

University of Aberdeen

Guidance Note for Students who either Fail, or who Fail to Attend or Complete, an Element of Prescribed Degree Assessment¹

To be read in conjunction with the Policy and Guidance Note on Academic Appeals, the procedures for Honours Classification in All Degree Programmes (the *Grade Spectrum*), and the Procedures for Determining Progression and Award in Modularised Postgraduate Taught Programmes of Study (the *Grade Spectrum*). [Sections 5 and 7 of the Academic Quality Guide refer, which can be accessed at: www.abdn.ac.uk/central/students.htj].

1. The University's awards comply with the Scottish Credit and Qualifications Framework². In broad terms, students must therefore achieve the following credit points to be eligible to receive the awards indicated:

Award	Credit Points
Postgraduate Master's Degree	A minimum of 180 credit points including at least 150 at Level 5
Postgraduate Diploma	A minimum of 120 credit points including at least 90 at Level 5
Postgraduate Certificate	A minimum of 60 credit points including at least 40 at Level 5
Professional Graduate Diploma in Education (PGDE)	A minimum of 120 credit points at Level 4
Integrated Master's Degree (MChem and MEng)	A minimum of 600 credit points including at least 120 at Level 5
MBChB	A minimum of 760 credit points as prescribed by the programme specification
Honours Degree	A minimum of 480 credit points including at least 180 at Levels 3 and 4, of which a minimum of 90 must be at Level 4
Designated Degree	A minimum of 360 credit points including at least 90 at Level 3
Non-honours Degree	A minimum of 360 credit points including at least 60 at Level 3
Undergraduate Diploma in Higher Education	A minimum of 240 credit points including at least 90 at Level 2
Undergraduate Certificate in Higher Education	A minimum of 120 credit points

2. With the exceptions listed in paragraph 5 below, students who fail, or who fail to attend or complete, a course, for whatever reason, and who wish to be awarded credit for the relevant course will be required to resit the assessment in question.
3. For courses at Levels 1, 2 and 3, the date of the first resit opportunity will be the August diet. Subsequent resit opportunities will be available at the normal and August diets in the following academic year, subject to students being in receipt of a valid Class Certificate.
4. For courses at Level 4 and above, the date of the first and only resit opportunity will usually be the normal diet (i.e. January or May/June) in the following academic year, subject to students being in receipt of a valid Class Certificate.

¹ Element of Prescribed Degree Assessment is defined as any component of assessment which contributes a specified percentage of the overall assessment prescribed for a course or programme. Examples of elements include an item of in-course assessment; a question in an end-of-course or programme written examination; or the overall outcome of a written examination. It is the responsibility of Schools, at the outset of each course or programme, to inform students of those elements of prescribed degree assessment to be used in the determination of the result of a course and programme, and of their weighting.

² The Scottish Credit and Qualifications Framework (SCQF) is a common national framework for all awards in Scotland. It makes clear the relationships between qualifications and clarified entry and exit points and routes for progression between awards. Further information is available at www.scqf.org.uk

5. For students in the final year of an Honours programme, there are four categories of exception to the procedures described in 2 to 4 above:
- (i) Students who achieve CAS 6, 7 or 8 in courses at Level 4 or above taken as part of an Honours programme will be compensated for their marginal fail up to a maximum of 30 credit points by the award of the same number of credit points assigned to the course but as unnamed specific Level 1 credits. Such Level 1 credits will count towards achieving the overall credit requirement listed in paragraph 1 for the award in question.
 - (ii) A pass at the first attempt in certain courses at Level 4 and above may be stipulated as a requirement for achieving the award in question. The compensation described in (i) above will not apply to such compulsory courses: these courses will be identified in the relevant Programme Specifications. Students who fail such a compulsory course will not be eligible to resit the course and would not be eligible to receive the Honours concerned: they would be eligible to receive a lower award if otherwise qualified.
 - (iii) Where a student has achieved less than CAS 6 in a course at Level 4 or above, they may elect, subject to having achieved 90 credit points at Level 4, to take an alternative course or courses of the same credit value at a lower Level to make up their credit shortfall rather than resitting the failed course(s).
 - (iv) Students who fail to complete or attend a course at Level 4 or above on account of illness or other good cause will be given the opportunity either to undergo an alternative form of assessment or to take the assessment in the next academic year, or alternatively they may, at the discretion of the Examiners, be offered an *Aegrotat* degree. It will be for Heads of School, in consultation with External Examiners and the Convener of the Academic Standards Committee (Undergraduate), to agree an appropriate form and timing of assessment where students choose to take an alternative assessment.
6. In all cases, Honours classification will be determined in accordance with the *Grade Spectrum*³.
7. Students who fail an element of Honours assessment (including those in 5(i) or 5(iii) above), or who fail to attend or complete an element of Honours assessment, can expect to achieve no higher an award than a Lower Second Class Honours degree, in accordance with the *Grade Spectrum*.
8. The *Grade Spectrum* gives the Examiners discretion to depart in an upward direction from the class indicated by the *Grade Spectrum*. However, there can be no undertaking that the Examiners will choose to use discretion.

³ The *Grade Spectrum* for determination of Honours degree classification is available at: www.abdn.ac.uk/registry/quality/appendix7x4.pdf