

Cert HE

LV 2022

Continuing Education Strategic Management Board

Approved by CESMB 28 June 2022 and 5 July 2022

Title of programme

Certificate of Higher Education

Brief note about nature of change: Introduction of new named pathway, update name of Continuing Education Board

Location of change in Examination Regulations

<https://examregs.admin.ox.ac.uk/Regulation?code=ucinhigheduc>

Effective date

For students starting from MT 2023

And

For first examination from 2023-24

Detail of change

Text to be deleted struck through, new text underlined

- 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, Data Science, History, Literature, Philosophy, and Political Economy, together with such other subjects as may be approved by the Continuing Education Strategic Management 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) 10 points from the online Academic Literacy: An Introduction course;
 - (ii) no fewer than 10 points, and no more than 30 points, from the course or courses approved as the qualifying course or courses in the candidate's main subject;
 - (iii) no fewer than 30 and no more than 70 additional points in the candidate's main subject;
 - (iv) no fewer than 30 points, and no more than 50 points, from eligible classes or courses in other subjects;
 - (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.
 - Assignments under 3(b) and (c) shall be submitted via the approved online submission system to the examiners by such date as the examiners shall determine and shall notify candidates.
- 4. Timing
 - (a) The online Academic Literacy: An Introduction 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 30 CATS points must have been accumulated by the end of the first year of registration and a minimum of 60 CATS points must have been accumulated by the end of the second year of registration;
 - (d) The first of the two assignments under 3(b) above shall normally be submitted after completion of the first 70 CATS points. The second assignment under 3(b) shall normally be submitted after completion of at least 100 CATS points.
 - (e) The assignment under 3(c) above shall normally be submitted after completion of 120 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 110 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. Candidates who fail any accredited class or course they intent to count towards the Certificate under 3(a) above, will be permitted to resubmit work in respect of that class or course 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 will 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.

Explanatory Notes