



LIVERPOOL HOPE UNIVERSITY: ACADEMIC REGULATIONS

Programme Regulations: *for* **Degrees Leading to Award of Undergraduate Bachelor's Awards with Foundation Year**

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 the following programme:
 - *Undergraduate Award with foundation year*;

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.
- As indicated by a student’s programme of study, these regulations require students to continue through the following levels.
 - ***Foundation Level***, which can be referred to as **Level F or Level 3**. Foundation Entry is not covered by the FHEQ and therefore the reference point for this level is the Qualifications and Curriculum Authority’s (QCA) National Qualifications Framework (NQF).

- **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.
- **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**, 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]**.

Award

- An **Award**” refers to **the type of certification students receive on completion of their course**
FOR EXAMPLE
 - Bachelor of XXXXX.
- There are special awards available to students who do not complete their course.
- Section 9 explains the full set of awards available to students governed by these regulations.

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]*

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. **Admission and Initial Registration**

Students are admitted to read for a Bachelors degree with Foundation Year as appropriate to their studies. However, the final award will not include reference to the Foundation Year.

4. **Structure of the Curriculum**

4.1 Overall

4.1.1 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"]

4.2 Bachelors Degrees (with Foundation Year) will comprise:

- Foundation Level (*which may be referred to as "Level F" or "Level 3"*);
- Certificate Level (*which may be referred to as "Level C" or "Level 4"*);
- Intermediate Level (*which may be referred to as "Level I" or "Level 5"*);
- Honours Level (*which may be referred to as "Level H" or "Level 6"*);

4.3 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.

5. **Cohorts covered by the Regulations**

These Regulations will apply to all students undertaking a Bachelors Award including Foundation Year.

6. **Eligibility for Registration**

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

6.2 General admissions requirements shall be agreed by Senate on an annual basis, and included in all relevant Programme Specifications.

6.3 Each route may specify additional entrance qualifications. These shall be approved at Approval or Major Modification events, and included in the Programme Specifications.

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

7. **Duration of Study**

7.1 Full-time study

The minimum period of full-time registration required in order to complete the award is normally **four** academic sessions (or five academic sessions if students undertake a placement year).

The maximum period of full-time registration required in order to complete the award (including reassessment and any permitted interruption of study) is normally **seven** academic sessions (or eight academic sessions if students

undertake a placement year).

7.2 Part-time study

The minimum period of part-time registration required in order to complete the award is normally **eight** academic sessions (or nine academic sessions if students undertake a placement year).

The maximum period of part-time registration required in order to complete the award (including reassessment and any permitted interruption of study) is normally **thirteen** academic sessions (or fourteen academic sessions if students undertake a placement year).

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

7.3.1 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.

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

- if part-time study covers four Levels: 13 academic sessions (plus placement year).
- if part-time study covers three Levels: 11 academic sessions (plus placement year).
- if part-time study covers two Levels: 9 academic sessions (plus placement year).
- if part-time study covers one Level: 7 academic sessions (plus placement year).

8. Regulations Governing Assessment, Continuation and Completion and the Classification of Degrees

8.1 Application of Standard Regulations and Guidelines

The programmes shall be governed by the University's *Universal Assessment Regulations* and *Universal Conventions and Procedures* with the addition of the details in paragraph 8.2 of this regulation and with the exceptions detailed in 8.3 to 8.4.

8.2 Continuation from Foundation Level to Level C

8.2.1 Students at Foundation Level 3 can continue to Level C if they have gained an overall weighted aggregate of 40% or above for 120 credits of academic study;

8.2.2 Notwithstanding continuation requirements detailed in 8.2.1 of these regulations, a student will be unable to continue on their current course if:

- their profile includes any mark of 0 associated with non-submission or academic misconduct.
- they have failed to reach a minimum of Grade E for any academic assessment that the University has defined as a "Qualifying Component".
- they do not meet Professional or Statutory Regulatory Body (PSRB) requirements.

In such cases the student will be required to undertake reassessment in these components and will then be subject to the usual continuation rules.

8.2.3 A student who did not achieve a pass mark in one or more coursework assessments in Levels F will have the opportunity, before the Continuation and Award board meets, to re-submit assessment tasks that have been identified in the Course handbook as

'available for resubmission'. There will be no extension beyond the date set before the Examination Board meets. Such resubmissions are subject to capping at Grade E. Resubmission of coursework tasks will not normally be offered if the coursework assessment task was failed due to non-participation in practical work or in taught classes. Resubmission of coursework may also be denied in cases of Academic Misconduct as defined in the Academic Misconduct Policy. Students retain their right to undergo reassessment after resubmission provided they meet the requirements for reassessment detailed in 8.2.5 below.

- 8.2.4 Students who achieve a level aggregate less than 25 after first assessment will be required to retake failed blocks of study.
- 8.2.5 Students at Level F who achieve a level aggregate between 25 and 39, or fail to continue as detailed in 8.2.2 above, will normally be eligible for reassessment. After reassessment individual assessments will be capped at a maximum of 42 (E) and the level aggregate will be calculated using all relevant individual block aggregates.
- 8.2.6 Following reassessment opportunities, students who still fail to meet the continuation requirements, as detailed in 8.2.1 and 8.2.2 of these regulations, will normally have the opportunity to retake an undergraduate Subject or Level of study. This retake will be with full attendance and submission of all assessment components, including any that had already been passed, with attendance, and will be followed, if appropriate, by a reassessment opportunity as detailed in 8.2.5. of these regulations.

8.3 Award Classifications

8.3.1 Awards shall be classified in accordance with the University's standard regulations and guidelines for Bachelors degrees.

8.3.2 Marks gained at Foundation, Level 3, shall be ignored when determining the classification.

9. Eligibility for Awards

The Bachelors Degrees with Honours and related lesser awards offered at Liverpool Hope are detailed in Section 8 of the Undergraduate Bachelors Degree Programme Regulations. In summary,

9.1 Students who have successfully completed a Four Year BA/BSc (with Foundation Year)

- 9.1.1 Award titles for specified routes [and formally approved abbreviations] shall be approved at Approval or Major Modification Events.
 - o for example: Bachelor of Arts in XXXXX.
- 9.1.2 Approval or Major Modification Events may determine the suitability of a proposed title, but may NOT select BA or BSc or other award title already listed in the University's Framework of Qualifications.

9.2 Students who are Not Eligible for a Bachelors Degree, but who had Passed Intermediate Level

- 9.3.1 Such students shall be eligible for the award of a Diploma of Higher Education.
- 9.3.2 The title of the award shall be as confirmed at the Approval or Major Modification Event.
 - o For example, where the degree title was "Bachelor of Arts in

XXXXX”, the Diploma title shall be “Diploma of Higher Education in XXXXX”.

9.4 Students who are Not Eligible for a Diploma of Higher Education, but who had Passed Certificate Level

9.4.1 Such students shall be eligible for the award of a Certificate of Higher Education.

9.4.2 The title of the award shall be as confirmed at the Approval or Major Modification Event.

- For example, where the degree title was “Bachelor of Arts in XXXXX”, the Certificate title shall be “Certificate of Higher Education in XXXXX”.

9.5 Students who are Not Eligible for a Certificate of Higher Education, but have passed 120 credits at Foundation Level 3

9.4.1 Such students shall be eligible for the award of a Foundation Certificate.

9.4.2 The title of the award shall be as confirmed at the Approval or Major Modification Event.

- The Foundation Certificate title shall be “Foundation Certificate in XXXXX”.

9.6 Students who have passed 120 credits at Foundation Level 3 and exit the University

9.4.1 Such students shall be eligible for the award of a Foundation Certificate.

9.4.2 The title of the award shall be as confirmed at the Approval or Major Modification Event.

- The Foundation Certificate title shall be “Foundation Certificate in XXXXX”.

9.7 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]”.

10 Posthumous Awards

10.1 Posthumous Classified Bachelors Degrees with Honours

10.1.1 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:

- 10.1.1.1 the classified award shall be formally conferred at a University ceremony;
- 10.1.1.2 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;
- 10.1.1.3 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.
- 10.1.2 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:
- 10.1.2.1 the work shall be examined in accordance with the University's standard academic regulations and guidelines;
- 10.1.2.2 if the Board of Examiners deems that the student is entitled to a classified award, the University shall proceed in accordance with paragraph 10.1.1 above;
- 10.1.2.3 if the Board of Examiners deems that the student is not entitled to a classified award, the University shall proceed in accordance with paragraphs 10.2-10.5 below.
- 10.1.3 The title of the classified award shall be exactly as shown in Section 9 above.

10.2 Posthumous Bachelors Degrees [Unclassified]

- 10.2.1 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 this paragraph below.
- 10.2.2 In order to be entitled to an unclassified posthumous Bachelors degree, a student must fulfil all of the following criteria:
- 10.2.2.1 the student shall normally have been registered at Level H[6] for at least half of one academic term;
- 10.2.2.2 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's Mitigating Circumstances Panel, there had been valid mitigating reasons for the student's failure to attend or engage with their studies;
- 10.2.2.3 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;
- 10.2.2.4 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 extension or deferral,
OR, in the judgement of the University's Mitigating Circumstances Panel, the student's circumstances would have warranted an extension or deferral if such a concession had been requested.
- 10.2.3 Where the University Registrar determines that a student is entitled to an unclassified posthumous Bachelors degree:
- 10.2.3.1 the student's name shall appear in the next appropriate graduation programme;
- 10.2.3.2 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.
- 10.2.4 The title of the award shall be exactly as shown in Section 9 except that:

- 10.2.4.1 “with Honours” shall be replaced by “[Posthumous]”;
- 10.2.4.2 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.

10.3 Posthumous Diplomas of Higher Education

- 10.3.1 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.
- 10.3.2 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.
- 10.3.3 The title of the award shall be exactly as shown in Section 9 of these regulations.

10.4 Posthumous Certificates of Higher Education

- 10.4.1 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.
- 10.4.2 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.
- 10.4.3 The title of the award shall be exactly as shown in Section 9 of these regulations.

10.5 Posthumous Foundation Certificates

- 10.5.1 If a student registered for a Bachelors degree has obtained sufficient credits to become eligible for a Foundation Certificate, but dies before satisfying the criteria for a Certificate of Higher Education, the student shall be automatically eligible for the Foundation Certificate.
- 10.5.2 Where the University Registrar determines that a deceased student is entitled to a Foundation Certificate, 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 Foundation Certificate.
- 10.5.3 The title of the award shall be exactly as shown in Section 9 of these regulations.

11 Aegrotat Awards

11.1 All Awards

- 11.1.1 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 11.1.1a 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.

11.2 Classified Bachelors Degrees with Honours

11.2.1 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.

11.2.2 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 11.2.1 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 11.3 below.

11.2.3 The title of the classified award shall be exactly as shown in Section 9 of these regulations.

11.3 Aegrotat Bachelors Degrees

11.3.1 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 below.

11.3.2 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's Mitigating Circumstances Panel, 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 in the judgement of the University's Mitigating Circumstances Panel, 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, in the judgement of the University's Mitigating Circumstances Panel, the students circumstances were such to justify an extension or deferral if such a concession had been requested.

11.3.3 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.

11.3.4 The title of the award shall be exactly as shown in Section 9 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.

11.4 Diplomas of Higher Education

11.4.1 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 the student shall be automatically eligible for the Diploma of Higher Education.

11.4.2 The title of the award shall be exactly as shown in Section 9 of these regulations.

11.5 Certificates of Higher Education

11.5.1 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 the student shall be automatically eligible for the Certificate of Higher Education.

11.5.2 The title of the award shall be exactly as shown in Section 9 of these regulations.

11.6 Foundation Certificate

11.6.1 If a student registered for a Bachelors degree has obtained sufficient credits to become eligible for a Foundation Certificate, but does not satisfy the criteria for an Aegrotat degree or a Certificate of Higher Education the student shall be automatically eligible for the Foundation Certificate.

11.6.2 The title of the award shall be exactly as shown in Section 9 of these regulations.