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| Undergraduate Certificates in HE | |
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| Undergraduate Certificates in HE |

# Introduction

The following University Regulations apply to all undergraduate Certificates in Higher Education awarded by the University. Candidates for the award of a qualification of the University **must** satisfy both the University Regulations and the Regulations embodied in the published programme of study.

The following Regulations apply to all programmes leading to University of Hull awards unless the Education Committee (EC) has approved alternative Regulations for a specified Partner Institution responsible for the delivery of collaborative provision.

The Education Committee is the final arbiter of the application and/or interpretation of the Regulations.

# MODULES AND CREDITS

# Modules

* 1. For the purposes of these Regulations, a module is defined as being an assessed unit of learning.
  2. A single level is assigned to each module, indicating the academic standard of that module:

Level 3 Preliminary Certificate

Level 4 Certificate.

* 1. Modules **must** be designated by the programme as core, compulsory, optional or elective, according to their importance in enabling students to achieve the learning outcomes/competencies for the programme as a whole and, where applicable, to meet professional body requirements.

# Credit values

* 1. A credit value is assigned to each module indicating the total learning time, including assessment, which a candidate might expect to spend in achieving the learning outcomes/competencies associated with the module.
  2. Learning includes private study, revision and assessment in addition to formal teaching time.

# Valid life of credits

* 1. Modules credited to a candidate may not be used towards an award after nine years have elapsed from the end of the candidate’s enrolment for the module.
  2. For specific programmes leading to an award a lower ‘shelf life’ may be set for example to reflect the requirements of professional bodies.

# Duplication of awards

* 1. With the exception of programmes designated as Dual Awards, the same credits cannot be counted towards two separate qualifications unless one qualification is a level in the normal progression to the other qualification.

# PROGRAMME STRUCTURES

# Programme levels

* 1. For the purposes of progression each Undergraduate Certificate programme comprises a single level – the Certificate level – comprising 120 credits, including:

1. A maximum of 20 credits at level 3
2. The remaining credits at level 4.

# Pass/Fail assessment components

* 1. The use of pass/fail for individual assessment components is only applicable for those modules with PSRB requirements for assessing professional competency.
  2. Where a programme of study includes modules with pass/fail assessment components, these components/modules shall be disregarded in calculating any weighted average required under these Regulations.

*The use of pass/fail within assessment grants exemption from having to attach a numerical mark where this would be inappropriate, for example because the assessment component for the module is concerned with demonstrating competency; this is applicable only where competency is being judged against professional standards set by the relevant PSRB.*

# Publications of programmes of study

* 1. The programmes for qualifications governed by these Regulations are available in programme specifications as published by the University.
  2. The University makes every effort to ensure that the published programmes and modules are complete and up to date, but reserves the right to make changes following the approval by the relevant Faculty or University Committee. Any changes made by the University will be communicated to all students.

# ADMISSION

# Admission to an Undergraduate Certificate

* 1. To be admitted to an Undergraduate Certificate programme a candidate **must** have satisfied:

1. the University's requirement for admission as specified in the University Admissions Policy or in any applicable Progression Agreement;

and

1. such entry requirements as may be specified for the degree programme generally or in any applicable Progression Agreement.

* *Progression agreements are as approved by the University (partnerships are approved by PVC (edu) after consulting with Deans and resulting collaborative activities are approved by PVC (edu) on the advice of EPC) and published in the Collaborative Provision Register.*
* *Progression Agreements* ***must*** *specify entry requirements, especially for international students, as visa applications may depend on demonstrating adherence to requirements such as English language skills.*

# Recognition of Prior Learning

* 1. The University will accept credits for general transfer, awarded by other Universities, or awarded by this University, in recognition of prior learning (RPL).
  2. The University will also consider applications for recognition of prior experiential learning.
  3. The acceptance of applications for recognition of prior certificated or experiential learning relating to a specific programme shall be subject to the approval of the Dean of the relevant faculty in accordance with the relevant University code of practice.
  4. 9.3 shall be read subject to the requirement that a candidate shall have been awarded at least 60 credits by this University representing the final 60 credits of the award sought

# ENROLMENT FOR PROGRAMMES AND MODULES

# Programme of study requirements

* 1. Candidates shall select modules for each trimester in accordance with the instructions specified in the programme for which they are enrolled.
  2. A candidate shall not be permitted to undertake more than 120 credits other than with the express approval of the Student Cases Committee. Where such approval is granted the candidate shall be required to pass all credits attempted to proceed to the award.
  3. All University of Hull programmes are premised on the need to pass all credits undertaken except where condonement is applied.
  4. All credits achieved over and above the 120 credits are used in calculating any level weighted average.

# Module enrolment by full-time candidates

* 1. A candidate who, for valid academic reasons, wishes to vary the weighting of modules between trimesters, may apply to the Head of Academic Unit for permission to take modules weighted 50/70, 70/50 or 60/60. Permission shall only be granted where the head of academic unit is satisfied that the candidate fully understands the workload implications of the request. In deciding whether to grant permission the head of academic unit shall take account of to which level of the programme the application relates, and **must** be satisfied that the combination of modules can be taken within the timetable as published. Decisions shall be monitored by the Faculty Education and Student Experience Committee (or equivalent).

# SUSPENSION OF STUDY AND REPEAT PERIODS

# Permitted duration for the accumulation of credits

* 1. Where a candidate is permitted to extend their period of study through the grant of an extension or for a suspension of study or similar circumstances, such extension is subject to the overriding requirement that each level of the programme of study **must** be completed within a period of three years.

# Suspension of study requested by a candidate

* 1. Subject to ‎12 above, a candidate may suspend their studies by making a written application to their personal supervisor and subject to the approval of the Head of Academic Unit for periods not exceeding 12 months, and approval of the Student Cases Committee for periods of more than 12 months.
  2. A suspension of study may be permitted for personal/medical reasons and for other circumstances, for example a candidate wishing to spend a period abroad or in industry, which is not part of the programme of study they are following.
  3. Where a candidate is due to return to study in the next academic year, and does not re-enrol or request an extension to their period of suspended study, then they shall be deemed to have withdrawn. Candidates will be contacted immediately after the latest start date to confirm their intentions. Where a candidate does not respond by the stated deadline or indicates they will not be returning, then they will be awarded based on the number of credits accumulated.

# Suspension of study on grounds of risk

* 1. A candidate on any University of Hull module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to themselves or others may be required to suspend those studies even in the absence of the candidate’s consent provided the procedures defined below are followed.
  2. Where such evidence is deemed to exist, this shall be reported in writing to the Head of Student Support and Experience, and the candidate shall be required to undertake such ‘risk assessment’ as the Head of Student Support and Experience determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the candidate being required to suspend their studies.
  3. The Head of Student Support and Experience shall report their findings of the risk assessment, in writing, to the Student Cases Committee (undergraduate and taught postgraduate students) or the Research Degrees Committee (research students), and the relevant Committee shall determine whether, in the light of the assessment, suspension of study shall be required.
  4. A candidate who is required to suspend studies in accordance with this Regulation shall have the right to appeal in accordance with the University’s Code of Practice: Academic Appeals. The said Code shall be modified to the extent that a member of the University’s Health sub-committee shall be invited to submit such advice or evidence as the parties and/or those involved in determining the appeal deem useful, and attend any hearing on the same basis.
  5. The decision to require suspension of study shall be effective once made, and notified to the candidate in writing by recorded delivery to such addresses as recorded on the University Student Information System at the time, and unless and until any appeal is heard and allowed.
  6. A candidate who is required to suspend studies in accordance with this Regulation shall not be regarded as a student of the University during the period of suspension and shall not be entitled to use University facilities and services or be present on the University campuses.
  7. A candidate who is required to suspend studies in accordance with this Regulation shall not be permitted to resume their studies until they have provided evidence to Student Support and Experience agreed by them to be relevant and appropriate that they are fit to resume their studies. Where a candidate has ongoing support needs these **should** be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Student Support and Experience or with external agencies and seen by Student Support and Experience. This evidence **should** be submitted to the candidate’s Head of Academic Unit and forwarded for the chair of the Student Cases Committee or Research Degrees Committee. The chair shall determine whether the candidate is permitted to resume their studies taking such advice as they deem necessary in making the decision.
  8. Any decision to require suspension of study, the outcome of any appeal, and the decision to allow the candidate to resume their studies shall be communicated to the candidate in writing by recorded delivery within three working days of the decision being made.

# Repeating a level/year

* 1. A candidate shall not be permitted to repeat a level/year, or enrol for the programme as new other than with the approval of the Student Cases Committee.
  2. Where a repeat is permitted, all credits gained during the original attempt shall cease to count towards the programme, and the entire level/year shall be repeated. Any marks awarded during the original attempt shall not appear on the candidate’s official transcript.
  3. A candidate may apply to repeat a year due to exceptional personal/medical reasons and/or academic failure.

# Interim awards following withdrawal

* 1. Candidates may withdraw from a programme of study and be awarded any credits achieved at that point.

# ASSESSMENT

# Awarding Credit

* 1. To be awarded the credits for a module, a candidate **must** have passed the assessment requirements for that module. The credits for a particular module cannot be awarded to a candidate more than once.

# Written examinations

* 1. The default length for all formal University examinations is 2 hours. Faculty Education and Student Experience Committees have the authority to permit variations where there are professional body requirements, or where the form of assessment does not require 2 hours, (for example where the examination takes the form of a multiple choice test), or where there are other sound academic reasons.

# Non-attendance/submission

* 1. Where a candidate fails to attend an examination, or submit a piece of assessed work without receiving the approval of the Additional Consideration Committee or Student Cases Committee, a mark of zero **must** be recorded for that examination/piece of assessed work.

# Reassessment

* 1. Students shall always be given the opportunity to undertake reassessment in modules in which they have not achieved the pass mark. Reassessment shall be by:

1. resubmission of the same, amended, piece of work (where appropriate)
2. resit of an examination, or
3. submission and assessment of a new piece of work.
   1. Where a student has failed a module, they have the right to reassessment on one occasion only.
   2. Where a student has not achieved the pass mark for the module, reassessment shall be in the failed component(s) only.
   3. Where reassessment is by the submission and assessment of a new piece of work, the reassessment task shall follow the same method of assessment as the original format where possible. Where this is not possible it **must** be made explicit what form the reassessment will take.
   4. Information about reassessment methods **must** be included within the module specification and approved through University approval processes.
   5. The mark recorded for module components passed after reassessment/resubmission and used to calculate the mark for the module **must** be the relevant pass mark for the level of the module.

# Module marks

* 1. The performance of a candidate in meeting the assessment requirements of a module is determined by the Module Board of Examiners, and is indicated by a numerical mark recorded on the following University scale:

40 - 100 Pass

35 - 39 Compensatable

0 - 34 Fail.

* 1. A candidate cannot be awarded the credit for a module where the module specification stipulates that to pass the module a candidate **must** achieve a pass in one or more module components, and the candidate does not pass such components, irrespective of the overall module mark.
  2. Module marks **must** be recorded to the nearest whole number.

# ACADEMIC/PROFESSIONAL DISCIPLINE

# Academic Misconduct

* 1. Allegations of academic misconduct, shall be subject to the Regulations governing Academic Misconduct, and no penalty shall be imposed other than in accordance with the said Regulations.
  2. Academic misconduct shall be defined to exclude conduct, which may amount to either professional misconduct or professional unsuitability as defined in Regulation ‎23 below.

# Professional Standards of Conduct (Fitness to Practise)

* 1. ‘Fitness to practise’ is the ability to meet professional standards; it is about character, professional competence and health. ‘Fitness to practise’ indicates that a student is capable of safe and effective practice without supervision, or can do their job safely and effectively.
  2. For information regarding professional standards of conduct (fitness to practise), please refer to the University Regulations Governing the Investigation and Determination of Concerns about Fitness to Practise.

# PROGRESSION

# Calculation of weighted averages

* 1. In calculating the weighted average mark for a Certificate programme each individual mark shall be weighted by the credit value of the corresponding module and the average recorded to one decimal place.
  2. Where a candidate enrols for more than 120 credits for any level under Regulation ‎10.4, the weighted average mark for the level shall be taken over the marks achieved for all modules on which the candidate is enrolled.
  3. Credit which has been accepted towards the programme of study in accordance with Regulation ‎9 is disregarded for the purposes of calculating level weighted averages under this Regulation unless that credit was awarded by the University of Hull as a result of a module or modules delivered by the University or one of its partner institutions.
  4. In applying Regulations ‎27 and 28 the level average mark **must** be recorded to the nearest whole number.
* *Weighted averages are required for determining eligibility for compensation, referral and condonement.*
* *24.3 - Credit awarded other than by the University (including on programmes/modules delivered by University partner institutions) is disregarded for purposes of calculating weighted averages.*

# PROGRESSION TO THE AWARD

# Progression

* 1. A candidate who is awarded a pass in all modules in the Certificate shall proceed to the Award.

# Compensation and condonement maxima

* 1. A candidate shall not, individually or by combination, be compensated and/or condoned in more than 20 credits.
* *The maxima are designed to achieve an appropriate balance between providing a safety net in the event of modules being failed (usually after reassessment) and ensuring that sufficient credits are passed to merit the award.*
* *‘Compensation’ – allows a module to be treated as a pass and the credits to be awarded in defined circumstances; the raw mark – in the range 35-39 – is not changed – see reg. 27 below.*
* *‘Condonement’ – allows a failed module in the Honours/Masters level only to be disregarded in determining eligibility for the award – reg. ‎28 below.*

# Compensation

* 1. Any compulsory or optional module awarded a mark of 35-39, shall be passed by compensation, with no change being made to the mark awarded, provided that the weighted average of all the marks for the level is 40 or greater.
  2. A candidate may waive the right to pass a module or modules by compensation and choose instead to be reassessed. If the reassessment is subsequently failed, then the original pass by compensation shall be reinstated.
* *Note that provided the conditions in 27.1 are satisfied compensation is automatic; it is not a matter of discretion for the Programme Board (cf referral and condonement below).*
* *‘Waive the right’ – following the Programme Board the candidate* ***should*** *be advised (at least in writing) of the option and implications of either choice (bearing in mind the compensation maxima in reg. ‎26 above), and be provided with the opportunity to exercise the waiver. The decision to waive* ***must*** *be confirmed by the candidate in writing; silence would not constitute waiver.*

# Condonement

* 1. A candidate who has completed the assessments for all modules in the level and who has not achieved a pass mark in those modules may, at the discretion of the Programme Board of Examiners, be condoned in any module or modules with a mark less than 35 provided that:

1. the weighted average of all the marks for the level is 40 or greater, and
2. the total number of credits to be condoned is no greater than 20, and
3. the module (or modules) in question is not declared in the programme of study to be core and/or elective.
4. all other modules have been passed.
   1. Boards of Examiners **should** only exercise condonement in cases where outstanding programme learning outcomes/competencies will be achieved within the remaining modules.
   2. A candidate condoned under one of the above paragraphs may reject the condonement and exercise any right of re-assessment provided by Regulation 20 ‎ above.
   3. A candidate who is condoned under 28.1 above shall proceed to the Award.

* *28.1: ‘Completed the assessments’ – condonement is not permitted prior to a first attempt (e.g. where a candidate is allowed a fresh first attempt under reg. 26‎ above); in such cases the progression decision* ***should*** *be deferred until the fresh attempt has been completed. In the case of the Preliminary Certificate level continuation would not be applicable because that presumes that no modules have been failed.*
* *35.3: A candidate is normally offered condonement after first attempt obviating the need to be reassessed. However, they may prefer to undertake reassessment to avoid having a fail mark on the transcript.*

# Ineligibility to proceed

* 1. A candidate ineligible to proceed to the Award under the above Regulations shall be awarded any credits achieved.

# Aegrotat Awards

* 1. An Aegrotat award is an award without classification that may be conferred upon a candidate on the presumption that the candidate, who is unable to continue their studies, would have satisfied the standard required for the award had they been able to continue.
  2. The Student Cases Committee shall consider applications from Programme Boards for the award of an Aegrotat degree, diploma or certificate.
  3. Aegrotat awards may be made in accordance with the Regulations for the award listed below.
  4. For undergraduate and postgraduate taught students, the Aegrotat award will normally correspond to the level of study which is interrupted. Such an award is contingent on there being sufficient evidence that had the study not been interrupted, the student would have completed the level in question. In the absence of such evidence, the Aegrotat award will be the relevant exit award for the body of study completed.
  5. An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, un-graded. An Aegrotat award does not necessarily entitle the holder to registration with a professional body, or be exempt from the requirements of any professional qualification which might otherwise be associated with the programme of study concerned.
  6. Candidates pursuing programmes that may lead to a professional registration who are subsequently awarded an Aegrotat degree, diploma or certificate may not be eligible for such a registration. This would be confirmed by the Programme Board in making their recommendation to the Student Cases Committee.
  7. An Aegrotat degree shall normally be a named award except in those cases where professional body requirements dictate that a named award is not appropriate. The full degree title of an Aegrotat award shall be considered as part of the procedures for considering the award and shall be made known to the candidate prior to their acceptance of the award.
  8. The request for the award of an Aegrotat award may be made by the candidate or where a candidate is unable to prepare or submit a request, by the Programme Board. All requests shall be submitted to the Secretary to the Student Cases Committee or for Research Degrees to the Secretary to the Research Degrees Committee.
  9. The candidate shall be required to indicate that they are willing to accept an Aegrotat award. Where a candidate is unwilling to accept an Aegrotat award, they shall be permitted to complete the examination or assessment in question by the approved subsequent date.
  10. The Programme Board shall consider relevant evidence which shall include satisfactory medical certification in the case of illness or appropriate documentation in other cases and establish the facts of the candidate’s case.
  11. The Programme Board **must** be satisfied that:

1. the candidate is unlikely to be able to return to complete their study at a later date, and
2. that the candidate’s prior performance demonstrates that they would have passed but for the illness/event which occurred.
   1. All cases shall be considered, in the first instance, by the Programme Board. The Programme Board shall be charged with obtaining as much information as possible on the causes which prevented the candidate from attempting the whole or part of the assessment(s), together with evidence of the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit prescribed by the appropriate regulations.
   2. When supporting evidence is received from a medical practitioner outside the University, it is desirable that the Occupational Health Department and/or suitably qualified practitioner, as specified by the University, be asked to undertake full consultation with the practitioner concerned before any recommendation is made on behalf of a candidate.
   3. The Programme Board shall make a recommendation to the Student Cases Committee on each case. The recommendation shall include:
3. details of the academic standing of the candidate
4. details on the causes which prevented the candidate from attempting the whole or part of the assessment(s)
5. details of medical evidence or other appropriate documentation
6. recommendation from the Occupational Health Department and/or suitably qualified practitioner, as specified by the University (if appropriate)
7. evidence on the prospects of the candidate completing the assessment(s) in a subsequent year within the time-limit
8. a recommendation on the title of the Aegrotat Award if it is not considered appropriate for the award to be named
9. a signed statement from the candidate indicating that they are willing to accept an Aegrotat degree.
   1. The Student Cases Committee shall approve or not approve the award. The decision shall be conveyed to the candidate and reported to the appropriate academic unit.

# Posthumous Awards

* 1. A posthumous qualification may be awarded to a deceased student who has completed sufficient study for the award
  2. A Programme Board may recommend to the Student Cases Committee that a posthumous undergraduate or postgraduate taught award be conferred where there is sufficient evidence of the candidate’s performance to demonstrate that the candidate would have reached the standard required for the award in question. Requests for a posthumous award for a Research student **should** be made by the Faculty to the Research Degrees Committee
  3. A posthumous degree shall normally be a named award, as appropriate, except in those cases where professional body requirements dictate otherwise.
  4. If the candidate had completed all the assessment requirements for the award, the case **should** be considered by the appropriate Programme Board.
  5. Application for consideration for a posthumous award **must** be made by the candidate’s Academic unit.
  6. The application shall be considered by the Student Cases Committee with reference to the recommendation of the Programme Board
  7. The Student Cases Committee shall approve or not approve the award.
  8. If the Student Cases Committee approves the award, the candidate’s family or next of kin **must** be allowed to decide whether they would like the award to be made.

# RESULTS AND AWARDS

# Notifications of Results and Transcripts

* 1. All candidates shall be given access to their own marks after the completion of each assessment process and - provided they are not in debt to the University for payment of tuition fees - to a full transcript of all credits awarded and marks obtained on completion of their period of enrolment at the University.
  2. Note that modules attempted during a year subsequently repeated are not included on the transcript.

**Version Control**

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 1.13 | Lisa Tees | NA | Migrated to new template |
| 1.14 | Lisa Tees | 17 March 2022, Senate | * Non regulatory detail removed and included within UoH Academic Framework. * Accreditation of Prior Learning replaced with Recognition of Prior Learning to reflect sector. * Replaces Mitigating Circumstances with Requests for Extensions and Additional Consideration. * Reference to the timeframes for resubmission is removed. |
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