

St Padarn's Institute Progression to a Higher Level of Study Policy (Undergraduate)



ATHROFA PADARN SANT
ST PADARN'S INSTITUTE

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2. Policy Framework

This policy has been developed in accordance with the following regulations, policies, and procedures. This list is not exhaustive:

- St Padarn's Institute Admissions Policy
- University of Wales, Trinity Saint David Academic Quality Handbook
- St Padarn's Institute Learning Support Policy
- St Padarn's Institute Equality and Diversity Policy
- St Padarn's Institute Data Protection Policy
- QAA UK Quality Code for Higher Education – Advice and Guidance: Admissions, Recruitment, and Widening Access.

3. Introduction

- 3.1** When you have completed the programme on which you are registered you have a decision to make about whether you wish to apply for the next higher level of study. In practice this means that when you have completed your Certificate (level 4) you need to decide whether you wish to apply to study for a Diploma (level 5). Likewise, when you have completed the Diploma (level 5) you need to decide whether you wish to apply to study for a Degree (level 6).
- 3.2** Admission to the next level of study is not automatic.
- 3.3** You will need to complete a simplified application form and confirm that you meet the following three criteria: **Academic, Disciplinary,** and **Financial**. These criteria are discussed in section 4.
- 3.4** You need to decide whether you really wish to continue with your studies at this moment in time: have you time available and sufficient enthusiasm to continue with study? It is strongly recommended that you talk through your options with your Personal Tutor. Should you decide to exit the programme after completing a Certificate or Diploma then you may still choose to apply to study with St Padarn's in the future.
- 3.5** You will need to complete both the simplified application form and a declaration which will be provided to you. We will need both forms completed before we can process your application.

4. The Criteria

4.1 Academic

In order to succeed at the next academic level, it is important that you have demonstrated the aptitude to work at that level. It is not enough to just be 'getting by'. The criteria that we ask you to meet is that the average of your best three module marks at the preceding level is at least 45%. This gives us confidence that you will be able to cope with the demands of study at a higher level.

Example 1: Your level 4 marks are: 60%, 59%, 55%, 50%, 49%, and 40%.

The average of your three highest marks (60%, 59%, and 55%) is 58% so you have provided us with confidence that you will cope with the next level. Your application will be accepted under this criterion.

Example 2: Your level 5 marks are 49%, 42%, 40%, 40%, 40%, and 35%.

The average of your three highest marks (49%, 42%, and 40%) is 44% so you have not provided us with confidence that you will cope with the next level. Your application will therefore not be accepted.

We recognise that sometimes your performance is affected by circumstances beyond their control and in such cases, we are willing to take those exceptional circumstances into account. If you feel that your performance has been affected by factors outside of your control, then you will be asked to explain why you think your application should not be turned down on academic grounds.

4.2. Disciplinary

Sadly, on occasion, learners have failed to behave in the way outlined in the Institute's Code of Conduct. In such cases, where there is evidence of disciplinary issues, we will not accept an application for study at a higher level. If you feel that because of mitigating factors your application, despite disciplinary issues, should still be accepted, then you will be asked to explain why you feel this should be the case.

4.3 Financial

No learner can progress to a higher level of study with outstanding debts to the Institution. You should ensure that all debts are resolved before your application will be considered. If you find yourself unable to pay your outstanding fees then please, as a matter of urgency, contact the Director of Operations to identify a way forward. St Padarn's understands that not all learners can easily meet the cost of the course fees and we are committed to helping where we possibly can.

5. Responsibilities, Policy Approval, and Review

The Director of Operations has overall responsibility for this policy.

6. Policy Communication

- 6.1** This document can be found on the St Padarn's website www.stpadarns.ac.uk and in the learner area in Moodle.
- 6.2** Every effort will be made to respond to any request to provide this policy in a different format.
- 6.3** This policy will be included in staff and learner induction.