



ACADEMIC REGULATIONS

Programme Regulations: for Foundation Degrees

LIVERPOOL HOPE UNIVERSITY AWARDS

Document Control

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1. Glossary of Common Terms used in these Regulations

- A “Programme” refers to ***the general type of course that students follow***.
- 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 progress through two levels.
 - The first academic session of full-time study [or equivalent] is aimed at ***Certificate Level***, which can be referred to as either ***Level C*** or [where it is desirable to indicate a link to the national framework] ***Level C[4]***. Certificate Level is the least advanced of all higher education levels, but more advanced than work typically undertaken before entry to higher education, which would have been at levels 1-3.
 - The second academic session of full-time study [or equivalent] is aimed at ***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]***.
- A “Route” refers to ***the subject taken by a student***
- An Award” refers to ***the type of certification students receive on completion of their course***

2 Scope of the Regulations

- 2.1 These Regulations will apply to all students undertaking a Foundation Degree at Liverpool Hope University or a Further Education College or other approved partner. Liverpool Hope University is the awarding body.
- 2.2 Foundation Degree Programmes must operate in accordance with the Liverpool Hope University's ***Universal Assessment Regulations*** and Liverpool Hope University's ***Universal Conventions and Procedures***.
- 2.3 These Regulations apply to all Foundation Degree programmes of study full time or part time. who entered the programme from academic session 2024/5. These Regulations apply to students based at all sites.
- 2.4 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. Eligibility for Registration

- 3.1 In order to be admitted to the programme of study leading to a Foundation Degree, each candidate must have obtained the necessary entrance requirements as specified in the relevant Definitive Document.
- 3.2 Candidates may be awarded credit for prior certificated learning and/or prior experiential learning, in accordance with Liverpool Hope University's APL policy.

4. Structure of the Curriculum

5. Duration

Foundation Degree programmes may be offered through full-time (normally 2 years), or part-time (normally 3 years) subject to specific programme regulations. The maximum duration of studies is 4 academic years full time and 6 years for part-time study.

The maximum period normally allowed for completion of the programme (including reassessment and any permitted interruption of study) is seven years.

6. Eligibility for Awards

6.1 Foundation Degrees

- 6.1.1 A Foundation Degree may be awarded to a student who has registered for the award of a Foundation Degree, paid the prescribed fees, AND successfully completed an approved programme of study, comprising 240 credits overall, of which 120 credits must be at Certificate Level and 120 credits must be at Intermediate Level.
- 6.1.2 A minimum overall rounded award mark of 40 is required to pass the award. The award mark is calculated from 25% of the Level C(4) aggregate and 75% of the Level I(5) aggregate.
- 6.1.3 Students whose rounded aggregate calculated as determined in 6.1.2 above is between:
 - 40 and 59 will be awarded a Pass,
 - 60 and 69 will awarded a Merit,
 - 70 and above will be awarded a Distinction.
- 6.1.4 For students who bring to their studies Recognition of Prior Learning (RPL) of 120 credits, an award will be based on passing Level I alone. A maximum of 120 credits can be brought into the Hope award.
- 6.1.5 The Titles of Foundation Degrees shall be:
"FdA Designated Title";

6.2 Certificates in Higher Education

Students who have successfully completed Certificate Level study to the value of 120 credits as part of an approved programme of study designed to lead to the award of a Foundation Degree, and who decided to terminate their studies or whose studies were terminated by the University before becoming eligible for the award of a Foundation Degree shall, if they have paid the prescribed fees, be eligible for the award of a Certificate in Higher Education.

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

7. Continuation and Completion

7.1 Students will be deemed to have completed a level of study if a weighted aggregate of 40% is attained across 120 credits of study.

7.2 A student will not be able to complete a level of study, despite having an overall aggregate of 40, if any of the following applies:

- i. their profile includes any mark of 0 associated with non-submission or academic misconduct.
- ii. they have failed to reach a minimum of Grade E for any academic assessment that the University has defined as a "Qualifying Component".
- iii. 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/ completion rules.

7.3 Resubmissions

7.3.1 A student who did not achieve a pass mark in one or more coursework assessments 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'. These will ordinarily be the most heavily weighted assessment tasks.

7.3.2 Resubmissions are subject to capping at Grade E (42). Students retain their right to undergo reassessment provided they fulfil the conditions detailed in these regulations.

7.3.3 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.

7.3.4 Resubmission of coursework may also be denied in cases of Academic Misconduct as defined in the Academic Misconduct Policy.

7.4 Reassessment and Retake

7.4.1 Students may be deemed to have forfeited their entitlement to reassessment in certain circumstances. Specifically, the Continuation and Award Board may require a student to retake their Level of study if their failure is related to issues associated with professional practice or a failure to undertake practical work, or if this outcome is advised as the result of academic misconduct.

Students who have reached the maximum duration for completion of study may be required to terminate their studies rather than undertake further reassessment.

7.4.2 Where appropriate students are expected to undergo reassessment before they are eligible to retake.

7.4.3 Students, other than those on professionally accredited courses where qualifying elements have been identified, who have initially failed to continue into the next level of study, will be offered reassessment as indicated below:

7.4.4 After first assessment: all students who achieve a level aggregate between 25 and 39, or fail to continue for another reason detailed in clause 6.1 above, will normally be eligible for reassessment. Students who achieve a level aggregate less than 25 will be required to retake failed blocks of study.

7.4.5 Bespoke reassessment opportunities for students on professionally accredited courses with qualifying elements will be determined by the relevant Board of Examiners.

7.4.6 After reassessment, individual assessments will be capped at a maximum of 42 (E). The level aggregate will be calculated using all relevant individual block aggregates.

7.4.7 Following reassessment opportunities, students who still fail to meet the continuation or completion requirements will normally have the opportunity to retake the failed block(s). The retake will be with full attendance and submission of all assessment components, including any that had already been passed, at the next opportunity followed, if appropriate, by a reassessment opportunity.

7.4.8 Students who have still failed to continue after a retake opportunity and subsequent reassessment will not be eligible for any further redemption opportunities. The student will be required to terminate studies but may be eligible, in accordance with the regulations governing the University's awards, for an intermediate exit award.

7.4.9 Students who are retaking failed blocks will normally receive uncapped marks for individual assessments and for overall weighted aggregates. Relevant aggregates may, however, be capped if a student's previous failure related to academic misconduct (except in the case of initial plagiarism at Level C).

8. Eligibility to top up a Foundation Degree to a Bachelor's Degree

Candidates who successfully complete the programme of study for the Foundation Degree may register for an approved programme of study leading to the award of a Degree of Bachelor with Honours [top up]. Such a transfer shall require a programme of study, at Honours Level, with a value of 120 credits to be undertaken over a minimum of one academic year full time or two academic years part time.

9 Posthumous Awards

9.1 Posthumous Foundation Degrees

9.1.1 If a student registered for a Foundation degree dies after the Board of Examiners has deemed that the student is entitled to an 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 Foundation Degree Certificate and Higher Education Achievement Report;

[c] the Deputy Vice Chancellor shall, in liaison with the Next of Kin, determine the most appropriate mechanisms for the University to celebrate the student's achievement and issue the Certificate and HEAR;

9.1.2 If a student registered at Level I 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 an award, the University shall proceed in accordance with paragraph 9.1.1 above;

[c] if the Board of Examiners deems that the student is not entitled to a foundation award, the University shall proceed in accordance with guidance below in relation to other possible awards.

9.1.3 The title of the classified award shall be in accordance with usual naming conventions.

9.2 Posthumous Certificates of Higher Education

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

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

9.2.3 The title of the classified award shall be in accordance with usual naming conventions.

10 Aegrotat Awards

10.1 All Awards

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

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

AND

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

[i] sufficiently severe to prevent the student from continuing with their studies, and

[ii] sufficiently permanent that it would not be possible for the student to complete their degree following an interruption of studies;

AND

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

[i] appeal against the award, or

[ii] request to complete their programme of study, or

[iii] apply for admission to another programme of study at the University.

10.2 Foundation Degree

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

[a] the 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 Foundation Degree Certificate and Higher Education Achievement Report on the student's behalf.

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

[a] the work shall be examined in accordance with the University's standard academic regulations and guidelines;

[b] if the Board of Examiners deems that the student is entitled to an award, the University shall proceed in accordance with paragraph 10.2.1 above;

[c] if the Board of Examiners deems that the student is not entitled to a full award, the University shall proceed in accordance with paragraph 10.3 below.

10.2.3 The title of the award shall be exactly as detailed in the appropriate naming conventions.

10.3 Certificates of Higher Education

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

10.3.2 The title of the classified award shall be exactly as detailed in the appropriate naming conventions.