



## LIVERPOOL HOPE UNIVERSITY: ACADEMIC REGULATIONS

### Programme Regulations: for *Integrated Masters Degrees*

#### Document Control

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#### 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 FOUR programmes:
  - *Integrated Masters Degrees*
  - *Integrated Masters Degrees with Foundation Year*
  - *Integrated Masters Degrees with Placement Year/ Year in Industry*
  - *Integrated Masters Degrees with Foundation Year and Placement Year/ Year in Industry.*

##### **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 the levels as appropriate to their programme.
  - ***Foundation Level***, which may be referred to as “Level F” or “Level 3”;
  - ***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]**.
  - ***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]**.
- **Masters Level**, which can be referred to as either **Level M** or [where it is desirable to indicate a link to the national framework] **Level M[7]**.

#### **Award**

- An **Award**” refers to **the type of certification students receive on completion of their course**  
FOR EXAMPLE
  - Master of Electronic and Computer Engineering with Honours.
- There are special awards available to students who do not complete their course.

## **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 may be admitted to read EITHER for the full Integrated Masters degree OR for the constituent Bachelors degree, with Foundation Year (where available) and with Placement Year.

## **4. Structure of the Curriculum**

### 4.1 Overall

4.1.1 Integrated Masters degrees shall comprise FOUR 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”*);
- Masters Level (*which may be referred as “Level M” or “Level 7”*).

4.1.2 Integrated Masters degrees **with** Foundation Year shall comprise FIVE Levels of Study:

- Foundation Level (which may be referred to as “Level F” or “Level 3”);
- 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”*);
- Masters Level (*which may be referred as “Level M” or “Level 7”*).

4.1.3 At Levels F, C, I, H and M students study 120 credits approved by the University, and detailed in the Programme Specification.

#### 4.2 Placement Year/ Year in Industry

4.2.1 A route may allow students to undertake a Placement Year.

4.2.2 Any such years shall be in addition to the structures described in paragraphs 4.1, and shall normally take place between Intermediate and Honours Levels.

### 5. **Cohorts covered by the Regulations**

These Regulations will apply to students who enter Integrated Masters programmes.

### 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 Candidates may be awarded credit for prior certificated learning and/or prior experiential learning, in accordance with the University's APL policy.

6.5 No candidate may, on the basis of prior certificated learning and/or prior experiential learning be admitted direct to Level M[7] of an Integrated Masters degree.

### 7. **Duration of Study**

#### 7.1 Full-time study

##### 7.1.1 *Integrated Masters Degrees*

The minimum period of full-time registration required in order to complete an Integrated Masters degree is normally **four** academic sessions [five academic sessions if students undertake an approved Placement Year or a Foundation Year and six academic sessions if students undertake a Foundation Level and a Placement Year].

The maximum period of full-time registration required in order to complete an Integrated Masters degree (including reassessment and any permitted interruption of study) is normally **seven** academic sessions [or eight academic sessions if students undertake an approved Placement Year or a Foundation Year or nine academic sessions if students undertake an approved Placement Year and a Foundation Level].

#### 7.2 Part-time study

### 7.2.1 Integrated Masters Degrees

The minimum period of part-time registration required in order to complete an Integrated Masters degree is normally **eight** academic sessions [or nine academic sessions if students undertake an approved Placement Year or 10 academic sessions if students undertake a Foundation year. Students who undertake an approved Placement Year and a Foundation year will be required to complete within 11 academic sessions].

The maximum period of part-time registration required in order to complete an Integrated Masters degree (including reassessment and any permitted interruption of study) is normally **thirteen** academic sessions [or fourteen academic sessions if students undertake an approved Placement Year or fifteen academic sessions for a student undertaking a Foundation Level.

Students who undertake a Placement Year and a Foundation year are subject to a maximum of sixteen years].

### 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. [Where a Placement Year is undertaken, the maxima would be extended by one year.]

- if part-time study covers five Levels: 15 academic sessions.
- if part-time study covers four Levels: 13 academic sessions.
- if part-time study covers three Levels: 11 academic sessions.
- if part-time study covers two Levels: 9 academic sessions.
- if part-time study covers one Level: 8 academic sessions.

## 8. Regulations Governing Assessment, Continuation, 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.

### 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 Continuation from Intermediate Level [where students undertake a Placement Year/ Year in Industry]
- No student shall be eligible to undertake a Placement Year unless they have satisfied the University's requirements for continuation from Intermediate to Honours Level.
- 8.4 Continuation to Honours Level [where students undertake a Placement Year/ Year in Industry]
- 8.4.1 No student shall be deemed ineligible to continue to Honours Level on the basis of the mark awarded for the Placement Year/ Year in Industry.
- 8.4.2 At the end of the Placement Year, the June Continuation and Award Board shall normally consider, on the basis of the mark awarded to the Placement Year, whether the student may:
- continue to Honours Level and their intended award confirmed as "*...with a Placement Year*";
  - continue to Honours Level but their intended award shall not be "*.....with a Placement Year*";
  - on the grounds of valid mitigating circumstances, be granted a further opportunity, before continuing to Honours Level, to undertake further work, to enable their intended award to be confirmed as "*...with a Placement Year*".
- 8.4.3 Notwithstanding paragraphs 8.3 and 8.4, a student found guilty of a disciplinary offence, or academic misconduct, during a Placement Year, may, in principle, be required to leave the programme by the appropriate University body.
- 8.5 Completion of Honours Level, and Continuation to Masters Level
- 8.5.1 Completion of Honours Level [and eligibility for the award of a Bachelors degree] shall be determined in accordance with the current regulations governing Continuation and Completion of Bachelor's degrees.

#### 8.5.2 In order to be eligible to continue to Masters

Level: [a]students will be required to:

- achieve a minimum aggregate mark of 54.5% for 120 credits of study at Level I; students whose Level I aggregate is between 54.5% and 59.49% will require the permission of the Head of School in order to become eligible to continue to Masters level.
- have completed Honours Level.
- have successfully completed a minimum of 180 credits, made up of a minimum 60 credits in each of Level C, I and H in a Subject cognate to the chosen integrated masters award.

### 8.6 Marking Scales and Assessment Descriptors

8.6.1 Work at Foundation, Certificate, Intermediate and Honours Levels shall be assessed using the University's approved marking scales and assessment descriptors for undergraduate work.

8.6.2 Work at Masters Level shall be assessed using the University's approved marking scales and assessment descriptors for taught postgraduate work.

### 8.7 Award Classifications

8.7.1 Except where indicated in paragraphs 8.7.2 and 8.7.3 below, awards shall be classified in accordance with the University's standard regulations and guidelines for Integrated Master's Awards.

8.7.2 Marks gained in a Placement Year, shall be ignored when determining the classification, as shall all other aspects of a student's performance in that year.

8.7.3 *Where appropriate, on professionally accredited degrees*, those Blocks which comprise placement work and carry zero credits, do not contribute to the award classification but must be passed.

8.7.4 For MEd (with recommendation for QTS) students who, at any level, pass the 120-credit block but who, following any approved redemption opportunities, do not pass the zero-credit block, shall be required to transfer to MEd Primary Education [without QTS recommendation].

### 8.8 Integrated Masters Classifications

Recommendations shall normally be based on the following "degree marks":

- the Overall Aggregate, combining marks from Level C [weighted 5%], Level I [weighted 25%], Level H [weighted 30%] & Level M [weighted 40%];
- the Overall Aggregate, combining marks from Level I [weighted 25%], Level H [weighted 25%] & Level M [weighted 50%];

The lower Overall Aggregate shall be ignored. The overall average will be rounded to the nearest whole number (decimal places up to four are rounded down, decimal places of five or more are rounded up). A student's degree will then be classified based on an initial assessment of whether their rounded aggregate determined as detailed in 8.8 of these regulations falls within the following categories:

- First Class Honours 70%+
- Upper Second Class Honours 60-69%
- Lower Second Class Honours 50-59%
- Third Class Honours 40-49%
- Pass degree awarded at the University's discretion in exceptional circumstances, for example academic misconduct.

Where the overall aggregate falls within two rounded marks of the classification borderline the student's profile will be scrutinised further at the examination board. Such borderline candidates will have their Level M profile considered in more detail before confirming their overall degree classification. The higher classification will be awarded if the Level M profile confirms that the student achieved, on initial assessment, a minimum of 60 credits approved for that award at the higher classification.

## 9. **Eligibility for Awards**

### 9.1 **Students who have Successfully Completed an Integrated Masters Degree**

9.1.1 Award titles for specified routes [and formally approved abbreviations] shall be approved at Approval or Major Modification Events.

- o For example: "Master of Electronic and Computer Engineering", which may be abbreviated to "M.Eng".

9.1.3 The following Honours classifications shall be available, determined in accordance with paragraph 8.8 above.

First Class Honours
Upper Second Class Honours
Lower Second Class Honours
Third Class Honours

9.1.4 Where, in addition to meeting the requirements in paragraph 8 above, the student has successfully undertaken a Placement Year, the award title shall include "*with a Placement Year*".

9.1.5 No student shall be eligible for the award of an Integrated Masters degree AND its Constituent Bachelors degree.

### 9.2 **Students who have Not Successfully Completed an Integrated Masters Degree, but who are Eligible for a Constituent Bachelors Degree**

**If a student has successfully undertaken a placement year this will indicated in the Award title.**

9.2.1 Award titles for specified routes [and formally approved abbreviations] shall be approved at Approval or Major Modification Events.

- o For example: "Bachelor of Electronic and Computer Engineering", which may be abbreviated to "B.Eng"

9.2.3 Awards of Bachelor's Degrees will be made according to the University Bachelor's Award regulations.

### 9.3 **Students who are Not Eligible for a Constituent 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.

- For example, where the degree title was “Master of Electronic and Computer Engineering”, the Diploma title shall be “Diploma of Higher Education in Electronic and Computer Engineering”.

#### **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 “Master of Electronic and Computer Engineering”, the Certificate title shall be “Certificate of Higher Education in Electronic and Computer Engineering”.

#### **9.5 Students who are Not Eligible for a Certificate of Higher Education, but who had Passed 60 credits Certificate Level**

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

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 “Master of Electronic and Computer Engineering”, the Certificate title shall be “Certificate in Electronic and Computer Engineering”.

### **10. Transfers of Registration between Intended Awards**

#### **10.1 Standard Procedures**

Students may request a transfer between a Masters degree and its constituent Bachelors degree or vice versa whilst registered for Levels C or I, such requests will be considered according to the University’s standard transfer procedures and 8.4.2 of this program regulation.

#### **10.2 Transferring to a Route with a Placement Year**

Students shall initially be registered for a route without a Placement Year.

All students shall be given an opportunity, no later than the end of the first term of the Intermediate Level, to apply to transfer registration to a Route with a Placement Year.

### **11 Posthumous Awards**

#### **11.1 Classified Masters Degrees**

11.1.1 If a student dies after the Board of Examiners has deemed that the student is entitled to a classified Masters 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, 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.



- 11.1.2 If a student dies after submitting all assessed work for a taught Masters 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 11.1.1 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 11.2.2-11.2.4 below.

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

## 11.2 Posthumous Masters Degrees [Unclassified]

- 11.2.1 If a student dies before submitting all assessed work for the degree, the University Registrar shall determine whether the student is entitled to an unclassified posthumous Masters degree, using the criteria in paragraph 11.2.2 below.
- 11.2.2 In order to be entitled to an unclassified posthumous Masters degree, a student must fulfil all of the following criteria:
- [a] the student shall have been registered for at least two months after becoming eligible for the exit award of a classified Bachelors degree;
  - [b] the student shall not, during the period of study at Level M[7], 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] during the period of study at Level M[7], the student shall not have submitted any work that had been failed due to plagiarism or other academic misconduct, unless in the judgement of the University, there had been valid mitigating reasons for declaring the assessment null and void;
  - [d] during the period of study at Level M[7]:  
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, in the judgement of the University, the student's circumstances would have warranted an extension or deferral if such a concession had been requested.
- 11.2.3 Where the University Registrar determines that a student is entitled to an unclassified posthumous Masters 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.
- 11.2.4 The title of the award shall be exactly as shown in Section 9 of these regulations except that:
- [a] "[Aegrotat]" shall be inserted at the end of the title;
  - [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.

## 11.3 Posthumous Classified Bachelors Degrees with Honours

- 11.3.1 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.
- 11.3.2 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 11.3.1 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 11.4.2-11.4.4 below.
- 11.3.3 The title of the classified award shall be exactly as shown in Section 9 above.
- 11.4 Posthumous Bachelors Degrees [Unclassified]
- 11.4.1 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 11.4.2 below.
- 11.4.2 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, 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, circumstances would have warranted an extension or deferral if such a concession had been requested.
- 11.4.3 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.
- 11.4.4 The title of the award shall be exactly as shown in Section 9 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.

#### 11.5 Posthumous Diplomas of Higher Education

- 11.5.1 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.
- 11.5.2 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.
- 11.5.3 The title of the award shall be exactly as shown in Section 9 of these regulations.

#### 11.6 Posthumous Certificates of Higher Education

- 11.6.1 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.
- 11.6.2 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.
- 11.6.3 The title of the award shall be exactly as shown in Section 9 of these regulations.

#### 11.7 Posthumous Liverpool Hope Certificate

- 11.7.1 If a student registered for a Bachelors degree has obtained sufficient credits to become eligible for a Liverpool Hope Certificate, but dies before satisfying the criteria for a Certificate of Higher Education or a Diploma of Higher Education, the student shall be automatically eligible for the Liverpool Hope Certificate.
- 11.7.2 Where the University Registrar determines that a deceased student is entitled to a Liverpool Hope 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 Certificate and HEAR.
- 11.7.3 The title of the award shall be exactly as shown in Section 9 of these regulations.

## **12. Aegrotat Awards**

### 12.1 All Awards

- 12.1.1. 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*] 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.

## 12.2 Classified Masters Degrees

12.2.1 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 Masters 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.

12.2.2. If a student's permanent illness, disability or injury is recognised by the University after the student had submitted all assessed work for a taught Masters 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 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 12.3 below.

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

## 12.3 Aegrotat Masters Degrees

12.3.1 If, before a 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 Masters degree, using the criteria below.

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

- [a] the student shall have been registered for at least two months after becoming eligible for the exit award of a classified bachelors degree;
- [b] the student shall not, during the period of study at Level M[7], 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] during the period of study at Level M[7], the student shall not have submitted any work that had been failed due to plagiarism or other academic misconduct, unless in the judgement of the University, there had been valid mitigating reasons for declaring the assessment null and void;

[d] during the period of study at Level M[7]:  
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, the students circumstances were such to justify an extension or deferral if such a concession had been requested.

12.3.3 Where the University Registrar determines that a student is entitled to an unclassified Aegrotat Masters 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.

12.3.4 The title of the award shall be exactly as shown in Section 9 of these regulations except that:  
[a] "[Aegrotat]" shall be inserted at the end of the title;  
[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.

#### 12.4 Classified Bachelors Degrees with Honours

12.4.1 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.

12.4.2 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 12.4.1 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 12.5 below.

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

#### 12.5 Aegrotat Bachelors Degrees

12.5.1 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 12.5.2 below.

12.5.2 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 in the judgement of the University, 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 extension or deferral  
OR, in the judgement of the University, the student's circumstances were such to justify an extension or deferral if such a concession had been requested.

12.5.3 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.

12.5.4 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.

## 12.6 Diplomas of Higher Education

12.6.1 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.

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

## 12.7 Certificates of Higher Education

12.7.1 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.

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

## 12.8 Liverpool Hope Certificate (Foundation Level)

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

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

12.9 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]”.