

### **ORDINANCE 38: Certificate/Diploma in Higher Education**

1. A Certificate or a Diploma in Higher Education may be awarded to students who have pursued an approved programme of study as prescribed in the relevant programme specification, to the satisfaction of the Examiners.
2. In order to be eligible for the award of a Certificate in Higher Education, students shall have fulfilled all the requirements as to study and assessment set out in the relevant programme specification and shall have obtained a pass in modules totalling 120 credits at FHEQ level 4.
3. In order to be eligible for the award of a Diploma in Higher Education, students shall have fulfilled all the requirements as to study and assessment set out in the relevant programme specification and shall have obtained a pass in modules totalling at least 240 credits, of which not less than 120 shall be at FHEQ level 5.
4. The normal length of a Certificate in Higher Education programme shall be one academic year of full-time study or the part-time equivalent. The Certificate in Higher Education (either named or unnamed) may also be awarded to students who have accumulated 120 credits at FHEQ level 4 from Continuing Education modules, in accordance with the relevant programme specification. Normally, only credit gained from Continuing Education modules in the previous six years may count towards the award of the Certificate.
5. The normal length of a Diploma in Higher Education programme shall be two academic years of full-time study or the part-time equivalent. The Diploma in Higher Education can either be named or unnamed.
6. Boards of Examiners shall be empowered to take account of extenuating circumstances affecting students' performance in determining the conditions relating to re-assessments, in accordance with the provisions of the Code of Practice on Assessment and the Extenuating Circumstances Policy.
7. The Certificate and the Diploma in Higher Education may also be awarded as exit awards from a Bachelor's or Integrated Master's degree in accordance with the provisions of the Model for Non-Clinical First Degrees and the General Ordinance for Non-Clinical Undergraduate Degrees, and from undergraduate clinical degrees, in accordance with the relevant Ordinances.

The Code of Practice on Assessment (including the Model for Non-Clinical First Degrees and the Extenuating Circumstances Policy) can be found at:

<https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-onassessment/>

## **SUMMARY OF AMENDMENTS MADE TO ORDINANCE 38**

1. Original amended Ordinance approved on behalf of Senate and Council September 2015.
2. Amendments approved via Chair's action on behalf of Senate and Council August/September 2022 to reflect that the Diploma in Higher Education can either be named or unnamed.
3. Minor amendment approved by the Vice-Chancellor in February 2023 to replace the term 'mitigating circumstances' with 'extenuating circumstances' in accordance with the most recent Code of Practice on Assessment terminology.