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# Academic Regulations for Taught Programmes 2023/24

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**Responsible person:** Head of Professional Services

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**Approved by:** Academic Board

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## 1.0 Introduction

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- 1.1 These Academic Regulations define the basis of the academic relationship between the Student and the Dyson Institute of Engineering and Technology (“the Dyson Institute”).
- 1.2 The Academic Regulations provide the framework of rules governing academic practice at the Dyson Institute. They are the basis for the assurance of quality and maintenance of academic standards at the Dyson Institute, and uphold the UK Quality Code for Higher Education, the conditions of registration as a Higher Education provider in England, and all other relevant rules and legislation including that relating to Apprenticeships. The Academic Regulations must be applied consistently by the Dyson Institute.
- 1.3 Students registered with the Dyson Institute are subject to, and must comply with, these Academic Regulations.
- 1.4 Students registered with The University of Warwick should refer to and comply with [The University of Warwick’s regulations](#).
- 1.5 These Academic Regulations apply to students enrolled at the Dyson Institute for the 2023/24 academic session. Any changes from previous iterations of the regulations which might impact students registered under earlier regulations are not designed to disadvantage those students. In the event a student believes they have been disadvantaged, the Chair of Academic Board will make a ruling.
- 1.6 On all matters where the Academic Regulations must be interpreted, or are silent, Academic Board will recommend a decision. In the event that the decision of Academic Board is challenged, the decision will be escalated to Council and the decision of Council will be final.
- 1.7 In exceptional circumstances, it may be necessary to suspend elements of the Academic Regulations temporarily for one or more students. Requests for suspensions must be made on a case-by-case basis to Academic Board.

If students have any questions in relation to these Academic Regulations, they should email [regulation.dysoninstitute@dyson.com](mailto:regulation.dysoninstitute@dyson.com)

## 2.0 Responsibility for the Academic Regulations

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- 2.1 The Academic Regulations are approved by Council after referral from Academic Board.
- 2.2 Council authorises appropriate committees, boards, and panels to act on its behalf in applying these Academic Regulations.
- 2.3 The Academic Regulations are supported by a range of sub-regulatory instruments, including:
  - Dyson Institute Policies
  - Terms and Conditions of Offer
  - Programme and Module Specifications
  - Programme Handbooks

## 3.0 Review and amendment

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- 3.1 The Academic Regulations must be subject to a major review every five years, in addition to minor reviews on an annual basis. Any changes are subject to the approval of the Academic Board who will make a recommendation to Council for their adoption.
- 3.2 The Dyson Institute reserves the right to amend or withdraw regulations and policies, and to introduce new regulations and policies. In this event the student representative body will be consulted beforehand.
- 3.3 Changes to the Academic Regulations should usually not come into effect until the subsequent academic year.
- 3.4 In-academic year changes to regulations and policies are strongly discouraged unless absolutely necessary. If changes are made to policies following consultation, the Dyson Institute will determine the extent to which these changes will affect current students and communicate these changes to the students directly by email at least 5 working days prior to the changes coming into force.

## 4.0 Student Obligations

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- 4.1 Students must comply with the regulations and policies of both the Dyson Institute and Dyson.
- 4.2 Students at the Dyson Institute must act appropriately and responsibly at all times and act in accordance with the Dyson Institute Community Charter and the Dyson Code.

## 5.0 Students as Employees

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- 5.1 All students at the Dyson Institute must also be employed by Dyson; their registration with the Dyson Institute is contingent upon their continuing employment.
- 5.2 The terms and conditions of a student's employment with Dyson are the responsibility of Dyson, not the Dyson Institute. It is the student's responsibility to ensure that they comply with the terms of their employment, and any disputes relating to their employment should be resolved directly between the student and their employer. While the Dyson Institute may be informed of employment disputes, and may be asked to contribute to discussions, it has no power in matters solely relating to employment and cannot influence relevant decisions.

## 6.0 Maximum Periods of Enrolment

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- 6.1 The maximum period of enrolment for each programme is:
- 6 Years for BEng Engineering and Level 6 Degree Apprenticeship
  - 6 Years for BEng Engineering
  - 6 Years for MEng Engineering
  - 3 Years for all postgraduate taught programmes (MSc, etc.)
- 6.2 Periods of deferral, breaks in learning (voluntary or fitness to study) and suspension count towards the maximum period of enrolment.

## 7.0 Deferment of Studies and Break(s) in Learning

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- 7.1 In exceptional circumstances a student may apply to defer their studies for a period of up to one year. Applications for deferrals should be made in writing to the Head of Engineering Experience and are not guaranteed to be accepted. A potential extension for a further year is at the discretion of the Chair of Academic Board. Any student's deferrals and remaining time on programme should not exceed the maximum registration period for their programme as set out in 6.1.
- 7.2 An exceptional circumstance includes, but is not limited to:
- Maternity or paternity;
  - Adoption;
  - Recovery from an injury or medical condition;
  - Chronic illness;
  - Close bereavement;
  - Victim of a serious crime;
  - Disability for which reasonable adjustment is not yet in place;
- 7.3 Students can apply for a Break in Learning for a shorter period of time by writing to the Head of Engineering Experience. Requests for a Break in Learning are considered on an individual basis and are not guaranteed to be accepted.
- 7.4 Any such deferment must be agreed in compliance with the requirements of Dyson, and of the Education and Skills Funding Agency (ESFA) where appropriate. During this time, they will remain enrolled on the programme.
- 7.5 A student whose studies have been deferred will only be able to return to the Dyson Institute if their position of employment remains open. The Dyson Institute, the student and Dyson must work together to understand the implications of a deferment of study application before such a deferment is approved.
- 7.6 The Dyson Institute may require a student to defer their studies in accordance with the Fitness to Study Policy or pending the outcome of a disciplinary or academic misconduct process following a disciplinary offence, or following an incident of academic misconduct.

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## 8.0 Withdrawal

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- 8.1 A student may withdraw from their programme of studies by informing the Head of Engineering Experience in writing of their intention and their requested date of withdrawal. Students will have to serve their obligated notice period for their employment unless otherwise agreed.
- 8.2 The withdrawal request will be reviewed by the Board of Examiners who will consider them for the highest award for which they are eligible as at the date of withdrawal, based on credit earned as at the date of their withdrawal as outlined in Table 1.
- 8.3 A student has the right to withdraw from a programme of study at any point during the academic year. Where a student withdraws from a programme, their accumulated credit, as awarded by the Board of Examiners for any modules completed successfully before the date of withdrawal will be reflected on their transcript. Students will not be allowed to complete assessment or be considered by the Board of Examiners to receive further credit after the date of withdrawal.
- 8.4 A final year student who wants to withdraw from a final year project or dissertation module must inform the Dyson Institute, in writing, before the end of the term after the start of the module. A student who does not do so, and then does not present themselves for assessment, will have failed the module.
- 8.5 A student who has withdrawn from a programme may reapply to join the programme only after 12 months.
- 8.6 If successfully re-admitted following Reg 8.5 they will be eligible to re-join the programme at the start of the next available academic year. There is no option to re-join in the middle of an academic year.
- 8.7 The Dyson Institute is under no obligation to admit a student who has previously withdrawn from a programme.

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## 9.0 Expulsion

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- 9.1 A student may be expelled from their studies at the Dyson Institute for reasons including, but not limited to:
- Failure to meet the requirements for progression within their programme of study;
  - A finding of gross misconduct within either the Institute's or Dyson's Disciplinary Policy;
  - A finding of serious academic misconduct as per 6.1 of the Academic Misconduct Policy;
  - Provision of false or misleading information in order to gain entry to a programme of study at the Dyson Institute;
  - Exceeding the duration of an agreed period of suspension;
  - The Board of Examiners deeming a student to no longer be enrolled due to a prolonged absence or other valid reason;
  - Failure to enrol within the designated enrolment period;
  - The maximum registration period elapsing; or
  - Failure to comply with, or termination of, their employment contract with Dyson Technology.
- 9.2 Regardless of the reason for expulsion, an expelled student will be eligible to receive a transcript indicating credit(s) legitimately earned; this will not include any credit revoked in accordance with

the Academic Misconduct Policy.

- 9.3 A student will not be able to reapply to the Dyson Institute following expulsion.

## 10.0 Course Occurrence Regulations

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- 10.1 Where an insufficient number of students has chosen an option module or stream, the Dyson Institute reserves the right to withdraw the offer of this module or stream.
- 10.2 Where a programme permits the selection of a specialist stream, the individual programme specification will state whether there are pre-requisite and/or core modules which must be met to achieve the learning outcomes of the stream.

## 11.0 Credit Framework

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- 11.1 A student progresses through a programme of study by achieving credit, through successful completion of modules detailed within an approved Programme Specification.
- 11.2 Credit is a quantified means of expressing and measuring learning equivalence, awarded for the demonstrable achievement of learning outcomes. Credit is used to measure, describe, and compare learning achievement which sets out how much learning is required for each module and at what level.
- 11.3 The Dyson Institute uses the Credit Accumulation and Transfer Scheme (CATS) to express credit weightings for each unit of learning. Credit is expressed in quantified form so that achievement in different contexts can be broadly compared in terms of intellectual depth (level) and relative volume (number of credits).
- 11.4 CATS equates one credit (or credit point) with 10 hours of learning effort or notional learning time. Notional learning time is the number of hours which it is expected that a learner will spend, on average, to achieve the specified learning outcomes. This might comprise a variable combination of contact time, (lectures, seminars, labs etc.) and self-directed learning time (background reading prior to classes, research for written assignments, and examination preparation). Thus, a module allocated 30 credits or 'CATS points' should require students to commit approximately 300 hours of work to achieving the learning outcomes for the module.
- 11.5 All Dyson Institute awards must specify the minimum number of credits at stated levels that a student must obtain to be eligible for the award.

Table 1 – Credit structure of Dyson Institute awards (\*indicates minimum required for Level award)

Qualification	FHEQ level	Level 4 or above	Level 5 or above	Level 6 or above	Level 7	Total credits Required
Certificate of Higher Education	4	120	N/A	N/A	N/A	120
Diploma of Higher Education	5	150	90	N/A	N/A	240
Bachelor's Degree Ordinary	6	150	90	60	N/A	300
Bachelor's Degree with Honours	6	150	120	90	N/A	360
Integrated Masters with Honours	7	120	120	120*	120*	480
Postgraduate Certificate	7	N/A	N/A	20	40*	60
Postgraduate Diploma	7	N/A	N/A	30	90*	120
Masters (MSc)	7	N/A	N/A	60	120*	180

- 11.6 All students enrolling on a Bachelor's or Integrated Masters Programme must be admitted to an Honours degree. The degree may, however, be conferred either as a degree with Honours or as a Pass degree (Bachelor's Degree Ordinary only) depending on individual student performance.
- 11.7 If a student chooses, or finds it necessary, to end their studies earlier than planned, or is required to leave due to academic failure, the accumulation of credit may make it possible to obtain an exit award at a level determined by the amount of credit that has been achieved at the point of departure, as outlined in Table 2.
- 11.8 The Board of Examiners can award Exit Awards from Bachelor's or Integrated Masters programmes, providing the requirements of column B and C in Table 2 are both met:

Table 2 – Exit Awards from Bachelor's and Integrated Masters Programmes

A	B	C
Award Title	Total Credits Achieved	Minimum Credits per Level
Certificate of Higher Education	120	90 Credits at Level 4
Diploma of Higher Education	240	90 Credits at Level 5
Bachelor's of Engineering* (Exit from MEng only)	300 (Ordinary Degree) 360 (Honours Degree)	90 Credits at Level 6



- 11.9 Students who are awarded an exit award will do so with a named award (i.e., Certificate of Higher Education in Engineering) but will not receive any classification, except those exiting the MEng Engineering programme with a BEng award who will receive a classification. Certification will be accompanied by a transcript detailing the module marks achieved and credit awarded.
- 11.10 The Board of Examiners can award the following Exit Awards from Masters programmes, providing the requirements of column B and C in Table 3 are both met:

**Table 3 – Exit Awards from Masters Programmes**

<b>A</b>	<b>B</b>	<b>C</b>
<b>Award Title</b>	<b>Total Credits Achieved</b>	<b>Minimum Credits per Level</b>
Postgraduate Certificate	60	40 Credits at Level 7
Postgraduate Diploma	120	90 Credits at Level 7

## 12.0 Recognition of Prior Learning

- 12.1 The Dyson Institute does not permit the award of credit for prior learning, with the exception of a student transferring from the WMG BEng Engineering Level 6 Degree Apprenticeship programme, where individual cases will be decided by the Deputy Director of Academics.
- 12.2 For a student transferring from the WMG BEng Engineering Level 6 Degree Apprenticeship, all credits will be transferred to the Dyson Institute programme and all marks achieved will be eligible for:
- (i) being shown on the candidate's transcript; and
  - (ii) used as part of the calculation for a final classification.

## 13.0 Award of Credit

- 13.1 Credit is awarded by the Board of Examiners.
- 13.2 A student who achieves the module pass mark will be awarded credit for that module.
- 13.3 The pass mark for each module is specified in each module specification and where this varies within a multi-level programme, this is highlighted in the programme specification. The usual pass marks for modules in each programme is as follows:
- 13.3.1 BEng Module Pass Mark is 40% for all levels.
  - 13.3.2 MEng Module Pass Mark is 40% for all modules, including Level 7.
  - 13.3.3 MSc Module Pass Mark is 50% for all modules.

## 14.0 Progression, Resits, Retakes and Restarts

14.1 It is the responsibility of the Board of Examiners to make decisions relating to the progress and/or status of students in relation to their performance on the programme. The Board of Examiners can make the following decisions:

**Progress:** Where a candidate has achieved the required number of credits and there is a subsequent academic level for them to progress in to.

**Award:** Where a candidate has either reached the end of their programme, or for reasons accepted by the Board of Examiners is exiting their programme early, should the candidate have achieved sufficient credits as per the Credit and Qualifications Framework, they can be awarded a specified award.

**Resit:** Where a candidate has failed an attempt at an assessment, normally a first attempt, the Board of Examiners will usually invite the candidate to resit the failed assessment(s) in order to achieve the pass mark for the module. Candidates will normally only have one attempt at a resit. Should a candidate fail a resit attempt and therefore not meet the progression requirements for their programme, the Board of Examiners will either: (1) Require the candidate to Withdraw from the programme; or (2) Award the candidate with a specified award and exit them from the programme; or (3) in exceptional circumstances only, invite the candidate to Retake the module/year either with or without attendance.

**Retake:** A retake is a second attempt at a module in a subsequent year, either with or without progressing to the subsequent year. There are two circumstances where a candidate might be permitted to retake an unachieved module:

- Where more than 45 credits have been failed at first attempts; or
- Where a resit assessment and/or a module which is not a pre-requisite for learning at a subsequent stage has been failed but all other academic and workplace performance is of an acceptable level; and where there has been no case of academic misconduct; and where there are mitigating circumstances which have been accepted by the Mitigating Circumstances panel.

**Restart:** Due to exceptional reasons, a candidate might be invited to Restart the programme with a clean academic record. This subject to the agreement of the Board of Examiners and the Chair of Academic Board.

**Withdraw:** Where a candidate has failed a module/module after a resit attempt, they will usually be required to withdraw from the programme. Where sufficient credit has been achieved an Exit Award will be awarded by the Board of Examiners.

14.2 All components of summative assessment must be passed for a module to be passed and credit awarded.

14.3 Students who do not pass one or more components at the first attempt are entitled to a resit and/or submission of the component(s) which have not been passed. Resits are only permitted to a credit cap, as follows:

- Level 4 – 45 credits

- Level 5 – 45 credits
- Level 6 – 45 credits (excluding the final year project or dissertation – see 14.9 and 14.10)
- Level 7 – 60 credits (excluding the final year project or dissertation – see 14.9 and 14.10)

- 14.4 If a student is required to resit more than the number of credits outlined above at 14.2, at any level, they will usually be required to repeat the year excluding any modules already passed in the previous year.
- 14.5 Candidates are not permitted to resit retake Level 7 modules of an Integrated Masters programme in a subsequent academic year when they have not passed due to academic failure. In this eventuality, candidates will receive a BEng exit award and the transcript will show all module results and credits earned, including at Level 7.
- Where a candidate fails or is unable to complete Level 7 module(s) of an Integrated Masters due to reasons out of their control and these reasons have been accepted by the Mitigating Circumstances Panel, candidates will be able to retake Level 7 modules in a subsequent year. It is at the discretion of the Chair of Board of Examiners and Chair of Academic Board whether this is with or without attendance.
- 14.6 Unless the Board of Examiners decides otherwise (usually on the basis of accepted mitigating circumstances) resits of components will be capped at the threshold pass mark for the module.
- 14.7 Where a programme has multiple Levels (e.g. BEng/MEng) in order to progress to the next Level, all modules in each year must be passed.
- 14.8 Where a Programme contains workplace and/or professional development modules that are not successfully passed in the year when they are undertaken, students might still be permitted to progress to the following academic year. This is subject to a decision by the Board of Examiners. Any modules that have not been presented to the Board of Examiners will be presented at the next available opportunity.
- 14.9 A student whose final year project receives a mark of between 30% and 39% will be offered the opportunity to resubmit with minor corrections. In this situation, the mark for the final year project will be capped at 40%.
- 14.10 A student who fails their final year project or dissertation module, by failing to secure a pass mark of 40%, even after a resubmission where permitted at 14.9 and after consideration of mitigating circumstances, cannot retake this module, and will therefore only be considered for an ordinary degree.
- 14.11 A student who does not pass the module after the resits will be deemed to have failed the module and will usually be required to withdraw from their programme of study. They may be offered the opportunity to retake the year or elements of the year at the discretion of the Board of Examiners, who will consider performance in other assessed work as well as any relevant mitigating circumstances. Where a student can retake the year or elements of the year, all marks are capped at 40. In this instance, the failed attempt at a module will still be shown on their transcript.

- 14.12 To progress to the Level 7 stage of an Integrated Masters, students must achieve an average of at least 60% when combining across Level 5 and Level 6. Any student achieving less than 60% will be exited from the programme with a Bachelor's award by the Board of Examiners. Students with an average below 60% may be permitted progress to the Level 7 stage if there are mitigating circumstances which are accepted by the Board of Examiners.
- 14.13 In exceptional circumstances, students who are unable to successfully complete Year 1 of their programme might be invited to restart the programme, instead of resit. A student who is restarted will begin the year with a clean academic record, whereby all assessment attempts (including any credit achieved) to date will not carry over.
- 14.14 The exceptional circumstances a student may be considered for a restart include, but are not limited to:
- Significant long-term ill health
  - Immediate family/partner bereavement

## 15.0 Academic Misconduct

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- 15.1 The Dyson Institute has clear rules in respect of academic integrity and academic misconduct, as outlined in the Academic Misconduct Policy.
- 15.2 All work which a student submits for assessment should be the student's own, expressed in their own words. Any use of somebody else's work must be clearly attributed. Assessments submitted through Canvas are subject to being checked by Turnitin where a similarity score is generated – where the overlap surpasses the threshold, this is passed on to the Academic Misconduct Policy.
- 15.4 Where academic misconduct is suspected to have occurred in any form of summative assessment, this will be investigated in accordance with the Academic Misconduct Policy.
- 15.5 The Dyson Institute will take action against any student who contravenes its regulations and policies governing assessment, whether inadvertently or through negligence or deliberate intent.

## 16.0 Calculation and Classification of Awards

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- 16.1 Module marks are presented to the Board of Examiners as whole numbers only.
- 16.2 Module marks and final award marks will be rounded to the nearest whole number:
- where marks are .5 or greater, these will be rounded up (i.e., 54.5% becomes 55%)
  - where marks are .4 or less, these will be rounded down (i.e., 54.4% becomes 54%)
- 16.3 The Institute does not promote final classification marks (i.e., a final average mark of 69% will be awarded an Upper Second-Class classification and will not be considered for an uplift to a First-Class classification).
- 16.4 Degree classifications are set out in Table 4 and Table 5 below:

**Table 4 – Degree Classifications for Bachelor’s and Integrated Masters awards**

70% +	First Class Honours
60% to less than 70%	Upper Second-Class Honours
50% to less than 60%	Lower Second-Class Honours
40% to less than 50%	Third Class Honours

- 16.5 Any undergraduate candidate who achieves an overall average mark of 80%+ based on the calculation of aggregate module mark and level weighting as per 16.6 will be considered to have graduated “with Distinction”. Graduating with Distinction is additional recognition for this achievement and is not reflected on a degree certificate, but a supplementary award.

**Table 5 – Degree Classifications for Masters awards**

Over 70%	Distinction
60% to less than 70%	Merit
50% to less than 60%	Pass

Awards	Level 4	Level 5	Level 6	Level 7
Bachelor’s	0%	20%	80%	
Integrated Masters (Meng)	0%	20%	40%	40%
Masters (MSc)				100%

- 16.6 To be considered for an Honours degree, students must pass all modules.
- 16.7 Ordinary degrees and exit awards below Bachelor’s level will not receive a classification.
- 16.8 Any student who has not passed all modules (following resits) may be considered for an Ordinary degree if at least 300 credits have been achieved.
- 16.9 A student on an Integrated Masters may be eligible for a Bachelor’s exit award with Honours if they are unsuccessful at Level 7 and have achieved 360 credits. Marks for all modules attempted will be shown on the transcript.
- 16.10 Awards of module credit and programme level awards are the responsibility of the Board of Examiners only.
- 16.11 The Board of Examiners is the sole body which may act on behalf of Council in recommending the award of credit or granting an award.

## 17.0 Awards of the Dyson Institute

17.1 The awards of The Dyson Institute are outlined in Table 6, below.

Table 6 – Awards of The Dyson Institute

Academic award	Post nominal	FHEQ level
Certificate of Higher Education	Cert HE	4
Diploma of Higher Education	Dip HE	5
Bachelor's of Engineering	BEng	6
Bachelor's of Engineering with Honours	BEng (Hons)	6
Integrated Masters	MEng (Hons)	7
Postgraduate Certificate	PGCert	7
Postgraduate Diploma	PGDip	7
Masters	MSc	7

### 17.2 Honorary Awards

The Dyson Institute may grant honorary taught degrees to individuals who have made a major contribution to the work of the Dyson Institute, or in recognition of individuals with significant achievements in relation to areas aligned with the Dyson Institute's mission and vision.

- Council must approve nominations for the award of honorary degree.
- Honorary degrees are awarded without classification.
- The Dyson Institute reserves the right to revoke honorary awards.

### 17.3 Aegrotat Awards

An Aegrotat award is an unclassified award that may be recommended when the Board of Examiners has reason to believe that, but for exceptional circumstances, the student would have reached the standard required to achieve a pass degree.

- Aegrotat awards may only be awarded for Bachelor's qualifications.
- Aegrotat awards are awarded without a classification.
- The Board of Examiners must offer the opportunity either to re-sit the modules for which there is insufficient evidence, or to accept the Aegrotat award. If the student fails the resit, they may no longer claim the Aegrotat award.

### 17.4 Posthumous Awards

Council may, at its discretion, posthumously award any of the awards conferred by the Dyson Institute.

## 17.5 Revoking an Award

Council may revoke an award granted by the Dyson Institute if the graduate in question has been found to have been admitted to the programme or granted the award under false pretences or on material non-disclosure.

Before revoking an award, the Dyson Institute will conduct a detailed and thorough investigation, led by senior member of staff appointed by the Director of the Dyson Institute. The outcome of the investigation will be communicated within 25 working days of the completion of the investigation.

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# 18.0 Degree Apprenticeships

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- 18.1 Students registered on a Degree Apprenticeship are subject to additional regulations, as set out below.
- 18.2 Students registering on a Degree Apprenticeship at the Dyson Institute will sign an employment contract with Dyson.
- 18.3 Students registering on a Degree Apprenticeship at the Dyson Institute will sign a Commitment Statement and Apprenticeship Agreement which will identify:
- the skill, trade or occupation for which the apprentice is being trained;
  - the apprenticeship standard or framework connected to the apprenticeship;
  - the dates during which the apprenticeship is expected to take place; and
  - the amount of off the job training that the apprentice is to receive.
- 18.4 The Commitment Statement sets out how the partners involved in the Degree Apprenticeship (the student enrolled on the apprenticeship, the employer (Dyson Technology) and the training provider (the Dyson Institute) will support the student's successful achievement.
- 18.5 During the course of their apprenticeship, students enrolled on a Degree Apprenticeship will be required to maintain a record of their Knowledge, Skills and Behaviours. Failure to maintain these records appropriately may result in the termination of the Degree Apprenticeship.
- 18.6 Students enrolled on a Degree Apprenticeship will also be required to attend Progress Reviews. Failure to attend these reviews may result in the termination of the Degree Apprenticeship.
- 18.7 In the case of a non-integrated Degree Apprenticeship, the assessments and examinations considered toward the award of the degree exclude the End Point Assessment, which is taken as a standalone assessment following the consideration of the candidate at their final examination board.
- 18.8 A student enrolled on a Degree Apprenticeship should refer to the End Point Assessment plan for their apprenticeship standard, available on the website of The Institute for Apprenticeships and Technical Education, to understand assessment requirements, grading and re-sit and re-take opportunities.
- 18.9 A student who is dissatisfied with the provision of apprenticeship services provided by The Dyson Institute should follow the Student Complaints Policy. Following the completion of this process, the student has the right to escalate the complaint to the ESFA. Any complaint, concerns or enquiries regarding the apprenticeship may be escalated to the ESFA via the apprenticeship helpline on 0800 015 0400 or 0247 682 6482, or by email at [nationalhelpdesk@apprenticeship.gov.uk](mailto:nationalhelpdesk@apprenticeship.gov.uk).

## 19.0 Dyson Institute Accredited Learning (DIAL) – Short Courses, Microcredentials and Cumulative Credit Awards

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- 19.1 The Dyson Institute can award credit bearing certificates, known as DIAL, for standalone modules delivered as Continuing Professional Development (CPD).
- 19.2 DIAL modules can be a maximum of 10 credits (100 notional learning hours) and are subject to approval as set out in the Institute's Programme Design and Approval Policy.
- 19.3 Existing modules used within the curriculum of Institute programmes will still require separate approval as standalone modules and should not be presumed as appropriate.
- 19.4 DIAL credit can be used towards the requirements of a full award, providing:
- a) the stated award is approved by the Institute;
  - b) the programme specification states that the module is eligible to be used;
  - c) the DIAL was achieved not more than four years before the full award was granted;
  - d) it contributes towards the Programme Learning Outcomes.
- 19.5 Anyone enrolled on a DIAL module is considered a part-time student and must be registered on the Institute's student record system.
- 19.6 The Award of a DIAL Certificate is subject to the Board of Examiners being satisfied that the student has successfully passed the module as per 16.10