G UNDERGRADUATE CERTIFICATES and DIPLOMAS

G.1 General Regulations

G.1.1 This section of the regulations relates to the awarding of Undergraduate Certificates and Diplomas. This section must be read in conjunction with Sections A – E of the University of Wolverhampton Academic Regulations.

G.1.2 The Registry will publish annually a full list of courses governed by Section G of the Regulations.

G.2 The Admission of Students

G.2.1 This section is intentionally blank.

G.3 The Registration of Students

G.3.1 This section should be read in conjunction with Sections B.5 and C.4.

G.3.2 The maximum period over which an award governed by Section G of the Regulations may be studied will normally be:

Full Time Students	Normal Period	Maximum Period
Diploma of Higher Education	2 years	4 years
Certificate of Higher Education	1 year	2 years
Certificate in Education	1 year	2 years

Part Time Students	Normal Period	Maximum Period
Diploma of Higher Education	4 years	6 years
Certificate of Higher Education	2 years	4 years
Certificate in Education	2 years	4 years

G.3.3 Where a student chooses to change their mode of study the maximum period of registration will be calculated pro rata.

G.3.4 To be eligible to continue to study for an award governed by Section G of the Regulations, a student must not exceed each of the following maximum periods of registration set for interim awards:

Certificate of Higher Education	2 years full-time	4 years part-time
University Statement of Credit	1 year full-time	1 year part-time

G.3.5 Section B.5 permits students to be admitted to the University with advanced standing where they have previously successfully completed relevant study at higher education level, in the UK or abroad.

For courses governed by Section G of the Regulations, the minimum number of University of Wolverhampton credits students must study and pass will be as follows:

Diploma of Higher Education	60 credits at level 5
Certificate of Higher Education	60 credits at level 4
Certificate in Education	not permitted

G.4 The Management of Student Assessment

G.4.1 Section D.2 sets out the grading schemes used by the University of Wolverhampton. For courses governed by Section G of the Regulations, the following scheme will be used:

Level 4 -5	Percentage Mark Scheme

G.4.2 For the award of Diploma of Higher Education, except where statutory or professional bodies require otherwise, and provided students have passed modules worth a minimum of 100 credits at the same level, marginal failure (30-39%) will be compensated by Award Boards as follows:

a. a maximum of 20 credits at level 4
b. a maximum of 20 credits at level 5
c. no compensation will be permitted for identified work-based or work-related modules at level 5

G.4.3 For the award of Certificate of Higher Education, except where statutory or professional bodies require otherwise, and provided students have passed modules worth a minimum of 100 credits at the same level, marginal failure (30-39%) will be compensated by Award Boards as follows:

a maximum of 20 credits at level 4

G.4.4 For the award of Certificate in Education no compensation will be permitted.

G.5 The Management of Assessment Boards

G.5.1 Progression and Award Boards will be held at the end of each academic year, in accordance with Section E of these regulations.

G.5.2 Awards for students completing their studies at the end of Semester 1 will normally be managed through a University-wide board.

G.6 Continuation and Progression Regulations

G.6.1 In order to progress from one year to the next, full-time students studying for an award governed by Section G will:

a. be required to have passed modules totalling 100 credits or more; and
b. be in a position to recover any failure within the rules of their course; and
c. be in a position to not exceed the maximum period over which an award or interim award may be studied, contained in Section G.3.

G.6.2 Full-time students who are unable to progress to the following level, as a result of Section G.6.1 may return to continue or repeat their studies at the same level. In such cases students will:

a. only study modules previously failed or deferred or substitutes for failed modules; and
b. be in a position to recover any failure within the rules of their course; and
c. be in a position to not exceed the maximum period over which an award or interim award may be studied, contained in Section G.3; and
d. study a maximum of 20 credits from their future programme; and
e. study a maximum of 80 credits.

G.6.3 In order to progress from one year to the next, part-time students studying for an award governed by Section G will:

a. be in a position to recover any failure within the rules of their course; and
b. have no more than 20 credits outstanding from modules already studied; and
c. be in a position to not exceed the maximum period over which an award or interim award may be studied, contained in Section G.3.

G.6.4 Part-time students unable to progress to the next year of study as a result of Section G.6.3 may return to continue or repeat their studies at the same level. In such cases students will:

a. only study modules previously failed or deferred or substitutes for failed modules; and
b. be in a position to recover any failure within the rules of their course; and
c. be in a position to not exceed the maximum period over which an award or interim award may be studied, contained in Section G.3; and
d. study a maximum of 20 credits from their future programme.

G.6.5 Students commencing their studies at times other than the start of the academic year will be considered by the appropriate Award / Progression Board at the end of the University academic year. They will be considered as a part time student at the first board and Sections G.6.3 or G.6.4 will apply. In subsequent years, a full time student would be expected to meet Section G.6.1 to be able to progress to the following academic year.

G.7 Award Credit Requirements

G.7.1 To be eligible for an award having completed a course governed by Section G of the Regulations, a student will need to have met the following credit requirements:

Qualification	**Total Credits required**	**Level 4**	**Level 5**
Diploma of Higher Education	240	240 of which a minimum of 120 must be at level 5	
Certificate of Higher Education	120	120	

Certificate in Education	120	120 of which a minimum of 60 must be at level 5

G.7.2 To be eligible for an exit award from courses governed by Section G of the Regulations a student will need to have met the following credit requirements:

Exit Qualification	**Total Credits required**	**Level 4**	**Level 5**
Certificate of Higher Education	120	Minimum 120 at level 4/5	
University Statement of Credit	20	Minimum 20	None

G.8 Classification of Awards

G.8.1 Awards governed by Section G are not classified.

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