

Summary of Changes to Academic Procedures and Processes for 2022/23

Changes have been made to the following Academic Procedures and Processes:

Policy and Procedure Reference	Summary of Change
Appendix 2. University Qualification and Level Descriptors	<p>The University's own set of Qualification and Level Descriptors for Levels 4-7 have been replaced in their entirety by the Qualification Descriptors set out in the Framework for Higher Education Qualifications which forms part of the Sector Standards published by the Office for Students (part of the revised OfS Registration Condition B5 Sector Recognised Standards). Whilst the the University's own Descriptors aligned closely to the FHEQ and no standards issues were identified in their usage, it was felt appropriate (given the status of the OfS Registration Conditions) to adopt the FHEQ ones in their entirety. The University's Descriptor for Level 3 are retained as there is no FHEQ equivalent.</p> <p>The revised Descriptors will be used in all new validations and all Periodic Reviews and Revalidations moving forwards.</p> <p>Appendix 1 shows the existing UoC Qualification Descriptors mapped against the FHEQ, identifying the areas of variation (shaded).</p>
Appendix 3f. The Conduct and Operation of Assessment Boards	Bringing the procedures in line with the changes to Academic Regulations (F11), approved by Academic Board Chair's Action in April 2022.
Appendices 4a-4f External Examining	<p>Combining the following separate appendices into one single new Appendix 4:</p> <ul style="list-style-type: none"> • Roles and Responsibilities in External Examining • Criteria for the Appointment of External Examiners and Procedure for Early Termination of Contract • Guidelines for the Selection and Approval of Potential External Examiners • Procedure for Appointing External Examiners • Reporting Procedures for External Examiners • Information for External Examiners

Appendix 1 – UoC Qualification Descriptors vs FHEQ Qualification Descriptors
(these now form part of the Office for Students' 'Recognised Sector Standards')

Level 4

UoC Descriptor	FHEQ Descriptor – TO BE ADOPTED
<p><i>Qualifications at level 4 are awarded to students who have demonstrated:</i></p> <ul style="list-style-type: none"> i knowledge of the underpinning concepts and principles associated with their area(s) of study, and an ability to evaluate these within the context of that area of study; ii a range of subject specific, cognitive and transferable skills. 	<p>Certificates of Higher Education are awarded to students who have demonstrated:</p> <ul style="list-style-type: none"> • knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study • an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study.
<p><i>Typically holders of the qualification will be able to:</i></p> <ul style="list-style-type: none"> a evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work; b communicate the outcomes of their study/work accurately and in a structured and clear manner; c identify and discuss the relationship between personal and/or work place experience and findings from a range of quality resources from the field of study. 	<p>Typically, holders of the qualification will be able to:</p> <ul style="list-style-type: none"> • evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work • communicate the results of their study/work accurately and reliably, and with structured and coherent arguments • undertake further training and develop new skills within a structured and managed environment.
<p><i>And will normally have:</i></p> <ul style="list-style-type: none"> d qualities and transferable skills necessary for employment and life requiring the exercise of some personal responsibility; e the ability to undertake appropriate further learning of a professional or equivalent nature. 	<p>And holders will have:</p> <ul style="list-style-type: none"> • the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.
<p>At Level 4: (Year 1 undergraduate), students will be able to demonstrate that they have the ability: to apply a systematic approach to the acquisition of knowledge, underpinning concepts and principles; use a range of subject specific, cognitive and transferable skills; evaluate the appropriateness of different approaches to solving well defined problems and communicate outcomes in a structured and clear manner; identify and discuss the relationship between personal and/or work place experience and findings from appropriate sources drawn from the field of study.</p>	<p>Holders of a Certificate of Higher Education will have a sound knowledge of the basic concepts of a subject, and will have learned how to take different approaches to solving problems. They will be able to communicate accurately and will have the qualities needed for employment requiring the exercise of some personal responsibility.</p>

Level 5

UoC Descriptor	FHEQ and OfS Sector Standards – TO BE ADOPTED
<p><i>Qualifications at level 5 are awarded to students who have demonstrated:</i></p> <ul style="list-style-type: none"> i knowledge and critical understanding of the key concepts and principles associated with their area(s) of study; ii ability to apply and evaluate key concepts and theories within and outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context; iii knowledge of the main methods of enquiry in their subject(s), and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study; iv an understanding of the limits of their knowledge, and how this influences their analysis and interpretations based on that knowledge. 	<p>Foundation degrees are awarded to students who have demonstrated:</p> <ul style="list-style-type: none"> • knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed • ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context • knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study • an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge.
<p><i>Typically holders of the qualification will be able to:</i></p> <ul style="list-style-type: none"> a select and use a range of subject specific, cognitive and transferable skills; enabling problem solving strategies in the field of study and in the generation of ideas; b effectively communicate information and arguments in a variety of forms and apply key techniques of the discipline effectively; c reflect on personal and/or work place experience in the light of recent scholarship and current statutory regulations (where appropriate). 	<p>Typically, holders of the qualification will be able to:</p> <ul style="list-style-type: none"> • use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis • effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences and deploy key techniques of the discipline effectively • undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations
<p><i>And will normally have:</i></p> <ul style="list-style-type: none"> d qualities and transferable skills necessary for employment and life requiring the exercise of some personal responsibility and decision-making and determining and achieving personal outcomes; e the ability to undertake appropriate further learning of a professional or equivalent nature. 	<p>And holders will have:</p> <ul style="list-style-type: none"> • the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making
<p>At Level 5: (Year 2 undergraduate), students will be able to demonstrate that they have the ability: to apply & evaluate key concepts and theories within and outside the context in which they were first studied; select appropriately from and use a range of subject-specific, cognitive & transferable skills & problem solving strategies to problems in the field of study; effectively communicate information and arguments in a variety of forms;; reflect on personal and work place experience in the light of recent scholarship and current statutory regulations.</p>	<p>Holders of qualifications at this level will have developed a sound understanding of the principles in their field of study, and will have learned to apply those principles more widely. Through this, they will have learned to evaluate the appropriateness of different approaches to solving problems. Their studies may well have had a vocational orientation, for example HNDs, enabling them to perform effectively in their chosen field. Holders of qualifications at this level will have the qualities necessary for employment in situations requiring the exercise of personal responsibility and decision-making.</p>

Level 6

UoC Descriptor	FHEQ and OfS Sector Standards – TO BE ADOPTED
<p><i>Qualifications at level 6 are awarded to students who have demonstrated:</i></p> <ul style="list-style-type: none"> i a systematic and conceptual understanding of key aspects of their field of study including; acquisition of current and detailed knowledge, of their discipline; ii an ability to select and apply appropriate techniques of analysis and enquiry within their discipline; iii conceptual understanding that enables the student: <ul style="list-style-type: none"> ▪ critically engage in and comment upon particular aspects of current statutory regulations, research, contemporary issues, or equivalent advanced scholarship, in the discipline; iv an appreciation of complexity, uncertainty and ambiguity in their discipline(s) ; v the ability to manage their own learning and professional practice (as appropriate); 	<p>Bachelors' degrees with honours are awarded to students who have demonstrated:</p> <ul style="list-style-type: none"> • a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline • an ability to deploy accurately established techniques of analysis and enquiry within a discipline • conceptual understanding that enables the student: <ul style="list-style-type: none"> – to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline – to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline • an appreciation of the uncertainty, ambiguity and limits of knowledge • the ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).
<p><i>Typically holders of the qualification will be able to:</i></p> <ul style="list-style-type: none"> a critically review and evaluate concepts and evidence from a range of sources b apply transferable skills and problem solving strategies to a range of situations and to solve complex problems; c exercise personal judgement in a range of situations appropriate to their programme of study d communicate solutions, arguments and ideas clearly in a variety of forms; e critically reflect and analyse personal and/or work place experience in the light of recent scholarship and current statutory regulations; 	<p>Typically, holders of the qualification will be able to:</p> <ul style="list-style-type: none"> • apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects • critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem • communicate information, ideas, problems and solutions to both specialist and nonspecialist audiences
<p><i>And will normally have:</i></p> <ul style="list-style-type: none"> f qualities and transferable skills necessary for employment and life requiring; <ul style="list-style-type: none"> ▪ the exercise of initiative and personal responsibility ▪ decision-making in complex and unpredictable contexts; and <p>the ability to undertake appropriate further learning of a professional or equivalent nature.</p>	<p>And holders will have:</p> <ul style="list-style-type: none"> • the qualities and transferable skills necessary for employment requiring: <ul style="list-style-type: none"> – the exercise of initiative and personal responsibility – decision-making in complex and unpredictable contexts – the learning ability needed to undertake appropriate further training of a professional or equivalent nature.
<p>At Level 6: (Year 3 undergraduate), students will be able to demonstrate that they have the ability: to; critically review and evaluate concepts & evidence from a range of resources; transfer and apply subject-specific, cognitive and transferable skills and problem solving strategies to a range of situations and to solve complex problems; communicate solutions, arguments and ideas clearly and in a variety of forms; exercise judgement in a range of situations; critically reflect and analyse personal and/or work place experience in the light of recent scholarship and current statutory regulations.</p>	<p>Holders of a bachelor's degree with honours will have developed an understanding of a complex body of knowledge, some of it at the current boundaries of an academic discipline. Through this, the holder will have developed analytical techniques and problem-solving skills that can be applied in many types of employment. The holder of such a qualification will be able to evaluate evidence, arguments and assumptions, to reach sound judgements and to communicate them effectively.</p> <p>Holders of a bachelor's degree with honours should have the qualities needed for employment in situations requiring the exercise of personal responsibility, and decision making in complex and unpredictable circumstances.</p>

Level 7

UoC Descriptor	FHEQ and OfS Sector Standards – TO BE ADOPTED
<p><i>Qualifications at M level are awarded to students who have demonstrated:</i></p> <ul style="list-style-type: none"> i a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is as, or informed by, the forefront of their academic discipline, field of study or area of professional practice ii a comprehensive understanding of techniques applicable to their own research, advanced scholarship and/or professional practice; iii innovative application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline; iv conceptual understanding that enables the student: <ul style="list-style-type: none"> ▪ to critically evaluate current research, advanced scholarship or professional practice in the discipline or field of study; and ▪ to evaluate methodologies, develop critiques of them and, where appropriate, to propose new approaches. 	<p>Masters' degrees are awarded to students who have demonstrated:</p> <ul style="list-style-type: none"> • a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice • a comprehensive understanding of techniques applicable to their own research or advanced scholarship • originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline • conceptual understanding that enables the student: <ul style="list-style-type: none"> – to evaluate critically current research and advanced scholarship in the discipline – to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.
<p><i>Typically holders of the qualification will be able to:</i></p> <ul style="list-style-type: none"> a employ advanced subject-specific and cognitive skills to enable decision-making in complex and unpredictable situations; b analyse complex concepts and professional situations by means of a synthesis of personal and/or work place reflection c continue to advance their knowledge and understanding, and to develop new skills to a high level; d accept accountability for decision making including the use of supervision. 	<p>Typically, holders of the qualification will be able to:</p> <ul style="list-style-type: none"> • deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences • demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level • continue to advance their knowledge and understanding, and to develop new skills to a high level
<p><i>And will have:</i></p> <ul style="list-style-type: none"> e the qualities and transferable skills necessary for employment and life requiring: <ul style="list-style-type: none"> ▪ the exercise of initiative and personal responsibility ▪ decision-making in complex and unpredictable situations; and ▪ the independent learning ability required for continuing professional development. 	<p>And holders will have:</p> <ul style="list-style-type: none"> • the qualities and transferable skills necessary for employment requiring: <ul style="list-style-type: none"> – the exercise of initiative and personal responsibility – decision-making in complex and unpredictable situations – the independent learning ability required for continuing professional development.
<p>At Level 7 (Master's level), students will be able to demonstrate that they have a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is as, or informed by, the forefront of their academic discipline, field of study or area of professional practice; employ advanced subject-specific and cognitive skills to enable decision-making in complex and unpredictable situations; generate new ideas and support the achievement of desired outcomes; accept accountability for decision making including the use of supervision; analyse complex concepts and professional situations by means of synthesis of personal and/or work place reflection and data drawn from scholarship and research in the field.</p>	<p>Much of the study undertaken for master's degrees is at, or informed by, the forefront of an academic or professional discipline. Successful students show originality in the application of knowledge, and they understand how the boundaries of knowledge are advanced through research. They are able to deal with complex issues both systematically and creatively, and they show originality in tackling and solving problems. They have the qualities needed for employment in circumstances requiring sound judgement, personal responsibility and initiative in complex and unpredictable professional environments</p>