

## MINORS AND US CERTIFICATES POLICY

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### Minor

1. This policy does not apply to UK-only top-up degrees.
2. A minor is an optional subject of specialisation within the undergraduate degree, outside of the undergraduate major course of study, consisting of at least 18 US /72 UK credits. A minor may not be completed independent of an undergraduate degree.
3. Undergraduates who add a minor to their major degree programme will normally need to complete more than the minimum 120 US/480 UK credits required for graduation.
4. At least three of the upper-division courses required for a minor must be completed at the University.
5. No more than three courses may overlap within a degree between a student's major and any minor.
6. Upon graduation, any minor successfully completed is recorded on the student transcript alongside the major.

### US Certificate

7. The US certificate records the satisfactory completion of an organised programme at the postsecondary level (below the AA degree). A US certificate consists of at least 15 US/60 UK credits.
8. The US certificate is distinct from the UK CertHE as defined by the QAA.
9. The US Certificate is normally for study abroad or visiting students only, except for US Certificates offered in one of the Italy locations which are also available to degree seeking students.
10. Students must declare their certificate by submitting a completed form to Registry Services.

11. Any US certificate successfully completed is recorded on the student transcript. For study abroad and visiting students, this is done after their study at the University is concluded. For degree-undergraduates who studied in Italy, this is done upon graduation.

## VERSION MANAGEMENT

<b>Responsible Department: Provost</b>			
<b>Approving body: Academic Board</b>			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Clarifying that Certs are for SA/V only	April 2019	Sept 2019
003	Added minimum US credits to certificates and minors	May 2022	01 September 2022
		<b>Restricted access?</b>	
		Tick as appropriate <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	