

ORDINANCE 37(A): General Ordinance for Non-Clinical Undergraduate Degrees (applicable to students who commenced their studies from 2011-12 onwards)

1. This General Ordinance shall apply to full-time and part-time non-clinical undergraduate degrees at the level of either Bachelor (awarded with or without Honours) or of Master listed in clause 2 of this Ordinance as being available to students in the Faculties of Health and Life Sciences, Humanities and Social Sciences and Science and Engineering, in accordance with the following provisions:
2. Faculty of Health and Life Sciences

Bachelor of Science (BSc)
Master of Biology (MBiol)
Master of Psychological Sciences (MPsycholSci)

Faculty of Humanities and Social Sciences

Bachelor of Arts (BA)
Bachelor of Science (BSc)
Bachelor of Laws (LLB)

Faculty of Science and Engineering

Bachelor of Arts (BA)
Bachelor of Engineering (BEng)
Bachelor of Science (BSc)
Master of Chemistry (MChem)
Master of Earth Sciences (MESci)
Master of Ecology (MEcol)
Master of Engineering (MEng)
Master of Marine Biology (MMarBiol)
Master of Mathematics (MMath)
Master of Ocean Science (MOSci)
Master of Physics (MPhys)
Master of Planning (MPlan)
3. Each undergraduate programme of study leading to the degree of Bachelor or Master shall be designed in accordance with the requirements of the Model for Non-Clinical First Degrees and 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.
4. In order to be admitted to a programme of study leading to a degree of Bachelor or of Master, each student must have obtained entrance qualifications and/or experience of a type and standard deemed appropriate by the University.
5. Programmes of study for full-time undergraduate degrees shall consist of a number of years of study. Years of study shall be designated 0, 1, 2, 3, 4 and 5. A programme of study shall normally commence with Year 1, except that programmes of study may be designed with a foundation year, designated as Year 0, as described in the relevant programme specification.

6. Part-time undergraduate degree programmes shall consist of levels of study, designated as FHEQ levels 3, 4, 5, 6 and 7.
7. Except as provided for in clauses 11 and 12 of this Ordinance, students on full-time programmes of study leading to the award of Bachelor must complete a minimum of three years of study or, for programmes which include a foundation year, year abroad or year on work placement, a minimum of four years of study.
8. Except as provided for in clauses 11 and 12 of this Ordinance, students on full-time undergraduate programmes of study leading to the award of Master must complete a minimum of four or five years of study, as stipulated in the relevant programme specification.
9. The maximum period for which a full-time student may be registered for a programme of study leading to the award of Bachelor or Master, including periods of suspension of study and repeated years of study, shall normally be three years more than the minimum length of the programme. Where a student enters directly into Year 2 or Year 3 of a programme, in accordance with the provisions of clauses 11 or 12 of this Ordinance, the maximum period of registration shall be adjusted accordingly.
10. Students undertaking programmes of study leading to the award of Bachelor or Master on a part-time basis shall normally be required to complete their programme within a maximum period of eight years. Where a student enters directly into level 2 or level 3 of a programme, in accordance with the provisions of clauses 11 or 12 of this Ordinance, the maximum period of registration shall be adjusted accordingly.
11. Credit awarded for prior study in the University, including study on a different undergraduate programme from which a student has transferred or intercalated, may be recognised as, in part, qualifying students for graduation.
12. Courses of study and examinations of other approved universities and institutions and other appropriately accredited prior and experiential learning may be recognised as, in part, qualifying students for graduation and fulfilling the requirements of this Ordinance, as appropriate.
13. Students shall be assessed in all modules for which they are registered by the end of the year of study. Assessment results shall be determined formally at the end of the second semester in each year of study. All assessments shall be conducted in accordance with the provisions of the Code of Practice on Assessment, the Model for Non-Clinical First Degrees and the relevant programme and module specifications.
14. Normally, a student must satisfy the Examiners for each year of study/level of study in order to proceed to the next year of study/level of study.
15. Students in Years 0, 1 or 2 who fail to complete a year of study satisfactorily at the end of the second semester will normally be allowed to present themselves in August/September for assessments in modules failed or not examined, in accordance with the provisions of the Model for Non-Clinical First Degrees, unless excluded from the August/September assessments by the appropriate Board of Examiners. The provisions for students who fail assessments associated with a year

of study abroad or a year on work placement shall be set out in the relevant programme specification.

16. Students who fail to meet the requirements for progression to the next year of study as set out in the Model for Non-Clinical First Degrees following re-sit examinations/assessments may be allowed by the Board of Examiners to re-take the modules with attendance or re-sit the assessments, in the following academic session. Students who fail a year of study on two occasions shall normally be required by the Board of Examiners to terminate their studies.
17. Candidates for the degree of Bachelor with Honours who fail their final year of study shall be allowed, in accordance with the provisions of the Model for Non-Clinical First Degrees, to re-take the failed modules or re-sit the failed assessments, as appropriate, on one occasion at the next ordinary timing/sitting of those modules/assessments in the following session and, following re-assessment, shall be eligible for consideration for the award of the degree with Honours. The conditions relating to such re-taking of the failed assessments shall be determined by Boards of Examiners in accordance with the provisions of the Model for Non-Clinical First Degrees. Where the assessment is a coursework assignment (including such assignments set in lieu of formal examinations in specific circumstances), the Board of Examiners shall determine the timescale for the submission of the re-taken assignment.
18. The Code of Practice on Assessment and the relevant programme specifications shall specify what opportunities, if any, candidates for Master's degrees governed by this Ordinance shall have to re-take failed Year 3, 4 and 5 examinations/assessments.
19. Bachelor's and Master's degrees governed by this Ordinance shall be classified in accordance with the relevant approved degree classification system for three, four or five year degree programmes set out in the Code of Practice on Assessment.
20. Programmes of study governed by this Ordinance shall normally provide for students, who are successful in completing only part of the programme of study, to be granted the exit awards of Certificate in Higher Education or Diploma in Higher Education, as appropriate, in accordance with the provisions of the Model for Non-Clinical First Degrees.
21. Boards of Examiners shall be empowered to take account of extenuating circumstances affecting students' performance in determining the conditions relating to re-assessments and their final degree results, in accordance with the provisions of the Code of Practice on Assessment and the Extenuating Circumstances Policy.

The Code of Practice on Assessment (including the Model for Non-Clinical First Degrees, the Degree Classification Systems and the Extenuating Circumstances Policy) can be found at:

<https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/>

SUMMARY OF AMENDMENTS MADE TO ORDINANCE 37(A)

1. Original amended Ordinance approved on behalf of Senate and Council September 2015.
2. Minor amendment approved by the Vice-Chancellor in February 2023 to replace the term 'mitigating circumstances' with 'extenuating circumstances' in accordance with the most recent Code of Practice on Assessment terminology.