Guidance 3xxv Non-Credit Bearing Courses (NCBCs)

1 Purpose

The University recognises that NCBCs extend access to higher education and lifelong learning, meet regional needs and advance economic, social and cultural participation. To this end this procedure sets out the quality assurance procedures for NCBCs to ensure the quality of design and delivery of NCBCs.

2 Scope

A non-credit bearing course is a programme of study, delivered in the name of the University by or under the auspices of a Faculty or Service of the University; such a course is not credit-rated within the University's Academic Credit Scheme, and completion of it does not itself contribute towards a qualification of the University unless it is subsequently assessed as part of a claim for RPL. All courses which are not for credit will be clearly designated as such in all publicity, advertising, handbooks and internal documents for the absence of doubt and to avoid confusion for students about the credit-weight of courses provided by the University. A non-credit bearing courses is defined as:

* A course that is intended to facilitate student entry onto Middlesex University credit bearing programmes, either by directly qualifying students for admission, or by preparing students for qualifying assessment (eg English language courses). These programmes typically act as recruitment routes onto University credit bearing programmes; and could reasonably be regarded as part of the University's academic provision. A Certificate of Achievement may be award to a student who has successfully completed an assessed non-credit bearing course, which does not fulfil the requirements for a University qualification

NCBCs do not include conferences, academic workshops or seminars, or staff development provision.

3 Quality assurance procedures

University

AQS will agree the quality assurance and regulatory requirements. These will normally be the same to those that apply to credit bearing provision, unless the Faculty/Service requests exemptions or amendments. Such exemptions or amendments must include rationale for AQS to approve.

Faculty/Service

The Faculty or Service with responsibility for the delivery or quality assurance of the courses will submit an APPF (Appendix 2a) to the relevant Faculty Committee. Quality assurance for courses will normally reside within a Faculty, unless the Service concerned is approved for such academic quality assurance activity by AC.

4 Procedures

4.1 Programmes

NCBCs within this category will be treated in a similar way (in terms of programme quality assurance including validation, review, monitoring, appointment of external examiners etc) to credit bearing provision with suitable exemptions or adjustments

made to reflect the precise nature of the provision. New programmes, or those due for review, will submit proposals to the relevant Faculty Committee (with appropriate adjustments to the APPF agreed with AQS). Exemptions from, or adjustments to, the academic quality procedures, and any regulatory requirements, as they apply the NCBC, will be agreed by AQS on a case-by-case basis (which may obtain guidance from Academic Registry (in the case of regulatory matters)).

4.2 Approval of a partner to deliver non-credit bearing courses (NCBCs)

The process for approving a partner to deliver NCBC provision where the prospective partner is not an institutionally approved partner, is as follows.

The faculty/service that is quality assuring the provision will prepare a report following the format of the template form: *Proposal for approval of a partner to deliver non-credit bearing courses (NCBCs)* and pass the completed form to AQS who will make a recommendation to the designated member of executive who will approve all such partners. The institution will be added to the collaborative partner register as an NCBC partner.

4.3 Monitoring and review of partners

Partner monitoring will be that as applied to partners delivering credit bearing programmes (as detailed in section 5 and EMER).