

# UNIVERSITY OF ESSEX

## UNDERGRADUATE RULES OF ASSESSMENT

### Academic Year 2013-2014

Students will be considered under the Rules that are current at the time the Exam Board meets.

#### ***In respect to all Edge Hotel School awards, and in addition to the University of Essex Rules***

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.

## **5. Foundation Degrees**

### **5.1 PROGRESSION**

#### **5.1.1 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.

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

#### **5.1.2 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 undertake the necessary reassessment in order to fulfil the requirement to progress either prior to the next academic Stage, or the student may progress to Stage Two 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 the Stage mark is below 20%, he/she must withdraw from the University.

#### **5.1.3 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) 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, he/she would be required to withdraw from the University **or**
- d) where the stage mark is below 20%, or where a student did not undertake any reassessment 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.

**5.1.4 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, 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. 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.

## **5.2 ELIGIBILITY FOR AN AWARD (final stage of Foundation Degree)**

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

**5.2.2** 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 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.

**5.2.3 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 the whole Stage mark is below 20%, he/she must withdraw from the University.
- 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.

**5.2.4 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). 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 the whole Stage mark is below 20%, or where a student did not undertake any reassessment with no substantiated extenuating circumstances, to withdraw from the University.
- 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.

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.

### **5.3 AWARD CLASSIFICATION**

**5.3.1** 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:

70% and over	<b>Distinction</b>
60% - 69%	<b>Merit</b>
40% - 59%	<b>Pass</b>
under 40%	<b>Fail</b>