

University of Essex

Rules of Assessment for Part-Time (over 18 months and 24 months) and Full-Time (over 24 months) Taught Masters Degrees 2025-26

Kensington College of Business (KCB), United Kingdom (UK) / KCB Global (UK) / Laksamana College of Business (LCB), Brunei

Courses covered by these Rules of Assessment include:

- MBM (18 months - part time) - blended delivery by LCB trading as Kensington College of Business LLC in South Korea and KCB Higher Education Consulting in Vietnam see Section 1.a) below)
- MBM (24 months - full time) - face-to-face delivery by LCB in Brunei

1. Preamble

a) Kensington College of Business (KCB) is the trading name of Kensington College Limited, a private further and higher education provided based in the United Kingdom. KCB Global is the trading name of London Education Foundation, a registered charity which runs alongside the parent commercial entity KCB. KCB is also the parent company of Laksamana College of Business (LCB) in Brunei. LCB also trades as Kensington College of Business LLC in South Korea and KCB Higher Education Consulting in Vietnam. As such Masters courses delivered by any of the organisations named under this section, which share the parent company KCB, should follow these Rules of Assessment, with the exception of courses with approved standalone Rules of Assessment.

b) These rules apply to part-time (18 months or 24 months) or full-time (24 months) Masters programmes named above, delivered by KCB, KCB Global, LCB, Kensington College of Business LLC or KCB Higher Education Consulting. The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and Module Outlines. The Module Outlines will give detail of

assessment arrangements. The Programme Structure will identify which modules are core for the programme, where applicable.

d) A taught module is any assessed component excluding the dissertation, or equivalent, which for:

- the MBM programme is the Management Report / Dissertation (30 credits)

e) A core module must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.

f) All Masters degrees and exit awards can be awarded with Distinction or Merit.

g) It is for the Board of Examiners to determine whether the criteria for an award have been satisfied.

2. Pass Mark

a) The pass mark for all modules of the Masters degree is 50. Credits are only awarded if the module is passed. In cases where failure with a mark of 40 is condoned, the credits are not awarded however the module mark will still be used to calculate the overall weighted average for the taught modules and the overall weighted average.

b) For the purposes of these rules, taught module averages, the overall weighted average for the taught modules and the mark for the dissertation or equivalent will be rounded to the nearest whole number – i.e. 49.5 will count as 50, 49.4 as 49.

3. Progression

Students will still be permitted to progress to Year Two if they have failed modules following a reassessment attempt in Year One. However, they will no longer be on track for a Masters degree if they cannot be offered further reassessment attempts because they do not have extenuating circumstances accepted by the Board of Examiners.

In cases where students can be offered further reassessment attempts, due to substantiated extenuating circumstances, they will be permitted to progress to Year Two while trailing a maximum of 20 credits. "Trailing" means carrying forward the reassessment in up to 20 credits and undertaking it at the earliest opportunity offered by the College, during the next year of study.

The scenarios in which students will only be permitted to proceed if, depending on their results, they are still eligible for an exit award of a Postgraduate Diploma or a Postgraduate Certificate are as follows:

- (i) Having failed a core module;
- (ii) Having received a mark below 40 in a module;
- (iii) Having failed more than 40 credits' worth of non-core modules with marks in the 40-49 range;
- (iv) Students will only be permitted to proceed to Year Two if they still have sufficient taught credits left to study towards an award higher than the one for which they are already eligible at the end of Year One.

4. Eligibility for the Award of the Masters Degree

Pass

To be awarded a pass in the Masters a student should:

- a) Attempt 180 credits at Masters Level (Level 7) of which 140 must be passed, with the remaining credits condoned, subject to (c);
- b) Pass all the taught core modules and the dissertation or equivalent;
- c) Failure with a mark of 40 or more for up to 40 credits in non-core taught modules, may be condoned provided the overall weighted average for all the taught modules is 50.

A Pass with Merit or Distinction

Pass with Merit

To obtain a Merit in addition to achieving the requirements for a pass, a student should:

- Have an overall weighted average mark of 60 or more.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a pass, a student should:

- Have an overall weighted average mark of 70 or more.

4.2 The Postgraduate Diploma and Certificate

Where a student is either unable to complete their studies or does not achieve the required credits to be awarded a Masters, then the award of either a Postgraduate Diploma or a Postgraduate Certificate will be considered. Students can be considered for the award of a Distinction and Merit for an exit award.

Departments will identify on the published programme structure which taught modules have to be passed in order to obtain a PG Certificate or PG Diploma. In many cases it will be possible to obtain the necessary credits for a PG Diploma by using dissertation or equivalent credits as well as taught module credits.

Dissertation or equivalent credits cannot be used to obtain a Postgraduate Certificate.

4.2.1 To be awarded a **Postgraduate Diploma (PG Diploma)** a student should:

a) Attempt 120 credits at Masters Level (Level 7) of which 90 must be passed, with the remaining credits condoned, subject to (c);

b) Pass all taught core modules.

c) Failure with a mark of 40 or more for up to 30 credits in non-core modules may be condoned provided that the overall weighted average for the 120 PG Diploma credits is 50 or above.

Credits obtained for the dissertation or equivalent can normally be used when considering whether a Postgraduate Diploma can be awarded, provided that the above criteria have been met.

A Pass with Merit or Distinction

Where a student has more than 120 credits, the best credits compatible with the structure for a Postgraduate Diploma giving at least 120 credits will be used to calculate the overall weighted average mark.

Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a Postgraduate Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 60 or more.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a Postgraduate Diploma, a student should:

- Have an overall weighted average mark for the 120 PG Diploma credits of 70 or more.

4.2.2 To be awarded a **Postgraduate Certificate** a student should:

a) Attempt 60 taught module credits at Masters Level (Level 7) of which 40 must be passed, with the remaining credits condoned, subject to (b);

b) Failure with a mark of 40 or more for up to 20 credits in non-core modules will be condoned.

A Pass with Merit or Distinction

Where a student has more than 60 credits, the best credits compatible with the structure for a Postgraduate Certificate giving at least 60 credits will be used to calculate the overall weighted average mark.

Pass with Merit

To obtain a Merit, in addition to achieving the requirements for a Postgraduate Certificate, a student should:

- Have an overall weighted average mark for the 60 PG Certificate credits of 60 or more.

Pass with Distinction

To obtain a Distinction, in addition to achieving the requirements for a Postgraduate Certificate, a student should:

- Have an overall weighted average mark for the 60 PG Certificate credits of 70 or more.

5. Reassessment

5.1 Reassessment for taught modules

- a) Students who have failed any taught module(s) may have a second attempt at the assessment for the module(s) that have been failed.
- b) Where a provisional mark for the first attempt at assessment indicates that a student has failed the module, the student will be permitted to undertake the

second attempt at the failed module assessment component(s) in-year, prior to the next meeting of the Board of Examiners. In-year reassessment cannot be taken until all individual assessment components for the module have been completed and it has been determined that the student has not achieved an overall pass mark in the module. Where the module has been failed, students will be required to undertake reassessment in failed module assessment component(s) only.

- c) The marks for the first and second attempts at reassessment will be presented to the Board of Examiners to ratify the fail of the first attempt and confirm the outcome of the second attempt.
- d) The maximum mark that will be recorded for a module as a result of a second attempt is 50, unless there are substantiated extenuating circumstances accepted by the Board of Examiners.
- e) The Board of Examiners will reinstate the module mark for a previous attempt at a failed module if it is higher than the mark for the most recent attempt.

5.1.2 If a student fails a module on the second attempt at the assessment no further attempt is allowed unless there are substantiated extenuating circumstances accepted by the Board of Examiners (see Section 5.1.6).

5.1.3 Where the Board of Examiners permits a student to have a second attempt at the assessment for a module this only applies to any individual assignment/examination for the module that has been failed.

5.1.4 A student cannot be permitted to repeat a module unless there are extenuating circumstances accepted as valid by the Board of Examiners.

5.1.5 Students who have still failed modules after taking in-year reassessment during Year One will only be permitted to proceed with their studies if they meet the following criteria:

- (a) have passed all core modules taken so far;
- (b) still have enough new credits to study in Year Two to be able to aim for an exit award without further reassessment in the failed modules, unless there are extenuating circumstances accepted by the Board of Examiners which permit another assessment attempt.

5.1.6 Following a failed in-year reassessment attempt during Year One, where further reassessment is permitted in some or all failed modules due to extenuating circumstances which have been accepted by the Board, the options offered by the Board of Examiners will be as follows:

- (a) in the case of failed core modules, to delay proceeding to Year Two and to undertake reassessment without attendance but not to proceed to Year Two until they have been passed.
- (b) in the case of failed non-core modules:
 - to delay proceeding to Year Two and to undertake reassessment without attendance; **OR**,
 - to proceed to Year Two and carry forward a maximum of 20 failed non-core credits into Year Two and undertake reassessment at the earliest opportunity during Year Two. Carrying forward the reassessment in failed credits is called “trailing”; **OR**,
 - to proceed to Year Two and study for an exit award only rather than undertaking some or all of the reassessment.

5.1.7 Where students have failed Year One modules, and no further reassessment can be offered, they will only be permitted to proceed to Year Two if they still have sufficient taught credits left to study towards an award higher than the one for which they are already eligible at the end of Year One. Where this is not the case, they will be required to withdraw but will be considered for an exit award based only on the credits achieved up to that point.

5.1.8 Students from Year One who are permitted by the Board to trail reassessment in non-core modules into Year Two due to extenuating circumstances, will have their reassessment marks in the trailed modules considered alongside their Year Two marks at an Interim Board, which will make a progression decision. Where the trailed modules are failed again, students will not be given another attempt at the assessment unless there are extenuating circumstances accepted by the Board of Examiners which permit another assessment attempt.

5.2 Resubmission of Dissertation or equivalent

a) Resubmission of dissertations or equivalent is only permitted in the following circumstances:

(i) Either substantiated extenuating circumstances accepted at the discretion of the Board of Examiners; or

(ii) Where the current Dissertation Module Aggregate Mark is at least 40 and the Board of Examiners judges that the work required to achieve a pass does not include any additional experimental or practical work.

b) Resubmission is subject to the following conditions:

(i) A dissertation or equivalent must normally be re-submitted within two months of the formal notification of permission to resubmit; in cases of extenuating

circumstances, this may be extended to a maximum of twelve months;

- (ii) A dissertation or equivalent which has been resubmitted because of a marginal fail shall be awarded no more than a maximum mark of 50; in the case of resubmission because of extenuating circumstances, the full range of marks shall be available to examiners.

6. Assessment Procedures

6.1 Powers of the Board of Examiners

6.1.1 The Board of Examiners shall have the following powers:

- a) Confirming the taught module marks achieved, including any marks for reassessment presented to the Board, and awarding credit;
- b) Confirming the mark for the dissertation or equivalent, including any mark for resubmission;
- c) Confirming any opportunities for reassessment for modules, including resubmission of the dissertation or equivalent, and any opportunities for condonement;
- d) Considering each student's marks profile so that they can be advised on the range of possible award outcomes, including whether it is possible for them to make use of dissertation or equivalent credits;
- e) Considering extenuating circumstances as necessary and their implications for results;
- f) Determining the appropriate award for each student;

- g) Determining whether a student can progress to Year Two;
- h) Requiring any student whose performance is below that required to achieve an award to withdraw from the University.

6.1.2 Students will be required to withdraw where the accumulation of further credit would not result in the achievement of any postgraduate award according to the Rules of Assessment.

7. Extenuating Circumstances

If you submit Extenuating Circumstances and they are accepted as valid, the Board of Examiners may be able to offer additional assessment opportunities, such as reassessment for uncapped module marks or voluntary reassessment, in line with the Extenuating Circumstances Policy and guidelines. When extenuating circumstances are accepted, the Board of Examiners will use its discretion to determine what if any action should be taken in accordance with the powers set out in the Policy. Except in the case of accepted extenuating circumstances, Boards of Examiners do not have powers of discretion in relation to the application of the rules of assessment.

End

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