

FRONTLINE SUPPORTING DOCUMENT

**APPROVED VARIATIONS TO THE
MANUAL OF ACADEMIC REGULATIONS
AND PROCEDURES**

(APPLICABLE FROM JULY 2023)

Academic Quality, Standards and Conduct

Student and Education Services

**FRONTLINE SUPPORTING DOCUMENT – APPROVED VARIATIONS TO
MARP**

APPLICABLE FROM JULY 2023

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FL 1 OVERVIEW

- FL 1.1 Frontline and Lancaster University are in a partnership to offer the Frontline programme of study.
- FL 1.2 The Frontline programme of study with Lancaster University is the MSc in Advanced Relationship Based Social Work Practice with Children and Families. Two exit qualifications are also approved: the Postgraduate Diploma in Professional Social Work Practice; and the Postgraduate Certificate in Social Work. These are available for students who choose to exit at an earlier stage of the Frontline programme and who meet the requirements of the exit qualification, or who fail to achieve the final MSc award requirements but meet those of the exit qualification.
- FL 1.3 The University's [Manual of Academic Regulations and Procedures \(MARP\)](#) will be followed for the Frontline programme of study, which leads to a Lancaster award, **except** in regard to variations which have been agreed as applying to this programme and approved through the appropriate Lancaster University academic governance processes. The approved variations are set out in this document ("Frontline Supporting Document - Approved Variations to MARP").
- FL 1.4 For the purposes of the Frontline programme, any references to 'the Department' within MARP may refer to Frontline, in conjunction with Lancaster's Sociology Department. Any references to 'academic staff' or 'our staff' include Frontline staff.
- FL 1.5 It should be noted that although Frontline refers to students as participants, to maintain continuity with the University's [Manual of Academic Regulations and Procedures \(MARP\)](#), this document refers to participants as students.

FL 2 MARP CHAPTER: ADMISSIONS

- FL 2.1 The entire MARP Admissions chapter is set aside and replaced by the Frontline "[Recruitment and Admissions Policy and Procedure](#)" and Frontline "[Suitability for Professional Training Policy](#)".

FL 3 MARP CHAPTER: RECOGNITION OF PRIOR LEARNING

- FL 3.1 This MARP chapter applies as it stands, however, exceptional arrangements for Recognition of Prior Learning and grade translation have been agreed for students who commenced study on the Frontline programme with University of Bedfordshire and who have an agreed transition to the Frontline programme with Lancaster University. These former University of Bedfordshire students will either commence Year 2 of the Frontline programme with Lancaster University in November 2020, November 2021, or November 2022, or rejoin Year 1 of the Frontline programme with Lancaster University at an agreed starting point between July 2020 and August 2022. Details of the arrangements can be

found in Appendix 1 and Appendix 2.

FL 4 **MARP CHAPTER: STUDY REGULATIONS**

FL 4.1 **MARP SR 2.1 INDUCTION AND ORIENTATION**

FL 4.1.1 All clauses within this section of MARP are set aside and different arrangements will apply for the Frontline programme.

FL 4.1.2 Frontline will provide induction and orientation for all new students with input from Lancaster University as appropriate.

FL 4.1.3 Induction activities will cover academic, administrative, social and welfare issues.

FL 4.2 **MARP SR 3 ATTENDANCE AND REGISTRATION STATUS**

FL 4.2.1 All clauses within this section of MARP are set aside and replaced by the Frontline "[Attendance and Engagement Policy](#)," the Frontline "[Fitness to Study Policy](#)" and the Frontline "[Fitness to Practise Policy](#)"

FL 4.3 **MARP SR 4.1 RESPONSIBILITIES**

FL 4.3.1 All clauses within this section of MARP are set aside as different arrangements are in place for Frontline participants. The Frontline Programme Handbook(s), the Frontline Practice Learning Experience Agreement and the Frontline Module Handbooks contain the information about the academic and programme requirements and the support and guidance available. These documents are provided to students at the start of the Frontline programme.

FL 4.4 **MARP SR 4.2.7 AND SR 4.2.8**

FL 4.4.1 These clauses apply to Frontline students and the Frontline Programme Handbook(s), the Frontline Practice Learning Experience Agreement and the Frontline Module Handbooks contain the information about the programme, roles and arrangements. These documents are provided to students at the start of the Frontline programme.

FL 4.5 **MARP SR 4.2.9**

FL 4.5.1 This clause applies to Frontline students; however, it should be noted that not all specialist services are provided by Lancaster University; some are provided by Frontline. The specialist services available to Frontline students, and how to access them, are detailed on the programme virtual learning environment.

FL 4.6 **MARP SR 4.3 INTERCALATION**

FL 4.6.1 All clauses within this section of MARP are set aside and replaced by the Frontline "[Intercalation Policy](#)" and the Frontline "[Pregnancy and Parenting Policy](#)".

FL 4.7 MARP SR 5.1

FL 4.7.1 This MARP clause is set aside and replaced with the following text:
Student discipline is formally split into two broad areas: academic and non-academic. Non-academic discipline and the related procedures and penalties are detailed in the Frontline "[Participant Discipline Policy](#)". Academic discipline is dealt with in the [Lancaster University Manual of Academic Regulations and Procedures](#), in this document ("Frontline Supporting Document – Approved Variations to MARP") and in the Frontline "[Academic Malpractice Policy](#)."

FL 4.8 MARP SR 5.4-5.5

FL 4.8.1 These two MARP clauses are set aside and replaced by the Frontline "[Attendance and Engagement Policy](#)," the Frontline "[Fitness to Study Policy](#)" and the Frontline "[Fitness to Practise Policy](#)." Students are made aware of the programme requirements and the need to maintain good academic standing via the Frontline Programme Handbook and the Frontline Practice Learning Experience Agreement, both of which are provided to students at the start of the programme.

FL 4.9 MARP SR 6 STUDENT COMPLAINTS

FL 4.9.1 This MARP section is set aside as different arrangements for student complaints apply as described here.

FL 4.9.2 Both Frontline and Lancaster have a policy and procedure for student complaints which are set out separately: the Lancaster University "[Student Complaints Procedure](#)" and the Frontline "[Complaints Policy and Procedure](#)".

FL 4.9.3 Where students on the Frontline programme are dissatisfied with a particular service or aspect of their education, they may wish to make a complaint (either individually or as a group).

FL 4.9.4 All complaints will initially be dealt with by Frontline's "[Complaints Policy and Procedure](#)," and Frontline will undertake prima facie consideration of the complaint. Those complaints which meet the criteria will then be allocated to either Frontline or Lancaster (depending on which partner is responsible for the aspects of provision under complaint), and will be handled via the complaints procedure of that partner.

FL 5 [MARPA CHAPTER: GENERAL REGULATIONS FOR ASSESSMENT AND AWARD](#)

FL 5.1 MARP GR 1.2.2

FL 5.1.1 As per this MARP clause, it is noted that some specific amendments to assessment regulations have been agreed for the Frontline programme, all of which are detailed in the relevant sections of this document ("Frontline Supporting Document – Agreed Variations to MARP").

FL 5.1.2 The Frontline programme is approved by Social Work England and Frontline are responsible for seeking and maintaining the approval.

FL 5.2 MARP GR 2.3.13

FL 5.2.1 This clause applies, but for Frontline this will be the Frontline Exceptional Circumstances Panel.

FL 5.3 MARP GR 2.4.22

FL 5.3.1 This clause applies, but with two variations to moderation by sampling (GR 2.4.22 c) for certain elements of certain modules as defined here.

- a. Variation 1: For FLSW901.4 Motivational Interviewing Essay; FLSW903.1 Parenting Interventions Case Study; FLSW911.1 Practical – Use of motivational interviewing; FLSW911.2 Essay – Child and family assessment and FLSW913.1 Case study – Evidence-based interventions, for sampling, a sample of up to 10% of each assessment is selected for moderation; the minimum sample size will be the square root of n (or where more than one marker is involved, 3 scripts if the square root of n is lower than 5).
- b. Variation 2: For FLSW901.1 Readiness to Practice portfolio; FLSW901.2 Practice Learning portfolio; FLSW903.4 Overall Assessment of Practice portfolio; FLSW914a.1 Readiness for Practice assessment component B; FLSW914a.2 Practice Learning portfolio Stage One; FLSW914b.1 Practice Learning portfolio Stages Two and Three: Overall assessment of practice, for sampling, a minimum of one portfolio per marker will be sampled and a minimum of one per moderator considered by the relevant Practice Assessment Panel

FL 5.4 MARP GR 2.6 EXCEPTIONAL CIRCUMSTANCES COMMITTEE

FL 5.4.1 All clauses in this section of MARP are set aside and replaced by the Frontline [“Exceptional Circumstances Policy”](#). At Frontline the Exceptional Circumstances Committee will be known as the Exceptional Circumstances Panel.

FL 5.5 MARP GR 2.7.35

FL 5.5.1 This clause applies, but for Frontline, communication of decisions on any exceptional circumstances submissions, confirming whether such submissions were accepted or rejected and why will be sent by Frontline’s Registry.

FL 6 [MARP CHAPTER: POSTGRADUATE TAUGHT ASSESSMENT REGULATIONS](#)

FL 6.1 MARP PT 3.2 – APPLICABLE TO 2019 COHORT, 2020 COHORT, 2021 COHORT, 2022 COHORT AND 2023 COHORT

FL 6.1.1 This MARP clause is different for the Frontline programme because all assessment elements within the programme are compulsory and need to be passed in each academic module with no aggregation. Students must pass all modules and all assessment elements. No condonation is permitted on the programme. Therefore, this MARP clause is set aside and replaced with the following text:

To qualify for an award, candidates should pass all the assessments required by their programme and be awarded credits, as follows:

- (a) for a taught Masters degree, a total of at least 180 credits, with no more than 30 credits having been defined as being undergraduate in level;
- (b) for a Postgraduate Diploma, a total of at least 120 credits, with no more than 30 credits having been defined as being undergraduate in level;
- (c) for a Postgraduate Certificate, a total of at least 60 credits, with no more than 20 credits having been defined as being undergraduate in level.

FL 6.1.2 Exceptional arrangements for the calculation of award have been agreed for students who commenced study on the Frontline programme with University of Bedfordshire and who have an agreed transition to the Frontline programme with Lancaster University. These former University of Bedfordshire students will either commence Year 2 of the Frontline programme with Lancaster University in November 2020, November 2021, or November 2022, or rejoin Year 1 of the Frontline programme with Lancaster University at an agreed starting point between July 2020 and August 2022. Details of the arrangements can be found in Appendix 1.

FL 6.2 MARP PT 5.1 – APPLICABLE TO 2019 COHORT, 2020 COHORT, 2021 COHORT, 2022 COHORT AND 2023 COHORT

FL 6.2.1 This MARP clause is different for the Frontline programme because no condonation is permitted. Additionally, the Exceptional Circumstances Committee, which at Frontline is the Exceptional Circumstances Panel, operates as per the Frontline [“Exceptional Circumstances Policy”](#) (also noted for GR 2.6). Therefore, this MARP clause is set aside and replaced with the following text:

Once students have attained sufficient credit, taking full countenance to exceptional circumstances as reported from the Exceptional Circumstances Panel, and reassessment opportunities as detailed below, they will be considered for awards of the University.

FL 6.3 MARP PT5.6 – APPLICABLE TO 2020 COHORT AND 2021 COHORT

This MARP clause applies for the Frontline programme and additionally for 2020 cohort and 2021 cohort the following borderline rules also apply:

Where the overall average falls within two percent points of the range (68%, 58% or 48% respectively) or in cases where half or more of the credits are in the class above the mean, the examination boards will have discretion, on the basis of previously approved and published criteria, to decide which of the alternative awards to recommend. For this programme, if the dissertation module is in a class above your overall average across the 180 credits, and all elements of the practice placement have been passed, then the Master’s award will be classified in the tier above (at the discretion of the exam board)

FL6.4 MARP PT 6.1 – APPLICABLE TO 2019 COHORT, 2020 COHORT, 2021 COHORT, 2022 COHORT AND 2023 COHORT

FL 6.3.1 This MARP clause is different for the Frontline programme because all assessment elements within the programme are compulsory and need to be passed in each academic module with no aggregation. Students must pass all modules and all assessment elements. Reassessment is compulsory for any failed element. Therefore, this MARP clause is set aside and replaced with the following text:

A student who fails any module or any assessment element within a module at any

point in the degree programme will have one opportunity for reassessment for that module, or that assessment element, within the same academic year, with the exception of the law in class test (see FL 6.8.1). If the mark for the module or assessment element is below 50% then reassessment of the module and/or assessment element is compulsory. Where for administrative or logistical reasons it is not possible for a student to complete the reassessment requirements to the published time (for example with a resubmitted dissertation) and an alternative form of assessment cannot be devised, the examination boards may propose an alternative date for reassessment. Such alternative reassessment arrangements will not give advantage or disadvantage compared with the original form of assessment.

FL 6.4 MARP PT 6.3 – APPLICABLE TO 2019 COHORT, 2020 COHORT, 2021 COHORT, 2022 COHORT, AND 2023 COHORT

FL 6.4.1 Additional to this MARP clause are the agreed arrangements for the Frontline programme for how an overall module percentage mark will be calculated when a module is passed overall at the first attempt, but an element is failed which requires reassessment due to the need for student to pass all modules and all assessment elements. To keep within the spirit of MARP PT 6.5, which states that students may not seek reassessment to improve a passing grade, the original module percentage mark will **not** be improved by the reassessment of the failed element:

Where a module is passed overall (i.e the total module percentage mark is 50% or above) but an element is failed, a student will have one reassessment opportunity for the failed element, with the exception of the law in class test (see FL 6.8.1). If the reassessment is passed, the element mark is capped at the pass mark of 50% (unless it is a pass/fail element in which case a fail would become a pass) and the overall module percentage mark which counts towards the overall average is unchanged, remaining at the original percentage mark.

FL 6.5 MARP PT 7 CONDONATION – APPLICABLE TO 2019 COHORT, 2020 COHORT, 2021 COHORT, 2022 COHORT, AND 2023 COHORT

FL 6.5.1 All clauses in this section of MARP are set aside as no condonation is permitted on the Frontline programme.

FL 6.6 MARP PT 8 INCOMPLETE ASSESSMENT AND EXCEPTIONAL CIRCUMSTANCES – APPLICABLE TO 2019 COHORT, 2020 COHORT, 2021 COHORT, 2022 COHORT, AND 2023 COHORT

FL 6.6.1 All clauses in this section of MARP are set aside and replaced by the Frontline [“Exceptional Circumstances Policy”](#).

FL 6.7 MARP PT 9.6 – APPLICABLE TO 2019 COHORT, 2020 COHORT, 2021 COHORT, 2022 COHORT, AND 2023 COHORT

FL 6.7.1 This clause of MARP is set aside as no condonation is permitted on the Frontline programme.

FL 6.8 OPEN BOOK IN-CLASS TEST WHICH ASSESSES STUDENTS' KNOWLEDGE OF THE LAW – APPLICABLE TO 2019 COHORT, 2020 COHORT, 2021 COHORT AND 2022 COHORT

FL 6.8.1 An open book in-class test which assesses students' knowledge of the law is one of the two assessment elements in module FLSW902: Knowledge, Theory and Values for Social Work Practice. For this assessment element only, students are eligible to undertake up to two reassessments.

FL 6.9 PRACTICE ELEMENTS – APPLICABLE TO 2019 COHORT, 2020 COHORT, 2021 COHORT, 2022 COHORT, AND 2023 COHORT

FL 6.9.1 There is no automatic entitlement to retake a placement if failed. Practice Learning Experiences may only be retaken with the recommendation of the Practice Assessment Panel. As a professional qualifying programme, Frontline has a responsibility to ensure participants are 'fit to practise' at each stage of the course, therefore a failure to meet the Professional Capability Framework (PCF) at either Readiness for Practice level (at the Summer Institute), Progress Review 2 (at the end of Stage 1) or Progress Review 4 or at the end of year 1 will normally be taken as failure of the course. Participants who fail to meet the PCF at the appropriate level at the mid-point review at the end of Stage 1, but are deemed to be able to meet the PCF with some additional forms of evidence, will be given a pre-defined period in which they must show progression to meet the level of the PCF as required. These cases are referred to the Practice Assessment Panel who may uphold the decision or may change the judgement to either a straight pass or fail. Participants who fail to meet the PCF at the appropriate level (that was not easily rectified) may be referred to the Frontline "[Fitness to Practise Policy](#)" if there are issues within the participant's failure that meet or exceed the fitness to practise thresholds.

FL 7 [MARP CHAPTER: ACADEMIC INTEGRITY REGULATIONS AND PROCEDURES](#)

FL 7.1 The entire MARP Academic Integrity Regulations and Procedures chapter is set aside and replaced by the Frontline "[Academic Malpractice Policy](#)", with the following exceptions:

1. MARP AM 4.3.1 will apply if a case is referred to the Standing Academic Committee by Frontline's Academic Malpractice Panel;
2. MARP AM 7 will apply in retrospective cases of Academic Malpractice;
3. MARP AM 8 will apply if a Frontline student wishes to appeal the decision of the Standing Academic Committee.

FL 8 [MARP CHAPTER: MANAGEMENT OF STANDARDS AND QUALITY](#)

FL 8.1 MARP SQ 5.1.1 (A)

FL 8.1.1 Different arrangements are in place for the Frontline programme, therefore this MARP clause is set aside and replaced by the following text:

Participant (student) representatives meet Heads of Delivery and Practice Tutors across regions on quarterly basis. Student feedback on course design is obtained from student surveys on teaching days and module evaluation. Information and feedback from student sources is provided to the Frontline Academic Governance Group (AGG).

FL 8.2 MARP SQ 5.3.1

FL 8.2.1 Different arrangements are in place for the Frontline programme, therefore this MARP clause is set aside and replaced by the following text:

Frontline will employ its student feedback procedures and policies. These will include feedback from students on the summer institute, recall day teaching, assessment and modules. Frontline students will not take part in LUMES or PTES.

APPENDICES TO THE FRONTLINE SUPPORTING DOCUMENT – APPROVED VARIATIONS TO MARP

APPENDIX 1: EXCEPTIONAL ARRANGEMENTS FOR RECOGNITION OF PRIOR LEARNING (RPL) AND CLASSIFICATION OF AWARD

As stated in FL 3.1 and FL 6.1.2, exceptional arrangements for Recognition of Prior Learning and classification of award have been agreed for students who commenced study on the Frontline programme with University of Bedfordshire and who have an agreed transition to the Frontline programme with Lancaster University. These former University of Bedfordshire students will either commence Year 2 of the Frontline programme with Lancaster University in November 2020, November 2021, or November 2022, or rejoin Year 1 of the Frontline programme with Lancaster University at an agreed starting point between July 2020 and August 2022.

Students	RPL arrangement (FL 3.1)	Classification of award (FL 6.1.2)
Completed Postgraduate Diploma at University of Bedfordshire with 120 credits and will commence Year 2 of the Frontline programme with Lancaster University in November 2020, November 2021, or November 2022	RPL 120 credits	Award with classification based on 60 credits for Master's year not full 180 credits
Completed Year 1 modules at University of Bedfordshire up to 60 credits and rejoin Year 1 of the Frontline programme with Lancaster University at an agreed starting point between July 2020 and August 2022	RPL up to 60 credits	Award with classification based on 60 credits for Master's year not full 180 credits If exit at end of PGDip or if fail the MSc, then awarded PGDip (or PGCert) based on marks from University of Bedfordshire and Lancaster University. See Appendix 2 for details of grade translation.

The students who will rejoin Year 1 of the Frontline programme with Lancaster University will normally do so following a period of intercalation. For these students it has been agreed that any assessment element marks from modules partially completed with University of Bedfordshire can carry over along with RPL for completed modules. Unless agreed otherwise, these students

returning to study on the Frontline programme with Lancaster University at an agreed starting point between July 2020 and August 2022 will only be permitted and required to complete the remaining assessment elements of that module at the point of return, not to repeat the whole module. Details of the arrangements for grade translation for any assessment element marks from partially completed modules can be found in Appendix 2.

APPENDIX 2: EXCEPTIONAL ARRANGEMENTS FOR GRADE TRANSLATION

As stated in FL 3.1, exceptional arrangements for grade translation have been agreed for students who commenced study on the Frontline programme with University of Bedfordshire and who have an agreed transition to the Frontline programme with Lancaster University. These former University of Bedfordshire students will either commence Year 2 of the Frontline programme with Lancaster University in November 2020, November 2021, or November 2022, or rejoin Year 1 of the Frontline programme with Lancaster University at an agreed starting point between July 2020 and August 2022.

A grade translation is required because the pass mark for level 7 at University of Bedfordshire (40%) is lower than that at Lancaster University (50%). Whilst there are differences in language/wording between the verbal descriptors, it has been agreed by Lancaster University that there is sufficient similarity to be clear that a fail at University of Bedfordshire (39% or less) is the same boundary as a fail at Lancaster University (49% or less) whatever the difference in percentage mark this would translate to in practice. Therefore, as there is a clear and aligned boundary at failure point, all University of Bedfordshire marks of 40-49% which would be a pass in its regulations will be converted to the minimum pass mark at Lancaster University, 50%. No other marks will be converted.

The following table contains the agreed grade translation for the conversion of either individual element percentage marks or overall module percentage marks for participants who have had work assessed by Frontline under the University of Bedfordshire regulations but who will subsequently study under Lancaster University regulations. The transfer of University of Bedfordshire percentage marks will only occur for specific participants within the groups of students outlined in FL 3.1 who are normally returning to study following a period of intercalation:

1. Students who enter the Lancaster programme with 30 or 60 RPL credits having commenced the programme under University of Bedfordshire and have normally taken a period of intercalation from University of Bedfordshire and who choose to exit the Lancaster programme at the end of Year 1 with a PG Diploma or who fail the MSc; OR
2. Students returning to study at Lancaster, normally after an intercalation, who have partially completed a module under University of Bedfordshire and who will only be permitted and required to complete the remaining assessment elements of that module at the point of return, not to repeat the whole module.

Where a whole module has been completed, assessed and through a University of Bedfordshire assessment board then only the overall module result will be converted and transferred.

Where a module has only been partially completed then the completed individual assessment elements will be converted and transferred.

University of Bedfordshire element or overall module percentage mark and Lancaster University equivalent				
1 = 1	2 = 2	3 = 3	4 = 4	5 = 5
6 = 6	7 = 7	8 = 8	9 = 9	10 = 10

11 = 11	12 = 12	13 = 13	14 = 14	15 = 15
16 = 16	17 = 17	18 = 18	19 = 19	20 = 20
21 = 21	22 = 22	23 = 23	24 = 24	25 = 25
26 = 26	27 = 27	28 = 28	29 = 29	30 = 30
31 = 31	32 = 32	33 = 33	34 = 34	35 = 35
36 = 36	37 = 37	38 = 38	39 = 39	40 = 50
41 = 50	42 = 50	43 = 50	44 = 50	45 = 50
46 = 50	47 = 50	48 = 50	49 = 50	50 = 50
51 = 51	52 = 52	53 = 53	54 = 54	55 = 55
56 = 56	57 = 57	58 = 58	59 = 59	60 = 60
61 = 61	62 = 62	63 = 63	64 = 64	65 = 65
66 = 66	67 = 67	68 = 68	69 = 69	70 = 70
71 = 71	72 = 72	73 = 73	74 = 74	75 = 75
76 = 76	77 = 77	78 = 78	79 = 79	80 = 80
81 = 81	82 = 82	83 = 83	84 = 84	85 = 85
86 = 86	87 = 87	88 = 88	89 = 89	90 = 90
91 = 91	92 = 92	93 = 93	94 = 94	95 = 95
96 = 96	97 = 97	98 = 98	99 = 99	100 = 100