

NORWICH UNIVERSITY OF THE ARTS

**STUDENT REGULATIONS AND PROCEDURES
2024-25**

**SECTION B - OUR COURSES, INCLUDING
CHANGING COURSES AND WITHDRAWING**

Academic Year 2024-25

SECTION B — OUR COURSES, INCLUDING CHANGING COURSES AND WITHDRAWING

The section confirms the duration of our courses and the maximum period of time we would allow you to study on your course, and what to do if you want to change courses or leave your course entirely.

- See section H for full details of the **awards available at the University**.
- **All our undergraduate degree and Level 5 Diploma courses are full-time.** Our postgraduate taught degree courses are full-time, unless we specify a part-time route. Level 4 and Level 6 short courses are part-time and studied by distance learning.
- **To study on a Level 5 Diploma**, you'll need to transfer from the course you're currently studying on at the University, once you have completed and passed Year 2 – see the section in these regulations below about transferring course. You can't complete more than one Level 5 Diploma at the University.
- We teach and assess all our courses in **English**.

1 Levels of study

- 1.1 Our courses and qualifications relate to nationally agreed levels of study, as set out in the Sector Recognised Standards (SRS), May 2022, published by the OfS (Office for Students). The table below shows how our courses and qualifications and these levels of study relate.

Courses and qualifications at the University	SRS level
Certificate of Higher Education (CertHE) Level 4 short course	4
Diploma of Higher Education (DipHE) Level 5 Diploma	5
BA Bachelor degree (Unclassified) BSc Bachelor degree (Unclassified) BA Bachelor degree with honours BSc Bachelor degree with honours Level 6 short course	6
Postgraduate Certificate of Higher Education (PGCert) Postgraduate Certificate in Higher Education (PGCertHE)	7

Courses and qualifications at the University	SRS level
Postgraduate Diploma of Higher Education (PGDip) Master of Arts degree (MA) Master of Architecture (MArch) Master of Philosophy (MPhil)	7
Doctor of Philosophy (PhD)	8

See our *Award and Credit Scheme* for more about levels and years of study. [Click here for a link to this document](#), or search the intranet for 'Award and Credit Scheme.'

2 Registration and course duration, including confirmation for research degrees

2.1 Once you have enrolled on an undergraduate or postgraduate taught course, we register you for the final award available on your course. If you are a research degree student, you register for an unspecified research degree and have to complete a probationary period first of all. After this, you apply to UAL to confirm the degree you want to be examined for – either MPhil or PhD. This process is called **confirmation**. We'll register you on the appropriate degree after you have completed your confirmation. Contact research@norwichuni.ac.uk for more information about confirmation.

2.2 If you are unable to complete the full award you may eligible for an exit award, which is an award at a lower level than the final award on your course.

See section H for more about exit awards.

2.3 Our courses are based on a set number of weeks for students to attend each academic year:

	Year/Level of study	Course length in weeks each year, including teaching and assessment periods
Undergraduate courses	Year 0 and Year 1	33
	Year 2 and Year 3	32

	Year/Level of study	Course length in weeks each year, including teaching and assessment periods
	Level 5 Diploma	32
	Level 4 and Level 6 short courses	52 (the maximum period available to complete a short course)
Postgraduate taught courses	n/a	<p>Full-time 43</p> <p>Part-time MA courses comprise two 43-week Teaching Blocks</p> <p>The MArch comprises two 30-week terms (full-time) or three 30-week terms (part-time)</p> <p>The MA in Creative Education (part-time, top-up) comprises two 42-week Teaching Blocks</p> <p>The PGCertHE (part-time) comprises one 42-week year</p>

2.4 We expect that you'll be able to complete your degree in a fixed period of time – for example, three years for a Bachelor of Arts degree with Honours. The tables below set out the typical length of time an individual course takes, as well as the maximum period the University would allow you to study for a particular award.

2.5 Full-time courses, with a minimum registration period of one academic year:

Course	Normal length of study	Maximum period of registration
BA (Hons) BSc (Hons)	3 full-time academic years	6 academic years
BA (Hons) or BSc (Hons) with Integrated Foundation Year (Year 0)	4 full-time academic years	6 academic years
BA (Hons) or BSc (Hons) with Level 5 Diploma	4 full-time academic years	6 academic years

Course	Normal length of study	Maximum period of registration
BA (Hons) or BSc (Hons) with Integrated Foundation Year (Year 0) and Level 5 Diploma	5 full-time academic years	7 academic years
Level 5 Diploma	1 full-time academic year	2 academic years
MA	1 full-time academic year	2 academic years
MArch	2 full-time academic years	4 academic years

Typical registration periods for full-time research degrees			
	Minimum	Normal	Maximum
MPhil	1 year 3 months	1 year 9 months	3 years
PhD	2 years	2 years 9 months	4 years

2.6 Part-time courses:

Type of course	Normal length of study	Maximum period of registration
Level 4 and Level 6 short courses	1 academic year	1 year
PGCert PGCertHE	1 academic year	2 years
MA	2 academic years	4 years
MArch	3 academic years	5 years
MA in Creative Education	3 academic years	5 years

Typical registration periods for part-time research degrees			
	Minimum	Normal	Maximum
MPhil	2 years	3 years	6 years
PhD	3 years	5 years	8 years

2.7 If you need more than the maximum registration period to complete your course, you would have to make a request to the Academic Registrar for an extension. For more information email aro@norwichuni.ac.uk. The Academic Registrar reports any approved registration-period extensions to Academic Board.

2.8 Please also note the following if you are a part-time postgraduate taught student:

- If you're a part-time student on any of our Mas, except the MA in Creative Education or the MArch, we expect you to complete 90 academic credits in Year 1 and 90 academic credits in Year 2.
- All our MA Creative Education top-up degree students are part-time, and we expect you to complete 60 credits in each of their 2 years of study.
- Full-time students on the MArch will complete 120 credits in Year 1 and 120 credits in Year 2. If you're a part-time student on the MArch, we expect you to complete 60 academic credits in Year 1, 80 academic credits in Year 2, and 100 academic credits in Year 3.
- All our PGCertHE students are part-time, and we expect you to complete 60 academic credits in one academic year.
- Our MA Assessment and Awards Boards confirm marks for students, both part-time and full-time. Separate assessment and award boards meet to confirm marks for the MArch and the MA in Creative Education.
- Our PG Certificate Assessment and Awards Boards confirm marks for PGCertHE students.

3 Changing between full-time and part-time study on postgraduate taught courses

3.1 If you're a postgraduate taught student, you can apply to change between full-time and part-time study on your current course (except where your course is only offered in a full-time or part-time mode), but you'd need to discuss this first with the Course Leader (or equivalent). They may also discuss your request with the relevant MA Subject Leaders, but please be aware that we can't guarantee any change between full-time and part-time study.

If you have one or more Fails or Marginal Fails for units on your course, it may be possible for you to change between full-time and part-time study on the same course, but again we can't guarantee this. A change in these circumstances would mean that we'd need to agree a way for you to redeem any failed units, and this may involve you repeating units with attendance and paying tuition fees as appropriate, as well as taking a period of intermission.

See section E for more about passing and failing units.

See section G for more about intermission.

3.2 To change your mode of study:

- talk to the Course Leader (or equivalent) about your request;
- if the Course Leader agrees to the change, complete the form;
- ask the Course Leader to sign the form; and
- send the form to the Academic Registry.

The Academic Registry will review your request and decide if the change you have requested is practical and appropriate. If they decide that a change is possible, they will send the form to the relevant Programme Director(s) for final approval. As long as the Course Leader (or equivalent), the Programme Director(s) and the Academic Registry agree to the change, the Academic Registry will contact you to confirm the change. If the Academic Registry identifies any issues with your request, they will contact the relevant members of staff and will let you know the outcome. If we are not able to approve your request, the Academic Registry will let you know why.

If we approve the change, our Finance department will reconfirm your tuition fees to you.

[Click here for the link to the form if you want to apply to change between full-time and part-time study](#), or search the intranet for 'Application to Transfer Course or Mode of Study'.

3.3 If you're a research degree student, you would have to apply to UAL to change between full-time and part-time study. Contact research@norwichuni.ac.uk for more advice.

4 Changing courses for undergraduates in Years 1, 2 and 3 and postgraduate taught students

4.1 You can apply to change courses at the University, with some exceptions:

- you can't transfer to a Level 5 Diploma if you are a Year 3 student or a student on the BA (Hons) in Architecture;

- you can't transfer between Level 5 Diplomas in different subject areas, or transfer to a Level 5 Diploma after you have completed the same qualification in another subject area; and
- you can't transfer from a Level 4 or Level 6 short course to a Level 5 Diploma or undergraduate degree.

4.2 We don't automatically approve requests to change course. Before we approve a change of course, we need to be confident that you would be able to make a success of the change. These are the things we consider if you ask to change courses:

- Is there a place available for you on the new course? If the course you want to change to is full, we wouldn't approve a change.
- When have you asked to change course? We're more likely to approve a change of course for you if you make your request in the first four weeks of a new academic year. If you make a request to change after this point, you may need to complete your current unit or the full year of study before we can consider your request.
- How much work have you completed on your current course? A change to a new course may be more complicated if you have already completed more than one year of study on your current course.
- What aptitude can you show us for the type of work you'll be expected to complete on your new course?
- Would we need to put in extra support for you if you changed courses, and if so, what type of support?
- Are you in **good academic standing**? Good academic standing means that you have completed and passed any units you have submitted work for or are due to submit work for. We wouldn't approve your request to change courses if you have any Fail or Marginal Fail marks on your current course. This includes provisional marks – in other words, marks which have not yet been confirmed by an assessment board. The only circumstance where we would normally waive this requirement is where we have approved a transfer to a new course for which you are repeating a year of study.

Be prepared to discuss all these points with us if you're thinking about changing courses.

See section E for more about passing and failing units.

4.3 If we approve a change in course for you at the University, we may need to carry forward any existing academic credit you have achieved on your original course into your new course. This is because we need to make sure that you have enough credits to qualify for the final award on the course you have transferred into. In other words, **we can't double-count academic credit** when we make academic awards.

Depending on your circumstances, this may or may not mean that we issue you with an exit award at the point you change courses. For example:

- If you successfully complete Year 1 of an undergraduate degree course in one subject area, and then transfer to restart Year 1 of an undergraduate degree course in another subject, we would issue you with a Certificate of Higher Education in the subject area of the course for which you completed Year 1 only. This is because you would have achieved enough academic credits (120) on your original degree course for us to make this award to you, without our needing to transfer in those academic credits to your new course.
- If you successfully complete Years 1 and 2 of an undergraduate degree course in one subject area, and then transfer to restart Year 2 of an undergraduate degree course in another subject, we wouldn't issue you with a Certificate of Higher Education or a Diploma of Higher Education. This is because we would need to use the 120 credits you achieved at Year 1 on your original course to carry forward into your new course.

If you are thinking about changing courses and you have any queries about how this might affect you, email registry@norwichuni.ac.uk.

See section H for more about academic credit and exit awards.

4.4 **If you want to change undergraduate courses**, you must:

- talk to your current Course Leader (or equivalent) and the Course Leader of the course you want to change to;
- complete the form if the Course Leaders agree to the change;
- ask both Course Leaders to sign the form; and
- send the form to the Academic Registry.

The Academic Registry will review your request and decide if the change you have requested is practical and appropriate. As long as the Course Leaders (or equivalent) and the Academic Registry agree to the change of course, the Academic Registry will contact you to confirm the change. If the Academic Registry identifies any issues with your request, they will contact the relevant members of staff and will let you know the outcome. If we are not able to approve your request, the Academic Registry will let you know why.

[Click here for the link to the form if you want to apply to change courses](#), or search the intranet for 'Application to Transfer Course or Mode of Study'.

4.5 If we decide that to enable you to change to another undergraduate course at the University you'd need to restart Year 1 or Year 2 of the new course the following year, you will still need to follow the process to change course as set out above. Please be aware though that we would also need to put you on a period of

compulsory intermission. In other words, you would need to take a formal break from your studies before restarting a different course at the University in the following academic year.

See section G for more about intermission.

If you are being funded by the Student Loans Company, it's your responsibility to check that your tuition fees will be paid if you transfer to another course at the University and repeat a year of study.

4.6 Currently, courses in Graphics, and Fashion Communication and Promotion and Fashion Marketing and Business, share a common Year 1. If you are a student on one of these courses, you can apply to transfer to a course in the same subject area at the end of your Year 1. We would only process a transfer of this type for you once you have completed and passed Year 1. Registry Services manage this process – email registry@norwichuni.ac.uk for more information.

4.7 If you wish to transfer to a Level 5 Diploma once you have completed Year 2 of your degree course, email diplomas@norwichuni.ac.uk for more information.

4.8 **If you want to change postgraduate taught courses**, you must:

- talk to the Course Leader (or equivalent). They will discuss the matter as necessary with the relevant MA Subject Leaders;
- complete the form if the Course Leader agrees to the change;
- ask the Course Leader to sign the form; and
- send the form to the Academic Registry.

The Academic Registry will review your request and decide if the change you have requested is practical and appropriate. If they decide that a change is possible, they will send the form to the relevant Programme Director(s) for final approval. As long as the Course Leader (or equivalent), the Programme Director(s) and the Academic Registry agree to the change, the Academic Registry will contact you to confirm the change. If the Academic Registry identifies any issues with your request, they will contact the relevant members of staff and will let you know the outcome. If we are not able to approve your request, the Academic Registry will let you know why.

[Click here for the link to the form if you want to apply to change courses](#), or search the intranet for 'Application to Transfer Course or Mode of Study'.

5 Changing courses in the Integrated Foundation Year (Year 0)

5.1 You can ask to change courses within Year 0, but we would expect you to make any request to change before the start of unit BA0c.

5.2 If you haven't passed unit BA0a or BA0b, you may be able to change courses, but we wouldn't normally allow this if you haven't passed either of these units.

5.3 If you want to change between courses in Year 0, you must:

- talk to the Year 0 Pathways Leader and a relevant member of staff for the course you wish to change to;
- complete the form if both these members of staff agree to the change;
- ask both members of staff to sign the form; and
- send the form to the Academic Registry.

The Academic Registry will review your request and decide if the change you have requested is practical and appropriate. As long as the Year 0 Pathways Leader, the representative of the course you wish to change to and the Academic Registry agree to the change, the Academic Registry will contact you to confirm the change. If the Academic Registry identifies any issues with your request, they will contact you. If we are not able to approve your request, the Academic Registry will let you know why.

6 What should I do if I decide to leave my course?

6.1 If you're an undergraduate or postgraduate taught student and during the course of your studies you decide to withdraw from the University, please make sure that you complete the Student Withdrawal Form and send it to the Student Enquiries Office for a Course Administrator to process. It isn't enough just to stop attending, because unless you have completed the form confirming you'd like to withdraw, we may assume you're still studying at the University and we'll continue to charge you tuition fees as appropriate.

6.2 There are financial implications to withdrawing from a course, so please make sure you understand these before you make your decision.

[Click here for the link to the intranet page about withdrawing from your course](#), where you can also find the Student Withdrawal Form and more information about the financial implications of withdrawing, or search the intranet for 'Withdrawing from your Course'.

6.3 As part of the withdrawal process, and depending on your course, you will normally need to speak to your Course Leader (or equivalent) or the Year 0 Pathways Leader as appropriate and that person will need to sign your withdrawal form.

A separate process applies if you decide to withdraw from the University during or immediately after a period of intermission.

See section G for more about leaving your course during or following a period of intermission.

- 6.4 A separate process applies if your attendance falls below what we consider to be an appropriate level and you may be withdrawn from your studies because of a lack of engagement.

See section C for more about withdrawal from your course because of a lack of engagement.

- 6.5 A Course Administrator – or in the case of PGCertHE withdrawals, the QME Office – will process your withdrawal and will confirm this in writing to you, including information on any fees still to be paid.

- 6.6 If you have gained enough academic credit by the time you leave the University, you may qualify for an academic award, which in this case we call an exit award. Please note though that this may not be the case if you have joined your course part of the way through. A Course Administrator will write to you about any exit award as appropriate after an assessment board has confirmed any academic credit you have achieved and the Chair of the relevant board has confirmed the award.

See section H for more about exit awards.

- 6.7 If you're a postgraduate research student and you decide to leave your course and withdraw from the University, please email research@norwichuni.ac.uk in the first instance.