

UNIVERSITY OF ESSEX

**RULES OF ASSESSMENT FOR FOUR YEAR INTEGRATED MASTERS AWARD IN
MODERN LANGUAGES (Translation, Interpreting and Subtitling)**

**ACADEMIC YEAR 2017-2018
(cohort first registered in this year)**

1 PREAMBLE

The rules should be read in conjunction with the relevant Programme Structure, Programme Specification and on-line Module Directory entries. The Module Directory will give detail of assessment arrangements. The Programme Structure will identify which modules are correct for the Course. Students will not normally be permitted to transfer onto an Integrated Masters programme after the end of the first term of Stage Two.

2 PASS MARK

- a) The pass mark for modules in Stages One, Two and Three is 40% but higher pass marks will be required in identified modules, as indicated in the rules of progression which are set out below. The pass mark for modules in Stage Four is 50%. Credits are only awarded if the module is passed. In cases where failure with of mark of 40 (at stage 4) is condoned, the credits are not awarded.
- b) A core module is one which must be taken as part of the programme structure and passed, with no condonement of marks below a pass allowed.

3 PROGRESSION

Progression from Stage One

3.1 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 30 credits' worth of non-core modules it is possible for the credits to be awarded as set out in section 3.1.3]

and
- b) pass at least 90 credits at the first attempt

and
- c) achieve a stage mark of 65% at the first attempt

and
- d) achieve a mark of 70 in at least one practical language module at the first attempt

and

- e) 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.

3.1.1 In order to be awarded a **Distinction** in Stage One, students must meet at least one of the following criteria:

- Achieve an overall year mark of 69.5%, or;
- Achieve marks of 69.5 in at least 60 credits, with no credits below 59.5%

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

- a) where the student has a stage mark of less than 65% at the first attempt, and/or failed to achieve 70 or above in a practical language module, and/or has not passed 90 credits at the first attempt he/she will not be permitted to proceed on the integrated masters programme. However, he/she can be considered for a transfer to an honours degree programme. The normal rules of assessment for progressing on a three- or four-year honours degree programme will then apply¹.
- b) where the student has a Stage mark of at least 65% at the first attempt and achieved 70 or above in the practical language module, but the student has failed a **maximum of 30 credits**, he/she must undertake the necessary reassessment prior to the next academic stage in order to fulfil the requirement to progress. Marks will be capped at 40%.
- c) where a student has no substantial extenuating circumstances, he/she must withdraw from the University in either of the following situations:

- where the Stage mark is **below 20%**;

- where a student was absent from all examinations which were due to be sat in the most recent examination period.

3.1.3 When the Board meets after reassessments are completed, and the student has not met the requirements to proceed the Board will take the following action. (Boards cannot offer more than two opportunities to undertake the assessment for a module on the Integrated Masters programme). Where appropriate the Board will offer more than one option to the student.

- a) where a student has failed a maximum of 30 credits in a non-core module with a module aggregate mark in the range of 35%-39% and the mark for the stage is 65% or above the credits will be awarded and the student will be permitted to proceed to the next stage of study.
- or
- b) to repeat the Stage of study full-time for uncapped module marks.
- or
- c) to consider the student for a transfer to a relevant three- or four-year honours degree programme¹.
- or
- d) where a student has no substantial extenuating circumstances, he/she must withdraw from the University in either of the following situations:

- where the stage mark is **below 20%**;
- where a student has undertaken none of the required reassessment.

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

3.2 Progression from Stage Two

3.2.1 In order to progress from Stage Two to Stage Three students must:

- a) pass 120 credits at level 5 or above at the first attempt
and
- b) achieve a Stage mark of 65% at the first attempt
and
- c) achieve a mark of 70 in at least one practical language module in Stage 2 at the first attempt
and
- e) pass core modules and meet any additional course or module specific required outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

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

- a) where the student has failed to achieve a Stage mark of 65% and/or failed to achieve 70 in the practical language module the following options would be available:
 - i. where the student has achieved 120 credits at level 5 or above he/she can transfer to an appropriate honours degree (three-year or four-years) course in which they will be governed by the relevant Rules of Assessment.
 - ii. where the student has failed a maximum of 30 non-core credits and has passed 120 credits in Stage One, or has failed a maximum of 15 non-core credits and has passed 105 credits from Stage One, he/she is able to transfer to an appropriate honours degree (three or four-year) course and he/she must undertake the necessary reassessment prior to the next academic Stage¹. The Student's reassessment will then be governed by the relevant three- or four-year Rules of Assessment. Where reassessment takes place the module aggregate mark will be capped at 40%.
- b) where the student has achieved a Stage mark of 65% and 70 in the practical language module but has failed to achieve 120 credits at the first attempt, he/she is able to transfer to an appropriate honours degree (three or four-year) course and he/she must undertake the necessary reassessment prior to the next academic stage. The Student's reassessment will then be governed by the relevant three- or four-year Rules of Assessment. Where reassessment takes place the module aggregate mark will be capped at 40%.
- c) 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. The student can also apply to transfer to Stage Two on an appropriate honours degree (three or four-year

course), if possible, to undertake the repeat study if he/she does not wish to remain on the integrated masters¹.

- d) where a student has no substantial extenuating circumstances, he/she must withdraw from the University in either of the following situations:
 - where the stage mark is **below 20%**;
 - where a student has undertaken none of the required reassessment.
- e) where the student has not met the requirements to proceed having had two opportunities to undertake the assessment for a module, he/she would be required to withdraw from the University.
- f) a student can be offered one of the following exit awards, if the relevant criteria has been met;
 - i. if 120 credits at level 4 or above have been passed, the student will be considered for the award of a Certificate of Higher Education.
 - ii. if 240 credits (including a minimum of 120 at level 5) have been attempted and 225 have been passed, the student will be considered for the award of a Diploma of Higher Education.

3.3 Progression from Stage Three (Year Abroad) to Stage Four

3.3.1 In order to progress from Stage Three to Stage Four students must:

- a) enrol onto and attempt to pass the equivalent of 120 Essex credits. At least 90 credits must be at Level 6. The best 75% of the marks obtained for individual modules will be used to create an average Year Mark which will be converted into an Essex Year Mark and validated. This Year Mark must be passed with a mark of 50%.
and
- b) achieve a mark of 60% in the Dissertation module at the first attempt
and
- c) pass core modules and meet any additional course-specific requirements outlined in the variations to the Rules of Assessment, including professional, statutory and regulatory body requirements.

3.3.2 If a student does not meet the requirements to progress to Stage Four:

Reassessment or repeat year is not normally available for a period of study abroad. Limited reassessment opportunities, if any, exist for the study abroad year and would not normally be available.

- a) where the student has not passed the 90 study abroad credits at the first attempt and/or has not achieved 60 or above in their Dissertation module he/she will not be permitted to proceed on the integrated masters programme. However, he/she may be considered for a transfer to a three year honours degree programme and will proceed to the final year of this course¹. The normal rules of assessment for a three honours degree programme will then apply.
- b) where the student has passed the 90 study abroad credits but has not achieved 60 or above in their Dissertation module, he/she will not be permitted to proceed on the integrated masters

programme. However, he/she may be considered for a four-years honours degree programme and will proceed to the final stage of this degree¹.

- c) where the student has no substantial extenuating circumstances, he/she must withdraw from the University in either of the following situations:
 - where the Stage mark is **below 20%**;
 - where a student was absent from all examinations which were due to be sat in the most recent examination period.
- d) if 240 credits (including a minimum of 120 credits at level 5 or above) have been attempted, and 225 have been passed, the student will be considered for the award of the Diploma of Higher Education.

4 ELIGIBILITY FOR THE MASTERS AWARD

4.1 Pass

To be awarded a pass in the Integrated Masters programme a student should:

- a) Subject to (d), obtain 480 credits, including 120 credits at Masters level (level 7).
- b) Pass all taught core modules.
- c) Pass at least 60 taught module credits in Stage Four at the first attempt.
- d) Failure with a mark of 40 or more for up to 30 credits in non-core taught modules in Stage Four, will be condoned provided the overall weighted average for all the taught modules in Stage Four is 50.

Students must also meet any course-specific requirements relating to the final stage which will be published in Appendix A of the Undergraduate Rules of Assessment.

4.2 A Pass with Merit or Distinction

Pass with Merit

To obtain a merit a student should:

- a) Obtain 120 credits in Stage Four at the first attempt.
- b) Obtain 60 credits in Stage Four at 60 or above.
- c) Have an overall weighted average mark of 60 or more across Stages Two, Three and Four. The weighting between the Stages of Study will be as follows: 20%- Stage Two, 30- Stage Three, 50%- Stage Four.
- d) Have no module mark below 50 in Stage Four.

Pass with Distinction

To obtain a distinction a student should:

- a) Obtain 120 credits in Stage Four at the first attempt.
- b) Obtain 60 credits in Stage Four at 70 or above.
- c) Have an overall weighted average mark of 70 or more across Stages Two, Three and Four. The weighting between the Stages of Study will be as follows: 20%- Stage Two, 30- Stage Three, 50%- Stage Four.
- d) Have no module mark below 50 in Stage Four.

4.3 Students who do not meet the requirements for an Integrated Masters Degree

Where a student is either unable to complete his or her students in Stage Four, or does not achieve the required credits to be awarded a Masters award, the student will be considered for a Diploma of Higher Education award. Students can be considered for the award of a distinction and merit for an exit award.

Students will also be awarded a Postgraduate Certificate if they meet the criteria below.

4.3.1 To be awarded a POSTGRADUATE CERTIFICATE a student should:

- a) Subject to (d), obtain 60 taught module credits in Stage Four at Masters level (level 7).
- b) Pass all taught core modules.
- c) Pass 15 credits at the first attempt in Stage Four.
- d) Failure with a mark of 40 or more for up to 20 credits in Stage Four, in non-core modules, will be condoned.

5 SECOND ATTEMPTS IN STAGE FOUR

5.1 Second attempts at the assessment for taught modules in Stage Four

- a) Students may have a second attempt for module(s) that have been failed, up to a maximum of 60 taught module credits.
- b) No second attempt at the assessment for a module is permitted prior to the Board of Examiners meeting where marks are confirmed and is subject to departmental arrangements (see below).
- c) The maximum mark that will be recorded for a module as a result of a second attempt is 50, unless there are substantiated circumstances accepted by the Board of Examiners.
- d) The 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.

5.2 If a student fails a module on the second attempt at the assessment no further attempt is allowed unless there are substantial extenuating circumstances accepted by the Board of Examiners.

5.3 Where the Board of Examiners permits a student to have a second attempt at the assessment for a module this only applies to any individual assignment/examination for the module that has been failed. A student cannot be permitted to retake a module unless permitted by the Board of Examiners because of substantial extenuating circumstances.

6.1 EXTENUATING CIRCUMSTANCES

Extenuating Circumstances can only be considered by the Board of Examiners if the student has submitted an extenuating circumstances form by the agreed deadline. When substantial extenuating circumstances are accepted by the Board of Examiners it may use its discretion to depart from the rules of assessment where this is necessary to achieve a fair result.

6.2 EXAMINATION BOARD DISCRETION

Except in the case of extenuating circumstances (see 5.2 above), the Board of Examiners does not have the powers of discretion in relation to the application of the rules of assessment.

Approved Senate July 2017

¹ This option is only permissible where the student's UK immigration permissions allow.