



# SCHEME FOR THE AWARD OF A DIPLOMA IN ACCOUNTING AND FINANCE

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](#) (containing a glossary of terms used in this scheme), the [Regulations for Diplomas](#), the Diploma in Accounting and Finance [programme regulations](#), the relevant on-line course guides, the [Code of Good Practice for Undergraduate, Diploma and Postgraduate Programmes: Teaching, Learning and Assessment](#) and the [Addendum - Regulations for 2021/21 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 diploma, 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 diploma at the first point at which they become eligible.

## Calculation of the Award

5. The classification of each student will be based on eight classification marks, with full-unit marks counted twice and half unit marks counted once.
  - 5.1 In all cases, the classification marks will be based on marks obtained by the student at their latest attempt at each course.
  - 5.2 The overall classification of an award will be calculated as follows;
    - 5.2.1 For the award of Distinction: at least half i.e. four or more classification marks must be at Distinction level; or
    - 5.2.2 For the award of Merit: at least half i.e. four or more classification marks must be at Merit level or Distinction level; or
    - 5.2.3 For the award of Pass:
      - 5.2.3.1 At least Pass grades to the value of seven classification marks; or
      - 5.2.3.2 At least Pass grades to the value of six classification marks with compensation for the failed course(s) as described under section 6

## Fail Marks

6. Where a student receives a Fail mark in any course, the following rules shall apply:
  - 6.1 A fail in a course of 0.5 unit value does not require compensation
  - 6.2 A fail in a course(s) to the value of 1.0 unit requires a minimum mark of 20 to be achieved in the failed full unit or each failed half unit.

## Failure to Achieve an Award

7. If a student has not been awarded a diploma, they shall normally be entitled to repeat the failed courses only (on one occasion), at the next appropriate assessment period and in accordance with the [General Academic Regulations for postgraduate students](#).
8. 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**

9. 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 a [formal submission of exceptional circumstances](#) to the Student Services Centre. Such circumstances would need to be extraneous to the normal assessment process and would apply to that student only. The following conditions also apply:
  - 9.1 the student must be very close to the next higher classification boundary i.e. within three marks in either one or two classification marks (i.e. three marks in one full/half unit or three marks in each of two half units)
  - 9.2 the student must have marks in that higher classification range;
  - 9.3 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;
  - 9.4 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).

#### **Discounting Fail, Incomplete or Zero marks**

10. It is open to a Sub-Board of Examiners to recommend to the GSBE that a Fail, Incomplete or Absent mark be discounted (treated as a deferral) if, in their judgement, this would be equitable for any individual student as a direct result of a [formal exceptional circumstances submission](#) to the Student Services Centre. Such circumstances would need to be extraneous to the normal assessment process and would apply to that student only. The conditions set out at 9.3 and 9.4 above will need to apply.

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