

UNIVERSITY OF ESSEX

UNDERGRADUATE RULES OF ASSESSMENT

Academic Year 2020-2021

(cohort first registered in this Year)

6. Diploma of Higher Education

6.1. Progression

6.1.1 In order to progress from Year One to the Final Year 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 Year of study in the circumstances set out in section 6.1.4];

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

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

- a) Where the student has failed a maximum of 60 credits, they must undertake the necessary reassessment prior to the next Academic Year 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, they must repeat the Year of study on a full or part-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 a student has no substantiated Extenuating Circumstances, they must withdraw from the University in any of the following situations:

- Where the Year Mark is **below 20**;
- Where a student was absent from all examinations which were due to be sat in the most recent examination period;
- Where a student cannot complete their studies within the maximum period.

6.1.3 When the Board of Examiners meets after re-sits/resubmissions are completed, the Board of Examiners will consider the following options (The Board of Examiners cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board of Examiners will offer more than one option to the student:

- a) To repeat the Year of study full-time for uncapped Module Marks;
or
- b) To repeat the Year of study part-time for uncapped Module Marks;
or
- c) To undertake the necessary reassessment at the next available opportunity and the Module Aggregate Mark will be 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, they would be required to withdraw from the University;
or
- e) Where a student has no substantiated Extenuating Circumstances, they must withdraw from the University in any of the following situations:
 - Where the Year Mark is **below 20**;
 - Where a student has undertaken none of the required reassessment;
 - Where a student cannot complete their studies within the maximum period.

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 Year for uncapped marks. In such cases the marks achieved at the end of the repeat Year will stand.

6.1.4 Following an attempt at reassessment for all the required modules, where a student has a fail mark below 40 in a maximum of 15 credits' worth of non-core modules, the Board of Examiners 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 of Examiners will offer the student the choice of either undertaking reassessment in Year One, proceeding to the Final Year carrying the fail, or proceeding to the Final Year trailing the reassessment in the failed credits.
- b) Where a student has already had three attempts at the assessment for the failed module(s) the Board of Examiners will permit the student to proceed to the Final Year carrying the fail(s).
- c) 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 Year.

6.2. Eligibility for an Award (Final Year)

6.2.1 For the award of a Diploma in Higher Education (Dip HE) 240 credits must be attempted, of which 225 credits at Level 4 or above must be passed, including a minimum of 105 credits at Level 5 or above.

6.2.2 To be eligible for a Diploma of Higher Education students must:

- a)
 - Attempt 120 credits in the Final Year and pass at least 105 credits at Level 5 or above:
 - Where only 105 credits have been passed at Year One, then 120 credits must be passed in the Final Year;

and

- b) Pass core modules and meet any relevant requirements outlined in the [Variations to the Rules of Assessment](#).

6.2.3 If a student does not meet the requirements for a Diploma in Higher Education:

- 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 has a Year Mark greater than 20, they must repeat the Year of study on a full or part-time basis for uncapped marks or undertake the necessary reassessment the following Year with the Module Aggregate Mark capped at 40.
- c) Where a student has no substantiated Extenuating Circumstances, they must withdraw from the University in any of the following situations:
 - Where the Year Mark is **below 20**;
 - Where a student was absent from all examinations which were due to be sat in the most recent examination period;
 - Where a student cannot complete their studies within the maximum period.
- d) If 120 credits have been achieved at Level 4 or above, the student will be considered for the award of a Certificate of Higher Education.

6.2.4 When the Board of Examiners meets after re-sits/resubmissions are completed, the Board of Examiners will consider the following options (The Board of Examiners cannot offer more than three opportunities to undertake the assessment for a module). Where appropriate the Board of Examiners will offer more than one option to the student:

- a) To repeat the Year of study full-time for uncapped Module Marks;
or
- b) To repeat the Year of study part-time for uncapped Module Marks;¹
or
- c) To undertake the necessary reassessment at the next available opportunity and the Module Aggregate Mark will be capped at 40;

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

or

- d) Where the student has not met the requirements for the award having had three opportunities to undertake the assessment for a module they would be required to withdraw from the University;

or

- e) Where a student has no substantiated Extenuating Circumstances, they must withdraw from the University in any of the following situations:
- Where the Year Mark is below 20;
 - Where a student has undertaken none of the required reassessment;
 - Where a student cannot complete their studies within the maximum period.
- f) If 120 credits at Level 4 or above have been passed, the student may 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 Year for uncapped marks. In such cases the marks achieved at the end of the repeat Year will stand.

6.3. Award Classification

6.3.1 A Diploma of Higher Education (Dip HE) is unclassified for students who achieve a Diploma as an exit award from a Bachelors Degree. The student will receive a transcript of marks.

6.3.2 For students who registered for a Diploma of Higher Education (Dip HE) at the outset, a Diploma of Higher Education award is classified on the completion of the Final Year, using an arithmetic average of the Final Year marks only (weighted according to the credit weighting of the modules) as follows:

Distinction will be awarded to a candidate who has:

- Either a Final Year Mark of 70 and over; or
- 60 credits at 70 or more and a Final Year Mark of at least 68.

Merit will be awarded to a candidate who has:

- Either a Final Year Mark of 60 and over; or
- 60 credits at 60 or more and a Final Year Mark of at least 58.

Pass will be awarded to a candidate who has:

- Met the criteria for the award of a Diploma of Higher Education (see 6.2 above) but who does not qualify for any other class of degree.

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