

SCHEME FOR THE AWARD OF A CERTIFICATE

This Classification Scheme is approved by the Graduate School Board of Examiners. Last updated: September 2024

This scheme should be read in conjunction with the [Regulations for Certificates](#), [General Academic Regulations for Postgraduate Students](#), the relevant [certificate programme regulations](#), the relevant on-line [Graduate course guides](#), the [Code of Good Practice for Undergraduate, Certificate, Diploma and Postgraduate Programmes: Teaching, Learning and Assessment](#).

1. Mark and Grade for a Course and Eligibility for the Award

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

Grade	Mark
Pass	50 - 100
Fail	00 - 49

- 1.2 In order to be eligible for a Certificate, 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](#).
- 1.3 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 grade 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.
- 1.4 All grades and classification awards are subject to any penalties that might be applied under the School’s Regulations on Assessment Offences and/or any failure to obtain appropriate ethics approval, where required, for research undertaken in dissertations or equivalent assessments.¹

2. Calculation of the Award

- 2.1 In order to be awarded a Certificate, students must achieve Pass grades to the value of four Classification Grades.
- 2.2 For the purpose of calculating an award, a full-unit counts as two Classification Grades and a half unit counts as one Classification Grade.
- 2.3 Fail grades are not considered as Classification Grades for the purpose of calculating an award.
- 2.4 In all cases, the Classification Grades will be based on grades obtained by the student at their latest attempt at each course.

3. Resitting to Achieve an Award

- 3.1 Where a student fails an overall course, is recorded as Absent (in an assessment or course) or Incomplete in an overall course, they must resubmit all failed/Absent assessments within that course provided they have attempts remaining.
- 3.2 Students may reattempt a course on one occasion only, in accordance with the [General Academic Regulations for Postgraduate Students](#).

4. Failure to Achieve an Award

- 4.1 Where a student has been unable to achieve a Pass in all four Classification Grades and has run out of attempts to resit any failed course(s), this means they have failed the programme and cannot be awarded a Certificate.

5. General Proviso

5.1 When considering the overall classification for an award it is open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners (GSBE) any departure from this Scheme 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 following conditions must also apply:

- 5.1.1 that the student has achieved at least two Classification Grades; and.
- 5.1.2. that the student is very close to achieving the Pass Grade in the other course(s) (i.e. within three marks in one full/half unit or three marks in each of two half units)

- 5.1.3 that the student has demonstrated 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;
- 5.1.4 that the student has demonstrated that their performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessments.

6. Discounting Fail marks

- 6.1 It is open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners that a Fail, Incomplete or Absent grade 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 following conditions must also apply:
 - 6.1.1 that the student has demonstrated 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;
 - 6.1.2 that the student has demonstrated that their performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessments

Footnotes

¹Failure to undertake a review of the ethical implications of research or failure to apply reasonable care in assessing the likely ethical implications of a research project, may constitute research misconduct under the School's research misconduct policy and procedures. To ascertain whether [ethics approval](#) is required, students should refer to the guidance listed [here](#).