

ORDINANCE 42: Personal and Professional Development Certificate

1. A Personal and Professional Development Certificate may be awarded to students who have pursued an approved programme of study, as prescribed in the relevant programme specification, for a period of not more than three years, to the satisfaction of the Examiners.
2. A programme of study leading to the Personal and Professional Development Certificate shall comprise modules totalling 60 credits at FHEQ level 4 offered under the University's Continuing Education programmes.
3. Each individual programme of study leading to the award of a Personal and Professional Development Certificate shall be designed in consultation with the Director of Studies for the programme and in accordance with the requirements of the programme specification for the Personal and Professional Development Certificate which sets out the generic aims, learning outcomes, structure and assessment requirements of the programme. Further details of curricula and assessments shall be provided in the relevant module specifications.
4. Boards of Examiners shall be empowered to take account of mitigating circumstances affecting students' performance in determining the conditions relating to re-assessments, in accordance with the provisions of the Code of Practice on Assessment and the Mitigating Circumstances Policy.

The Code of Practice on Assessment (including the Mitigating Circumstances Policy) can be found at: <https://www.liverpool.ac.uk/agrd/academic-codes-of-practice/code-of-practice-on-assessment/>