

SECTION 20: AWARDS: CERTIFICATE OF HIGHER EDUCATION

Please see Section 16 for guidance which applies to all awards, provisions for an Aegrotat award (in cases where a student is prevented by illness or personal circumstances from completing the assessment for an award), and procedures in the case of tuition fee debt. For information about extenuating circumstances procedures, please refer to section 8.

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20.1 RESULTS

The Certificate of Higher Education is awarded without differentiation of class, and a successful candidate shall be stated to have Passed.

Candidates who have failed to fulfil the requirements for a Certificate of Higher Education shall be stated to have Failed.

An Aegrotat Certificate of Higher Education may be awarded to a candidate who is prevented by reason of illness or other incapacity from completing the assessment for the award, in accordance with Ordinance C4(III). An Aegrotat Certificate of Higher Education is not classified. See section 16.6 for further information on an Aegrotat.

20.2 CRITERIA FOR AWARD

- a) In order to be eligible for a Certificate of Higher Education, a candidate must have completed 120 credits (of which not less than 100 shall normally be at level 4 or above) and to have fulfilled the conditions given below.
- b) The result for the Certificate of Higher Education will be based on 120 credits.
- c) A student who achieves a threshold performance at Part 1 (as set out in Section 15) and who has taken modules including at least 100 credits at Level 4 or above shall be eligible for the award of a Certificate of Higher Education. If the student takes fewer than 100 credits at level 4 or above in Part 1 but subsequently takes further credits at level 4 or above the later credits may contribute to the award of the Certificate of Higher Education unless the student is eligible for a higher qualification.

- d) Candidates who are eligible for the award of a Certificate of Higher Education shall not *ipso facto* be admitted to that qualification if they progress to the next Part and, in due course, qualify for an award at a higher level which includes the relevant credit. They shall, however, have the right to claim the award of Certificate of Higher Education if they do not qualify for an award at a higher level.
- e) Candidates who achieve a threshold performance for Part 1 and who leave the University shall be eligible for the award of a Certificate of Higher Education.
- f) **For candidates taking Part 2 in 2020/21:**
Candidates who have completed credits in Part 2 but who have not passed the Part 1 Examination shall be considered for the award of a Certificate of Higher Education. In such cases the award method for the Certificate of Higher Education will use, in the place of Part 1 credits, the 120 credits with the highest marks drawn from Part 1 and Part 2, provided that 100 of those credits are at Level 4 or above. To be eligible for the award of Certificate of Higher Education, candidates must have obtained the equivalent of a Part 1 threshold performance (as set out in Section 15), but relating to the 120 credits with the highest marks drawn from Part 1 and Part 2.

In constructing the set of 120 credits with the highest marks, it may be necessary to assign to the lowest ranked of the included modules a credit value lower than its actual value in order to yield exactly 120 credits.

20.3 PROVISIONS IN THE EVENT THAT ASSESSMENT MARKS ARE NOT AVAILABLE AS A CONSEQUENCE OF MAJOR DISRUPTION

- 20.3.1 In circumstances in which the University's academic provision has been significantly disrupted by matters outwith the University's control, the Senate [or body acting on behalf of the Senate] may activate the provisions specified in this sub-section of the Assessment Handbook. Matters outwith the University's control include but are not limited to strikes and industrial action, staff illness, severe weather, natural disaster, epidemic or pandemic, fire, war, civil disorder or unrest, riot, terrorist attack or the threat of it, and restrictions imposed by the government or public authorities.
- 20.3.2 The provisions apply only to those candidates for whom assessment marks are not available as a consequence of matters outwith the University's control, as specified in 20.3.1 above. The University Progression Board or University Awarding Board, as appropriate, is responsible for satisfying itself that marks are not available wholly or partly as a result of matters outwith the University's control, and, on this basis, determines in respect of each candidate whether these provisions or the standard provisions for the award should apply.
- 20.3.3 **Calculation of marks**
In the event that marks are available for some, but not all, components of the assessment for a module, the School responsible for the module shall, where it is reasonably possible, derive a mark for the module from those components for which a mark is available.
- 20.3.4 **Eligibility for Certificate of Higher Education**
 - 20.3.4.1 Where the module marks for a candidate are not available as a result of matters outwith the University's control, the determination of eligibility for the Certificate of Higher Education shall be deferred until the point at which the candidate leaves the University or the point at which the University is confident that all marks which are likely to become

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available have been submitted, whichever is earlier. Candidates who indicate an intention to leave the University will be advised of their eligibility for an award, but their eligibility shall be reviewed if further marks become available prior to their withdrawal from the University.

20.3.4.2 In the event that eligibility is determined on an incomplete set of marks, the following variants to the Part 1 Threshold Performance requirements shall apply for the purposes of eligibility for the award of the Certificate of Higher Education:

Variant on Part 1 Threshold in cases where marks are not available

Provided that a candidate has at least 80 credits for which marks are available, they must:

- Achieve an overall average of 40% over those credits taken in Part 1 for which marks are available, provided that the credits amount to at least 80 credits
- Achieve a mark of at least 30% in all individual modules for which marks are available, except that a mark below 30% is permitted in a maximum of 20 credits.

For candidates taking Part 2 in 2020/21:

In the case where one or more marks are not available and the candidate has taken modules at Part 2, the University Awarding Board, in determining eligibility for a Certificate of Higher Education, will consider each case on its merits, applying the criteria for the award with such variations as, acting reasonably, it considers reasonable.

20.3.4.3 In the case of candidates who have less than 80 credits with marks, the University Awarding Board is required to consider each case on its merits and submit a recommendation to the Senate with a brief indication of the principles which have informed the decision. The University Awarding Board, in considering such cases, shall take due account of a range of evidence, which may include performance during the programme

20.3.4.4 In the event that, following the failure of a student to achieve a Certificate of Higher Education under these provisions, further marks contributing to a student's result become available, the relevant University Awarding Board shall reconsider the candidate at a subsequent meeting to determine their eligibility for an award. For the avoidance of doubt, reconsideration of a candidate's marks shall not lead to a lower result than the result originally agreed.