



ACADEMIC REGULATIONS

Programme Regulations: for *Degrees Leading to the Award of Undergraduate Bachelors Degrees*

Document Control

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EIA:	

1. Glossary of Common Terms used in these Regulations

Programme

- A **Programme**” refers to ***the general type of course that students follow:***
- These regulations cover all Bachelors degrees.

Levels

- A **“Level”** gives a ***broad indication of how complex and challenging a course is designed to be,*** defined in relation to the national Higher Education Credit Framework.
- The programmes covered by these regulations require students to continue through three levels.
 - **Certificate Level** , which can be referred to as either **Level C** or [where it is desirable to indicate a link to the national framework] **Level C[4]**. Certificate Level is the least advanced of all higher education levels, but more advanced than work typically undertaken before entry to higher education, which would have been at levels 1-3.
 - **Intermediate Level**, which can be referred to as either **Level I** or [where it is desirable to indicate a link to the national framework] **Level I[5]**.
 - **Honours Level**, the most advanced level associated with Bachelors degrees, which can be referred to as either **Level H** or [where it is desirable to indicate a link to the national framework] **Level H[6]**.

Major, Double Major, and Single Subject Exit

- A “**Major**” refers to **a subject within BA or BSc Combined Honours**: FOR EXAMPLE
 - *BA History and Politics comprises the History major and the Politics major;*
 - *BSc Biology and Psychology comprises the Biology major and the Psychology major.*
- “**Double Major**” refers to **the curriculum structure within BA or BSc Combined Honours**:
 - *the Double Major structure requires students to take both majors at each level of study;*
 - *the Single Subject Exit structure requires students to take both majors at Levels C[4] and I[5], and one major at Level H[6]*
- “**Major Minor Exit**” refer to **the curriculum structure within BA or BSc Combined Honours**:
 - *the Major Minor structure requires students to take both majors at Levels C[4] and I[5], and one major at Level H[6]*

Award

- An **Award**” refers to **the type of certification students receive on completion of their course**
FOR EXAMPLE
 - Bachelor of Arts with Honours;
 - Bachelor of Science with Honours
- There are special awards available to students who do not complete their course.
- Section 8 explains the full set of awards available to students governed by these regulations

2. General Regulatory Framework

2.1 Awarding Body

All students shall be registered to study for awards of Liverpool Hope University.

2.2 Overarching Regulations

The programmes will be subject to:

- Liverpool Hope University’s **Universal Assessment Regulations**;
- Liverpool Hope University’s **Universal Conventions and Procedures**;

2.3 Changes to the Programmes

Proposals to change or remove elements of the programmes, and proposals to introduce new elements to the programmes, shall be submitted for formal approval in accordance with the guidance published annually by University.

3. Structure of the Curriculum

3.1 Overall

The University shall admit students to THREE types of bachelor's degree:

- Single Honours [leading to an award in "Subject X"];
- Double Major [leading to an award in "Subject X and Subject Y"].
- Major Minor [leading to an award in "Subject X with Subject Y"]

3.2 Each degree shall comprise THREE Levels of Study:

- Certificate Level (*which may be referred as "Level C" or "Level 4"*);
- Intermediate Level (*which may be referred as "Level I" or "Level 5"*);
- Honours Level (*which may be referred as "Level H" or "Level 6"*).

3.3 Students will normally study 120 credits at each Level of study, formally approved by the University, and detailed in the Programme Specification at each of Levels F, C, I and H.

4. Cohorts covered by the Regulations

4.1 These Regulations will apply to all new and continuing undergraduate students from academic session 2013/4 onwards EXCEPT:

- BA Primary Teaching [with Specialist Subject] AND (where students have passed 180 credits at Level H[6]) its related BA Primary Education [with Specialist Subject] [*who are governed by separate Programme Regulations*];

4.2 These Regulations will apply to students based on all sites.

4.3 Notwithstanding paragraph 4.2, Senate will approve on an annual basis the subjects to which students could be admitted at each location.

5. Eligibility for Registration

5.1 In order to be admitted, each candidate must have obtained the necessary entrance qualifications, of a standard acceptable to Senate.

5.2 General admissions requirements applicable to all undergraduate programmes shall be agreed by Senate on an annual basis, and included in all relevant Programme Specifications.

5.3 Each Single Honours subject and each Double Major Subject may specify additional entrance qualifications. These shall be approved by Validation or Periodic Review Panels, and included in the Programme Specifications.

5.4 Prior experiential learning (APEL) is not permissible for this award.

6. Duration of Study

6.1 Full-time study

6.1.1 The *minimum* period of full-time registration required in order to complete each degree is normally three academic sessions.

6.1.1.1 Students will normally undertake Certificate Level in a single academic session, and will register for 120 credits at the start of that session.

6.1.1.2 Students will normally undertake Intermediate Level in a single academic session, and will register for 120 credits at the start of that session.

6.1.1.3 Students will normally undertake Honours Level in a single academic session, and will register for 120 credits at the start of that session.

6.1.2 The *maximum* period normally allowed for the completion of each degree (including reassessment, retaking with attendance, and any permitted interruption of study) is 72 months.

6.2 Part-time study

6.2.1 The *minimum* period of full-time registration required in order to complete each degree is normally six academic sessions.

6.2.1.1 Students will normally undertake Certificate Level across two academic sessions, and will register for a separate 60-credit Block at the start of each session. [A degree comprising a single 120-credit Block at Certificate Level will not normally be available on a six-year part-time basis.]

6.2.1.2 Students will normally undertake Intermediate Level across two academic sessions, and will register for a separate 60-credit Block at the start of each session. [A degree comprising a single 120-credit Block at Intermediate Level will not normally be available on a six-year part-time basis.]

6.2.1.3 Students will normally undertake Honours Level across two academic sessions, and will register for a separate 45-credit Subject Block and 15-credit Research Project at the start of each session. [A degree comprising a single 90-credit Subject Block or a single 30-credit Dissertation will not normally be available on a six-year part-time basis.]

6.2.2 The *maximum* period normally allowed for the completion of each degree (including reassessment, retaking with attendance, and any permitted interruption of study) is 120 months.

6.3 A combination of full-time and part-time study

6.4.1 No student shall undertake full-time and part-time study in the same academic session. There is no other restriction on students' freedom to switch between full-time and part-time study as their circumstances dictate.

6.4.2 The maximum period normally allowed for the completion of each programme by a combination of full-time and part-time study (including reassessment and any interruption of study) is as follows.

Except the Network of Hope

- if part-time study covers three Levels: 120 months.
- if part-time study covers two Levels: 96 months.
- if part-time study covers one Level: 72 months.

Network of Hope Only

- if part-time study covers three Levels: 96 months.
- if part-time study covers two Levels: 84 months.
- if part-time study covers one Level: 72 months.

7. Regulations Governing Assessment, Continuation, Completion and the Classification of Awards

The programmes shall be governed by the University's *Universal Assessment Regulations* and

8. Eligibility for Awards

8.1 Bachelors Degrees with Honours

8.1.1 A student who successfully completes the pattern of study outlined in sections 2-7 above AND has paid the prescribed fees will be eligible for a BA/BSc degree with Honours.

8.1.2 *Single Honours Degrees*

- ◆ The degrees shall be styled:
BA [or BSc] [formally approved title of the subject] with Honours
- ◆ The use of BA or BSc for each subject shall be agreed as part of the process of initial validation and confirmed via periodic review.

8.1.3 *Double Major Degrees*

- ◆ The degrees shall be styled:
BA [or BSc] [formally approved title of the first Major] and [formally approved title of the second Major] with Honours
- ◆ The Major subjects shall be listed in alphabetical order.
- ◆ The Bachelor of Science award [**BSc**] shall be used only for combinations comprising TWO Major Subjects for which the title of BSc was agreed as part of the processes of initial validation and periodic review; in all other cases the award shall be Bachelor of Arts [**BA**].

8.1.4 *Major Minor Degrees*

- The degrees shall be styled:
BA [or BSc] [formally approved title of the first Major] with [formally approved title of the second Major] with Honours
- The Full Major subject shall be listed first, followed by the minor.
- ◆ The use of BA or BSc shall be in accordance with paragraph 8.1.4 above.

8.2 Bachelors Degrees without Honours

8.2.1 A student who, having attempted the full 120 credits, AND paid the prescribed fees FAILS to satisfy the criteria for an award with Honours shall, in accordance with the University's *Universal Assessment Regulations and Universal Conventions and Procedures*, be eligible for a BA/BSc degree without Honours.

8.2.2 *Single Honours Degrees*

- ◆ The degrees shall be styled:
BA [or BSc] [formally approved title of the subject]
- ◆ The use of BA or BSc for each subject shall be agreed as part of the process of initial validation and confirmed via periodic review.

8.2.3 *Double Major Degrees*

- ◆ The degrees shall be styled:
BA [or BSc] [formally approved title of the first Major] and [formally approved title of the second Major]
- ◆ The Major Subjects shall be listed in alphabetical order.
- ◆ The Bachelor of Science award [**BSc**] shall be used only for combinations comprising TWO Major Subjects for which the title of BSc was agreed as part of the processes of initial validation and periodic review; in all other cases the award shall be Bachelor of Arts [**BA**].

8.2.4 Major Minor Degrees

- ◆ The degrees shall be styled:
BA [or BSc] [formally approved title of the first Major] with [formally approved title of the second Major]
- ◆ The Major Subjects shall be listed in alphabetical order.
- ◆ The use of BA or BSc shall be in accordance with paragraph 8.1.4 above.

8.3 Certificates in Higher Education

8.3.1 Students who have successfully completed Level C[4] study to the value of 120 credits as part of an approved programme of study designed to lead to the award of a Bachelor's Degree, and who decided to terminate their studies before becoming eligible for the award of a Bachelor's degree shall, if they have paid the prescribed fees, be eligible for the award of a Certificate in Higher Education.

- The Title of the award shall be:
"Certificate in Higher Education", which may be abbreviated to **"Cert.HE"**.

8.3.2 Students who have successfully completed Level C[4] study to the value of 120 credits as part of an approved programme of study designed to lead to the award of a Bachelor's Degree, but who were subsequently required by the University to terminate their studies without having become eligible for the award of a Bachelor's degree, shall, if they have paid the prescribed fees, be eligible for the award of a Certificate in Higher Education.

- The Title of the award shall be:
"Certificate in Higher Education", which may be abbreviated to **"Cert.HE"**.

8.4 Diplomas in Higher Education

8.4.1 Students who have successfully completed, as part of an approved programme of study designed to lead to the award of a Bachelor's Degree:

- Level C[4] study to the value of 120 credits and
- Level I[5] study to the value of 120 credits, shall, if they decide to terminate their studies before becoming eligible for the award of a Bachelor's degree, be eligible, if they have paid the prescribed fees, for the award of a Diploma in Higher Education.

- The Title of the award shall be:
"Diploma in Higher Education", which may be abbreviated to **"Dip.HE"**.

8.4.2 Students who have successfully completed, as part of an approved programme of study designed to lead to the award of a Bachelor's Degree:

- Level C[4] study to the value of 120 credits and
- Level I[5] study to the value of 120 credits,

shall, were subsequently required by the University to terminate their studies without having become eligible for the award of a Bachelor's degree, be eligible, if they have paid the prescribed fees, for the award of a Diploma in Higher Education.

- The Title of the award shall be:
"Diploma in Higher Education", which may be abbreviated to **"Dip.HE"**.

8.5 Other Certificates

Students who have successfully completed Level C[4] study to the value of 60 credits as part of an approved programme of study designed to lead to the award of a Bachelor's

Degree, and who decided to terminate their studies [or were required to terminate their studies] before becoming eligible for the award of a Bachelor's degree shall, if they have paid the prescribed fees, be eligible for the award of a University Certificate.

- The Title of the award shall be:
“**Certificate in** [subject title of either the related Single Honours Degree or the Major within BA or BSc Combined Honours]”.

9 Posthumous Awards

9.1 Classified Bachelors Degrees with Honours

- 9.1.1 If a student registered at Level H [6] dies after the Board of Examiners has deemed that the student is entitled to a classified award, but before graduation:
- [a] the classified award shall be formally conferred at a University ceremony;
 - [b] the person formally identified to the University as the student's Next of Kin shall be entitled to receive the Degree Certificate and Higher Education Achievement Report;
 - [c] the Deputy Vice Chancellor shall, in liaison with the Next of Kin, determine the most appropriate mechanisms for the University to celebrate the student's achievement and issue the Certificate and HEAR.
- 9.1.2 If a student registered at Level H[6] dies after submitting all assessed work for the degree, but before a Board of Examiners has determined the student's entitlement to an award:
- [a] the work shall be examined in accordance with the University's standard academic regulations and guidelines;
 - [b] if the Board of Examiners deems that the student is entitled to a classified award, the University shall proceed in accordance with paragraph 9.1.1 above;
 - [c] if the Board of Examiners deems that the student is not entitled to a classified award, the University shall proceed in accordance with paragraphs 9.2.2-9.2.4 below.
- 9.1.3 The title of the classified award shall be exactly as shown in Section 8 of these regulations.

9.2 Posthumous Bachelors Degrees [Unclassified]

- 9.2.1 If a student registered at Level H [6] dies before submitting all assessed work for the degree, the University Registrar shall determine whether the student is entitled to an unclassified posthumous Bachelors degree, using the criteria in paragraph 9.2.2 below.
- 9.2.2 In order to be entitled to an unclassified posthumous Bachelors degree, a student must fulfil all of the following criteria:
- [a] the student shall normally have been registered at Level H [6] for at least half of one academic term;
 - [b] the student shall not, during Level H[6], have been referred for potential termination of studies due to poor engagement, unless there had been valid mitigating reasons for the student's failure to attend or engage with their studies;
 - [c] the student shall not, during Level H [6], have submitted any work that had been failed due to plagiarism or other academic misconduct,

unless there had been valid mitigating reasons for declaring the assessment null and void;

- [d] EITHER all work due for submission before the student's death shall have been submitted on time,
OR the failure to submit work shall in all cases have been covered by an approved an extension or deferral OR, the student's circumstances would have warranted an extension or deferral if such a concession had been requested.

9.2.3 Where the University Registrar determines that a student is entitled to an unclassified posthumous Bachelors degree:

- [a] the student's name shall appear in the next appropriate graduation programme;
- [b] the Deputy Vice Chancellor shall, in liaison with the Next of Kin, determine the most appropriate mechanisms for the University to celebrate the student's achievement and issue the Certificate and HEAR.

9.2.4 The title of the award shall be exactly as shown in Section 8 except that:

- [a] "with Honours" shall be replaced by "[Posthumous]";
- [b] where the programme of study includes professional placement work, and the student has not completed all placements and/or related assessments, the title shall be that of the related non-professionally-accredited award.

9.3 Posthumous Diplomas of Higher Education

9.3.1 If a student registered for a Bachelors degree has obtained sufficient credits to become eligible for a Diploma of Higher Education, but dies without satisfying the criteria for a posthumous Bachelors degree, the student shall be automatically eligible for the Diploma of Higher Education.

9.3.2 Where the University Registrar determines that a deceased student is entitled to a Diploma of Higher Education, the Deputy Vice Chancellor shall, in liaison with the Next of Kin, determine the most appropriate mechanisms for the University to celebrate the student's achievement and issue the Certificate and HEAR The title of the award shall be exactly as shown in Section 8 of these regulations.

9.4 Posthumous Certificates of Higher Education

9.4.1 If a student registered for a Bachelors degree has obtained sufficient credits to become eligible for a Certificate of Higher Education, but dies before satisfying the criteria for a Diploma of Higher Education, the student shall be automatically eligible for the Certificate of Higher Education.

9.4.2 Where the University Registrar determines that a deceased student is entitled to a Certificate of Higher Education, the Deputy Vice Chancellor shall, in liaison with the Next of Kin, determine the most appropriate mechanisms for the University to celebrate the student's achievement and issue the Certificate and HEAR.

9.4.3 The title of the award shall be exactly as shown in Section 8 of these regulations.

10 Aegrotat Awards

10.1 All Awards

10.1.1 No student shall be eligible for an Aegrotat award unless:

- [a] the student applies for such an award [*exceptionally, the student's nominated Next of Kin may make an application, as long as the student has explicitly confirmed in writing to the University that this person is able to communicate on their behalf*];

AND

- [b] the University judges that there is sound evidence to demonstrate that the student's illness, disability or injury is:

- [i] sufficiently severe to prevent the student from continuing with their studies, and
- [ii] sufficiently permanent that it would not be possible for the student to complete their degree following an interruption of studies;

AND

- [c] the student [*or exceptionally, the student's nominated Next of Kin, cf paragraph 10.1.1a above*] confirms in writing that they understand that the award is final, and that, having accepted the award, it would not be possible for the student subsequently to:

- [i] appeal against the award, or
- [ii] request to complete their programme of study, or
- [iii] apply for admission to another programme of study at the University.

10.2 Classified Bachelors Degrees with Honours

10.2.1 If a student's permanent illness, disability or injury is recognised by the University after the Board of Examiners has deemed that the student is entitled to a classified award, but before graduation:

- [a] the classified award shall be formally conferred at a University ceremony;
- [b] if the nature of the student's condition would prevent the student from attending the ceremony in person, the person formally identified to the University as the student's Next of Kin shall be entitled to receive the Degree Certificate and Higher Education Achievement Report on the student's behalf.

10.2.2 If a student's permanent illness, disability or injury is recognised by the University after the student had submitted all assessed work for the degree, but before a Board of Examiners has determined the student's entitlement to an award:

- [a] the work shall be examined in accordance with the University's standard academic regulations and guidelines;
- [b] if the Board of Examiners deems that the student is entitled to a classified award, the University shall proceed in accordance with paragraph 10.2.1 above;
- [c] if the Board of Examiners deems that the student is not entitled to a classified award, the University shall proceed in accordance with paragraph 10.3 below.

10.2.3 The title of the classified award shall be exactly as shown in Section 8 of these regulations.

10.3 Aegrotat Bachelors Degrees

10.3.1 If, before a Level H[6] the student has submitted all assessed work for the degree, the University confirms the eligibility of the student for consideration for an Aegrotat award, the University Registrar shall determine whether the student is entitled to an unclassified Aegrotat Bachelors degree, using the criteria in paragraph 10.3.2 below.

10.3.2 In order to be entitled to an unclassified Aegrotat Bachelors degree, a student must fulfil all of the following criteria:

- [a] the student shall have been registered at Level H[6] for at least half of one academic term;
- [b] the student shall not, during Level H[6], have been referred for potential termination of studies due to poor engagement, unless in the judgement of the University, there had been valid mitigating reasons for the student's failure to attend or engage with their studies;
- [c] the student shall not, during Level H[6], have submitted any work that had been failed due to plagiarism or other academic misconduct, unless there had been valid mitigating reasons for declaring the assessment null and void;
- [d] EITHER all work due for submission before the student had applied for an Aegrotat award shall have been submitted on time, OR the failure to submit work shall in all cases have been covered by an approved an extension or deferral OR, the students circumstances were such to justify an extension or deferral if such a concession had been requested.

10.3.3 Where the University Registrar determines that a student is entitled to an unclassified Aegrotat Bachelors degree:

- [a] the award shall be formally conferred at a University ceremony;
- [b] if the nature of the student's condition would prevent the student from attending the ceremony in person, the person formally identified to the University as the student's Next of Kin shall be entitled to receive the Degree Certificate and Higher Education Achievement Report on the student's behalf.

10.3.4 The title of the award shall be exactly as shown in Section 8 except that:

- [a] "with Honours" shall be replaced by "[Aegrotat]";
- [b] where the programme of study includes professional placement work, and the student has not completed all placements and/or related assessments, the title shall be that of the related non-professionally-accredited award.

10.4 Diplomas of Higher Education

10.4.1 If a student registered for a Bachelors degree has obtained sufficient credits to become eligible for a Diploma of Higher Education, but does not satisfy the criteria for an Aegrotat degree [cf paragraphs 10.2 and 10.3], the student shall be automatically eligible for the Diploma of Higher Education.

10.4.2 The title of the award shall be exactly as shown in Section 8 of these regulations.

10.5 Certificates of Higher Education

10.5.1 If a student registered for a Bachelors degree has obtained sufficient credits to become eligible for a Certificate of Higher Education, but does not satisfy the criteria for an Aegrotat degree or a Diploma of Higher Education [cf paragraphs 10.2, 10.3 and 10.4], the student shall be automatically eligible for the Certificate of Higher Education.

10.5.2 The title of the award shall be exactly as shown in Section 8 of these regulations.