



SCS Diploma in Cosmetic Science

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 Course Administrator. The course is delivered by distance learning and begins during the month of September of each year. The Course Administrator has a discretionary right to accept late applications.

Normally the course should be completed within one year. On payment of an administration fee (10% of the original course fee), students may take the course over two years. Students wishing to follow the course over two years must inform the Course 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 Course 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 15% 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 (for exams taken prior to 2017) or Grade 5 (for exams taken in or after 2017), or equivalent, in Mathematics and English. Overseas students who do not have English as a first language and have not taken examinations in English, should have passed the IELTS test with an overall academic mark of 6 or have an equivalent qualification.



SCS Diploma in Cosmetic Science

Regulations and Handbook

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 sent an invoice for the course fees.

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

If the student finds shortly after paying all, or part of, the 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-and-a-half-hour online examination. The overall module mark is derived from a coursework/examination weighting of 0.35/0.65.

The authors of the units, 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 and External Examiner.

Each piece of coursework must be passed with a mark of 40% or more prior to sitting the examinations. All four examinations must be passed with a mark of 40% or higher.

The Diploma is awarded upon the passing of all pieces of course work and all examinations.

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



SCS Diploma in Cosmetic Science

Regulations and Handbook

4. Coursework

4.1 Deadlines

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

4.2 Reassessment

Failed Coursework may be re-assessed with another written assignment which must be submitted online by the student within the deadline date provided by the Course Administrator. The mark for any re-assessed work will be capped at 40%

Only one re-submission opportunity will be allowed for each failed piece of coursework and re-submission will only be allowed in a maximum of 3 pieces of coursework in that year. Students will not be permitted to continue with the course if all four coursework assignments are failed.

If a piece of coursework is failed after re-submission, the student will have the opportunity to take only ONE piece of failed coursework again in the deferral/opt-out year. If more than one piece of coursework is failed after resubmission then the student will have failed the course.

5. Examinations

The course ends with four formal two-and-a-half-hour, closed-book, proctored examinations which are in an on-line environment. All four examinations must be taken during the same examination session, students may not split their examinations between years. These examinations are held online every September and students will be notified in good time of the examination arrangements. The examinations are hosted by a provider approved by the Education Committee.

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 a student 'opts out' of a year and fails an examination in their third year, they may not re-sit the examination the following year and will be considered to have failed the course.

Students will be informed of the time of the examinations, using UK local time. It is the student's responsibility to ensure that they know the time of the examinations in their



SCS Diploma in Cosmetic Science

Regulations and Handbook

location. It is essential that each student checks the arrangements that have been made with the SCS and Online Examination Provider so that they are aware of the exact times and requirements.

Students must have with them their passport, or another approved form of photographic identification, to show to the examination invigilator, as proof of identity.

There are four examination papers. Each examination paper consists of eight questions. Students should choose four questions to answer on each examination paper and provide answers to those questions only. If a student answers more than four questions, the Society's examiners will only mark the first four that the student answered.

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 Examination Environment

The environment where the student takes their online proctored examinations needs to be secure, quiet and with adequate Wi-Fi for the duration of the examinations. This can be in the student's home, or in a suitable environment outside the home, such as in the office or in an external examination centre, should the student not have a suitable environment at their home. If a student wishes to use an external examination centre they should arrange this independently and are responsible for paying any fees that are required. During the examinations there should be no other people within the examination room unless this is in an external examination centre. The computer used by the student should be equipped with a camera and microphone, students are not allowed to use tablet computers or mobile phones to sit the examinations. Before the examination starts the student is required to carry out a full 360° room check using the computer camera, to demonstrate that they do not have access to any unauthorised material during the examinations. The full Online Exam Regulations Appendix can be found in the www.scsdlc.com Resource Centre.

5.2 Reassessment

Students who fail an examination (i.e., achieve below the 40% required pass mark) may re-sit that examination paper the following September. See Section 3 for the overall Diploma marks which apply for re-sits.

If any student fails all four examinations, they are deemed to have failed the course and may not re-sit any examinations the following September.



SCS Diploma in Cosmetic Science

Regulations and Handbook

Only one re-assessment opportunity will be allowed for each failed examination and re-assessments will only be allowed in a maximum of three examinations. All students who wish to re-sit a failed examination paper will be subject to a re-sit fee, details of which can be found at www.cosmeticlearning.com

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 - to pass off other peoples' work as the student's own.
- Individuals allowing other students access to their 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 Course 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 whole course

7. Appeals and Complaints

Any student wishing to complain about any aspect of the course should do so in writing to the Course Administrator. The complaint will be considered by the Chair of the Education Committee in consultation with the Committee (where necessary). The Course 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 Course Administrator in writing. The appeal will be considered by the Chair of the Education Committee in consultation with the Committee (where necessary). The Course Administrator will respond within 28 calendar days of the receipt of the appeal.



SCS Diploma in Cosmetic Science

Regulations and Handbook

Academic judgement is not an appropriate basis for appeal.

Appeals must be submitted to the Course 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.

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, 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. This can be downloaded from the Resource Centre at www.scsdlc.com. Once completed it must be submitted to the Course Administrator without delay and be accompanied by supporting evidence.

10. Course Management

10.1 Education Committee

The SCS Diploma Sub-group of the Society of Cosmetic Scientists' Education Committee 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.
- Moderate coursework and examination results.
- Ratify assessment results.
- Consider student feedback, appeals, complaints, and cases of alleged academic offences.



SCS Diploma in Cosmetic Science

Regulations and Handbook

10.2 Course Administrator

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

10.3 Education Programme Co-ordinator

The Education Programme Co-ordinator arranges for the update of the course content on a regular basis. Arranges any training deemed necessary for the experts who set course content and coursework. They coordinate the submission of coursework questions and examination questions and support the Course Administrator in specific tasks by providing scientific/ technical advice where necessary.

10.4 Exam Board

The Exam Board is a sub-Committee of the SCS Diploma Sub-group which forms part of the SCS Education Committee and consists of:

- The Chair of the Education Committee
- The Chair of the SCS Diploma Sub-group of the SCS Education Committee
- The SCS Diploma External Examiner
- The Course Administrator and Education Programme Coordinator, who document the decisions of the Exam Board.

The functions of the Exam Board are to:

- Review marks in all assessments
- Ensure that the marking and moderation 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. They should not have contributed extensively to the course (e.g., as an assessor, author, or regular member of the SCS's Education Committee or DLC Sub-group) for one academic year before appointment. The



SCS Diploma in Cosmetic Science

Regulations and Handbook

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.

These 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 meeting of the SCS Diploma Sub-group of the SCS's Education Committee, or via email with the committee, and **their decision is final.**

May 2021