

Academic Regulations

Definitions of University Awards

Section 18



Section 18

Definitions of University Awards

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Section 18: Definition of University Awards

18.1 Purpose

The purpose of defining university awards is to state the credit requirements and any essential dependencies which must be satisfied before an award of the university may be conferred.

The minimum standard shall be comparable with any other institution of higher education in the United Kingdom.

18.2 Definition of Award

An award is that qualification, which is achieved by and conferred upon a student upon completion of a course. An award may be either a target or contained award, dependent on successful achievement of the course requirements and number of credits by a student. A student may undertake a course and successfully achieve credit but not be eligible for an award. The awards of the University are defined in this section.

Proposals for new awards are considered through procedures agreed by the Academic Board. New proposals will be considered in the context of the range of the University's awards and their relationship to each other and to the awards of other bodies.

18.3 Benchmark Definition

For each award, the University has established a benchmark definition against which the proposal for a course of study is to be judged as follows:

- a) the possession of the necessary knowledge and skills needed for admission to a course may be demonstrated by means other than the possession of qualifications;
- b) the award may be attained by a variety of modes of study other than full-time;
- c) the period of study may be shorter or longer depending upon the student's prior knowledge and skills and upon the mode of study.

Courses approved by the University must conform in terms of standard and objectives to the requirements of the University's definitions of awards (see Academic Regulations: Section 1).

18.4 Mode and Duration of Study

18.4.1 Modes of Study

For any mode of study, the following should be specified and be designed to satisfy the duration requirements of the award:

- a) the level of knowledge and skills required at the entry point
- b) the curriculum
- c) teaching arrangements
- d) time available for students' private study
- e) the length and nature of any supervised work experience
- f) assessment arrangements

18.4.2 Minimum and Maximum Periods of Study

The minimum and maximum periods within which a student must normally complete the programme shall be specified. Exceptionally decisions taken to support reasonable adjustments for disabled students in line with Academic Regulations: Section 7 Disabled Students may exceed the standard maximum period for completion of the award.

18.4.3 Normal Duration of Periods of Study

The normal duration of periods of study is as set out below:

- a) Certificate of Higher Education

The planned duration of the Certificate of Higher Education is 1 year full-time and 2 years part-time; and normally the maximum period of registration is 2 years full-time and 3 years part-time.

- b) Diploma of Higher Education

The planned duration of the Diploma of Higher Education is 2 years full-time and 4 years part-time; and normally the maximum period of registration is 5 years full-time and 7 years part-time.

c) Foundation Degree

The planned duration of the Foundation Degree is 2 years full-time and 3 years part-time; and normally the maximum period of registration is 5 years full-time and 7 years part-time.

d) Bachelor Degree

The planned duration of the Bachelor Degree is 3 years full-time and 5 years part-time; and normally the maximum period of registration is 6 years full-time and 8 years part-time.

e) Bachelor Degree with Honours

The planned duration of the Bachelor Degree with Honours is 3 years full-time and 6 years part-time; and normally the maximum period of registration is 6 years full-time and 9 years part-time.

f) Top-up Degree

The planned duration of the Top-up Degree is 1 year full-time and 2 years part-time; and normally the maximum period of registration is 2 years full-time and 3 years part-time.

g) Masters Degree

The planned duration of the Masters Degree is up to 2 years full-time and 4 years part-time; and normally the maximum period of registration is 5 years full-time and 7 years part-time.

h) Vocational Certificate, Vocational Diploma, Professional Diploma and Advanced Professional Diploma

The planned duration of the awards of Vocational Certificate, Vocational Diploma, Professional Diploma and Advanced Professional Diploma will be for delivery within one academic year; and normally the maximum period of

registration is 2 years.

18.4.4 Assessment beyond the Maximum Period of Registration

The Board of Examiners, having regard for the standard of the award, and the course objectives and regulations, may, at its discretion, allow a student to be assessed beyond the maximum period of registration.

18.4.5 Sandwich Mode

A programme of study leading to the Degree or Honours Degree in the sandwich mode shall include a placement of not less than 30 weeks of supervised work experience, in addition to the period for any related full-time award. The placement period will not exceed one calendar year's duration.

Any arrangement other than this specified period will be agreed at approval of the award and reviewed at revalidation.

18.4.6 Sandwich Mode: Completion of Supervised Work Experience

For all sandwich mode awards, students are required to perform satisfactorily and complete the period of work experience before the award can be made.

18.4.7 Sandwich Mode: Certification

If the course is designed in the sandwich mode, then this is specified on the Diploma Supplement.

18.5 Benchmark Standards

For courses of study, benchmark standards may be defined in terms of credit points and levels.

a) Pre-Higher Education Level

The University may offer awards at a pre-higher education level.

b) Undergraduate Honours Course

Normally 120 credit points each at HE Level 4, HE Level 5, or HE Level 6 equate with the first three years of a full-time undergraduate honours course.

c) **Postgraduate Level**

At postgraduate level, 180 credit points at Level 7 equate to one calendar year of full-time study.

18.6 Successful Completion of a Course of Study

Successful completion of a course of study requires the achievement of the objectives and learning outcomes of the course.

The definitions therefore specify that the course must be suitable for the fulfilment of the University's general educational aims, and require the standard of achievement required for the award to be demonstrated by the fulfilment of the objectives.

18.7 Definition of Awards at Pre-Degree Level

18.7.1 Foundation Certificate

The Foundation Certificate is awarded for a Foundation year or equivalent period of study at HE Level 0. These are specific courses as pre-entry to a named higher HE award and are not offered as discrete awards.

18.7.2 Letter of Achievement

The Letter of Achievement is awarded for the attainment of a minimum of 10 credit points at HE Level 4.

18.7.3 Vocational Certificate

The Vocational Certificate is awarded for the attainment of a minimum of 40 credit points at HE Level 4 or above studied on an award which provides the opportunity for continuous professional development.

18.7.4 Certificate

The Certificate is awarded for the attainment of a minimum of 60 credit points at HE Level 4.

18.7.5 Certificate of Higher Education

The Certificate of Higher Education is awarded for the attainment of a minimum of 120 credit points at HE Level 4.

18.7.6 Certificate in Education (CertEd)

The title of Certificate in Education (CertEd) is reserved for courses of study of teacher education. The CertEd is awarded for the attainment of a minimum of 120 credit points at HE Level 4 and includes appropriate periods of teaching practice.

18.7.7 Vocational Diploma

The Vocational Diploma is awarded for the attainment of a minimum of 40 credit points at HE Level 5 or above studied on an award which provides the opportunity for continuous professional development.

18.7.8 Diploma

The Diploma is awarded for the attainment of a minimum of 120 credit points at HE Level 4 and 60 credit points at HE Level 5.

18.7.9 Diploma of Higher Education

The Diploma of Higher Education is awarded for the attainment of a minimum of 120 credit points at HE Level 4 and 120 credit points at HE Level 5.

18.7.10 Advanced Diploma

The Advanced Diploma is awarded for the attainment of a minimum of 60 credit points at HE Level 6.

18.7.11 Professional Diploma

The Professional Diploma is awarded for the attainment of a minimum of 40 credit points at HE Level 6 or above studied on an award which provides the opportunity for continuous professional development.

18.8 Definitions of First Degrees

18.8.1 Foundation Degree

The Foundation Degree is awarded for the attainment of a minimum of 120 credit points at HE Level 4 and 120 credit points at HE Level 5.

Candidates must have demonstrated the achievement of work related learning and core skills.

18.8.2 Bachelor Degree

The Bachelor Degree is awarded for the attainment of a minimum of 120 credit points at HE Level 4, 120 credit points at HE Level 5 and 60 credit points at HE Level 6.

18.8.3 Bachelor Degree with Honours

The Bachelor Degree with Honours is awarded for the attainment of a minimum of 120 credit points at HE Level 4, 120 credit points at HE Level 5 and 120 credit points at HE Level 6.

Candidates must have demonstrated the capacity for sustained independent and high quality work.

18.8.4 First Degree Courses

First degree courses lead to either:

- the title of Bachelor of Arts or Bachelor of Science;
- or
- a more closely defined award restricted to certain subjects and types of course.

18.8.5 Title of First Degrees

Courses of study for first degrees have a title which demonstrates more clearly the subject or field studied. Such titles are incorporated into degree certificates and may be used in designated letters by those who receive such awards.

18.8.6 Combined Subject Awards

Combined Subject Awards may be made.

Titles of Combined Subject Awards

The titles of Combined Subject Awards will normally be guided by the following conventions:

a) Use of “and” in the title

Where two curriculum areas are combined in the title of the degree, the two areas shall be linked by the word “and” where:

candidates have attained at least 50% of the total credit points required for the completion of both HE Level 5 and HE Level 6 in each of the two curriculum areas identified in the title of the award.

b) Use of “with” in the title

In cases where the approved course of study does not meet the above requirements, the title of the award will specify the first curriculum area “with” the second as subsidiary curriculum area where:

- candidates have attained at least 25% of the total credit points for the completion of both HE Level 5 and HE Level 6 in a subsidiary curriculum area.

18.8.7 Bachelor of Education (BEd)

The title of Bachelor of Education (BEd) is reserved for courses of teacher education. The BEd may be at honours level or unclassified.

Initial or pre-service courses include appropriate periods of teaching practice.

18.8.8 In-service Bachelor of Education

The in-service Bachelor of Education degree is for qualified teachers holding a Certificate in Education or equivalent qualification.

The degree is awarded for the attainment of a minimum of 120 credit points at HE Level 5 and 60 credit points at HE Level 6.

The degree with honours is awarded for the attainment of a minimum of 180 credit points at HE Levels 5 and 6, of which at least 120 should be at HE Level 6.

18.8.9 Bachelor of Engineering (BEng)

The title of Bachelor of Engineering (BEng) is reserved for Bachelor courses of study which provide a technologically broad education with an emphasis on engineering applications.

18.8.10 Bachelor of Technology (BTech)

The title of Bachelor of Technology (BTech) is reserved for Bachelor courses of study specialised in Civil Engineering.

18.8.11 Bachelor of Laws (LLB)

The title of Bachelor of Laws (LLB) is reserved for Bachelor courses of study specialised in Law.

If Law is combined with another subject then the title shall be Bachelor of Arts or Bachelor of Science as appropriate.

18.9 Definition of Post-Experience Awards

18.9.1 Post-Experience Awards

Post-experience awards are reserved for courses of study related to specific professional areas and designed to build upon professional qualifications and professional experience.

18.9.2 Certificate in Professional Studies

The Certificate in Professional Studies is awarded for the attainment of a minimum of 40 credit points at HE Level 5 or HE Level 6.

18.9.3 Diploma in Professional Studies

The Diploma in Professional Studies is awarded for the attainment of a minimum of 120 credit points at HE Level 5 or HE Level 6.

18.9.4 Professional Graduate Certificate in Education (PGCE)

The Professional Graduate Certificate in Education (PGCE) is an award for a graduate who has successfully completed the study of the theory and practice of teaching at HE Level 6.

18.10 Definition of Postgraduate Awards

18.10.1 Advanced Professional Diploma

The Advanced Professional Diploma is awarded for the attainment of a minimum of 40 credit points at HE Level 7 or above studied on an award which provides the opportunity for continuous professional development.

18.10.2 Postgraduate Certificate (PGCert)

The Postgraduate Certificate (PGCert) is awarded for the attainment of a minimum of 60 credit points at Level 7.

The course can be designed to re-orientate students from one area of a subject discipline to another related area and will use the skills and competencies attained in the first degree studied.

18.10.3 Certificate in Management (CM)

The Certificate in Management (CM) is awarded for the attainment of a minimum of 60 credit points at Level 7. It is a post-experience, postgraduate certificate and the standard is that expected of a person who has demonstrated competence in the appropriate aspects of management.

18.10.4 Postgraduate Diploma (PGDip)

The Postgraduate Diploma (PGDip) is awarded for the attainment of a minimum of 120 credit points at Level 7.

18.10.5 Diploma in Management Studies (DMS)

The Diploma in Management Studies (DMS) is awarded for the attainment of a minimum of 120 credit points at Level 7.

This is a post-experience, postgraduate diploma award designed to meet the needs of those who have at least two years' management experience and wish to achieve a range of general management knowledge, skills and competencies.

18.10.6 Graduate Certificate

The Graduate Certificate is awarded for the attainment of a minimum of 60 credit points, 40 of which at HE Level 6 and 20 at HE Level 4 or 5 or above.

18.10.7 Graduate Diploma

The Graduate Diploma is awarded for the attainment of a minimum of 120 credit points, 80 of which at HE Level 6 and 40 at HE Level 4 or 5 or above.

18.10.8 Postgraduate Certificate in Education (PGCE)

The Postgraduate Certificate in Education (PGCE) is an award for a graduate who has successfully completed the study of the theory and practice of teaching at HE Level 7

18.11 Definition of Integrated Masters Awards

18.11.1 Integrated Masters Awards

An Integrated Masters is awarded for the attainment of 480 credit points; 120 credits at level 4, 120 credits at level 5, 120 credits at level 6 and 120 credits at level 7

18.12 Definition of Taught Masters Awards

18.12.1 Taught Masters Awards

Taught Masters degrees are awarded for the attainment of a minimum of 180 credit points, of which a minimum of 160 credit points are at Level 7.

They are at a level which demands more advanced and intensive study than a first degree, and include a compulsory element of advanced independent work.

18.12.2 Titles of Taught Masters Degrees (MA or MSc)

Courses leading to awards of MA or MSc shall be given a title which indicates clearly the subject(s) studied.

18.12.3 Master of Business Administration (MBA)

The title of Master of Business Administration (MBA) is reserved for courses of study which focus on the general principles and function of management and the development of management skills.

Students entering MBA courses shall have appropriate practical experience.

18.12.4 Titles of MBA Degrees

Courses leading to the MBA may be given a title which indicates clearly the management context studied.

18.12.5 Master of Education (MEd)

The title of Master of Education (MEd) is reserved for courses of study focused on education and professional practice in teaching.

All students must have appropriate professional experience.

18.12.6 Master of Fine Art (MFA)

The title of Master of Fine Art is comprised of 300 credit points, of which a minimum of 240 credit points are at level 7.

18.12.7 Master of Laws (LLM)

The title of Master of Laws (LLM) is reserved for courses of study in which the focus is on the principles and/or application of Law.

18.12.8 Master of Engineering (MEng)

The title of Master of Engineering (MEng) is reserved for courses of study in Engineering or its application.

The standard of the award is that expected of a student with a Bachelor Degree with Honours in Engineering or equivalent who has followed an additional course, normally

of one year's full-time study or equivalent, which is at a level more demanding than that required for the award of BEng (Honours).

18.12.9 Master of Architecture (MArch)

The title of Master of Architecture (MArch) is reserved for courses of study in Architecture incorporating Part 2 of the Royal Institute of British Architects (RIBA) professional qualification as prescribed by the Architects Registration Board (ARB). The award is comprised of 240 credit points at level 7.

18.13 Definition of Research Awards

18.13.1 Masters by Research

The standard of a Masters by Research is that expected of an honours graduate who has satisfactorily completed an approved period of research training, has investigated a topic using appropriate research methodology, and has presented a satisfactory thesis.

Where the course involves Level 7 credit, any award will conform to the standard requirements for a Taught Masters award.

18.13.2 Title of Master of Research Awards

The title Master of Research (MRes) is used for all subject areas.

18.13.3 Application of Titles of Masters by Research Awards

a) Master of Arts

The title Master of Arts (MA) is used in art, design, the arts and humanities and areas of social and business studies.

b) Master of Science (MSc)

The title Master of Science (MSc) is used where studies are substantially based on science or mathematics, or their applications.

18.13.4 Masters by Research: Certificate of Award

The specification of the award of Master of Research is shown on the Certificate of Award.

18.13.5 Masters by Research: Use of Designatory Letters

Award holders may use the designatory letters with or without the mode of attaining the award.

18.13.6 Master of Philosophy (MPhil)

The standard of the Master of Philosophy (MPhil) is that expected of a good honours graduate who has satisfactorily completed an approved period of research training and has investigated and evaluated, or critically studied, an appropriate topic, demonstrating an understanding of research methods appropriate to the chosen field, and has presented a satisfactory thesis.

18.13.7 Doctor of Philosophy (PhD)

The standard of a Doctor of Philosophy (PhD) is that expected of a good honours graduate who has satisfactorily completed an approved course of research training. The student shall have investigated or critically studied an approved and appropriate topic resulting in a significant contribution to knowledge, and presented a satisfactory thesis.

18.13.8 European Doctorate (PhD)

Part of the thesis results from work undertaken in another European country.

18.13.9 Doctor of Philosophy (PhD): Published Works

The award of a Doctor of Philosophy (PhD) may also be made on the basis of published works. The work presented, supported by a synoptic review, is required to demonstrate a systematic approach showing independent, critical and original powers with a distinct contribution to knowledge.

18.13.10 Professional Research Doctorate (EdD, DEng, DBA, DCA, DProf)

The standard of a Professional Research Doctorate is that expected of a good honours graduate who has satisfactorily completed an approved course of research training and contextual study.

The candidate will have investigated or critically studied an approved topic or topics which result in a significant contribution to practice and has presented a satisfactory portfolio of research including two or more substantial research outputs.

18.13.11 Doctor of Education (EdD)

The title of Doctor of Education (EdD) is reserved for courses of research focused on education and professional practice in education.

Normally all candidates must have appropriate professional experience.

18.13.12 Doctor of Engineering (DEng)

The title of Doctor of Engineering (DEng) is reserved for courses of research focused on engineering and related subjects and professional practice in engineering.

Normally all candidates must have appropriate professional experience.

18.13.13 Doctor of Business Administration (DBA)

The title of Doctor of Business Administration (DBA) is reserved for courses of research focused on Business Administration and related subjects and professional practice

Normally all students must have appropriate and subject relevant professional experience.

18.13.14 Doctor of Creative Arts (DCA)

The title of Doctor of Creative Arts (DCA) is reserved for programmes of research focussed on research in creative arts.

Normally, all candidates must have appropriate creative arts experience.

18.13.15 Professional Doctorate (DProf)

The title of Professional Doctorate is reserved for those areas not covered by a named award.

Normally, all candidates must have appropriate professional experience.

18.13.16 Higher Doctorates

The standard of the award of Higher Doctorates is that expected of an applicant who is a holder of at least seven years' standing of a first degree, or a holder of at least four years' standing of a higher degree, who is a leading authority in the field of study concerned and has made an original and significant contribution to the advancement or application of knowledge in that field.

18.14 Table of Credit requirements and minimum credit outcomes

	Title of Certificate or Award	Overall Credits	Minimum required at Highest Level	Other credit and level requirements	QAA FHEQ level
1	Letter of Achievement		10 @ L4		4
2	Vocational Certificate	40	40 @ L4	Award must provide opportunity for continuous professional development	4
3	Certificate (Cert)	60	60 @ L4		4
4	Certificate of Higher Education (Cert HE)	120	120 @ L4		4
5	Certificate in Education (CertEd)	120	120 @ L4	Appropriate periods of teaching practice	4
6	Vocational Diploma	40	40 @ L5	Award must provide opportunity for continuous professional development	5
7	Diploma (Dip)	180	60 @ L5	Remaining 120 @ L4 or higher	5

8	Diploma of Higher Education (DipHE)	240	120 @ L5	Remaining 120 @ L4 or higher	5
9	Professional Diploma	40	40 @ L6	Award must provide opportunity for continuous professional development	6
10	Advanced Diploma	60	60 @ L6	Award must provide opportunity for continuous professional development	6
11	Foundation Degree (FdA or FdSc)	240	120 @ L5	Remaining 120 @ L4 or higher Candidates must demonstrate achievement of work related learning and core skills.	5
12	Bachelor Degree (Ordinary Degree BA or BSc)	300	60 @ L6	Minimum of 120 @ L5 and remaining 120 at L4 or higher	6
13	Bachelor Degree with Honours (BA (Hons) or BSc (Hons))	360	120 @ L6	Minimum of 120 @ L5 and remaining 120 at L4 or higher	6
14	Professional Graduate Certificate in Education (PGCE)	120	60 @ L6	Remaining 60 @ L5 or higher and meets requirements for Qualified Teacher Status (QTS)	6
15	Postgraduate Certificate in Education (PGCE)	120	60 @ L7	Remaining 60 at L6 or higher and meets	7

				requirements for Qualified Teacher Status (QTS)	
16	Postgraduate Certificate in Education (PGCE) Schools Direct	60	60 @ L7	Meets requirements for Qualified Teacher Status	7
17	Certificate in Professional Studies	40	40 @ L5 or L6		5 or 6
18	Diploma in Professional Studies	120	120 @ L5 or L6		5 or 6
19	Advanced Professional Diploma	40	40 @ L7	Award must provide opportunity for continuous professional development	7
20	Postgraduate Certificate (PGCert)	60	60 @ L7		7
21	Certificate in Management (CM)	60	60 @ L7		7
22	Postgraduate Diploma (PGDip)	120	120 @ L7		7
23	Diploma in Management Studies (DMS)	120	120 @ L7		7
24	Graduate Certificate	60	40 @ L6 and remaining 20 @ L4 or L5 or above		6
25	Graduate Diploma	120	80 @ L6 and remaining 40 @ L4 or L5 or above		6

26	Integrated Masters (first degree e.g. MEng, MOst)	480	120 @ L7	Remaining 360 meets requirements of an honours degree	7
27	Masters Degree (MA, MSc, MBA)	180	160 @ L7	Remaining 20 credits @ L6 or above. Award must include a compulsory element of advanced independent work.	7
28	Master of Architecture (MArch)	240	200 @ L7	Remaining 40 credits @L6. Award is reserved for study in architecture incorporating part 2 of the RIBA professional qualification in accordance with the Architects Registration Board (ARB).	7
29	Master of Fine Art	300	240 @ L7	Remaining 60 @ L6	7

18.15 Certificate of Award and University Transcript

18.15.1 Certificate of Award

The Certificate of Award conferred by the University records:

- the name of the University, together with, if appropriate, the name of any other institution sharing responsibility for the student's programme of study
- the student's full name as given on the final recommendations of the award
- the award and date of conferment
- the title of the course of study, if any, as approved by the University for the purposes of the Certificate of Award

18.15.2 Signatories of the Certificate of Award

The certificate shall bear the signature of the Vice-Chancellor of the University and/or the Chair of the Board of Governors.

18.15.3 University Transcript

A University Transcript may be issued on request to a student who has successfully completed any modules approved by the University as suitable to form part of an approved programme of study leading to an award.

18.15.4 Contents of University Transcript

The University Transcript, or Certificate of Credit, records:

- the full name of the student
- the dates of the student's enrolment with the University
- the modules successfully completed, with details of their level and credit rating, grade achieved (where appropriate) and date of completion
- details of any periods of supervised work experience or placement, with grades where appropriate and dates.
- the name of the University, together with, if appropriate, the name of any other institution sharing responsibility for the student's programme of study

18.15.5 Signatory of the University Transcript

The transcript shall bear the signature of the Vice-Chancellor or nominee.

a) The Course of Study

A student may only be a candidate for an award of the University if he or she has followed an approved course of study designed to lead to that award and has satisfied the Board of Examiners for the course.

b) Distinction, Merit and Classification

The Board of Examiners may recommend that an award be conferred with merit or distinction with an honours classification where scheme or course regulations make

such provision and where the student has satisfied the requirements of the regulations for such an award.

c) Candidates Proceeding to a Further Award

Where scheme or course regulations make such provision, the Board of Examiners may recommend that an award be conferred upon a student who has satisfied the requirements for that award, whether or not the candidate is proceeding directly to a programme of study leading to a further award.