

UNDERGRADUATE DEGREE PROGRAMME STRUCTURE POLICY

Introduction

1. This policy does not apply to UK-only degrees of which the University is the teaching and awarding institution, or solely the awarding institution.
2. The University awards both US and UK Bachelor's degrees, the requirements of which have been aligned by the University, so that the majority of undergraduates will receive both degrees upon graduation. Students who qualify for the US Bachelor's degree will normally automatically qualify for the simultaneous award of the UK Bachelor's degree.

General Principles

3. A US/UK undergraduate degree consists of a minimum of 120 US / 480 UK credits. The four-year US Bachelor's degree contains one year of required credit at UK RQF Level 3.
4. The following definitions apply to degree-seeking undergraduates at the University:
 - a. A freshman has earned fewer than 24 US/96 UK credits
 - b. A sophomore has earned between 24 US/96 UK and 55 US/200 UK credits
 - c. A junior has earned between 56 US/224 UK credits and 87 US/348 UK credits
 - d. A senior has earned 88 US/360 UK or more credits.
5. The table below details normal expectations as to credits to be completed at each UK FHEQ/RQF level, and how these align with the degree structure expectations of the University's US accreditors:

FHEQ/ RQF Level	Total number of credits at each level	Minimum Credits in Major	Minimum Mandatory Credits in the Liberal Arts Core	Minimum Additional Credits (minor requirements or non-Major electives)
6	32 US / 128 UK Credits	87.5% 28 US / 112 UK Credits (5-6 courses) <i>Note: All L6 courses must be Richmond courses. No L6 transfer is permitted.</i>	0% 0 US / 0 UK Credits (0 courses)	4 US / 16 UK Credits (1 course)

5	32 US / 128 UK Credits	50% 16 US / 64 UK Credits (4 courses) <i>Note: Max of 16 US/ 64 UK credits may be transferred in at L5.</i>	50% 16 US / 64 UK Credits (4 courses)	0% 0 US / 0 UK Credits (0 courses)
4	32 US / 128 UK Credits	37.5% 12 US / 48 UK Credits (3 courses) <i>Note: 30 US / 120 UK credits may be transferred in at L4</i>	62.5% 20 US / 80 UK Credits (5 courses)	0% 0 US / 0 UK Credits (0 courses)
3	24 US / 96 UK Credits <i>Note: these are not used towards the minimum 360 UK credits required for the UK degree.</i>	0% 0 US / 0 UK credits (0 courses)	0% 0 US / 0 UK Credits (0 courses)	100% 24 US / 96 UK Credits (6 courses) <i>Note: 24 US / 96 UK credits may be transferred in at L3</i>

6. The use of credit from a higher level to compensate for missing credit at a lower level (“Dipdowns”) are permitted on a limited basis at the University subject to the Credit Level Exception Policy.
7. The University’s liberal arts undergraduate degrees (Bachelor of Arts or Bachelor of Science) are composed of the following elements:
 - a. A Major course of study: an undergraduate’s “major” is the subject of specialisation, indicated by the title of the degree, and is constructed within the credit requirements;
 - b. Liberal Arts Core requirements: courses intended to provide a broad base of knowledge contextualizing the student’s major and to develop mathematical, oral, written, and visual communication skills.
 - c. Electives: courses outside major requirements that complete credit level requirements. These may contribute to a minor or simply provide further contextual study for the major.
8. Undergraduates are not permitted to enrol in postgraduate (FHEQ Level 7) courses.
9. The tables below detail an indicative Programme Specification to show the expected credits each UK FHEQ/RQF level, and how these align with the US degree structures and the expectations of the University’s US accreditors:

Key:

Major

Core

Elective

		Credits	
Level	Course Title	US	UK
XXXX 3XXX	TR from L3 quals	4	16
XXXX 3XXX	TR from L3 quals	4	16
XXXX 3XXX	TR from L3 quals	4	16
XXXX 3XXX	TR from L3 quals	4	16
XXXX 3XXX	TR from L3 quals	4	16
XXXX 3XXX	TR from L3 quals	4	16
RQF Level 3 CREDIT TOTALS		24	96
XXXX 4XXX	L4 Major	4	16
XXXX 4XXX	L4 Major	4	16
XXXX 4XXX	L4 Major	4	16
XXXX 4XXX	Choose 1x L4 Discipline course in Arts/Hums	4	16
XXXX 4XXX	Choose 1x L4 Discipline course in Social/Behav Sci	4	16
XXXX 4XXX	Prob & Stats OR Data Analysis (for non-MTH majors)	4	16
XXXX 4XXX	Choose 1x L4 Discipline course in Natural Sciences	4	16
LIBA 4XXX	L4 Research and Writing	4	16
FHEQ Level 4 CREDIT TOTALS		32	128
XXXX 5XXX	L5 Major	4	16
XXXX 5XXX	L5 Major	4	16
XXXX 5XXX	L5 Major	4	16
XXXX 5XXX	L5 Major	4	16
LIBA 5XXX	Choose 1x L5 Service-Learning course	4	16
XXXX 5XXX	Research Methods	4	16
XXXX 5XXX	Choose 1 x L5 Elective	4	48
XXXX 5XXX	Choose 1 x L5 Elective	4	48
FHEQ Level 5 CREDIT TOTALS		32	128
XXXX 6XXX	L6 Major	4	12
XXXX 6XXX	L6 Major	4	12
XXXX 6XXX	L6 Major	4	12
XXXX 6XXX	L6 Senior Project	8	32
XXXX 6XXX	Choose 1x L6 Internship or 2 x L6 Major Options	8	32
XXXX 6XXX	Choose 1 x L6 Elective	4	16
FHEQ Level 6 CREDIT TOTALS		32	128
TOTAL CREDITS FOR THE DEGREE:		120	480

VERSION MANAGEMENT

Responsible Department: RAQA			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Added statement on non-UK degrees. Updates to minimum credits in Major, Core, and Electives at each level. Added indicative Programme Spec.	29 Oct 2019	30 August 2022
003	Major: Full re-write to include new course credit values and credit requirements at each level.	June 2025	01 Sept 2025

	Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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