

**The Tavistock and Portman NHS Foundation Trust**

**&**

**The University of East London**

**Academic Framework for M Level Courses**

**May 2011**

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### **Academic Framework**

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## 1. General Structure of Tavistock & Portman NHS Trust Courses

### 1.1 Structure of Trust M Level Courses

The Tavistock & Portman NHS Trust (the Trust) delivers courses on a termly basis comprising three terms in an academic year of 10 weeks duration; there is a reading week in the summer term. All Trust provision conforms to this structure, although teaching times can vary i.e. weekly, fortnightly or in blocks. This structure does not include a field level and therefore formal assessment of student coursework is confirmed by an Assessment Board that meets at least once a year. Pre-Board meetings are held to moderate and confirm results.

The Trust offers post graduate level training for individuals working in the NHS and social welfare sectors (including education). The courses are designed to assist career development in these sectors and are often designed to meet the requirements of professional bodies. Although students are awarded credits for assessed units and can exit with credits for individual units, by and large students graduate with interim and full awards. This means that at Postgraduate level, each programme year consists of 60 credits at M level.

### 1.2 Mobility of Students between courses

Due to the nature of the training requirements some mobility between closely related courses is possible and students may transfer at the discretion of the course organizing tutors and by the agreement of the Assessment board. In reality movement between courses is a rare event.

### 1.3. The Role of the Course Organizing Tutor

The Course Organizing Tutor is responsible for the overall management of the course, including, course design and content, recruitment, quality assurance, assessment, etc. The Course Organizing Tutor is supported in this task by the Course Committee comprising the core staff group, a designated course administrator, the Trust Head of Quality Assurance and registry unit.

## 2. Definitions and Explanations – for M Level Courses

- 2.1 A **unit** is a separate identifiable block of learning that is course specific and which is credit-rated, with credit allocated on the basis of 10 hours of study for each credit. Standard units are 20 credits in size for postgraduate programmes (indicating 200 hours of student study).
- 2.2 All UEL validated and joint Tavistock & Portman NHS Trust Courses are M level reflecting the level of achievement expected in order to pass (i.e. be awarded credit) in the unit.
- 2.3 A **prerequisite unit** is a prerequisite unit for another unit if a student must have passed the prerequisite unit (i.e. been awarded credit) in order to study on the other unit.
- 2.4 A **precursor unit** is a precursor unit for another unit or course if a student must successfully complete the precursor unit in order to study subsequently on the other unit.

- 2.5** A **co-requisite unit** is a co-requisite unit with another unit if both units must be studied at the same time.
- 2.6** A **component** of a unit is a separate part of a unit, as identified in the unit specification. Marks are awarded for each component of a unit.
- 2.8** A **unit specification** specifies (amongst other matters)
- unit name
  - unit unique identifying code
  - unit credit value
  - any prerequisites, precursors and co-requisites
  - unit learning outcomes
  - outline unit content
  - details of the component assessments and their weightings (together with the threshold mark for assessment if , for Professional and Statutory Regulatory Body requirements, this is set above the minimum standard threshold for)
- 2.9** In order to study, be assessed, or be reassessed on a unit, a student must be **registered** on the Course and with UEL. Provided a student has registered on a course (and not subsequently been formally withdrawn from the course), the student will be assessed at the next assessment point and (if the unit is not passed) reassessed on that unit at the next reassessment point.
- 2.10** A unit for which a pass has not been achieved on assessment or by reassessment of the coursework may not be repeated.
- 2.11** A **course** is a combination of units leading to a university award.
- 2.12** A **course programme specification** specifies (amongst other matters)
- admission requirements for the programme
  - the structure of the programme
  - any particular conditions to be met (e.g. Professional and Statutory Regulatory Body requirements) for conferment of the relevant named award
- 3. Accreditation of Prior Learning**
- 3.1** Up to half the credits for an award may be achieved through accredited experiential learning, and up to two thirds of the credits for an award may be achieved through accredited certificated learning.
- 3.2** Where a combination of experiential and certificated learning is involved up to one half of the credits for the award may be achieved through accredited experiential learning with further credits being achieved through accredited certificated learning up to a maximum of two thirds of the credits for the award.

#### 4. **Postgraduate Awards**

4.1 A postgraduate award will be a named single award.

##### 4.2 **Postgraduate Certificate**

A programme leading to a Postgraduate Certificate consists of 60 credits at Level M

##### 4.3 **Postgraduate Diploma**

A programme leading to a Postgraduate Diploma consists of 120 credits at Level M

##### 4.4 **Masters**

A programme leading to a Masters award consists of 180 credits at Level M and will include a 60 credit level M core unit of advanced independent research.

Exceptionally, through programme validation, a maximum of one third of the credits for a postgraduate award may comprise credit for units at level 3.

Exceptionally, through programme validation, the 60 credit level M core unit of advanced independent research required for a Masters award may be replaced by a 30 credit level M core unit of advanced independent research, provided that it can be demonstrated that sufficient advanced independent research is achieved in the remainder of the programme amounting to a further 30 level M credits.

Up to half the credits for an award may be achieved through accredited experiential learning, and up to two thirds of the credits for an award may be achieved through accredited certificated learning. (Where a combination of experiential and certificated learning is involved up to one half of the credits for the award may be achieved through accredited experiential learning with further credits being achieved through accredited certificated learning up to a maximum of two thirds of the credits for the award)

#### 5. **Postgraduate Student Study**

##### 5.1 **Student registration and study**

5.1.1 A student must be registered on a Trust Course and with UEL in order to have coursework assessed or reassessed.

5.1.2 A student may study up to 120 credits in any academic year as specified in the programme specification.

##### 5.2 **Time limits for student study**

The maximum time limit for completion of a course is six years after first enrolment on the course. The maximum time limit for the submission of coursework for assessment is three years from enrolment on the relevant programme year.

### **5.3 Intermission**

**5.3.1** A student may intermit from a Course with the agreement of the Course Organizing Tutor.

**5.3.2** During the intermitted period, which can be one term or an academic year and no more than two consecutive years, attendance at seminars and receiving supervision is prohibited and no coursework may be submitted for assessment. However all outstanding reassessment requirements should be undertaken or else the unit will automatically be regarded as not passed on reassessment (Note: Standard regulations on extenuation apply).

**5.3.3** An intermission extends the time limits for study on the Course for the period of the intermission (unless prohibited by Professional and Statutory Regulatory Body requirements)

## **6. Postgraduate Admission**

**6.1** Students are admitted in accordance with the admission requirements in the course programme specification.

**6.2** Students may be admitted with advanced standing through the recognition of credit or the accreditation of experiential or certificated learning according to the University of East London Accreditation of (Experiential) Learning (A(E)L) policy.

**6.3** A student may gain admission to a programme, with advanced standing, with up to half of the credits associated with the award being achieved through accredited experiential learning, or up two thirds through accredited certificated learning (Where a combination of experiential and certificated learning is involved up to one half of the credits for the award may be achieved through accredited experiential learning with further credits being achieved through accredited certificated learning up to a maximum of two thirds of the credits for the award)

## **7. Postgraduate Assessment**

### **7.1 Assessment**

#### **7.1.1 Assessment of Unit Coursework**

**7.1.2** In calculating the mark for a component on the basis of the element marks, the final component mark is calculated as a percentage with all decimals points rounded up to the nearest whole number.

**7.1.3** In calculating the mark for a unit on the basis of the component marks, the final mark is calculated as a percentage with all decimals points rounded up to the nearest whole number.

**7.1.4** In order to progress through the course students are required to pass each unit at 50% or higher.

**7.1.5** For the purposes of passing a unit each component has a threshold mark of 50%. The threshold may be higher where there are Professional

and Statutory Body requirements; this will be specified in the unit specification.

## **7.2 Reassessment in a unit not passed**

**7.2.1** Where a student does not achieve a pass mark of 50%, the student is entitled to resubmit the unit coursework for the next Assessment Board. The pass mark awarded for resubmitted coursework will be capped at 50% (unless the student enrolled prior to 2006-07 and the course did not operate a capping regulation). The student's transcript will show both the achieved mark and the capped (50%) mark.

**7.2.2** Resubmission is permitted for all coursework once only.

**7.2.3** The resubmission hand-in date for all units will be set by the Course Assessment Board. The resubmission point will be the next Course Assessment Board.

## **7.3 Procedure in the event of illness or other valid cause (extenuating circumstances)**

**7.3.1** A student who believes that:

- his/her performance in assessment or reassessment has been impaired, or
- he/she was unable to attend for an assessment or reassessment, or
- he/she was unable to submit assessed or reassessed work by the scheduled date

due to illness or other valid cause (as defined in the Procedures Governing Extenuating Circumstances), may submit an application for extenuation for the relevant component(s) to the Course Assessment Board.

**7.3.2** If an application for extenuation is agreed by the relevant Assessment Board the marks will be set aside and the student will be entitled to submit coursework for assessment and reassessment at the next assessment point.

## **8 Course Assessment Board**

**8.1** Assessment Boards are responsible for:

- Confirming eligibility for awards on the basis of accumulated credit
- Assuring appropriate standard of assessed units
- Ensuring any award-specific requirements have been met
- Conferring awards

- Formally implementing the decisions of the Extenuation Panel
- Noting credits achieved on the basis of accredited learning
- noting Breaches of Regulations
- Awarding credit for units awarded by compensation

**8.2** In an academic year each Trust Course will have at least one Assessment Board.

**8.3** Where a Course involves study on the advanced independent research at level M during the summer period an Assessment Board will meet to award credit for the advanced independent research unit and to confer the Masters award.

**8.4 Compensation**

**8.4.1** A student is awarded a compensated pass in a unit by the Course Assessment Board and awarded credit provided that:

- the student has been awarded 40 credits at the level of the compensated unit
- the student has attained at least 45% in the unit to be compensated
- the unit is not specified as non-compensatable in the programme specification as an award-specific requirement

**8.4.2** If eligible the student will be awarded a compensated pass on one unit per programme year and this will occur at the earliest eligibility for compensation.

**8.5 Conferment of award for completion of a Course**

**8.5.1** The Assessment Board will confer an award on a student for completion of a programme at the first occasion on which the student is eligible for the award.

**8.5.2** Where a student has withdrawn from, or is being discontinued on, a programme and has not transferred to another UEL programme, the Assessment Board will confer the highest award for which the student is eligible.

## **8.6 Masters award – classification**

**8.6.1** Where a student is eligible for an Masters award then the award classification is determined by calculating the arithmetic mean of all marks and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification:

70% - 100%	Distinction
50% - 59%	Pass
60%-69%	Merit
0% - 49%	Not passed

The merit banding is available for students commencing study with the Trust in September 2008 and onwards.

In arriving at the arithmetic mean 60 credit dissertations are triple weighted, that is, weighted at three times the value of the 20 credit unit; on those courses which are currently still based on 30 credit units the 60 credit dissertation is double weighted.

The award of distinction and merit is available at PG Cert, P G Dip and MA level.

## **8.7 Aegrotat and Posthumous Awards**

These may be conferred in accordance with the Manual of General Regulations and Policies

## **8.8 Award Name**

In order to qualify for a named award the student must have been enrolled on the programme and satisfied the programme specifications associated with that named award.

## **8.9. Discontinuation of a student on a programme**

A student cannot continue on a Trust Course if the student has not achieved a pass for the resubmission of coursework.

**8.10** These regulations do not restrict penalties imposed for Breaches of Regulations.

## **9. Assessment Board Membership**

The membership of the Assessment Boards comprises:

- Head of School or senior nominee i.e. Principal Lecturer or above (Chair)
- Course Organizing Tutor
- Unit/Seminar Leaders
- Course External Examiners

In attendance:

- Secretary to the Board (Course Administrator)
- Trust Quality Head of Quality Assurance