

UNIVERSITY OF ESSEX

UNDERGRADUATE RULES OF ASSESSMENT

Academic Year 2012-2013

7. *Certificate of Higher Education and International Diploma in Business*¹

7.1 ELIGIBILITY FOR AN AWARD

7.1.1 To be eligible for a Certificate of Higher Education (Cert HE) students must:

- a) pass 120 credits at level 4 or above
- and**
- b) pass core modules and meet any relevant requirements outlined in the variations to the Rules of Assessment.

End of Stage Examination Boards may also be used as progression boards for part-time students, and re-submission opportunities considered

7.1.2 If a student does not meet the requirements for a Certificate of Higher Education:

- a) where the student has failed **a maximum of 60 credits**, he/she must undertake the necessary reassessment. The module aggregate mark will be capped at 40%.
- b) where the student has failed **more than 60 credits** and has a year mark greater than 20%, he/she must repeat the Stage of study on a full-time basis for uncapped marks, **or** undertake the necessary reassessment the following year with the module aggregate mark capped at 40%. Students who are studying under a Tier 4 licence will not be allowed to repeat the Stage of study on a full-time basis, unless there are substantiated extenuating circumstances which are accepted by the Board of Examiners and the Board believes it is appropriate to offer a repeat year. However, they will be given the opportunity to study a maximum of 105 credits part-time to retrieve the failure.
- c) where the **Stage mark is below 20%**, or where a student was absent from all examinations with no substantiated extenuating circumstances, he/she must withdraw from the University.

7.1.3 When the Board meets after re-sits/resubmissions are completed, the Board will consider the following options (Boards cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board will offer more than one option to the student:

- a) to repeat the Stage of study full-time for uncapped module marks. Students who are studying under a Tier 4 licence will not be allowed to repeat the Stage of study on a full-time basis, unless there are substantiated extenuating circumstances which are accepted by the Board of

¹ The International Diploma in Business is a Certificate of Higher Education. All references in the rules for the Cert HE apply to the Int. Dip.

Examiners and the Board believes it is appropriate to offer a repeat year. However, they will be given the opportunity to study a maximum of 105 credits part-time to retrieve the failure.

or

- b) where the student has failed **a maximum of 60 credits**, to repeat the Stage of study part-time, and the module aggregate mark will be capped at 40%²

or

- c) to resit the necessary examinations and/or coursework at the next available opportunity and the module aggregate mark will be capped at 40%

or

- d) where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module, he/she would be required to withdraw from the University.

or

- e) where the **Stage mark is below 20%**, or where a student was absent from all examinations with no substantiated extenuating circumstances, to withdraw from the University.

Note: An undergraduate exam board 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. This will not apply where students are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

7.2 AWARD CLASSIFICATION

- 7.2.1** A Certificate of Higher Education (Cert HE) is unclassified. The student will receive a transcript of marks.

² This option is only permissible where the student's UK immigration permission allows part-time study.

SENATE APRIL 2013