

LIVERPOOL HOPE UNIVERSITY



STUDENT GUIDE TO REGULATIONS AND POLICIES 2025/26

UNDERGRADUATE AND POSTGRADUATE TAUGHT



LIVERPOOL
HOPE
UNIVERSITY

www.hope.ac.uk

Welcome



Welcome to Liverpool Hope University. As Deputy Vice Chancellor and Provost, I have responsibility for the whole student experience, from Induction and Registration to Graduation and beyond into your new careers and employment.

We are working hard to ensure that right from the outset, you receive a friendly welcome to Liverpool Hope University and also all the information and support you need. We have put together this guide to ensure that you have the fundamental information relating to the Hope experience to enhance your understanding of how we work at Hope. You should also consult our webpages, which are designed to provide you with as much information as possible to help you make a successful and enjoyable transition to the Hope community. I hope you find them useful.

Each section within this guide provides a link to a full document. By registering at Liverpool Hope University, you undertake to abide by all of our regulations, policies and procedures in relation to both academic and other provision, so it is important that you read this guide.

In addition, the University has developed the Hope Charter which sets out the expectations and responsibilities both of the University to each student and of each student to the University. It also sets out the responsibilities of the Students' Union to both individual students and to the Student Body as a whole. The Charter focuses on the student journey and reflects the expectations of both Students and the University at each stage of this journey. The Charter is underpinned by the commitment of students and staff of the University to the Mission and Values of Hope. You can read the [Hope Charter](http://www.hope.ac.uk/gateway/students/hopecharter/) at www.hope.ac.uk/gateway/students/hopecharter/

If you have any problems understanding any of these regulations, policies or procedures or if you require help or more information, you can contact us on **0151 291 3813** or **gateway@hope.ac.uk**. Alternatively, you can call into the Gateway Building and speak to any of our staff on the service desk or drop into my office to talk to me in person.

Dr Penny Haughan

Deputy Vice Chancellor and Provost

The University may have to amend its regulations and policies from time to time, and the University's webpages will be kept up-to-date to reflect this. If we amend anything that materially impacts on your study, we will let you know and we may ask you to be involved in a consultation process.

Understanding your undergraduate degree

Guides to the regulations governing each undergraduate degree can be found at www.hope.ac.uk/gateway/students/studentenrolmentandadministration/academicregulations/

The guides summarise key rules about how our degrees are structured and how you will be assessed. You are expected to be familiar with this page, and to use it as a first port of call in the event of a query.

Structure of your undergraduate degree

The University refers to cohorts as the following:

- Level F – foundation year
- Level C – first year
- Level I – second year
- Level H – third year

If you are a full-time undergraduate student:

- You will normally complete two equally weighted blocks of study in each year of your degree.

If you are a Single Honours student at Level C, I or H:

- You must achieve an aggregate mark of 40 for your level of study to continue and complete your course.

If you are a Combined Honours student at Level C:

- You must achieve an aggregate mark of 40 for your level of study to continue and complete your course.

If you are a Level F student:

- You must pass each block in order to progress to Level C.

If you are a Combined Honours student at Level I or H:

- You must pass both academic subjects in order to continue to the next level of study and complete your course.

At all Levels, you must have attempted all formal assessments.

In the final year, you will take either a single dissertation or two smaller research projects; some courses have a modified structure; it is your responsibility to find how your own degree is structured.

Full details can be found at the “[Understanding your Degree](#)” page under the Your Degree tab on the University website.

www.hope.ac.uk/gateway/students/studentenrolmentandadministration/yourdegreekeyinformation/

Passing each year and completing your undergraduate degree

At the start of each year, you will be told exactly what assessments you will need to undertake during that year, and how each assessment contributes to the aggregate mark.

Full details can be found at the “[Understanding your Degree](#)” page under the Your Degree tab on the University website.

www.hope.ac.uk/gateway/students/studentenrolmentandadministration/yourdegreekeyinformation/

Understanding your postgraduate taught degree

Guides to the regulations governing each Postgraduate Taught degree can be found at the “[Academic Regulations](#)” page on the website:

www.hope.ac.uk/gateway/students/studentenrolmentandadministration/academicregulations/

The guides summarise key rules about how our degrees are structured and how you will be assessed. You are expected to be familiar with this page, and to use it as a first port of call in the event of a query.

Structure of your postgraduate taught degree

Postgraduate taught course structures vary depending upon the course. Details can be found at www.hope.ac.uk/postgraduate/postgraduatecourses

Additionally, details on regulations governing postgraduate taught programmes can be found at www.hope.ac.uk/gateway/students/studentenrolmentandadministration/yourdegreekeyinformation/

Attendance at timetabled sessions

The delivery of your course is based around a combination of tutorials, seminars and lectures. Some courses may also include placement and laboratory work. Unsurprisingly, research shows that there is a clear correlation between high attendance rates and student performance in assessments. **The University requires that attendance at all sessions is compulsory, and that you are to be available during all term-time weeks.** If you are unable to attend a session, you must contact your tutor to explain why. Note that attendance is monitored and the University reserves the right to withdraw you from your course if you are not able to provide evidence which explains repeated absence.

Students on placement and taught postgraduates involved in dissertation work only who do not have specific timetabled teaching sessions are expected to maintain regular engagement with the University through the relevant means. Students should also be aware that there are specific attendance requirements on some courses and that they must comply with these as well as the general expectations of the University.

International students studying on a student visa are likely to have their visa revoked if attendance requirements are not met. The University has a duty to report poor attendance and engagement to the Home Office.

Conduct of examinations

All students at Liverpool Hope University are assessed in part by formal examinations. It is essential that you familiarise yourself with the University's rules governing the conduct of examinations, and that you read your personal examination timetable carefully when it is sent to you each spring. The academic calendar also details the dates of the formal examination weeks to be held year by year and this can be found on the website at:

www.hope.ac.uk/gateway/academiccalendars/

The rules governing the conduct of examinations are emailed to each student before the start of each examination period, and cover matters such as when you must arrive, what you can take in to the room, and how you notify the University if you are unable to attend.

Full details can be found at the "[Understanding your Degree](#)" page under the Your Degree tab on the University website.

www.hope.ac.uk/gateway/students/studentenrolmentandadministration/yourdegreekeyinformation/

Coursework submission

All students at Liverpool Hope University are assessed in part by coursework. In almost all cases, coursework is submitted electronically via "Moodle". Detailed guidance about how to submit will be given to you at the start of your course, and it is important to follow the

guidance precisely. Work submitted after a deadline without an extension or deferral having been granted is awarded a mark of zero.

Resits and retakes

If you fail one or more blocks of study you will normally get an opportunity to make good the fail. Depending upon the severity of the fail, you might be asked either to undertake further assessment in the form of a supplementary examination or to retake the full block the following year.

Opportunities for resits and retakes are not automatic. In particular, the University expects students to attend classes and otherwise engage with their studies, and students' compliance with this expectation is closely monitored. If, following due warnings, you do not attend/engage sufficiently, the University may require you to withdraw or be interrupted from your studies immediately or deny you the opportunity, if you fail, to resit or retake.

Full details can be found at the "[Understanding your Degree](#)" page under the Your Degree tab on the University website.

www.hope.ac.uk/gateway/students/studentenrolmentandadministration/yourdegreekeyinformation/

Cheating and academic misconduct

The University has clear policies on what counts as cheating and other forms of academic misconduct, how suspected cases are investigated, and the penalties that will be applied.

Of course, the vast majority of students do not engage in any misconduct. However, it is important that you understand what the University expects, so that you do not unwittingly fall under suspicion.

Full details can be found at the "[Understanding your Degree](#)" page under the Academic Misconduct tab on the University website.

www.hope.ac.uk/gateway/students/studentenrolmentandadministration/yourdegreekeyinformation/

Illness and other personal circumstances

The University understands that a student's ability to study might sometimes be affected by illness or other personal circumstances beyond the student's control. The University has a number of concessions that can be offered in such cases, and there are clear procedures for applying for each type of concession.

Full details can be found at the "[Understanding your Degree](#)" page under the Academic Misconduct tab on the University website.

www.hope.ac.uk/gateway/students/studentenrolmentandadministration/yourdegreekeyinformation/

Fit to sit

The University has a "fit to sit" policy, which means that if you submit work despite your circumstances, you will be deemed to be declaring yourself fit to be assessed, and so your work will always be marked strictly on its merits. Similarly, illness and other personal circumstances are not taken into account when determining degree classifications.

Full details can be found at the "[Understanding your Degree](#)" page under the Academic Misconduct tab on the University website.

www.hope.ac.uk/gateway/students/studentenrolmentandadministration/yourdegreekeyinformation/

Academic appeals

The University has a range of procedures to ensure that fair and equitable decisions are made about marks and grades, and the eligibility of a student to continue through their course or obtain a specified degree classification, or be given an opportunity to redeem a fail.

Academic appeals are not allowed if they merely challenge the academic judgment of the examiners. However, students may occasionally have grounds for appeal, if they feel either that there has been a material irregularity on the part of the University or exceptionally that personal circumstances at the time of assessment, which they could not divulge, were of significance to the final outcome.

Full details can be found at the "[Understanding your Degree](#)" page under the Academic Appeals tab on the University website.

www.hope.ac.uk/gateway/students/studentenrolmentandadministration/academicmisconductandacademicappeals/

Code of student conduct

At Liverpool Hope University, we take the maintenance of good behaviour very seriously. Students are expected to regard themselves as ambassadors of Hope and have due regard for fellow students, staff, neighbours and others. Complaints of misconduct will be referred to the Vice-Chancellor's office.

The University has a code of student conduct which outlines the behaviour expected of students on campus, in halls of residence that are managed by the University, and within the local community. The Code also highlights the procedure for dealing with behaviour that falls below what is expected.

Full details can be found at www.hope.ac.uk/gateway/students/studentenrolmentandadministration/studentpoliciesandprocedures/

Criminal convictions

At registration, you will be asked to declare if you have any unspent “relevant” criminal convictions. Further details can be found in the policy. If you declare a relevant criminal conviction, this could have an impact on your offer and your ability to reside in University owned accommodation. If you know that you will need to make a declaration, you should seek advice as soon as possible from **caseworker@hope.ac.uk** so that this does not delay your registration.

Student complaints procedure

If you are unhappy with the service provided by the University once you have registered, you have the right to complain. As part of its commitment to the student experience, the University takes complaints seriously and will take steps to improve the service where it has fallen below an acceptable standard.

The student complaints procedure can be used in relation to teaching, academic support, administration or any other service provided by the University.

Full details can be found at www.hope.ac.uk/gateway/students/studentenrolmentandadministration/commendationscomplaintsandappeals/

Terms and conditions

The educational services offered to you by Liverpool Hope University are governed by terms and conditions of contract. These set out the University’s rights and responsibilities and you are asked to familiarise yourself with them.

Full details can be found at www.hope.ac.uk/undergraduate/howtoapply/studentcontract

Regulations for the payment of university fees and other related financial information

Registering for a university degree is a significant financial commitment as you are agreeing to pay tuition fees. The guidance sets out the amount of fees you will have to pay, how you can pay your fees and what happens if you do not pay. It also sets out the conditions for when you may be entitled to a refund should you withdraw.

You also have a statutory right to cancel your contract with the University within 14 days of accepting your place. More details about your right to cancel and a cancellation form can be found at the below link.

Full details can be found at www.hope.ac.uk/undergraduate/feesandfunding

IT Services

Use of the University's IT facilities (including email) is subject to the University's IT-related policies. These include the policy on acceptable use of IT services and the information security policy.

Full details can be found at www.hope.ac.uk/gateway/itservices/policies/

Student Wellbeing and Support

The University offers a comprehensive package of support for students. This includes emotional support and support regarding reasonable adjustments for disabled students.

Library rules & regulations

All students who use the library or library facilities at Liverpool Hope University must do so in accordance with the library rules and regulations, and failure to do so may result in temporary exclusion from the library and/or a fine. The rules and regulations cover areas such as access, use of facilities, loans, charges and payment of fees.

Full details can be found at www.hope.ac.uk/gateway/students/libraryservices/librariesandstudyspaces/

Freedom of speech

By law, the University has duties to secure freedom of speech and also has a duty under Section 26(1) of the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty).

The University has developed a code of practice in this area which details procedures to be followed by members of staff, students or other persons for the organisation of any meeting or other activity, public or private, held within premises which are the responsibility of the University.

Full details can be found at www.hope.ac.uk/gateway/students/studentenrolmentandadministration/studentpoliciesandprocedures/

Other services

Alongside the procedural and regulatory requirements outlined throughout this guide, detailed information about the services and resources available to you as a Liverpool Hope student are available from the student gateway here www.hope.ac.uk/gateway/students. This webpage aims to provide you with direct access to parts of the website that are particularly relevant to you.

You can access your student email, Moodle, the Student Records Management (SRM) system and library resources through My Hope at <https://info.hope.ac.uk/>. You can also view important University news, updates, announcements and events in the weekly email bulletin.

Student protection plan

The student protection plan is a document that is approved by the Office for Students (OfS) that every university is required to have. It sets out what measures we have in place to protect you, as a student at the University, should a risk to the continuation of your studies arise and details how we would communicate with you about this.

Full details can be found at www.hope.ac.uk/undergraduate/howtoapply/studentcontract/

Handling your data

The University complies with all data protection legislation, including the UK GDPR.

The University explains how it handles your data in its privacy notice which can be found at www.hope.ac.uk/undergraduate/howtoapply/studentcontract

Please note

The University may have to amend its regulations and policies from time to time, and the University's webpages will be kept up to date to reflect this. If we amend anything that materially impacts on your study, we will let you know and we may ask you to be involved in a consultation process.
