



**UNIVERSITY OF LEEDS**

# University of Leeds Diploma Supplement

## General Description of Modular Programme Arrangements and Requirements for Taught Awards

The Diploma Supplement issued by the University of Leeds provides a description of the nature, level, context, content and status of studies that were pursued and successfully completed by the individual named on the original qualification.

It is issued as two elements as follows:

- a 'Diploma Supplement and Transcript' sheet setting out the individual and academic information on an individual holder of one of the University's awards as required under sections 1, 2, 4, 5.2, 6 and 7 of the model;
- this General Description of the modular programme arrangements and requirements for taught awards at the University setting out the information as required under sections 2.3, 2.4, 3, 4, 5, 6.2 and 8 of the model.

The two elements do not constitute a Diploma Supplement unless they have been issued together in support of an official certificate confirming the award of a degree or other academic qualification.

### 1. Information Identifying the Holder of the Qualification

The following information is shown on the transcript element of this supplement.

- 1.1 Family Name
- 1.2 Given Name
- 1.3 Date of Birth
- 1.4 Student Identification Number/Code

The identification number shown is the unique identification number for a student registered at the University of Leeds. The HESA number shown is the unique national identifying/reference number for students registered at a state university in the UK from the Higher Education Statistics Agency, UK.

### 2. Information Identifying the Qualification

Selected information relating to the qualification is included on the transcript element of this supplement.

- 2.1 Name of the Qualification and the Title Conferred
- 2.2 Main Field(s) of Study for the Qualification
- 2.3 Name and Status of the Awarding Institution

The University of Leeds, a university established under a Royal Charter granted in 1904, originated from the Leeds School of Medicine founded in 1831 and the Yorkshire College of Science founded in 1874. It is recognised by the UK authorities as having the power to award its own degrees which is protected by UK law.

- 2.4 Language of Instruction and Assessment

The University's programmes are all taught and assessed in the English language, except where the subject of the degree is such that it is obvious that all or part of the teaching and assessment will have to be in another language.

### 3. Information on the Level of the Qualification

- 3.1 Level of Qualification

The University's undergraduate and taught postgraduate programmes lead to one of the following awards:

#### Summary of the minimum attendance, study and credit requirements for awards

The following summary is derived from the University's Academic Regulations for Taught Programmes which should be consulted for full and precise details of the requirements for awards.

Award Title	FHEQ Level of Award	Full-time Duration (Programme Years)	Standard Credit Volume of Programme / Total Minimum Credit Volume to be Taken	Total Minimum Credit Volume to be Passed	Highest FHEQ Level which must be Included	Minimum Credits to be Passed at Highest FHEQ Level
MRes	7	1 calendar year	180	180	7	180
Master (PGT)	7	1 calendar year	180	150	7	150
MArch	7	5 calendar years	600	500 to include 100 at each FHEQ level	7	240
PGDip	7	8 months	120	90	7	90
PGCert	7	4 months minimum	60	60	7	60
Integrated Master	7	4 years	480 to include 120 in each programme year and 120 at FHEQ level 7	400 to include 100 at each FHEQ level	7	100
Integrated Master with Sandwich Year	7	5 years	600 to include 120 in each programme year and 120 at FHEQ level 7	500 to include 100 at each FHEQ level	7	100
Bachelor (Honours)	6	3 years minimum	360 minimum (480/600 for 4/5 year programmes)	300	6	100
Bachelor (Ordinary)	6	3 years minimum	300-360	240	6	60 (160 at FHEQ levels 5 and 6 combined)
Graduate Diploma	6	1 year	120	100	6	60
Graduate Certificate	6	See individual programme specification	60	60	6	60
Foundation Degree (FD)	5	2 years	240	200	5	100
Diploma of Higher Education (DipHE)	5	2 years	240	200	5	100
Diploma	5	1 year	120	8	5	60
Certificate of Higher Education (CertHE)	4	1 year	120	100	4	100
Certificate	4	1 semester	40	40	4	40

*\* In some awards some credit to be taken requirements may be fulfilled through the University's APL/APCL/APEL arrangements.*

*\*\*Exceptionally the award requirements for 3-year programmes leading to the degree of Bachelor of Science (BSc) with Honours in the Faculties of Environment and Engineering and Physical Sciences and in Joint Honours BSc degrees in Science may be met by the achievement of a total of 280 credits including at least 80 UL credits at UL level 3.*

*\*\*\*On the transcript element of this supplement, levels 1, 2, 3 equate to FHEQs 4, 5, 6 respectively and level M equates to FHEQ 7.*

### 3.2 Official Length of Programme

The minimum full-time duration of studies is shown under 3.1 as the number of 'programme years' required for the University's award.

In some instances, students may complete a full-time programme or some parts thereof on a part-time basis, where this occurs it is evident from the number of credits recorded in any individual academic session on the personalised Diploma Supplement and Transcript sheet which accompanies this General Statement.

As the programme durations may vary according to the discipline, the actual number of programme years studied is shown on the transcript element of this supplement.

### 3.3 Access Requirements

The qualifications, skills, and qualities needed for postgraduate taught programmes and undergraduate programmes vary. Specific requirements are available on Course Search at <https://courses.leeds.ac.uk/>.

Applicants without the specified formal qualifications may be admitted through the Accreditation of Prior Learning (APL).

Applicants must provide evidence that they have satisfied the University's English Language requirements.

## 4. Information on the Contents and Results Gained

### 4.1 Mode of Study

Studies are full-time unless part-time studies are indicated on the transcript element of this supplement.

### 4.2 Programme Requirements

The University publishes the learning outcomes of its programme and its individual modules in the programme and module catalogue available at <https://catalogue.leeds.ac.uk/>.

### 4.3 Programme Details

Details of the module undertaken and the marks or grades obtained and credits awards are shown on the transcript element of this supplement.

### 4.4 Grading Scheme and Grade Distribution Guidance

Full details of the University's grading and awarding arrangements are published in the University's Academic Regulations for Taught Programmes available at <https://secretariat.leeds.ac.uk/home/academic-regulations/>.

The University operates a unified corporate degree, diploma and certificate awarding/classification system for undergraduate and taught postgraduate programmes that are not otherwise constrained by accreditation requirements. The University's classification arrangements are designed to be consistent with the Framework for Higher Education Qualifications of UK Degree-Awarding Bodies, including taking due account of the relationship between assessment arrangements and programme learning outcomes. The classification system is based on averaging the grades obtained across the modules comprising the final programme years of the programme for the award concerned with the grades being weighted in line with the credit value of the modules concerned.

All numeric grades on the transcript element are shown in the University's 0-100 scale. All assessed work is marked according to the achievement represented. Further information is published in the University's Academic Regulations for Taught Programmes available at <https://secretariat.leeds.ac.uk/home/academic-regulations/>.

To be eligible for award, in addition to meeting the requirements set out in the programme specification and the Academic Regulations for Taught Programmes, students must have achieved a classification average which is equal to or greater than the prescribed minimum (40.0 for FHEQ levels 4, 5, 6 and 50.0 for FHEQ level 7).

The degrees of MBChB and MChD/BChD are awarded in line with the requirements of national and professional practice. They are assessed and marked in accordance with the provisions in the relevant programme specification and the Code of Practice on Assessment.

#### 4.5 Overall Classification

The overall classification of the qualification (in original language) is shown on the transcript element of this supplement.

#### 4.6 Degree Classification Algorithm

The revised degree classification algorithm, as approved by Senate in July 2022, was incorporated within the Academic Regulations for Taught Programmes. The previous degree classification algorithm as specified in the Rules for Award 2023/24 applies to all awards for students who either commenced their programme before 2022/23 or commenced their final year of study before 2024/25. The revised degree classification algorithm as specified within the Academic Regulations for Taught Programmes applies to all other awards.

For the academic year of 2024/25 and for awards classified under the revised degree classification algorithm, the classification boundaries were 68.5 and above for Class I, 59.0 to 68.4 for Class II, 49.5 to 58.9 for Class III, and 39.5 to 49.4 for Class IV.

#### 4.7 Academic Year of 2019/20

The academic year 2019/20 was impacted by the Coronavirus (COVID-19) pandemic and the University of Leeds applied a no detriment policy to all students. The average for the 2019/20 academic year was derived from the modules for which a numeric mark was returned if students passed the credit requirements for the year. A classification algorithm of 0:1 (or equivalent) or the application of a prevailing classification average was applied if the outcome resulted in a higher classification than the normal calculation. The prevailing classification average was based on the combined weighted average of all results achieved in those years that would normally contribute to the degree classification, excluding results for assessments undertaken in the second semester of the 2019-20 academic session.

### 5. Information on the Function of the Qualification

#### 5.1 Access to Further Study

Any qualification of the University can give access to further study at the same level or higher.

#### 5.2 Professional Status

Any accreditation, professional or statutory recognition of the programme of study followed by a holder of an award of the University is shown on the transcript element of this supplement. Details of the current professional standing of a holder of one of the University's awards is certified by the relevant professional or statutory body independently of documentation produced by the University.

### 6. Additional Information

#### 6.1 Additional Information

Candidates for the University's awards who have previously successfully attended certain courses of study either at the University of Leeds or at an approved educational establishment are eligible for special consideration under the Accreditation of Prior Learning Policy. This policy encompasses Accreditation of Prior Learning (APL), Accreditation of Prior Certificated Learning (APCL) and Accreditation of Prior Experiential Learning (APEL). This will permit granting of exemption from any module/course and its assessments, other than the modules/courses comprising the final examinations for an award of the University, providing always that no such exemptions will apply to the statutory qualifying examinations for registrable awards or to the penultimate programme year for the Integrated Degrees of Master and Bachelor. Where applicable such study exemptions are shown on the transcript element of this supplement.

Programmes of study may include requirements for substantial periods of study abroad or industrial placement outside the University which may be reflected in the programme title as detailed in the award information and/or identified in the other information given in the transcript element of this supplement.

Where modules contributing to an award of this University have been taken under the University's arrangements for collaborative programmes (i.e. programmes are offered jointly with other Universities and Institutions), these modules and the location of studies are identified in the transcript element of this supplement.

### 7. Certification of the Supplement

The following information is shown on the transcript element of this supplement.

- 7.1 Date
- 7.2 Signature
- 7.3 Capacity
- 7.4 Official Stamp or Seal

## **8. Information on the National Higher Education System**

### **Description of Higher Education in England, Wales and Northern Ireland**

In England, Wales and Northern Ireland higher education institutions are independent, self-governing bodies active in teaching, research and scholarship. They are established by Royal Charter or legislation and most are part-funded by government.

Higher education (HE) is provided by many different types of institution. In addition to universities and university colleges, whose charters and statutes are made through the Privy Council which advises the King on the granting of Royal Charters and incorporation of universities, there are a number of publicly-designated and autonomous institutions within the higher education sector. Publicly funded higher education provision is available in some colleges of further education by the authority of another duly empowered institution. Teaching to prepare students for the award of higher education qualifications can be conducted in any higher education institution and in some further education colleges.

### **Degree Awarding Powers and the Title 'University'**

All universities and many higher education colleges have the legal power to develop their own courses and award their own degrees, as well as determine the conditions on which they are awarded. Some HE colleges and specialist institutions without these powers offer programmes, with varying extents of devolved authority, leading to the degrees of an institution which does have them. All universities in existence before 2005 have the power to award degrees on the basis of completion of taught courses and the power to award research degrees. From 2005, institutions in England and Wales that award only taught degrees ('first' and 'second cycle') and which meet certain numerical criteria, may also be permitted to use the title 'university'. Higher education institutions that award only taught degrees but which do not meet the numerical criteria may apply to use the title 'university college', although not all choose to do so. All of these institutions are subject to the same regulatory quality assurance and funding requirements as universities; and all institutions decide for themselves which students to admit and which staff to appoint. Degrees and other higher education qualifications are legally owned by the awarding institution, not by the state.

### **Qualifications**

The types of qualifications awarded by higher education institutions at sub-degree and undergraduate (first cycle) and postgraduate level (second and third cycles) are described in the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ). This also includes qualification descriptors that were developed with the HE sector by the Quality Assurance Agency for Higher Education. The FHEQ was self-certified as compatible with the Framework for Qualifications of the European Higher Education Area, the qualifications framework adopted as part of the Bologna Process, in February 2009.

Foundation degrees, designed to create intermediate awards strongly oriented towards specific employment opportunities, were introduced in 2001. In terms of the European Higher Education Area they are 'short cycle' qualifications within the first cycle.

### **Quality Assurance**

Academic standards are established and maintained by higher education institutions themselves using an extensive and sophisticated range of shared quality assurance approaches and structures. Standards and quality in institutions are underpinned by the universal use of external examiners, a standard set of indicators and other reports, and in professional areas by relevant professional, statutory and regulatory bodies. This ensures that institutions meet national expectations described in the FHEQ: subject benchmark statements, the Quality Code and programme specifications.

### **Credit Systems**

Most higher education institutions in England and Northern Ireland belong to one of several credit consortia and some operate local credit accumulation and transfer systems for students moving between programmes and/or institutions. A framework of national guidelines, the Higher Education Credit Framework for England, was launched in 2008. HE credit systems in use in England, Wales and Northern Ireland are compatible with the European Credit Transfer System (ECTS) for accumulation and transfers within the European Higher Education Area, and are used to recognise learning gained by students in institutions elsewhere in Europe.

**Admission**

The most common qualification for entry to higher education is the General Certificate of Education at 'Advanced' (A) level. Other appropriate NQF level 3 qualifications and the kite-marked Access to HE Diploma may also provide entry to HE. Level 3 qualifications in the CQFW, including the Welsh Baccalaureate, also provide entry, as do Scottish Highers, Advanced Highers or qualifications at the same levels of the Scottish Credit and Qualifications Framework. Part-time and mature students may enter HE with these qualifications or alternatives with evidenced equivalent prior formal and/or experiential learning. Institutions will admit students whom they believe to have the potential to complete their programmes successfully.