

Framework and Assessment Rules for Foundation Certificates (80 and 120 credit)

This document sets out the framework for design of Foundation Certificate programmes, and rules for assessment, progression and award for such programmes.

1. The purpose of Foundation Certificate programmes is to equip students with the relevant subject-specific and generic understanding, knowledge and skills and English-language capabilities to ensure that students achieve the necessary academic standards to progress to undergraduate study.
2. The intended learning outcomes of a Foundation Certificate programme should be appropriate for a qualification at Level 3 (HE Level 0) of the Qualifications and Credit Framework.
3. Foundation Certificate programmes shall comprise modules with a total credit value of either 80 credits or 120 credits, of which in each case at least 70 credits will be at Level 3 of the Qualifications and Credits Framework (HE Level 0). 120-credit Foundation Certificate programmes shall fulfil the same purpose as 80-credit Foundation Certificate programmes, but with additional focus (via additional credit) on study skills or English language capabilities. The learning outcomes for 80-credit and 120-credit Foundation Certificate programmes shall be the same: the additional credit on 120-credit programmes reflects different entry requirements.
4. Foundation Certificate programmes shall normally be either two academic terms in duration (for 80-credit programmes), or three academic terms in duration (for 120-credit programmes).
5. A Foundation Certificate programme shall lead to progression to Stage 1 of at least one Bachelors with Honours or Integrated Masters programme offered by the University of York. Progression requirements will be specified at the outset. These

may differ from award requirements (that is to say, it is possible that students will be able to achieve the award of a Foundation Certificate whilst not being eligible to progress to a Bachelors with Honours programme within the University of York).

6. The following framework and rules will apply to Foundation Certificates:
7. A Foundation Certificate will only be awarded on the basis of credits accumulated as part of an approved programme of study. No early exit awards will be available on Foundation Certificate programmes. Foundation Certificate programmes consist of a single stage.
8. The award and stage requirements are:

Table 1

Award	Credit volume (minima)	Credit levels
Foundation Certificate	80	At least 70 credits at Level 3 (HE Level 0).
Foundation Certificate	120	At least 70 credits at Level 3 (HE Level 0).

9. Foundation Certificate programmes may include English language modules, whose level shall be mapped to the Common European Framework of Reference.
10. Students will study no more than 6 modules at any one time. Foundation Certificates will comprise no more than 12 modules, with a norm of 40 credits to be taught in a term.

Programme and Award Titles

11. The programme title of a Foundation Certificate programme at the University of York should be as follows: Foundation Certificate SUBJECT, SUBJECT (e.g. Foundation Certificate Science, Engineering). 120-credit versions of Foundation Certificate programmes shall be distinguished from 80-credit versions by the addition of a signifier of the additional content (normally 'Language' or 'Academic Skills', for example Foundation Certificate Science, Engineering – Language).
12. Foundation Certificates shall be abbreviated as FCert.

Guidance for Assessment, Standards and Award

13. All students are required to complete successfully the University Online Academic Integrity Tutorial within the duration of their programme of study. (See Regulations 5.7(a) and 6.5(c)). Confirmation of successful completion of this tutorial will be required for students registered on Foundation Certificate programmes to be able to achieve their award. Students may be required to take the Tutorial prior to their first assessment.
14. Foundation Certificate programmes will use the mark scale for undergraduate students, as set out in the University's Guide to Assessment, Standards, Marking and Feedback. A fail mark of 30- 39 will be potentially compensatable, whilst marks of 0-29 and fails on pass/fail modules will be treated as outright fails.

Compensation:

15. If a student fails one or more modules (i.e., achieves a module mark below 40) on a Foundation Certificate programme s/he may still receive credit for the failed module provided that:

- i. s/he has not compensated more than 30 credits, with this total including both any modules previously compensated and the module to be compensated;
- ii. the rounded credit-weighted mean over all modules taken thus far (including failed modules) is at least 40.

Assessment, Re-assessment and Progression

16. The Common Assessment Period will not apply to Foundation Certificates programmes. This reflects the fact that these may have non-standard start points in the academic year.
17. Reassessment is an opportunity for students to redeem failure for the award of credit or to meet progression or award requirements. It should be noted that failures in pass/fail modules are always counted as outright fails and cannot be compensated, and consequently any failure of a pass/fail module must be redeemed by reassessment.
18. Re-assessment will be offered in all failed modules which are not designated as non-reassessable (thus a student could potentially re-assess all 80 credits of an 80-credit programme). This reflects the particular nature of the Foundation Certificate and the associated progression to Bachelors programmes.
19. If a student elects not to take a re-assessment opportunity when it is offered, the original module mark will be carried forward for the purposes of calculating the award and progression to Bachelors programmes. It is not possible subsequently to choose to take the re-assessment for the purposes of award / progression calculation at a later date.
20. Pass/fail modules will not be used in the numeric calculation of whether the student has met requirements for progression to Bachelors programmes. However, any pass/fail module must be passed for progression.
21. All students who have not previously undertaken a re-assessment for a module may be

offered the opportunity to undertake a re-assessment of the module on a non-credit, non-award-bearing basis if their module mark does not meet the progression requirement. Such a re-assessment might be needed because the module is specifically mentioned in the student's progression requirement, or because the overall mark needs to be improved, and may be offered regardless of the original module mark (i.e. this opportunity may be offered to students who have already received a passing mark on the module). This is designed to provide re-assessment opportunities for students who have met or are likely to meet the requirements for the award of a Foundation Certificate but not the requirements for guaranteed progression. Re-assessment offered on this basis does not affect the mark used for calculating the award of a Foundation Certificate. If the progression requirement is explicit about the mark needed on a particular component of a module, then a reassessment for progression may be offered on a component basis, rather than for a whole module.

22. A student may only be reassessed in a particular module on one occasion. This applies to both reassessment for the purposes of award and reassessment for the purposes of progression.