

Harmonised Regulations (PEQF)

Authorised for issue:	Author: Elaine Kelt Author Position: Head of Quality PEQF	Approver: Collaboration Senates Approver Position: HoQ Babcock PEQF
Purpose:	The Collaborations agreed joint regulations for the PEQF programme	
Audience:	All Student Police Officers, Babcock employees; partner providers; MPS, agency workers and associates (PEQF)	
Scope:	All Student Police Officers, Babcock employees; partner providers; MPS, agency workers and associates (PEQF) undertaking or delivering the PEQF programme to provide oversight of the regulations applied and associated policies	
Version:	V2	Issue date: 18/2/2021
Last modified:	28/10/2020	Review due: 11/09/2021
Reference number:	CM508	
Cross-referenced policies:	Extenuating Circumstance Policy Extensions policy Assessment Panels & Boards Policy Unfair Academic Practice Policy *Student Handbook	
Further information:	Please contact the document owner: Elaine.kelt@babcockinternational.com	

No unauthorised copying permitted

In-Confidence

Uncontrolled when printed

Harmonised Regulations (PEQF)

Contents

1.	Section 1 – Introduction	3
1.1	The Course Specific Regulations	3
1.2	Scope of the Course Specific Regulations.....	3
1.3	Award of Academic Credit.....	3
1.4	Admissions.....	3
2	Section 2 - Registration and Attendance.....	4
2.1	Maximum Period of Registration	4
2.2	Attendance.....	4
3	Section 3 – Assessment.....	4
3.1	Reasonable Adjustments	4
3.2	Extensions to assessment deadlines.....	5
3.3	Late Submission of Assessment.....	5
3.4	Pass Mark.....	5
3.5	Reassessment (Resit).....	6
3.6	Retake.....	6
3.7	EPA Resits and Retakes	7
3.8	Compensation/Condonement.....	7
3.9	Progression Requirements for PCDA	7
3.10	Award Requirements – PCDA BSc (Hons) Professional Policing Practice.....	7
3.11	Degree Algorithm and Classification of Award for PCDA.....	8
3.12	Exit Awards	9
3.13	Classification and Grade Boundaries	9
3.14	Extenuating Circumstances Provision	10
4	Section 4 Assessment Panels and Assessment Boards	11
4.1	Assessment Panels.....	11
4.2	Assessment Boards	11
5	Section 5 Student Conduct	12
5.1	Student Conduct - Non-Academic	12
5.2	Student Conduct – Academic Offences.....	12
5.3	Academic Appeals	12

Harmonised Regulations (PEQF)

1. Section 1 – Introduction

1.1 The Course Specific Regulations

- 1.1.1 The following regulations have been agreed as Harmonised Regulations for the Police Constable Degree Apprenticeship (PDCA) and Degree Holder Entry Programmes (DHEP): BSc (Hons) Professional Policing Practice and Graduate Diploma in Professional Policing Practice.
- 1.1.2 The programmes are awarded by the four Higher Education Institutions that comprise the Collaboration Partner Universities: Anglia Ruskin University, Brunel University London, University of East London and University of West London.
- 1.1.3 To ensure consistency and the parity of treatment across the four universities offering the awards, these programme-specific regulations and aligning processes apply. This is to ensure that all Metropolitan Police Service officers are treated equally and operate under the same conditions regardless of the university to which they are assigned.
- 1.1.4 The Collaboration Partner Universities approve the Regulations and any amendments at their most Senior Academic Committee; typically the Senate or the Academic Board.

1.2 Scope of the Course Specific Regulations

- 1.2.1 These Regulations take effect from the registration of the first cohort of students in September 2020 and will apply to all PCDA and DHEP students at all Collaboration Partner Universities.

1.3 Award of Academic Credit

- 1.3.1 Academic Credit at Levels 4, 5 and 6 will be awarded either against Assessment Blocks or against Modular Blocks. Please refer to the Assessment Handbook or Programme Handbook for further details.

1.4 Admissions

- 1.4.1 Please refer to Metropolitan Police Service entry requirements agreed by Collaboration Partner Universities, Babcock and MPS

Harmonised Regulations (PEQF)

2 Section 2 - Registration and Attendance

2.1 Maximum Period of Registration

- 2.1.1 The full-time PCDA runs over 3 years; the maximum period of registration is 6 years. The part-time PCDA will run for 4 years 7 months; the maximum period of registration is 8 years.
- 2.1.2 The full-time DHEP runs over 2 years; the maximum period of registration is 4 years. The part-time DHEP standard length is 3 years, with maximum registration period of 6 years.
- 2.1.3 If the maximum period of registration has been reached before the student has fulfilled the requirements for the award to which their programme leads, they will be withdrawn from the programme and consideration given to any appropriate exit awards.
- 2.1.4 In exceptional circumstances an extension to the maximum period of registration may be agreed with the approval of Metropolitan Police Service, Babcock International and the relevant Collaboration Partner University.
- 2.1.5 Standard modular and assessment block credit size will consist of 20, 30, 40 and 60 credits

2.2 Attendance

- 2.2.1 All students are expected to maintain 100% attendance with authorised exceptions, please refer to Student Handbook for further detail.
- 2.2.2 Students following the PCDA programme are required to complete a minimum of 20% off the job learning during their contracted working hours. Please refer to Student Handbook for further detail

3 Section 3 – Assessment

3.1 Reasonable Adjustments

- 3.1.1 Reasonable adjustment to assessment compensates for any restriction imposed by a disability and/or long standing/chronic condition, provided this does not compromise the achievement of the learning outcomes.

Please refer to the Student Handbook for further details.

Refer also to <https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/supporting-disabled-students/>

Harmonised Regulations (PEQF)

3.2 Extensions to assessment deadlines

3.2.1 In exceptional circumstances extensions may be granted where the student has submitted evidence of unforeseen circumstances that will impact them from submitting on time.

Please refer to Collaboration Extensions Policy

3.3 Late Submission of Assessment

3.3.1 If the student does not submit by the deadline date or extended deadline date the following penalties will apply:

- a) if the assessment is late up to a **maximum of 48 hours** from the original or agreed extended deadline, the assessment mark will be capped at the pass mark for the element of assessment;
- b) if the assessment is late **over 48 hours** from the original or agreed extended deadline, the piece of work will be deemed as a Non Submission.

3.3.2 A student unable to complete assessment by the specified date due to medical or other reasons beyond their control, should refer to Section 3.14 Extenuating Circumstances.

3.4 Pass Mark

3.4.1 The pass mark for each element of assessment except the End Point Assessment is 40%.

3.4.2 The pass mark for each element of assessment within the End Point Assessment (EPA) element of the PCDA as set by the Institute of Apprenticeships and Technical Education is:

- Presentation = minimum 50%
- Evidence Based Project = minimum 50%
- OCP Professional discussion = Pass/Fail

Harmonised Regulations (PEQF)

3.5 Reassessment (Resit)

- 3.5.1 Students who at first assessment do not pass a module or assessment block are entitled to a reassessment opportunity (resit).
- 3.5.2 Only the failed elements of assessment may be re-sat.
- 3.5.3 The maximum mark which will be awarded for a module block or assessment block in any re-assessment is the pass mark.
- 3.5.4 Where a student achieves a lower standard in reassessment than in first assessment, the higher mark will stand.
- 3.5.5 A reassessment is not permitted for any module block or assessment block where a pass mark has been achieved.
- 3.5.6 The scheduling of any reassessment will be determined by the Collaboration Partner Universities in conjunction with Babcock.

3.6 Retake

- 3.6.1 Students who, after a reassessment (resit) do not pass a module block or assessment block will be offered the opportunity to retake a module block or study block subject to the limits detailed below in 3.6.3 and a further resit opportunity outlined in 3.5
- 3.6.2 A student may not retake any module block or assessment block that has already been passed.
- 3.6.3 Students being reassessed in module blocks or assessment blocks are restricted to the following maximum retake values:

PCDA

- Level 4 – Maximum of 100 credits can be retaken
- Level 5 – Maximum of 60 credits can be retaken
- Level 6 - Maximum of 30 credits can be retaken

Please note that the EPA credits are not included in the maximum retake value at Level 6.

DHEP

- Maximum of 40 credits can be retaken

Harmonised Regulations (PEQF)

3.7 EPA Resits and Retakes

3.7.1 These are permitted in accordance with the Apprenticeship Standard requirements and requirements of The College of Policing, including timescales. To aid national consistency, no more than three resits / retakes per element will be permitted.

3.8 Compensation/Condonement

3.8.1 No compensation or condonement is permitted on either the PCDA or the DHEP.

3.9 Progression Requirements for PCDA

3.9.1 To progress from one Level of study to the next, a student must meet all course, module and/or assessment block requirements at their current Level of study.

3.9.2 Until the student completes all the requirements of a Level, including the resit or retake of a module or assessment block, they may not progress to the next Level – a failed module or assessment block may not be trailed.

3.9.3 In order to progress to the End Point Assessment, a student must have successfully completed all requirements for Level 4 and Level 5, and the first 60 credits of Level 6.

3.10 Award Requirements – PCDA BSc (Hons) Professional Policing Practice

3.10.1 To be eligible for the award of the BSc (Hons) Professional Policing Practice, a student must:

3.10.1.1 Study and pass modules or assessment blocks to a total value of 360 credits, comprising 120 credits at each level.

3.10.1.2 Achieve a minimum average mark of 40% overall, an average of 50% in the numerically graded elements of the End Point Assessment, and a pass in the pass/fail elements of the End Point Assessment.

Harmonised Regulations (PEQF)

3.11 Degree Algorithm and Classification of Award for PCDA

- 3.11.1 For the BSc (Hons) Professional Policing Practice, the Level 4 module and assessment block grades do not contribute to the final degree classification.
- 3.11.2 Only the Level 5 and Level 6 credits carrying numerical grades will contribute to the final classification. Elements graded pass/fail do not contribute to the calculation.
- 3.11.3 The Classification of the PCDA is based on the total weighted marks for Level 5 and Level 6 calculated up to two decimal points, then rounded up or down to the nearest whole number, giving a whole number average mark.
- 3.11.4 Level 5 modules are weighted at one third and Level 6 modules are weighted at two thirds.
- 3.11.5 The method of calculation is:
- Each element mark x assessment weighting = weighted element mark (held to 2 decimal places)
 - Sum of weighted element marks for each modular/assessment block = modular/assessment block mark (held to 2 decimal places)
 - Sum of modular/assessment block mark x module credits ÷ total level credits = level mark (held to 2 decimal places)
 - Level 5 total mark ÷ 3 x 1 = Level 5 weighted mark (held to 2 decimal places)
 - Level 6 total mark ÷ 3 x 2 = Level 6 weighted mark (held to 2 decimal places)
 - Level 5 weighted mark + Level 6 weighted mark = Total weighted mark (Round up or down, 0 decimal places)

Worked example:

Student Example	Level 5									Level 6								
	PABS01			PABS02			PBMS06			PAB601			PMB606			PMB607		
Module Code																		
Credits	40			60			20			30			30			60		
Assessment Weighting	30%	40%	30%	40%	30%	30%	50%	50%	50%	25%	25%	30%	40%	30%	Pass/ Fail	70%	30%	
Assignment Mark	99.00	89.00	98.00	94.00	89.00	83.00	90.00	94.00	89.00	88.00	98.00	91.00	78.00	86.00	Pass	99.00	99.00	
Weighted Element	29.70	35.60	29.40	37.60	26.70	24.90	45.00	47.00	44.50	22.00	24.50	27.30	31.20	25.80	n/a	69.30	29.70	
Assessment Marks (Assessment/Module Block)	94.70			89.20			92.00			91.00			84.30			99.00		
Assessment Marks Weighted	31.57			44.60			15.33			22.75			21.08			49.50		
Total Marks	91.50									93.33								
Level Weighting (1/3 Level 5 and 2/3 Level 6)	30.50									62.22								
Total (rounded)	93																	
Classification	1st																	

Harmonised Regulations (PEQF)

3.12 Exit Awards

3.12.1 Where a student is unable to complete the full programme of study for the PCDA, an exit award will be made where possible.

Requirements for an Award of Certificate of Higher Education in Policing Studies

To be eligible for this award, a student must:

- Study and pass modules or assessment blocks to a total value of 120 credits at Level 4 or higher

Requirements for an Award of Diploma of Higher Education in Policing Studies

To be eligible for this award, a student must

- Study and pass modules or assessment blocks to a total value of 240 credits, comprising-120 credits at both Level 4 and Level 5.

Requirements for an Award of Ordinary Degree in Policing Studies

To be eligible for this award, a student must

- Study and pass modules or assessment blocks to a total value of 300 credits, comprising 120 credits at Level 4, 120 credits at Level 5 and 60 credits at Level 6.

There is no exit award for the DHEP Graduate Diploma in Professional Policing Practice; a transcript of credit will be issued.

3.13 Classification and Grade Boundaries

3.13.1 Classification is made according to the following scale:

PCDA Grade Boundaries

70% or higher - First

60 – 69% - 2:1

50 – 59% - 2:2

40 – 49% - Third

39% or lower – Fail

Harmonised Regulations (PEQF)

- 3.13.2 The PCDA End Point Assessment is not awarded separately from the Degree Apprenticeship award, but an additional classification is made as follows based on the outcome from the EPA:

OCP Professional Discussion	Evidenced-based Project	Presentation / Discussion	Grade
<100% of 13 assessment criteria met	<50%	<50%	Fail
100% of 13 assessment criteria met	50%-69%	50%-69%	Pass
100% of 13 assessment criteria met and measurably beyond the minimum required standard	70%+	70%+	Distinction

- 3.13.3 DHEP Grade Boundaries

40% or higher – Pass

39% or lower – Fail

3.14 Extenuating Circumstances Provision

- 3.14.1 The Collaboration Partner Universities recognise that students may encounter difficulties during their programme and provision is made by all of the Collaboration Partner Universities to support students experiencing difficulties.
- 3.14.2 Students are advised to seek support firstly from their employer, who will be able to offer a wider range of support especially developed for Police Officers. All Collaboration Partner Universities also offer wellbeing and disability support through their student services, including academic support.
- 3.14.3 Extenuating circumstances is a process by which the members of the Collaboration Partner Universities make allowances for matters that have had a serious and unanticipated impact on a student's performance in an assessment or element(s) of assessment in ways which could not have been anticipated or controlled.

Please refer to the Collaboration Extenuating Circumstances Policy

Harmonised Regulations (PEQF)

4 Section 4 Assessment Panels and Assessment Boards

4.1 Assessment Panels

- 4.1.1 Assessment Panels will be held at each progression point and will be responsible to the individual Collaboration Partner's Academic Board/Senate for considering the academic performance of students on each of the modular/assessment blocks; confirming the integrity and fairness of the assessment process, including marking/grading and moderation, taking into account records and reports, including those from external examiners and confirming the marks/grades achieved by students and submitting such marks/grades to the Assessment Board.
- 4.1.2 Assessment Panels shall comprise a Chair from the individual Collaboration Partner, relevant academic staff and External Examiners. External Examiners shall be appointed to the programmes including Chief External Examiners working across the collaboration defined in a separate policy
- 4.1.3 Assessment Panels shall not confirm marks/grades until it is satisfied with the integrity and fairness of the assessments and the results of those assessments. Where the Assessment Panel has insufficient confidence in the integrity and fairness of the outcomes, it shall take appropriate action. The Assessment Panel may require reconsideration by assessors of the marks/grades for the cohort. Only in very exceptional circumstances may the Assessment Panel scale marks/grades and must record the justification and rationale for such adjustments. Marks/grades for an individual student may not be adjusted, unless they have been wrongly recorded.

4.2 Assessment Boards

- 4.2.1 Assessment Boards will be held at each progression point and will be responsible to the collaboration partner's Academic Board/Senate for decisions to be taken about the academic performance and progression of students, including, where appropriate, recommendations for awards and their classification and reassessment, including in cases where there are accepted extenuating circumstances.
- 4.2.2 Assessment Boards shall comprise a Chair from the individual Collaboration Partner; Chair or nominated representative of the Extenuating Circumstances Panel; Chair of the Panel; Programme Director from each Collaborative University Partner; external examiner(s); any other relevant academic staff and at least one senior member of the Universities' professional staff, who will ensure that the proceedings are carried out in accordance with the regulations.
- 4.2.3 The Board may empower the Chair to take such action as they see fit outside of a Board meeting where decisions are deferred at a meeting of the Board.

Harmonised Regulations (PEQF)

5 Section 5 Student Conduct

5.1 Student Conduct - Non-Academic

- 5.1.1 All students are required to conduct themselves responsibly and with respect to other people, including students, members of staff, visitors to the University, and members of the public.
- 5.1.2 Students on the PCDA and DHEP programmes must adhere to the expected conduct of their employer at all times, including during attendance at University.

Please refer to the Student Handbook

5.2 Student Conduct – Academic Offences

- 5.2.1 Any improper activity or behaviour by a student which may give that student, or another student, an academic advantage in an assessment will be considered to be an academic offence.

Please refer to the Student Handbook

5.3 Academic Appeals

- 5.3.1 A student has the right to appeal against a decision of the Collaboration Partner University's Assessment Panel and/or Awards Panel.
- 5.3.2 A student may not appeal on grounds that dispute the academic judgement of the Assessment Panel or Assessment Board concerning performance in any academic work and/or work based component of the course.

Please refer to the Student Handbook