BCSC Diploma in Shopping Centre Management
Assessment, progression and award regulations

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1. Guidance notes

 Guidance notes will be issued to all candidates prior to examinations and shall form part of these regulations.

2. Read in conjunction

 These regulations should be read in conjunction with the Student Handbook.

3. Ultimate authority / right to vary

 Assessment will be in accordance with the assessment policies of the University College of Estate Management (UCEM).

4. Assessment consists of

 The assessment for the BCSC Diploma in Shopping Centre Management consists of the following elements:

 a. assessed assignments for all modules except Valuation of retail assets;
 b. 2 hour written examinations for 20 credit modules at Year 1 and 2
 c. 1.5 hour written examination for 10 credit Valuation of retail assets module at Year 1
 d. A project submission

 Regulation 5 details how these assessment methods are employed within the modules on the programme.

 Refer to section 15 for the assessment of resits.

5. Assessment table

 You will be assessed in each module through a combination of written examination papers and/or assessed work as follows:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Assessment</th>
<th>Weighting</th>
<th>Module Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>January Semester</td>
<td>Management of retail centres</td>
<td>1 assignment</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 examination</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>Marketing the shopping centre</td>
<td>1 assignment</td>
<td>100%</td>
</tr>
<tr>
<td>June Semester</td>
<td>Valuation of the retail asset</td>
<td>1 Examination</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Creating and refurbishing retail space</td>
<td>1 assignment</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 examination</td>
<td>50%</td>
</tr>
</tbody>
</table>
## Year 2

### January Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Assessment</th>
<th>Weightage</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing people in shopping centres</td>
<td>1 assignment</td>
<td>50%</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>1 examination</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Retailing</td>
<td>1 assignment</td>
<td>100%</td>
<td>10</td>
</tr>
</tbody>
</table>

### June Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Assessment</th>
<th>Weightage</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract and lease management</td>
<td>1 assignment</td>
<td>100%</td>
<td>10</td>
</tr>
<tr>
<td>Project</td>
<td>1 assignment</td>
<td>20%</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>1 project submission</td>
<td>80%</td>
<td></td>
</tr>
</tbody>
</table>

Refer to section 15 for the assessment of resits.

### 6. Mark classification

Assessment classifications are as follows:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-100%</td>
<td>Distinction</td>
</tr>
<tr>
<td>60-69%</td>
<td>Merit</td>
</tr>
<tr>
<td>40-59%</td>
<td>Pass</td>
</tr>
</tbody>
</table>

#### Failing categories

<table>
<thead>
<tr>
<th>Mark</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>35-39%</td>
<td>Below threshold standard (BTS)</td>
</tr>
<tr>
<td>0-34%</td>
<td>Unsatisfactory work</td>
</tr>
</tbody>
</table>

The difference between the two failing categories is that the range below threshold standard, whilst being deficient in some significant way, comes close enough to a pass standard to allow the possibility of an overall pass across a level of the programme.

### 7. Pass principles

The basic module pass mark is 40% but, under certain circumstances, modules at below threshold standard can be compensated.
### 8. Carry forward

You must complete the current assignments for each module and submit them by the required dates. In certain circumstances, however, you will be allowed to carry forward assessment component marks (from examinations or from assignment marks) from failed modules (see Regulation 15).

### 9. Syllabus in force

You will be examined on the syllabus in force at registration.

### 10. New law

When law which is either new, or which amends or extends that referred to in the syllabus or study material, comes into operation, you must read the syllabus and/or study material as though such changes were mentioned. You will be expected to be aware of the general principles of such changes which come into effect up to six months preceding the examination, but will not be examined upon it in detail. This provision does not just apply to those modules designated as law modules but will also apply where there is any reference to legislative provisions.

### 11. Research module

A research based Project module is compulsory in the Year 2 June semester of the programme. It counts for one sixth of the credits upon which the final diploma classification is based.

### 12. Viva voce exam

At the discretion of the Results Board, a viva voce examination may form part of any examination.

### 13. Discretion

The Results Board, has the discretion to vary the standards. This is only in exceptional circumstances; with prior agreement of the External Examiners and only if the variation is in the interest of a student. All assessment marks are provisional and may be subject to moderation prior to confirmation by the Results Board.

### 14. QA approval

All results agreed by the Results Board are signed off by the Chair of that board and by the programme’s External Examiner. Final approval is made by UCEM’s Academic Board.

### 15. Progression

**Progression (in case of failure)**

In event of failure at the module attempt you have potentially two further attempts to complete the module successfully (see regulations 7, 17 and 18).

1. Resit: the reassessment of one or more components of
assessment that are below the pass mark following the release of
the results at the end of the module. There is no resit fee.

In the event of failure to pass the module at the resit students will
be required to retake.

ii. Retake: undertaking the module again at the next available
opportunity, normally one year later.

You must also pay a retake fee of approximately half the original
module fee. This applies to both full module retakes as well as
module component retakes. However, if you do not retake the failed
module or module component at the first available opportunity, a
full module fee will be payable.

16. Mitigation
Students with validated mitigating circumstances who are deemed
not to have sat, are permitted to take the next sitting of the module
as the same attempt. There will be consideration at the Module
Board as to which is the most appropriate, the resit or the next full
delivery of the module. If the Module Board deems it not
appropriate for the next attempt to be the resit, the resit will not be
counted as an attempt. In circumstances where component marks
are above the pass mark you will normally be allowed to carry
forward the component marks from the mitigated attempt.

You will also need to pay a retake fee of approximately half the
original module fee. If you do not attempt the postponed module
components at the first available opportunity, normally one year
later, a full module fee will be payable.

17. Compensate
A maximum of 30 credits at below threshold standard can be
compensated by pass standards in the other credits from the full
Diploma Programme.

18. Attempts
You are allowed THREE attempts at each module. Sit, resit and
retake are all considered to be attempts.

19. Trailing
If you fail one module of ten credits or part of one module of twenty
credits, you may, at the discretion of the Results Board, proceed to
the next year and ‘trail’ the failed elements.

A resit does not count as a trailing module if it overlaps the next
study period.

This regulation applies whether you have failed or been deemed
not sat.

20. Award
implications
of resit and
retake
If any module has to be resat or retaken, this disqualifies you from
receiving either Merit or Distinction final awards.
### Due diligence

If you fail any module at the final attempt the Results Board will look carefully at your results. If due diligence has been shown, the Results Board may recommend an exceptional extra attempt.

### Condoning modules

In exceptional circumstances the Results Board retains the right to recommend a condonation of a failed module.

### Max duration

The maximum time permitted in which to complete the programme is normally six years.

In circumstances where the programme is being run out please refer to the additional guidance in student handbook section entitled *Re-registration, withdrawal and deferral*.

### Appeals procedure

An appeal can be requested for a review of a decision taken by an individual or academic body charged with making decisions about students’ progression, assessment and awards. There can be no appeal based solely on a challenge to the academic judgment of the examiner(s). If you consider that you have legitimate grounds for an appeal you must firstly apply for a stage one (informal) query decision in writing to the Head of Assessment (appeals@ucem.ac.uk).

### Appeal reg 2

If you are not satisfied with the outcome of stage one of your appeal you may request a stage two (formal) appeal which must be submitted in writing to the Secretary of the UCEM Independent Appeals Board (IAB). This may only be raised after stage one of the process has been completed. If you are not satisfied with the outcome of the IAB you have 10 working days from the receipt of the outcome of the IAB to request a review. Please see the UCEM Student Appeals Procedure for further information on how to proceed.

### Appeal reg 3

If all internal procedures are exhausted and you remain dissatisfied with the outcome of the appeal, your case may be eligible for consideration by *The Office of Independent Adjudicator (OIA)*.

### Credits required & designation

You will be awarded the BCSC Diploma in Shopping Centre Management at the end of Year 2 on successful completion of 120 credits. You will be entitled to use the designatory letters DipSCM.

A graduation ceremony is held twice each year. Full information about the ceremony, arrangements for guests, etc. is sent to diplomates following final results. If unable to attend you may opt to
have your certificate sent to a specified address after the ceremony, or to postpone attendance until the next ceremony.

<table>
<thead>
<tr>
<th>28. Classification criteria</th>
<th>Final awards will normally be based on the combined results of Year 1 and 2 according to the following criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Distinction</strong></td>
<td>[An overall weighted average of Years 1 and 2 of at least 70 and At least 90 credits from the combined Year 1 and 2 modules with marks of at least 40 and no credits in Year 1 and 2 at a mark below 35] or [An overall weighted average of Year 1 and 2 of at least 68 and At least 60 credits from the combined Year 1 and Year 2 modules with marks of at least 70 and At least 90 credits from the combined Year 1 and 2 modules with marks of at least 40 and no credits in Year 1 and 2 at a mark below 35]</td>
</tr>
<tr>
<td><strong>Merit</strong></td>
<td>[An overall weighted average of Years 1 and 2 of at least 60 and At least 90 credits from the combined Year 1 and 2 modules with marks of at least 40 and no credits in Year 1 and 2 at a mark below 35] or [An overall weighted average of Year 1 and 2 of at least 58 and At least 60 credits from the combined Year 1 and Year 2 modules with marks of at least 60 and At least 90 credits from the combined Year 1 and 2 modules with marks of at least 40 and no credits in Year 1 and 2 at a mark below 35]</td>
</tr>
<tr>
<td><strong>Pass</strong></td>
<td></td>
</tr>
</tbody>
</table>
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<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[An overall weighted average of Years 1 and 2 of at least 40 and At least 90 credits from the combined Year 1 and 2 modules with marks of at least 40 and no credits in Year 1 and 2 at a mark below 35] or [An overall weighted average of Year 1 and 2 of at least 38 and At least 60 credits from the combined Year 1 and Year 2 modules with marks of at least 40 and At least 90 credits from the combined Year 1 and 2 modules with marks of at least 40 and no credits in Year 1 and 2 at a mark below 35]</td>
<td>These classifications are also subject to Regulation 20.</td>
</tr>
</tbody>
</table>

| 29. Intermediate awards | There are no intermediate awards |
| 30. Ancillary awards | There are no additional awards for the credits completed on the BCSC Diploma in Shopping Centre Management. |