

## SCHEME FOR THE AWARD OF A DIPLOMA

This Classification Scheme is approved by the Graduate School Board of Examiners / the Graduate Studies Sub-Committee. Last updated: July 2020

This scheme should be read in conjunction with the [General Academic Regulations for Postgraduate Students](#), [Regulations for Diplomas](#), the [regulations](#) for the Diploma programme on which the student is registered, the relevant online [course guides](#), the [Code of Good Practice for Undergraduate, Diploma and Postgraduate Programmes: Teaching, Learning and Assessment](#) and the [Addendum - Regulations for 2021/22 updated in response to COVID-19](#).

### Grade and Mark for a Course

1. The examiners for each course will decide a numerical mark for each student using the following scale:

Distinction	70 - 100
Merit	60 - 69
Pass	40 - 59
Fail	0 - 39

### Eligibility for Award

2. In order to be eligible for a degree, a student must have submitted all elements of assessment (e.g. coursework, exams, group work etc.) required for each course as listed in the corresponding programme regulations.
3. A student who makes no attempt at an element of summative assessment for a course, as set out in the General Academic Regulations for Postgraduate Students, will be considered not to have completed the course and will be marked as "Absent" or "Incomplete". An Absent or Incomplete mark will count as one of the two attempts allowed to pass the course. Therefore, students must follow to the School's deferral or extension request procedures if they are unable to attempt an assessment.
4. A student will normally be awarded a degree at the first point at which they become eligible.

### Treatment of Half Units

5. This Classification Scheme is based on the marks achieved by students in all papers<sup>1</sup> taken in fulfilment of the programme regulations. For the purposes of determining classification only, the marks obtained for half-unit courses shall be paired and averaged<sup>2</sup> according to the appropriate diploma programme regulations.

### Calculation of the Award

6. The overall classification of an award shall be calculated as follows:

#### Pass

7. A Pass diploma shall be awarded for the following combination of minimum marks:

7.1	3-unit programmes	40	40	40	
7.2	Or	50	40	20	
7.3	4-unit programmes	40	40	40	40
7.4	Or	50	40	40	20

#### Merit

8. A diploma with Merit shall be awarded for the following combination of minimum marks:

8.1	3-unit programmes	60	60	60	
8.2	Or	70	60	50	
8.3	4-unit programmes	60	60	50	50
8.4	Or	70	60	50	40

#### Distinction

9. A diploma with Distinction shall be awarded for the following combination of minimum marks:

9.1	3-unit programmes	70	70	50	
9.2	4-unit programmes	70	70	60	60
9.3	Or	70	70	70	50

### Failure to Achieve an Award

10. If a student has not been awarded a diploma, they shall normally be entitled to repeat the failed courses only (on one occasion) and in accordance with the General Academic Regulations for postgraduate students. Where an assessment is failed and re-taken, the overall grade for the course for which the resit assessment was taken will be capped at Pass for the purposes of calculating the final award. Furthermore, a maximum mark of 40 will be used to calculate the aggregate. Both the original fail mark/grade and the new mark/grade achieved at resit will be shown on the transcript. Where an assessment is deferred and it is taken as a first attempt, the grade will not be capped.

### General Proviso

11. It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme if, in their judgement, this would be equitable for any individual student as a direct result of medical and / or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that student only. The following conditions also apply:
- 11.1 the student must be very close to the next higher classification boundary (within 3 marks in a single paper);
  - 11.2 the student must have marks in that higher classification range;
  - 11.3 the student must be able to demonstrate that the assessment or set of assessments in question were significantly affected by exceptional circumstances that were sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question;
  - 11.4 the student must also be able to demonstrate that their performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessment(s).

### Notes

<sup>1</sup>Under the programme regulations for all of the School's diplomas, students have to complete a set number of 'papers'. Each 'paper' represents a full-unit course or two half-unit courses.

<sup>2</sup>Where marks are averaged, the resulting average will be rounded up or down to the nearest whole mark.

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See the [Calendar](#) for further information about Programme Regulations, Course Guides, School and academic Regulations.