

Micro-credentials

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Responsibilities:	Programme Coordinators Internal Examiners (module leaders & lecturers) External Examiners Director of Academic Programs and Research Chairs of the Module and Programme Boards of Examiners Academic Quality and Learning Manager Academic Quality and Standards Committee
Application to collaborative provision:	Mandatory
Contacts:	Academic Quality and Learning Manager
Applications for exemptions to:	Academic Board

Summary/ Description:

This Code sets out the University's framework of rules governing study and assessment leading to a micro-credential (as distinct from a macro-credential such as a Certificate, Diploma or Degree). However, the general principles governing taught programme as set out in Section C of the University's Quality Handbook apply to micro-credentials and reference should be made thereto in implementing this Code.

Acknowledgement

This Code is guided by and mapped to the UK Quality Assurance Agency's Micro-credentials Characteristics Statement of 30 May 2022¹.

This university Code has been written in accordance with the approach approved by the University to enhance clarity involving the following terminology: **must** = mandatory **should** = advisable **may** = desirable. Where these terms are used they are emphasised in bold.

¹ <https://www.qaa.ac.uk/quality-code/characteristics-statements/micro-credentials>

TABLE OF CONTENTS

Table of contents	3
Introduction	4
Authority	4
Scope of the Code	4
Application to collaborative provision	4
Exceptions	4
Definition	4
Study regulation.....	5
Admission	5
Credits	5
Assessment.....	5
Quality Assurance.....	6
Award.....	6

INTRODUCTION

Authority

- 1 The Academic Quality and Standards Committee is the final arbiter of the application and interpretation of this Code.
- 2 The Academic Board is the final arbiter of whether a module or programme is classified as taught (and therefore subject to Section C of the Quality Handbook).

Scope of the Code

- 3 This Code applies to modules classified by Academic Board as taught and which lead to a micro-credential of the University. This Code, supplemented by Regulations and Codes set out in Section C of the University's Quality Handbook (and in particular QH:C1 Academic Regulations – Taught Programmes, Chapter I), form part of the contract between the University and each student studying for a micro-credential. Adherence to the rules set out in these Regulations and Codes is mandatory except where discretion is explicitly provided for.

Application to collaborative provision

- 4 Unless specified by the Academic Board, this Code applies to all micro-credentials whether delivered by the University or another approved provider through a formal legal agreement.

Exceptions

- 5 The requirements of this Code may be varied with the approval of the Academic Board following a recommendation by Academic Quality and Standards Committee but only for the purpose of meeting the clear and explicit expectations of a professional, statutory or regulatory body and where there are no other means for meeting those expectations.

DEFINITION

- 6 A micro-credential comprises one or more modules that constitute part of the University taught provision by virtue of their inclusion in a taught programme approved by the Academic Board.
- 7 The award of a micro-credential recognises academic credit at a specified level where the volume of such credit is insufficient to constitute a university macro-credential qualification (a certificate of higher education, postgraduate certificates; diploma of higher education, postgraduate diplomas, bachelor's degree, master's degree or doctorate).

STUDY REGULATION

Admission

- 8 To be admitted as a registered student of a micro-credential an applicant **must** satisfy:
- (a) the University's requirements for admission to the University; and
 - (b) such entry requirements as are specified for the micro-credential.
- 9 Recognition of Prior Learning is not possible for an applicant seeking admission to a micro-credential.

Credits

- 10 A micro-credential **must** comprise one or more modules totalling at least 15 credits at the level of the award.
- 11 Where more than one module comprises the micro-credential, all modules **must** be at the same level.

Award level	FHEQ qualification level	Minimum credits at specified level
Postgraduate award	7	15
Level 6 award	6	15
Level 5 award	5	15
Level 4 award	4	15

Assessment

- 12 Assessment of a micro-credential is by means of assignments and/or examinations. The guidance for assessment is in accordance with that for university taught awards.
- 13 A micro-credential student who fails an assessment at first attempt will be entitled to one reassessment.
- 14 Where applicable, assessment of micro-credential students is in accordance with the requirements of professional, regulatory, or statutory bodies.
- 15 The overall assessment result for a micro-credential is either pass or fail (i.e., there is no further classification).
- 16 A pass by compensation is not permitted for a micro-credential.

Quality Assurance

- 17 Micro-credentials are subject to the University's standard quality assurance processes as elaborated in its Quality Handbook Codes QH:C9 Boards of Examiners (taught programmes) and QH:C10 External Examiners.

AWARD

- 18 A student who achieves a pass in a micro-credential will be recommended by the Board of Examiners for the award of a micro-credential.
- 19 Recommendations of the Board of Examiners for the award of micro-credentials are subject to the endorsement of the Academic Board.
- 20 The award documentation for a micro-credential **must** include:
- (a) the term "University Award"
 - (b) the title(s) of the module(s) comprising the micro-credential
 - (c) the code(s) of the module(s) comprising the micro-credential
 - (d) the number of academic credits comprising the micro-credential
 - (e) the level of the award (i.e., level of the module(s)) of the micro-credential

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