

SCHEDULE OF AWARDS¹

SUMMARY OF SUBSTANTIVE CHANGES

General changes	
None	
Section	Changes to individual sections
3.4	addition of CSedD and DPH
4.3	addition of MArch
7	addition of MReg Sci

(Amendments to version 10.0, UPR AS11 are shown in underlined italics.)

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 - Hon DArt Doctor of Arts
 - Hon DLitt Doctor of Letters
 - Hon LL D Doctor of Laws
 - Hon DEd Doctor of Education
 - Hon DSc Doctor of Science

Note 1 for partner organisations (UK and overseas)

- ¹ This UPR applies in full to all arrangements.

- 3.2 **Higher Doctorates (by research)**
DMus Doctor of Music
DLitt Doctor of Letters
LL D Doctor of Laws
DSc Doctor of Science
- 3.3 **Initial Doctorate (Doctor of Philosophy)**
PhD Doctor of Philosophy
- 3.4 **Initial Doctorate (professional doctorate)**
DBA Doctor of Business Administration
DClinPsy Doctor of Clinical Psychology
CSecD Doctorate in Cyber Security
DDes Doctor of Design
EdD Doctor of Education
EngD Doctor of Engineering
DFA Doctor of Fine Art
DHRes Doctor of Health Research
DHeritage Doctor of Heritage
DMan Doctor of Management
MD Doctorate in Medicine
DPH Doctorate in Public Health
DPM Doctor of Project Management
DPsych Doctor of Psychotherapy
- 4 **MASTER'S DEGREES**
- 4.1 **Master's degrees (Honorary)**
Hon MA Master of Arts
Hon MLitt Master of Letters
Hon MEd Master of Education
Hon LL M Master of Laws
Hon MSc Master of Science
- 4.2 **Master's degrees (by research)**
MPhil Master of Philosophy
MA Master of Arts
MEd Master of Education
MSc Master of Science
MRes Master of Research
- 4.3 **Master's degrees (taught)**
MA Master of Arts
MArch Master of Architecture
MBA Master of Business Administration
MEd Master of Education
LLM Master of Laws
MHMEd Master of Health and Medical Education
MMid Master of Midwifery
MPH Master of Public Health
MSc Master of Science
MTL Masters in Teaching and Learning
- 5 **OTHER POSTGRADUATE AWARDS**
- PgDip Postgraduate Diploma
PGCE Postgraduate Certificate in Education
DMS Diploma in Management Studies
PgCert Postgraduate Certificate
CMS Postgraduate Certificate in Management Studies

6 POST- EXPERIENCE AND GRADUATE AWARDS

ProfGradCE	Professional Graduate Certificate in Education
GradDip	Graduate Diploma
GradCert	Graduate Certificate
PCSP	Practice Certificate in Supplementary Prescribing
PCIP	Practice Certificate in Independent Prescribing
CertPD	Certificate in Professional Development
DipPD	Diploma in Professional Development

7 INTEGRATED MASTER'S DEGREES

MEng	Master of Engineering
MPhys	Master of Physics
MPharm	Master of Pharmacy
MOptom	Master of Optometry
<u>MRegSci</u>	<u>Master of Regulatory Science</u>

8 BACHELOR'S DEGREES

BEdE	Extended Bachelor of Education
BA	Bachelor of Arts
BEd	Bachelor of Education
BEng	Bachelor of Engineering
LL B	Bachelor of Laws
BSc	Bachelor of Science

9 FOUNDATION DEGREES

FdA	Foundation Degree (Arts)
FdSc	Foundation Degree (Science)

10 OTHER UNDERGRADUATE AWARDS

EnhD	Enhanced Diploma
EDM	Enhanced Diploma of Midwifery
DipHE	Diploma of Higher Education
Dip	University Diploma
CertEd	Certificate in Education
CertHE	Certificate of Higher Education
EnhCert	Enhanced University Certificate
Cert	University Certificate
FCert	Foundation Certificate

11 BTEC/EDEXCEL AWARDS

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HNC	Higher National Certificate
NVQ	National Vocational Qualification

12 SPECIAL AWARDS

AUH	Associate of the University of Hertfordshire
DWE	Diploma in Work Experience

- 13 **GENERIC LEARNING OUTCOMES FOR UNNAMED UNIVERSITY OF HERTFORDSHIRE INTERIM AWARDS**
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1 INTRODUCTION

This document lists the awards approved by the Academic Board of the University².

1.2 Terminology

This document uses the terminology set out in UPR GV08³.

1.3 Scope

Certificate holders, diplomates and graduates should note that they are subject, as appropriate, to the provisions of this document.

2 REGULATIONS FOR AWARDS OF THE UNIVERSITY OF HERTFORDSHIRE

2.1 Standards of University awards

- 2.1.1 The standards of University awards are defined in terms of the usual pattern of full-time study, normally considered to be represented by a rate of study which would permit the accumulation of **120** credit points within one two (2) Semester academic year by a student who has the appropriate knowledge and skills to enter a programme of the minimum length (see also UPR AS14⁴, section A4).
- 2.1.2 Successful completion of a programme requires the achievement of the specified learning outcomes set out in the Programme Specification.
- 2.1.3 The full range of University awards is available, in principle, throughout the United Kingdom and elsewhere. For example, the University may collaborate with other institutions or organisations in the delivery of its own programmes or in formally validating or credit-rating the modules and programmes of another institution as being of an appropriate quality and standard to be eligible for an award (or credit towards an award) of the University.
- 2.1.4 Credit points specified for each award define the normal (minimum) number and level of specific credit gained by following an approved programme required for the award. Any proposal to deviate from this must be approved by the University's Academic Development Committee.
- 2.1.5 For any award, credit at a higher level can count in place of credit at a lower level.
- 2.1.6 A degree programme may count up to **30** credit points of Level 5 modules to meet the Level 6 credit requirement, where appropriate, (for example, in multi-disciplinary study) and specified in the Programme Specification.

² **Academic Board minutes** 724.5; 728.1.1; 731; 861.2; 943.3; 40.3, 10 March 04; 139.3, 9 March 05; 188.2, 15 June 05; 227.1, 9 November 05; 241.2.4, 1 March 06; 318 345.1, 8 November 06; 346.2.5, 7 March 07; 400.3, 13 June 07; 455.4, 12 March 08; 490, 11 June 08; 560.4, 11 March 09 and 585.2.4, 10 June 09; 680.5, 9 June 10; 9.3, 16 March 11; 52.1, 15 June 11; 123.4, 14 March 2012; 271, 13 March 2013; 282.3, 19 June 2013; 359, 12 March 2014; 402, 11 June 2014; 480, 11 March 2015; 512, 24 June 2015, 621, 22 June 2016, 693.2 15 March 2017, 797 14 March 2018, 819 27 June 2018, refer.

³ UPR GV08 'Glossary of Approved University Terminology'

⁴ UPR AS14 'Structure and Assessment Regulations – Undergraduate and Taught Postgraduate Programmes'

2.1.7 Unless specifically stated in the Programme Specification, where students attempt additional modules which are not part of a validated programme of study, they do not contribute towards the credit requirements for the award.

2.1.8 Individual study programmes may be approved which include or require more than the normal minima for the award.

2.1.9 Levels of study are further defined in UPR AS14⁴, section A2.8.

2.2 **Accredited Prior Certificated Learning (APCL) and Accredited Prior Experiential Learning (APEL)**

2.2.1 Accredited Prior Learning (APL) is learning, appropriately evidenced, that has been achieved outside the formal education system offered by the University. The Quality Assurance Agency describes the Recognition (i.e. Accreditation) of Prior Learning as 'Assessing previous learning that has occurred in any of a range of contexts including school, college and university, and/or through life and work experiences. Once recognised through this process, prior learning can be used to gain credit or exemption for qualifications and/or personal and career development'. This recognition may give the learning a credit-value in a credit-based structure and allow it to be counted towards the completion of a programme of study and the award(s) or qualifications associated with it.

2.2.2 The following definitions have been approved by the Academic Board:

i **'Accredited Prior Certificated Learning' (APCL):**

'learning which has been recognised previously by an education provider, evidenced by formal certification, and assessed and recognised for the award of credit by the University.'

ii **'Accredited Prior Experiential Learning' (APEL):**

'learning which has been achieved through experiences outside the formal education and training systems, normally associated with a working environment, which has been assessed and recognised for the award of credit by the University.'

2.2.3 There are limits imposed on the amount of APCL and APEL that can be approved as part of credit requirements for credit-rated awards, which are identified in the tables in sections 4 to 12 of this document. The combined limit is typically **75%** of the total credit requirement for the award, subject to a minimum of **30** credits to be subsequently studied at and awarded by the University. The effect on the classification of students with significant amounts of APL is described in sections *D6.2.7* and *D7.2.7*, UPR AS14⁴.

2.2.4 University guidelines on APL may be obtained from the *Centre for Academic Quality Assurance* website.

2.3 **Joint Honours and Combined Honours awards**

2.3.1 **Joint/Joint combinations**

Where a Joint Honours award is offered, and both fields are studied as a Joint/Joint combination, the award title should be:

<Field X and Field Y> (with fields presented in alphabetical order)

The award should be:

- i A BA if both Field X and Field Y would be offered as BA;

- ii A BSc if both Field X and Field Y would be offered as BSc;
- iii A BSc if one field would be offered as BA and the other a BSc.

2.3.2 Major/Minor combinations

Where a Joint Honours award is offered, and the fields are studied in a Major/ Minor combination, the award title should be:

<Field X with Field Y> (with the major field presented first).

The award (BA or BSc) is based upon the award that would be offered by the major field.

2.3.3 Joint/Minor/Minor combinations

Where a Combined Honours award is offered, and the fields are studied in a Joint/Minor/ Minor combination, the award title should be:

<Field X with Field Y and Field Z> (with the joint field presented first)

The award (BA or BSc) is based upon the award that would be offered by the joint field.

2.3.4 Use of 'and', 'with' and the ampersand ('&')

- i Individual fields should avoid use of the word 'with', to avoid awards with major/minor combinations having to include this word twice.
- ii Wherever possible, individual fields should avoid use of the word 'and', to minimise awards with joint/joint combinations having to include this word twice. Where 'and' is used in a field, the ampersand symbol (&) should be used instead, to avoid repetition (this is the only situation where the ampersand symbol may be used). The award title should therefore be:

<Field X and Field Yi & Yii> (where Yi and Yii are the two components of a field)

or

<Field X with Field Y and Field Zi & Zii> (for Joint/Minor/Minor combinations, where Zi and Zii are the two components of a field)

2.4 Sandwich awards

A sandwich award requires the successful completion of at least **36** weeks full-time equivalent placement activity from a maximum of two separate placements, neither of which should be normally less than **12** weeks in duration, in order for the award to be made. The sandwich award title should be:

<Award title (Sandwich)>

2.5 Study abroad

2.5.1 Award titles

Successful completion of a period of study abroad should lead to the award of one of two titles:

<Award title with a Year Abroad> (where at least two (2) Semesters of study have been completed and at least **90** credit points have been accumulated. One (1) Semester could be

a Semester of placement activity abroad (typically, at least **12** weeks), in which case at least **45** credit points shall have been accumulated)

or

<**Award title with Study Abroad**> (where at least one (1) Semester of study has been completed and at least **45** credit points have been accumulated).

2.5.2 **Language of delivery and assessment**

Where a period of study abroad replaces one (1) or two (2) Semesters of Level 5 studies on a student's programme at the University of Hertfordshire, the language of delivery and assessment for that period of study abroad must be English.

2.6 **Dual awards**

The University may enter into collaborative arrangements with other organisations which lead to the possibility of students receiving an award from each institution. The arrangements for each award must be clearly stated in the Memorandum of Agreement and it is expected that each institution will issue its own award documents. Memoranda are produced to an approved template by Academic Services.

2.7 **Joint awards**

2.7.1 The University may enter into collaborative arrangements with other organisations which lead to the possibility of students receiving one joint award from the institutions concerned. The arrangements for the joint award must be clearly stated in the Memorandum of Agreement. Memoranda are produced to an approved template by Academic Services.

2.7.2 Joint Awards are regarded by the Academic Board as having the same standing as other awards of the University and will, therefore, require the approval of the Academic Board.

2.8 **Professional Development Studies awards**

Professional Development Studies awards are available to those who have accumulated credit which may not be fully coherent with nor align with an existing named award. The procedures for approving these awards are described in the University's Flexible Credit Framework which can be accessed via the staff section of the StudyNet website and is published at:

[http://www.studynet2.herts.ac.uk/ptl/common/ago.nsf/Teaching+Documents?Openview&count=9999&restricttcategory=Guidance+and+Strategy/Flexible+Credit+Framework+\(APL+and+Short+Courses\)](http://www.studynet2.herts.ac.uk/ptl/common/ago.nsf/Teaching+Documents?Openview&count=9999&restricttcategory=Guidance+and+Strategy/Flexible+Credit+Framework+(APL+and+Short+Courses))

2.9 **The award to which a programme leads**

The award to which a programme leads must be among the existing awards of the University approved from time-to-time by the Academic Board and specified in this document (UPR AS11) and programmes must conform to the requirements for the awards set out in the relevant sections of this document. The Academic Board will, however, consider proposals for the establishment of new awards (section 2.10, refers).

2.10 **Approval of new awards**

2.10.1 The Academic Board will take advice from its committees before approving any new award. Where the proposed award is linked to a specific subject area, advice from the relevant Dean of School will be sought.

- 2.10.2 The Academic Board will consider proposals in the context of the whole range of the University's awards and their relationship to each other and to the awards of other bodies. In particular, the Academic Board will consider:
- i the characteristics and level of the proposed award that would both distinguish it from existing awards and relate it to them;
 - ii the suitability of existing awards for the proposed programme(s) of study;
 - iii the likely demand for, and recognition of, the proposed award by institutions, students and employers.
- 2.10.3 In the case of a group of new award titles (or the addition of a new award title to an existing group) with a high proportion of common modules, there should be an adequate differentiation between award titles. Typically, this should entail:
- i for awards of **480** credits and above:
at least **60** credits of differentiation, at least **30** credits of which must be at the level of the award;
 - ii for awards of **300** to **465** credits:
at least **45** credits of differentiation, at least **30** credits of which must be at the level of the award;
 - iii for awards of **135** to **285** credits:
at least **30** credits of differentiation at the level of the award.
 - iv for awards up to **120** credits:
at least **15** credits of differentiation at the level of the award.
- 2.10.4 When the Academic Board approves a new award it will establish a definition for the award.

2.11 **Documentary evidence of study**

Documentary evidence of study may be made available by the University in a variety of forms, for the convenience of students. Such documents are not in themselves **awards** of the University, though they may accompany awards.

They may be variously termed:

Certificates (or records) of attendance,
Certificates (or records) of credit,
Certificates (or records) of achievement,
Transcripts (or lists) of modules taken, with the results of any assessments.

2.12 **Conditions of awards**

An award of the University (other than an Honorary award) will be conferred only when all of the following conditions are satisfied:

- i The candidate was a registered student of the University or of another institution with which the University had entered into an agreement, at the time of assessment for the award.

- ii All appropriate fees have been paid to the University by, or on behalf of, the candidate and the candidate is not otherwise in debt to the University or, where applicable, another institution with which the candidate was registered.
- iii Where the programme has included a project or investigation involving one or more human subjects, the candidate has observed the University's requirements concerning the ethical aspects of the conduct of such projects or investigations.
- iv The University has in its possession appropriate confirmation that the candidate has completed an approved programme (including programmes of research) leading to the award which is to be recommended.
- v The award has been recommended by a Board (or, in the case of some research awards, a team) of Examiners, convened, constituted and acting under regulations approved by, or on behalf of, the University's Academic Board and including such external examiners as are required by the University's regulations to be associated with all recommendations for award.
- vi The recommendation for award has been approved in accordance with the requirements of UPR AS12⁵/UPR AS13⁶ (as appropriate) **or**, in the case of research degrees, signed, countersigned and ratified as prescribed in the University's regulations for the award of research degrees, published separately.

2.13 Withholding of awards

- 2.13.1 The University of Hertfordshire reserves the right to withhold an award. The grounds for such action might include, for example, the subsequent discovery by a Board of Examiners that a student has cheated in an assessment; the discovery that a student has fraudulently gained entry to a programme; circumstances where the award would give the holder an unwarranted "right to practise" or would confer on the holder unwarranted professional status or unwarranted respectability or where the possession of the University's award might bring the institution into disrepute or where the conduct of the student is such that it would devalue the nature of the award or otherwise discredit the University.
- 2.13.2 The process whereby the Academic Board will determine whether an award is to be withheld is set out in UPR AS21⁷.

2.14 Withdrawal of awards from certificate holders, diplomates and graduates

- 2.14.1 The University of Hertfordshire reserves the right to withdraw an award from any of its certificate holders, diplomates or graduates. The grounds for such action might include, for example, the subsequent discovery by a Board of Examiners that a student has cheated in an assessment; the discovery that a student has fraudulently gained entry to a programme; circumstances where the award would give the holder an unwarranted 'right to practise' or would confer on the holder unwarranted professional status or unwarranted respectability or where the possession of the University's award might bring the institution into disrepute or where the conduct of the certificate holder, diplomate or graduate is such that it would devalue the nature of the award or otherwise discredit the University.
- 2.14.2 The process whereby the Academic Board will determine whether an award is to be withdrawn is set out in UPR AS21⁷.

⁵ UPR AS12 'Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (University-delivered provision)'

⁶ UPR AS13 Assessments and Examinations (Undergraduate and Taught Postgraduate) and Conferments (Partner Organisation-delivered provision)

⁷ UPR AS21 'Withholding or Withdrawal of an Award of the University of Hertfordshire'

3 HIGHER DEGREES

The University confers the following Higher Degrees:

3.1 Higher Doctorates (Honorary)

Hon DArt	Doctor of Arts
Hon DLitt	Doctor of Letters
Hon LL D	Doctor of Laws
Hon DEd	Doctor of Education
Hon DSc	Doctor of Science

Regulations for the award of Honorary Doctorates are set out in UPR AS04⁸.

3.2 Higher Doctorates (by research)

DMus	Doctor of Music
DLitt	Doctor of Letters
LL D	Doctor of Laws
DSc	Doctor of Science

3.2, A Higher Doctorates (by research)

(UPR AS02⁹, refers.)

3.2, B Doctor of Music (DMus); Doctor of Letters (DLitt); Doctor of Laws (LL D) and Doctor of Science (DSc)

The degrees of Doctor of Music, Doctor of Letters, Doctor of Laws or Doctor of Science may be awarded to a candidate who is a leading authority in his or her field of study and who has made an original and distinguished contribution to the advancement or application of knowledge in that field.

3.3 Initial Doctorate (Doctor of Philosophy)

PhD Doctor of Philosophy

3.3, A Doctor of Philosophy (PhD)

(UPR AS07¹⁰ and UPR AS10¹¹, refers)

The standard of the PhD is that expected of a graduate who has critically investigated and evaluated an approved topic and its associated literature resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field and has presented and defended a thesis by oral examination to the satisfaction of the examiners.

3.3, B Doctor of Philosophy (PhD) with industry experience

The University may award the degree of PhD with industry experience to a graduate who has critically investigated and evaluated an approved topic and its associated literature, and has undertaken a placement in industry resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field and has presented and defended a thesis by oral examination to the satisfaction of the examiners.

⁸ UPR AS04 'Honorary Awards'

⁹ UPR AS02 'Higher Doctorate Degrees'

¹⁰ UPR AS07 '[MPhil/PhD by Approved Programme of Supervised Research 1998](#)'

¹¹ UPR AS10 'Research Degrees – Generic Institutional Regulations'

3.4 Initial Doctorate (professional doctorate)

DBA	Doctor of Business Administration
DClinPsy	Doctor of Clinical Psychology
<u>CSecD</u>	<u>Doctorate in Cyber Security</u>
DDes	Doctor of Design
EdD	Doctor of Education
EngD	Doctor of Engineering
DFA	Doctor of Fine Art
DHRes	Doctor of Health Research
DHeritage	Doctor of Heritage
DMan	Doctor of Management
MD	Doctorate in Medicine
<u>DPH</u>	<u>Doctorate in Public Health</u>
DPM	Doctor of Project Management
DPsych	Doctor of Psychotherapy

3.4, A Professional doctorate

(UPR AS18¹² and UPR AS10¹¹, refer.)

Doctor of Business Administration (DBA); Doctor of Clinical Psychology (DClinPsy); Doctorate in Cyber Security (CSecD); Doctor of Design (DDes); Doctor of Education (EdD); Doctor of Engineering (EngD); Doctor of Fine Art (DFA); Doctor of Health Research (DHRes); Doctor of Heritage (DHeritage); Doctor of Management (DMan); Doctorate in Medicine (MD), Doctorate in Public Health (DPH), Doctor of Project Management (DPM) and Doctor of Psychotherapy (DPsych).

A Professional Doctoral Degree shall be awarded to a candidate who has completed successfully an approved programme of supervised research and who has thereby investigated and evaluated critically one or more approved topics and their associated literature, resulting in an independent and original contribution to the professional discipline and has presented a thesis in accordance with the regulations and defended it in an oral examination to the satisfaction of the examiners.

4 MASTER'S DEGREES

4.1 Master's degrees (Honorary)

Hon MA	Master of Arts
Hon MLitt	Master of Letters
Hon MEd	Master of Education
Hon LL M	Master of Laws
Hon MSc	Master of Science

Regulations for the award of Honorary Master's degrees are set out in UPR AS04⁸.

4.2 Master's degrees (by research)

MPhil	Master of Philosophy
MA	Master of Arts
MEd	Master of Education
MSc	Master of Science
MRes	Master of Research

¹² UPR AS18 'PhD (Professional Doctorate) – Generic Regulations'

4.2, A *Master of Philosophy (MPhil)*

(UPR AS18¹², and UPR AS10¹¹, refer.)

The standard of the MPhil is that expected of a graduate who has critically investigated and evaluated an approved topic and its associated literature and demonstrated an understanding of research methods appropriate to the chosen field and has presented and defended a thesis by oral examination to the satisfaction of the examiners.

4.2, B *Master's awards (research)*

(UPR AS10¹¹, refers.)

Master of Arts (MA), Master of Education (MEd) and Master of Science (MSc)

The degrees of Master of Arts, Master of Education and Master of Science shall be awarded to a candidate who, having completed a programme of research training based upon the execution of one or more investigations, has presented a portfolio of work in which the outcome of the investigation(s) is evaluated critically in terms of the associated literature and in which there is evidence of the candidate's understanding of the appropriateness of the chosen research methodologies and who has defended it by oral examination to the satisfaction of the examiners.

4.2, C *Master of Research (MRes)*

The degree of Master of Research shall be awarded to a candidate who, having completed an approved programme of research training which will normally include the execution of one or more investigations, has presented a portfolio of work which demonstrates understanding of research methodologies and their application and who has defended it by oral examination to the satisfaction of the examiners.

4.3 **Master's degrees (taught)**

(This section should be read in conjunction with sections 2.1.6 and 2.1.7.)

The University awards the following Master's Degrees

MA	Master of Arts
<u>MArch</u>	<u>Master of Architecture</u>
MBA	Master of Business Administration
MEd	Master of Education
LLM	Master of Laws
MHMEd	Master of Health and Medical Education
MMid	Master of Midwifery
MPH	Master of Public Health
MSc	Master of Science
MTL	Masters in Teaching and Learning

Total credit at specified Level(s) normally required for an award (credit at a specified Level can be replaced by credit at a higher Level)	Typical duration of study required full-time	Minimum University of Hertfordshire credit and Level	Maximum combined APCL/ APEL, and Level					
			Total	0	4	5	6	7
Taught Master's Degree (other than the Master of Business Administration and Master of Architecture): 180 credits, to include at least 150 credits @ Level 7 (with no more than 15 credits below Level 6)	3 Semesters	45 @ 7	135		15		15	105
Master of Business Administration: 180 credits @ Level 7	3 Semesters	150 @ 7	30					30
Master of Architecture: <u>240 credits @Levels 6/7, to include at least 180 credits @ Level 7</u>	<u>4 Semesters</u>	<u>60 @ 7</u>	<u>180</u>				<u>60</u>	<u>120</u>

4.3, A *Master of Arts (MA)*

The title 'Master of Arts' is generally used in art and design, the arts and humanities, social sciences and in other areas of study where a more specialised title is not appropriate.

4.3, B *Master of Architecture (MArch)*

The title Master of Architecture is reserved for specialist design-based programmes focused on Architecture

4.3, C *Master of Business Administration (Executive) (MBA Executive)*

*The title 'MBA (Executive)' is reserved for programmes which focus on the general principles and functions of management and the development of management skills. Students entering MBA (Executive) programmes must have appropriate practical experience and should normally be at least **23** years old on admission.*

4.3, D *Master of Business Administration (MBA)*

The title 'MBA' is reserved for programmes which focus on the general principles and functions of management and the development of management skills.

Students entering MBA programmes should normally have a first degree at 2:2 or above and at least three (3) years relevant experience in a management role.

4.3, E *Master of Education (MEd)*

The title 'MEd' is reserved for programmes focused on education and professional practice in teaching.

4.3, F *Master of Laws (LLM)*

The title 'Master of Laws' is generally used where studies are substantially based on law and its applications.

4.3, G *Master of Health and Medical Education (MHMEd)*

The title 'Master of Health and Medical Education' is reserved for programmes focussed on health and medical education and professional development.

4.3, H *Master of Midwifery (MMid)*

(Award approved with effect from 1 September 2012²)

The title 'Master of Midwifery' is reserved for programmes of specialised postgraduate study that focus on the science and practice of midwifery.

4.3, I *Master of Public Health (MPH)*

The title 'Master of Public Health' is reserved for programmes of specialised postgraduate study that focus on the science and art of preventing disease, prolonging life, and promoting health through the organised efforts of society.

4.3, J *Master of Science (MSc)*

The title 'Master of Science' is generally used where studies are substantially based on science, engineering or mathematics and their applications. It can also be used in social sciences.

4.3, K *Masters in Teaching and Learning (MTL)*

The title of 'Masters in Teaching and Learning' is reserved for programmes focused on education and professional practice in teaching.

5 OTHER POSTGRADUATE AWARDS

(This section should be read in conjunction with sections 2.1.6 and 2.1.7.)

The University awards the following other postgraduate awards.

PgDip	Postgraduate Diploma
PGCE	Postgraduate Certificate in Education
DMS	Diploma in Management Studies
PgCert	Postgraduate Certificate
CMS	Postgraduate Certificate in Management Studies

Total credit at specified Level(s) normally required for an award (credit at a specified Level can be replaced by credit at a higher Level)	Typical duration of study required full-time	Minimum University of Hertfordshire credit and Level	Maximum combined APCL/ APEL, and Level					
			Total	0	4	5	6	7
Postgraduate Diploma: 120 credits, to include at least 90 credits @ Level 7 (with no more than 15 credits below Level 6)	2 Semesters	30 @ 7	90		15		15	60
Postgraduate Certificate in Education: 120 credits @ Level 6/7, to include at least 60 credits @ Level 7	2 Semesters	30 @ 7	90*				60	30
Diploma in Management Studies: 120 credits, to include at least 90 credits @ Level 7 (with no more than 15 credits below Level 6)	2 Semesters	30 @ 7	90		15		15	60
Postgraduate Certificate: 60 credits, to include at least 45 credits @ Level 7	1 Semester	30 @ 7	30		15			15
Postgraduate Certificate in Management Studies: 60 credits, to include at least 45 credits @ Level 7	1 Semester	30 @ 7	30		15			15

5, A *Postgraduate Diploma (PgDip)*

Refer to table (above). This award is available as a named award only.

5, B *Postgraduate Certificate in Education (PGCE)**

The title 'Postgraduate Certificate in Education' is reserved for programmes which enable degree graduates to complete initial training for teaching/lecturing.

** APL not applicable for full-time students on PGCE or ProfGradCE programmes.*

5, C *Diploma in Management Studies (DMS)*

The Diploma in Management Studies is a post-experience award, designed to meet the needs of those individuals who wish to achieve a range of general management knowledge, skills and competences.

It is suitable for a variety of candidates with the potential to meet the learning demands of Postgraduate Diploma programmes, including graduates from a variety of disciplines and mature and experienced managers. Entrants would normally be expected to have at least three (3) years of relevant management experience.

5, D *Postgraduate Certificate (PgCert)*

Refer to table (above).

5, E *Postgraduate Certificate in Management Studies (CMS)*

The Postgraduate Certificate in Management Studies is a post-experience award, designed to meet the needs of those individuals who wish to achieve a range of general management knowledge, skills and competences.

It is suitable for a variety of candidates with the potential to meet the learning demands of Postgraduate Certificate programmes, including graduates from a variety of disciplines and mature and experienced managers. Entrants would normally be expected to have at least two (2) years of relevant management experience.

6 **POST-EXPERIENCE AND GRADUATE AWARDS**

(This section should be read in conjunction with sections 2.1.6 and 2.1.7.)

The University awards the following post-experience and graduate awards.

ProfGradCE	Professional Graduate Certificate in Education
GradDip	Graduate Diploma
GradCert	Graduate Certificate
PCSP	Practice Certificate in Supplementary Prescribing
PCIP	Practice Certificate in Independent Prescribing
CertPD	Certificate in Professional Development
DipPD	Diploma in Professional Development

Total credit at specified Level(s) normally required for an award (credit at a specified Level can be replaced by credit at a higher Level)	Typical duration of study required full-time	Minimum University of Hertfordshire credit and Level	Maximum combined APCL/ APEL, and Level					
			Total	0	4	5	6	7
Professional Graduate Certificate in Education: 120 credits @ Level 6	2 Semesters	30 @ 6	90*				90	
Graduate Diploma: 120 credits, of which at least 90 must be @ Level 6 and no more than 15 below Level 5	2 Semesters	30 @ 6	90		15	15	60	
Graduate Certificate: 60 credits, of which at least 45 must be @ Level 6	1 Semester	30 @ 6	30		15		15	
Practice Certificate in Supplementary Prescribing: 30 credits @ Level 6/7	2 Semesters	30 @ 6	0					
Practice Certificate in Independent Prescribing: 30 credits @ Level 6/7	2 Semesters	30 @ 6/7	0					
Certificate in Professional Development: 30 credits @ Level 7/6/5/4	1 Semester	30 @ 7/6/5/4	0					
Diploma in Professional Development: 60 credits @ Level 7/6/5/4	1 Semester	60 @ 7/6/5/4	0					

6, A *Professional Graduate Certificate in Education (ProfGradCE)**

The title 'Professional Graduate Certificate in Education' is reserved for programmes which enable degree graduates to complete initial training for teaching/lecturing.

** APL not applicable for full-time students on PGCE or ProfGradCE programmes.*

6, B *Graduate Diploma (GradDip)*

The Graduate Diploma is normally based largely on undergraduate material and is normally reserved for those who have a first degree in another discipline.

6, C *Graduate Certificate (GradCert)*

The Graduate Certificate is normally based largely on undergraduate material and is normally reserved for those who have a first degree in another discipline.

6, D *Practice Certificate in Supplementary Prescribing (PCSP)*

The Practice Certificate in Supplementary Prescribing is an award reserved for students who are practicing health professionals registered with a relevant Professional or Statutory - Regulatory Body and who have met the standards set for supplementary prescribing.

6, E *Practice Certificate in Independent Prescribing (PCIP)*

The Practice Certificate in Independent Prescribing is an award reserved for students who are practicing health professionals registered with a relevant Professional or Statutory-Regulatory Body and who have met the standards set for independent prescribing.

6, F *Certificate in Professional Development (CertPD)*

The Certificate in Professional Development is normally reserved for those who have accumulated credit through work-based learning or further study as part of continuous professional development activity. The Certificate in Professional Development is only available through the University Credit Accumulation and Transfer Scheme (CATS) programme.

6,G *Diploma in Professional Development (DipPD)*

The Diploma in Professional Development is normally reserved for those who have accumulated credit through work-based learning or further study as part of continuous professional development activity. The Diploma in Professional Development is only available through the University Credit Accumulation and Transfer Scheme (CATS) programme.

7 INTEGRATED MASTER'S DEGREES

This section should be read in conjunction with sections 2.1.6 and 2.1.7.

The University confers the following Integrated Master's Degrees as *first degrees*:

MEng	Master of Engineering
MPhys	Master of Physics
MPharm	Master of Pharmacy
MOptom	Master of Optometry
<u>MRegSci</u>	<u>Master of Regulatory Science</u>

Total credit at specified Level(s) normally required for an award (credit at a specified Level can be replaced by credit at a higher Level)	Typical duration of study required full-time	Minimum University of Hertfordshire credit and Level	Maximum combined APCL/ APEL, and Level					
			Total	0	4	5	6	7
Integrated Master's Degree: 480 credits, including at least 360 @ Level 7/6/5, of which at least 240 must be @ Level 7/6 and at least 120 must be @ Level 7	8 Semesters	120 @ 7	360		120	120	120	

7, A *Master of Engineering (MEng)*

The title 'Master of Engineering' is reserved for undergraduate programmes in engineering or computer science which extend beyond the level and duration of programmes leading to the Bachelor's Degrees with Honours.

7, B *Master of Physics (MPhys)*

The title 'Master of Physics' is reserved for undergraduate programmes in physics which extend beyond the level and duration of programmes leading to the Bachelor of Science Degrees with Honours in Applied Physics and Astrophysics.

7, C *Master of Pharmacy (MPharm)*

The title 'Master of Pharmacy' is reserved for an undergraduate programme in Pharmacy. The title is approved by the Royal Pharmaceutical Society of Great Britain.

7, D *Master of Optometry (MOptom)*

The title 'Master of Optometry' is reserved for undergraduate programmes in Optometry which integrate the practice component required for registration as an Optometrist. The title is regulated by the General Optical Council

7, E *Master of Regulatory Science (MRegSci)*

The title 'Master of Regulatory Science' is reserved for an undergraduate programme in the regulatory aspects of pharmaceutical studies which extends beyond the level and duration of a programme leading to the Bachelor of Science Degree with Honours. It also incorporates a practice component within the pharmaceutical industry.

8 BACHELOR'S DEGREES

This section should be read in conjunction with sections 2.1.6 and 2.1.7.

The University awards the following Bachelor's degrees:

BEde	Extended Bachelor of Education
BA	Bachelor of Arts
BEd	Bachelor of Education
BEng	Bachelor of Engineering
LL B	Bachelor of Laws
BSc	Bachelor of Science

Total credit at specified Level(s) normally required for an award (credit at a specified Level can be replaced by credit at a higher Level)	Typical duration of study required full-time	Minimum University of Hertfordshire credit and Level	Maximum combined APCL/ APEL, and Level					
			Total	0	4	5	6	7
Extended Bachelor's Degree with Honours: 480 credits, including at least 360 @ Level 6/5, of which at least 240 must be @ Level 6	8 Semesters	120 @ 6	360		120	120	120	
Bachelor's Degree with Honours (classified): 360 credits, including at least 240 @ Level 6/5, of which at least 120 must be @ Level 6	6 Semesters	90 @ 6	270		120	120	30	
Bachelor's Degree with Honours (without classification): 360 credits, including at least 240 @ Level 6/5, of which at least 120 must be @ Level 6	6 Semesters	90 @ 6	270		120	120	30	
Bachelor's Degree (without Honours): 300 credits, including at least 180 @ Level 6/5, of which at least 60 must be @ Level 6	6 Semesters	75 @ 5/6	225		120	105		

8, A *Extended Bachelor of Education (BEde)*

The extended BEd (BEde) is used in relation to certain University of Hertfordshire programmes franchised to partner organisations located outside the UK to satisfy the teaching qualification requirements in the country concerned.

8, B *Bachelor's Degree with Honours (Classified)*

Refer to table (above).

8, C *Bachelor's Degree with Honours (without classification)*

This award should normally be used only where there is considered to be insufficient evidence (for instance, insufficient graded credit) for classification.

8, D *Bachelor's Degree (without Honours)*

Refer to table (above). This award is available as a named award only.

8, E *Bachelor of Arts (BA)*

The title 'Bachelor of Arts' is traditionally used in art and design, the arts and humanities, including Joint Honours, social studies, and business studies, where appropriate. The title 'BA Business Studies' is reserved for programmes of study leading to an award in the sandwich mode.

8, F *Bachelor of Education (BEd)*

The title 'Bachelor of Education' is traditionally used for programmes which provide initial teacher education and include substantial periods of school placement.

A two (2) year BEd for students with overseas entry qualifications which are equivalent to one (1) year's higher education study, is also available.

8, G *Bachelor of Engineering (BEng)*

The title 'Bachelor of Engineering' is reserved for programmes which provide a technologically broad education with an emphasis on engineering applications, primarily those programmes that may lead to registration with the Engineering Council.

8, H *Bachelor of Laws (LL B)*

The title 'Bachelor of Laws' is reserved for programmes of specialised study in law and may be given only to those students who achieve a Bachelor's degree (with or without Honours). Those graduates who meet the requirements of the Solicitors Regulation Authority (awarded LL B (with Honours) Qualifying) shall be distinguished from those who do not (awarded LL B (with or without Honours) Non-Qualifying). Programmes where legal and other studies are combined will not lead to an LL B.

8, I *Bachelor of Science (BSc)*

The title 'Bachelor of Science' is traditionally used where studies are substantially based on science or mathematics and their applications. This may include social sciences and Joint Honours, where appropriate.

9 **FOUNDATION DEGREES**

The University awards the following Foundation degrees:

FdA	Foundation Degree (Arts)
FdSc	Foundation Degree (Science)

Total credit at specified Level(s) normally required for an award (credit at a specified Level can be replaced by credit at a higher Level)	Typical duration of study required full-time	Minimum University of Hertfordshire credit and Level	Maximum combined APCL/ APEL, and Level					
			Total	0	4	5	6	7
Foundation Degree: 240 credits, including at least 120 credits @ Level 5	4 Semesters	60 @ 5	180		120	60		

9, A *Foundation Degree (Arts) (FdA) and Foundation Degree (Science) (FdSc)*

The title Foundation Degree is used for programmes which integrate academic and work-based learning through collaboration between employers and programme providers.

10 **OTHER UNDERGRADUATE AWARDS**

The University awards the following other undergraduate awards:

EnhD	Enhanced Diploma
EDM	Enhanced Diploma of Midwifery
DipHE	Diploma of Higher Education
Dip	University Diploma
CertEd	Certificate in Education
CertHE	Certificate of Higher Education
EnhCert	Enhanced University Certificate
Cert	University Certificate
FCert	Foundation Certificate

Total credit at specified Level(s) normally required for an award (credit at a specified Level can be replaced by credit at a higher Level)	Typical duration of study required full-time	Minimum University of Hertfordshire credit and Level	Maximum combined APCL/ APEL, and Level					
			Total	0	4	5	6	7
Enhanced Diploma: 360 credits, including at least 195 @ Level 6/5, of which at least 45 must be @ Level 6	6 Semesters	90 @ 5/6	270		165	105		
Enhanced Diploma of Midwifery: 360 credits, including at least 195 @ Level 6/5, of which at least 45 must be @ Level 6	6 Semesters	360 @ 5/6	0					
Diploma of Higher Education: 240 credits, including at least 120 @ Level 5	4 Semesters	60 @ 5	180		120	60		
University Diploma: 180 credits, including at least 60 @ Level 5	3 Semesters	45 @ 5	135		120	15		
Certificate in Education: 120 credits @ Level 4	2 Semesters	30 @ 4	90		90			
Certificate of Higher Education: 120 credits @ Level 4	2 Semesters	30 @ 4	90		90			
Enhanced University Certificate: 75 credits @ Level 4	2 Semesters	30 @ 4	45		45			
University Certificate: 45 credits @ Level 4	1 Semester	30 @ 4	15		15			
Foundation Certificate: 120 credits @ Level 0	2 Semesters	30 @ 0	90	90				

10, A *Enhanced Diploma (EnhD)*

The title 'Enhanced Diploma' is reserved for pre-registration nursing and midwifery programmes.

10, B *Enhanced Diploma of Midwifery (EDM)*

Refer to table (above).

10, C *Diploma of Higher Education (DipHE)*

Refer to table (above).

10, D *University Diploma (Dip)*

Refer to table (above). This award is available as a final intended award only.

10, E *Certificate in Education (CertEd)*

The title 'Certificate in Education' is reserved for programmes of study related to teaching or lecturing. Programme regulations must indicate the level of the programme.

10, F *Certificate of Higher Education (CertHE)*

Refer to table (above).

10, G *Enhanced University Certificate (EnhCert)*

The Enhanced University Certificate is reserved for Learning Support programmes in the School of Education.

10, H *University Certificate (Cert)*

Refer to table (above). This award is available as an unnamed interim award or a named final intended award only.

10, I *Foundation Certificate (FCert)¹³*

Refer to table (above).

11 **BTEC/EDEXCEL AWARDS**

The following awards are conferred by the University under licence from BTEC/Edexcel:

HND	Higher National Diploma
HNC	Higher National Certificate
NVQ	National Vocational Qualification

¹³ Effective 12 March 2008 (Minute 455, Academic Board, 12 March 2008, refers.)

Total credit at specified Level(s) normally required for an award (credit at a specified Level can be replaced by credit at a higher Level)	Typical duration of study required full-time	Minimum University of Hertfordshire credit and Level	Maximum combined APCL/ APEL, and Level					
			Total	0	4	5	6	7
Higher National Diploma: 240 credits, including at least 120 @ Level 5	4 Semesters	60 @ 5	180		120	60		
Higher National Certificate: 150 credits, including at least 75 @ Level 5	3 Semesters	45 @ 5	105		75	30		

11, A *Higher National Diploma (HND)*

Refer to table (above).

11, B *Higher National Certificate (HNC)*

Refer to table (above).

12 **SPECIAL AWARDS**

The University confers the following special awards:

AUH Associate of the University of Hertfordshire
DWE Diploma in Work Experience

Total credit at specified Level(s) normally required for an award (credit at a specified Level can be replaced by credit at a higher Level)	Typical duration of study required full-time	Minimum University of Hertfordshire credit and Level	Maximum combined APCL/ APEL, and Level					
			Total	0	4	5	6	7
Diploma in Work Experience: 60 credits @ Level 5/6		30 @ 5/6	30			30		

12, A *Associate of the University of Hertfordshire (AUH)*

An individual who was enrolled as a student of and attended a predecessor institution of the University of Hertfordshire, and who thereby qualified for a post-secondary level award from an awarding body other than the University of Hertfordshire, may be admitted ad eundem to the Associateship of the University of Hertfordshire.

12, B *Diploma in Work Experience (DWE)*

This award is available only in association with certain first degree awards where the programme includes periods of supervised work or training experience outside the University.

13 GENERIC LEARNING OUTCOMES FOR UNNAMED UNIVERSITY OF HERTFORDSHIRE INTERIM AWARDS

13.1 The following un-named interim awards are available on University of Hertfordshire programmes:

Target award	Possible interim awards	Minimum credit requirements and Level			
		4	5	6	7
Foundation Degree	University Certificate	45			
	Certificate of Higher Education	120			
Bachelor's degree with honours and Integrated Master's Degree	University Certificate	45			
	Certificate of Higher Education	120			
	Diploma of Higher Education	120	120		
Master's degree and Postgraduate Diploma	Postgraduate Certificate	15			45

13.2 An unnamed Cert, CertHE, DipHE or PGCert is awarded when a student has achieved the requisite number of credits at the appropriate level and no named interim award was approved when the final intended award was validated. They are unnamed awards, and therefore the programme learning outcomes are not an appropriate point of reference in determining the learning outcomes the student has achieved.

13.3 The following generic learning outcomes have been adapted from the QAA Framework for HE Qualifications (FHEQ) qualification descriptors¹⁴:

13.3.1 University Certificate (Cert)

University Certificates (Cert) are awarded to students at the University of Hertfordshire who:

- i have demonstrated:
 - a knowledge of the underlying concepts and principles associated with their area(s) of study;
 - b an ability to develop lines of argument in accordance with basic theories and concepts of their subject(s) of study;
- ii are able to:
 - a communicate the results of their study/work accurately and reliably, and with structured and coherent arguments;
 - b undertake further training and develop new skills within a structured and managed environment;

13.3.2 Certificate of Higher Education (CertHE)

Certificates of Higher Education (CertHE) are awarded to students at the University of Hertfordshire who:

- i have demonstrated:
 - a knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study;

¹⁴ <http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf>

- b an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study;
- ii are able to:
 - a evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work;
 - b communicate the results of their study/work accurately and reliably, and with structured and coherent arguments;
 - c undertake further training and develop new skills within a structured and managed environment;
- iii have the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility;

13.3.3 Diploma of Higher Education (DipHE)

Diplomas of Higher Education (DipHE) are awarded to students at the University of Hertfordshire who:

- i have demonstrated:
 - a knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed;
 - b ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context;
 - c knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study;
 - d an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge;
- ii are able to:
 - a use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis;
 - b effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences and deploy key techniques of the discipline effectively;
 - c undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations;
- iii have the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making.

13.3.4 Postgraduate Certificate (PGCert)

Postgraduate Certificates (PgCert) are awarded to students at the University of Hertfordshire who:

- i have demonstrated:
 - a a systematic understanding of knowledge, and an awareness of current problems and/or new insights within their academic discipline, field of study or area of professional practice;

- b an understanding of techniques applicable to research or scholarship in the field of study;
 - c conceptual understanding that enables the student to evaluate current research in the discipline;
- ii are able to:
 - a demonstrate self-direction and act autonomously in planning and implementing tasks at a professional or equivalent level;
 - b continue to advance their knowledge and understanding, and to develop new skills to a high level;
- iii have the qualities and transferable skills necessary for employment requiring:
 - a the exercise of initiative and personal responsibility;
 - b the independent learning ability required for continuing professional development.

14 **AEGROTAT AND POSTHUMOUS AWARDS**

- 14.1 The Aegrotat is an unclassified (non-Honours) undergraduate award or a postgraduate award carrying no classification or other mark of quality. It may be made available in respect of all approved awards subject to the criteria established in section D8, UPR AS14⁴.
- 14.2 Any award of the University, other than honorary awards, may be conferred posthumously and accepted on behalf of the candidate by a parent, spouse, partner or other appropriate person. All usual conditions of the award must normally have been satisfied, subject to the criteria established in section D8, UPR AS14⁴.

Mrs S C Grant
Secretary and Registrar
Signed: **1 August 2018**