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2021-22 Academic Year

# **Student Registration, Assignment Submission and Progression Policy and Procedure**

## Introduction

Students admitted to LSME on accredited programmes are expected to be registered with the respective awarding bodies and achieve their qualifications within a specified period. It is likely that sometimes managers may have difficulties in progressing students for various reasons, thus prolonging the duration of the study or resulting in failure to achieve a qualification.

This policy enables the College to provide guidance to individuals on:

- the appropriate timeframe for registration with the awarding organisation,
- assignment submission deadlines,
- procedures for dealing with failure to make academic progress,
- Application for special consideration.

This policy is intended for students and lecturers assessing internally assessed qualifications at LSME. It informs students of their registration with the awarding bodies, assignment submissions and the subsequent progression through the course until they achieve their final award. Lecturers and members of the Board of Examiners are also provided with clear guidance on how to deal with persistent non-submission and or failure to achieve despite all efforts to support the learner.

This policy must be read in conjunction with the Withdrawal and Appeals Procedures.

## Policy Statement

1. The college registers all students on funded programmes with their respective awarding organisations within one month of enrolling on the programme. Students who are still awaiting approval of funding from the SLC should pay a refundable deposit of £250 towards their registration before the due date of registration with the awarding organisation.
2. The college registers all self-funded students with their respective awarding organisations within one month of enrolment. They must ensure their registration fee is paid in full before the date for registration with the awarding organisation.
3. Before registration, all students must demonstrate their commitment to their studies by meeting the attendance and assignment submission requirements.
4. Assignment submission deadlines must be adhered to.
5. Lecturers are required to provide feedback within one week of receiving the first draft of student assignment.
6. The final corrected version of students' work must be handed in within one week of the formative feedback for final summative feedback and grading.
7. Summative feedback is provided within one to three weeks of submission of the final coursework.
8. The College Board of Examiners will meet shortly after the Pearson External Examiner's visit to agree on the final grades. For the UoC validated BSc and Masters' programmes, the BoE role is the responsibility of the UoC. Before the UoC BoE meeting, a pre-board meeting is held at LSME with the LSME BoE members, UoC link Tutors and EEs after their moderation process and approval of the grades awarded by the assessing lecturers. This process is an added step to agree on the marks awarded, the list of students progressing and those for resit examinations before the submission of the progress tracker to the UoC BoE. The UoC Exams Board then make the final decision on awards.
9. Final certification is considered for deserving students who have achieved all the units/modules that make up a full award as soon as all due diligence processes have been completed, and there is the submission of the internal Board of Examiners Report to the Academic Board. Under certain circumstances, the college will claim a partial award for units achieved only. For the BSc and Master's Programmes, however, final certification for the full or partial awards and transcripts are done by the UoC after their Exam Board's final decision.

## Progression Procedures

1. Lecturers should provide assessments with clear instructions on what is expected of the student, plagiarism, sources of additional reading materials and assignment submission deadlines.
2. Learners are expected to adhere to these deadlines.
3. In the unlikely event of an extenuating circumstance, the learner should apply for an extension of the assignment submission deadline before the proposed deadline using the forms provided by the college. Further information is obtained in the General Students Handbooks.
4. Learners whose application for extension is successful must adhere to their new assignment submission deadline.
5. Lecturers must provide feedback no later than one week after receiving the first draft of the assignment.
6. Learners with initial formative feedback are expected to submit their corrected assignment (final draft) within one week of receiving the feedback from their lecturers.
7. Summative feedback must be produced for the final draft indicating the learner's achieved grade. This will be internally moderated using the sampling procedures described in the moderation policy.
8. After the External Examiner's visit, the Board of Examiners will agree on the grades awarded to the learners.
9. If a learner does not achieve a passing grade after the summative feedback process, he or she is offered up to 6 weeks to rewrite and re-submit the assignment before progressing to the next level. Students requiring additional support will be aided during this period. This applies to the HND and DET students. Resit students on the HND (RQF) qualification will have their grades capped to a Pass. Resit dates for the UoC validated programme is decided by the UoC Exam Board. Their subsequent grades will be capped to a Pass at 40%.

## Claiming Award Certificates for HND and DET Students

After the grades have been agreed by the BoE, Certificates are claimed for students who have completed all the units required for a full award. Although we will endeavour to claim the final awards for qualified students as soon as it is reasonably possible, we have no control over when the certificates will be issued. In the case of any delays in receiving certificates from the awarding organisation, the College will issue interim completion letters to students. This will serve as confirmation of a pending award until the original certificate becomes available. Certificates are issued to students during the Convocation ceremony, which normally takes place in the first term of each academic year.

In the unlikely event that the learner fails to achieve during the proposed period of study, The Board of Examiners shall consider whether the student's performance during the assessment was not a fair reflection of his/her level of attainment due primarily to acute circumstances or whether chronic personal circumstances negatively affected the student's learning. Students in such situations would have submitted evidence for extenuating circumstances and may have applied for an extension of their course. The Board of Examiners' decisions may include:

- i. Allowing the student 3-6 months to re-attempt the assessments for the last time without penalty if the reason for non-achievement is due to unavoidable personal circumstances; this is the case for the HND (RQF) and DET students. In the case of funded students, they may be able to apply for additional funding for up to one year to enable them to complete the course. The decision to do so will, however, be agreed upon by the Programme Board. For the University of Chichester validated, programmes mitigation claims are submitted directly to the University for approval. If approved, the university will determine the date for the reassessment, and the students' final grade for the reassessed module will not be capped at 40%.
- ii. Suggesting the award of an alternate award where the student is prevented by illness or other substantial cause (leaving the country, having to terminate their enrolment) from completing a minor or substantial part of the assessments and does not have any evidence of classwork for

- those affected modules. A classified award will be requesting for an HNC instead of HND or claiming for units only for both HND and DET students.
- iii. Applying to the awarding organisation to apply special consideration if the student is prevented by illness and other substantial course but has enough evidence of coursework to suggest their level of understanding of the course.

Learners whose underachievement of work after a resubmission is not because of a mitigating circumstance will be given the opportunity for a re-sit of the unit in the next academic year if studying the HND (RQF) specification and their grades will be capped at a Pass. Learners on the DET programme will be offered the opportunity to do another resubmission for a satisfactory assignment for grading within 2-6 weeks.

A learner who has persistent underachievement/non-submission of work is not because of a mitigating circumstance but is due to a lack of focus, and a poor attendance record will be withdrawn from the college, and the appropriate regulatory bodies will be informed accordingly. Their registration with the awarding bodies will be terminated after claiming for the units they have achieved.

In all cases, learners will be informed of the decision made by the Board.

Boards of Examiners may wish to seek professional advice e.g. medical opinion before deciding, particularly if chronic circumstances are involved.

Boards of Examiners should ensure that their decisions in respect of students whose performance is impaired by extenuating circumstances are consistent over time and recorded. Any queries regarding the use of this policy document should be addressed by the Academic Board of LSME.



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