

ORDINANCE 41: Certificate/Diploma in Professional Studies

1. A Certificate in Professional Studies or a Diploma in Professional Studies may be awarded to students who have pursued an approved programme of study offered by the appropriate Faculty, to the satisfaction of the Examiners.
2. The Certificate in Professional Studies and the Diploma in Professional Studies may be awarded in a designated subject area, in accordance with the appropriate programme specification and the University Framework for the Certificate and Diploma in Professional Studies.
3. In order to be admitted to a programme of study leading to the award of the Certificate or Diploma in Professional Studies, each student shall have obtained professional or management qualifications and/or experience of a type and standard deemed appropriate by the University.
4. Students who accumulate relevant certificated credits arising from previous study may be permitted to transfer such credits upon entry to the programme, provided that such credits shall not normally amount to a total of more than one third of the credits required for the award of a Certificate or Diploma in Professional Studies.
5. Each programme of study leading to the award of a Certificate or Diploma in Professional Studies shall be designed in accordance with the requirements of the University Framework for the Certificate and Diploma in Professional Studies and shall have a programme specification which shall set out the aims, learning outcomes, structure and assessment requirements of the programme. Further details of curricula shall be provided in module specifications.
6. In order to be eligible for the award of a Certificate or Diploma in Professional Studies, students shall have fulfilled all the requirements as to study and assessment set out in the University Framework for the Certificate and Diploma in Professional Studies and the relevant programme specification.
7. The Certificate in Professional Studies and the Diploma in Professional Studies may be awarded with a mark of distinction or a mark of merit as specified in the University Framework for the Certificate and Diploma in Professional Studies.
8. Boards of Examiners shall be empowered to take account of mitigating circumstances affecting students' performance in determining the conditions relating to re-assessments and their final award results, in accordance with the provisions of the Code of Practice on Assessment and the Mitigating Circumstances Policy.

The Code of Practice on Assessment (including the University Framework for the Diploma/Certificate in Professional Studies and the Mitigating Circumstances Policy) can be found at: <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/>