S HIGHER NATIONAL CERTIFICATES AND DIPLOMA

S.1 General Regulations

S.1.1 This section of the regulations relates to the awarding of the Higher National Certificate and Higher National Diploma. This section must be read in conjunction with Sections A – E of the University of Wolverhampton Academic Regulations.

S.1.2 The Registry will publish, annually, a full list of courses governed by Section S of the Regulations.

S.2 The Admission of Students

S.2.1 This section is intentionally blank.

S.3 The Registration of Students

S.3.1 This Section should be read in conjunction with Sections B.5 and C.4

S.3.2 The maximum period over which an award governed by Section S of the Regulations may be studied will normally be:

Full Time Students	Normal	Maximum
Higher National Diploma	2 years	4 years
Higher National Certificate	1 years	2 years

Part Time Students	Normal	Maximum
Higher National Diploma	4 years	6 years
Higher National Certificate	2 years	4 years

S.3.3 Where a student chooses to change their mode of study the maximum period of registration will be calculated pro rata.

S.3.4 To be eligible to continue to study for an award governed by Section S of the Regulations, a student must not exceed each of the following maximum periods of registration set for interim awards, as follows:

Higher National Certificate	2 years full-time	4 years part-time
University Statement of Credit	1 year full-time	1 year part-time

S.3.5 Sections B.5 permits students to be admitted to the University with advanced standing where they have previously successfully completed relevant study at higher education level, in the UK or abroad.

For courses governed by Section S of the Regulations, the minimum number of University of Wolverhampton credits students must study and pass will be as follows:

Higher National Diploma	60 credits at level 5
Higher National Certificate	60 credits at level 4

S.4 The Management of Student Assessment

S.4.1 Section D.2 sets out the grading scheme used by the University of Wolverhampton. For courses governed by Section S of the Regulations the following scheme will be used:

Levels 4 - 5	Percentage Mark Scheme

S.4.2 Except where statutory or professional bodies require otherwise, marginal failure (30-39%) will be compensated by Award Boards as follows, provided students have passed modules worth a minimum of 100 credits at the same level:

a. a maximum of 20 credits at level 4
b. a maximum of 20 credits at level 5

S.4.3 No compensation will be permitted for:

identified work-based or work-related modules at level 5.

S.5 The Management of Assessment Boards

S.5.1 Results for modules delivered as part of Higher National qualifications will be considered by Module Results Boards.

S.5.2 The progression and awards for students studying for Higher National qualifications will be considered by a University Higher National Board.

S.6 Continuation and Progression Regulations

S.6.1 In order to progress from one year to the next, full-time students studying for an award governed by Section S will:

a. be required to have passed modules totalling 100 credits or more; and
b. be in a position to recover any failure within the rules of their course; and
c. be in a position to not exceed the maximum period over which an award or interim award may be studied, contained in Section S.3.

S.6.2 Full-time students who are unable to progress to the following level, as a result of Section S.6.1 may return to continue or repeat their studies at the same level. In such cases students will:

a. study modules previously failed or deferred or substitutes for failed modules; and
b. be in a position to recover any failure within the rules of their course; and
c. be in a position to not exceed the maximum period over which an award or interim award may be studied, contained in Section S.3; and
d. study a maximum of 20 credits from their future programme; and
e. study a maximum of 80 credits.

S.6.3 In order to progress from one year to the next, part-time students studying for an award governed by Section S will:

a. be in a position to recover any failure within the rules of their course; and
b. have no more than 20 credits outstanding from modules already studied; and
c. be in a position to not exceed the maximum period over which an award or interim award may be studied, contained in Section S.3.

S.6.4 Part-time students unable to progress to the next year of study as a result of Section S.6.3 may return to continue or repeat their studies at the same level. In such cases students will:

a. only study modules previously failed or deferred or substitutes for failed modules; and
b. be in a position to recover any failure within the rules of their course; and
c. be in a position to not exceed the maximum period over which an award or interim award may be studied, contained in Section S.3; and
d. study a maximum of 20 credits from their future programme.

S.6.5 Students commencing their studies at times other than the start of the academic year will be considered by the University Award / Progression Board at the end of the University academic year. They will be considered as a part time student at the first board and Sections S.6.3 or S.6.4 will apply. In subsequent years a full time student would be expected to meet section S.6.1 to be able to progress to the following academic year.

S.7 Award Credit Requirements

S.7.1 To be eligible for an award having completed a course governed by Section S of the regulations, a student will need to have met the following credit requirements:

Qualification	**Total Credits required**	**Level 4**	**Level 5**
Higher National Diploma	240	120	Minimum 120
Higher National Certificate	120	120	

S.7.2 To be eligible for an exit award from courses governed by Section S a student will need to have met the following credit requirements:

Exit Qualification	**Total Credits required**	**Level 4**	**Level 5**
Certificate of Higher Education	120	Minimum 120 at level 4/5	
University Statement of Credit	20	Minimum 20 at level 4/5	

S.8 Classification of Higher National Certificates and Diplomas

S.8.1 Higher National Certificates and Diplomas may be awarded with merit or distinction in line with Sections S.8.3 – S.8.5

S.8.2 Certificates of Higher Education (Cert HE) and University Statements of Credit are not classified and will only be made as exit awards to students who have either left their course or reached the maximum registration period permitted in Section S.3.

S.8.3 An HND **with distinction** will be awarded where a student has gained at least 80 credits at 70% or above at level 5.

S.8.4 An HND **with merit** will be awarded where a student has gained at least 80 credits at 60% or above at level 5.

S.8.5 An HNC **with distinction** will be awarded where a student has gained at least 80 credits at 70% or above at level 4.

S.8.6 An HNC **with merit** will be awarded where a student has gained at least 80 credits at grade 60% or above at level 4.

VERSION	5	**OWNER**	Academic Registrar
APPROVED DATE	19/08/2013	**APPROVED BY**	Academic Board
REVIEW DATE	May 2016		