

# ACADEMIC FRAMEWORK

## London Campus

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## Section A

### A1 Introduction

- A1.1 The purpose of the Academic Framework is to ensure equity of treatment for students. This is achieved by ensuring that academic judgement operates within clearly defined parameters and transparent processes.
- A1.2 Section B outlines the general requirements applicable to all existing and future programmes. Section C outlines the specific requirements of the existing programmes currently offered at the London Campus.
- A1.3 The Academic Framework comprehensively meets the Office for Students' (OfS) conditions of registration, ensuring robust adherence to Condition B1: Academic experience and Condition B4: Assessment and awards

### A2 Credit Framework for England

The Framework for Higher Education qualifications is designed to meet the expectations of the Bologna Process and thus aligns with the Framework for Qualifications of the European Higher Education Area (FQ-EHEA).

Typical higher education qualifications within each level	FHEQ Level	Minimum credit	QF-EHEA cycles	ECTS credit ranges from the QF-EHEA
Research master's degrees (eg MRes, MPhil)	7	Not typically credit-rated	Second cycle (end of cycle) qualifications	The minimum requirement is 60 ECTS; however a range of 90-100 ECTS is more typical at second cycle level
Taught master's degrees (eg MA, MSc)		180 (150 at FHEQ level 7)		
Integrated Master's degrees (eg MEng, MChem, MPhys, MPharm)		480 (120 at FHEQ level 7)		
Postgraduate diplomas		120 (90 at FHEQ level 7)		
Postgraduate certificates		60 (40 at FHEQ level 7)		
Bachelor's degrees with honours (eg BA/BSc Hons)	6	360 (90 at FHEQ level 6)	First cycle (end of cycle) qualifications	180-240 ECTS
Bachelor's degree		300 (60 at FHEQ level 6)		

### A3 The Bologna process

- A.3.1. The **Bologna Process** is a series of agreements between European countries to ensure comparability in the standards and quality of higher-education qualifications. The process has created the European Higher Education Area (EHEA) under the Lisbon Recognition Convention. All campus countries of ESCP, namely the UK, France, Germany, Italy, Spain and Poland, are signatories of the Bologna process and members of the EHEA. The EHEA is meant to ensure more comparable, compatible and coherent higher education systems in Europe

## **A4 European Credit Transfer and Accumulation System (ECTS)**

- A4.1. The School uses the ECTS credit system for its qualification mentioned within this framework and offered at the London Campus.
- A4.2. Introduced in 1989, the European Credit Transfer and Accumulation System (ECTS) is a learner-centred system for credit accumulation and transfer, based on the principle of transparency of the learning, teaching and assessment processes. Its objective is to facilitate the planning, delivery and evaluation of study programmes and student mobility by recognising learning achievements and qualifications and periods of learning.
- A4.3. ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year or its equivalent, which normally comprises a number of educational components to which credits (on the basis of the learning outcomes and workload) are allocated. ECTS credits are generally expressed in whole numbers.

## **A5 ESCP Academic Framework**

- A5.1. The School's objective throughout is to consistently implement processes for the approval of taught programmes and to ensure that academic standards are set at a level which meets national threshold standards for the qualification.
- A5.2. In the case of awards being developed by the UK Campus, UK threshold standards and QAA Subject Benchmarks (e.g. for business and management) will be referred to in the development process but would sit alongside their equivalent in other jurisdictions and European level guidelines. UK standards and benchmarks would not, for example, be formally considered by the ETLC (European Teaching and Learning Committee) unless introduced by the UK Campus Dean through their ETLC Delegate.
- A5.3. It should be clear, however that the curricula of all programmes at ESCP Business School demonstrate broad compliance with UK threshold standards and the QAA subject benchmarks for Business and Management. This is a product of the complementarity of national benchmark statements and of integrative mechanisms such as EQUAL.
- A5.4. ESCP Business School's Masters programmes offer 90 to 120 ECTS credits. 2 UK credits are equivalent to 1 ECTS credit.

## **A6 Approval of new programmes and qualifications**

- A6.1. Academic teams should forward a request for a new programme to be considered for approval at the Campus Academic Board, which will set up the Programme Approval Panel, following the Programme Approval Policy. Any new proposal will be considered in relation to:

- The School's mission and strategy
- The existing and intended character of the School's portfolio of awards
- The complementarity of the proposal in relation to other proposed or existing awards
- The market research on demand for the Programme and any competitor programmes.

A6.2. Any new programme proposal must consider the relevant external reference points, including but not limited to:

- Subject Benchmark statement Business and Management
- Subject Benchmark Statement Master's Degrees in Business and Management
- Descriptors for a higher education qualification at level 7 on the FHEQ
- Descriptors for a higher education qualification at level 6 on the FHEQ: bachelor's degree with honours
- UK Quality Code for Higher Education
- Office for Students ongoing and general conditions of registration

A6.3. Any major changes in the programme curriculum will be submitted to the Programme Approval Panel for validation

A6.4 The Programme Approval Panel will also consider the Programme revalidation (usually every five years). Please see "Programme Approval Policy" for details

### **A7 Module development and design**

Module development and design are considered at the Departmental level, ensuring appropriate academic input and benchmarking. In most instances, minor module amendments can be agreed upon at the Board of Studies level, but where there is a significant change that has an impact on the goals or outcomes of the degree, a referral must be made to the Campus Academic Board

## Section B

This section outlines generic requirements for all taught programmes

### B1 Assessment Regulations

- B1.1 These regulations apply only to summative assessments conducted for the purposes of awarding credit or of the right to progress, or of determining a final award. The purpose of summative assessment is to enable students to demonstrate that they have achieved individually the learning outcomes of the modules.
- B3.1 These regulations apply to assessment on all programmes within the Academic Framework. All rules for programmes leading to an award must be consistent with the Academic Framework. Assessment information must be described in the definitive programme specification/handbook and in the module specifications.
- B3.2 There must be marking, moderation and feedback procedures at all levels, consistent with the School's moderation requirements as outlined in the assessment moderation policy. Please refer to "Assessment Regulations" for details

### B2 Mitigating Circumstances and Late Submission Policy

- B2.1 All students must submit their coursework assignments by the published and set deadline. Any assessed work submitted by students after the published deadline (date and time) will be deemed a late submission and subject to penalties. Please refer to "Policy on late submission of assessments" for details.
- B2.2 A student may apply for mitigating circumstances when serious and exceptional factors outside a student's control happen, which adversely affected their performance during their study and prevented them from attempting a summative assessment task(s). Under the Mitigating Circumstances Policy, students may request the option to submit their work later without getting penalised. Please refer to "Mitigating Circumstances Policy" for details.
- B2.3 If a student chooses to submit an assessment and/or appear in an exam, they declare themselves fit to do so. This will invalidate the Mitigating circumstances claim, and their mark for the assessment will stand. In extreme circumstances, the School reserves the right to apply special mitigation following a student's attempt at any assessment.

### B3 Internal Moderation

- B3.3 Internal moderators are allocated at the beginning of each term amongst the Faculty body.
- B3.4 Internal moderation is conducted on exam questions, assignment briefs and the marking of scripts (this includes digital submissions for online assessment and examination booklets for traditional exams). Please refer to the Assessment moderation policy for details.

## **B4 External Moderation**

- B4.1 An External Examiner appointment is required for each Programme offered at the London Campus.
- B4.2 Course outlines, coursework papers, assignment questions and exam papers for all programmes are sent to External Examiners for feedback.
- B4.3 External examiners also assess a sample of marked scripts.
- B4.4 External Examiners draft an annual report at the end of each academic year. The purpose of the External Examiner's report is to enable the School to assess whether the Programme is meeting its stated objectives and to make any necessary improvements, either immediately or at the next review as appropriate.
- B4.5 Academic Directors are responsible for drafting a response to External Examiner's reports and taking any remedial actions.

## **B5 Grading Criteria**

- B5.1 Each course evaluation amounts to a single and final grade out of 20, which includes all assessment components (continuous assessment and final exam).
- B5.2 If a student's final grade is below 10/20, the Course is considered as failed, regardless of the grade of each assessment component.
- B5.3 If a student's final grade is superior or equal to 10/20, the Course is considered passed, provided that the minimum requirements for each grading component are achieved.
- B5.4 Students must achieve a minimum grade of 10/20 on the module as a whole, including exam grade and coursework, and a minimum of 8/20 at the final exam to consider the entire module passed (except Consultancy Projects, Induction Seminar, Team Building Seminar and selected electives for the MBA programme)
- B5.5 If the final exam component grade is below 8/20, the Course is considered as failed, regardless of the overall average final grade on the Course.
- B5.6 When the module's assessment is made on a 100% written individual exam basis, the pass mark is 10/20.
- B5.7 For some selected elective courses which are not assessed with an individual assessment but with a group assessment, the minimum passing mark is 10/20.
- B5.8 The final grade awarded to the student after the resit examination no longer takes prior continuous assessments into account.
- B5.9 Absence at an examination is not excused unless the Mitigating Circumstances apply.

B5.10 In case of attendance failure, the Course is failed and the grade is 0/20. The student is not allowed to access the regular exam session and is deferred to the resit exam session.

B5.11 If the Thesis component of the programme is failed, the student is allowed one resubmission attempt (see Assessment regulations)

B5.12 Compensation between modules is not permitted.

## **B6 Resit examinations**

B6.1 Attending the resit examination session is mandatory for students who failed modules and there is no possibility of arranging *ad hoc* exam sittings at a remote location.

B6.2 Students are normally required to arrange their schedule in order to ensure their presence at the resit examination session, even if they are undertaking an internship.

B6.3 Year 1 and Year 3 bachelor's students can ask to attend the resit session at a different campus than the Campus at which they attended the Course. They should answer a survey sent in May by their Programme Office within seven days, specifying the target campus. The School reserves the right to decide whether to accommodate the request. In the absence of confirmation, students are required to take the resit at the Campus where they attended the Course.

B6.4 For resit examinations, the new grade shows on the transcript with an asterisk indicating the grade was obtained as a resit exam.

B6.5 In some cases, a student may be obliged to retake the entire module (and will be allowed to resit if necessary).

B6.6 If, having exhausted the permitted resit attempts, a student still fails a module, the case will be brought to the attention of the Progression/Awards Board.

## **B7 Academic Misconduct Policy**

B7.1 The School has a duty to uphold academic standards by ensuring that the regulations and policies of assessment are implemented fully and fairly. The School considers academic misconduct as a serious offence and acts against the involved student(s) following the Academic Misconduct Policy. Please refer to "Academic Misconduct Policy" for details

## **B8 Assessment Boards**

B8.1. Interim Board: The Interim Board considers, decides and approves the results of all modules, ensuring comparability of quality and standards across all modules, inclusive of fairness following the regulations. Please refer to "Policy for Interim Board" for details.

B8.2. Progression Board: A Progression Board aims to make decisions on student progression from one academic year to the next in programmes lasting more than



one academic year (e.g. Bachelor and Master in Management). The Board normally meets annually after all Interim boards. Please refer to "Policy for Progression Board" for details

B8.3. Awards Board: The purpose of an Awards Board is to make decisions on degree awards. The Board considers the individual's module performance and the overall performance of the students in the module. Please refer to "Policy for Awards Board" for details.

### **B9 Gap Year**

B9.1 Under some circumstances and at its own discretion, the Assessment Board can exceptionally decide to grant the student an additional year ("Gap Year") in order to retake any failed courses. In such cases, students do not progress to the next year of the Programme (nor to the graduation session) and may be required to register, attend and pay for the failed courses a second time.

B9.2 A Gap year can be granted to Master in Management students to complete the work placement component of their degree.

### **B10 Recognition of Prior Learning (Bachelors degree only)**

B10.1 Course exemptions can be considered exceptionally and are usually requested before the beginning of the academic year by a student who has obtained credits in equivalent courses at another Institution at the same level of studies.

B10.2 The student needs to request an exemption by providing the Academic Director with the Course's syllabus and the transcript of grades (in English). Credits will be transferred upon formal acceptance of the student's request. Grades will not be considered, and the Course will not count for calculating the final GPA/grade.

### **B11 UK Graduating conditions**

B11.1 Those students who enrolled in a UK degree programme must meet all the academic conditions outlined in the above sections B5 and B6

B11.2 The students must study in the UK for at least one year for a bachelor's programme and one semester for the master's programmes.

## Appendix: List of policies

All the policies can be found on the ESCP London Campus Policies Google site, accessible to staff members. Student-centred policies are also available on Blackboard.

[Academic Freedom Statement](#)  
[Academic Misconduct Policy](#)  
[Academic Staff Quality Handbook](#)  
[Admissions Policy](#)  
[Access and Participation Statement](#)  
[Assessment Moderation Policy](#)  
[Assessment regulations](#)  
[Conditions of Use of Computing Facilities](#)  
[Equal opportunities policy code of practice](#)  
[External Speaker code of conduct](#)  
[External Speaker Policy](#)  
[External Speaker Referral Form](#)  
[Fitness to study](#)  
[Freedom of Speech Policy](#)  
[Guide for External examiners](#)  
[Health and Safety Policy](#)  
[Health and Well-Being Policy](#)  
[IT Acceptable Use Policy](#)  
[Library Policy](#)  
[Mitigating Circumstances Policy](#)  
[Policy for Admissions Feedback Appeals and Complaints](#)  
[Policy and Protocol for Recovery of Student Debt London MScs](#)  
[Policy for Award Boards](#)  
[Policy for Board of Studies](#)  
[Policy for Interim Board](#)  
[Policy for Late Submission of Assessments](#)  
[Policy for Progression Boards](#)  
[Policy for students under the age of 18 years](#)  
[Policy for Recognition of Prior Learning \(undergraduate\)](#)  
[Prevent Information Sharing Protocol](#)  
[Prevent Policy](#)  
[Programme Approval/Revalidation Policy](#)  
[Refund and compensation policy](#)  
[Safeguarding policy](#)  
[Student Appeals Policy](#)  
[Student Attendance Policy](#)  
[Student Code of Conduct and Disciplinary Procedure](#)  
[Student Complaints Procedure](#)  
[Student Harassment and Bullying Policy](#)  
[Student protection plan](#)  
[Student Representatives Guide](#)

[Student Transfer Arrangements](#)  
[Tuition Fee Deposit Refund Policy](#)  
[Undergraduate admissions policy](#)  
[Whistleblowing policy students](#)