



Concepts University College London

Professional University of Knowledge & Intelligence



APPLICATION & EXAMINATION PROCEDURES

The Board of Examiners and Assessors have set out their own examination procedures as they offer Professional Knowledge Degree Qualifications merely to the licensed working individuals, therefore they do not insist on the orthodox methods of a three hour, restricted class room environment examination. But as an Open Book Professional Knowledge University, the awards of Concepts University College London (CUC) is incorporated in the candidature.

CUC gives prominence to the practical norm of an Open Book Notion of Written Assignment, Power Point Presentation and One to One Verbal Examination to ascertain A vital awarding policy is to gain qualification rather than to be awarded. CUC awards are conferred upon licensed working individuals who can demonstrate their eligibility by confirming their Prior Learning and Experiences and the knowledge of their area of working. Those candidates who do not meet the awarding Professional Quality Management Standards (PQMS) will be emphasised to attend Continuous Professional Development (CPD) workshops and Seminars to earn the necessary credits for the required level of award.

ACPD and APEL Assessment Procedures

An opportunity is granted for matured licensed working individuals in gaining the CUC **Professional Knowledge Degree Qualifications** via ACPD or APEL schemes. It is a unique methodology that is available for full time working individuals who cannot avail themselves either attending class room lectures or workshops or seminars to gain a reputable professional qualification to enhance their career prospects further.

Governors have given the responsibility to UK-Commission for Consistent Learning (UK-CCL), who has the approval of the ISO Quality Standards and Guideline of BS-EN-9001:2008 with certification number GB-14390 from UK Quality Management Standards (QMS) to assesses and verify the ACPD and APEL candidates for the respective awards. All the APEL and ACPD applicants must submit a **Power Point Presentation** on a soft copy format along with **Reflective Work Experience Accomplishment Assignment** prior to their final oral examination in order to consider for the appropriate CUC Professional Awards.

ASSESSMENT PROCEDURES AND REQUIRED DOCUMENTATIONS

1. The candidate must have submitted detailed curriculum vitae to confirm their academic and professional qualification achievements along with a full description of the skills their previous jobs had entailed on an assignment format on a soft copy.
2. For the enrolment, the applicant must be a matured candidate over twenty four years of age with two years of work experience.
3. Certified endorsed copies of all credentials to confirm the past and current achievements.
4. Three Passport size Colour Photographs.



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5. Certified Photo copies of a Passport or Local Identity Card to confirm the personal identification and date of Birth.
6. Fully completed CUC application with appropriate Non Refundable Initial Administrative Fee to the International Coordinating Centre.
7. Two character references from reputable Independent ExCUCtive Professionals.
8. The candidate must confirm, by a declaration that all the information provided is true to the best of his/her knowledge and it is not forged in any way.
9. Must make available in person or through video conference for the Preliminary Oral Admission Interview before enrolment.
10. APEL and ACPD applicants have to submit a Power Point Presentation on a soft copy format for prior review to consider the applicant for the award of CUC.
11. One reference from the current employer to confirm the past achievement and current status of employment.
12. All Doctorate Candidates have to submit a minimum of Two Thousands Words Synopsis in relation to their topic and major of the award.

EXAMINATION PROCEDURES

Reflective Work Experience Accomplishment Assignment

The CUC awards are considered under the criteria of **Professional Knowledge Work Orientated Qualification**. Therefore this has made it compulsory to submit a **Reflective Work Experience Accomplishment Assignment** on their career experiences. This assignment must contain more than ten thousand words. As this statement is very important for the examination of the candidate suitability and will assist the assessors in verifying their ability of their skills. This statement must include a full description of the candidate past and present work responsibilities, full personal information, academic and professional achievements and supporting copies of documents which will give further credits to the said professional knowledge award. **The Reflective Work Experience Accomplishment Assignment must contain more than ten thousand words in explaining in details the knowledge and expertise that he/she has gained during their working life. This information is appreciable by the assessment panel to evaluate the applicant to a professional high quality standard and offering the deserved Professional Knowledge Qualification.**

Verbal Examination

It is mandatory for every candidate who is seeking the CUC Professional Knowledge Awards, to face, without fail, a minimum of three verbal examinations in order to gain the remarkable Professional Knowledge Qualifications. The assessment board wish to verify the ability of the candidate by way of requesting them to participate in a verbal examination (which shall normally be of not less than one hour but can go up to three hours duration). This will take place usually on a one to one basis or a telephone or video conference. If it takes place in person, the candidate may be required to meet the costs of the examination. The verbal examination is compulsory to verify the knowledge and expertise of the person before conferring the Knowledge based qualification.



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Power Point Presentation

Since September 2010, the Assessment Committee has made a Power Point Presentation as a mandatory requirement, due to the fact of annual review carried out by **UK-Commission for Consistent Learning (UK-CCL)**

The candidate is asked to prepare the **Power Pont Presentation to explain of his/her expertise in hands on experience and to understand ability on the major of the award.** This presentation must comprise of the mission, vision, objective along with the skill of their job responsibilities. The presentation slides must be over twenty in numbers and the minimum presentation time must be not less than forty five minutes.

Accountability of Candidate

The candidate must ensure that the documentation submitted must be in accordance with the procedures established by the **UK.**

Management Standards (UK-CCL-PQMS 5001:2005). Every candidate must communicate through their respective advisors to meet the guidelines of the university in relation to the submission of documentations. The submission of the documentation shall be at the sole discretion of the candidate concerned, as it will reflect on the examination and assessments to gain the appropriate credits units. The candidate must have no formal contact with the Assessors and Verifiers whilst the assessment is in progress.

The Reflective Accomplishment Assignment along with other documents must be bounded in a proper manner when submitting to the International Coordinating Centre and no loose documents will be entertained. On the same token, a Professional Academic Panel along with the Assessment Board of the University make it compulsory from September 2010 all candidates must submit the Reflective Accomplishment Assignment on a soft copy as well, which could be added to the reference library of the university. **The candidate must ensure that one set of documentations is bound and formatted in accordance with university requirements; failure to comply will lead to rejection of the award. The appeals procedure will not consider cases of rejection on the basis of failure to comply a submission of documentation with the required standards specified by the university.**

ADDITIONAL REQUIREMENTS

If a candidate does not meet the Professional Quality Assessment and Verification Standard stipulated by UK-CCL to earn the required credits for the appropriate CUC's award, he/she will be asked to submit a Project Report or attend further Workshops/Seminars on the topics proposed by the university Assessing Board. The ExCUCtive Board of Governors before sanctioning the CUC Professional Knowledge Degree Qualification Certification will ensure that all the candidates has met the required level of credits to the **UK-CCL's Professional Quality Management Standards (UK-CCL PQMS)**

CUC is in consideration to the Incorporation Constitution of the ExCUCtive Board of Governors with the approval of State Secretary of Government of Delaware with the registration number of 02254641 with the Authentication number 3914155 dated 05-31-05. This was certified under the Convention de La Haye u 5 October 1961 with registry number 0254641 on the 31-05-2005.



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- **CUC Qualifications are work Based and not orthodox Academic Awards!**
- **CUC awards have to be gained rather than awarded, due to the fact it is a Professional Knowledge Qualification!**
- **CUC Founders emphasises very clearly their qualifications are Worked Based and Knowledge Achievement.**



**CUC Support and Believe the Green Environment!
Please Consider Before Printing!**