



SCS Distance Learning Diploma Course Regulations and Handbook

1. Course Delivery

The course is run by the Education Committee on behalf of the Society of Cosmetic Scientists and is managed by the Education Administrator. The course is delivered by distance learning and begins during the month of September of each year. Exceptionally, students may be allowed to begin later in the year, depending upon their past qualifications and experience. The Education Administrator has a discretionary right to accept late applications.

Normally the course should be completed within one year. On payment of an administration fee (£50), students may take the course over two years. Students wishing to follow the course over two years must inform the Education Administrator in writing by the deferral deadline for the academic year (as listed in the course calendar).

In exceptional circumstances students may take the course over three years. Students wishing to take this option should notify the Education Administrator before the deferral deadline for the academic year (as listed in the course calendar). Students wishing to extend to a third year will be charged an additional 10% of their course fee.

2. Admissions

Applicants should normally have:-

- a) A degree in a scientific discipline with a substantial component of chemistry and/or biology.
OR
- b) A minimum of grade C in A level (or equivalent) chemistry plus one other science subject and at least one year's experience in the cosmetic industry or a laboratory/manufacturing environment in a related industry.
OR
- c) Applicants are expected to have several years of proven experience in the cosmetic industry, working alongside others who can guide them through parts of the course where the author assumes that their readers have a foundation knowledge of the subject matter.

In addition, each applicant should have a minimum of GCSE Grade C (or equivalent) in Mathematics and English. Overseas students who do not have English as a first language should have passed the IELTS test with an overall academic mark of 6.5, or have an equivalent qualification.

Applications are made via the online application form that can be found at www.cosmeticlearning.com. If an application is accepted the student is enrolled on the course and issued the Terms and Conditions for signature, which is then followed by the invoice for the full course fees.

Once the invoice is paid in full the student is provided with their access codes to www.scsdlc.com. The Education Administrator will then instruct them as to how they are to begin their studies.



SCS Distance Learning Diploma Course Regulations and Handbook

If the student finds shortly after paying all or part fees that they are no longer able to start studying, the Education Committee may consider refunding them all or part fees if they have not accessed the online course materials.

3. Assessment Procedures and Regulations

The course consists of four modules. Each module is assessed by one piece of written coursework and a two-hour unseen written examination. The overall module mark is derived from a coursework/examination weighting of 0.35/0.65.

The authors of the units and the setters of the coursework assessment and the final examination questions are all approved by the Society of Cosmetic Scientists Education Committee. Each set of examination questions is approved by the Education Committee.

All coursework must be passed with at least 40% prior to sitting the examinations. All four examinations must be passed with at least 40%. In exceptional circumstances, a candidate may be permitted to complete the course having been assessed for one examination at the borderline level (see section 8).

Each module makes an equal contribution to the overall mark for the Diploma. The Diploma will be graded according to the overall mark as follows:

Less than 40%	- Fail
40% - 59%	- Pass
60% - 69%	- Merit
70% or more	- Distinction

4. Coursework

4.1 Deadlines

Coursework must be submitted to the Education Administrator by the stated deadline. If there is a genuine problem with meeting the deadline, then the student must inform the Education Administrator as soon as possible in writing, stating the reasons and providing any supporting evidence. The normal extension, agreed by the Education Administrator, in writing, is up to 7 days. Any work submitted late without prior agreement, or submitted after the agreed extension, is capped at 40%.

4.2 Reassessment

Failed coursework may be reassessed with another written assignment which must be submitted online by the student within a deadline of 28 calendar days of the original mark being posted online. The mark for any reassessed work will be capped at 40%.



SCS Distance Learning Diploma Course Regulations and Handbook

Only one reassessment opportunity will be allowed for each failed component and reassessments will only be allowed in a maximum of three modules. Students will not be permitted to continue with the course if all four coursework assignments are failed.

5. Examinations

The course ends with four formal hand-written two-hour examinations. All four examinations must be taken during the same examination session, students may not split their examinations between years. These examinations are held every September in a centre approved by the Education Administrator. Students will be notified in good time of the examination arrangements.

For a fee, students may defer their examinations for one year (see Section 1) and they may also 'opt out' of a year (see Section 1). However, all examinations must be taken within three years of enrolling and if the student 'opts out' of a year and fails an examination in their third year, they may not re-sit the examination the following year.

Students will be informed of the time of the examination, using local time for the particular examination centre. It is essential that each student checks the arrangements that have been made with their centre so that they are aware of the exact location of the centre and their examination room.

Students must take with them their passports (or other approved forms of photographic identification) as proof of identity.

There are four examination papers. Each examination paper consists of eight questions. Students should choose four questions to answer (from each examination paper) and submit answers to those questions only. If they answer more than four questions, the Society examiners will only mark the first four that the student has submitted.

If the student can provide written documentation from a registered professional that they have a disability which may impede their progress in the examinations, they may be granted extra time in examinations. The amount of extra time granted (5, 10, 15 or 20 minutes per hour) will depend on the impact of their specific difficulty on their speed and accuracy in both reading and writing. This is normally stated as a recommendation in the document from the registered professional.

5.1 Reassessment

Students who fail an examination may resit that examination paper the following September.

If students fail all four examinations, they fail the course and may not re-sit any examinations the following September. Only one reassessment opportunity will be allowed for each failed component and re-assessments will only be allowed in a maximum of three modules. Students will not be permitted to continue with the course if all four modules are failed. All students who wish to re-sit a failed examination paper will be expected to pay their own examination fees, which will depend on the examination centre.



SCS Distance Learning Diploma Course Regulations and Handbook

6. Academic Offences

It is an academic offence to seek an advantage in an assessment by unfair or unauthorised means. Examples of academic offences include, but are not limited to:-

- Plagiarism – pass off other peoples' work as the student's own.
- Individuals allowing other students access to their own work.
- Deliberately acquiring information about the contents of an examination before it is taken.
- Having access to an electronic communication device in an examination.
- Using or having access to unauthorised material in an examination.
- Impersonating another student.

When an academic offence is alleged, it will be reported to the Education Committee via the Education Administrator. The Committee will consider the alleged offence with any evidence that is available and may require the student to present their case in writing or in person.

If the Committee decide that an academic offence has been committed it may impose one of the following penalties:-

- Failure of the individual assessment component
- Failure of the module
- Failure of the whole course

7. Appeals and Complaints

Any student wishing to complain about any aspect of the course should do so in writing to the Education Administrator. The complaint will be considered by the Chair of the Education Committee in consultation with the Committee (where necessary). The Education Administrator will respond within 30 working days of the receipt of the complaint.

Appeals against assessment results will normally only be considered if students have evidence or good reason to suggest there is an irregularity with some aspect of the assessment process. Details of the alleged irregularity must be provided to the Education Administrator in writing. The appeal will be considered by the Chair of the Education Committee in consultation with the Committee (where necessary). The Education Administrator will respond within 30 working days of the receipt of the appeal.

Academic judgement is not an appropriate basis for appeal.

Appeals must be submitted to the Education Administrator within 28 calendar days of the student receiving an individual mark or the final overall mark (inclusive of coursework and examination marks) to which the appeal relates.



SCS Distance Learning Diploma Course Regulations and Handbook

The decision of the Exam Board is final.

8. Borderline Candidates

If a student has only failed a single examination on the course with a mark of at least 38%, and has passed all other examinations and coursework with an average mark of 55%, then the student will be permitted to finish the course and their final mark will be calculated to include the component that scored 38-39%.

9. Extenuating Circumstances

If the student feels that they may be eligible to claim 'Extenuating Circumstances' within the duration of the course, they must complete the Extenuating Circumstances form which can be downloaded from www.scsdlc.com and submit this to the Education Administrator without delay.

10. Course Management

10.1 Education Committee

The Education Committee of the Society of Cosmetic Scientists (SCS) oversees the management of the course and maintenance of academic standards. The Chair of the Education Committee reports back to the SCS Council. The functions of the Committee are to:-

- Commission the review of course materials, updates and new material from suitably qualified and experienced experts.
- Approve examiners and examination questions.
- Ratify assessment results.
- Consider student feedback, appeals, complaints and cases of alleged academic misconduct.

10.2 Education Administrator

The Education Administrator is responsible for the complete administration of the course and acts as a conduit between the students, the Society, the markers and the authors.

10.3 Education Programme Co-ordinator

The Education Programme Co-ordinator updates the course content on a regular basis, trains and co-ordinates the experts who set course content, coursework and examination questions, and supports the Education Administrator in specific tasks to provide scientific/ technical advice where necessary.



SCS Distance Learning Diploma Course Regulations and Handbook

10.4 Exam Board

The Exam Board is a sub-Committee of the Education Committee and consists of:

- The Chair of the Education Committee
- The SCS External Examiner
- A co-opted member of the Education Committee
- The Education Administrator who documents the decisions of the Exam Board.

The functions of the Exam Board are to:

- Review marks in all assessments
- Ensure that the marking is fair and consistent
- Consider borderline pass/fail cases
- Recommend the overall classifications for the Diploma.

11. External Examiner

The External Examiner normally has substantial experience within the cosmetic industry or is an academic with relevant subject knowledge. He or she should not have contributed extensively to the course (e.g., as an assessor or regular attendee of Education Committee meetings) for one academic year before appointment. The External Examiner will be appointed for a term of four years which may be extended by an additional year under exceptional circumstances.

12. Amendments to the Course Regulations

The Society of Cosmetics Scientists reserves the right to amend these Course Regulations at any time.

In addition, the Course Regulations are not exhaustive and any matter that arises, which is not already covered in this handbook, will be raised and discussed at the next Education Committee, or via email with the committee, and their decision is final.