

# The University of Northampton

## Postgraduate Student Handbook (Taught Programmes)

2021-22

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## **INTRODUCTION**

Welcome to the University of Northampton.

This Handbook provides advice on University Regulations and contains a lot of useful and important information to refer to during study on your postgraduate taught programme. For each level of study there is an equivalent Handbook, i.e. Undergraduate Handbook/Postgraduate Research Handbook, please ensure you are referring to the one relevant to your studies.

You should familiarize yourself with the content now and refer to it throughout your studies whenever you have a query. It explains the structure of the Awards, what to do to make sure you are on the right programme of study, where to go to get advice along with other valuable information.

### **INTERNATIONAL STUDENTS**

**This Handbook should be read in conjunction with the International Student Handbook. Any change to the programme for which you are registered must be checked and approved by International Student Support Services (ISSS) to ensure it meets with UKVI requirements.**

*The information in this Handbook is taken to be correct as at the point of publication (DATE). Where any errors with the information in this Handbook are identified these will be amended and a statement on those changes added to the Handbook so that it is clear where changes have been made.*

## **SECTION 1 : The Structure of Taught Programmes at the University**

Almost all programmes at the University of Northampton are organised within the University Modular Framework (UMF), which regulates taught programmes leading to awards. The primary purpose of the UMF is to provide a framework for the design, structure, assessment and regulation of a programme, and to ensure equity of experience and treatment for students in terms of study hours, assessment and so on.

The content of each programme is divided into discrete units of study called modules. Each module is credit rated (roughly speaking this measures how 'big' it is in terms of study hours) and as you successfully complete modules you gain credit towards your final award. The word 'award' is normally used to indicate the qualification that you are working towards, e.g. Postgraduate Degree, Postgraduate Diploma, Postgraduate Certificate. Some awards are subject to Supplementary Regulations, please refer to specific information within [Policies, Procedures and Regulations](#)<sup>1</sup> accessible via the Student Hub.

Your course has an [Award Map](#)<sup>2</sup> available via the Student Hub which details the modules that you need to complete to meet the learning outcomes for your award. To view the modules for your chosen programme select the year you commenced study, followed by the name of the award you are working towards. If your programme allows you to choose modules then you need to comply with any restrictions, pre-requisites or co-requisites as identified in the module catalogue.<sup>3</sup>

### **Programme Registration**

When you enrolled on your programme you were required to confirm your chosen programme was correct, provide all necessary documentation/proof of qualification,

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<sup>1</sup> <https://www.northampton.ac.uk/about-us/governance-and-management/management/university-policies-procedures-and-regulations/>

<sup>2</sup> <https://www.northampton.ac.uk/about-us/governance-and-management/management/quality-and-standards/award-maps/>

<sup>3</sup> The University acknowledges that it agrees to provide a programme of study to students who have accepted an offer and enrolled onto that programme. In circumstances where there is a requirement to vary or cease delivery of a programme this will be conducted in line with University policy. Please refer to the Academic and Student Regulations for further information.

and complete the online pre-enrolment process. The University reserves the right to withdraw you from study if any of these conditions are not met and your registration is incomplete.

It is each student's responsibility to ensure that they are registered for an approved programme of study. This includes studying the right combination of modules as set out on the award map for their programme, referring to supplementary regulations and ensuring the required number of credits are taken, and achieved, at each level.

A student who fails to engage with the programme for which they are registered without good cause and due notice by the end of the sixth week of the programme will be deemed to have withdrawn from their studies and their registration will be terminated by the University. This applies to all students, at all levels. In addition, a student who fails to engage with all assessments within the first semester of a year of study without good cause and due notice will be deemed to have withdrawn from the programme and their registration will be terminated by the University.

### **Accreditation of Prior Certificated Learning/Experiential Learning (APCL/APEL)**

Students admitted with credit for prior learning may count such credit towards the award in accordance with the APCL/APEL and/or credit transfer procedures of the University of Northampton. In meeting the requirements of the award it normally means this will be no more than two-thirds (measured in credits) of the award for which you are registered. Please note any classification awarded will be calculated on grades achieved whilst studying at the University of Northampton.

Please note that students who apply for, and are awarded, APL or credit transfer for part of the credits on a Master's-level course will not be eligible for the receipt of the Postgraduate Loan via the Student Loans Company.

At Level 8 professional experience alone will not be accepted as APEL, demonstrable evidence of experience meeting the module/s learning outcomes would be required.

Further information, to include Level Descriptors and Characteristics, may be viewed within the Student and Academic Regulations.

## **Duration and Pace of Study**

Whether you attend the University of Northampton, or are studying via distance learning, you may follow a programme that is either full or part time. Classes for modules may include both full and part time students: the requirements for awards are identical.

A semesterised academic year involves the majority of taught modules being delivered in the Autumn (October to January) and Spring (February to May) semester. The Summer semester is normally set aside for independent study and coincides with the summer vacation. Registration, teaching and assessment of a module are normally contained within a single trimester. Excluding Christmas, Easter and Summer vacation periods each semester lasts 15 weeks.

Principal/Dissertation (independent study) modules, including those incorporating research methods, are subject to the following maximum timescales, and will not be processed or ratified if submitted early:

- Full time students – two semesters from the point of enrolment on the module.
- Part time students – three semesters from the point of enrolment on the module .

*It should be noted that students studying off-site or via independent distance learning will be considered to be studying part time, and therefore eligible to three semesters from the point of enrolment on the module, unless it is agreed at the point of validation and/or change of approval to consider those students as full time students due to the nature of delivery of that provision.*

You can find out more about [term dates and the Academic Calendar](#)<sup>4</sup> via the Student Hub and will also have your own [personalised timetable](#)<sup>5</sup>.

## **Full Time Study**

In full time mode students will normally complete their programme in a calendar year (three semesters) with 60 credits being studied in each taught trimester and

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<sup>4</sup> <https://www.northampton.ac.uk/student-life/term-dates-and-closed-days/>

<sup>5</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Timetables.aspx>

the dissertation taking two semesters to complete. Students are not permitted to take more than 180 credits in any calendar year.

### **Part Time Study**

In part time mode students will normally complete a Postgraduate Certificate in a period between two and four semesters; Postgraduate Diploma between three and six semesters; a Master's Degree between six and nine semesters. The maximum period of registration for a Master's Degree is normally five years.

Part time study will generally involve undertaking at least 10 credits of taught modules per trimester, up to a maximum of 40 credits, unless there are (for example) specific professional body requirements. This excludes dissertation/major project modules. Studies must be completed within the registration period.

It is possible to change mode of study during a programme, and advice should be sought from your Programme/Subject Leader, Personal Academic Tutor or the Student Support and Advice Team as detailed in Section 2.

**Students on Tier 4 visas should note that part time study is not permitted under the terms of Tier 4.**

### **Active Blended Learning**

The University's approach to learning and teaching is called Active Blended Learning and is detailed on our website [here](#).

## Section 2: Your Programme of Study

### **Making sure you are on the correct programme**

At the start of the academic year you will receive an email from the University confirming your registration is complete. The email will have one attachment containing an Enrolment Confirmation Form listing your modules and, if you are full time, a Council Tax Exemption certificate. If the course or modules listed on your enrolment form are incorrect or incomplete then this must be resolved during Welcome and Induction Week, or at least no later than the end of the first week of term. Please go to or contact the [Student Information Desk](#)<sup>6</sup>.

If you are having any concerns or doubts over whether you are on the right programme it is strongly recommended that you seek advice as soon as possible, at least within the first two weeks of the autumn term/commencement of your programme. During that time it may be possible to change module(s) or transfer to another programme and continue study for the same academic year (please see information about Transfers on page X).

### **How many modules should you take?**

Each award requires a minimum number of credits to be successfully achieved for that award.

- Postgraduate Certificate, 60 credits at Level 7
- Postgraduate Diploma, 120 credits at Level 7
- Master's Degree, 180 credits at Level 7

In general modules studied for Postgraduate Certificates and Diplomas are classified as taught modules. Master's awards must include a dissertation or equivalent piece of independent work (project, exhibition or similar) which has the value of 50 or 60 credits at Level 7. All Master's awards will also include research methods. This may be incorporated within the dissertation module or be separate. If the module is separate it will normally be worth 10 or 20 credits at Level 7.

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<sup>6</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Information-Desk.aspx>

For MRes awards you will be studying full time, and will take between 60 and 80 credits of pre-existing modules comprising subject related research methods, methodological issues and debates or subject orientated modules in the first trimester. In the second and third semesters you will complete a 100 to 120 credit dissertation or major project module that includes a detailed research proposal and elements of supervised research training.

If you are uncertain about choosing modules please seek guidance from your Personal Tutor; Module, Programme or Subject Leader; [Student Information Desk \(SID\)<sup>7</sup>](#); or [Student Support and Advice Team<sup>8</sup>](#).

### **Attendance**

When embarking on a programme of study at the University students commit to taking responsibility for their own learning and actively engaging with their studies, for example attending induction, participating fully and actively in classes/seminars/workshops and group learning activities, attending meetings with tutors and/or supervisors, attending placements and ensuring time is spent in private study/research. Please refer to the Student Partnership Agreement within Policies, Procedures and Regulations to view further information.

All students are required to record their attendance at the start of every taught session using the attendance function in the MyDay smartphone app. If you don't have a smartphone your lecturer can record your attendance for you. This will allow the University to keep track of your attendance and engagement with your studies and offer additional support where necessary.

### **Engagement with studies**

The University has an [Engagement Policy<sup>9</sup>](#) which sets out how concerns with your engagement should be handled. It allows tutors who are concerned about you and your engagement to make contact with you. It is important that you respond to any contact made detailing concerns about your engagement so that you may receive specific advice and guidance to enable you to get back on track. Students who do not respond and fail to re-engage with their studies may struggle to justify such lack of engagement during any appeal process should they be terminated for accumulated failure at the end of the academic year.

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<sup>7</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Information-Desk.aspx>

<sup>8</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Support-and-Advice.aspx>

<sup>9</sup> <https://searchtundra.northampton.ac.uk/?tag=2555c501-b198-4ca3-803f-613767d38e34>

It is very important that you engage with your studies to the best of your ability and speak to someone if you are unable to do so for any reason. Students who fail to engage with the programme for which they are registered without good cause and due notice by the end of the sixth week of the programme will be deemed to have withdrawn from their studies and their registration will be terminated by the University. This applies to all students, at all levels. In addition, students who fail to engage with all assessments within the first semester of a year of study without good cause and due notice will be deemed to have withdrawn from the programme and their registration will be terminated by the University.

**For students on a Tier 4 visa the implementation of this policy may lead to your visa being curtailed and, therefore, your ability to continue to study in the UK being withdrawn.**

### **Registration Period**

The Registration Period table on the following page shows the minimum and maximum registration period for postgraduate UMF awards, measuring the academic years between initial registration and achievement of award. Students are not permitted to continue on programmes they are unable to complete within the timescales shown.

In exceptional circumstances this restriction may be waived, the decision to allow continuation will be made following consultation with the Deputy Director of Student and Academic Services or nominee. Advice should be sought from the Student Support and Advice Team.

**Students on Tier 4 visas should note there are UKVI restrictions on length of study. Advice should be sought from International Student Support Services (ISSS) for any instances where there may be an indication length of study would extend beyond that permitted under Tier 4.**

Registration Period Table

AWARD	Total Credit	Min Period	Min with APL	Max Period
Professional Doctorate	540	3 years	2 years	6 years with APL; 10 years without APL

Master's Degree	180	6 months		5 years
Postgraduate Diploma	120	6 months		3 years
Postgraduate Certificate	60	3 months		2 years
Postgraduate Certificate in Education	180	1 year		3 years
PhD	n/a	2 years (FT) 3 years (PT)		4 years (FT) 6 years (PT)
PhD by Published Works	n/a	1 year (PT)		2 years (FT)
MPhil	n/a	1 year (FT) 2.5 years (PT)		3 years (FT) 5 years (PT)

## SECTION 3: Making changes to your Programme of Study

### Changing a module

Should you wish to change one or more of your modules at the start of the academic year it will be necessary to consider the following:

- That this is before the end of week three, or at least before 25% of the teaching on the module has taken place.
- Any change complies with your award map.
- Your programme does not consist only of compulsory modules, indicating there is no element of choice.
- The module/s you wish to join will not clash with other modules on your timetable.
- That you can meet any pre-requisites, co-requisites or restrictions.
- **Late module change** – In exceptional circumstances this may be approved for a short period of time after the three week cut off point, the process remains the same as for changing a module.

If you meet the requirements for changing a module please action this by completion of a [Module Change Form](#)<sup>10</sup>, available via the Student Hub. The form requires you to speak with the Module Leader for both the 'new' and current module, discuss the change with them, and obtain their signed approval.

### Transfers

Students may request to transfer to an alternative programme of study. **This must take place within the first two weeks of the year.** Where a transfer is approved later than this, some or all of the modules completed prior to the transfer may be able to be transferred over if the nature of those modules can be mapped onto the modules in the new award map.

You can find detailed information about transfers, including how to apply for one, in the [Transfer Request Guidance](#)<sup>11</sup>, available via the Student Hub.

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<sup>10</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Forms.aspx>

<sup>11</sup> <https://searchtundra.northampton.ac.uk/?tag=79ad9842-9fa3-4b6d-8824-bc9a71660548>

## **Withdrawal from a module**

Should you wish to discontinue study on a module please do not just stop attending as this will result in failure of the module against your programme at the end of the academic year. You should also note students may not withdraw from a module after 75% of the teaching has been delivered.

Prior to withdrawing from a module please consider the following:

- If you need to repeat the module (or an alternative if designated) to meet the requirements for your award, this may result in study on a mixed level programme, and a minimum of a further year of study.
- The further year of study could be part time.
- Due to timetabling of modules there may be progression issues resulting in more than one year of study being part time.

After considering the points above you still wish to withdraw from a module please obtain a [Module Withdrawal Form](#)<sup>12</sup>, available via the Student Hub. You will also need to obtain approval from your Programme/Subject Leader or an Academic Adviser. Once relevant signatures have been obtained please return the form without delay to the Student Information Desk so the change can be processed.

It is also advisable to seek guidance from the Student Financial Guidance Team as to any financial implications module withdrawal may bring. **If you are a Tier 4 student you must also consult with International Student Support Services (ISSS).**

## **Part Time Study**

A student may wish to change from full-time to part-time study due to personal or work-related demands on their time. In these instances please seek advice from an [the Student Support and Advice Team](#)<sup>13</sup> to help plan the best way forward.

**Students on Tier 4 visas should note that part time study is not permitted under the terms of Tier 4.**

## **Study Break**

If your personal circumstances are such that they are causing severe disruption to your studies (for example due to illness, unforeseen or unexpected events) a Study

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<sup>12</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Student-Forms.aspx>

<sup>13</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Student-Support-and-Advice.aspx>

Break should be considered and discussed with your Personal (Academic) Tutor/Programme/ Subject Leader or the [Student Support and Advice Team](#)<sup>14</sup>.

You can find detailed information about Study Breaks, including how to apply for one, in the [Study Break Guide](#)<sup>15</sup>, available via the Student Hub.

### **Restarting studies**

A student may request to restart their studies either on the same, or an alternative, programme once during their period of study, and in the 2021/22 academic year the deadline to request this by is 7<sup>th</sup> March 2022 for all students who started their programme in September. If your course did not start in September, please contact the [Student Support and Advice Team](#) for more information. The request must be made formally by completion of relevant paperwork, available via the Student Hub or the Student Information Desk in the Learning Hub, and submitted before the deadline.

You can find detailed information about Restarting your Studies, including how to apply for a restart, in the [Restart and Repeat Year Guidance](#)<sup>16</sup>, available via the Student Hub.

### **Withdrawal from study**

Should you wish to withdraw from your studies at the University of Northampton it is recommended you seek advice from your Programme/Subject Leader or the [Student Support Officers](#). Please also read through the [Withdrawal Guidance](#)<sup>17</sup> and Withdrawal Policy within the [Student Finance section](#)<sup>18</sup> on the Student Hub to view information on cut off points for fee liability.

You may also wish to discuss future career plans with the Changemaker Hub and the Student Financial Guidance Team within the Learning Hub for advice on any financial implications.

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<sup>14</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Support-and-Advice.aspx>

<sup>15</sup> <https://searchtundra.northampton.ac.uk/?tag=0e9af5a2-9892-4ff1-b98b-774fc63b1c76>

<sup>16</sup> <https://searchtundra.northampton.ac.uk/?tag=79ad9842-9fa3-4b6d-8824-bc9a71660548>

<sup>17</sup> <https://searchtundra.northampton.ac.uk/?tag=79ad9842-9fa3-4b6d-8824-bc9a71660548>

<sup>18</sup> <https://www.northampton.ac.uk/about-us/governance-and-management/management/university-policies-procedures-and-regulations/>

If you ultimately decide withdrawal from study is your preferred option, please do not just leave. Until you have followed the correct procedures and formally notified the University in writing, or by returning a completed withdrawal form to the Student Information Desk, you will remain liable for fees.

## SECTION 4: Guidance, support and academic advice

Embarking on a programme of study can seem daunting. There are choices to be made and sometimes issues to be resolved and the policies and procedures, rules and regulations, can appear complicated. At the University of Northampton we are committed to providing you with access to reliable and valid academic advice and guidance at all reasonable times to support you throughout your studies. There are people detailed in this section that may be approached for advice. Any emailed query should include your full name, student ID number, and programme of study.

Advice is available for ALL students. **Those on a Tier 4 visa, once academic advice has been sought, should also consult with [International Student Support Services \(ISSS\)](#).**<sup>19</sup>

It is recommended, when seeking advice, not to email a number of people in different departments with the same question at the same time. Additionally you should note it may be 3-5 days minimum before you receive a response, and at certain times during the year it may be longer (e.g. module choice, exam period).

### Ask Us

If you have any questions during your studies with us you might be able to find the answer on [Ask Us](#)<sup>20</sup>. This is a search engine for University of Northampton students, where they can ask for anything from a map of the campus, to information about module choices or apprenticeships.

### Student Support and Advice Team

The Student Support and Advice Team is based in the Learning Hub at Waterside. It has two teams within it:

- [Student Support Officers](#)  
Available to provide information, advice and guidance on a range of student issues and situations and are also able to signpost students to more specialist areas of support and advice where necessary.  
Can be emailed on [studentsupportofficers@northampton.ac.uk](mailto:studentsupportofficers@northampton.ac.uk)
- [Academic Advisers](#)  
Available to provide detailed advice and guidance on academic matters, including the impact of regulations on students' programmes of study.

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<sup>19</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/International-student-support.aspx>

<sup>20</sup> <https://askus.northampton.ac.uk/index.php>

Also responsible for considering Mitigating Circumstances, Study Breaks and Restart requests.

Can be emailed on [academicadvisers@northampton.ac.uk](mailto:academicadvisers@northampton.ac.uk)

### **Programme/Subject Leader**

All programmes will have a dedicated Programme/Subject Leader. This person has an overview of the modules which make up your programme, and overall responsibility for the experience of all students on all modules that make up the programme/subject.

### **Module Leader**

Each module you study will have a Module Leader who is responsible for the scheduled activities of teaching staff and students registered for that module. This should be the person to consult if you have specific difficulties with the module, e.g. the assessment requirements, problems meeting a deadline, obtaining reading material etc.

### **Personal (Academic) Tutor**

You can check the name of your Personal (Academic) Tutor by logging into your programme on the Northampton Integrated Learning Environment (NILE) site. Every student on a programme of study at the University is assigned a member of staff as a Personal (Academic) Tutor. This person will usually be a tutor from your main subject area, and may teach in one or more of your modules. They are responsible for overseeing your academic and personal progress during your studies.

Your Personal (Academic) Tutor should be regarded as an important source of advice on a variety of matters and will be able to discuss any general problems or uncertainties you may experience during your studies. You will meet with your Personal (Academic) Tutor during the first term and at specified times during the year. Ways of making contact outside of scheduled meetings may vary but you may email, or telephone, to arrange an appointment.

If you do not know who your Personal (Academic) Tutor is please contact the Student Information Desk (SID) in the Learning Hub.

### **Difficulties with study**

It is recognized that sometimes circumstances can affect a student's ability to engage fully with their studies. If you are experiencing any difficulties talk them through with your Personal (Academic) Tutor, or an academic member of staff, in

the first instance. For further advice you can [arrange to speak to a Student Support Officer](#)<sup>21</sup>.

### **Learning Development**

Learning Development is a resource for all students, where you can receive free guidance and tuition on any academic skill, essay writing, dissertations, critical analysis, presentation skills etc or Maths and statistics. Further information can be found on the [Learning Development webpages](#)<sup>22</sup>.

### **Complaints and Appeals**

The University has extremely robust policies and procedures covering student complaints and academic appeals. In the first instance, all matters must be raised with your Module or Programme/Subject Leader, and if you remain dissatisfied with their response only then can the issues be progressed to the formal stages of the policies. For further information, please refer to the [Student Complaints Guidance and Policy](#),<sup>23</sup> available via the Student Hub, or contact the [Student Conduct, Complaints and Appeals Team](#)<sup>24</sup>.

### **Bullying, Harassment, Sexual Misconduct and Hate Crime**

The University aims to be an inclusive and safe place for all of our students to live and study, therefore bullying, harassment, hate crime or sexual misconduct will not be tolerated.

If you have experienced any of these issues during your time with us then there is a lot of support available.

If you have been subjected to bullying, harassment or hate crime then you might want to speak to a Student Support Officer, your Personal (Academic) Tutor or the Students' Union. [Further information about support and University Polices can be found via the Student Hub.](#)<sup>25</sup>

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<sup>21</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Accessing-Support.aspx>

<sup>22</sup> <https://libguides.northampton.ac.uk/learningdevelopment>

<sup>23</sup> <https://searchtundra.northampton.ac.uk/?tag=57def9fe-ef88-462b-a8cc-06e5352fc9f2>

<sup>24</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/student-conduct-complaints-and-appeals.aspx>

<sup>25</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Reporting-harassment.aspx>

The University also has a campaign to tackle Sexual Harassment, Misconduct and Violence, called the [Never Okay Campaign](#).<sup>26</sup> If you have experienced sexual violence then you might want to seek support and guidance from our specialist team of [Sexual Violence Liaison Officers \(SVLOs\)](#).<sup>27</sup> Contact details can be found via the Student Hub.

If you would like to report an experience of this nature you may do so using the [Harassment Reporting Form](#)<sup>28</sup> available on the University Website.

## **PREVENT**

As for all universities, the Counter-Terrorism and Security Act 2015 imposed statutory obligations on the University. [The University has a set of PREVENT Duty Guidelines](#).<sup>29</sup> If you have any concerns about the behavior of another student and consider that these could fall under the remit of PREVENT please raise these concerns with your personal (academic) tutor, programme leader or a member of the Students' Union. They will then be able to follow the University's policy and procedure in this area. If you ever feel that you are being coerced into behaviours that may fall under the remit of PREVENT please contact the Student Information Desk, the Student Support and Advice Team or the Counselling or Mental Health Teams for support and advice.

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<sup>26</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/sexual-misconduct-prevention-response.aspx>

<sup>27</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/support-inside-the-university.aspx>

<sup>28</sup> <https://www.northampton.ac.uk/student-life/forms/harassment-reporting-form/>

<sup>29</sup> <https://www.northampton.ac.uk/about-us/governance-and-management/management/prevent-duty/>

## **SECTION 5 : How your programme is managed**

### ***Student Information Desk (SID)***

The first point of contact for all students with any query they may have will be the [Student Information Desk](#)<sup>30</sup> located in the Learning Hub. Staff there will be able to advise on all general matters relating to your programme to include enrolment, changes to your course, modules or personal contact information, queries on assessment, ceremonies, exam concerns, NILE, correct processes.

They will also be your point of contact for referral to departments for specialist advice.

You may visit in person, or contact them at:

[SID@northampton.ac.uk](mailto:SID@northampton.ac.uk)

Tel : 01604 892833

Students studying at one of our Education with Others providers (EWO) should also direct any questions relating to their programme to the Student Information Desk.

#### **How we will contact you**

During your studies we will contact you regarding important information such as module choice for your next year of study, advising end of year result outcomes, pre-enrolment. Methods of contact will be via :

- Email : All students will be given a University email account, however we will use the personal email address that you confirm during completion of online pre-enrolment. If you do not have a personal email account the University email will automatically be used.
- Phone/Text : If a matter is urgent, you will be contacted via this method.
- Letter : Any letters sent will be formal correspondence that may or may not require a response from you.

If there are any changes to your email address, your contact phone numbers, or your home or term time address please ensure you notify the Student Information Desk. Please remember to check junk/spam folders.

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<sup>30</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/Student-Information-Desk.aspx>

## **The University website**

A great deal of information is available [via the Student Hub](#)<sup>31</sup> on the University website. Please make yourself familiar with the site, and access it regularly. The Exams and Results page is where you access your Online Results as well as your exam timetables.

Results can also be found using the MyNorthampton app, instructions of how to use it can be found on the student hub [here](#)

## **[Northampton Integrated Learning Environment \(NILE\)](#)**<sup>32</sup>

Once modules are confirmed and on your programme they will link to NILE and you will be able to access sites specific to modules you are studying. Your tutors will use NILE to communicate with you, and will provide you with more advice about NILE and module guides. Should a module you believe you are taking be missing from your NILE account, or one/s listed you are not taking, please seek advice from the Student Desk.

There are guides on the NILE homepage that provide advice on electronic submission of assignments, plagiarism and viewing grades and feedback. Please also access 'Resources' in NILE for a variety of information.

Recommended browsers for NILE are Mozilla Firefox and Google Chrome.

## **[IT Services](#)**<sup>33</sup>

As part of your registration with the University you will receive a username and password to enable you to access the computing services you may need for your course and connect your own laptop, tablet or smartphone to the campus Wi-Fi. Technology is used in all teaching and learning so it is important that you are well-informed and able to make the best use of the IT facilities.

The IT Help Desk can be found at the Student Information Desk on the ground floor of the Learning Hub at Waterside. Alternatively, students can raise an IT request by logging a ticket via the [self-service portal](#) on the Student Hub.

## **Online Services**

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<sup>31</sup> <https://mynorthamptonac.sharepoint.com/sites/student>

<sup>32</sup> <https://nile.northampton.ac.uk/ultra>

<sup>33</sup> <https://mynorthamptonac.sharepoint.com/sites/student/it-services>

The University offers a range of online services to you. In co-operation with Microsoft, we provide you with a web-based email service hosted by Microsoft's Office 365 environment.

Every student at the University of Northampton has been granted an Office 365 subscription licence for the time that they will be studying with us. This licence will entitle you to:

- Office 365 ProPlus for PC (Office 2016 ProPlus base applications)
- Office 365 ProPlus for Mac (Office 2016 for Mac base applications)
- Office Mobile for iPhone
- Office Mobile for Android

For more details please see the [Office 365 information](#)<sup>34</sup> available via the Student Hub.

### Safety Online

You must be vigilant when using any computer connected to the University network. Here are some useful tips:

- Never open attachments in unsolicited emails or click on web links within such messages
- Never provide any personal information in response to unsolicited email
- Scan any files you receive from external sources using anti-virus software before opening or attempting to use them
- Do not attempt to download unauthorized programs to University devices (such as screensavers or joke programs)
- When submitting assignments, save your work as an Adobe pdf document using the Save As option within Office 2013 applications. This will help to prevent the possibility of others tampering with your work.
- On your personally owned device, install anti-virus and anti-malware software and ensure they are regularly updated to the latest version
- Install a personal firewall and ensure that your Operating System automatically installs updates (some applications will also do this)

### Wi-Fi

Wi-Fi is available in all buildings across the campus including teaching rooms and Halls of Residences. Access is via UoN\_Student using the Username and Password given to you when joining.

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<sup>34</sup> <https://mynorthampton.ac.sharepoint.com/sites/student/Pages/About-Office-365.aspx>

We also provide Eduroam (education roaming) which is the secure, world-wide roaming access service developed for the international research and education community – <http://www.jisc.ac.uk/eduroam>

### UoN Printing Services

Along with standard printing facilities, we also have a print room which can be used for poster printing, dissertation binding and high-volume printing or copying jobs.

Our printing facilities are simple to use. When you print work from the student machines, your print job will be sent to a queue. You will then be able to print your work using the card reader next to the printer.

The copyright rules must be followed by all who use our printing or copying services on campus. For more information please refer to the [Printing and Copying Information](#) on the Student Hub or contact the print room on 01604 892217.

The regulations regarding the use of any IT resource at the University can be found in the University's Acceptable Use Policy.

## **SECTION 6 : Assessment**

Assessment is an essential part of life at University. It is the way you see that you are progressing and developing the skills that are associated with your award, and is the means by which you “earn” credits towards your award. This section explains the procedures and regulations related to assessment. It is very important that you read this section carefully because the consequences of not submitting work can be serious.

The learning and teaching on each of your modules generally takes place over semesters within the academic year (although there are exceptions). Each 20 credit is planned to 200 hours of study (which translates to about 6 ½ hours a week). This total includes timetabled sessions, private study and assessment.

The University of Northampton has put in place a number of quality processes designed to ensure your assessments are of the appropriate level and standard and that your assessment results are properly considered and validated. Some of the most important of these include:

- Academic and Student Regulations – bind all programmes to the same regulatory approach, except where approved Supplementary Regulations exist (for those programmes with professional body requirements in the main). These set out the rules that govern assessment, progression, resitting/ repeating, award classification and other important areas of your academic learning experience.
- Use of a learning outcomes approach to programme and module design - this ensures that all modules at a given level are leading to broadly comparable outcomes and that all students are being given a broadly comparable academic experience; it also means that the assessments within each module are aligned with the learning.
- Use of Turnitin software – this supports the detection of academic misconduct, therefore protecting the integrity of the work of all students and the integrity of the University’s awards.
- Internal marking and moderation – all summative work is moderated by a second internal examiner, with all principal/dissertation (independent study) modules second marked.

- Use of generic grade criteria – these exist at undergraduate and postgraduate level and set out what is expected of a student at each grade (A+ down to G). They help students to know what they need to do to be awarded a grade and also help to ensure consistent marking to grades by all academic staff. See advice on generic grade criteria at Appendix IV.
- Participation in the external examiner system – with external examiners involved in approving examination scripts, moderating assessed work and ratifying assessment results at Assessment Boards.
- Two tier assessment Board structure – module results are considered and ratified at Module (exam) Boards, attended by Module Leaders and other academic staff involved in the delivery and marking of the module, or held virtually; the Award and Status Board, attended by academic staff with responsibility for programmes/subjects, then considers and ratifies award and progression decisions.

**Further details on all these processes are available on the website or from your module or Programme/Subject Leaders.**

Please remember that the University marks in grades rather than percentages. This is considered to deliver the most accurate and fair outcomes for students. Whilst a broad mapping of grades to percentages is possible students are encouraged to work in grades rather than to attempt to convert those grades to percentages. On rare occasions, you may see a number attached to a piece of work on NILE – where this happens please contact the marking tutor in the first instance.

### **Supplementary Regulations**

There are University regulations that apply to passing and failing modules and progression. Some programmes, usually those leading to professional awards but not exclusively, have additional (supplementary) regulations that take precedence. At this stage it is advisable to check to see if this applies to your programme of study. Information can be found within the Student Hub under Policies, Procedures and Regulations.

### **Types of assessment**

Assessments within modules are generally coursework and examinations. Some modules contain assessments that are entirely based on coursework (either text, or non-text, based), while other modules contain a mixture of coursework and examinations.

Text based coursework will consist of essays, reports and written assignments, while non-text based coursework may include presentations, seminars, performances, paintings and exhibitions.

### **Details on assessment – module guides and assessment briefs**

Each module you study will have a dedicated NILE site. Within the site will be a module guide containing details of the assessment schedule, which should include:

- Submission dates for the first opportunities.
- Submission dates for the second opportunities (also known as resit, referral/deferral or resubmission).
- A date by which feedback will be given.
- An assessment brief for each item of assessment, or the date when the brief will be available.

The assessment brief must contain:

- Details of the assessment such as weightings, best of two etc.
- The Learning Outcomes to which the assessment relates.
- An explanation of the Assessment Criteria.
- A description of the assignment.

### **Criteria for Assessment and Marking**

Assessment criteria and grade-related criteria together provide mechanisms by which the quality of a student's performance in an assessment can be measured. Both are descriptions of the skills, knowledge and attributes students need to demonstrate in an assessment, and are based on the intended learning outcomes associated with an assessment.

- Assessment criteria provide mechanisms by which the quality of a student's performance can be measured. They explain what a student needs to demonstrate in order to complete an assessment successfully. These provide the minimum requirement expected of students. Assessment criteria will differ according to the discipline, the type of assessment and the level of the students.
- Generic grade criteria explain what a student needs to demonstrate in order to achieve a certain grade in an assessment. These enable students to be positioned within the overall set of grades available for an assessment. These are generic to each level of study. See Appendix IV.

Marking criteria or marking guidelines are used by staff when marking work against the assessment criteria and grade criteria. They might, for example, set out the

proportion of the overall mark that should be awarded for certain answers or provide pointers to the markers on what information they should be looking for when marking. These are usually documents that are internal to those staff marking the student's work.

### **Submission dates and deadlines**

The deadlines given in your module guides are the latest possible dates for submission of coursework. All work should be submitted on, or before, the published deadline. This applies to first and second submission opportunities. Work emailed directly to your tutor will not be marked.

It is advisable to note deadlines for items of assessment across ALL of your modules as you may well find other items of assessment have a similar, or nearby, due date. Please ensure you plan around such clashes, and factor in some extra time, so as to take into account any unexpected event that may arise.

### **Examinations**

Assessment within some modules is by an examination. If you have examinations you must be available to sit them when they are scheduled; they will not be rearranged. It is your responsibility to refer to the examination timetable within the Student Hub to note dates, times and venues from the final version.

In the event that the University is required to implement changes to face-to-face examinations in response to the Covid-19 pandemic and government guidelines, examinations may be moved online or managed via an appropriate alternative assessment. Where examinations have been moved to an alternative assessment, please refer to your module NILE sites for further information or alternatively liaise with the relevant Module Tutor.

Face-to-Face Exam Updates and the Examination Timetables for all mandatory face-to-face examinations will be published to the [Exam Dates and Timetables](#) page within the Student Hub. You should check this page regularly for updates.

Please visit the [Exams and Results page](#) within the Student Hub for further information regarding the University's approach to examinations in response to Covid-19.

### **Additional support for exams**

Alternative examination arrangements may be provided for students who have a disability, medical condition, or other additional need; any adjustments arranged will also apply to in-class time-constrained tests. Students should refer to the

['Guide to Examinations for Students with Additional Needs'](#)<sup>35</sup> available via the Exams and Results page within the Student Hub for further information. Students will be required to attend an appointment and provide supporting evidence to [ASSIST \(Additional Student Support and Inclusion Services Team\)](#)<sup>36</sup> or the [University Student Mental Health Service.](#)<sup>37</sup>

Please note that there are deadlines apply for alternative examination arrangements, listed below:

- Semester 1 exams taking place in January 2022 - deadline date is 1<sup>st</sup> November 2021
- Semester 2 exams taking place in May 2022 – deadline date is 1<sup>st</sup> February 2022

Any applications made after these deadlines cannot be guaranteed and students will therefore need to check their individual timetable for further details.

Students granted alternative arrangements will receive an email from the Examinations Office notifying them of their personal examination timetable and arrangements. Please note: this is applicable to face-to-face examinations only.

### **Submitting work**

Students are encouraged to take up all submission opportunities they may be offered. This also applies where a restart, transfer or study break has been applied for and the outcome is pending. In instances where Mitigating Circumstances has been applied for please refer to the [Mitigating Circumstances Guidance and Policy](#)<sup>38</sup>, available via the Student Hub.

All work for assessment, except items with exemption, should be submitted electronically via NILE and will be subject to Turnitin anti-plagiarism detection software. Turnitin checks student work for possible textual matches against internet available resources and its own proprietary database. Please refer to

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<sup>35</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Exam-Guides-for-Students.aspx>

<sup>36</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Disability.aspx>

<sup>37</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Mental-Health-Advisers.aspx>

<sup>38</sup> <https://searchtundra.northampton.ac.uk/?tag=78bf2c82-8da2-458c-947f-88f07a218bc9>

Academic Integrity and Plagiarism further on in this section. Work emailed directly to your tutor will not be marked.

Those items with exemption from submitting and grading electronically (SAGE) will have alternative submission requirements. Should further information be required please contact the [Assessment, Ceremonies and Examinations Office](#)<sup>39</sup>.

All Dissertations are to be submitted electronically unless instructed otherwise in the Module Guide on NILE.

### **Format of text based work**

Unless specified otherwise by the Module Leader, work should be word processed. Your student ID number should be clearly listed on the front sheet, and header and footer, of each individual page. Pages should also be numbered 'x of y' for easy identification of any missing pages.

### **Academic Integrity & Plagiarism**

The University of Northampton takes the assessment process very seriously and expects the work you submit to be your own. This may not be as straightforward as it seems as you will almost certainly be using the work of others, so you need to be quite clear what is, and is, not permitted.

We use the term 'Academic Integrity' to describe the honest approach you are required to adopt in your work. We define plagiarism as passing off someone else's work intentionally, or unintentionally, as your own for your own benefit. If it is confirmed academic misconduct has taken place a penalty can be applied, this may, for example, be a written warning; a reduction in your grade to a bare pass; grade reduced to G (AG); and/or any right to re-submit being removed.

Please view the University of Northampton Plagiarism Avoidance Course (UNPAC), available via the Exams and Results page in the Student Hub, and in 'Resources' on NILE. The [Academic Integrity Policy](#) is available via the Student Hub.

### **Late submission of work**

If an item of assessment is submitted late at the first opportunity deadline, and an extension has not been granted, the following will apply:

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<sup>39</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Exams-Results-Graduation-and-Certification.aspx>

- Within one week of the original deadline – work will be marked and returned with full feedback, and awarded a maximum bare pass grade of C-.
- More than one week from original deadline – maximum grade achievable LG (L indicating late).

At the second opportunity deadline work submitted late will be awarded a LG grade. There is no opportunity to submit work up to a week late for a bare pass.

### **Extensions**

The University of Northampton's general policy with regard to extensions is to be supportive of students who have genuine difficulties, but not against pressures of work that could have reasonably been anticipated. Please refer to the [Extension Policy](#)<sup>40</sup> available via the Student Hub.

PLEASE NOTE –NO extension is permitted to a second opportunity deadline.

### **Resit opportunities**

If a student fails an assessment, or fails to submit an assessment, at the first opportunity, s/he is entitled to a second submission (resit) opportunity, although there are exceptions that are detailed in the Academic Regulations. At that resit opportunity, the maximum grade achievable is a bare pass (C-).

### **Grading and Feedback**

Your programme and module guides will contain information on the criteria used to assess your work. The generic grade criteria (see Appendix IV) provides the common standards that all subject areas work to.

Feedback comes in many forms. It may be written, verbal, electronic, face-to-face or even audio-CD/MP3. It may be in response to assessed or non-assessed work and may be from your tutors, student group, or yourself. Whatever the source, consideration of that feedback will help with your understanding of the assessment process and the use of assessment criteria.

### **Moderation of Assessment**

Moderation is a collection of processes to ensure the reliability of grades awarded. It confirms that the grading has been conducted with accuracy, consistency and fairness.

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<sup>40</sup> <https://searchtundra.northampton.ac.uk/?tag=b589ce9e-7b59-406a-952e-6a0b4ca74dc5>

The processes involved include:

- First Marking – the grading by the first marker will include comments justifying the grade awarded.
- Second Marking – this involves the grading of a sample by another academic member of staff.
- Moderation Meeting – the first and second markers will meet and confirm the standard of marking, the whole set of assignments are then deemed to have been moderated.
- External Examiners scrutiny – this involves a review of the work to confirm to the University that the standards are comparable with other institutions. All summative work is moderated by a second external examiner, with all Principal/Dissertation Modules second marked.

You should note that not all of the processes are necessarily applied at each point and level.

### **External Examiners and Reports**

To ensure the academic standards of awards offered by the University are comparable with other Universities advice is sought from highly experienced academics from other Universities or, in some cases, professional organisations. These External Examiners provide, amongst other things, independent advice on academic standards, review exams and assignments set, moderate samples of student work and attend module (exam) boards to confirm assessment processes are fair and appropriate. Each External Examiner sends an annual report summarizing their observations. Reports, and the teaching teams' response, can be accessed and viewed via NILE under 'Links'.

## **SECTION 7 : Results and Progression**

### **Progression**

The minimum overall pass grade on a module at postgraduate level is C-. At Level 8 students are required to pass all items of assessment. Any variation to this requirement to achieve a certain minimum grade in an individual item/s of assessment is described as a supplementary regulation.

The items of assessment within each of your modules, and their % weightings, are published in each module guide. The % weighting of an assessment gives an indication as to its significance, and below are two examples of assessment patterns:

- 2 hour exam (50%), 2,000 word essay (50%)
- Portfolio (100%)

Looking at the assessment containing the exam, it is possible that as you need to get a C- overall, if a fail grade is achieved in one item, you may still be able to pass the module overall provided you achieve a good pass grade on the other item. However, if the fail grade is on, for example, a 70% assessed piece an overall pass grade will be exceedingly hard to achieve. See Appendix II for grade calculation advice.

**You should note that once all opportunities to submit within a module have been exhausted, and an overall pass grade is achieved, it is not possible to repeat that module in order to improve on the grade.**

### **Non-Submission of assessment**

Failure to submit an item of assessment, or attend an examination, will result in the awarding of a 'G' grade, which carries no points, for that item. 'G' grades are further identified as LG – submitted late and outside timeframe allowed; NG – submitted but work contained nothing of merit; AG – submitted but awarded G grade following outcome of Academic Misconduct Panel; G – nothing submitted.

Any student who fails to engage with all assessments within the first semester of a year of study without good cause and due notice will be deemed to have withdrawn from the programme and their registration will be terminated by the University.

### **Notification of assessment grades**

After your assessment has been through the moderation process you will be provided with your grade and feedback. This may be direct from the module

leader, or accessible to you via the module site on NILE. Should you wish to discuss grade and/or feedback received, and any implications for future study, at any time please speak to your tutors.

You should also regularly access your results online via the Exams and Results page within the Student Hub under 'Results' or via the MyNorthampton App. Instructions of how to use it can be found on the student hub [here](#). Grades showing on NILE do not transfer across to online results but once the module leader has passed them to a Student Records team for inputting, they will show. When the last grade for an assessment on a module is input 'Results' is where you will see an overall grade calculated. Grades remain provisional until confirmed by an Award and Status Board.

### **Notification of overall outcome/result notification**

A number of Assessment and Award Boards take place throughout the academic year (see 'Assessment Boards' within the Exams and Results page on the Student Hub for further information).

Once grades achieved have been put to a module (exam) board any outstanding resubmission opportunities (resit/deferral) in which to retrieve any failure, progression options and final outcomes will be formally advised to students. You should, however, already be aware of the need to pick up any failure having viewed your grades via NILE and 'Results'.

Regardless of whether any resubmission opportunities are taken up, further options will be advised following the relevant resit Award and Status Board. Results and progression information will be sent via email. It is a student's responsibility to ensure the University has current and accurate home address and email information. If result notification is not received please contact the Student Information Desk. Under no circumstances will results and/or final outcomes be released via telephone.

Students who have commenced a subsequent trimester or term of study prior to confirmation of results from the previous trimester or term do so on the proviso that they will be withdrawn immediately should they breach the Accumulated Failure count for their level of study. Should this occur, and the module being taken in the subsequent trimester is repetition due to previous failure, no refund of any additional fee will normally be given.

### **Pass with outstanding second opportunity**

You may have passed a module on aggregate but still have a second opportunity outstanding. This may be a resit, or deferred, item and will be indicated by an asterix (\*) next to the overall grade on your online results page – not in NILE. In this situation you are able to undertake the second opportunity, but do not have to.

### **Module failure**

At the end of both assessment opportunities, if you have failed module/s with an overall grade of F+, F, F- or G, it may still be possible to continue study by repeating the failed module/s or taking a different module if your award map supports this. Students are normally permitted to repeat a failed module on two further occasions, as long as Accumulated Fail is not exceeded, and as long as this is in line with the Supplementary Regulations for their programme.

Further advice on modules should be noted :

- Compulsory – should you fail a compulsory module you will have no option other than to repeat it in order to meet the requirements for your award.
- Designated – should you fail a designated module you will still need to pick up this failure but it may be possible to select a different designated module if your award map supports this, and any pre-requisites have been met.

If you have any questions regarding progression please seek advice from the [Student Support and Advice Team](#)<sup>41</sup>. **Tier 4 students should also consult with [International Student Support Services \(ISSS\)](#).**<sup>42</sup>

### **Repeating modules and fees**

Students who are required to repeat a module may be charged an additional fee for that module. Students should contact the Finance Office at [income@northampton.ac.uk](mailto:income@northampton.ac.uk) who can advise on the level of any additional fee and the mechanisms through which they can be paid.

Students who do not pay the additional fee/set up a payment plan with Finance for the payment of that additional fee will not be eligible to take up the repeat module opportunity.

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<sup>41</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/Student-Support-and-Advice.aspx>

<sup>42</sup> <https://mynorthamptonac.sharepoint.com/sites/student/Pages/International-student-support.aspx>

## **Accumulated Failure**

When all assessment opportunities on a module/s have been exhausted and a certain amount of failure is exceeded this will result in termination of study. Each time a module is taken, and failed, the failure will accumulate.

If an item of assessment within a module has been granted mitigating circumstances and that item is failed, resulting in failure of the module overall, if a student has been eligible to submit work on only one occasion then the overall failure is excluded from the accumulated failure count.

If an item of assessment within a module has been granted mitigating circumstances and a student has had opportunity to submit work on two occasions, but the module is still failed overall, the failure will be treated in the same way as any other student's module failure and will be counted in the overall accumulated failure count.

Levels of failure are as follows:

- More than 40 credits at Level 7
- More than 20 credits at Level 8

Please see 'Notification of overall outcome/result notification' earlier in this section for further advice on breaching Accumulated Failure.

## **Termination of Study**

Should a student's programme of study be terminated under the University's Accumulated Failure regulation there will be an opportunity to appeal that termination, with a deadline to submit the appeal by. If an appeal is not submitted, or is unsuccessful, an application to return to study at the University cannot be made until after a minimum period of two years has passed. If a subsequent application is made, you should note that University regulations prohibit return to the same programme. This also applies to programmes studied with one of the University's Education with Others (EWO) providers

Advice on the [termination appeal process and the Policy](#)<sup>43</sup> is available via the Student Hub.

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<sup>43</sup> <https://searchtundra.northampton.ac.uk/?tag=a379ee90-ea25-4be8-95fc-663f69609084>

**Planning ahead**

Continuing students will be asked to confirm module choice for the next academic year. Please refer to the award map for your programme, and respond to any email request by the stated deadline. If in any doubt about choices seek advice from your Personal Academic Tutor/Programme/ Subject Leader or the Student Support and Advice Team.

## SECTION 8 : Your Award

An Award is the title of the qualification that will be given to (conferred upon) you when you successfully complete your programme of study. All students are registered for a final Award, and the title of Awards is subject to approval by the University Senate.

In order to be eligible for your Award you must fulfil the requirements for registration, have followed the programme as specified on your award map, and have successfully accumulated the required number of credits at the specified level.

Associate students – may be registered for one or more modules, not a whole award.

### Credits for Award and Table

FHEQ	Qualification	Total Credits needed	Credits at FHEQ	ECTS	Comments
8	Professional Doctorates (DProf Prac, DBA)	540	360	Not used	
	Doctor of Philosophy (PhD)	Credit not used		Not used	
7	PG Diploma (Research Methods)	120	120	60	Intermediate Award for Professional Doctorate only. Entry requirement is a Masters degree.
	Master's Degree	180	150	90	
	Master of Philosophy (MPhil)	Credit not used			
	Integrated Master's (Meng)	480	120	240	
	Postgraduate Diploma	180	90	60	

	Postgraduate/ Professional Certificate	60	60	30	Generally 60 ECTS are minimum
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**Professional Doctorate (Doctorate of Professional Practice in Health and Social Care [DProfPrac] and Doctor of Business Administration [DBA])**

In order to be eligible to achieve this award 540 credits must be successfully achieved, 360 of which must be at Level 8 with the remainder at a minimum of Level 7. At least 300 of these credits (at least 120 at Level 8) must be achieved in the facilitated modules. Where a doctoral programme has a substantial taught element it will usually lead to an award which includes the name of the discipline in its title.

**Master’s Degree (MA, MSc, LL.M, MBA, MRes, MCLinRes)**

In order to be eligible for the award of Master’s Degree a student must successfully achieve 180 credits at Level 7, to include a Principal/Dissertation module (or equivalent) amounting to at least 50 credits, and have satisfied the requirements of the appropriate award map.

Classification will be derived from the following:

- The grade for the principal module (dissertation or equivalent module).
- The highest grades from the remaining Level modules making 160 credits in total<sup>44</sup>.

The class awarded will be derived from this set of grades as the higher of

- The mean;
- The median.

All module grades so counted will be weighted according to the credit value of each module.

A Distinction will be awarded when a student has achieved a mean and/or median grade of at least A-across modules amounting to 160 credits, including the principal module.

A Merit will be awarded when a student has achieved a mean and/or median grade of at least B- across modules amounting to 160 credits, and is not eligible for a Master’s Degree with Distinction.

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<sup>44</sup> As clarification on the workings of the algorithm - at module level an alphabetical grade is mapped to a range of numeric values and it is these values are used by the algorithm to determine classification

Where a master's degree top-up has been studied, classification will be derived from the following:

- Where a Top-Up is comprised of 80 credits or fewer, the grades from all modules undertaken as part of the top-up will be included in the calculation of the classification.
- Where a top-up is comprised of more than 80 credits, the module(s) awarded the lowest grade(s) up to a maximum of 20 credits will be discounted, noting that at all times at least 80 credits must be included in the classification algorithm and that the principal module (dissertation or equivalent module) can never be discounted.

Where a student enters a Master's programme with advanced standing, such that the full 180 credits are not studied at the University on this current programme of study due to APL being awarded for some of the credits, classification will be derived from the following (noting that only grades from credits studied at the University of Northampton on the current programme of study will be counted in the algorithm):

- Where the student's programme of study, after discounting the modules for which APL has been awarded, is comprised of 80 credits or fewer, the grades from all modules undertaken in the programme of study will be included in the calculation of the classification.
- Where the student's programme of study, after discounting the modules for which APL has been awarded, is comprised of more than 80 credits, the module(s) awarded the lowest grade(s) up to a maximum of 20 credits will be discounted, noting that at all times at least 80 credits must be included in the classification algorithm and that the principal module (dissertation or equivalent module) can never be discounted.

The class awarded will be derived from this set of grades as the higher of

- The mean;
- The median.

All module grades so counted will be weighted according to the credit value of each module.

Distinction will be awarded when a student has achieved a mean and/or median grade of at least A-across the modules included as per the above criteria, including the principal module.

A Merit will be awarded when a student has achieved a mean and/or median grade of at least B- across modules included as per the above criteria, and is not eligible for a Master's Degree with Distinction.

### **Master of Engineering (MEng)**

In order to be eligible for the award of MEng a student must obtain at least 480 credits across Levels 4 to 7, with at least 120 credits at Level 7, to include a Principal/Dissertation module (or equivalent). Pass, Merit or Distinction achievable.

The class awarded will be derived from the:

- Highest grades from Level 7 modules making 100 credits in total which must include the Principal/Dissertation module. All are double weighted.
- Highest grades from remaining Level 7, Level 6 and Level 5 modules where taken together, amounting to a further 200 credits.

### **Postgraduate Diploma (PGDip)**

In order to be eligible for the award of a named Postgraduate Diploma a student must have obtained at least 120 credits at Level 7, not including a Principal/Dissertation module (or equivalent), and have satisfied the requirements of the appropriate award map. An unnamed postgraduate diploma may be awarded if a student has obtained 120 credits at Level 7 (which may include the Principal/Dissertation module).

- Distinction ~ A mean grade of at least A- across modules amounting to 100 credits.
- Merit ~ A mean grade of at least B- across modules amounting to 100 credits, and is not eligible for a Distinction.
- Pass ~ Achievement of 120 credits at Level 7.

### **Postgraduate Diploma (Research Methods) (PG Dip (Research Methods))**

This named PG Diploma is an intermediate award for those who have completed the facilitated elements of a professional doctorate, be it the DProfPrac or the DBA, but not progressed to the professional research module. The award is unclassified.

### **Postgraduate Certificate (PGCert)**

In order to be eligible for the award of Postgraduate Certificate a student must have obtained at least 60 credits at Level 7, not including a Principal/Dissertation module (or equivalent). A Postgraduate Certificate is not classified.

Normally the Postgraduate Certificate is given as an intermediate award on a Master's Degree programme. However, exceptionally the award may be given as the successful culmination of a free-standing programme of study.

## **Postgraduate/Professional Certificate in Education (Early years Primary/Secondary) (PGCE with QTS)**

In order to be eligible to achieve the award a graduate in an appropriate discipline must successfully complete the study of the theory and practice of teaching on a programme and demonstrate practical competence in teaching. The QTS Skills Test must be completed successfully.

### **Intermediate Awards**

An Intermediate Award is an award a student can achieve after partial completion of a programme of study once s/he is no longer registered for that award. All students who complete a stage and do not wish to, or may not, continue study are considered for eligibility in relation to the appropriate Intermediate Award.

Exiting with an intermediate award through choice permits the student to retain the entitlement to apply to complete the final award subject to confirmation the learning is still current and a minimum period of 12 months has passed since the conferment of the intermediate award. A student who exits with an intermediate award following termination of study due to academic failure has no such entitlement.

### **Receiving your Award / Graduation Ceremony**

On successful completion of your programme your Final Award, to include the title and classification, will be formally approved by an Award and Status Board. The Board meets at pre-determined points during the year, and following this formal approval you will be eligible to receive your certificate, and a transcript listing modules studied and grades achieved, for your award.

After formal approval has taken place you may attend the next scheduled Graduation Ceremony, either in July or February, to receive your award. If you would prefer to collect your certificate and transcript, or have it posted to you, please contact the Assessment, Ceremonies and Examinations Office.

Students accepting an Intermediate Award may attend a Graduation Ceremony and will receive advice on the process.

### **Graduation Ceremony and second submission opportunities.**

Students undertaking second submission opportunities (resits/referrals/deferrals) may not attend a Graduation Ceremony until all modules have been successfully achieved and grades and Final Award confirmed by an Award and Status Board.

Equally students may not submit their work earlier than the published second opportunity deadline to gain entry to an earlier Graduation Ceremony. Work submitted early will not be processed or ratified early.

## Section 9 - Changemaker Hub

The University of Northampton is proud to be the UK's first internationally designated Changemaker Campus placing us within a group of only 50 such Universities worldwide, and unique in England. Our designation is in recognition of our commitment in supporting students to become graduates ***who are knowledgeable in their chosen subject, socially responsible, digitally proficient and highly employable global citizens – the Changemakers of the future*** and unique in today's graduate labour market. Our commitment is to do everything we can to ensure every student can succeed when it comes to gaining that graduate job they dream of and ensuring they stand out from the competition when it comes to securing that role.

There are five key elements to developing your Employability at Northampton, designed to enable you to build the personal toolkit needed to enter the graduate labour market. The Changemaker Hub is unique to Northampton and is here to help students navigate the opportunities and develop as graduate employees.

The most important element is achieving a world class degree. Engagement in the course to its fullest extent is crucial if a graduate is to gain that sought-after role. Employers want to see that a graduate has achieved well on every module, has engaged with activities and experience offered through the programme and understands how what they have learnt can be applied to the world of work. The curriculum at Northampton is designed to not only develop subject skills but the essential skills employers say make successful candidates stand out from the rest.

Secondly is demonstrating a portfolio of relevant work experience and engagement with employers either through networking, part time work, placements, internships or mentoring. Understanding the world of work puts a graduate at an advantage when it comes to interviews.

Next is access to high quality information, advice, and guidance (IAG). The Changemaker Hub provides access to 1-2-1 careers advice, careers coaching, and a programme of seminars and workshops that will help students develop their personal brand, have a competitive CV, and be ready for anything an interview can throw at them. The Changemaker hub portal is available 24/7 with over 4500 activities, information videos, blogs, and practical advice on how to access graduate jobs. In addition, the Changemaker Hub team work with academics to embed IAG into the timetable and ensure that employability is supported through the programmes of study.

For those students thinking about self-employment or who are looking at a career where consultancy, freelancing, or contract work is the norm, knowing how to start and run a business is an essential way to get into graduate work. The Changemaker Hub provides a full programme of startup and business development programmes with access to mentorship, business expertise, coaching and business support, including workshop and access to grants and other funding.

Finally, and unique to Northampton, is Changemaker. Our designation as a Changemaker Campus recognise our students' commitment and impact in affecting positive social change in the world. This can be through involvement in community activities, volunteering, starting a social enterprise, completing the University's Changemaker Certificate, but will involve you understanding the problems people face and do something about them.

The Changemaker Hub and our unique offer builds on the principle of '**Do the right thing, in the right way, with the right people, for the right reasons**' and provides access to a wide range of employability opportunities including :

- Careers and employability support
- Part-time and temporary work (Unitemps)
- Community engagement, volunteering opportunities and Changemaking activities
- Paid internships in relevant business sectors and social enterprises
- Employer engagement events, work experience, and sector specific talks
- Opportunities to explore self-employment and venture development

All of these enable students to create their own employability journey; developing the skills, values, and behaviors needed to not only gain their first graduate role, but to build their life time career. Importantly, it allows our students to develop and grow key "stores of capital" – Economic, Social, Cultural and Personal.

Recognising students' achievement in developing their employability the Changemaker Hub provides the Employability Plus award. Unique to the University of Northampton, all activities a student undertakes are captured in the Higher Education Achievement Record (HEAR) and form a permanent record of development. The award recognises the investment students make in themselves beyond the curriculum, and is structured at bronze, silver, and gold levels. Key to success is early engagement with the range of opportunities available through the Changemaker Hub.

After graduation we provide career and employability support for life to help with career changes, return to study, or just to reassess progression in their chosen career.

To explore how the Changemaker Hub can help improve your employment prospects, and for more details of Employability Plus and the wide range of opportunities available take a look at the [Changemaker Hub](#) portal, or please email [changemakerhub@northampton.ac.uk](mailto:changemakerhub@northampton.ac.uk) and one of our team will be able to help.

## Appendix I - Covid-19 and its impact on University matters

This Handbook contains information on the standard University policies and processes. Please note that the University has implemented Emergency Regulations and processes in some key areas for the past two academic years (2019-20 and 2020-21) because of the ongoing impact of Covid-19 on teaching, learning and assessment and on University business.

This included the following:

1. The University's Emergency Regulations. These are split into the Emergency Regulations put in place for the period 20 March 2020 for the remainder of the 2019/20 academic year; and the Emergency Regulations put in place for the 2020/21 academic year. Both sets of Emergency Regulations can be found on the [Policies, Procedures and Regulations section of the University website](#). Frequently Asked Questions on the implementation of those Emergency Regulations are also available [here](#).
2. The University's Institutional Statement and Emergency Protocols, implemented to manage changes to programme and module specifications resulting from the impact of Covid-19. Again, these are split between 2019/20 and 2020/21 and can be found on the [Policies, Procedures and Regulations section of the University website](#). These documents include information on how assessments may be temporarily adjusted, in particular how face to face assessments (including examinations) may be temporarily replaced with other forms of assessment.
3. The University's [Student Code of Conduct](#), which requires students to act in accordance with safety guidelines and/or requirements that are in place to manage public health emergencies, including pandemics.
4. The University's policy on [Amending and Cancelling Programmes of Study](#), updated to incorporate how the policy might be used to respond to the impact of Covid-19.
5. The University's [Reunite and Respond promise](#) to its staff and students.
6. The University's Frequently Asked Questions for students on Covid-19, which can be found [here](#). These include critical information on:

- a. How to report to the University if you are experiencing symptoms of Covid-19 and/or have tested positive.
- b. Requirements around self-isolation, should this be required.
- c. Living in University halls of residence.
- d. Health and Safety matters related to Covid-19.
- e. University policy on the use of face coverings on University premises.
- f. Teaching and Learning matters related to Covid-19.

Where the information in the rest of this Handbook conflicts with the Emergency information published in the documents listed above, the Emergency documentation prevails. Nonetheless, please contact the Student Information Desk and/or the Student Support and Advice Team if you require further clarity on any matters related to the Emergency Regulations and associated documentation.

The University's response to Covid-19 is under continuous review, and any alterations will be published to students in a timely manner.

## APPENDIX II: Grade calculation

The following table is used to calculate an overall module grade. The two left columns convert a grade to its numerical equivalent, and the weighted average is converted back to a grade in the column to the right.

Taking an example of an assessment pattern with a 2 hour exam (60%) and a 2,000 word essay (40%). If a student passed the exam with a C+ and the essay with a B, the overall grade will be calculated as follows:

60% of 17pts + 40% of 19pts (left columns)

= 10.2 + 7.6

= 17.8

= B- for the module overall (right column)

ITEM GRADE	ITEM VALUE	TOTAL MODULE VALUE	MODULE GRADE
A+	25	24.00 - 30.00	A+
A	23	22.00 - 23.99	A
A-	21	20.50 - 21.99	A-
B+	20	19.50 - 20.49	B+
B	19	18.50 - 19.49	B
B-	18	17.50 - 18.49	B-
C+	17	16.50 - 17.49	C+
C	16	15.50 - 16.49	C
C-	15	14.50 - 15.49	C-
F+	14	13.00 - 14.49	F+
F	11.5	9.00 - 12.99	F
F-	6	3.00 - 8.99	F-
G	0	0.00 - 2.99	G
AG	0	0.00 - 2.99	AG
LG	0	0.00 - 2.99	LG
NG	0	0.00 - 2.99	NG

## **APPENDIX III: Further sources of information**

The University offers a range of support to students to ensure their time at the University is as enjoyable as possible and information can be accessed via the Student Hub <https://mynorthampton.ac.sharepoint.com/sites/student>. Please familiarize yourself with the variety of information available. There will be someone, somewhere, who can help with any query you may have.

### **Exams and Assessments**

In brief, and not limited to:

- Guide to Examinations for Students with Additional Needs and Disabilities.
- Plagiarism Avoidance Course
- Exam information and guidance, timetables, code of conduct
- On-line results
- Decision Forms
- Guidance on further assessment opportunities
- Harvard referencing ~ full and quick guides
- Assessment Boards
- Mitigating Circumstances

### **University Policies, Procedures and Regulations**

In brief, and not limited to:

- Academic and Supplementary Regulations
- General Student Regulations and Student Code of Conduct
- Student Handbooks
- Student Partnership Agreement
- Appeals & Complaints
- Health, wellbeing & fitness to study
- UKVI-related policies
- Library and Learning Services
- Financial Guidance
- Student Support
- Needs Assessment Centre NAC

### **My course/Modules**

In brief, and not limited to:

- Module Catalogues
- Award Maps
- Change to study forms (Study Break/Transfer/Withdrawal)
- Finances – Withdrawal Policy

Amendments to Handbook

Date	Page	Amendment & reason