

THÔNG BÁO

Về tiến độ thực hiện giai đoạn 2 - học phần Major Project chương trình Thạc sỹ Quản trị Kinh doanh Northampton (Anh Quốc) – Khoá 2

Căn cứ Kế hoạch số 1605/KH-CSII ngày 23/06/2025 về việc phối hợp triển khai giai đoạn Major Project Chương trình Thạc sỹ QTKD Northampton Khóa 02, Cơ sở II trân trọng thông báo đến Quý Thầy, Cô giảng viên hướng dẫn (GVHD) và học viên:

1. Tiến độ hướng dẫn và thực hiện học phần Major Project

Stt	Nội dung thực hiện	Tiến độ dành cho học viên	Lịch hướng dẫn của GV
Đăng ký tên đề tài			
1	Định hướng tên đề tài và hướng dẫn Research Proposal	01/07/2025	04/07/2025
2	Học viên đăng ký tên đề tài luận văn đã được GVHD duyệt với GVCN	01/07/2025	04/07/2025
3	Nhận Quyết định hướng dẫn luận văn và tên đề tài	Dự kiến 11/07/2025 (theo thông báo của Trụ sở chính)	
Học viên nộp đề cương và các bản thảo luận văn cho GVHD			
4	Đề cương chi tiết & Research Proposal	04/07/2025	11/07/2025
5	Bản thảo lần 1	24/07/2025	30/07/2025
6	Bản thảo lần 2	27/08/2025	04/09/2025
Học viên nộp luận văn chính thức			
7	Học viên tra soát trùng lặp theo quy định hiện hành	24/09/2025 – 11/10/2025	
8	Học viên nộp luận văn hoàn chỉnh, kèm báo cáo tra soát trùng lặp đến GVHD qua email để phê duyệt, cc GVCN	24/09/2025 – 11/10/2025	
9	Học viên nộp luận văn qua hệ thống NILE của ĐH Northampton (tài khoản NILE của học viên do ĐH Northampton cấp)	12/10/2025 - 15/10/2025	
10	Học viên theo dõi kết quả chấm luận văn của ĐH Northampton trên hệ thống NILE	02 tuần từ thời hạn nộp bài (dự kiến 31/10/2025)	

Ghi chú: Lịch hướng dẫn cụ thể các mục từ 1-6 theo thông báo của GVHD.

- Học viên nghiêm túc tuân thủ các quy định, hướng dẫn về học tập giai đoạn 2 của Đại học Northampton (Anh Quốc) (Tài liệu kèm theo).
- Tiêu chí đánh giá học phần (Phụ lục kèm theo).

2. Lưu ý đối với học viên

- Học viên cần lấy Giấy giới thiệu để đến các cơ quan/ đơn vị/ công ty xin số liệu làm luận văn vui lòng đăng ký qua hệ thống Just one stop: <http://cs2.ftu.edu.vn/jos/>
- Nếu học viên gặp phát sinh trong quá trình nộp luận văn qua hệ thống NILE, học viên liên hệ ngay với GVCN để được hỗ trợ.

Cơ sở II trân trọng thông báo./.

Nơi nhận:

- Ban Giám đốc (để báo cáo);
- Ban ĐTQT (để thực hiện và đăng eduweb);
- Giảng viên hướng dẫn (để thực hiện);
- Giáo viên chủ nhiệm (để gửi cho học viên);
- Học viên (để thực hiện);
- Lưu: VT, ĐTQT (2).

TL. GIÁM ĐỐC
TRƯỞNG BAN ĐTQT

TS Nguyễn Thị Minh Hà



TRƯỜNG ĐẠI HỌC NGOẠI THƯƠNG
CƠ SỞ II TẠI TP. HỒ CHÍ MINH

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập – Tự do – Hạnh phúc

DANH SÁCH

Học viên thực hiện học phần Major Project
chương trình Thạc sỹ QTKD Northampton – Khóa 2 tại Cơ sở II
(Kèm theo Thông báo số 1693/TB-CSII ngày 01/07/2025)

Stt	MSHV FTU	Họ và tên học viên	Ngày sinh	Tên đề tài dự kiến đăng ký	Đăng ký GVHD
1	2172215011	Nguyễn Ngọc Hồng Ngân	12/04/2000	The impact of organizational culture on firm performance (Aquaculture companies listed on hose)	TS Nguyễn Thị Hoàng Anh
2	2412453001	Đỗ Ngọc Kim Chi	19/11/1998	The impacts of US-China trade war on garment business in China	TS Nguyễn Thị Mình Hà
3	2412453002	Nguyễn Ngọc Cường	01/03/1993	AI Integration in Vietnamese Enterprises: Rethinking Strategic Decision-Making for Business Innovation	PGS, TS Trần Quốc Trung
4	2412453003	Tô Nguyễn Trung Hiếu	16/01/2001	Assessing the impacts of Automation and Digitalization on Vietnam's Hotel Industry	PGS, TS Nguyễn Xuân Minh
5	2412453004	Nguyễn Phạm Quỳnh Hương	04/10/1999	Evaluating the Trade Dependency of Vietnam's Agricultural Sector on China and Opportunities for Expanding into New Markets	TS Lê Hồng Vân
6	2412453005	Hứa Vĩnh Khang	10/03/1997	The Impact of the Russia-Ukraine Conflict on Vietnam's Food Export Activities	TS Lê Thị Thanh Ngân
7	2412453006	Nguyễn Đức Hoàng Khánh	15/12/2002	Factors affecting the financial borrowing behavior of enterprises in the steel manufacturing industry.	TS Lê Tuấn Bách
8	2412453007	Nguyễn Nhật Minh	16/03/1981	Potential and Challenges of the Electric Vehicle Charging Station Franchise Model in Vietnam	PGS, TS Phạm Hùng Cường
9	2412453008	Đinh Hữu Nam	21/10/2000	Product development strategy for the healthcare industry in the digital transformation era	PGS, TS Nguyễn Xuân Minh
10	2412453009	Huỳnh Nguyễn Phúc Nhân	14/09/1993	Factors affecting capital structure of listed real estate firms on Ho Chi Minh stock exchange (HOSE)	TS Nguyễn Thu Hằng
11	2412453010	Tạ Lê Mỹ Phương	28/08/1997	Key Determinants Influencing Distribution Channel Selection and Investment in the Electronics Retail Industry in Vietnam	TS Phạm Thị Mai Khanh
12	2412453011	Nguyễn Trung Quân	13/11/2000	The impact of the US-China trade war on Vietnamese e-commerce	TS Nguyễn Thị Quỳnh Nga
13	2412453012	Lê Thanh Tùng	10/10/1990	Strategic Analysis of Novaland: Current Challenges and Recovery Solutions for Sustainable Growth	TS Nguyễn Thị Mai Anh

(Danh sách trên gồm 13 học viên)./.

TRƯỜNG ĐẠI HỌC NGOẠI THƯƠNG
CƠ SỞ II TẠI TP. HỒ CHÍ MINH

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập – Tự do – Hạnh phúc

PHỤ LỤC

Tiêu chí đánh giá học phần Major Project chương trình Thạc sỹ Quản trị Kinh doanh Northampton (Anh Quốc) – Khoá 2
(Kèm theo Thông báo số 1693/TB-CSII ngày 01/07/2025)

FINM081 – PROJECT PORTFOLIO (8,000 words)

Criteria	Levels of Achievement				
	Distinction	Merit	Pass	Fail	No Submission / no evidence
Learning Outcome a) Design a project that critiques existing research to sustain a coherent and convincing academic argument to justify the problem.	Provides evidence of a complete understanding of the topic. There is a clear rationale and aim of the research. The background and rationale are innovative and original. Research question, aim, objectives and hypothesis are clearly defined, contextualized and scientifically grounded. Extensive research and creative competence. There is clear evidence of originality and ability to justify the research effort. Compelling evidence of research.	Demonstrates a sound level of understanding of concepts. The background and rationale are good. The research question, aim, and objectives show great insights and originality. The research question, aims and objectives are directly relevant to the topic. There is substantial evidence of research.	Illustrates an attempt to address the topic. Fairly clear research question aims and objectives. The research question, aims, and objectives are adequately defined and are linked to the topic.	The work lacks a clear justification for the research purpose. Aims and objectives are not defined. Work indicates limited engagement with the subject material and learning process. Poorly organized, sketchy and does not meet the threshold standards.	Nothing presented, or work containing nothing of merit.
Learning Outcome b) Identify and critically analyze pertinent literature sources, theories, models and concepts relevant to the project.	Excellent knowledge, coverage, interpretation and application of relevant literature. A clear demonstration of a complete grasp of knowledge of the topic and relevant literature. Work demonstrates strong technical and creative competence. The theoretical framework to guide the research is clear. There is clear evidence of originality, insight and ability to sustain an argument.	Relevant examples and literature are used. Broad literature review with a sound critique of seminal and previous research. Establishes sound critical evaluation of the theoretical framework guiding the study and the gap being addressed. There is evidence of originality and critical analysis.	The literature review demonstrates good knowledge of a wide range of discussions. There is evidence of an appreciation of the theoretical framework guiding the study. The uniqueness of the study and the gap are addressed. Adequate knowledge and understanding of the significance of the research.	Seminal and previous research are stated but not critically analyzed. Basic arguments are presented. Evaluation of the theoretical framework lacks clarity. Shortcomings in the interpretation of the application of literature. The gap in the literature is vaguely identified. Basic understanding of the significance of the research.	Section incomplete or is of an unacceptable standard. Does not review the literature.



	Levels of Achievement				
Criteria	Distinction	Merit	Pass	Fail	No Submission / no evidence
Learning Outcome c) Appraise and apply a recognised data collection and analysis method to secondary information, considering ethical and methodological considerations.	The methodology shows an authoritative grasp of concepts, methodology and content appropriate to the subject. Compelling justification of how the data for the study will be collected and analysed. A thorough critique of previous methods and previous studies is presented. Areas for further research are outlined. Suitable ethics procedures are followed.	Demonstrates in-depth understanding of the significance of the research and review of research methodology, techniques and analysis. A detailed discussion of the suitability of methodology for the collection of data. Shows above average awareness of the limitations of the chosen methodology. In-depth understanding of suitable ethics procedures.	Good organisation and application of research methodology. Previous methods used in previous studies are outlined with limited critical evaluation. Areas for further research development are adequate. Good understanding of suitable ethics procedures.	Limited knowledge of research methods used in previous studies. Lack of discussions, critique and justification. Identification of areas for further research development is vague. Limited knowledge of suitable ethics procedures	Section incomplete or is of an unacceptable standard. Does not discuss the methodology for collection of data. Suitable ethics procedures are not followed.
Learning Outcome d) Propose recommendations that demonstrate an entrepreneurial mindset and consider stakeholder impact, sustainability, and value.	Critical discussion of key findings and implications for the field of study. Key findings are specifically related to previous research. Shows critical analysis of research related to the topic compared to the current study. The conclusions are logically valid and show a strong awareness of the relevant literature. They are clearly communicated and evaluated. The final summary is relevant and communicates the purpose and findings of the study in clearly understandable terms. Recommendations flow logically from the conclusion.	Critical discussion of key findings and implications for the field of study. Key findings are related to previous research. Shows critical analysis of research related to the topic compared to the current study. The conclusions are logical and valid and show an awareness of relevant literature. The final summary is relevant and communicates the purpose and findings of the study. Recommendations for Further research point to topics that need examination.	Some discussion of key findings and their implications. Shows some critical analysis of research related to the topic and compared to the current study. The conclusions are partially logical and/or valid. They are communicated clearly. The final summary only partially communicates the purpose and findings of the study. Basic recommendations for further research.	Shows some critical analysis of research related to the topic and compared to the current study. The conclusions are not in all respects logical and valid. They are communicated with only partial success. The final summary does not communicate the purpose and findings of the study. Limited recommendation.	Nothing presented, or work containing nothing of merit.
Learning outcomes e) Demonstrate self-direction and originality in tackling and solving problems and act autonomously in planning and implementing tasks.	Demonstrate a strong sense of self-direction and originality in tackling and solving problems and acting autonomously in planning and implementing tasks.	Demonstrate rigorous command of self-direction and originality in tackling and solving problems and acting autonomously in planning and implementing tasks.	Demonstrate reasonable command of self-direction and originality in tackling and solving problems and acting autonomously in planning and implementing tasks.	Poor command of self-direction and originality in tackling and solving problems and acting autonomously in planning and implementing tasks.	Nothing presented, or work containing nothing of merit.
Learning Outcome	Reflection of very high quality. Demonstrates excellent insight into their self-reflection and	Reflection of good quality. Ability to proficiently demonstrate reflection on	Satisfactory reflection: Showing reasonable ability	Poor reflection shows a very limited ability to reflect in	Work submitted is of no academic

Levels of Achievement					
Criteria	Distinction	Merit	Pass	Fail	No Submission / no evidence
f) Critically reflect upon preferences and experiences in the context of Personal, professional and career development.	applies it to personal, professional, and career development contexts from a wide range of perspectives. Creative solution and critical thinking skills demonstrated.	personal, professional, and career development contexts from a wide range of perspectives. Creative solution and critical thinking skills demonstrated.	to reflect on the experience in personal, professional, and career development contexts.	personal, professional, and career development contexts.	value/nothing submitted.
Learning outcomes g) Structure and communicate a coherent and sustained argument.	Authoritative command of academic/professional conventions appropriate to the discipline. The presented material is completely analysed and evaluated, demonstrating strong, robust and consistent evidence, providing support for main points with reasons, discussion of alternatives, explanations, and examples as appropriate.	Rigorous command of academic/professional conventions appropriate to the discipline. The presented material is analysed and evaluated, and appropriate reasons, discussion of alternatives, explanations, and examples are given for most of the main points. The visual aids are informative and generally supportive of the content.	Sound command of academic/professional conventions appropriate to the discipline. The presented material is analysed and evaluated at a reasonable level but is not used effectively to support many of the main points.	Poor command of academic/professional conventions appropriate to the discipline The depth of analysis and evaluation of the presented material is insufficient, and the discussion contains unnecessary or trivial material. Visual aids are not designed to convey the information the speaker intended effectively.	Work submitted is of no academic value/nothing submitted



Postgraduate

Student Handbook

**University of
Northampton**



**Academic Year
2024 / 25**



Introduction

Welcome to the University of Northampton

This Handbook provides advice on University Regulations and contains a lot of useful and important information to refer to during study on your postgraduate taught course. For each level of study there is an equivalent Handbook, i.e.

Undergraduate Handbook/Postgraduate Research Handbook, please ensure you are referring to the one relevant to your studies.

You should familiarise yourself with the content now and refer to it throughout your studies whenever you have a query. It explains the structure of the Awards, what to do to make sure you are on the right course of study, where to go to get advice along with other valuable information.

International Students

This Handbook should be read in conjunction with the International Student Handbook. Any change to the course for which you are registered must be checked and approved by International Student Support Services (ISSS) to ensure it meets with UKVI requirements.

The information in this Handbook is taken to be correct as at the point of publication (Sept 2024). Where any errors with the information in this Handbook are identified these will be amended and a statement on those changes added to the Handbook so that it is clear where changes have been made.

Section 1: The Structure of Taught Courses at the University

Almost all courses at the University of Northampton are organised within the University Modular Framework (UMF), which regulates taught courses leading to awards. The primary purpose of the UMF is to provide a framework for the design, structure, assessment and regulation of a course, and to ensure equity of experience and treatment for students in terms of study hours, assessment and so on.

The content of each course is divided into discrete units of study called modules. Each module is credit rated (roughly speaking this measures how 'big' it is in terms of study hours) and as you successfully complete modules you gain credit towards your final award. The word 'award' is normally used to indicate the qualification that you are working towards, e.g. Postgraduate Degree, Postgraduate Diploma, Postgraduate Certificate. Some awards are subject to Course Specific Regulations, please refer to specific information within [Policies, Procedures and Regulations](#) accessible via the Student Hub.

Your course has an [Award Map](#) available via the Student Hub which details the modules that you need to complete to meet the learning outcomes for your award. To view the modules for your chosen course select the year you commenced study, followed by the name of the award you are working towards. If your course allows you to choose modules then you need to comply with any restrictions, pre-requisites or co-requisites as identified in the module catalogue.

The University acknowledges that it agrees to provide a course of study to students who have accepted an offer and enrolled onto that course. In circumstances where there is a requirement to vary or cease delivery of a course this will be conducted in line with University policy. Please refer to the Academic and Student Regulations for further information.

.

Active Blended Learning

The University's approach to learning and teaching is called [Active Blended Learning](#) and is detailed on our website.

Semesters

Most courses at the University are taught across two semesters

The Academic Year is split into two halves/semesters.

The semester dates for September starters are listed below:

Semester 1: September-mid January

Semester 2: February-May

There may be some modules, such as dissertations, principle modules or placements, which run across the whole year.

You can find out more about [term dates and the Academic Calendar](#) via the Student Hub and will also have your own [personalised timetable](#).

Course Registration

When you enrolled on your course you were required to confirm your chosen course was correct, provide all necessary documentation/proof of qualification, and complete the online pre-enrolment process. The University reserves the right to withdraw you from study if any of these conditions are not met and your registration is incomplete.

It is each student's responsibility to ensure that they are registered for an approved course of study. This includes studying the right combination of modules as set out on the award map for their course, referring to Course Specific regulations and ensuring the required number of credits are taken, and achieved, at each level.

A student who fails to engage with the course for which they are registered without good cause and due notice by the end of the fourth week of the course will be deemed to have withdrawn from their studies and their registration will be terminated by the University. This applies to all students, at all levels.

Accreditation of Prior Certificated Learning/Experiential Learning (APCL/APEL)

Students admitted with credit for prior learning may count such credit towards the award in accordance with the APCL/APEL and/or credit transfer procedures of the University of Northampton. In meeting the requirements of the award it normally means this will be no more than two-thirds (measured in credits) of the award for which you are registered. Please note any classification awarded will be calculated on grades achieved whilst studying at the University of Northampton.

Please note that students who apply for, and are awarded, APL or credit transfer for part of the credits on a Master's-level course will not be eligible for the receipt of the Postgraduate Loan via the Student Loans Company.

At Level 8 professional experience alone will not be accepted as APEL, demonstrable evidence of experience meeting the module/s learning outcomes would be required.

Further information, to include Level Descriptors and Characteristics, may be viewed within the Student and Academic Regulations.

Section 2: Your Programme of Study

Making sure you are on the correct course

Once you have completed your enrolment, you will receive an email from the University confirming your enrollment is complete.

You will then be able to view your course and module details on the Student Portal and, if you are a full-time student, download a Council Tax Exemption Certificate. If modules listed on your student portal are incorrect or incomplete (or fewer than 100 credits if you are full time) this must be resolved during Welcome and Induction Week, or at least no later than the end of the first week of term.

If you believe that there is an error in your module registration, please contact the Student Record Teams;

Business, Law, Arts, Science and Technology- studentrecordsblast@northampton.ac.uk

Health, Education and Social Sciences- studentrecordsehhs@northampton.ac.uk

Partnership Institutions- ewodlrecords@northampton.ac.uk

If you are having any concerns or doubts over whether you are on the right course it is strongly recommended that you seek advice as soon as possible, at least within the first two weeks of the autumn term/commencement of your course. During that time it may be possible to transfer to another course and continue study for the same academic year (please see information about Transfers on page 8).

If you wish to discuss the options available to you about your studies, please contact the [Student Support and Advice Team](#).

How many modules should you take?

Each award requires a minimum number of credits to be successfully achieved for that award.

- **Postgraduate Certificate, 60 credits at Level 7**
- **Postgraduate Diploma, 120 credits at Level 7**
- **Master's Degree, 180 credits at Level 7**

In general modules studied for Postgraduate Certificates and Diplomas are classified as taught modules. Master's awards must include a dissertation or equivalent piece of independent work (project, exhibition or similar) which has the value of at least 30 credits at Level 7. All Master's awards will also include research methods. This may be incorporated within the dissertation module or be separate. If the module is separate it will normally be worth 10 or 20 credits at Level 7.

For MRes awards you will be studying full time, and will take between 60 and 80 credits of pre-existing modules comprising subject related research methods, methodological issues and debates or subject orientated modules in the first trimester. In the second and third trimesters you will complete a 100 to 120 credit dissertation or major project module that includes a detailed research proposal and elements of supervised research training.

If you are uncertain about choosing modules please seek guidance from your Personal Academic Tutor; Module, Course or Subject Leader;; or [Student Support and Advice Team](#).

Attendance

When embarking on a course of study at the University students commit to taking responsibility for their own learning and actively engaging with their studies, for example attending induction, participating fully and actively in classes/seminars/ workshops and group learning activities, attending meetings with tutors and/or supervisors, attending placements and ensuring time is spent in private study/research. Please refer to the Student Partnership Agreement within Policies, Procedures and Regulations to view further information.

All students are required to record their attendance at the start of every taught session using the attendance function in the MyDay smartphone app. If you don't have a smartphone your lecturer can record your attendance for you. This will allow the University to keep track of your attendance and engagement with your studies and offer additional support where necessary.

Engagement with studies

The University has an [Engagement Policy](#) which sets out how concerns with your engagement should be handled. It allows tutors who are concerned about you and your engagement to make contact with you. It is important that you respond to any contact made detailing concerns about your engagement so that you may receive specific advice and guidance to enable you to get back on track. Students who do not respond and fail to re-engage with their studies may struggle to justify such lack of engagement during any appeal process should they be terminated for accumulated failure at the end of the academic year. If there is evidence of complete non-engagement with study a student may be deemed to have withdrawn from their course.

For students on a student visa the implementation of this policy may lead to your visa being curtailed and, therefore, your ability to continue to study in the UK being withdrawn.

Duration and pace of Study

Whether you attend the University of Northampton, or are studying via distance learning, you may follow a course that is either full or part time. Classes for modules may include both full and part time students: the requirements for awards are identical.

A trimesterised academic year involves the majority of taught modules being delivered in the Autumn (October to January) and Spring (February to May) trimesters. The Summer trimester is normally set aside for independent study and coincides with the summer vacation. Registration, teaching and assessment of a module are normally contained within a single trimester. Excluding Christmas, Easter and Summer vacation periods each trimester lasts 15 weeks.

Principal/Dissertation (independent study) modules, including those incorporating research methods, are subject to the following maximum timescales, and will not be processed or ratified if submitted early:

- **Full time students – two trimesters from the point of enrolment on the module.**
- **Part time students – three trimesters from the point of enrolment on the module.**

It should be noted that students studying off-site or via independent distance learning will be considered to be studying part time, and therefore eligible to three trimesters from the point of enrolment on the module, unless it is agreed at the point of validation and/or change of approval to consider those students as full time students due to the nature of delivery of that provision.

Full Time Study

In full time mode students will normally complete their course in a calendar year (three trimesters) with 60 credits being studied in each taught trimester and the dissertation taking two trimesters to complete. Students are not permitted to take more than 180 credits in any calendar year.

Part Time Study

In part time mode students will normally complete a Postgraduate Certificate in a period between two and four trimesters; Postgraduate Diploma between three and six trimesters; a Master's Degree between six and nine trimesters. The maximum period of registration for a Master's Degree is normally five years.

Part time study will generally involve undertaking at least 10 credits of taught modules per trimester, up to a maximum of 40 credits, unless there are (for example) specific professional body requirements. This excludes dissertation/major project modules. Studies must be completed within the registration period.

It is possible to change mode of study during a course, and advice should be sought from your Course/Subject Leader, Personal Academic Tutor or the Student Support and Advice Team as detailed in Section 2.

Students on a student visas should note that part time study is not permitted under the terms of a student visa

Registration Period

The Registration Period table on the following page shows the minimum and maximum registration period for postgraduate UMF awards, measuring the academic years between initial registration and achievement of award. Students are not permitted to continue on courses they are unable to complete within the timescales shown.

Time away from study also counts towards the registration period. Students are not permitted to continue on a course that they are unable to complete within the timescales shown. In exceptional circumstances this restriction may be waived, the decision to allow continuation will be made following consultation with the Academic Registrar.

Please note that the registration period may be different depending on the year you have started, with new regulations on this being introduced in the 2024/25 academic year. These regulations will be brought in line for all students in the 2024/25 academic year.

Some professional courses may have different requirements. See Course Specific regulations for specific details.

If you are concerned you may be at risk of breaching the registration period for your course, advice should be sought from the [Student Support and Advice Team](#).

Students on student visas should note there are UKVI restrictions on length of study. Advice should be sought from International Student Support Services (ISSS) for any instances where there may be an indication length of study would extend beyond that permitted under their visa.

				For courses starting pre 24/25	For courses starting 24/25	
Award	Total Credit	Min Period	Min with APL	Max Period	Max Full-Time	Max Part-Time
Professional Doctorate	540	3 years	2 years	6 years with APL 10 years without APL		
Masters's Degree	180	6 months		5 years	2 years	5 years
Postgraduate Diploma	120	6 months		3 years	2 years	3 years
Postgraduate Certificate	60	3 months		2 years	2 years	3 years
Postgraduate Certificate in Education	180	1 year		3 years	2 years	3 years
PhD	N/A	2 years (FT) 3 years (PT)		4 years (FT) 6 years (PT)		
PhD by Published Works	N/A	1 year (PT)		2 years (FT)		
MPhil	N/A	1 year (FT) 2.5 years (PT)		3 years (FT) 5 years (PT)		

Section 3: Making changes to your Course of Study

Changing a module

Should you wish to change one or more of your modules at the start of the academic year it will be necessary to consider the following:

- That this is before the end of week three, or at least before 25% of the teaching on the module has taken place.
- Any change complies with your award map.
- Your course does not consist only of compulsory modules, indicating there is no element of choice.
- The module/s you wish to join will not clash with other modules on your timetable.
- That you can meet any pre-requisites, co-requisites or restrictions.
- Late module change – In exceptional circumstances this may be approved for a short period of time after the three week cut off point, the process remains the same as for changing a module.

If you meet the requirements for changing a module please action this by completion of a [Module Change Form](#), available via the Student Hub. The form requires you to speak with the Module Leader for both the 'new' and current module, discuss the change with them, and obtain their signed approval.

Transfers

Students may request to transfer to an alternative course of study. **This must take place within the first two weeks of the year.** Where a transfer is approved later than this, some or all of the modules completed prior to the transfer may be able to be transferred over if the nature of those modules can be mapped onto the modules in the new award map.

You can find detailed information about transfers, including how to apply for one, in the [Transfer Request Guidance](#), available via the Student Hub.

Part Time Study

A student may wish to change from full-time to part-time study due to personal or work related demands on their time. In these instances please seek advice from an the [Student Support and Advice Team](#) to help plan the best way forward.

Students on a student visas should note that part time study is not permitted under the terms of their visa.

Study Break

If your personal circumstances are such that they are causing severe disruption to your studies (for example due to illness, unforeseen or unexpected events) a Study Break should be considered and discussed with your Personal (Academic) Tutor/Course/ Subject Leader or the Student Support and Advice Team

You can find detailed information about Study Breaks, including how to apply for one, in the Study Break Guide, available via the Student Hub.

Restarting studies

A student may request to restart their studies either on the same, or an alternative, course once during their period of study.

You can find detailed information about Restarting your Studies, including how to apply for a

Restart and the deadline, in the Restart and Repeat Year Guidance, available via the Student Hub. **Withdrawal from study**

Should you wish to withdraw from your studies at the University of Northampton it is recommended you seek advice from your Course/Subject Leader or the Student Support Officers. Please also read through the Withdrawal Guidance and Withdrawal Policy within the Student Finance section on the Student Hub to view information on cut off points for fee liability.

You may also wish to discuss future career plans with the Student Futures Team and the Student Financial Guidance Team within the Learning Hub for advice on any financial implications.

If you ultimately decide withdrawal from study is your preferred option, please do not just leave. Until you have followed the correct procedures completed the withdrawal process, you will remain liable for tuition fees.

Full guidance on the Withdrawal process, can be found [here](#).

Section 4: Guidance, support and academic advice

Embarking on a course of study can seem daunting. There are choices to be made and sometimes issues to be resolved and the policies and procedures, rules and regulations, can appear complicated. At the University of Northampton we are committed to providing you with access to reliable and valid academic advice and guidance at all reasonable times to support you throughout your studies. There are people detailed in this section that may be approached for advice. **Any emailed query should include your full name, student ID number, and course of study.**

Advice is available for ALL students.

Those on a student visa, once academic advice has been sought, should also consult with International Student Support Services (ISSS).

It is recommended, when seeking advice, not to email a number of people in different departments with the same question at the same time. Additionally you should note it may be 3-5 days minimum before you receive a response, and at certain times during the year it may be longer (e.g. module choice, exam period).

Ask Us

If you have any questions during your studies with us you might be able to find the answer on Ask Us. This is a search engine for University of Northampton students, where they can ask for anything from a map of the campus, to information about module choices or apprenticeships.

Student Support and Advice Team

The [Student Support and Advice Team](#) is based in the Learning Hub at Waterside. It has three teams within it:

■ Student Support Officers

Available to provide information, advice and guidance on a range of student issues and situations and are also able to signpost students to more specialist areas of support and advice where necessary.

■ Academic Advisers

Available to provide detailed advice and guidance on academic matters, including the impact of regulations on students' courses of study. Also responsible for considering Mitigating Circumstances, Study Breaks and Restart requests.

■ Outreach and Engagement

This team monitors student engagement via Engagement, Assessment and Extension data, and provides proactive support and advise to students who's engagement is limited.

Course/Subject Leader

All courses will have a dedicated Course/Subject Leader. This person has an overview of the modules which make up your course, and overall responsibility for the experience of all students on all modules that make up the course/subject.

Module Leader

Each module you study will have a Module Leader who is responsible for the scheduled activities of teaching staff and students registered for that module. This should be the person to consult if you have specific difficulties with the module, e.g. the assessment requirements, problems meeting a deadline, obtaining reading material etc.

Personal Academic Tutor

You can check the name of your Personal (Academic) Tutor by logging into your course on the Northampton Integrated Learning Environment (NILE) site. Every student on a course of study at the University is assigned a member of staff as a Personal (Academic) Tutor. This person will usually be a tutor from your main subject area, and may teach in one or more of your modules. They are responsible for overseeing your academic and personal progress during your studies.

Your Personal (Academic) Tutor should be regarded as an important source of advice on a variety of matters and will be able to discuss any general problems or uncertainties you may experience during your studies. You will meet with your Personal (Academic) Tutor during the first term and at specified times during the year. Ways of making contact outside of scheduled meetings may vary but you may email, or telephone, to arrange an appointment.

If you do not know who your Personal (Academic) Tutor is please contact the Student Information Desk (SID) in the Learning Hub.

Learning Development

Learning Development is a resource for all students, where you can receive free guidance and tuition on any academic skill, essay writing, dissertations, critical analysis, presentation skills etc or Maths and statistics. Further information can be found on the [Learning Development webpages](#)

Complaints and Appeals

The University has extremely robust policies and procedures covering student complaints and academic appeals. In the first instance, all matters must be raised with your Module or Course/Subject Leader, and if you remain dissatisfied with their response only then can the issues be progressed to the formal stages of the policies. For further information, please refer to the Student Complaints Guidance and Policy, available via the Student Hub, or contact the Student Conduct, Complaints and Appeals Team

Bullying, Harassment, Sexual Misconduct and Hate Crime

The University aims to be an inclusive and safe place for all of our students to live and study, therefore bullying, harassment, hate crime or sexual misconduct will not be tolerated.

If you have experienced any of these issues during your time with us then there is a lot of support available.

If you have been subjected to bullying, harassment or hate crime then you might want to speak to a Student Support Officer, your Personal (Academic) Tutor or the Students' Union. Further information about support and University Polices can be found via the Student Hub²⁷. If you would like to report an experience of this nature you may do so using the Harassment Reporting Form available on the University Website.

The University also has a campaign to tackle Sexual Harassment, Misconduct and Violence, called the Never Okay Campaign, which provides resources about consent, supporting a friend and more information on the different types of reporting options open to students who have experienced rape/sexual assault i.e. reporting to the University, Reporting to police, or not formally reporting the incident but accessing confidential support.

If you have experienced Domestic Abuse, Sexual Violence, Stalking, Harassment, Forced Marriage and Honour Based Violence, you might want to seek support and guidance from our specialist team of Sexual Violence Liaison Officers (SVLOs)²⁹. You can self-refer to the SVLO service via email to the SVLO inbox: SVLO@northampton.ac.uk, you do not have to describe in detail what your experience is, just leave your name and student ID in the body of the email and a specialist member of staff will reach out to offer you an initial appointment, in whatever setting is most comfortable to you – face to face in a quiet room, via telephone or via MS Teams call.

PREVENT

As for all universities, the Counter-Terrorism and Security Act 2015 imposed statutory obligations on the University. The University has a set of PREVENT Duty Guidelines²⁸. If you have any concerns about the behavior of another student and consider that these could fall under the remit of PREVENT please raise these concerns with your personal (academic) tutor, course leader or a member of the Students' Union. They will then be able to follow the University's policy and procedure in this area. If you ever feel that you are being coerced into behaviours that may fall under the remit of PREVENT please contact the Student Information Desk, the Student Support and Advice Team or the Counselling or Mental Health Teams for support and advice.

Section 5: How your course is managed

Student Information Desk (SID)

The first point of contact for all students with any query they may have will be the Student Information Desk located in the Learning Hub. Staff there will be able to advise on all general matters relating to your course to include enrolment, changes to your course, modules or personal contact information, queries on assessment, ceremonies, exam concerns, NILE, correct processes.

They will also be your point of contact for referral to departments for specialist advice.

You may visit in person, or contact them at:

SID@northampton.ac.uk

Tel: 01604 892833

Students studying at one of our Education with Others providers (EWO) should also direct any questions relating to their course to the Student Information Desk.

How we will contact you

During your studies we will contact you regarding important information such as module choice for your next year of study, advising end of year result outcomes, pre-enrolment. Methods of contact will be via:

- Email: All students will be given a University email account, which the University will use for official communication with you in relation to your studies. You can also provide the University with a personal email address if you wish, which we may use should we be unable to contact in an emergency.
- Phone/Text: If a matter is urgent, you will be contacted via this method.
- Letter: Any letters sent will be formal correspondence that may or may not require a response from you.

If there are any changes to your email address, your contact phone numbers, or your home or term time address please ensure you change these details on the Student Portal to ensure the University can communicate with you.

The Student Portal

The Student Portal is central to the organisation of your studies, as well as you ensuring your information is correct. There are multiple things you can do via this portal;

- View and edit your personal and communication details.
- View your course and module enrollment information.
- Request to change your modules.
- Request and download certificates and letters, including Visa information and Council Tax Exception Forms.
- Submit applications for Mitigating Circumstances, both Extensions and Deferrals.
- Submit Course Transfer, Study Break, Restart and Withdrawal Requests.

- Manage your finance and fees where relevant
- Manage your support

The University website

A great deal of information is available via the [Student Hub](#) on the University website. Please make yourself familiar with the site, and access it regularly. The Exams and Results page is where you access your Online Results as well as your exam timetables.

Results can also be found using the [MyNorthampton app](#), instructions of how to use it can be found on the student hub.

Northampton Integrated Learning Environment (NILE)

Once modules are confirmed and on your course they will link to NILE and you will be able to access sites specific to modules you are studying. Your tutors will use NILE to communicate with you, and will provide you with more advice about NILE and module guides. Should a module you believe you are taking be missing from your NILE account, or one/s listed you are not taking, please seek advice from the Student Desk.

There are guides on the NILE homepage that provide advice on electronic submission of assignments, plagiarism and viewing grades and feedback. Please also access 'Resources' in NILE for a variety of information.

Recommended browsers for NILE are Mozilla Firefox and Google Chrome.

IT Services

As part of your registration with the University you will receive a username and password to enable you to access the computing services you may need for your course and connect your own laptop, tablet or smartphone to the campus Wi-Fi. Technology is used in all teaching and learning so it is important that you are well-informed and able to make the best use of the IT facilities.

The IT Help Desk can be found at the Student Information Desk on the ground floor of the Learning Hub at Waterside. Alternatively, students can raise an IT request by [logging a ticket via the self-service portal](#) on the Student Hub.

Online Services

The University offers a range of online services to you. In co-operation with Microsoft, we provide you with a web-based email service hosted by Microsoft's Office 365 environment.

Every student at the University of Northampton has been granted an Office 365 subscription licence for the time that they will be studying with us. This licence will entitle you to:

- Office 365 ProPlus for PC (Office 2016 ProPlus base applications)
- Office 365 ProPlus for Mac (Office 2016 for Mac base applications)
- Office Mobile for iPhone
- Office Mobile for Android

For more details please see the [Office 365 information](#) available via the Student Hub.

Safety Online

You must be vigilant when using any computer connected to the University network. Here are some useful tips:

- Never open attachments in unsolicited emails or click on web links within such messages
- Never provide any personal information in response to unsolicited email
- Scan any files you receive from external sources using anti-virus software before opening or attempting to use them
- Do not attempt to download unauthorized programs to University devices (such as screensavers or joke programs)
- When submitting assignments, save your work as an Adobe pdf document using the Save As option within Office 2013 applications. This will help to prevent the possibility of others tampering with your work.
- On your personally owned device, install anti-virus and anti-malware software and ensure they are regularly updated to the latest version
- Install a personal firewall and ensure that your Operating System automatically installs updates (some applications will also do this)

Wi-Fi

Wi-Fi is available in all buildings across the campus including teaching rooms and Halls of Residences. Access is via UoN_Student using the Username and Password given to you when joining.

We also provide Eduroam (education roaming) which is the secure, world-wide roaming access service developed for the international research and education community – www.jisc.ac.uk/eduroam

UoN Printing Services

Along with standard printing facilities, we also have a print room which can be used for poster printing, dissertation binding and high-volume printing or copying jobs.

Our printing facilities are simple to use. When you print work from the student machines, your print job will be sent to a queue. You will then be able to print your work using the card reader next to the printer.

The copyright rules must be followed by all who use our printing or copying services on campus. For more information please refer to the [Printing and Copying Information](#) on the Student Hub or contact the print room on 01604 892217.

The regulations regarding the use of any IT resource at the University can be found in the [University's Acceptable Use Policy](#).

Section 6: Assessment

Assessment is an essential part of life at University. It is the way you see that you are progressing and developing the skills that are associated with your award, and is the means by which you “earn” credits towards your award. This section explains the procedures and regulations related to assessment. It is very important that you read this section carefully because the consequences of not submitting work can be serious.

The learning and teaching on each of your modules generally takes place over the full academic year (although there are exceptions). Each 20 credit is planned to 200 hours of study (which translates to about 6 ½ hours a week). This total includes timetabled sessions, private study and assessment.

The University of Northampton has put in place a number of quality processes designed to ensure your assessments are of the appropriate level and standard and that your assessment results are properly considered and validated. Some of the most important of these include:

- Academic and Student Regulations – bind all courses to the same regulatory approach, except where approved Course Specific Regulations exist (for those courses with professional body requirements in the main). These set out the rules that govern assessment, progression, resitting/ repeating, award classification and other important areas of your academic learning experience.
- Use of a learning outcomes approach to course and module design - this ensures that all modules at a given level are leading to broadly comparable outcomes and that all students are being given a broadly comparable academic experience; it also means that the assessments within each module are aligned with the learning.
- Use of Turnitin software – this supports the detection of academic misconduct, therefore protecting the integrity of the work of all students and the integrity of the University's awards.
- Internal anonymized marking and moderation – all summative work is moderated by a second internal examiner, with all principal/dissertation (independent study) modules second marked.
- Participation in the external examiner system – with external examiners involved in approving examination scripts, moderating assessed work and ratifying assessment results at Assessment Boards.
- Two tier Assessment Board structure – module results are considered and ratified at Module (exam) Boards, attended by Module Leaders and other academic staff involved in the delivery and marking of the module, or held virtually; the Award and Status Board, attended by academic staff with responsibility for subjects, then considers and ratifies award and progression decisions.

Further details on all these processes are available on the website or from your module or Course/Subject Leaders.

Course Specific Regulations

Some courses, usually those leading to professional awards but not exclusively, have specific regulations that take precedence over the University's normal regulations. It is advisable to check to see if this applies to your course of study. Information can be found within the Student Hub under Policies, Procedures and Regulations.

Types of assessment

Assessments within modules are generally coursework and examinations. Some modules contain assessments that are entirely based on coursework (either text, or non-text, based), while other modules contain a mixture of coursework and examinations.

Text based coursework will consist of essays, reports and written assignments, while non-text based coursework may include presentations, group work, seminars, performances, paintings and exhibitions.

Details on assessment – module guides and assessment briefs

Each module you study will have a dedicated NILE site. Within the site will be a module guide containing details of the assessment schedule, which should include:

- Submission dates for the first opportunities.
- Submission dates for the second opportunities
- A date by which feedback will be given.
- An assessment brief for each item of assessment, or the date when the brief will be available.

The assessment brief must contain:

- Details of the assessment such as weightings, best of two etc.
- The Learning Outcomes to which the assessment relates.
- An explanation of the Assessment Criteria.
- A description of the assignment

Criteria for assessment and marking

Assessment criteria and grade-related criteria together provide mechanisms by which the quality of a student's performance in an assessment can be measured. Both are descriptions of the skills, knowledge and attributes students need to demonstrate in an assessment, and are based on the intended learning outcomes associated with an assessment.

- Assessment criteria provides mechanisms by which the quality of a student's performance can be measured. They explain what a student needs to demonstrate in order to complete an assessment successfully. These provide the minimum requirement expected of students. Assessment criteria will differ according to the discipline, the type of assessment and the level of the students.
- Generic grade criteria explain what a student needs to demonstrate in order to achieve a certain grade in an assessment. These enable students to be positioned within the overall set of grades available for an assessment. These are generic to each level of study. See [Appendix I](#).

Marking criteria or marking guidelines are used by staff when marking work against the assessment criteria and grade criteria. They might, for example, set out the proportion of the overall mark that should be awarded for certain answers or provide pointers to the markers on what information they should be looking for when marking. These are usually documents that are internal to those staff marking the student's work.

Submission dates and deadlines

The deadlines given in your module guides are the latest possible dates for submission of coursework. All work should be submitted on, or before, the published deadline. This applies to first and second submission opportunities. Work emailed directly to your tutor will not be marked.

It is advisable to note deadlines for items of assessment across ALL of your modules as you may well find other items of assessment have a similar, or nearby, due date. Please ensure you plan around such clashes, and factor in some extra time, so as to take into account any unexpected event that may arise.

Second opportunity deadlines

The second submission deadline, often referred to as resit/referral/deferral/ resubmission, is the only opportunity to improve on a failed grade and there is a fixed schedule for these attempts.

You can find information about assessment periods within the [UMF Calendar](#)³⁷ available via the Student Hub.

Examinations

Assessment within some modules is by an examination. If you have examinations you must be available to sit them when they are scheduled; they will not be rearranged. It is your responsibility to refer to the examination timetable within the Student Hub to note dates, times and venues from the final version.

Face-to-Face Exam Updates and the Examination Timetables for all mandatory face-to-face examinations will be published to the [Exam Dates and Timetables](#) page within the Student Hub. You should check this page regularly for updates.

Additional support for exams

Alternative examination arrangements may be provided for students who have a disability, medical condition, neurodiversity, mental health difficulty or other additional need. To receive adjustments, students will need to register with either [ASSIST \(Additional Student Support and Inclusion Services Team\)](#) or the [University Student Mental Health Service](#) by providing supporting medical or diagnostic evidence. Students will also need to attend an appointment to discuss what adjustments are appropriate for their specific course and create an Academic Inclusion Report (AIR); any adjustments agreed in an AIR may also apply to in-class time-constrained tests – students are advised to check with their module leader in good time should adjustments be required for in-class tests.

Students should refer to the '[Guide to Examinations for Students with Additional Needs](#)' available via the Exams and Results page within the Student Hub for further information.

The deadlines to apply for alternative examination arrangements are **Friday 15th November** for Semester 1 exams taking place in January 2024 and **Friday 14th February** for Semester 2 exams taking place in May 2024. Applications made after this deadline cannot be guaranteed and students will therefore need to check their individual timetable and MyNorthampton App for further details.

Students granted alternative arrangements will need to access their personalised exam information via the Calendar within the MyNorthampton App. Please ensure this is checked regularly as exam details can sometimes change at short notice.

Submitting work

All work for assessment, except items with exemption, should be submitted electronically via NILE and will be subject to Turnitin anti-plagiarism detection software. Turnitin checks student work for possible textual matches against internet available resources and its own proprietary database. Please refer to Academic Integrity and Plagiarism further on in this section.

Work emailed directly to your tutor will not be marked.

Those items with exemption from submitting and grading electronically (SAGE) will have alternative submission requirements. Should further information be required please contact the [Assessment, Ceremonies and Examinations Office](#)

All Dissertations are to be submitted electronically unless instructed otherwise in the Module Guide on NILE.

Format of text based work

Unless specified otherwise by the Module Leader, work should be word processed. Your student ID number should be clearly listed on the front sheet, and header and footer, of each individual page. Pages should also be numbered 'x of y' for easy identification of any missing pages.

Academic Integrity & Plagiarism

The University of Northampton takes the assessment process very seriously and expects the work you submit to be your own. This may not be as straightforward as it seems as you will almost certainly be using the work of others, so you need to be quite clear what is, and is, not permitted.

We use the term 'Academic Integrity' to describe the honest approach you are required to adopt in your work. We define plagiarism as passing off someone else's work intentionally, or unintentionally, as your own for your own benefit. If it is confirmed that academic misconduct has taken place a penalty can be applied. This may, for example, be a written warning; a reduction in your grade to a bare pass and/or any right to re-submit being removed.

Please view the University of Northampton Plagiarism Avoidance Course (UNPAC), available via the Exams and Results page in the Student Hub, and in 'Resources' on NILE. The [Academic Integrity Policy](#) is available via the Student Hub.

Mitigating Circumstances and Late Submissions

Due to unforeseen circumstances, you may find that there are assessment deadlines that you are unable to meet.

If you find yourself in this situation, understanding what academic tools are available to you and how and when to use them will help you to manage your studies.

Full guidance on Mitigating Circumstance and the Mitigating Circumstances Policy can be found [here](#).

Extensions/Late submissions

You can apply for an extension via your Student Portal if you have unforeseen circumstances that prevent you from meeting an assessment deadline. The usual duration of an extension will be seven days but fourteen days can be granted at the first submission in exceptional circumstances.

You can apply to extend two assessments per academic year via a Self-Certification process, eg. these extensions will be automatically granted without evidence required. Any further extensions require supporting evidence, or a supporting statement from a tutor.

Extensions must be submitted by the assessment deadline.

If an item of assessment is submitted late at the first opportunity deadline, and an extension has not been granted, the following will apply:

- Within one week of the original deadline – work will be marked and returned with full feedback, and awarded a maximum bare pass of 40%.
- More than one week from original deadline the work will receive a mark of NS (non-submission) will be awarded.

Deferrals and Resit Opportunities

Where an extension doesn't provide enough time, you can request a Deferral if work has not been submitted. If approved at the First opportunity, this allows you to submit at the second opportunity without the module being capped.

If a deferral isn't granted, or if work was academically failed at the first submission, you are still entitled to submit work at the second opportunity. However, this will mean that your module will be capped at a bare pass (40%).

Deferrals can also be requested at the second opportunity. Whilst this will not provide a further opportunity to submit, it is a flag that you have not been able to submit due to Mitigating Circumstances and this may affect your progression and ability to retake modules.

Unfit to Sit

If you complete work at the first opportunity, but do not believe you were in a position to do so either due to illness or other Mitigating Circumstances, you can apply to have the submission discount via the Unfit to Sit process. This must be submitted within 7 days of your assessment submission and must be accompanied by supporting evidence or a supporting statement.

If approved, the submission will be discounted and you will receive a deferral to submit for uncapped marks at the second opportunity.

Mitigating Circumstances Panels

In certain exceptional circumstances, students may not be able to engage with the formal Mitigating Circumstances described above, or additional mitigating may be required given the circumstances.

Students in these situations will be reviewed at a panel made up of representatives of Student Support and Advice, other Student Services Teams, the Assessment, Ceremonies and Exams Teams, and Faculties. This panel can make recommendations to Award and Status Board, allowing students to retake modules when they otherwise would not be able to do by the progression regulations.

Students will be contacted ahead of these Panels to ensure that decisions are being made in collaboration with students and academic staff.

Grading and Feedback

Your course and module guides will contain information on the criteria used to assess your work. The generic grade criteria (see [Appendix I](#)) provides the common standards that all subject areas work to.

Feedback comes in many forms. It may be written, verbal, electronic, face-to-face or even audio-CD/MP3. It may be in response to assessed or non-assessed work and may be from your tutors, student group, or yourself. Whatever the source, consideration of that feedback will help with your understanding of the assessment process and the use of assessment criteria.

Moderation of Assessment

Moderation is a collection of processes to ensure the reliability of grades awarded. It confirms that the grading has been conducted with accuracy, consistency and fairness.

The processes involved include:

- First Marking – the grading by the first marker will include comments justifying the grade awarded.
- Second Marking – this involves the grading of a sample by another academic member of staff.
- Moderation Meeting – the first and second markers will meet and confirm the standard of marking, the whole set of assignments are then deemed to have been moderated.
- External Examiners scrutiny – this involves a review of the work to confirm to the University that the standards are comparable with other institutions. All summative work is moderated by a second external examiner, with all Principal/Dissertation Modules second marked.

You should note that not all of the processes are necessarily applied at each point and level.

External Examiners and Reports

To ensure the academic standards of awards offered by the University are comparable with other Universities advice is sought from highly experienced academics from other Universities or, in some cases, professional organisations. These External Examiners provide, amongst other things, independent advice on academic standards, review exams and assignments set, moderate samples of student work and attend module (exam) boards to confirm assessment processes are fair and appropriate. Each External Examiner sends an annual report summarizing their observations. Reports, and the teaching teams' response, can be accessed and viewed via NILE under 'Links'.

Section 7: Results and Progression

Assessment and Module marks

The minimum overall pass mark on a module is 50%.

The items of assessment within each of your modules, and their % weightings, are published in each module guide. The % weighting of an assessment gives an indication as to its significance, and below are two examples of assessment patterns:

Example 1

- 2 hour exam (60%), 2,000 word essay (40%)

Example 2

- Portfolio (100%)

You can therefore use the % weightings to calculate your total module mark. For example 1 therefore, your module would be calculated as follows with example assessment marks;

Assessment	Assessment %	Example Assessment Mark	Weighted module mark
2 Hour Exam	60%	60	36
2,000 word essay	40%	55	22
Total Module Mark			58

It may be possible to pass a module even if an assessment within the module hasn't been passed, except for when this is not allowed in certain Course Specific Regulations. For example, if you receive a high enough % mark in the 2 hour exam of Example 1 above, you may be able to receive a total module mark of at least 40 in the overall module and therefore pass the module and receive the credit. Please note that if you have already passed the module in this way and, for the other assessment, have an outstanding resit without a deferral in place, you will not be allowed to submit at the second opportunity. This is because submitting at the second opportunity without a deferral means your module will be capped at 40%, and therefore it would not be possible to improve your grade.

You should note that once all opportunities to submit within a module have been exhausted, and an overall pass grade is achieved, it is not possible to repeat that module in order to improve on the grade.

Notification of assessment grades

After your assessment has been through the moderation process you will be provided with your grade and feedback. This may be direct from the module leader, or accessible to you via the module site on NILE. Should you wish to discuss grade and/or feedback received and any implications for future study, at any time please speak to your tutors.

You should also regularly access your results online via the Exams and Results page within the Student Hub under 'Results' or via the MyNorthampton App. Instructions of how to use it can be found on the [student hub here](#). Grades showing on NILE do not transfer across to online results but once the module leader has passed them to a Student Records team for inputting, they will show. When the last grade for an assessment on a module is input 'Results' is where you will see an overall grade calculated. Grades remain provisional until confirmed by an Award and Status Board.

Progression and Award Notifications

A number of Assessment and Award Boards take place throughout the academic year (see 'Assessment Boards' within the Exams and Results page on the Student Hub for further information).

After each Award Board, students will receive one of the following outcomes;

- Informed of outstanding resits. These resits then need to be completed before any further decisions are made.
- Retake failed modules
- Progression to next year of study if part-time. This may include retaking a failed 20 credit failed module.
- Award/Inter-award
- Withdrawal from the University.

Results and progression information will be sent via email. It is a student's responsibility to ensure the University has current and accurate home address and email information. Under no circumstances will results and/or final outcomes be released via telephone.

Students who have commenced a subsequent trimester or term of study prior to confirmation of results from the previous trimester or term do so on the proviso that they will be withdrawn immediately should they breach progression regulations. Should this occur, and the module being taken in the subsequent trimester is repetition due to previous failure, no refund of any additional fee will normally be given.

Full schedule of these activities can be found [here](#).

Module failure and progression with your course

To progress with your studies smoothly you need to have successfully achieved pass grades on all your enrolled modules and comply with any Course Specific Regulations.

Of course, some students may not be able to pass all their modules for various reasons. There are therefore specific regulations for how module failure impacts the progression of your studies.

For postgraduate students, these regulations are as follows. These are the same for both full-time and part-time students.

- A student can repeat modules as long as no more than 40 credits have been failed. If modules are retaken and subsequently failed again, this failed credit will count towards this failure limit.
- If a student fails over 40 credits throughout their studies, they will be withdrawn by the University. They may be awarded an Intermediate award.
- If there are approved Mitigating Circumstances in place, students may be able to retake further modules and avoid withdrawal.

Students are not normally allowed to retake a module before failed credit is approved by an Award Board. However, in some cases a student may be able to retake 20 credits ahead of approval from an Award Board, if they are not carrying any further failure, and the module start date requires it. If you are unsure whether you qualify for this arrangement, please contact the [Academic Advisers](#).

If you have any questions regarding progression please seek advice from the Student Support and Advice Team.

Students on a student visa should also consult with [International Student Support Services \(ISSS\)](#).

Repeating modules and fees

Students who are required to repeat a module may be charged an additional fee for that module. Students should contact the Finance Office at income@northampton.ac.uk who can advise on the level of any additional fee and the mechanisms through which they can be paid.

Students who do not pay the additional fee/set up a payment plan with Finance for the payment of that additional fee will not be eligible to take up the repeat module opportunity.

Withdrawal from the University

If the above progression requirements are not met, you may be withdrawn from the University due to Academic Failure.

If this happens, there is an opportunity to appeal that withdrawal. When you receive notification of this withdrawal, you will receive information on this process as well as the deadline for submission.

Please note that the only reason an appeal will be considered will be due to irregularities or errors with the Award Boards and associated processes.

If an appeal is not submitted, or is unsuccessful, an application to return to study at the University cannot be made until after a minimum period of two years has passed.

If a subsequent application is made, you should note that University regulations prohibit return to the same course. This also applies to courses studied with one of the University's Partner Institutions.

Advice on the [termination appeal process and the Policy](#) is available via the Student Hub.

Planning ahead

If you are studying over multiple years, you will be asked to confirm module choice for the next academic year. Please refer to the award map for your course and complete these processes on the Student Portal by the stated deadline. If in any doubt about choices seek advice from your Personal Academic Tutor/ Course/ Subject Leader or the [Student Support and Advice Team](#).

Section 8: Your Award

An Award is the title of the qualification that will be given to (conferred upon) you when you successfully complete your course of study. All students are registered for a final Award, and the title of Awards is subject to approval by the University Senate.

In order to be eligible for your Award you must fulfil the requirements for registration, have followed the course as specified on your award map, meet any Course Specific Regulation requirements, and have successfully accumulated the required number of credits at the specified levels.

Associate students – may be registered for one or more modules, not a whole award.

FHEQ	Qualification	Total Credits needed	Credits at FHEQ	ECTS	Comments
8	Professional Doctorates (DProf Prac, DBA)	540	360	Not used	
	Doctor of Philosophy (PhD)	Credits not used		Not used	
7	PG Diploma (Research Methods)	120	120	60	Intermediate Award for Professional Doctorate only. Entry requirement is a Masters degree.
	Master's Degree	180	150	90	
	Master of Philosophy (MPhil)	Credits not used			
	Integrated Master's (Meng)	480	120	240	
	Postgraduate Diploma	120	90	60	
	Postgraduate/ Professional Certificate	60	60	30	Generally 60 ECTS are minimum

Professional Doctorate (Doctorate of Professional Practice in Health and Social Care [DProfPrac] and Doctor of Business Administration [DBA])

In order to be eligible to achieve this award 540 credits must be successfully achieved, 360 of which must be at Level 8 with the remainder at a minimum of Level 7. At least 300 of these credits (at least 120 at Level 8) must be achieved in the facilitated modules. Where a doctoral course has a substantial taught element it will usually lead to an award which includes the name of the discipline in its title.

Master's Degree (MA, MSc, LLM, MBA, MRes, MClinRes)

In order to be eligible for the award of Master's Degree a student must successfully achieve 180 credits at Level 7, to include a Principal/Dissertation module (or equivalent) amounting to at least 50 credits, and have satisfied the requirements of the appropriate award map.

Master of Engineering (MEng)

In order to be eligible for the award of MEng a student must obtain at least 480 credits across Levels 4 to 7, with at least 120 credits at Level 7, to include a Principal/Dissertation module (or equivalent). Pass, Merit or Distinction achievable.

Postgraduate Diploma (PGDip)

In order to be eligible for the award of a named Postgraduate Diploma a student must have obtained at least 120 credits at Level 7, not including a Principal/Dissertation module (or equivalent), and have satisfied the requirements of the appropriate award map. An unnamed postgraduate diploma may be awarded if a student has obtained 120 credits at Level 7 (which may include the Principal/Dissertation module).

Postgraduate Diploma (Research Methods) (PG Dip (Research Methods))

This named PG Diploma is an intermediate award for those who have completed the facilitated elements of a professional doctorate, be it the DProfPrac or the DBA, but not progressed to the professional research module. The award is unclassified.

Postgraduate Certificate (PGCert)

In order to be eligible for the award of Postgraduate Certificate a student must have obtained at least 60 credits at Level 7, not including a Principal/Dissertation module (or equivalent). A Postgraduate Certificate is not classified.

Normally the Postgraduate Certificate is given as an intermediate award on a Master's Degree course. However, exceptionally the award may be given as the successful culmination of a free-standing course of study.

Postgraduate/Professional Certificate in Education (Early years Primary/ Secondary) (PGCE with QTS)

In order to be eligible to achieve the award a graduate in an appropriate discipline must successfully complete the study of the theory and practice of teaching on a course and demonstrate practical competence in teaching. The QTS Skills Test must be completed successfully.

Intermediate Awards

An Intermediate Award is an award a student can achieve after partial completion of a course of study once they are no longer registered for that award. All students who complete a stage and do not wish to, or may not, continue study are considered for eligibility in relation to the appropriate Intermediate Award.

Exiting with an intermediate award through choice permits the student to retain the entitlement to apply to complete the final award subject to confirmation the learning is still current and a minimum period of 12 months has passed since the conferment of the intermediate award. A student who exits with an intermediate award following termination of study due to academic failure has no such entitlement.

Receiving your Award / Graduation Ceremony

On successful completion of your course your Final Award, to include the title and classification, will be formally approved by an Award and Status Board. The Board meets at pre-determined points during the year, and following this formal approval you will be eligible to receive your certificate, and a transcript listing modules studied and grades achieved, for your award.

After formal approval has taken place you may attend the next scheduled Graduation Ceremony, either in July or February, to receive your award. If you would prefer to collect your certificate and transcript, or have it posted to you, please contact the Assessment, Ceremonies and Examinations Office. Students accepting an Intermediate Award may attend a Graduation Ceremony and will receive advice on the process.

Graduation Ceremony and second submission opportunities

Students undertaking second submission opportunities (resits/referrals/deferrals) may not attend a Graduation Ceremony until all modules have been successfully achieved and grades and Final Award confirmed by an Award and Status Board.

Section 9: Student Futures

Our commitment is to do everything we can to ensure every student can succeed when it comes to gaining that graduate job they dream of and ensuring they stand out from the competition when it comes to securing that role.

There are five key elements to developing your Employability at Northampton, designed to enable you to build the personal toolkit needed to enter the graduate labour market. [Student Futures](#) is unique to Northampton and is here to help students navigate the opportunities and develop as graduate employees.

The most important element is achieving a world class degree. Engagement in the course to its fullest extent is crucial if a graduate is to gain that sought-after role. Employers want to see that a graduate has achieved well on every module, has engaged with activities and experience offered through the course and understands how what they have learnt can be applied to the world of work. The curriculum at Northampton is designed to not only develop subject skills but the essential skills employers say make successful candidates stand out from the rest.

Secondly is demonstrating a portfolio of relevant work experience and engagement with employers either through networking, part time work, placements, internships or mentoring. Understanding the world of work puts a graduate at an advantage when it comes to interviews.

Next is access to high quality information, advice, and guidance (IAG). Student Futures provides access to 1-2-1 careers advice, careers coaching, and a course of seminars and workshops that will help students develop their personal brand, have a competitive CV, and be ready for anything an interview can throw at them. The Changemaker hub portal is available 24/7 with over 4500 activities, information videos, blogs, and practical advice on how to access graduate jobs. In addition, the Student Futures team work with academics to embed IAG into the timetable and ensure that employability is supported through the courses of study.

For those students thinking about self-employment or who are looking at a career where consultancy, freelancing, or contract work is the norm, knowing how to start and run a business is an essential way to get into graduate work. The Changemaker Hub provides a full course of startup and business development courses with access to mentorship, business expertise, coaching and business support, including workshop and access to grants and other funding. Finally, all students at the University of Northampton have the opportunity to develop as Changemakers.

Being a Changemaker is about doing the right things, in the right way, with the right people, for the right reasons. Approaching the world in this way is what we call having a Changemaker Mindset; a way in which you can embody the essential attributes and values needed to be a forward-thinking graduate, capable of creating positive social and economic impact in your future. Developing this Changemaker Mindset is intrinsically linked to your personal and employability development and is relevant to any path you choose to take after graduation. Working with the Changemaker Team to develop yourself as a Changemaker offers you the opportunity to connect with other students and local, national, and global community partners. The Changemaker Team provide you with dedicated support, enabling you the best possible chance of realising your potential as a Changemaker and understanding why this puts you in a unique position as a postgraduate.

Further sources of information

is as enjoyable as possible and information can be accessed via the Student Hub <https://mynorthamptonac.sharepoint.com/sites/student>. Please familiarize yourself with the variety of information available. There will be someone, somewhere, who can help with any query you may have.

Exams and Assessments, in brief, and not limited to:

- Guide to Examinations for Students with Additional Needs and Disabilities.
- Plagiarism Avoidance Course
- Exam information and guidance, timetables, code of conduct
- On-line results
- Decision Forms
- Guidance on further assessment opportunities
- Harvard referencing ~ full and quick guides
- Assessment Boards
- Mitigating Circumstances

University Policies, Procedures and Regulations, in brief, and not limited to:

- Academic and Course Specific Regulations
- General Student Regulations
- Student Handbooks
- Student Partnership Agreement
- Appeals & Complaints
- Health, wellbeing & fitness to study
- UKVI-related policies
- Library and Learning Services
- Financial Guidance
- Student Support
- Needs Assessment Centre NAC

Study, in brief, and not limited to:

- Module Catalogues
- Award Maps
- Change to study forms (Study Break/Transfer/Withdrawal)
- Finances – Withdrawal Policy