

MINORS AND US CERTIFICATES POLICY

Introduction

Minor

1. This policy does not apply to UK-only 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 12 US / 48 UK credits, from FHEQ Levels 4-6, with at least 2 courses from L5/L6.
3. A minor may not be completed independent of an undergraduate degree.
4. 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.
5. All courses required for a minor must be completed at the University.
6. No more than one course (4 US/ 16 UK credits) may overlap within a degree between a student's major, Liberal Arts Core and any minor.
7. Students must declare their minor by submitting a completed form to Registry Services.
8. Students must follow the minor requirements for their academic year of admission, or the year of the introduction of the minor, if this is later than the year of admission.
9. 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 1 Semester only for study abroad or visiting students only, at the University. US certificates consist of at least 12 US / 48 UK credits.

8. The US certificate is distinct from the UK CertHE as defined by the QAA.
9. Students must declare their certificate by submitting a completed form to Registry Services.
10. Any US certificate successfully completed is recorded on the student transcript after their study at the University is concluded.

VERSION MANAGEMENT

Responsible Department: Provost			
Approving body: Academic Board			
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
004	Updated minor requirements to 12 US/ 48 UK credits, all at L5 and L6, all courses completed at Richmond. Removed reference to Italian campuses from certificates.	Nov 2024	01 September 2025
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	