

UNIVERSITY OF ESSEX

UNDERGRADUATE RULES OF ASSESSMENT

Academic Year 2015-2016

2. *Framework for University of Essex Undergraduate Awards*

- 2.1) Each undergraduate Stage (equivalent to a full-time year) of study normally consists of 120 credits made up of 15 and/or 30 credit modules.
- 2.2) Each undergraduate Stage is normally divided into four modules of 30 credits each, eight modules of 15 credits each, or any combination of these to a total of 120 credits.
- 2.3) Credit is awarded in recognition of achieved learning at the level of the module. A pass mark of 40% is required to achieve credit (unless otherwise specified in the award's programme specification). A module is allocated credit on the basis of the module aggregate mark rounded to the nearest whole number, with marks of .5 being rounded up.

Some modules have variations to the generic rules which must also be achieved in order to award credit. These variations could for example, take the form of a higher pass mark or have an additional requirement to pass individual parts of assessment such as an exam. In such cases, the additional requirement(s) must be met for credit to be awarded.

TABLE 1 UNIVERSITY OF ESSEX AWARDS FRAMEWORK**

See table below.

QUALIFICATION	LEVEL	MINIMUM OVERALL CREDITS TO BE STUDIED	RANGE OF CREDITS REQUIRED	NORMAL LENGTH OF PROGRAMME	MAXIMUM PERIOD OF STUDY PERMITTED
Five-year Integrated Masters Degrees	7	600 credits	480 at UG level and 120 at level 7 (with limited condonement of 30 failed credits only available at level 7)	5 years f/t	7 years f/t
Four-year Integrated Masters Degrees	7	480 credits	360 at UG level and 120 at level 7 (with limited condonement of 30 failed credits only available at level 7)	4 years f/t	6 years f/t
Five-Year Honours Degree	6	600 credits	A minimum of 570 Credits, including a minimum of 90 credits at level 6. A maximum of 120 credits at level 4 are included.	5 years f/t	7 years f/t
Four-Year Honours Degree	6	480 credits	A minimum of 450 Credits, including a minimum of 90 credits at level 6. A maximum of 120 credits at level 4 are included.	4 years f/t	6 years f/t
Three-Year Honours Degree (Final year is Stage Three)	6	360 credits	A minimum of 330 Credits including a minimum of 90 credits at level 6. A maximum of 120 credits at level 4 are included.	3 years f/t	5 years f/t
Three-Year Ordinary Degree (Final year is Stage Three)	6	300 credits	A minimum of 300 credits including a minimum of 60 credits at level 6. A maximum of 120 credits at level 4 are included.	3 years f/t	5 years f/t
Senior Status LLB***	6	240 credits	A minimum of 210 credits at level 5 or above, including a minimum of 90 credits at level 6.	2 years f/t	4 years f/t
Foundation Degree (Final year is Stage Two)	5	240 credits	225 Credits at level 4 or above, including a minimum of 105 credits at level 5 or above (may include a maximum of 30 credits at level 6)	2 years f/t	4 years f/t
Diploma of Higher Education (Dip HE - Stage Two)*	5	240 credits	225 Credits at level 4 or above, including a minimum of 105 credits at level 5 or above (may include a maximum of 30 credits at level 6)	2 years f/t	4 years f/t
Certificate in Teaching English as a Foreign Language	5	60 credits	60 credits at level 5	Standalone course: online 15-credit module during term time and 45 credits during four weeks f/t in the summer term. One year where embedded in relevant Language & Linguistics course structure****	2 years f/t Within the standard maximum period of study of the relevant Language & Linguistics course

International Diploma	4	120 credits	120 credits at level 4 and two non-credit bearing skills based modules	1 year f/t	2 years f/t
Certificate of Higher Education (Cert HE - Stage One)*	4	120 credits	120 credits at level 4 or above	1 year f/t	2 years f/t
Certificate of Continuing Education (Cert CE - Stage One)	4	60 credits	60 credits at level 4	1 year f/t	2 years f/t

*Where the student is being considered for an exit award please see the rules for obtaining an exit award for the programme on which the student is registered.

** Variations to the courses within the framework can be found in Appendix A of the Rules of Assessment.

*** Admission to this course requires the award of a previous Undergraduate Honours Degree, fulfilling the normal requirement for Stage 1.

**** available in Stage 2 to students on specified courses in the Department of Language & Linguistics only.

NOTES RELATING TO MAXIMUM PERIODS OF STUDY

- The maximum period of study is set from the date when the student is first admitted to an undergraduate programme at the University of Essex. Transfers of programme are still included in the original maximum period. Unless there are exceptional reasons, periods of intermission will count towards the original maximum period with the exception of transfers between programmes of different lengths. In these cases the maximum period will be increased by one year for students transferring to a longer programme and reduced by one year for students transferring to a shorter programme.
- For students enrolled on modular programmes of study, the maximum periods of study shown in the table above will apply unless a variation has been approved for the programme.
- For students on part-time programmes of study, the maximum period of study will be the normal length of study plus half the normal length of the part-time course. Where the length of the course is not fixed, the maximum period of study would be agreed when the course is approved / validated.
- For students on the Bridging Year (level 3), the maximum period of study will be 2 years full time.
- For students directly entering onto Stage Two of a programme of study, the maximum period will be an additional two years.
- For students entering the Final Stage of a University of Essex Honours degree the maximum period will be an additional two years.

2.4) Each module has a final **module mark** derived from coursework and/or exam marks, rounded to the nearest whole number. The mark for the coursework and/or the exam element will be displayed to one decimal place. However, in cases where there is a published variation to the rules of assessment which states that a student must pass the coursework and/or exam element separately, the mark for each element will be treated as if it is rounded to the nearest whole number for the purposes of determining whether the element has been passed.

2.6) In second and subsequent Stages of study, each module is allocated a class on the basis of the module mark rounded to the nearest whole number.

2.7) A stage mark is derived from the module marks for the purposes of determining progression and degree classification, weighted in line with the credit value of each module and rounded to the nearest whole number.

2.8) For an Honours degree:

A three-year Honours degree consists of 360 credits: at least 330 credits must be passed, including a minimum of 90 credits at level 6.

Preliminary Stage (where applicable) – 120 credits must be passed at level 3. No level 3 credits may be taken beyond this stage.

Stage One – consists of 120 credits at level 4. In certain circumstances as set out in the Rules of Assessment it may be possible for students to proceed having passed only 90 credits. No level 4 credits may be taken beyond this stage.

Stage Two – consists of 120 credits. If 120 credits have been passed at Stage One, then a minimum of 90 credits must be passed in Stage Two in order to progress. If only 90 credits have been passed at Stage One, then 120 credits must be passed in Stage Two. Stage Two must include at least 90 credits at level 5 and a maximum of 30 credits at level 6.

Stage Three/Final Stage – consists of 120 credits. If 120 credits have been passed at Stage One and Stage Two, then a minimum of 90 credits must be passed at Stage Three in order to progress. Where a maximum of 30 credits have been failed across Stage One and Stage Two, then 120 credits must be passed in Stage Three. Stage Three must include at least 90 credits at level 6 and may include a maximum of 30 credits at level 5.

A four-year Honours degree consists of 480 credits of which a minimum of 450 credits must be passed, including a minimum of 90 credits at level 6. In general the Stage requirements outlined for a three-year Honours degree apply. There are different models of four-year degrees, as outlined in Table 2 in 4.3.2, and each has different requirements.

- 2.9) Students not eligible for an Honours Degree may be eligible for other awards in accordance with the requirements of the University's Awards Framework (see Progression and Eligibility sections of the relevant award).

2.10) For an Ordinary degree:

An Ordinary degree consists of a minimum of 300 credits, all of which must be passed.

Stage One – consists of 120 credits at level 4. In certain circumstances as set out in the Rules of Assessment it may be possible for students to proceed having passed only 90 credits. No level 4 credits may be taken beyond this stage.

Stage Two – consists of 120 credits. If 120 credits have been passed at Stage One, then a minimum of 90 credits must be passed in Stage Two in order to progress. If only 90 credits have been passed at Stage One, then 120 credits must be passed in Stage Two. Stage Two must include at least 90 credits at level 5 and a maximum of 30 credits at level 6.

Stage Three/Final Stage – Students must pass a minimum of 60 credits at level 6. Where a maximum of 30 credits have been failed across Stage One and Stage Two, an additional 30 credits at level 5 must be passed in Stage Three (final year).

2.11) For a Foundation degree:

A Foundation Degree consists of 240 credits: at least 225 credits must be passed at level 4 or above, including a minimum of 105 credits at level 5 or above.

Stage One – consists of 120 credits at level 4. In certain circumstances as set out in the Rules of Assessment it may be possible for students to proceed having passed only 105 credits.

Stage Two - consists of 120 credits. If only 105 credits are passed at Stage One then 120 credits must be passed in Stage Two in order to progress. Stage Two must include at least 90 credits at level 5 or above, and may include a maximum of 30 credits at level 6.

2.12) For a Diploma of Higher Education:

A Diploma of Higher Education consists of 240 credits: at least 225 credits must be passed at level 4 or above, including a minimum of 105 credits at level 5 or above

Stage One - consists of 120 credits at level 4. Of these at least 105 credits must be passed in order to progress.

Stage Two - consists of 120 credits. If only 105 credits are passed at Stage One then 120 credits must be passed in Stage Two in order to progress. Stage Two must include at least 90 credits at level 5 or above, and may include a maximum of 30 credits at level 6.

2.13) For a Certificate of Higher Education:

The award of a **Certificate of Higher Education** consists of 120 credits at level 4 or above, all of which must be passed.

2.14) For a Certificate of Continuing Education:

The award of a **Certificate of Continuing Education** consists of 60 credits at level 4, all of which must be passed.

2.15 Force Majeure

2.15.1 Where, for reasons of a *force majeure* (as agreed with the Chair of Senate), a board of examiners may not have sufficient information despite candidates presenting themselves for examination or where for the same *force majeure* reason examinations were not possible the board may temporarily confer an ordinary degree to final year honours students on non-protected title (including professional body regulated) courses notwithstanding core/compulsory requirements. Such candidates must meet the general requirements for such an award (2.10) and have met the requirements for the level below their current level of study (2.12). Candidates who have conferred on them an ordinary degree under these circumstances may present themselves for examination for the honours degree at the next available opportunity which will normally be within one year. They shall be subject to the Statutes, Ordinances and Regulations of the University at any time they are present in the University.

2.15.2 The board may also approve exceptional progression decisions provided any professional body requirement relevant to subsequent stages of study have been met and that there is no greater than 45 credits at risk of requiring re-assessment and the arithmetic average of known total module results are above the pass mark for that course.

2.15.3 Where any such decisions are taken, the Academic Registrar shall be responsible for bringing those decisions to the attention of The Senate.”