

Academic Regulations

C3S Business School operates a multi-tiered governance model designed to ensure institutional integrity, financial sustainability, and academic excellence in alignment with **AQU Catalunya** and European Higher Education Area (EHEA) standards.

- **The Board of Directors:** The supreme governing body responsible for strategic oversight, legal authority, and institutional accountability. The Board ratifies major policy changes, approves the annual budget, and ensures the school's mission aligns with statutory requirements.
- **The Academic Council:** Entrusted with the maintenance of academic standards. This body oversees programme management, quality assurance, and pedagogical innovation. It serves as the bridge between internal delivery and the requirements of external awarding bodies.
- **Risk and Compliance Subcommittee:** A specialised body that monitors the **Institutional Risk Register**. It evaluates potential threats—ranging from regulatory shifts in UK Ofqual standards to IT security—using a formal Risk Matrix to implement mitigation strategies.
- **Executive Management:** Led by the Managing Director, this team is responsible for the day-to-day operational leadership and the execution of the Board's strategic directives.

2. Academic Standards and Regulatory Framework

Academic rigor at C3S is maintained through a robust "tripartite" relationship between the school, the awarding body (OTHM), and the university partner (Abertay).

2.1. The OTHM Quality Mandate (Levels 3–7)

As an approved OTHM centre, C3S adheres to the **Regulated Qualifications Framework (RQF)**, overseen by **Ofqual** (the UK Government's regulator for qualifications).

- **Criterion-Based Assessment:** Academic achievement is not measured by normative grading but by the attainment of specific learning outcomes. To secure a 'Pass', students must provide evidence satisfying every assessment criterion defined by OTHM.
- **Total Qualification Time (TQT):** Each qualification is governed by a mandated TQT, ensuring that the volume of study and depth of learning remain consistent with national UK standards.
- **Internal and External Verification:** All student work undergoes **Internal Verification (IV)** by C3S subject experts to ensure marking consistency. Subsequently, **External Quality Assurers (EQA)** from OTHM conduct annual audits to moderate grades and validate the school's assessment decisions.

2.2. Abertay University Partnership and Degree Awarding

For students enrolled in 'Top-up' programmes or postgraduate degrees, the regulations of **Abertay University** take precedence regarding the final award.

- **University Senate Oversight:** The Senate is the ultimate authority for the university's academic work. It ensures that all collaborative provision at C3S meets the UK Quality Code for Higher Education.
- **Advanced Standing and RPL:** The regulations facilitate **Recognition of Prior Learning (RPL)**, allowing students who have completed OTHM Level 4, 5, or 6 diplomas to transition seamlessly into the corresponding level of an Abertay degree.

3. Quality Assurance and Compliance

To protect the value of its qualifications, C3S maintains a rigorous compliance cycle:

- **The Audit-Ready Protocol:** The school maintains a permanent state of readiness for inspections by **AQU Catalunya**, **OTHM**, or university partners. This involves the maintenance of a digital **Policy Update Tracker** and a legal register of all compliance obligations.
- **Academic Integrity:** Regulations regarding academic misconduct—including plagiarism, collusion, and the use of unauthorised artificial intelligence—are strictly enforced through software such as Turnitin.
- **Extenuating Circumstances:** A formal procedure exists for students whose academic performance is affected by unforeseen personal hardship. Applications for 'Special Considerations' are reviewed by the Academic Council to ensure fairness without compromising academic standards.

Area	C3S Responsibility	OTHM / Abertay Responsibility
Delivery	Day-to-day teaching and support	Providing the qualification specification
Assessment	Initial marking and internal verification	External Quality Assurance (EQA) and moderation
Certification	Maintaining "audit-ready" student records	Final award of the diploma or degree certificate
Appeals	Handling initial student grievances	Final stage for formal academic appeals