

**UNIVERSITY OF ESSEX**  
**UNDERGRADUATE RULES OF ASSESSMENT**  
**Academic Year 2011-2012**

**6. *Diploma of Higher Education***

**6.1 PROGRESSION**

**6.1.1 In order to progress from Stage One to Stage Two 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 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 Stage Examination Boards 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**, 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%.
- b) where the student has failed **more than 60 credits** and has a year mark greater than 20%, he/she must repeat the Stage of study on a full-time basis for uncapped marks **or** under the necessary reassessment the following year without attendance. The module aggregate mark will be capped at 40%.
- c) where the Stage mark is below 20%, or where a student was absent from all examinations with no substantiated extenuating circumstances, he/she must withdraw from the university.

**6.1.3 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) where the student has failed **a maximum of 60 credits**, to repeat the Stage of study part-time, and the module aggregate mark will be capped at 40%<sup>1</sup>  
**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, he/she would be required to withdraw from the University.  
**or**
- e) where the **Stage mark is below 20%**, or where a student was absent from all examinations 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.

**6.1.4 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. 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 carrying the fail.
- 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 Stage.

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

## 6.2 ELIGIBILITY FOR AN AWARD (Final Stage)

**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 Stage and pass at least 105 credits at level 5 or above:  
- where only 105 credits have been passed at Stage One, then 120 credits must be passed in the Final Stage.

**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**, 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 year mark greater than 20%, he/she must repeat the Stage of study on a full-time basis for uncapped marks **or** undertake the necessary reassessment the following year with the module aggregate mark capped at 40%.
- c) where the **Stage mark is below 20%**, or where a student was absent from all examinations with no substantiated extenuating circumstances, he/she must withdraw from the University.
- 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 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) where the student has failed **a maximum of 60 credits**, to repeat the Stage of study part-time, and the module aggregate mark will be capped at 40%<sup>2</sup>
- or**
- c) to undertake the necessary reassessment at the next available opportunity and the module aggregate mark will be capped at 40%

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<sup>2</sup> 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 he/she would be required to withdraw from the University.

**or**

- e) where the **Stage mark is below 20%**, or where a student was absent from all examinations with no substantiated extenuating circumstances, to withdraw from the University.
- 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 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.

### **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 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>