

UNIVERSITY OF ESSEX

EDGE HOTEL SCHOOL

ACCELERATED FOUNDATION DEGREE RULES OF ASSESSMENT

Academic Year 2018-19

(cohort first registered in this Year)

3. *Foundation Degrees (Accelerated Delivery Mode)*
(Including Diploma of Higher Education (Exit Award) and Certificate of Higher Education (Exit Award))

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, Level 5 (120 credits) is delivered over an 8-month period.

(d) In addition to the standard rules for progression, students on all Edge Hotel School courses must pass the Edge Hotel School Professional Code of Conduct.

(e) Due to the accelerated timeframe of delivery for the EHS Honours 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	8 months	2 years
Foundation Degree	5	240 credits	16 months	3 years

Progression from Stage One

3.1.4 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 3.1.7]
- 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.

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

- a) where the student has failed **a maximum of 15 non-core credits**, they must either:
 - undertake the necessary reassessment prior to the next Stage; in order to fulfil the requirement to progress. The module aggregate mark will be capped at 40.

or

 - progress to the next 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, they 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, they must repeat the Stage of study on a full-time basis for uncapped marks.
- d) where a student has no substantiated extenuating circumstances, they 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.

3.1.6 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, with the module aggregate mark 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, they would be required to withdraw from the University.

or

- d) where a student has no substantiated extenuating circumstances, they 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 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. 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.

3.1.7 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 a student has not had three attempts at the assessment for the failed module(s), the Board will offer the student the choice of either undertaking reassessment in Stage One, or proceeding to Stage two and undertaking reassessment at the first opportunity (As outlined in Section 3.1.5, this option only applies to students who have failed a maximum of 15 non-core credits.), or proceeding to Stage Two carrying the fail(s).
- b) Where a student has already had three attempts at the assessment for the failed module(s) the Board will permit the student to proceed to Stage-Two carrying the fail(s).
- c) Students will not be permitted to transfer to a course which regards the failed modules as core.

3.1.8 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.

Eligibility for an Award (final stage of Foundation Degree)

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

3.2.2 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:
 - where a maximum of 30 credits have been failed across Stage One, 120 credits must be passed in the Final Stage
 - where 120 credits have been passed at Stage One, a minimum of 105 credits at level 5 must be passed in the Final Stage

and

- b) 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 requirements.

3.2.4 If a student does not meet the requirements for a Foundation degree:

- a) where the student has failed a **maximum of 60 credits**, they 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 the Board determines that the student must undertake compulsory reassessment in more than 60 credits, and the student has a Stage mark greater than 20 they must repeat the Stage of study on a full-time basis for uncapped marks.
- c) where a student has no substantiated extenuating circumstances, they 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 120 have been achieved at level 4 or above, the student may be considered for the award of a Certificate of Higher Education.
- e) 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.

3.2.5 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 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 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.
or
- c) where a student has no substantiated extenuating circumstances, they 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 (Boards cannot offer more than one opportunity to take exams without attendance), they would be required to withdraw from the University.
or
- e) if 120 credits have been attempted, the student will be considered for the award of a Certificate of Higher Education.

Note: An undergraduate 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. 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.

3.3 AWARD CLASSIFICATION FOR FOUNDATION DEGREES

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

3.3.2 Distinction will be awarded to a candidate who has:

- *Either* a Stage Two Mark of 70 or more; *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 or more; *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*

SENATE JULY 2018