

# Progression and Award for Students on Taught Programmes Undergraduate

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## Contents

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|    |  |    |
|----|--|----|
| 1  | General Principles.....                          | 2  |
| 2  | Passing Modules.....                             | 2  |
| 3  | Compensation and Non-Compensatable Modules ..... | 3  |
| 4  | Deferred Assessment .....                        | 4  |
| 5  | Re-entry .....                                   | 5  |
| 6  | Intercollegiate Study.....                       | 6  |
| 7  | Capping of Resit Marks .....                     | 8  |
| 8  | Progression.....                                 | 8  |
| 9  | Award and Classification.....                    | 10 |
| 10 | Aegrotat Degrees .....                           | 16 |
| 11 | Posthumous Degrees .....                         | 18 |
| 12 | Release of Marks.....                            | 19 |
| 13 | Issue of Certificates .....                      | 19 |
| 14 | Revoking an Award.....                           | 20 |

Related Regulations from the Academic Manual are shown in boxes like this.

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## 1 General Principles

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- 1.1 All programmes of study at FIDI follow a formal structure of modules with particular credit values at specific academic levels.
  - 1.2 The rules that govern the structure of all programmes are described in the Goldsmiths Credit and Qualifications Framework.
  - 1.3 Students must pass modules to the required number of credits at specified levels in order to successfully progress through their programme and to obtain the award as set out in the regulations.
  - 1.4 This document sets out the academic requirements for student progression through a programme of study to the final award and classification.
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## 2 Passing Modules

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3.2.5 The pass mark is 40% for undergraduate programmes. Goldsmiths publishes full marking criteria for all of its awards.

3.2.8 Valid attempts are awarded marks between 10%-100%. Non-valid attempts are awarded 0-9%. The term “non-valid attempt” may comprise any of the following: a non-submission (0%), a plagiarised assessment (0%) or a very bad fail (1-9%). Students must have made a valid attempt at all summative assessments required of the programme of study to be given an award, unless awarded an Aegrotat degree.

- 2.1 All modules are assessed by one or more elements of summative assessment.
- 2.2 If there is more than one assessment, each must be given a percentage weighting in calculating the final mark for the module.
- 2.3 Students must, as a minimum, make a “valid attempt” at all summative assessments for a module and achieve an overall final mark at the pass mark or above in order to pass the module.

- 2.4 For some modules, when the achievement of one or more specific module learning outcomes is directly linked to a particular element or elements of assessment, students may be required to pass the relevant assessment(s) and achieve an overall final mark at the pass mark or above in order to pass the module.

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### 3 Compensation and Non-Compensatable Modules

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3.4.8. The Policy and Procedures for the Progression and Award of Students on Taught Programmes sets out the rules for compensation of failure in one or more modules on undergraduate degree programmes.

- 3.1 In some circumstances, on undergraduate programmes, credit may be awarded for a narrowly failed module when the overall average mark for the modules at the same level is high enough to compensate for the failed mark. The Goldsmiths Qualifications and Credit Framework sets out the rules for compensation of failure in one or more modules.
- 3.2 Compensation of failed modules is only allowed on undergraduate programmes.
- 3.3 When an undergraduate module is identified as essential to achieving the learning outcomes of a particular programme it will be defined “non-compensatable” and it will be necessary to pass the module to be eligible for the award of the degree.
- 3.4 When a module which has not been identified as essential to achieving the learning outcomes of a programme has been failed, a final mark of 35% or above for that module can be compensated by an overall mean mark of 45% for all the modules at that level.

- 3.5 If a student, at the first attempt, achieves a compensatable fail mark for a module and, in subsequent attempts achieves further compensatable fail marks, the highest overall mark obtained for the module will be used for the purposes of classification.
- 3.6 No more than 30 credits may be compensated at any one level and no more than 60 credits in total on an undergraduate degree.
- 3.7 A module can only be compensated after all permitted attempts to pass it have been made. However, for finalists, where application of the compensation at level 5 or 6 would allow a student to graduate, they should not be required to resit the failed assessment.
- 3.8 The maximum credit value of compensated fails that may be included within a qualification are as follows:

| <b>Qualification</b>            | <b>Maximum credit value of compensated fails</b>           |
|---------------------------------|--|
| Certificate of Higher Education | 0  |
| Diploma of Higher Education     | 30 (at level 4 or 5)                                       |
| BA                              | 60 (at levels 4, 5 or 6. No more than 30 at any one level) |

- 3.9 Any module which is compensated is recorded on the student transcript as a failed module for which compensated credit has been awarded.

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## **4 Deferred Assessment**

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- 4.1 A deferred assessment for an assignment may be granted by the Board of Examiners in relation to extenuating circumstances having taken into regard currency of learning.
- 4.2 Deferred assessment should, where possible, be in the same format as the original assessment. Where this is not possible departments should ensure that the alternative format equally measures student performance against the specified learning outcomes.
- 4.3 The timing of such deferred assessments will depend on the nature of the student's individual circumstances and the type of assessment. However, they should normally be taken in Summer or January unless attendance is necessary for their completion.

- 4.4 An individual assessment can only be deferred on the basis of an extenuating circumstances (EC) application and can normally only be deferred a maximum of two times. This allows a student to defer an assessment to the late summer resit period and also to the next academic year where necessary.
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## 5 Re-entry

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3.4.9 Students have three attempts to pass an assessment (i.e. the first attempt and two re-sits) except on programmes with professional practice requirements, where attempts may be limited to one or two only.

3.2.9 Once a summative assessment has been passed, students may not retake that assessment.

- 5.1 When a failed module has more than one element of assessment, a student may only resit the failed elements.
- 5.2 Where students have met the requirements to pass a module but have failed one or more elements of assessment for that module, they cannot resit the failed element(s) of assessment.
- 5.3 A student who fails an assessment must re-enter that assessment at the next opportunity available to them. This means that students must retake failed assessments in summer or January as directed by the Board of Examiners.
- 5.4 Students who fail a re-entered assessment in the late summer must retake the assessment in the next academic session.
- 5.5 In the case of significant failure, the Board of Examiners must decide whether there is a realistic prospect of a student passing retakes or whether it should recommend that the failed module be repeated in attendance in the next academic session.
- 5.6 Failed assessments that require students to attend to complete them, such as teaching practice or practical assessments, cannot be re-assessed in summer; the module must be retaken in attendance the following session.
- 5.7 A student who re-enters any assessment without having attended the module again should be assessed on the same curriculum and in the same format as the original assessment.

- 5.8 A student who re-enters any assessment having attended the module again should be assessed on the curriculum and in the format that are current when re-entering for the assessment.
- 5.9 If an overseas student fails a written examination and cannot be in attendance for re-takes (for example because of visa requirements), it may be possible to arrange for the re-sit to take place abroad in the May examination period only, normally through the British Council. All costs must be met by the student.
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## **6 Intercollegiate Study**

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### **6.1 Intercollegiate Study outside of Goldsmiths**

- 6.1.1 FIDI Students can apply to study modules at other institutions of the University of London, providing the programme specific regulations governing their degree programme allow them to do so. Approval is subject to the agreement of the student's academic department.
- 6.1.2 FIDI will require tuition fee payment for students of partner schools studying intercollegiate modules at their institutions.
- 6.1.3 When students enrol for intercollegiate modules offered at other institutions of the University of London or through other approved student exchange programmes, they will be subject to that institution's assessment regulations, including the provisions for repeating a failed element of assessment.

### **6.2 To undertake intercollegiate study, the student should;**

- 6.2.1 Seek advice from their department to ensure the module is an appropriate option and obtain permission to apply for a place;
- 6.2.1.1 find out if the relevant School or Institute can accommodate them on their module;
- 6.2.1.2 request and complete the appropriate application form of the School or Institute;
- 6.2.1.3 obtain the necessary signatures at the home and receiving institution;
- 6.2.1.4 send the fully completed and signed form to registrar@florence-institute.com

- 6.2.2 Assessment of a module, deadlines and dates of examinations at another institution may vary to those at FIDI and this may delay the publication of results beyond the normal publication date.
- 6.2.3 Students who experience extenuating circumstances during their assessment should submit medical evidence according to the requirements of the School or Institution they have chosen to study at, as an intercollegiate student. Students should be aware that not all institutions have summer retakes and some deferrals will be for the following year.
- 6.2.4 Students with a disability who have assessment reasonable adjustments will be accommodated at FIDI for written examinations, where possible and practical. Students with an SLDD must apply to the receiving School or Institute for the assessment reasonable adjustments that might be available in relation to the submission of coursework, at that institution. FIDI cannot require other institutions to offer the same adjustments it provides.
- 6.2.5 Where it is not possible for a student to repeat a failed assessment at the other institution, alternative arrangements may be approved to allow the student to be reassessed at FIDI.

### **6.3 Intercollegiate Study at Goldsmiths**

- 6.3.1 Students from another College or Institute of the University who wish to undertake intercollegiate study at Goldsmiths must:
  - 6.3.1.1 request a place on the module from the appropriate academic department;
  - 6.3.1.2 if agreed, the student must complete sections A and B on the 'Intercollegiate Study Application Form' and obtain the signature of the authorised person within the student's home academic department. Further instructions are stipulated within the form.
- 6.3.2 Students with a disability who have assessment reasonable adjustments will be accommodated at their home institution for written examinations, where possible and practical.
- 6.3.3 Students with a disability must contact the Disability Team as soon as possible to discuss their requirements for study with us and for appropriate assessment reasonable adjustments.

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## 7 Capping of Resit Marks

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3.2.10 Except where a student presents extenuating circumstances which are deemed acceptable by the Board of Examiners, failed assessments will be capped at the relevant pass mark for subsequent attempts.

- 7.1 The use of a capped mark in the calculation of the final mark of a module with more than one assessment could result in a student failing to achieve an overall pass although their actual marks would allow them to reach this threshold. Consequently, the actual marks achieved by the student should be used to determine whether a module has been passed.
- 7.2 The capped mark should be used in calculating the final mark recorded on the student transcript and for the purposes of classification.
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## 8 Progression

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3.4.1 Full-time students taking a 3-year undergraduate degree are required to pass modules to a minimum value of 90 credits at level 4 at the end of the first year of study to progress to the second year and in modules to a minimum value of 90 credits at level 5 taken in the second year of study to progress to the final year, unless individual programme specifications detail additional requirements.

- 8.1 Programme Boards of Examiners determine whether a student has met the minimum general requirements to progress with their studies as set out within the regulations and any additional requirements set out within individual programme specifications.
- 8.2 Programme Boards may require students who have not met the progression requirements to retake failed assessments in the late summer or recommend that students repeat the failed modules in full or part-time attendance.
- 8.3 Students who fail retaken assessments in the late summer and do not meet the progression requirements may not proceed to the next stage of the programme. They must retake the failed assessments in the next academic session.
- 8.4 Students who have met the minimum progression requirements for their programme but have failed a module or modules must retake the assessment in the late summer. If they fail the retaken assessment in the summer they may still progress to the following stage of the programme and simultaneously undertake the requirements of the Board of Examiners in relation to the failed module(s) in the next academic session. This arrangement is referred to as trailing credit.



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## 9 Award and Classification

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3.2.3 A degree, diploma, certificate or academic credit may not be awarded to a student unless they have satisfied the examiners in accordance with the requirements of the programme specification.

3.5.4. Goldsmiths publishes formulae for determining the final classification of its awards in the Policy and Procedures for the Progression and Award of Students on Taught Programmes.

3.2.8 Valid attempts are awarded marks between 10%-100%. Non-valid attempts are awarded 0-9%. The term “non-valid attempt” may comprise any of the following: a non-submission (0%), a plagiarised assessment (0%) or a very bad fail (1-9%). Students must have made a valid attempt at all summative assessments required of the programme of study to be given an award, unless awarded an Aegrotat degree.

### 9.1 Full award requirements

- 9.1.1 In order to graduate, students must have made a valid attempt at all elements of assessment for each module, met all the requirements of their programme as set out in the programme specification and achieved the credit requirements for the award as set out in the Goldsmiths Credit and Qualifications Framework.
- 9.1.2 Students who, having used all permitted attempts, have failed one or more modules cannot receive the award for which they have been registered. In these circumstances, undergraduate students may be eligible for the award of a pass degree and all students may be eligible for the award of an interim exit qualification, where this is offered, if they have met the requirements set out in the programme specification and the credit requirements set out in the Goldsmiths Credit and Qualifications Framework.
- 9.1.3 Students who are granted an interim exit qualification having failed to achieve the required standard at the next stage cannot subsequently re-register for the remainder of the programme.
- 9.1.4 Students who are granted an interim exit qualification, having decided to cease their studies before becoming eligible for the higher award, may re-register for the higher award after a period of not less than a year and not more than three years has elapsed.

## 9.2 Formulae for the calculation of final classifications

### 9.3 Undergraduate Honours Degrees

9.3.1 The scheme of classification is as follows:

| Percentage | Classification           |
|------------|--------------------------|
| 70% - 100% | First class              |
| 60% - 69%  | Upper second class (2.1) |
| 50% - 59%  | Lower second class (2.2) |
| 40% - 49%  | Third class              |

9.3.2 Undergraduate degrees are governed by a classification scheme entitled 'Formula for the Final Weighted Average Mark'.

9.3.3 Under this formula the student's final degree classification is calculated using the marks from modules to the value of 210 credits as follows:

Best 105 credits at level 5 (year two) weighting applied x3

Best 105 credits at level 6 (year three) weighting applied x5

9.3.4 All marks are integers. Module marks of .5 and above must be rounded up and module marks below .5 must be rounded down. The final overall average of the degree classification will be calculated using integers.

9.3.5 The mark on module(s) to a value of 30 credits in a modern foreign language taken by a student at level 5 or 6 in his or her second or final year may count as one of the best modules at level 5 or 6 and weighted accordingly for the purposes of the calculation of the final classification.

9.3.6 Students whose final weighted average falls within 2% below the borderline between two classes of Honours and who have obtained marks in the higher classification in modules totalling at least 120 credits in value at Levels 5 and 6, will automatically be awarded the higher classification.

9.3.7 Students whose final weighted average falls within 2% below the borderline between two classes of Honours but have only obtained marks in the higher classification in modules totalling at least 90 credits in value at Levels 5 and 6, may be considered for the award of the higher classification if they have made a claim for extenuating circumstances which has not been considered previously.

9.3.8 The final classification of students who have been exempted from modules through the recognition of prior learning will be based entirely on their performance in the modules for which they have been assessed. This will include where students have been exempted from modules through an articulation arrangement with an academic partner.

9.3.9 Examples of how final classifications are calculated in different circumstances are set out in the student support webpage relating to

Undergraduate Final Result Calculation.

- 9.3.10 The interim awards of Certificate of Higher Education and Diploma of Higher Education are awarded without classification.

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## 10 Aegrotat Degrees

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3.2.8 Valid attempts are awarded marks between 10%-100%. Non-valid attempts are awarded a mark of 0-9%. A non-valid attempt is a non-submission (0%), a plagiarised assessment (0%) or a very bad fail (1-9%). Students must make a valid attempt at all summative assessments required of the programme of study to be given an award, unless awarded an Aegrotat degree.

3.5.5 Goldsmiths maintains provisions for the award of an Aegrotat and posthumous degrees.

### 10.1 Aegrotat Provisions

- 10.1.1 Aegrotat Provisions only apply to undergraduate degrees.
- 10.1.2 When a student for an undergraduate degree has completed their full period of study but, because of illness or another cause judged to be sufficient (such as the death of a near relative) has not made a valid attempt at all assessments during their final year, the student may be considered for the award of a degree under the Aegrotat Provisions.
- 10.1.3 The Aegrotat Provisions allow for the award of either a Pass degree or an Aegrotat degree.
- 10.1.4 Consideration for an award under these provisions must be supported by a medical certificate or other appropriate evidence on the grounds for the request. This must be submitted as soon as possible and, in any case, within six weeks from the last date of the assessment(s) in question.

### 10.2 Award of a Pass degree under Aegrotat Provisions

- 10.2.1 If a student has passed modules valued at least 300 credits, at least 60 of which have been passed at level 6, the examiners should recommend the award of a Pass degree and should not consider the student for the award of an Aegrotat degree.
- 10.2.2 In this case the student should be offered the option of either:
- 10.2.3 Accepting the award of the Pass degree under the Aegrotat Provisions; or
- 10.2.4 Not accepting but re-entering module assessments for which they are

eligible with a view to completing the requirements for the award of an Honours degree.

### **10.3 Award of an Aegrotat degree**

- 10.3.1 If a student does not meet the criteria for the award of a Pass degree, they should be considered for the award of an Aegrotat degree. In such a case the examiners should consider:
  - 10.3.2 the assessments which the student has completed;
  - 10.3.3 records of the student's performance during the period of study;
  - 10.3.4 assessment provided by the student's teachers.
- 10.3.5 To determine whether, had the student completed the assessments in normal circumstances, they would clearly have reached a standard and achieved the necessary credits which would have qualified them for the award of the degree.
- 10.3.6 Where the examiners are satisfied that this is the case, the student should be offered the option of either:
  - 10.3.7 Accepting the award of the Aegrotat degree or
  - 10.3.8 Not accepting the Aegrotat degree but re-entering module assessments for which the student is eligible with a view to completing the requirements for the award of a degree.
- 10.3.9 A student who chooses not to accept the award of the Aegrotat degree and to re-enter the assessments, shall no longer be eligible for the award of the Aegrotat degree.
- 10.3.10 Upon accepting an Aegrotat degree in writing to the Head of Assessments a student shall be informed that the degree has been conferred.
- 10.3.11 A student who has accepted the award of an Aegrotat degree cannot subsequently re-enter for the assessment for that degree although they may subsequently apply to register de novo for a degree.
- 10.3.12 Aegrotat degrees are awarded without classification.

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## 11 Posthumous Degrees

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3.5.5 Goldsmiths maintains provisions for the award of an Aegrotat and posthumous degrees.

- 11.1 Where a student has died before completing the requirements for a degree, the College may consider the award of a degree to the student, subject to the following provisions.
- 11.2 In the case of a student who has completed the taught element of the programme and some of the required assessment, the Board of Examiners may consider the student for the award of a degree, certificate or diploma on the basis of the assessed work which has been completed.
- 11.3 In the case of a student who has completed the taught element of the programme but has not undertaken any element of the required assessment, the Board of Examiners may consider the student for the award of a degree, certificate or diploma on the evidence available to them.
- 11.4 In the case of a student who has completed some but not all of the taught elements of the programme, the Board of Examiners may consider the student for the award of a degree, certificate or diploma on the evidence available to them if the student has completed not less than two-thirds of the study normally required for the programme, including at least half of the work at the highest level covered by the award.
- 11.5 The award of any degree, diploma or certificate under these provisions shall be assigned a date of award the day before the student's death.
- 11.6 Posthumous degrees are awarded without classification.

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## **12 Release of Marks**

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### **12.1 Publication of Results**

- 12.1.1 Progression information for all continuing students and classifications for all students are published on the VLE/Moodle
- 12.1.2 Results for undergraduate degrees will be published from the first Monday of July or February.
- 12.1.3 All finalists, excluding those finalists in debt, will be provided with a printed Higher Education Achievement Record (HEAR)/transcript including the mark awarded for each module taken and the final overall average mark and classification.

### **12.2 Pass List**

- 12.2.1 Final Named Pass Lists, in classification order, relating to undergraduate degrees, are sent to the University of London where the final Diploma is produced and sent directly to students. Diplomas are sent to the home address recorded on the student record system.
  - 12.2.2 Finalists in debt will not be included on the Final Named Pass List.
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## **13 Issue of Certificates**

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### **13.1 Goldsmiths Certificates, Diplomas and Interim Exit Awards**

- 13.1.1 Successful students on Goldsmiths' certificates and diploma programmes or students who are awarded an interim exit award will be sent their official award certificate with their transcript of results.

### **13.2 Undergraduate**

- 13.2.1 Successful students on Undergraduate degrees shall be sent their final Diploma direct from the University of London.
  - 13.2.2 The date of the award for most awards will normally be 1 August. Depending on the final date of submission, Students completing all award requirements outside of these timeframes, will have an award date of the 1st of the month following confirmation by the Boards of Examiners that all award requirements have been met.
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## 14 Revoking an Award

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3.5.6 Goldsmiths can revoke an award, or seek permission from the University of London to revoke an award as set out in its Statutes. The Progression and Award of Students on Taught Programmes will set out the provisions necessary for revocation of an award.

### 14.1 Grounds and procedure for revoking an award

- 14.1.1 The College accepts two grounds for revoking an award:
- (a) administrative error, or
  - (b) determination of a serious academic misconduct offence after graduation, relating to an assessment or assessments in connection to the graduate's award
- 14.1.2 Where the College's Board of Examiners determine that an award has been conferred through administrative error, it will be revoked and substituted for no award or an award consistent with the relevant regulations in force at the time.
- 14.1.3 Where an allegation of academic misconduct is made after graduation, it shall be treated in accordance with the relevant regulations on academic misconduct and an appropriate penalty applied, which should include revocation of award.
- 14.2 The College will comply with any requirements set by the University of London for the revocation of awards made by the University.