

UNIVERSITY OF ESSEX
UNDERGRADUATE RULES OF ASSESSMENT
(Academic Year 2008-2009)

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
- and**
- b) 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 may resit the necessary examinations and/or resubmit coursework prior to the next academic Stage in order to fulfil the requirement to progress. Marks 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 may repeat the Stage of study on a full-time basis for uncapped marks **or** resit the necessary examinations and/or coursework the following year without attendance. Marks 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 may consider the following options (Boards may offer no more than three attempts at the assessment for the Stage). Where appropriate the Board may offer more than one option to the student:

- a) to repeat the Stage of study full-time for uncapped module marks

or

* Credits are awarded at the component level. On programmes where two 15-credit modules have been aggregated together into a 30-credit component, the number of credits which have been passed at the module level is used in the student's favour to determine whether reassessment can be offered instead of a repeat year.

- b) where the student has failed **a maximum of 60 credits**^{*}, to repeat the Stage of study part-time, and marks will be capped at 40%¹
or
- c) to resit the necessary examinations and/or coursework the following year without attendance and marks will be capped at 40%
or
- d) where the student has not met the requirements to proceed having had three attempts at the assessment for the Stage, 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.

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 must be passed.

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

- a) attempt 120 credits at level 5 in the final stage, of which a minimum of 105 credits must be passed.
and
- b) 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 may resit the necessary examinations and/or resubmit coursework. Marks 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 may repeat the Stage of study on a full-time basis for uncapped marks **or**

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

resit the necessary examinations and/or resubmit coursework the following year with the marks 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 may 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 may consider the following options (Boards may offer no more than three attempts at the assessment for the Stage). Where appropriate the Board may 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 marks will be capped at 40%²
or
- c) to resit the necessary examinations and/or resubmit coursework the following year without attendance and marks will be capped at 40%
or
- d) where the student has not met the requirements for the award having had three attempts at the assessment for the Stage, 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.

* Credits are awarded at the component level. On programmes where two 15-credit modules have been aggregated together into a 30-credit component, the number of credits which have been passed at the module level is used in the student's favour to determine whether reassessment can be offered instead of a repeat year.

² This option is only permissible where the student's UK immigration permission allows part-time study.

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:

69.5 % and above	Distinction
59.5 – 69.4%	Merit
40 – 59.4%	Pass
Below 40%	Fail