

UNIVERSITY OF ESSEX
UNDERGRADUATE RULES OF ASSESSMENT
Academic Year 2012-2013
(year cohort first registered)

4. *Four-Year Honours Degrees*
(For Degrees with a Preliminary Stage, see Three-Year Honours Degree rules)

4.1 PROGRESSION

Progression to a Year Abroad or Placement Year (any Stage)

Students must pass the requirements for the current stage of study in order to be able to proceed to the Year Abroad or a Placement Year.

4.1.1 In order to progress from Stage One to Stage Two students must:

- a) achieve 120 credits at level 4. [NB where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules it is possible for a student to progress to the next stage of study in the circumstances set out in section 4.1.4]

and

- b) pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements;

and

- c) achieve a minimum stage mark of 53 on all courses with a compulsory stage or term abroad or a Placement Year.

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

In order to be awarded a **Distinction** in Stage One, students must meet at least one of the following criteria:

- Achieve an overall year mark of 69.5% at the first attempt, or;
- Achieve marks of 69.5% in at least 60 credits at the first attempt, with no credits below 59.5%

4.1.2 If a student does not meet the requirements to progress:

- a) where the student has failed a **maximum of 60 credits**, he/she must undertake the necessary reassessment prior to the next academic Stage in order to fulfil the requirement to progress. 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 without attendance. The module aggregate mark will be capped at 40%.

- 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.
- d) where the student is on a course with a compulsory stage or term abroad or a Placement Year and has passed all modules but has not achieved the minimum stage mark, the student may undertake reassessment in one or more modules (up to a maximum of 60 credits) in order to improve the stage mark. Although the marks achieved at the first attempt will remain on the student's record, the 'raw' marks achieved after reassessment (that is, the actual marks obtained) will be used to calculate whether the student has achieved the required stage mark. A student who has passed all modules but who has not achieved the minimum stage mark required for a course with a compulsory year or term abroad or a Placement Year may be permitted to transfer to a course which does not include a year or term abroad or a Placement Year instead of undertaking reassessment.

4.1.3 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
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%¹
or
- c) to undertake the necessary reassessment at the next available opportunity with the module aggregate mark capped at 40%.
or
- d) where the student has not met the requirements to proceed 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.
or
- f) where the student is on a course with a compulsory year or term abroad or a Placement Year and has failed to achieve the 53% stage mark, to consider the student for a transfer to a degree programme without a year or term abroad or a Placement Year.

¹ This option is only permissible where the student's UK immigration permission allows part-time study.

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.

4.1.4 Following reassessment, where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules, the Board will treat the fail in the following way:

- a) Where the module aggregate mark is in the range 35%-39% and the mark for the stage is 45% or above, the student will be permitted to proceed to the next stage of study. The credits will be awarded.
- b) Where the module aggregate mark is in the range 20%-34% and the mark for the stage is 40% or above, or the module aggregate mark is in the range 35%-39% and the mark for the stage is in the range 40%-44%, the student will be permitted to proceed to the next stage of study. However, the credits will not be awarded. Where a total of 30 credits have been failed the student will not be permitted to fail any more credits towards their award. Where a total of 15 credits have been failed, the student will only be able to fail 15 non-core credits in the future. Where a student has not had three attempts at the assessment for the Stage, the Board will offer the student the choice of either undertaking reassessment in Stage One or proceeding to Stage Two carrying the fail.
- c) Students will not be permitted to transfer to a course which regards the failed modules as core.

Note: For first year non-core modules it is **not** necessary for students to pass both the coursework and exam elements as long as the student has passed the overall module aggregate.

If the student fails the overall aggregate in June then s/he must undertake reassessment in the failed elements.

If the student passes the overall module aggregate for the non-core module in June but fails either the coursework or exam elements, the Exam Board should award the credit rather than requiring reassessment.

4.1.5 Students who, after reassessment, still fail to achieve sufficient marks in an optional module to progress may choose an alternative optional module during their repeat Stage.

Progression from Stage Two

4.1.6 In order to progress from Stage Two to Stage Three (Placement Year or a Year Abroad) students must:

- a) achieve 120 credits at level 5 or above at the first attempt.
 - where only 90 credits have been passed at Stage One, 120 credits must be passed in Stage Two, Stage Three and the Final Stage.
 - where only 105 credits have been passed at Stage One, 120 credits must be passed in Stage Two and Stage Three, but a maximum of 15 non-core credits can be failed in the final year.

and

- b) pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

4.1.7 If a student does not meet the requirements to progress:

Students who do not pass all modules at the first attempt will not be permitted to proceed to the placement year or study abroad in the next academic year. The Board of Examiners will consider the following options:

- a) where the student has failed **a maximum of 60 credits at the first attempt** and s/he wishes to remain on the four-year course, s/he must undertake the necessary reassessment, prior to the next academic Stage. The module aggregate mark will be capped at 40%. Subject to passing the module(s) after reassessment the student must apply to intermit for the next academic year with a view to proceeding to a placement year or a period of study abroad one year later if places are available.²
- b) where the student has failed **a maximum of 60 credits at the first attempt** and it is possible for the student to transfer to an appropriate three-year course the student will be offered the chance to transfer immediately and s/he must undertake the necessary reassessment prior to the next academic Stage. The student's reassessment will then be governed by the three-year Rules of Assessment. Where reassessment takes place the module aggregate mark will be capped at 40%.
- c) where the student has failed **more than 60 credits** and has a year mark greater than 20%, s/he must repeat the Stage of study on a full-time basis for uncapped marks **or** undertake the necessary reassessment the following year without attendance with the module aggregate mark capped at 40%. The student can also apply to transfer to Stage Two of an appropriate three-year course, if possible, to undertake the repeat study if s/he does not wish to remain on the four-year course.
- d) 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.
- e) If 120 credits at level 4 or above have been passed, the student will be considered for the award of a Certificate of Higher Education.

² On courses involving study of a language it may not be advisable to intermit for a year as this may affect the student's ability to maintain the language at the required level.

- f) if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

4.1.8 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 on the four-year course or, if possible, on an appropriate three-year course..
- b) where the student has failed a **maximum of 60 credits**, to repeat the Stage of study part-time, on the four-year course or, if possible, on an appropriate three-year course, with module aggregate marks capped at 40% ³
- c) to undertake the necessary reassessment at the next available opportunity on the four-year course or, if possible, on an appropriate three-year course, where the mark recorded will be capped at 40%.
- d) 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. If 120 credits at level 4 or above have been passed, the student will be considered for the award of a Certificate of Higher Education
- e) where the student has not met the requirements to proceed having had three opportunities to undertake the assessment for a module, he/she would be required to withdraw from the University.
- f) if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

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.

³ This option is only permissible where the student's UK immigration permission allows part-time study.

4.1.9 Following reassessment, where a student has a fail mark below 40 in a maximum of 30 credits' worth of non-core modules and has passed 120 credits at Stage One, or has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules and has passed 105 credits at Stage One, the Board consider whether it is possible for the student to transfer to an appropriate three-year course and if so it will treat the fail in the following way:

- a) where a student has not had three attempts at the assessment for the failed module the Board will offer the student the choice of either transferring to an appropriate three-year course, if possible, and undertaking reassessment in Stage Two or proceeding to the Final Stage of the new course carrying the fail.
- b) Where a student has already had three attempts at the assessment for the failed module, and it is possible for the student to transfer to an appropriate three-year course, the Board will permit the student to proceed to the Final Stage of the new course carrying the fail.

Progression from Stage Three to the Final Stage of the Four-Year Course

4.1.10 In order to progress from Stage Three (the Placement Year or the Year Abroad) to the Final Stage students must:

- a) achieve a pass in the placement year or the year abroad.
- and**
- b) pass core modules and meet any additional course or module specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

Distinctions for Placement Year Marks

On some courses it will be possible to gain a Distinction for the Placement Stage. Where these are offered, students must fulfil the course requirements as outlined in Appendix A of the Rules of Assessment.

4.1.11 If a student does not meet the requirements to progress:

Reassessment or repeat study is not normally available for a period of study abroad. Limited reassessment opportunities, if any, exist for a placement year and repeat study would not normally be available.

- a) where the placement year or period of study abroad has been failed with a stage mark of 20% or above, the student will be offered the chance to transfer to the Final Stage of an appropriate three-year course if this is possible.
- b) where the placement year or period of study abroad has been failed with a stage mark of 20% or above and the opportunity to undertake reassessment is available the student must undertake the necessary reassessment and the module aggregate mark will be capped at 40%. If the student fails the reassessment no further reassessment opportunity will be offered.
- c) where the **stage mark is below 20%**, with no substantiated extenuating circumstances, he/she must withdraw from the University.

- d) If 120 credits at level 4 or above have been passed, the student will be considered for the award of a Certificate of Higher Education.
- e) if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

4.2 ELIGIBILITY FOR AN AWARD (Final Stage of Four-Year Degree)

4.2.1 For the award of a Four-Year Honours degree, 480 credits must be attempted over the duration of the course, of which 450 credits must be passed. However, Boards of Examiners will offer one voluntary reassessment attempt in all failed final year modules no later than the start of the next academic year, provided the student has not already had three attempts at the assessment for the module. The module aggregate mark will be capped at 40%.

4.2.2 To be eligible for an Honours degree, students must ⁴:

- a) attempt 120 credits in the final stage and pass at least 90 credits at level 6:
 - where a maximum of 30 credits have been failed across Stage One, Stage Two and Stage Three, 120 credits must be passed in the final year.
 - where 120 credits have been passed at both Stage One, Stage Two and Stage Three, a minimum of 90 credits at level 6 must be passed in the final year.
- and**
- c) pass core modules and meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body, and placement-year requirements.

4.2.3 If a student does not meet the requirements for an Honours degree⁴:

- a) where the student has failed **a maximum of 60 credits**, or has failed a maximum of 90 credits but the Board determines that he/she can only be required to undertake compulsory reassessment in a maximum of 60 credits he/she must undertake the necessary reassessment or repeat the Stage of study part-time. The module aggregate mark will be capped at 40%. [NB where failure has occurred on a period of study abroad, resits / reassessment and / or a repeat stage / term may not be available.]
- b) where the student has failed **more than 60 credits and the Board determines that the student must undertake compulsory reassessment in more than 60 credits** and the student 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 without attendance with the module aggregate mark capped at 40%. [NB where failure has occurred on a period of study abroad, resits / reassessment and / or a repeat stage / term may not be available.]

⁴ Boards of Examiners will offer a voluntary reassessment opportunity to final year students who have met the requirements to graduate with an honours degree but have failed final year module(s), provided the students have not already had three attempts at the assessment for the module. In cases where students have not met the requirements to graduate the Board of Examiners will specify the minimum volume of compulsory reassessment that is required, and will offer a voluntary reassessment opportunity in the other failed final modules. However, students will not be permitted reassessment across the summer in more than 60 credits' worth of modules.

- c) where a student has no substantiated extenuating circumstances, he/she must withdraw from the University in either of the following situations:
- where the Stage mark is **below 20%**;
 - where a student was absent from all examinations which were due to be sat in the most recent examination period.
- d) if 240 credits (including a minimum of 120 at level 5 or above) have been attempted and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

4.2.4 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, and no more than one opportunity to take exams without attendance). Where appropriate the Board will offer more than one option to the student⁵:

- a) to repeat the Stage of study full-time for uncapped module marks
- b) where the student has failed **a maximum of 60 credits**, to repeat the Stage of study part-time, with the module aggregate mark capped at 40% ⁶ [NB this option is not available where students have failed credits during a period abroad.]
- c) to undertake the necessary reassessment at the next available opportunity where the module aggregate mark recorded will be capped at 40%. This option cannot be offered where a student has already resat the exams without attendance. [NB where failure has occurred on a period of study abroad, resits / reassessment and / or a repeat stage / term may not be available.]
- d) where a student has no substantiated extenuating circumstances, he/she must withdraw from the University in either of the following situations:
- where the stage mark is **below 20%**;
 - where a student has undertaken none of the required reassessment.
- e) where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module (Boards cannot offer more than one opportunity to take exams without attendance), he/she would be required to withdraw from the University.
- f) if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

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

⁵ Students cannot be offered further voluntary reassessment so Boards of Examiners will only offer reassessment to final year students who have not met the minimum criteria for the award on which they are studying. Furthermore, Boards will only offer reassessment in a sufficient number of modules to enable students to meet the minimum criteria for the award. For example, if a student has failed 60 credits' worth of non-core modules in the final year, s/he will only be offered reassessment in 30 credits.

⁶ This option is only permissible where the student's UK immigration permission allows part-time study.

are repeating an entire stage for uncapped marks. In such cases the marks achieved at the end of the repeat stage will stand.

4.3 AWARD CLASSIFICATION FOR FOUR-YEAR HONOURS DEGREES

(Students on Degrees with a preliminary Stage need to refer to the Three-Year Honours Degree rules).

4.3.1 There are four different types of four-year degree course, each with its own requirements. For courses involving a full-year work placement as Stage 3 (Model 1 below), the work placement has a credit value of 120 credits, and the student must pass the work placement to be eligible for the degree, but any marks awarded for the work placement do not count towards the class of degree. For courses involving a year of study abroad as Stage 3 (Models 2 and 3 below), the year abroad has a total credit value of 120 credits, and the student must pass the Stage to be eligible for the degree, but the marks awarded for the Stage will be given a reduced credit weighting when calculating the class of degree.

4.3.2 Model 1: Work placement year as Stage Three.

A student's degree class is based upon Stage Two and Stage Four marks. Stage Two and Stage Four marks are weighted 40% and 60% respectively and combined to give the Degree Mark.

4.3.2.1 First Class Honours will be awarded to a candidate who has:

- *Either* a Degree Mark of 70 or more; *or*
- 120 credits at 70 or more and a Degree Mark of at least 68.

Upper Second Class Honours will be awarded to a candidate who has:

- *Either* a Degree Mark of 60 or more; *or*
- 120 credits at 60 or more and a Degree Mark of at least 58.

Lower Second Class Honours will be awarded to a candidate who has:

- *Either* a Degree Mark of 50 or more; *or*
- 120 credits at 50 or more and a Degree Mark of at least 48.

Third Class Honours will be awarded to a candidate who meets the criteria for the award of an Honours degree (see 4.2 above) but who does not qualify for any other class of degree.

4.3.3 Model 2: Year abroad (normally as part of a language-related degree) as Stage Three.

A student's degree class is based upon Stage Two, Stage Three and Stage Four marks. Stage Two, Stage Three and Stage Four marks are weighted 30%, 20% and 50% respectively and combined to give the Degree Mark. When calculating the number of credits for purposes of degree classification, the mark obtained for the year abroad is counted as 90 credits, giving a total of 330 credits (120 from Stage Two, 90 from Stage Three, and 120 from Stage Four) which may count towards the final classification.

4.3.3.1 First Class Honours will be awarded to a candidate who has:

- *Either* a Degree Mark of 70 or more; *or*
- 150 credits at 70 or more and a Degree Mark of at least 68.

Upper Second Class Honours will be awarded to a candidate who has:

- Either a Degree Mark of 60 or more; or
- 150 credits at 60 or more and a Degree Mark of at least 58.

Lower Second Class Honours will be awarded to a candidate who has:

- Either a Degree Mark of 50 or more; or
- 150 credits at 50 or more and a Degree Mark of at least 48.

Third Class Honours will be awarded to a candidate who meets the criteria for the award of an Honours degree (see 4.2 above) but who does not qualify for any other class of degree.

Note: The marks from the year of study abroad should only be able to improve a student's degree classification. Calculation of degree classification at the Final Year Examination Board should therefore be undertaken both *with* and *without* the year of study abroad (i.e. as *both* Model 2 *and* Model 1), and the higher classification result should be the one awarded.⁷

4.3.4 Model 3: Year abroad (normally on a degree which is not language-related) as Stage Three.

A student's degree class is based upon Stage Two, Stage Three and Stage Four marks. Stage Two, Stage Three and Stage Four marks are weighted 30%, 20% and 50% respectively and combined to give the Degree Mark. When calculating the number of credits for purposes of degree classification, the mark obtained for the year abroad is counted as 60 credits, giving a total of 300 credits (120 from Stage Two, 60 from Stage Three, and 120 from Stage Four) which may count towards the final classification.

4.3.4.1 First Class Honours will be awarded to a candidate who has:

- Either a Degree Mark of 70 or more; or
- 150 credits at 70 or more and a Degree Mark of at least 68.

Upper Second Class Honours will be awarded to a candidate who has:

- Either a Degree Mark of 60 or more; or
- 150 credits at 60 or more and a Degree Mark of at least 58.

Lower Second Class Honours will be awarded to a candidate who has:

- Either a Degree Mark of 50 or more; or
- 150 credits at 50 or more and a Degree Mark of at least 48.

Third Class Honours will be awarded to a candidate who meets the criteria for the award of an Honours degree (see 4.2 above) but who does not qualify for any other class of degree.

Note: The marks from the year of study abroad should only be able to improve a student's degree classification. Calculation of degree classification at the Final Year Examination Board should therefore be undertaken both *with* and *without* the year of

⁷ This ruling, approved by Senate in April 2012, will stand until such time that any new rules relating to the weighting of the year abroad are approved for introduction. In cases where the degree classification is based on the courses studied at Essex and excludes the year abroad marks, the student would still remain on the four-year programme and the transcript of records for the year abroad and the year abroad marks would remain on the transcript for the student.

study abroad (i.e. as *both Model 3 and Model 1*), and the higher classification result should be the one awarded.⁷

4.3.5 Model 4: Four years studied at Essex

A student's degree class is based upon Stage Two, Stage Three and Stage Four marks. Stage Two, Stage Three and Stage Four marks are weighted 30%, 30% and 40% respectively and combined to give the Degree Mark.

4.3.5.1 First Class Honours will be awarded to a candidate who has:

- Either a Degree Mark of 70 or more; or
- 180 credits at 70 or more and a Degree Mark of at least 68.

Upper Second Class Honours will be awarded to a candidate who has:

- Either a Degree Mark of 60 or more; or
- 180 credits at 60 or more and a Degree Mark of at least 58.

Lower Second Class Honours will be awarded to a candidate who has:

- Either a Degree Mark of 50 or more; or
- 180 credits at 50 or more and a Degree Mark of at least 48.

Third Class Honours will be awarded to a candidate who meets the criteria for the award of an Honours degree (see 4.2 above) but who does not qualify for any other class of degree.

End.

SENATE June 2013

(April 2014 – re: withdrawal in stages wef from14-15)