



# Part 1: Academic Quality Framework

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## Section 7: Academic Regulations

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### Introduction

#### **ICMP's Degree Awarding Powers**

ICMP has gained degree awarding powers pursuant to an order by the Office for Students (OfS). These are referred to as Degree Awarding Powers (DAP). These powers give ICMP the right to award taught degrees on the UK Qualifications Frameworks, namely any bachelors degree or taught masters degree. Institutions with DAP are expected to have a demonstrable track record in planning, providing and assessing courses for taught degrees and must meet the relevant government criteria.

The OfS' order sets out the type of degree awarding powers granted, the extent of authorisation and the period that the authorisation takes effect. Institutions may be granted full authorisation on an indefinite, time-limited or renewable basis depending on the government criteria under which they applied and/or their status in the publicly funded higher education sector. Under the new Regulatory Framework, institutions in England can also be granted degree awarding powers on a probationary basis for a limited period, which are subject to certain restrictions, prior to being granted full authorisation. The variation, extension and/or renewal of powers can only be granted by the OfS subject to criteria and conditions specified by them.

ICMP has been granted probationary powers. At the successful conclusion of our probationary period we aspire to the full and indefinite award of taught degree awarding powers. As we aspire to indefinite degree awarding powers, this framework is set out on an indefinite basis and does not make provision for the withdrawal of powers during the probationary period. In the event that it becomes necessary, the Academic Board will make the regulations which are appropriate at that time.

#### **Quality and Standards**

ICMP's Corporate Board is unambiguously and collectively accountable for institutional activities, taking all final decisions on matters of fundamental concern. The Corporate Board receives assurance that academic governance is effective by working closely with the Academic Board. The Academic Board is the senior academic authority and guardian of the academic standards and quality at ICMP. With delegated responsibility on behalf of the Corporate Board, the Academic Board oversees the development, management, monitoring and quality of all education programmes across ICMP.

The Academic Board maintains leadership, direction and oversight of ICMP's quality assurance and enhancement activities to ensure that enhancements and improvements are driven by ICMP's academic quality indicators. It approves both the annual Self Evaluation Document and the Quality Improvement Plan.

The Academic Board establishes such committees or working groups, in line with ICMP's governance and management strategy, as it considers necessary for purposes enabling it to carry out its responsibilities provided that each establishment is first approved by the Chief Executive and the Corporate Board. The Governance Framework sets out the Terms of Reference of each of these committees or groups and describes the detailed processes for discharge of these responsibilities; it is reviewed and endorsed annually by Academic Board and Corporate Board.

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### Part A: Awards and Programmes

#### Awards Offered by ICMP

1. The awards offered by ICMP are agreed by the Academic Board. Each award has a level specified in terms of the *Framework for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland* (FHEQ).
2. The processes for validation and revalidation of programmes are set out in the [Academic Quality Framework](#). Programmes consist of a group of modules and awards in a cognate discipline. In general, postgraduate programmes will consist of modules and awards at FHEQ Level 7, and undergraduate programmes will consist of awards at FHEQ Levels 4, 5, and 6 and modules at levels 3, 4, 5, and 6. The programme provides a structure for the management and quality assurance of provision. Students will register for a specific named award when they enrol at ICMP.
3. Each named award will have a specified diet of modules which may (or must) be taken as part of that named award. The module diet for an award may include modules from more than one programme. The awards which exist within a programme are specified when that programme is validated or revalidated. Certain changes to the diet of modules available in a named award may be made using the modifications process as detailed in the [Academic Quality Framework](#).
4. ICMP may only make those taught awards listed below in Table 1.

#### Credit Levels and Values

5. Credit is used as a means of quantifying and recognising learning whenever and wherever it is achieved. ICMP programmes are composed of a number of individual modules. Credit is assigned to individual modules, which indicates the amount of learning undertaken in each module, and the specified credit level indicates the relative depth of learning involved. Credit is awarded once students have successfully completed a module in recognition of the amount and depth of learning which they have achieved. Credit may also be awarded through the recognition of prior learning. Credits are then accumulated towards the total credit required for an award.
6. ICMP's degree awarding powers allow us to make awards at FHEQ levels 4, 5, 6, and 7. Each award and each module has a single specified level. In certain cases, modules may be specified at Level 3, which is a level below FHEQ Level 4. This is broadly equivalent to school-level study such as A-levels, but ICMP has no power to make Level 3 awards and no award may be made at Level 3 nor may any programme consist solely of Level 3 modules.

**Table 1: ICMP awards and credits**

Award	FHEQ Level	Credit weighting	Outcomes
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Masters degrees (MA or MMus)	7	180 credits at Level 7.	May be awarded with Merit or Distinction
Postgraduate Diploma (PgDip)	7	120 credits at Level 7.	May be awarded with Merit or Distinction
Postgraduate Certificate (PgCert)	7	60 credits at Level 7.	May be awarded with Merit or Distinction
Bachelors degrees with Honours (BA (Hons) or BMus (Hons))	6	360 credits with a maximum of 40 credits at Level 3 and a minimum of 100 credits at Level 6	May be awarded with First Class Honours, Second Class Honours in the Upper or Lower Division, or Third Class Honours
Unclassified Bachelors degree	6	300 credits with a maximum of 40 credits at Level 3 and a minimum of 60 credits at Level 6	May be awarded with Merit or Distinction
Diploma of Higher Education	5	240 credits with a maximum of 40 credits at Level 3 and a minimum of 80 credits at Level 5	May be awarded with Merit or Distinction
Certificate of Higher Education	4	120 credits with a maximum of 40 credits at Level 3	May be awarded with Merit or Distinction

### Modules

7. The modules that comprise each programme, and their designation as either core or optional, are set out in the relevant programme specification and programme handbook:
- A core module is a module that is central to a programme of study and which must be taken and passed. Failure of a core module at reassessment will result in the termination of a student's registration.
  - An optional module is a module that is not compulsory or core and is chosen by the student.
8. A module may have a pre-requisite module or modules, which students must pass prior to enrolment on that module, but this is not the rule. In general, the module diet for each named award is structured to ensure that students are appropriately prepared for study at a higher level.

### Pass mark

9. For modules at FHEQ levels 4, 5 and 6 the pass mark is 40% and for modules at FHEQ at level 7 the pass mark is 50%.

### Delivery of Modules

10. The academic year is divided into three semesters, which are known as semesters A, B and C. Modules at Levels 4, 5, 6, and S will normally be of 20 credits. Modules at Level 7 will normally be of 30 credits. A module will be delivered in a single semester unless either (a) it is being delivered twice to separate groups of students or (b) it consists of 40 or more credits (at Levels 3, 4, 5, or 6) or 60 or more credits (at Level 7) in which case it may span across two adjacent semesters.

11. ICMP will determine which modules are offered in which semesters. Students will determine which modules they wish to study (from those which are available) when they register or re-enrol, or earlier if convenient. A student who undertakes at least 40 credits in each of at least two semesters within their year of study will be considered a full-time student. A student who does not meet the criteria to be a full-time student will be considered a part-time student. In general, ICMP treats full- and part-time students in the same way, but external regulation and student finance may treat full- and part-time students very differently. A student may not normally enrol on more than 80 credits in a single semester, or more than 140 credits in a single year.

### **Naming of programmes**

12. All programme titles should be consistent and clearly convey information about the nature and subject of study.
13. Masters and Bachelors awards will always be named. The name of the award will reflect the specific discipline or disciplines in which the award has been achieved and will be closely aligned to the programme in which the award has been validated (for instance BA (Hons) Songwriting). Certificates and Diplomas will be named where they are offered to applicants in the prospectus. Certificates and Diplomas which are available as interim qualifications in degree programmes need not be named.
14. Programmes may combine different subject areas expressed as either an “and” or a “with” combination or a major/minor combination. Some programmes may specify a specialist pathway. Programmes designated under the major/minor framework contain specific modules that link the two subject elements.
15. Where a Bachelors or Masters degree is proposed, the Academic Board will consider whether the award of BA or BMus (or MA or MMus) is more appropriate when authorising programme development at Gate 2.<sup>1</sup> In general, the BMus or MMus award will be more appropriate where there is a particularly strong focus on performance and the development of outstanding excellence in a particular instrumental or vocal discipline.

### **Intermediate exit awards**

16. An intermediate exit award recognises academic achievement of students who are unable to meet the credit volume and/or credit level requirement for the award on which they are requested. Where a student leaves before completing their programme of studies, they will be given the relevant intermediate exist award to which their accrued credits entitle them, provided that they have no tuition fee debts or are not otherwise in breach of ICMP’s regulations.

**Table 2: Intermediate exit awards for undergraduate programmes**

<b>Credits accrued</b>	<b>Intermediate exit award</b>
120 credits at FHEQ level 4	Certificate of Higher Education
240 credits including 120 credits at FHEQ level 5	Diploma of Higher Education

<sup>1</sup> Gate 1 and 2 approval processes are defined in the Academic Quality Framework.

300 credits, including 60 at FHEQ level 6
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Ordinary degree
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**Students in debt to ICMP.**

17. Academic awards (certificates and transcripts) of students who are in debt to ICMP in respect of tuition fees will be withheld until the student has paid their tuition fee debts to ICMP.

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### Part B: Admissions and Registration

#### Admissions

18. ICMP has sole discretion to set criteria for entry to all our programmes and to make decisions on the application of those criteria to individual cases.
19. The Academic Board determines the [Admissions Policy](#) which sets out details of our arrangements for admission.
20. Academic entry requirements for individual programmes are set as part of the validation or revalidation of that programme. The Academic Board delegates responsibility for individual admissions decisions to the Registrar, working within the [Admissions Policy](#).
21. The Registrar delegates day-to-day decision-making to members of the Admissions Team. Auditioning Tutors, Programme Leaders or other members of the ICMP Academic Team undertake expert assessment of applicants and provide advice to the Admissions Team members who are responsible for decision-making.
22. The Admissions Committee maintains oversight of our admissions process and reports annually to the Academic Board.

#### General entry requirements

23. The general entry requirements apply to all programmes, and are additional to the academic entry requirements determined for a particular programme at validation or revalidation. ICMP publishes detailed information on the qualifications and pre-requisites required for admission to its programmes on its website.

#### Age on entry

24. Normally, applicants must be at least 18 years of age. If an offer of a place is made to an applicant who will be under the age of 18 at the time of admission, certain legislative procedures may be necessary in order to fulfil ICMP's duty of care for students.

#### English language requirements

25. Applicants whose first language is not English, and for whom the majority of their education has not been in English, will need to demonstrate proficiency in English language by formal academic qualification, meeting the minimum standard B2 Level for all courses. All applicants should have achieved at the point of entry a GCSE grade C/4 in English Language, or equivalent.

#### Postgraduate Study

26. The normal minimum requirement for admission for the ICMP Masters degree is a first or upper second class honours degree or equivalent in a subject appropriate to the proposed course of study. An applicant without these minimum qualifications may be considered for entry. The Programme Leader may consider an applicant with relevant professional qualifications and/or experience and provide advice to the Admissions Team.



### **Competitive entry**

27. In general, ICMP will make an offer to every suitably qualified applicant. Where it is not possible to accommodate all suitably qualified applicants on a programme, additional entry criteria may be set to ensure that the available places are allocated to those applicants best able to benefit from the learning experience.

### **Re-Admission to taught programmes**

28. Former students whose registration has been terminated for academic or disciplinary misconduct as a result of a Hearing will not normally be admitted to programmes or modules that lead to awards of ICMP.

29. Students whose registration has been terminated as a result of academic failure or for lack of academic progress will not be admitted to the same programme of study. Applications for other programmes or modules of study will be considered on a case by case basis and in accordance with the set entry requirements.

### **Recognition of prior learning**

30. ICMP may admit an applicant *with exemption* from certain elements of a programme. This will occur when it is evident that an applicant has fulfilled some of the assessment requirements of the course by means other than attendance on the planned course and will be able, by completing the remaining requirements, to fulfil the learning outcomes of the course and to attain the standard required for the award.

31. ICMP operates a transparent and responsive system for the recognition of prior learning, which considers all students equally (full-time, part-time, home and international). ICMP's [Recognition of Prior Learning Policy](#) enables students to demonstrate and provide evidence for their prior learning and to join programmes at an appropriate stage with their prior academic achievements.

32. Responsibility rests with the applicant making a claim to demonstrate they have acquired the required knowledge and skills and for providing supporting evidence. The relevant Programme Leader or Deputy Programme Leader will review the claim using the process set out in our Admissions Policy and will advise the Admissions Team on any appropriate exemptions.

33. Admission with academic credit is subject to the same principles as standard admission. Approval of prior learning must be completed as part of the admissions process and prior to registration on a programme of study.

**Table 3: Recognition of Prior Learning credit limits**

Undergraduate Study	a student must normally study at least 240 credits at ICMP	In exceptional circumstances a prospective student may be granted direct entry to level 6 of study subject to a compulsory interview with

		the Programme Leader and final approval granted by the Dean of Academic Studies and Registrar
Postgraduate Study	students can apply for RPL for up to a maximum of 60 credits and would be required to study the remaining credits at ICMP (including the final major project module)	

### Student Registration

34. Student registration is the process whereby new and existing students are formally confirmed as students of ICMP.
35. Students must register before starting an ICMP programme and must re-register annually if their programme is of more than one year's duration. A student's registration relates to a specific programme of study and named award. Students may not transfer their registration from one programme to another without the consent of ICMP. Where a programme contains more than one named award, students will normally be entitled to transfer from one award to another provided that they are still eligible to complete that named award (for instance they have not failed their final attempt at a core module).
36. When students register or re-register for an ICMP award, they must accept that they will be bound by these Academic Regulations, [ICMP's General Regulations](#), [Student Charter](#) and the other relevant regulations and policies which ICMP publishes from time to time.
37. Students must attend, engage and study for their awards. ICMP will terminate the registration of any student who fails to engage appropriately with their programme of study.
38. A student may not remain registered for an award if they have exhausted all attempts at assessment for a core module which is part of that award. Where that student would be eligible to complete another named award in the same programme their registration will be transferred to that award. Otherwise their registration will be terminated.

### Period of Registration

39. Students are expected to complete their programme of study within the normal period of time as designated at the programme approval and as stipulated in the Programme Specification.
40. Students must have successfully completed their programme within the approved maximum registration periods specified below.

**Table 4: Maximum length of registration period<sup>2</sup>**

Qualification	FHEQ Level	Indicative FT Length (years)	Full time Maximum Registration (years)	Indicative PT Length (years)	Part time Maximum Registration (years)
Certificate of Higher Education	4	1	3	N/A	N/A
Diploma of Higher Education	5	2	4	N/A	N/A
Honours Degree	6	3	5	N/A	N/A
Taught Master's Degree	7	1	2	2	4

41. In exceptional circumstances where there are confirmed extenuating circumstances the Dean of Academic Studies may extend the maximum period of registration indicated in Table 4 for a given award for an individual students normally by not more than one year.
42. Where a student has not completed their studies within the maximum period indicated in Table 4, and has not been granted an extension, the registration will be terminated. In such a case the Assessment Board will order a student who has accrued the necessary credits that intermediate exit award to which they are entitled if they are not otherwise in breach of ICMP Regulations.

### **Programme Registration**

43. Programme registration takes place as part of the Student Registration process and occurs when the student is registered on ICMP's Student Record System. Programme start at the beginning of the academic year.
44. Students are required to register at the start of their programme. Continuing students and students on taught postgraduate programmes that extend over more than one academic year are required to re-register at the beginning of each subsequent academic year.
45. In the absence of extenuating circumstances, students who fail to register or re-register within four calendar weeks of the beginning of the academic year will not normally be considered to be a continuing student of ICMP.

### **Communication between students and ICMP**

46. ICMP normally uses a student's ICMP email account to communicate important information about registration, module regulations, assessment, graduation ceremonies and other matters.

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<sup>2</sup> Students on Tier 4 visas are subject to Home Office regulations that may determine matters such as maximum length of studies and opportunities to change programmes. In such cases those regulations supersede ICMP's regulations. Further information can be sought from [enquiries@icmp.ac.uk](mailto:enquiries@icmp.ac.uk)

47. Students are expected to regularly check and use their account.
48. Students studying with ICMP are responsible for ensuring that ICMP has their correct postal address and contact telephone number(s) for both term time and vacation where this is different. This information is initially gathered through registration and re-registration.
49. Access to ICMP services and ICMP email accounts will be withdrawn for students whose registration has lapsed or has been terminated by ICMP.

#### **False information**

50. Students who have registered with ICMP and are subsequently found to have provided false information about their qualifications, or false personal information when applying will have their registration terminated under the [Student Disciplinary Procedures](#).

#### **Student Transfer<sup>3</sup>**

51. A student who is registered on a programme may be permitted to transfer to another programme provided they do so within the first six months of the programme commencement and that they meet the specified entry requirements.
52. Students are expected to have sought the advice of the Programme Leaders of both relevant programmes before making an application to transfer.
53. Applications by students to transfer their registration from one programme to another after the first six months of study must be approved by the Dean of Academic Studies.

#### **Temporary withdrawal and suspension of registration**

54. A student who is in difficulties with their studies or through personal circumstances, may apply to the Dean of Academic Studies for the temporary withdrawal of their registration. A student will not normally be able to withdraw their registration for longer than two academic years. Please see the [Withdrawal and Intermittence Policy](#) for further information.
55. Where a student is unable to return to their studies at the end of a period of temporary withdrawal and has not applied for an extension to that period, their registration will be terminated.
56. Temporary withdrawal and suspension of registration will be kept under review by the Programme Leader in consultation with the student and Head of Student Services. This will normally be through ICMP's email facilities. Where a student's registration has been withdrawn or suspended, they are not eligible to participate in their programme (including assessments and reassessments) before resuming their registration or re-registering.

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<sup>3</sup> Students on Tier 4 visas are subject to Home Office regulations that may determine matters such as maximum length of studies and opportunities to change programmes. In such cases those regulations supersede ICMP's regulations. Further information can be sought from [enquiries@icmp.ac.uk](mailto:enquiries@icmp.ac.uk)

***Exclusion on non-academic grounds***

57. A student may be excluded from ICMP and their registration terminated as a result of the [Student Disciplinary Regulations](#). Where a student is excluded for non-academic reasons and has accrued sufficient academic credits to be eligible for an intermediate exit award, the Assessment Board will recommend the relevant award.

**Withdrawal from registration and intermediate exit awards**

58. Students who wish to withdraw from ICMP before they have completed their programme of studies are required to notify ICMP in accordance with the [Withdrawal and Intermission Policy](#).
59. Assessment Boards will offer students who have withdrawn from a programme of study and have accrued the necessary credits the intermediate exit award to which they are entitled if they are not otherwise in breach of ICMP Regulations.

**Termination of registration and intermediate exit award**

60. Where a student has not made academic progress and their registration has been terminated, but they have accrued the necessary credits, the Assessment Board will offer the student the intermediate exit award to which they are entitled if they are not otherwise in breach of ICMP Regulations.

## Section 7: Academic Regulations

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### Part C: Assessment

#### Assessment & Reassessment

61. The assessment method, criteria for assessment and marking are based on learning outcomes and reflect the credit level of the module. The size and nature of each component of assessment in a module are set out as part of programme approval, and may be amended using the minor modifications process.
62. The same allocation of credit may not be used to meet the requirements of more than one academic award at the same level ('double counting'), except in cases where a postgraduate diploma or certificate (at Level 7) is subsequently topped up to a full Masters degree (also at Level 7).
63. All assessment must be conducted in English.

#### Submission of Coursework

64. Statements on the arrangements for submission of coursework can be found in the Programme Handbook and the relevant module pages on ICMP's virtual learning environment.
65. Students are required to submit coursework for all units of assessment, including project and other reports and dissertations, on time and in accordance with the arrangements published in the handbook for the relevant programme and module.
66. Where a unit of assessment has not been submitted at the first attempt and there are no confirmed extenuating circumstances, compensation will not be available at that point for that module. In such cases compensation will only be available after a re-submission.

#### *Late submission of Coursework*

67. An extension of coursework deadlines can normally only be granted through the [Extenuating Circumstances Policy](#).
68. Where work is submitted late for a particular deadline the Programme Leader will have the discretion to mark the work and may treat that work as submitted against the resit deadline. This discretion will be exercised where:
  - The work is of sufficient standard to pass;
  - There is no unfairness to other students (for instance because feedback has been released on work which was submitted in time); and
  - The other circumstances of the case make it reasonable to do so.
69. Where work is submitted late and marked as if submitted to the resit deadline then the following will apply:

- For all students enrolling on L4 from AY2022-23, the grade will normally be capped. The cap may be lifted as an outcome of an appeal.
- To allow for transition between UEL regulations and ICMP's regulation following the award of Degree Awarding Powers, and to ensure no student in each cohort is at a disadvantage, the following transitional exceptions will be made for the period of UEL teach-out
  - In AY2022-23, all L5, L6 and continuing L7 students who submit work within 24 hours of the deadline will incur a deduction penalty of 5 marks but no cap. This is in keeping with UEL's assessment regulations and ensures all students are treated equitably
  - In AY2023-24, all L6 students who submit work within 24 hours of the deadline will incur a deduction penalty of 5 marks but no cap. This in keeping with UEL's assessment regulations and ensures all students are treated equitably
- From AY2024-25, with UEL teach-out complete, the grade would normally be capped for all students. The cap may be lifted as an outcome of an appeal.

70. Where work is submitted late for a resit deadline, it cannot be marked.

### **Rules for the conduct of Assessment**

71. Assessment is defined as activity undertaken by students under controlled conditions. Assessment may include performances, presentations, in-class tests or open-book exams alongside traditional unseen examination processes.
72. Assessment may be undertaken on dates other than the date specified for submission of work in the academic calendar, provided that each assessment takes place during the semester (or semesters) in which the module is taught.
73. Specific conditions (such as exact time limits, whether an assessment is seen or unseen, etc.) are set by the Programme Leader for each assessment, within the limits established for the component by programme approval. The conditions must be set in good time for communication to students before teaching begins on the module.
74. General conditions of assessment are those which are necessary to the fair and orderly conduct of assessment and necessarily vary depending on the exact manner in which an assessment is being conducted (for instance students must be silent throughout a closed-book examination but are required to speak at appropriate times during a presentation). ICMP does not attempt to specify such general conditions for all possible forms of assessment in advance. Students are expected to conduct themselves in an orderly manner, not to disrupt the learning or assessment of others, and not to engage in academic misconduct.
75. Assessments will take place during the allocated time as specified in the academic calendar and will be confirmed to students at the start of each semester.
76. Where a student is excluded from an assessment and is subsequently found to have no case to answer (whether by the disciplinary or academic misconduct process), then that student may resit the component (or retake the module, as may be

necessary) as if there had been extenuating circumstances for that component of assessment.

### **Extenuating Circumstances**

77. ICMP's arrangements for defining and dealing with extenuating circumstances are set out in the [Extenuating Circumstances Policy](#).

### **Deferred assessment**

78. Where a student has not completed all the units of assessment for one or more modules, and it has been confirmed that extenuating circumstances apply, they are permitted to be assessed for the module(s) as if for the first time through a 'deferred assessment' to be taken at the next assessment point.

79. Where a student has achieved a minimum of 100 credits they may be permitted to progress to the next level and undertake outstanding deferred trailing credits from the previous level alongside the standard 120 credits on a full-time basis, in accordance with Regulations 97-99.

80. Where a student takes one or more deferred units of assessment, and fails one of more of these, the normal compensation rules apply (see Regulation 95). If the student is not eligible for compensation, they must submit for reassessment in the relevant units at the next approved assessment or reassessment period subject to the limits on progression (regulations 97-99) and to the maximum reassessment attempts as set out in Regulations 87-92.

### **Inclusive assessment**

81. ICMP ensures that every student has an equal opportunity to demonstrate their achievement through the assessment process, with no group or individual disadvantaged. In designing assessments, the needs of students are considered, including those studying at different locations, from different cultural/educational backgrounds, with additional learning needs, or with protected characteristics.

82. Approved assessment procedures and methods are intended to be flexible enough to allow adjustments to overcome any substantial disadvantage that individual students could experience. It may happen, however, that alternative means of assessment need to be considered to account for the specific circumstances of a particular student. Where this is the case:

- The programme leader will receive advice from the Head of Student Services;
- The programme leader will make recommendations to the Chair of Academic Board;
- The Chair of Academic Board will agree any reasonable adjustment to the approved assessment arrangements for the module.

83. The Chair of Academic Board will have regard to the necessity for the assessment of each module to be valid, fair and reliable.



### **Participation by students in the work of their programme**

84. ICMP requires that students participate fully in the work of their programme and complete the required assessment as set out in the programme specification and programme handbook. Where there are no confirmed extenuating circumstances, students are expected to complete all required assessments of a module(s) within the same academic year in which they registered to take that module(s).
85. Where a student fails to participate in the learning opportunities available to them and/or does not submit the required assessment, ICMP will enquire into their participation, attendance and engagement as set out in the [Attendance and Engagement Policy](#).

### **Academic Misconduct**

86. ICMP's arrangements for defining and dealing with academic misconduct are set out in the [Academic Integrity Policy](#).

### **Failure and reassessment**

87. Normally, a student who has failed a module is reassessed on a single occasion in the units of assessment they have failed in order to pass the module and progress to the next level of the programme, or to take their award. Reassessment takes the form of the original assessment as defined by the module specification.
88. In all cases where a student passes the reassessment, the mark used in calculating the student's overall module mark is the pass mark for the unit.
89. Where a student fails a reassessment they may be entitled to pass the module via compensation (see Regulation 96).
90. In cases where a student trails a failed module into the next level of study, they must successfully complete the outstanding module in order to be eligible for further progression.
91. Where a student is not entitled to compensation and does not meet the criteria to progress to the next level, the student, at the discretion of the Assessment Board may be permitted to repeat their studies in order to be reassessed in the failed elements (with or without attendance). Students are required to register for the necessary modules at the beginning of the semester.
92. Students who have been permitted to repeat studies are required to pay the relevant registration and other fees to ICMP within the normal period and arrangements.
93. Where a level 6 student has failed 20 credits and they are not eligible for compensation they may be allowed, at the discretion of the Board, an exceptional third attempt with or without attendance. The result of module assessment taken in this way is capped.
94. Where a level 7 student has failed up to 30 credits they may be allowed, at the discretion of the Board, an exceptional third attempt with or without attendance. The

result of module assessment taken in this way is capped.

95. Where a level 6 student has failed more than 20 credits and they are not eligible for compensation, they may be allowed, at the discretion of the Board, to repeat failed module/s up to a maximum of 60 credits and study part-time with attendance to complete their programme. The result of module assessments taken in this way is capped. Alternatively, a Board may require a student to repeat the entire year of study for their programme. Where this is agreed, a student is required to retake all modules, none of the previous marks on the module(s) will be carried forward, and none of the module assessments will be capped.

### **Compensation**

96. Students may be awarded a compensated pass in a module and awarded credit where:

- the module is a 20 credit module
- the student has passed 100 credits at the level of the compensated module
- the student has attained at least 35% in the module to be compensated
- there is no assessment breach recorded against the module.
- If eligible, students may be awarded a compensated pass for a maximum of 20 credits at each level on a programme

### **Progression and trailing modules**

97. In order to progress to the next level of a programme students are expected to have achieved a pass or pass compensation in all the modules comprising that particular level of study.

98. Students are also permitted to progress to the next level of a programme trailing a maximum of 20 credits on the condition that the student has passed 100 credits at the level of the trailing module.

99. A student must have passed all Level 4 modules before they are able to undertake study at Level 6.

### **Rounding marks**

100. All marking is done by way of numeric marks on a 0-100 scale where:

- The mark of 40 (or above) indicates a pass at Levels 4, 5 or 6
- The mark of 50 (or above) indicates a pass at Level 7, or work of the second class at Levels 4, 5 or 6
- The mark of 70 (or above) indicates work of the first class.

101. Where there is more than one component of assessment for a module:

- In order to pass the module the threshold mark of 35% (UG) and 45% (PG) must be achieved for each component.

- the mark awarded for the module will be the weighted average of the marks for each component. The weighting between components of assessment will be set when the programme is validated or revalidated, or through the minor modifications process.
- Where a student does not achieve the overall pass mark of 40% (UG) or 50% (PG) on a module, or does not achieve the component threshold marks, the student will be offered a resit in all the failed components of the module unless a compensated pass for the module has been awarded
- Only those components achieving a mark of less than 40% UG and 50% PG will be eligible for reassessment. Component marks of 40% UG and 50 % PG or over are carried forward to reassessment.

102. Fractional or decimal marks are not used. Where it is necessary to round a set of marks, natural rounding is used so that values of 0.5 and above are rounded up, and values below 0.5 are rounded down.

## Awards of ICMP

### Classification of Honours Degrees

103. Honours degrees are classified solely on the basis of the marks which students have achieved in their assessed work.

104. Where a student is eligible for an Honours Degree award as specified in 1.3, the award classification is determined by calculating

The credit-weighted mean of the best 100 credits at level 6	x 0.67	+	The credit-weighted mean of the best remaining 120 credits across level 5 and 6	x 0.33
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and applying the rounded percentage to the following classification:

70% - 100%	First Class Honours (1 <sup>st</sup> )
60% - 69%	Second Class Honours, First Division (2:1)
50% - 59%	Second Class Honours, Second Division (2:2)
40% - 49%	Third Class Honours (3 <sup>rd</sup> )
0% - 39%	Not passed

### Awards conferred with merit or distinction

105. Awards are made with merit or distinction solely on the basis of the marks which students have achieved in their assessed work.

### Undergraduate awards (*CertHE, DipHE, Ordinary Degree*)

106. The outcome will be determined by calculating the credit-weighted mean of all modules and applying the rounded percentage to the following classification:

70% - 100%	Distinction
55% - 69%	Merit
40% - 54%	Pass
0% - 39%	Not passed

**Postgraduate award (PGCert, PGDip, Masters)**

107. The outcome will be determined by calculating the credit-weighted mean of all modules and applying the rounded percentage to the following classification:

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

## Section 7: Academic Regulations

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### Part D: Conferment of Awards

#### Academic Awards

108. For the purpose of these regulations, the term 'Award' is used to describe all awards of the Institute of Contemporary Music Performance.
109. The portfolio of current academic awards is detailed within [Regulation XX]. The authority to approve a new academic award rests with the Academic Board, which will consider proposals in the context of the existing portfolio of awards, the characteristics and level of the proposed award, and the likely demand and recognition thereof.

#### Assessment Boards

110. The Academic Board delegates the power to make assessment decisions in individual cases to Assessment Boards. Details relating to the conduct of Assessment Boards is set out in Part 1: Academic Quality Framework, section 13.

#### Conferment of Awards

111. The authority to confer academic awards on behalf of the Institute of Contemporary Music Performance rests with Academic Board; such authority may be delegated to another named person or body. No certificates, records, transcripts of similar may be issued in the name of the Institute of Contemporary Music Performance other than with the prior authorisation of or on behalf of the Academic Board.
112. An academic award of the Institute of Contemporary Music Performance shall only be conferred on a student at the time of the Assessment Board decision. This conferment is through authority delegated by the Chair of the Academic Board to the Chair of the Assessment Board and with the approval of the duly appointed external examiners.
113. An academic award of the Institute of Contemporary Music Performance may be conferred when the following conditions are satisfied:
- i. The individual was a registered student of ICMP at the time of their assessment for an award and was in good financial standing with ICMP;
  - ii. The details of that individual's legal full name, date of birth, programme of student followed, and award to be conferred have been registered by ICMP;
  - iii. The award to be conferred is one approved by Academic Board under its taught degree awarding powers;
  - iv. It has been confirmed that the individual as a student of ICMP has completed a programme of study approved by Academic Board as leading to the award being recommended;
  - v. The conferment of the award has been recommended the Assessment Board, convened, constituted and acting under the regulations approved by Academic Board under its taught degree awarding powers;

- vi. The recommendation of the award has been signed by the Chair of the Assessment Board confirming that the assessments have been carried out in accordance with ICMP regulations and that the recommendations have received the consent of the external examiners.

### **Rescinding an Award**

114. In exceptional circumstances (e.g. as a consequence of the investigation of an academic offence), the Academic Board may rescind an award that has been conferred on a student.
115. Where an honorary award is to be rescinded, the decision cannot be delegated and must be formally considered by Academic Board with the agreement of a majority of members.
116. Where an academic award is to be rescinded as a consequence of the investigation of an academic office, the decision to rescind may be taken on behalf of the Academic Board via the Chair of the Assessment Board.
117. Where a student who has failed to complete their programme later wishes to return to ICMP and study, it is not necessary for any interim award that has been conferred on them to be revoked, returned or surrendered before their existing credits can be counted.

### **Aegrotat, posthumous and honorary awards**

118. Aegrotat, posthumous and honorary awards are made only by the Academic Board; they may not be made by any assessment board.
119. Honorary awards are conferred on individuals whom ICMP wishes to honour. Honorary awards are made in the sole discretion of the Academic Board.
120. Where a student dies before completing their programme, the Academic Board will normally make a posthumous award to that student. The posthumous award will normally be of the full named award for which that student was registered without regard to the volume of credit that student has achieved on the programme.
121. Where a student is obliged to withdraw from their programme as a result of illness or other circumstances the Award Board will normally make the award to which that student is entitled. An Aegrotat award may be made in truly exceptional cases where the Academic Board determines that:
  - The student's illness or other circumstances are such that there can be no reasonable expectation they will ever be fit to study in future; and
  - But for the illness or other circumstances, the student would certainly have achieved the award for which they were registered.
122. An Aegrotat award may only be made on the specific recommendation of the Chair of the Academic Board. This recommendation may only be made with the agreement of the student on whom the award is to be conferred.

### **Approval, dissemination and publication of results**

123. The Assessment Board, as the delegated authority to confirm awards on behalf of Academic Board, confirm results of assessments and awards.
124. The confirmed results of assessments and awards are published and distributed to students by the Academic Registry. Where, following an Assessment Board, a student's registration is suspended or terminated, the Registrar is responsible for notifying them of the courses of action open to them, including the appeals procedures and providing general advice on the ICMP academic regulations.

### **Release of results**

125. Unverified marks may be released orally by tutors or electronically through the virtual learning environment. Unverified marks will not be released in any formal format such as a record of achievement or results letter. The Academic Registry will authorise the release of unverified marks to students to enable timely feedback on assessed work and so that students can prepare for their resits.
126. Following the Assessment Board, the chair of the Board will authorise the release of confirmed marks and module results to students.

### **Appeals**

127. An academic appeal is the only route by which a student may appeal against the decision of an assessment board or any decision relating to academic misconduct or extenuating circumstances. A person who has recently been a student may also make an appeal.
128. The process for managing appeals against an admissions decision is set out in the [Admissions Policy](#).
129. Although rigorous procedures are followed to ensure that all decisions are considered appropriately and fairly, students may appeal against a decision in the following circumstances:
- a procedural irregularity;
  - bias or the perception of bias;
  - mitigating circumstances where, for good reason, ICMP was not made aware of a significant relevant factor when it made its original decision;
  - the original decision was unreasonable.
130. Appeals made on the grounds mitigating circumstances must demonstrate reasons why evidence of those circumstances was not presented in good time. Appeals based on the perception of bias must demonstrate that the perception of bias is reasonable.
131. Academic appeals should be considered in line with the [Academic Appeals Policy](#).

## **Certificates and records of study**

### ***Certificate***

132. In the context of this regulation, 'Certificate' means the legally issued confirmation of the degree or award that is issued by ICMP after an award has been conferred.

133. The name of the individual appearing on the award certificate is the name held on the student's registration record at the time the award is conferred.

134. Once issued, there is normally no change permitted to the wording of an award certificate, unless specific inaccuracy is proved (e.g. a misspelling). A replacement certificate may be issued in the case of gender reassignment or legal name change, on production of documentary evidence of the change.

135. The document provided as a certificate of an award conferred by ICMP shall record:

- The name of the Institute;
- The student's full and legal name as recorded on ICMP's registration record;
- the name and designation of the award as appropriate;
- The title of the award as agreed through the programme approval process for the programme of study by Academic Board;
- The award of distinction, classification or similar achieved by the student within the award, where appropriate

136. The formal academic award document shall bear the signature of the Dean of Academic Studies and Registrar and will have suitable security marking.

### ***Statement of Credit – Transcript***

137. ICMP issues a statement of credit or transcript to a student who has successfully completed approved programmes of study or a stage of a taught programme leading to an approved award.

138. The transcript shall record:

- The student's full and legal name as recorded on ICMP's registration record;
- The programme and elements of study successfully completed, with details of their length and Level, mark achieved (where appropriate) and dates of registration and completion.

### **Graduation Ceremony**

139. All students who have been conferred an award from ICMP are entitled to attend ICMP's Graduation Ceremony.

140. Those attending the graduation ceremony as participants are required to wear the appropriate academic dress for which they are eligible and to conform to graduation ceremonial procedures.



<b>Version number</b>	<b>Date approved (including committee)</b>	<b>Reason for production/revision</b>	<b>Author</b>	<b>Proposed next review date</b>
V3.0	March 2023 Academic Board	Updated	Interim Head of Programme Administration & Assessment	Annually and as required
V2.0	June 2022 Academic Board	Updated following awarding of DAPs	Deputy Registrar	Annually and as required
V1.0	July 2021 Academic Board	Updated	Registrar	Annually and as required