



LIVERPOOL HOPE UNIVERSITY: ACADEMIC REGULATIONS

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

Document Control

Responsibility for Policy:	Registrar
Approved by and date:	Senate June 2024
Frequency of Review:	5 years
Next Review date:	2029
Related Policies:	Universal Assessment Regulations and Conventions
Minor Revisions:	June 2025 Throughout the document: i. amended reference to Year of Study, specifically, Year 0 (FHEQ Level 3), Year 1 (FHEQ Level 4), Year 2 (FHEQ Level 5) and Year 3 (FHEQ Level 6) ii. General housekeeping and updating not of significance to the operation of the Regulations. Clauses 1 and 2 Clarification of glossary of terms for Year of Study and for Single, Major, Single Subject Exit and Major/ Minor awards to align with Curriculum Review Clause 8 Now indicates that students who undertake a Bachelors award with Foundation are subject to standard Continuation, Award and Classification requirements detailed in the Universal Assessment Regulations. Bespoke clauses 8.1 and 8.2 have therefore been removed.
EIA:	Data is monitored regularly through the process of Annual Review and Reflection

1. Glossary of Common Terms used in these Regulations

A **Programme** refers to *the general type of course that students follow*:

- These regulations cover the following programme:
 - *Undergraduate Award with Foundation year*;

Year of Study corresponds to the Framework of Higher Education Qualifications and determines when a student is able to continue towards completion of their award. It may not align with the number of years the student has studied at the University. The Year of Study includes the assessment and reassessment periods of the academic year. For Full-time students, it is normally a 12-month period of enrolment and for Part-time students, it is a 24-month period of enrolment.

- As indicated by a student's programme of study, these regulations require students to continue through the following levels.
 - **Year 0 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).
 - **Year 1** or [where it is desirable to indicate a link to the national framework] **Level [4]**. This level is the least advanced of all higher education levels, but more advanced than work typically undertaken before entry to higher education.
 - **Year 2** or [where it is desirable to indicate a link to the national framework] **Level [5]**.
 - **Year 3** or [where it is desirable to indicate a link to the national framework] **Level [6]**.

An **Award** refers to *the type of certification students receive on completion of their course*

For example,

- Bachelor of XXXXX.
- There are intermediate 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.

Undergraduate Bachelors students may undertake either a:

- Combined Honours Degree, in which both academic subjects are studied in equal weighting at Years 1, 2 and 3.
- Major/Minor Combined Honours Degree, in which a student will take at least 240 credits of study in their Major subject and no less than 60 credits of study in their minor subject.
- Single Subject Exit, in which a student who undertakes a combined honours degree in Year 1 opts to take all remaining credits at Years 2 and 3 in one of their subjects resulting in a split of 300 credits in this subject and only 60 credits in the second subject.
- Single Honours Honours degree, focussing entirely on one subject area;

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 Bachelor's 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 including Single Subject Exit [leading to an award in "Subject X"];
- Combined [leading to an award in "Subject X and Subject Y"].
- Major Minor [leading to an award in "Subject X with Subject Y"]

4.2 Bachelor's Degrees (with Foundation Year) will comprise:

- Year 0
- Year 1
- Year 2
- Year 3

4.3 Students will normally study 120 credits at each Year of study, formally approved by the University, and detailed in the Programme Specification at each Year of Study.

5. **Cohorts covered by the Regulations**

These Regulations will apply to all students undertaking a Bachelors Award including Foundation Year at all locations offering Hope awards.

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

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

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

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.
- 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 Bachelor's Degree, but who had Passed Year 2

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 "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 Year 1

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 Year 0

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 Year 0 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 Year 1 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 Bachelor's Degrees with Honours

- 10.1.1 If a student registered at Year 3 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 Year 3 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 Bachelor's Degrees [Unclassified]

- 10.2.1 If a student registered at Year 3 dies before submitting all assessed work for the degree, the University Registrar shall determine whether the student is entitled to an unclassified posthumous Bachelor's degree, using the criteria in this paragraph below.
- 10.2.2 In order to be entitled to an unclassified posthumous Bachelor's degree, a student must fulfil all of the following criteria:
 - 10.2.2.1 the student shall normally have been registered at Year 3 for at least half of one academic term;
 - 10.2.2.2 the student shall not, during Year 3, 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 Year 3, 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 Bachelor's 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 Bachelor's degree has obtained sufficient credits to become eligible for a Diploma of Higher Education, but dies without satisfying the criteria for a posthumous Bachelor's 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 Bachelor's 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 Bachelor's 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 Bachelor's Degrees

11.3.1 If, before a Year 3 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 Bachelor's degree, using the criteria below.

11.3.2 In order to be entitled to an unclassified Aegrotat Bachelor's degree, a student must fulfil all of the following criteria:

- [a] the student shall have been registered at Year 3 for at least half of one academic term;
- [b] the student shall not, during Year 3, 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 Year 3, 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 Bachelor's 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 Bachelor's 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 Bachelor's 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 Bachelor's 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.