter has been issued and signed, in which case the responsibilities shall be as set out in that letter."

3.2. Amendment at 5.1.1 (e):
"No applicant shall be admitted to an undergraduate programme unless he or she has satisfied the General Entry Requirements of the University as determined by the Senate, except applications to the Birmingham Foundation Academy, and the entry requirements for the programme concerned as approved by the Senate or under delegated authority."

4. Section 6: Programmes of Study

4.1. Amendment at 6.1.2 (p):
"The credit numbers listed are exclusive of any foundation year taken as part of the award. Registered Students enrolled on Birmingham Foundation Academy programmes shall attempt 120 credits at level 0/F during the foundation year.

5. Section 7: Assessment, Progression and Award

5.1. Amendment at 7.3.1 (i):
Lower Alternative Awards to Bachelor's Degrees

(i) Where a Registered Student following a programme leading to the Award of a bachelor's degree has achieved less than 300 credits, an Award of certificate of higher education or diploma of higher education may be made provided the required number of credits have been achieved as follows:
Certificate of higher education: at least 100 credits at Level C or above
Diploma of higher education: 200 credits of which 100 must be at level I or above

(ii) Where a Registered Student is following a Birmingham Foundation Academy programme, the Award of a foundation certificate may be made provided:
100 credits have been achieved during the foundation year;
Less than 300 credits at level C-H have been achieved; and
Neither the requirements for the certificate of higher education nor the diploma of higher education have been achieved.

(iii) Only the certificate of higher education, ~~and~~ diploma of higher education and foundation certificate may be awarded in this way. All other Awards are made only on successful completion of the specified programme of study for that Award.

(iv) The Awards of certificate of higher education, ~~and~~ diploma of higher education and foundation certificate shall not be classified.

5.2. Amendment at 7.2.6 (j):
"Following an attempt to retrieve failure (via reassessment, repetition or substitution) the mark used for calculating a Registered Student's weighted mean mark and progress or final degree classification shall be:
(i) The pass mark for that module if the Registered Student passes the module unless the Registered student is undertaking year zero of a Birmingham Foundation Academy programme in which case the mark used shall be the lower of either the mark achieved or 60%.
(ii) The higher of the two fail marks if the Registered Student fails the module."

(k) Where a Registered Student following a Birmingham Foundation Academy programme has been reassessed in a module for which credit had already been achieved, the mark used for calculating the Registered Student's weighted mean mark and progress decision shall be 60%.

[N.B. subsequent renumbering will be required]

5.3. Exemption from 7.2.6 (i):
"Registered Students may not normally be reassessed in or repeat any module for which they have obtained credit, except for Registered Students in exceptional personal difficulties who for sound educational reasons may with the agreement of the Progress and Awards Board of Senate be allowed to repeat modules for which they have already obtained credit.

In such a circumstance, the mark used for calculating a Registered Student's weighted mean mark and progress or final degree classification shall be the mark obtained in the repeat attempt. If a Registered Student fails at the repeat attempt, any previously gained credit in that module will not stand."

An exemption from the first paragraph is required to allow reassessment or repeat for any module for which the student has gained less than 60%, but only where the student has

failed to achieve the progression requirements. An exemption from the second paragraph is required to allow for the amendment noted in 5.2.

5.4. Amendment at 7.3.1 (b) Award:
"Credits and module marks from level F modules shall not contribute to the Award or classification of any Award apart from a foundation degree or foundation certificate."

Codes of Practice

6. Assessment of Taught Programmes and Modules

6.1. Amendment to 11.11 .6:
"Registered Students who have already achieved the requisite number of credits to progress to the next stage may progress 'carrying' the outstanding reassessment, except for Registered Students who have successfully completed the requirements for progression from year zero of a Birmingham Foundation Academy programme who shall not be recorded as 'carrying' the outstanding reassessments. For example, a student who achieves 100 credits in stage 1 at the first attempt, and who is permitted to re-sit the failed 20 credits at the next available opportunity rather than in August/ September, may proceed 'carrying' the 20 credits. Registered Students who have not achieved the requisite number of credits to progress to the next stage may not progress and will be required to achieve the requisite number of credits before being permitted to progress. For example, a Registered Student who achieves 80 credits in stage 1 at the first attempt, and is permitted to re-sit the failed 40 credits at the next available opportunity rather than in August/September, cannot proceed to stage 2 until the re-sits have been passed. In effect they will take an additional year to complete stage 1."

6.2. Amendment at 11.12.2:
".1 Following successful re-assessment or repeat of a failed module, the mark used for the purpose of arriving at decisions on progress or the final award will be the pass mark for the module. The mark actually achieved in any re-assessment or repeat will however be recorded in the BIRMS, the student records system and on the Registered Student's transcript with an indication of the number of sits taken.

.2 Where a Registered Student following a Birmingham Foundation Academy programme has been reassessed in a module for which credit had already been achieved, except when recommended as a result of extenuating circumstances, the mark used for calculating the Registered Student's weighted mean mark and progress decision shall be the higher of either:
(i) the mark achieved at the first attempt; or
(ii) 60%.
The mark actually achieved in any re-assessment or repeat will however be recorded in the student records system and on the Registered Student's transcript with an indication of the number of sits taken.

6.3. Amendment at 11.15.1:
"Registered Students who do not achieve the required number of credits and/or the required module marks to proceed to the next stage of their programme, as set out in the Academic Regulations, or in programme requirements, following re-assessment or repeat shall be required to withdraw. Such Registered Students will be informed of their right of appeal (see the Code of Practice on Primary Appeals Procedures). Registered Students who have achieved the requisite number of credits may be eligible for the award of an alternative

qualification, e.g. a Certificate of Higher Education or a Diploma of Higher Education, a Graduate Certificate or Graduate Diploma, or a Postgraduate Certificate or Postgraduate Diploma."

7. Leave of Absence Procedures

7.1. Amendment at 8.9:

"All overseas students who are in the UK on a student visa will be required to seek immigration advice from the International Students Advisory Service (ISAS), and the application will not be processed until ISAS have confirmed that they have provided this advice to the student making the Leave of Absence application. All overseas students who are aged under 18 must provide evidence of parental or guardian approval for the application."

8. Misconduct and Fitness to Practice Committees

8.1. Amendment at Appendix A

"Appendix A: Misconduct Committees for programmes outside Colleges.

Note: This appendix does not apply to Registered Students following Birmingham Foundation Academy programmes. Those students shall be referred to the College Misconduct Committee within the College to which their programme belongs.

A.1 Where a student has been alleged to have committed a misconduct offence on a programme delivered outside of any College, the Investigating Officer as defined by Regulation 8.3.1 may be an Academic or Academic Related member of Staff who teaches on that programme."

9. Personal Tutoring

9.1. Amendment at 2.3.2:

"All ~~first year undergraduate and postgraduate taught students~~ Registered Students following undergraduate or postgraduate taught programmes should, upon first registration with the University, be assigned to a Personal Tutor prior to arrival…"

10. Suspension from Study on Health Grounds

10.1. Amendment at 2.2.6:

"If the Registered Student is aged under 18, the Registrar and Secretary must also ensure the Registered Student's parent(s) or guardian(s) is informed of any decision taken to suspend the Registered Student in accordance with this Code of Practice."

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Registry
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