

# **LAKSAMANA COLLEGE OF BUSINESS / UNIVERSITY OF ESSEX ACADEMIC PARTNERSHIP**

## **UNDERGRADUATE RULES OF ASSESSMENT**

**Applicable to students starting in Academic Year 2022-23 on the  
following courses which share a Common Year One:**

- **BA (Hons) Accounting and Finance**
- **BA (Hons) Business Management**
- **BA (Hons) Marketing**

### **1. Three-Year Honours Degree**

#### **Contents**

<b>Year One .....</b>	<b>3</b>
Requirement to Pass Year One .....	3
Pass With Distinction .....	5
Reassessment: General Principles .....	5
Reassessment Opportunities at the End of the Year .....	6
Reassessment Opportunities Following the Resit Assessment Period .....	7
Withdrawal .....	7
Extenuating Circumstances .....	7
<b>Year Two .....</b>	<b>8</b>
Requirement to Pass Year Two .....	8
Reassessment: General Principles .....	8
Reassessment Opportunities at the End of the Year .....	9
Reassessment Opportunities Following the Resit Assessment Period .....	10
Exit Awards .....	10
Withdrawal .....	11

Extenuating Circumstances .....	11
<b>Final Year .....</b>	<b>12</b>
Requirement to Pass the Final Year .....	12
Reassessment: General Principles .....	12
Compulsory Reassessment at the End of the Year .....	13
Voluntary Reassessment at the End of the Year .....	15
Reassessment Opportunities Following the Resit Assessment Period .....	15
Exit Awards .....	16
Withdrawal .....	16
Extenuating Circumstances .....	16
<b>Degree Eligibility and Classification .....</b>	<b>17</b>
<b>Direct Entry to the Final Year of a University of Essex Three-Year Degree .....</b>	<b>19</b>
Requirements and Degree Classification When Progressing From a University of Essex Validated Foundation Degree or Diploma of Higher Education .....	19
Requirements and Degree Classification When Progressing From Foundation Degrees or Diplomas of Higher Education at Other Institutions or for Direct Entry to the Final Year of a University of Essex Three-Year Degree .....	19

## Year One

### Requirement to Pass Year One

- 1.1** To pass Year One and proceed to Year Two, you must:
- a) Pass all modules and achieve 120 credits in the Year at Level 4;
  - b) Meet any [variations to the Rules of Assessment](#) which may apply to your course.
- 1.2** All Year One modules must be passed. The award of credits is based on meeting all individual learning outcomes in any given module. To demonstrate achievement of each of the learning outcomes for a module, students must achieve a minimum of 20 in each module assessment component and an overall pass mark of 40 for the module. See the Programme Specification and Module Outlines for further information.
- 1.3** All Year One modules must be passed in order to be allowed to proceed to Year Two. However, you may be allowed to proceed from Year Two to the Final Year, following an attempt at reassessment, having passed a minimum of 90 credits, provided you have passed all the core modules for the Year Two (if relevant).
- 1.4** You can only fail 30 non-core credits across your degree. For example, if you fail 30 non-core credits in Year Two, you cannot fail any more credits in the Final Year. Carrying forward failed credits to following years is called condonement. Where credits are condoned, the Module Mark will still be used to calculate the Year Mark. Table 1.1 sets out the possibilities for condonement across a Three-Year Honours Degree.

**Table 1.1: Condonement of non-core credits across a Three-Year Honours Degree**

Year	Possibilities for condonement
One	All modules are core and must be passed. Failure cannot be condoned in Year One.
Two	Following compulsory reassessment failure may be condoned in up to 30 non-core credits in Year Two.
Final	<ul style="list-style-type: none"><li>a) If you have failed 30 credits in Year Two, you must pass 120 credits in the Final Year.</li><li>b) If you have failed 15 credits in Year Two, failure may be condoned in up to 15 non-core credits in the Final Year.</li><li>c) If you passed a total of 240 credits in Years One and Two (i.e. you had no failures), failure may be condoned in up to 30 non-core credits in the Final Year.</li></ul>

- 1.5** As an alternative to condonement, up to 30 non-core credits of reassessment can be carried forward to the next Year of your course. Carrying forward the reassessment in failed credits the following Year is called trailing. Where credits are trailed, the mark for the reassessment will be recorded as part of the previous Year's marks. Trailing is only offered where the failed credits are eligible for condonement (see Table 1.1 above), so trailing is not permitted for Year One credits as all Year One modules must be passed. You are only able to trail credits from Year Two to the Final Year. Table 1.2 sets out the possibilities for trailing across a Three-Year Honours Degree with a core Common Year One.

**Table 1.2: Trailing of non-core credits across a Three-Year Honours Degree with a core Common Year One**

Year	Possibilities for trailing
One	All modules are core and must be passed. Trailed reassessment cannot be permitted in Year One.
Two	If you passed 120 credits in Year One, following compulsory reassessment, trailing may be permitted in up to 30 non-core credits in Year Two.

### **Pass With Distinction**

- 1.6** To achieve a Distinction in Year One, you must have the following, either:
- a) A Year Mark of 70 or above; or
  - b) 60 Credits at 70 or above with a Year Mark of 68 or 69.

### **Reassessment: General Principles**

- 1.7** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you will need to take reassessment before you can progress to the next Year of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the next Year as all Year One modules are core and so cannot be trailed.
- 1.8** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40. The Board of Examiners will offer you all the reassessment opportunities that are available to you.
- 1.9** Students are required to pass each individual Year One (Level 4) module assessment component with a minimum of 20 and will be offered up to two opportunities to resubmit these where they are failed, unless there are substantiated extenuating circumstances accepted by the Board of

Examiners. In such cases, a pre-resubmission module aggregate will be calculated using the failed mark(s) and:

- 1.9.1** If the pre-resubmission module aggregate was below the pass mark, then the resubmission can improve the module aggregate mark, up to the capped pass mark of 40 only.
- 1.9.2** If the pre-resubmission module aggregate was above the pass mark, then the resubmission cannot improve the module aggregate mark. The module aggregate is capped at the pre-resubmission aggregate.
- 1.10** If you have attempted the reassessment of a module in the resit period or without attending the College and your Module Mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.
- 1.11** Following reassessment, if you have failed any Year One modules you will be offered a further reassessment attempt, as outlined in sections 1.15 to 1.16 below. As all Year One modules are core you will not be eligible to proceed to Year Two unless you have passed all Year One modules.

### **Reassessment Opportunities at the End of the Year**

- 1.12** If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment.
- 1.13** If you fail up to 60 credits you will be offered compulsory reassessment before the start of the next Year. Your Module Mark(s) will be capped at 40 (except for under the circumstances outlined in Section 1.19).
- 1.14** If you fail more than 60 credits you will be offered one or more of the following:
  - a) A full-time repeat year for uncapped Module Marks;

- b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
- c) Reassessment in the following Year without attending the University for capped Module Marks.

### **Reassessment Opportunities Following the Resit Assessment Period**

- 1.15** Following reassessment, if you do not meet the requirements to progress, but achieve a Year Mark of 20 or above, you may be offered one or more of the following opportunities:
- a) A full-time repeat year for uncapped Module Marks;
  - b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
  - c) Reassessment in the following Year without attending the College for capped Module Marks.
- 1.16** You will not be allowed to progress to the next Year if you have failed any core module. All Year One modules are core, so if any Year One modules are failed, you will not be allowed to progress to Year Two and will be required to withdraw from the University (see section 1.18 below).
- 1.17** You can only fail 30 non-core credits across your degree (see Table 1.1 above). You will not be able to transfer onto a course where these failed credits are listed as core.

### **Withdrawal**

- 1.18** You will be required to leave the University if:
- a) Your Year Mark is less than 20; or
  - b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - c) You have failed the same core Year One module after three attempts; or
  - d) You cannot complete your studies in your maximum period.

### **Extenuating Circumstances**

- 1.19** 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](#).

## Year Two

### Requirement to Pass Year Two

- 1.20** To pass Year Two and proceed to the next Year, you must:
- a) Pass all modules and achieve 120 credits in the Year at Level 5 or above;
  - b) Meet any [variations to the Rules of Assessment](#) which may apply to your course.
- 1.21** You may be allowed to proceed to the Final Year, following an attempt at reassessment, having passed a minimum of 90 credits, provided that:
- a) You have passed all the core modules for the Year (as all Year One modules are core you will have been required to pass all of these in order to be allowed to progress to Year Two).
- 1.22** You will need a minimum of 210 credits from Year One and Year Two to be allowed to proceed to the Final Year.
- You can only fail 30 non-core credits across your degree (see Table 1.1 above). As all Year One modules are core, you will have been required to pass all of these in order to be allowed to progress to Year Two. A maximum of 30 non-core credits can be failed in Year Two.
- 1.23** You can only trail reassessment of failed non-core credits into the Final Year where these credits fall within the condonable range (see Table 1.2 above).
- 1.24** You can trail reassessment in up to 30 failed non-core credits into the Final Year of study;

### Reassessment: General Principles

- 1.25** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you will need to take reassessment before you can progress to the next Year of study. It is not possible to progress and take the reassessment or repeat the module while you are studying in the next Year unless you have been offered trailed reassessment (see 1.5).
- 1.26** The Board of Examiners can permit up to two further attempts at any module. However, your Module Mark(s) for those further attempts will be capped at 40.
- 1.27** The Board of Examiners will offer you all the reassessment opportunities that are available to you.



- 1.28** If you have attempted the reassessment of a module in the resit period or without attending the University and your Module Mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.
- 1.29** Following reassessment, if you have failed up to 30 non-core credits but have attempted reassessment for each of the failed modules, you may progress with the failed credits or trail the reassessment in these failed credits into your next Year of study. You must attempt reassessment before the Board of Examiners can consider your eligibility for condonement or trailing of failed credits.
- a) You can only fail a total of 30 non-core credits over your whole degree. Where credits are condoned, the Module Mark will still be used to calculate the Year Mark and the Degree Mark.
  - b) Where reassessment in failed credits are trailed into the next Year of study, the mark for the reassessment will be recorded as part of the previous Year's mark.

### **Reassessment Opportunities at the End of the Year**

- 1.30** If you do not pass the Year, but have a Year Mark of 20 or above, you may be offered reassessment.
- 1.31** If you fail up to 60 credits you will be offered compulsory reassessment before the start of the next Year. Your Module Mark(s) will be capped at 40.
- 1.32** If you fail more than 60 credits you will be offered one or more of the following:
- a) A full-time repeat year for uncapped Module Marks;
  - b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
  - c) Reassessment in the following Year without attending the University for capped Module Marks.

### **Reassessment Opportunities Following the Resit Assessment Period**

- 1.33** Following reassessment, if you do not meet the requirements to progress, but achieve a Year Mark of 20 or above, you may be offered one or more of the following opportunities:
- a) A full-time repeat year for uncapped Module Marks;
  - b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
  - c) Reassessment in the following Year without attending the University for capped Module Marks.
- 1.34** Following reassessment, if you still have not passed an optional module and you are repeating the Year, either full or part-time, you can pick a different optional module.
- 1.35** You will not be allowed to progress to the next Year if you have failed any core module.
- 1.36** Following an attempt at reassessment for all the required modules, if you have failed up to 30 non-core credits, the Board of Examiners will offer the following opportunities:
- a) If you have not had three attempts at the failed module(s), you can remain in Year Two and take reassessment (see 1.33 above);
  - b) If you have not had three attempts at the failed module(s), you can progress to the Final Year whilst trailing the reassessment in your failed module(s) (see Table 1.2);
  - c) If you have not had three attempts at the failed module(s), you can progress to the Final Year carrying the failed non-core credits and have no further reassessment attempts at the failed module(s);
  - d) If you have had three attempts at the module(s) but have still not achieved the pass mark, you can proceed to the Final Year carrying the failed non-core credits.
- 1.37** You can only fail a total of 30 non-core credits across your degree (see Table 1.1 above). You will not be able to transfer onto a course where these failed credits are listed as core.

### **Exit Awards**

- 1.38** If you cannot complete your studies or you are withdrawn from the University for any reason, the Board of Examiners will consider you for an Exit Award.

- 1.39** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.
- 1.40** If you have attempted a minimum of 240 credits (with 120 credits at Level 5 or above) and you have been awarded 225 credits or more, the Board of Examiners will consider you for a Diploma of Higher Education.

### **Withdrawal**

- 1.41** You will be required to leave the University if:
- a) Your Year Mark is less than 20; or
  - b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - c) You have failed the same module after three attempts and that module is either a core module or you need the module credits in order to progress to the next Year; or
  - d) You cannot complete your studies in your maximum period.

### **Extenuating Circumstances**

- 1.42** 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](#).

## Final Year

### Requirement to Pass the Final Year

- 1.43** To pass the Final Year, you must:
- a) Pass all modules and achieve 120 credits in the Year, with at least 90 credits at Level 6;
  - b) Meet any [variations to the Rules of Assessment](#) which may apply to your course.
- 1.44** You can only fail a total of 30 non-core credits across your degree (see Table 1.1 above). Where credits are condoned, the Module Mark will still be used to calculate the Year Mark and the Degree Mark. If you are carrying:
- a) 15 non-core failed credits from Year Two (all Year One modules are core and so you will have been required to pass them in order to proceed to Year Two), you can only fail an additional 15 non-core credits in your Final Year.
  - b) 30 non-core failed credits from the previous years, you cannot fail any more credits.

### Reassessment: General Principles

- 1.45** If you have failed any module(s) after you have completed all your assessments, but you have a Year Mark of 20 or above, you may need to take reassessment. All failed modules which are core must be reassessed. You must pass a minimum of 330 credits, with 90 credits at Level 6, to be awarded your degree.
- 1.46** The Board of Examiners can permit up to two further attempts at a module if the reassessment is required before you can be awarded your degree. This is called 'compulsory reassessment'. However, your Module Mark(s) for those further attempts will be capped at 40.
- 1.47** If you do not need to take reassessment in order to be awarded your degree, you may choose voluntary reassessment of one or more modules so as to retrieve these fails. In this circumstance you will be permitted only one further attempt at each module. Your mark(s) will be capped at 40 for each module.
- 1.48** The Board of Examiners will offer you all the reassessment opportunities that are available to you.

- 1.49** If you have attempted the reassessment of a module in the resit period or without attending the University and your Module Mark is lower than your previous attempt, the Board of Examiners will use the previous higher mark to determine whether or not you can progress. However, if you repeat the Year (either full-time or part-time), the marks you achieve during your repeat Year will be the marks that are used by the Board of Examiners to determine whether or not you can progress. They will not take account of marks from a previous Year or attempt, even if they are higher.

### **Compulsory Reassessment at the End of the Year**

- 1.50** If you do not meet the requirements to pass and complete your degree, but you achieve a Year Mark of 20 or above, you may be offered reassessment. The reassessment offered to you will depend on how many credits you have failed in your Final Year and whether you have any failed credits from previous years. You can fail a maximum of 30 non-core credits across the whole of your degree.
- 1.51** In the Final Year you will be offered compulsory reassessment in the minimum number of credits you need to obtain your degree, up to a maximum of 60 credits, before the new Academic Year begins. Where appropriate, a combination of compulsory and voluntary reassessment will be offered up to a total of 60 credits. Your Module Mark(s) will be capped at 40. If you fail this reassessment and you cannot complete your degree, you can then be offered further reassessment for more than 60 credits. Table 1.3 shows the reassessment opportunities available to you in your Final Year.

**Table 1.3: Reassessment in the Final Year; number of credits that will be offered before the next Academic Year**

<b>Number of failed non-core credits from Year Two (all Year One modules are core and so you will have been required to pass them in order to progress to Year Two)</b>	<b>Number of credits failed in the Final Year</b>	<b>Reassessment you may be offered</b>  <b>Note: All core modules that you have failed must be retaken</b>
None	45	15 credits compulsory 30 credits voluntary
	60	30 credits compulsory 30 credits voluntary
	75	45 credits compulsory 15 credits voluntary
	90	60 credits compulsory; your choice from the 90 failed
15	30	15 credits compulsory 15 credits voluntary
	45	30 credits compulsory 15 credits voluntary
	60	45 credits compulsory 15 credits voluntary
	75	60 credits compulsory; your choice from the 75 failed
30	Between 15 and 60	All failed credits

- 1.52** If you need to take reassessment in more than 60 credits and cannot complete your degree you will be offered one or more of the following opportunities:
- a) A full-time repeat year for uncapped Module Marks;
  - b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
  - c) Reassessment in the following Year without attending the University for capped Module Marks.

### **Voluntary Reassessment at the End of the Year**

- 1.53** If you have achieved the credits required to be awarded your degree but have failed up to a total of 30 non-core credits in the Final Year, you will be offered voluntary reassessment in these credits for capped Module Marks. Voluntary reassessment must be attempted before the start of the next Year. The highest mark you achieve for the failed module(s) will be used for your final Degree Classification up to a maximum mark of 40. This will be the only opportunity you will have to retrieve these fails.
- 1.54** You can choose to either:
- a) Graduate and then attempt reassessment; or
  - b) Graduate without reassessment.

### **Reassessment Opportunities Following the Resit Assessment Period**

- 1.55** Following reassessment, if you do not meet the requirements to be awarded your degree but if you achieve a Year Mark of 20 or above, you may be offered one or more of the opportunities below. The Board of Examiners will only offer you compulsory reassessment for the minimum number of credits needed to pass your degree but will allow you to undertake additional reassessment. For example, if you have failed 60 non-core credits in your Final Year (having failed no other modules in earlier years) you will only be required to take reassessment in 30 credits, but you may choose up to 60 credits.
- a) A full-time repeat year for uncapped Module Marks; or
  - b) A part-time repeat year for up to 105 credits for uncapped Module Marks;
- or

- c) Reassessment in the following Year without attending the University for capped Module Marks.

### **Exit Awards**

- 1.56** If you cannot complete your studies or you are withdrawn from the University for any reason, the Board of Examiners will consider you for an Exit Award.
- 1.57** If you have been awarded 120 credits at Level 4 or above, the Board of Examiners will consider you for a Certificate of Higher Education.
- 1.58** If you have attempted a minimum of 240 credits (with 120 credits at Level 5 or above) and you have been awarded 225 credits or more (including at least 105 credits at Level 5 or above), the Board of Examiners will consider you for a Diploma of Higher Education.
- 1.59** If you have been awarded 300 credits or more, with 60 credits at Level 6, the Board of Examiners will consider you for an Ordinary Degree, which is unclassified. This includes any credits achieved during a Term Abroad; however, credits from a Foundation Year, Year Abroad or Placement Year cannot be included.

### **Withdrawal**

- 1.60** You will be required to leave the University if:
  - a) Your Year Mark is less than 20; or
  - b) You were required to take compulsory reassessment and you undertook none of the reassessment; or
  - c) You have failed the same module after three attempts and that module is either a core module or you need the module credits in order to be awarded your degree; or
  - d) You cannot complete your studies in your maximum period.

### **Extenuating Circumstances**

- 1.61** 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](#).



## Degree Eligibility and Classification

- 1.62** To achieve an Honours Degree, you must attempt 360 credits and pass at least 330 credits across your degree with at least 90 credits at Level 6. All core modules must be passed.
- 1.63** Your marks from Year Two and the Final Year are used to calculate an overall Degree Mark. Your Year Two mark counts as 40% and your Final Year Mark counts as 60%. The Degree Mark is used to determine your Degree Class. This is set out in Table 1.4 below.
- 1.64** Your degree is classified using your Degree Mark. If your Degree Mark is within two marks of the next Classification, you will receive the higher Class if you have at least 120 of your credits across Year Two and the Final Year in the higher Class (as set out in Table 1.4 below).
- 1.65** There are a limited number of courses that have a variation to this weighting. Full details of these can be found in the [Variations to the Rules of Assessment](#).
- 1.66** Module Marks, Year Marks and your Degree Mark are rounded to the nearest whole number, with half marks (i.e., .5) or more being rounded up.

**Table 1.4: Honours Degree Classifications**

Classification	Requirement to achieve this Classification
First Class Honours (1)	Either: a) A Degree Mark of 70 or more; or b) 120 credits (from Year Two and Final Year) at 70 or above with a Degree Mark of 68 or 69.
Upper Second Class Honours (2.1)	Either: a) A Degree Mark of 60 or more; or b) 120 credits (from Year Two and Final Year) at 60 or above with a Degree Mark of 58 or 59.
Lower Second Class Honours (2.2)	Either: a) A Degree Mark of 50 or more; or b) 120 credits (from Year Two and Final Year) at 50 or above with a Degree Mark of 48 or 49.
Third Class Honours (3)	Meet the criteria for the award of an Honours Degree (see 1.63 above) but without sufficient marks to obtain a Lower Second-Class Honours Degree or higher.

## **Direct Entry to the Final Year of a University of Essex Three-Year Degree**

### **Requirements and Degree Classification When Progressing From a University of Essex Validated Foundation Degree or Diploma of Higher Education**

- 1.67** If you are progressing from a University of Essex validated Foundation Degree or Diploma of Higher Education, you must pass at least 105 credits in Year Two (the Final Year of your Diploma or Foundation Degree). At least 210 credits must be passed over Year Two and the Final Year. At least 90 credits must be passed at Level 6.
- 1.68** Your marks from Year Two and the Final Year are used to calculate an overall Degree Mark. Your Year Two mark counts as 40% and your Final Year Mark counts as 60%. The Degree Mark is used to determine your Degree Class. This is set out in Table 1.4 above. The Degree Classification requirements are the same as those for a Three-Year Degree.

### **Requirements and Degree Classification When Progressing From Foundation Degrees or Diplomas of Higher Education at Other Institutions or for Direct Entry to the Final Year of a University of Essex Three-Year Degree**

- 1.69** If you have been given direct entry to the Final Year of a University of Essex degree with a Level 5 award (including Foundation Degree or Diploma of Higher Education) awarded by another institution, you must pass 120 credits in your Final Year. At least 90 credits must be passed at Level 6.
- 1.70** If you have been given direct entry to the Final Year of a University of Essex degree, you must pass 120 credits in your Final Year with at least 90 credits at Level 6.
- 1.71** In both of the circumstances described above, only Module Marks awarded in your Final Year will be used to calculate your final Degree Mark and Classification. This is set out in Table 1.5 below.

**Table 1.5: Degree Classification for direct entry to the Final Year of a University of Essex Three-Year Degree**

Classification	Requirement to achieve this Classification
First Class Honours (1)	Either:  a) A Degree Mark of 70 or more; or b) 60 credits at 70 or above with a Degree Mark of 68 or 69.
Upper Second Class Honours (2.1)	Either:  a) A Degree Mark of 60 or more; or b) 60 credits at 60 or above with a Degree Mark of 58 or 59.
Lower Second Class Honours (2.2)	Either:  a) A Degree Mark of 50 or more; or b) 60 credits at 50 or above with a Degree Mark of 48 or 49.
Third Class Honours (3)	Meet the criteria for the award of an Honours Degree (see 1.70-1.72 above) but without sufficient marks to obtain a Lower Second-Class Honours Degree or higher.

**1.72** All other aspects of the Three-Year rules apply to you when entering the Final Year, with the exception of the eligibility requirements for the exit award of an Ordinary Degree (see 1.74 below).

**1.73** If you have been given direct entry to the Final Year of a University of Essex degree with a Level 5 award (including Foundation Degree or Diploma of Higher Education) awarded by another institution, and you pass 100 credits or more in your Final Year including at least 60 credits at Level 6, the Board of Examiners will consider you for an Ordinary Degree, which is unclassified.

## End of document

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