



ACADEMIC REGULATIONS

Programme Regulations: for Degree Apprenticeships **LIVERPOOL HOPE UNIVERSITY AWARDS**

Document Control

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1. Scope of the Regulations

- 1.1 These Regulations will apply to all students undertaking a degree apprenticeship at undergraduate level. Apprentices are employed throughout the programme and spend the equivalent of a minimum of 20% of their working week undertaking their programme of study at Liverpool Hope University. The remaining 80% is spent with their employer. This applies across the duration of their programme of study. The programme of study can be delivered on a day release basis or in blocks of time and/or via a blended mode of delivery.
- 1.2 Assessments refer to summative assessments that contribute marks and credits to modules unless otherwise specified.
- 1.3 The Department for Education (DfE) stipulates that an apprenticeship is made up of three elements – off the job learning (the study element of the apprenticeship), on the job learning (in a relevant job role) and an end-point assessment. All three elements must be successfully completed as stated in the apprenticeship standard and assessment plan before an apprenticeship completion certificate can be awarded.
- 1.4 All apprentices and their employers must meet the DfE requirements for an apprenticeship as set out in the Apprenticeship Funding Rules (“Funding Rules”). In

the event of any conflict between these Regulations and the Funding Rules, the Funding Rules take precedent.

- 1.5 The DfE requires the university to share details of an apprentice's attendance, progress and any issues with their employer. Furthermore, it is required to share information about the apprentice (including attendance, progress and any issues) and their employer with the DfE as stated in the Funding Rules.
- 1.6 These general regulations should be read in association with the Liverpool Hope Framework of Qualifications. In addition, Apprenticeship Degree Programmes must operate in accordance with the appropriate elements of Liverpool Hope University's **Universal Assessment Regulations** and Liverpool Hope University's **Universal Conventions and Procedures unless otherwise stated**. These are available on the University webpages.
- 1.7 These Regulations apply to all Degree Apprenticeship programmes of study for those who entered from academic session 2025/6 onwards.
- 1.8 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.

2. Definitions

- 2.1 Aegrotat Degrees may be awarded to a student who has not completed all assessed work but who the University Continuation and Award Board consider would have qualified for an award had they not been prevented from doing so by incapacity. An Aegrotat Degree is unclassified and is awarded without Honours.
- 2.2 Apprentice. An apprentice combines work with higher-level learning, leading to the award of an Undergraduate Degree. Most of the time is spent in on-the-job training. The exact balance of work and study is agreed between the apprentice's university or college and their employer, but must include at least 20 per cent of their time in off-the-job training. This is normally equivalent to 6 hours of off-the-job learning per week of the academic year.
- 2.3 A Degree Apprenticeship allows study towards an undergraduate degree. Employment and off the job training studied by an apprentice are mapped against the appropriate national apprenticeship standard. An apprentice must be in employment to study an apprenticeship. Apprentices must complete the degree before moving through gateway to the End Point Assessment (EPA).
- 2.4 Apprenticeship Standard. Apprenticeship standards show what an apprentice will be doing and the skills required of them, by job role. Standards are developed by employer groups known as 'trailblazers'. More standards will be published as they are developed and approved.
- 2.5 Approved Place of Learning. In addition to study at Liverpool Hope the University, the delivery of all or part of a programme at other locations, such as employer premises or outreach centres is agreed through the Employer Contract.
- 2.6 Programme of Study refers to a series of modules organised into academic years which together comprise the learning required to achieve the award. The Programme of Study and any changes to it are approved by the Senate on the recommendation of the University Academic Committee.
- 2.7 An Assessment is the measurement of a student's performance in a module. This may comprise written papers, oral tests, essays, continuously assessed work,

laboratory or field studies or reports, or other forms of evaluation. The assessments associated with a particular module will be defined in the approved Programme Specification.

- 2.8 A Break in Learning: is a pre-agreed period of no more than 12 months duration during with learning is paused.
- 2.9 Continuation: To continue from one Year of study to the next of a programme, students are expected to achieve 120 credits for the appropriate Year and to have satisfied all other requirements as specified in the Programme Specification. For Part-time programmes, to continue from one Year of study to the next the student must have achieved the credits for that Year or have outstanding assessment opportunities that can be completed before the Continuation and Award Boards will make decisions in line with appropriate University Regulations.
- 2.10 Continuation and Award Boards are the Board of Examiners of the University for a particular programme, as approved by the Senate. Continuation and Award Boards of Examiners have responsibility for considering continuation and completion of awards, in accordance with the requirements of the individual programme, and in the light of all the separate module results and University Regulations and Conventions.
- 2.11 Deferred Assessment is a further opportunity to undertake an assessment within a module which was either not completed or did not initially reach the required standard. The assessment normally takes place without any further cost incurred and at the next assessment opportunity within the academic year.
- 2.12 Duration of Study: the intended duration required for a specific degree programme in order to successfully complete all required modules and as defined in the Degree Apprenticeship Standard.
- 2.13 Employer. When considering Degree Apprenticeships, the employer refers to a company engaged in a tripartite agreement between the employer, the apprentice, and the University to engage in a degree apprenticeship programme.
- 2.14 End Point Assessment (EPA) is an independent assessment that takes place after the on-programme stage of the apprenticeship. It determines whether the apprentice has developed the skills, knowledge and behaviours outlined in the associated apprenticeship standard. EPAs are conducted by a nominated End-point Assessment Organisation (EPAO). The University is normally the EPAO for integrated apprenticeships.
- 2.15 Year of Study. The Year of Study corresponds to the Framework of Higher Education Qualifications and determines when a learner 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
- 2.16 Mitigating Circumstances are circumstances such as medical or personal issues which have seriously affected a student's ability to complete an assessment, over which a student has no control, and which could not have been predicted. The University operates a Mitigating Circumstances Policy and the associated Break In Learning Procedure.
- 2.17 Moderation is a process that ensures that marks and grades are awarded appropriately and consistently. The University's Assessment Regulations 'The

University's Internal Examiners and Assessment Coordinators' detail the appropriate processes.

- 2.18 Patterns and Periods of Study. An undergraduate student on a full-time programme would be expected to complete 120 credits within a 12-month period. A student on a part-time programme would be expected to complete 60 credits within a 12-month period. Students on part-time study continue on the same year of study over two academic years.
- 2.19 Qualifications. The Liverpool Hope Framework of Qualifications details the requirements of the University associated with Degree Apprenticeships.
- 2.20 Retake is an opportunity to undertake a module for a second time. This will usually be at the next available opportunity and if a retake is required the associated costs will be negotiated with the Employer.. The attempt will involve submission of all assessments which will not usually be subject to any capping of academic achievement unless specified by the outcome of an academic misconduct investigation.
- 2.21 Student Code of Conduct. The Liverpool Hope Student Code of Conduct addresses the standard of conduct the University expects of its students so that everyone can undertake their studies in a supportive and nonthreatening environment. The Code also considers where appropriate, behaviours that breach other University policies and regulations by students. These include (but are not limited to) The IT Acceptable Use Policy (and associated IT Services policies); The Accommodation Contract (where relevant); and The Library Rules and Regulations.
- 2.22 Transcript. This is a detailed record of academic performance including modules taken and grades achieved whilst at the University.
- 2.23 University Academic Committee: reports to Senate and considers academic standards, curriculum development and learning, teaching and assessment from a strategic perspective.
- 2.24 Work-based Learning refers to elements of the Degree Apprenticeship that are linked academic learning to the workplace.

3. Related Policies and Processes

3.1 For related policies and processes, refer to the:

- [Student policies and procedures](#) pages
- [Data matters](#) pages
- [Privacy notices](#) pages

4. Eligibility for Admission and Registration

- 4.1 In order to be admitted to the programme of study leading to a Degree Apprenticeship, each candidate must have obtained the necessary entrance requirements as specified by the Funding Rules, the DfE, the requirements of any Professional Regulatory Body (PSRB) and in the context of the relevant Definitive Document.
- 4.2 Learners may register as a Degree Apprentice if they have met the requirements set out in the Liverpool Hope Recruitment and Admissions Policy (Quality Handbook 13).
- 4.3 Learners and their employers will be required to provide information that is reasonable to enable their registration (see Apprenticeship Privacy notice).

- 4.4 Credit may be awarded for prior certificated learning and/or prior experiential learning, in accordance with Liverpool Hope University's Recognition of Prior Learning (RPL) policy (QH11). It is the student's responsibility to provide appropriate evidence in support of the application. The content and duration of study will be reduced to reflect this but the marks achieved for modules recognised through RPL will not be included in the final degree classification unless a result of approved Credit Transfer. The new (reduced) duration must adhere to the minimum Apprenticeship duration to comply with the DfE Funding Rules.
- 4.5 Former apprentices whose studies were terminated for academic misconduct, discipline issues, professional misconduct, fitness to practice or lack of academic progress may not return to the same, or closely related, programmes.
- 4.6 The University may apply restrictions to enrolment where necessary to comply with our duties under our policies including, but not limited to, Safeguarding, the Equality Act 2010, requirements of Professional and Statutory Regulatory Bodies.
- 4.7 Information provided in support of the application for registration must be accurate and must not omit anything which may negate the application. Supplying false information relating to an application for admission to the Programme or breaching any other standard specified by a PSRB will lead to the application being rejected. An appeal is possible as detailed in the Liverpool Hope Recruitment and Admissions Policy. Students who after registration are found to have falsified qualifications etc. will have their studies terminated under the Student Code of Conduct and Disciplinary Process.
- 4.8 Each calendar year will be made up of active learning and specified off the job training as defined in the Funding Rules. Each period consisting of teaching, revision and /or directed learning.
- 4.9 Apprentices and their employer must complete the registration process before the start of the first period of teaching so that the apprentice can commence learning and funding claimed from the DfE. Re-registration must be completed annually. In certain circumstances registration will be permitted up to the start of the third week of teaching as specified in the academic calendar.
- 4.10 In England, employers will be required to pay or agree to pay any fees or charges that are due as set out by the DfE and which are included in the Apprenticeship Training Service Level Agreement (Employer Written Agreement).
- 4.11 The University will inform prospective learners and employers as soon as possible of any significant changes to a course which may occur from the time of the offer being made and enrolment.
- 4.12 Learners can withdraw and re-apply to join an alternative non-apprenticeship course and qualification at the same year of study providing they meet the entry criteria for the new course.

5. Break in Learning

- 5.1 A learner may request a break in learning during which the apprenticeship is paused. This does not include periods of annual leave, public holidays and any short-term absences through for example, industrial action. The maximum break in learning that can be requested is 12 months. A break in learning will only be applied where learning has paused for a period of at least 4 weeks.
- 5.2 The reason for the Break and the expected duration must be discussed and agreed with the employer before making the request. Taking a break counts as a change in

circumstances and therefore funding may be affected (see [Government Apprenticeship Funding Rules](#)). Reasons for taking a break include, but are not limited to, medical treatment, parental leave or leave for other personal reasons. During a break in learning, apprenticeship levy funds may be paused by the employer. Where this is the case, they will resume once the apprentice re-commences training and re-registers with the University.

- 5.3 Whilst on a break a learner may not attend classes or take part in other related activities. Learners will continue to have access to IT and library resources as appropriate to enabling continued communication. The Employer will be kept updated by the University as appropriate.
- 5.4 Failure of a learner to confirm their return after a Break in Learning, and where no request to extend the break is received, will result in a report to the Hope Apprenticeships team.
- 5.5 A student who takes an unauthorised Break in Learning without agreeing, and who does not return to study within two months, will have their studies terminated.
- 5.6 Upon re-registration, apprentices' training plan and apprenticeship agreement will need be revisited with new programme and apprenticeship dates set. For apprentices who have undertaken a break in learning due to medical conditions, any additional learning support needs will be addressed through the Fitness to Study/ Practice Processes within the context of the Degree Apprenticeship.

6. Structure of the Curriculum

- 6.1 Apprentices spend a minimum of 20% of their normal working hours on off the job training. The structure of each Programme undertaken as off the job training is detailed in the Definitive Document and associated module specifications. If a learner wishes to study a module that sits outside of the curriculum defined in the Programme Definitive Document this can only be approved after consultation with and between the academic team and the Employer. This will be on a self-funded basis and will be subject to appropriate time constraints. Credit will not be eligible for inclusion in the final transcript of the Degree Apprenticeship nor will it be considered in the calculation of the overall award classification.
- 6.2 Programmes are structured into modules and each module is assigned to a defined Year of study. Module sizes are defined in the appropriate course documentation; some modules may be defined as compulsory which emphasises their significance in relation to the required occupational standard. Each Year of study comprises 120 credits in total. Students may not, at any one time, be enrolled to study more than 120 credits unless this is specifically defined by the Apprenticeship Standard. The overall year outcomes will be matched to the Framework of Higher Education Qualifications (Levels 4-6).

7. Duration

- 7.1 The Funding Provider sets rules which restrict flexibility in relation to duration of studying for an Apprenticeship. Degree Apprenticeship programmes have a planned start and end date in order to comply with the requirements of the Funding Provider and the Apprenticeship Standard. The typical duration to Gateway is defined by the

[Institute for Apprenticeships and Technical Education \(IfATE\)](#) standard. This period would not normally be less than three academic years.

- 7.2 Apprenticeships must be completed within the time frame set out within the standard unless an agreement has been made between the University and the Employer in recognition of mitigating circumstances. The permission of the Funder may also be required.
- 7.3 An Apprenticeship must be at least 12 months in duration (after all relevant RPL has been considered) in order for students to be eligible for DfE funding.
- 7.4 Continuation and Award Boards will make recommendations about recalculation of durations to take account of RPL, Breaks in Learning, and evidenced mitigating circumstances. However, any extension to the maximum period of registration will take into consideration the DfE funding rules, the apprenticeship standard durations, the University academic time durations and programme specifications.
- 7.5 In all cases the Durations set out in the Apprenticeship Standard take precedent over all other time limits. However, Liverpool Hope also sets out academic time limits for Undergraduate study which will be applied within the context of the durations set out in the Apprenticeship Standard. These can be found in the Bachelors Programme Regulations. These regulations also stipulate adjustments required in relation to RPL.

8. Classification of Honours Degrees

- 8.1 A Degree will be awarded to a student who has registered for the award of a Degree Apprenticeship, and successfully completed an approved programme of study, comprising 360 credits overall, of which 120 credits must be at Year 1, 120 credits at Year 2 and a further 120 credits at Year 3.
- 8.2 Undergraduate degrees are awarded with Honours. Undergraduate Degree Apprenticeship classifications will be calculated in line with the standard Liverpool Hope scheme detailed in the Bachelors Programme Regulations. 240 credits of assessment from Years 2 and 3 are used to determine the overall weighted aggregate. Module marks from Year 2 and Year 3 are aggregated, weighted as appropriate, and expressed as a score out of 100. The result of the calculation is required to be a whole integer; therefore award marks are rounded at the end of the calculation with marks of 0.01-0.49 being rounded down and marks of 0.5-0.99 rounded up.
- 8.3 Awards are classified according to the following mark thresholds:
 - First Class Honours 70 and above
 - Second Class Honours (Upper Division) 60-69
 - Second Class Honours (Lower Division) 50-59
 - Third Class Honours 40-49
 - No other undergraduate qualifications are classified.
- 8.4 A minimum overall rounded award mark of 40% is required to pass the award. The award mark is calculated from 25% of the Year 2 aggregate and 75% of the Year 3 aggregate rounded as detailed above.
- 8.5 If the rounded award mark is within 2 points of the classification boundary the higher classification will be awarded if 60 credits at Year 3, or 120 credits across Years 2 and 3 are in the higher classification.

- 8.6 Awards for students who entered with RPL will be calculated as defined in the Bachelors Programme Regulations making pro-rata allowance for the prior learning.

9. Intermediate Exit Awards

- 9.1 Intermediate exit awards are graded in accordance with the normal grading scheme for the type of award the award is dependent upon the apprentice not being in breach of the University regulations and their employer has sufficient levy funding as per the DfE funding rules. In circumstances where there are insufficient funds in the Employers Apprenticeship Service Account, the DfE will take responsibility for the payments via the co-investment model.
- 9.2 The typical intermediate exit awards are as follows.
- FHEQ level 4 Certificate of Higher Education
Students who have successfully completed Certificate Level study to the value of 120 credits as part of an approved programme of study
 - FHEQ level 5 Diploma of Higher Education
Students who have successfully completed Diploma Level study to the value of 240 credits as part of an approved programme of study
- 9.3 The title of the intermediate exit award will normally be the same as the main award unless there are specific PSRB related requirements. The titles of intermediate awards are detailed in the Programme Specifications and listed in the Programme Specification.

10. Continuation and Completion

- 10.1 Continued engagement in active learning is a requirement for apprenticeship funding and will be monitored as detailed in the [University Engagement Policy and Procedure](#).
- 10.2 Students will be considered to have achieved the credits for a particular module if they have reached the required performance standard in academic and competency-based practical elements as appropriate. The grade achieved for each assessment will be determined/defined by the Assessment Descriptors/Marking Scales which form part of the Assessment Guidelines of the University. Students will be deemed to have completed a year of study if a weighted aggregate of 40% is attained across 120 credits of study.
- 10.3 A student will not be able to complete a year 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 40% 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 and compensation or condonement will be in line with PSRB requirements.
- iv. Apprentices are required to undertake an End Point Assessment at the final stage of their award. The EPA constitutes an independent assessment that tests the knowledge, skills and behaviours that have been gained. The EPA will only take place once the requirements of the on-programme stage of the apprenticeship are successfully met in relation to the occupational standard.
 - v. All EPA Gateway requirements must be met and evidenced appropriately between the employer and training provider before agreeing that the apprentice can progress to undertake EPA.
 - vi. The EPA requirements of an apprenticeship are set out in the Approved Assessment Plan. Approved Assessment Plans are approved and published by the [Institute for Apprenticeships and Technical Education \(IfATE\)](#).

11. Reassessment and Retake

11.1 General Matters

- 11.1.1 Students may be deemed to have forfeited their entitlement to reassessment for a particular module or assessment in certain circumstances. Specifically, the Continuation and Award Board may deny the opportunity to undertake further individual or module assessment and instead require a student to retake their Year of study. This will usually, but not exclusively, relate to failure in relation 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.
- 11.1.2 In addition to the academic matters determining the right to retake, the consent of the Employer will also be required before an Apprentice is registered to retake a module due to funding implications as set out in the Funding Rules.
- 11.1.3 Learners who have reached the maximum duration for completion of study or who have no further eligibility to retake a module will normally be required to terminate their studies.
- 11.1.4 Learners will not be eligible to retake or be reassessed in a module where all the requirements to pass the module have been met.

11.2 Reassessment/ Retake thresholds

11.2.1 Reassessment

As defined in the Liverpool Hope Assessment Regulations learners who do not reach the pass/required professional standard for any element of a module assessment will usually have the opportunity to undertake reassessment provided their initial module aggregate does not fall below 25. The nature of the reassessment and the implications of further failure must be made clear to the learner. After first assessment: all students who achieve a year aggregate between 25 and 39, or fail to continue for another reason, will normally be eligible for reassessment. Students who achieve a year aggregate less than 25 will be required to retake failed modules.

After reassessment, individual assessments outcomes will be capped at a maximum of Grade E. The Year aggregate will be calculated using all relevant individual module aggregates.

11.2.2 Retake

Following reassessment opportunities, students who still fail to meet the continuation or completion requirements will have the opportunity to retake the failed module(s) provided the Employer consents to fund this opportunity as per the Funding Rules. The retake will be with full attendance and submission of all assessment components, including any that had already been passed at a previous opportunity. A further reassessment opportunity will be permitted if appropriate.

Retakes of modules are usually not subject to academic capping in relation to assessment outcomes unless this has specifically been prescribed e.g. in the case of previous misconduct.

11.2.3 Failure after Retake

If a student fails to reach the required standard after a retake and any reassessment opportunities available to them, the Continuation and Award Board will normally require the student to withdraw from their studies. Students will be eligible for the lower award of a Certificate or Diploma of Higher Education as appropriate to the credits they have gained up to that point of failure.

The actions of the Board are governed by the Liverpool Hope Assessment Regulations and Conventions and the requirements of the Apprenticeship Standard which take precedent.

11.2.4 Transfer of Apprentices

The Continuation and Award Board may allow an apprentice to transfer to a non-apprenticeship route where appropriate. This would normally require the approval of the Employer and will entail the student moving to a different funding arrangement.

12. Withdrawal from the Degree Apprenticeships due to Termination/Redundancy of Employment

- 12.1 In the event of an Employer terminating the employment of an apprentice or making them redundant, the employer will be deemed to have initiated a withdrawal from their apprenticeship and this will be recorded on the Individualised Learner Record (ILR). The University will offer support in gaining new employment in order to enable the learner to continue with their Apprenticeship wherever possible. This requires a new Apprenticeship Agreement and Training Plan to be drawn up with the new employer and in line with the usual processes.

- 12.2 Opportunities to continue study through a non-apprenticeship programme will also be offered where appropriate and subject to a changed funding arrangement.

- 12.3 If an Apprentice is made redundant by their employer, the University may assist the apprentice in finding alternative employment. The Apprentice can also use the Find an Apprenticeship facility on the Government web site.
- 12.4 In the event of the Apprentice being made redundant the University will obtain evidence of an apprentice's notice of redundancy from their employer, clearly stating their last date in employment. The DfE funding rules will be followed and where the apprentice has completed 75% or more of their apprenticeship, or has less than 6 months training to complete they may complete their apprenticeship even if they do not find new employment providing the University has all necessary facilities to develop the knowledge, skills and behaviours required in order to pass End Point Assessment.
- 12.5 Where an apprentice is made redundant and has completed less than 75% of their apprenticeship, they are eligible to continue their programme for 12 weeks without securing new employment after which, they will need to withdraw from their programme.

13. Withdrawal at the request of the Apprentice

- 13.1 Apprentices who wish to withdraw from the University are required to notify the University and the Employer using the appropriate Withdrawal form. The official end date for the apprenticeship must be agreed with the employer and evidenced with assistance from the University.
- 13.2 Intermediate exit awards will be made as appropriate to the credits gained.

14. Posthumous and Aegrotat Awards

- 14.1 These awards will be conferred following the conventions detailed in the Universal Assessment Regulations for Bachelors Degrees.