

Continuing Education

Approved by correspondence 3 February 2016

Undergraduate Certificate of Higher Education

Brief note about nature of change: To assist students with planning an even distribution of work throughout the course; to encourage early engagement with the main subject

Effective date

For students starting from MT 2016

Location of change

In *Examination Regulations* 2015 page 1001 and in

<https://www.admin.ox.ac.uk/examregs/2015-16/ucinhigheduc/>

Detail of change

Delete from line 1 on p 1001 to line 17 on page 1002 and insert the attached.

Undergraduate Certificate of Higher Education

1. The Certificate shall consist of accredited classes and other courses of study provided by the Department for Continuing Education. The Certificate is available on a part-time basis and may be taken over a period of not fewer than two years and no more than four years.
2. The main subjects for the Certificate shall be Archaeology, Art History, Architectural History, Creative Writing, History, Italian, Literature, Philosophy, and Spanish, together with such other subjects as may be approved by the Continuing Education Board. Candidates must select one of these as their main subject. A list of classes and other courses available in any one year that can be taken for the Certificate, including those identified as qualifying courses, will be published annually by the Department.
3. Every candidate will be required to satisfy the examiners in the following:
 - a) Accumulation of 120 Credit Accumulation and Transfer Scheme (CATS) points from classes and courses provided by the Department for Continuing Education. These 120 points must include the following:
 - i) 5 points from the online study skills course;
 - ii) 10 points from a course approved as a qualifying course in the candidate's main subject;
 - iii) no fewer than 50, and no more than 70 additional points in the candidate's main subject;
 - iv) no fewer than 30 and no more than 50 points from eligible classes or courses in other subjects;
 - v) a reflective learning journal of not more than 2,000 words submitted in two parts (5 CATS points).
 - b) Two assignments, each of no more than 2,500 words or equivalent, based on topics relating to two separate classes or courses in the candidate's main subject area.
 - c) One assignment of not more than 3,500 words or equivalent based on a topic relating to a class or course in the candidate's main subject area other than those referred to in 3.b) above.
 - d) Attendance at classes and courses selected.
4. Timing
 - a) The online study skills course referred to in 3. a)i) above must normally be undertaken during the first term of registration;
 - b) The qualifying course referred to in 3.a)ii) must normally be taken within the first year of registration;
 - c) A minimum of 25 CATS points must have been accumulated by the end of the first year of registration and a minimum of 55 CATS points must have been accumulated by the end of the second year of registration.
 - d) The first part of the reflective journal referred to in 3.a) v) above and the first of the two assignments under 3.b) above shall normally be submitted after completion of the first 65 CATS points. The second assignment shall normally be submitted after completion of at least 95 CATS points.
 - e) The second part of the reflective journal under 3a) v) and the assignment under 3.c)

above shall normally be submitted after completion of 115 CATS points.

5. Credit may not be counted as part of the Certificate of Higher Education if it contains a significant proportion of material (normally 30 per cent or more) duplicated from a class or course already counted towards any certificate, diploma or other award of the University.
6. The Director of the Certificate shall have the discretion to permit any candidate to count towards the Certificate up to 30 CATS points from any class or course offered by the Department for Continuing Education so long as these shall have been obtained no more than four years before formal registration on the Certificate.
7. Candidates may count up to 105 CATS points towards the Certificate of Higher Education from courses studied online.
8. A candidate may be required to attend a *viva voce* examination.
9. The examiners may award a distinction to candidates for the Certificate.
10. Candidates who fail any accredited class or course they intend to count towards the Certificate under 3.a) above, or who fail to satisfy the examiners in the reflective journal under 3.a) v) may be permitted to resubmit work in respect of that class or course, or resubmit the reflective journal on not more than one occasion. This shall normally be within one month of the initial failure. Candidates who fail to satisfy the examiners in the assignments under 3.b) or 3.c) above may be permitted to resubmit the assignment or assignments on not more than one occasion. This shall normally be within three months of the initial failure. All resubmissions of work must be within one year of the initial failure.

January 2016