

UNIVERSITY OF ESSEX**PARTNER INSTITUTION: EDGE HOTEL SCHOOL (EHS)****RULES OF ASSESSMENT FOR FOUNDATION DEGREES 2016-17
(ACCELERATED DELIVERY MODE)**

DATE OF ISSUE: NOVEMBER 2016

APPLICABLE TO: ACCELERATED FOUNDATION DEGREES
- CERTIFICATE OF HIGHER EDUCATION (EXIT AWARD)

1. PREAMBLE

- (a) These rules of assessment apply to the EHS foundation courses which are taught over an accelerated timeframe of 16 months. They should be read in conjunction with the relevant Course Structure, Programme Specification and module outlines. The Course Structure will identify which modules are core for the course.
- (b) Students will be considered under the Rules of Assessment that are current at the time of the Examination Board meeting, irrespective of the start-date of their course. However, if the current Rules of Assessment are deemed to be disadvantageous to the student, the Rules of Assessment which were in place at the time that they started their course would be applied.
- (c) EHS Honours Degree students study a full Foundation Degree course (240 credits) over an accelerated timeframe of 16 months. Level 4 (120 credits) is delivered over an 8-month period and Level 5 (120 credits) is delivered over an 8-month period.
- (d) Due to the accelerated timeframe of delivery for the EHS Foundation degrees, the maximum periods of study are shorter than for those delivered over a standard timeframe, as shown in the table below.

EHS Maximum Periods of Study

EHS QUALIFICATION	LEVEL	MINIMUM OVERALL CREDITS TO BE STUDIED	NORMAL LENGTH OF PROGRAMME	MAXIMUM PERIOD OF STUDY PERMITTED
BA Honours Degree	6	360 credits	2 years	4 years
BA Honours Degree (Top-Up)	6	120 credits	9 months	2 years
Foundation Degree	5	240 credits	16 months	3 years

2. PROGRESSION

2.1 In order to progress from Stage One to the Final Stage students must:

- (a) achieve 120 credits at level 4.

[NB where a student has a fail mark below 40 in a maximum of 15 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 5.1.4]

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.

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

- (a) where the student has failed a **maximum of 15 non-core credits**, he/she must either:

- undertake the necessary reassessment in order to fulfil the requirement to progress either prior to the next academic Stage
- or
- progress to the Final Stage and undertake reassessment at the first opportunity.

The module aggregate mark will be capped at 40%.

- (b) where the student has failed **core credits, or between 15 and 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%.

- (c) where the student has failed **more than 60 credits** and has a Stage mark greater than 20%, he/she must repeat the Stage of study on a full-time basis for uncapped marks.

- (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 was absent from all of the examinations which were due to be sat in the most recent examination period.

2.3 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) to undertake the necessary reassessment at the next available opportunity. The module aggregate mark will be capped at 40%.

or

- (c) 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

- (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.

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.

2.4 Following reassessment, where a student has a fail mark below 40 in a maximum of 15 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, the student will be permitted to proceed to the next Stage of study. However, the credits will not be awarded and the student will not be permitted to fail any more credits towards their award.
- (c) 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 and undertaking the reassessment at the first opportunity (As outlined in Section 2.2a, this option only applies to students who have failed a **maximum of 15 non-core credits.**)
- or
- proceeding to Stage Two carrying the fail.
- (d) Students will not be permitted to transfer to a course which regards the failed modules as core.
- (e) 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.

3. ELIGIBILITY FOR AN AWARD (final stage of Foundation Degree)

3.1 For the award of a Foundation degree, 240 credits must be attempted, of which 225 credits must be passed.

3.2 To be eligible for a foundation degree, students must:

- (a) attempt 120 credits in the Final Stage and pass at least 105 credits at level 5 or above:
- where only 105 credits are passed at Stage One, 120 credits must be passed in the Final Stage.
 - where 120 credits are passed in Stage One, a minimum of 105 credits must be passed at level 5 or above in the Final Stage, including any work-based learning credits (work placement credits).

and

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

3.3 If a student does not meet the requirements for a Foundation Degree:

- (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 Stage mark greater than 20%, he/she must repeat the Stage of study on a full-time basis for uncapped marks.
- (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 of the examinations which were due to be sat in the most recent examination period.
- (d) if 120 credits have been achieved at level 4 or above, the student may be considered for the award of a Certificate of Higher Education.

3.4 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). 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) to undertake the necessary reassessment at the next available opportunity and the module aggregate mark will be capped at 40%

or

- (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 has undertaken none of the required reassessment.
- 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) if 120 credits at level 4 or above have been achieved, the student will be considered for the award of a Certificate of Higher Education.
- or**
- (f) if 240 credits have been attempted and 225 have been passed but the student has not satisfied the professional code of conduct the student may be considered for the award of 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.

4. AWARD CLASSIFICATION

- 4.1** Foundation degree awards are classified on the completion of Stage Two, using an arithmetic average of Stage Two marks only (weighted according to the credit weighting of the modules) as follows:

Distinction will be awarded to a candidate who has:

- *Either a Stage Two mark of 70% and over; or*
- *60 credits at 70% or more and a Stage Two mark of at least 68%.*

Merit will be awarded to a candidate who has:

- *Either a Stage Two mark of 60% and over; or*
- *60 credits at 60% or more and a Stage Two mark of at least 58%.*

Pass will be awarded to a candidate who has:

- *A Stage Two mark of 40% and over.*

Fail

- *A Stage Two mark of less than 40%.*