



**GUILDHALL COLLEGE ASSESSMENT REGULATIONS AND ACADEMIC APPEALS PROCEDURES FOR
POSTGRADUATE DIPLOMA INTERNATIONAL BUSINESS LAW/ INTERNATIONAL BUSINESS MANAGEMENT
(PgDip IBL/IBM)
IN COLLABORATION WITH UNIVERSITY OF GLOUCESTERSHIRE**

DECEMBER 2009

1. INTRODUCTION

Individual pieces of assessed work and final module results for students will be expressed according to a percentage. Students must pass all modules to be awarded the PgDip IBL/IBM or be eligible to progress to the Masters Stage.

A student has to satisfy two conditions to be able achieve a Pass (P) in a module:

1. Overall module average of 40%
2. Component threshold of 35%

| Overall module percentage (and component threshold%) | Module Result | Assessment Board Grade |
|---|---------------|---------------------------|
| 70-100 (35% or more) | Pass | P |
| 60-69 (35% or more) | Pass | P |
| 50-59 (35% or more) | Pass | P |
| 40-49 (35% or more) | Pass | P |
| 30-39 | Resubmission | R |
| 0-29 | Fail | F |
| Non Submission | Fail | FNS |
| Breach of Regulations | Fail | FBR |
| Mitigation | Late | L |

2. ASSESSMENT DECISIONS

- 2.1 All marks for coursework assignments and examinations are provisional until confirmed by the Assessment Board.
- 2.2 In order to pass a module a student must submit each summative assessment component, must achieve a result no worse than 35% for any one component, and must achieve an average result for the whole module of at least 40%. (Results will include any penalised grades for late submission [5.1] or exceeding word length [6.1]).
- 2.3 Students obtaining 35-39% for one component of the assessment may be compensated in that module provided the overall module average is equal to or more than 40%.

- 2.4** Where a student achieves an overall module average of 40%, but one of the assessed components in the module is marked at 30 – 34%, the student is reassessed in that component achieving a mark of between 30 – 34 %. The mark for the passed component is carried forward to reassessment.

2.5 Re-assessment

- 2.5.1** Re-assessment for the assignment requires a student to undertake a new assignment in order to pass.
- 2.5.2** Re-assessment for the examination requires a student to re-sit an examination in order to pass.
- 2.5.3** Students are only entitled to one attempt at re-assessment.
- 2.5.4** If a student successfully completes a re-assessed piece of work they will be awarded a maximum mark of 40% for that piece of reassessment. The overall module mark will be the weighted average of the combined marks for the individual components of assessment for that module.
- 2.5.5** If a student is unsuccessful with re-assessment, or does not complete it at the required time, the mark will become a Fail.

2.6 Failed modules

- 2.6.1** Where a student Fails a module with an overall module average of less than 30% they must take it again. Re-take students should not be allowed to carry any marks forward but should take the entire module again.
- 2.6.2** A student has a right to one opportunity to retake a failed module. This will involve re-registration and further study and assessment (and reassessment if necessary). The maximum grade for successful completion of any assessments for a failed module will be 40%.
- 2.6.3** The student will be charged a module fee for a repeat / retake.
- 2.6.4** If a student is unsuccessful at the second attempt to retrieve the first fail, they will normally be required to withdraw from the course. Therefore failure after the second attempt or retake of a module will mean termination of the student's registration on the PgDip IBL/IBM (with credit awarded for modules successfully completed).

2.6.5 These regulations are illustrated in the table below for the PgDip IBL/IBM

2.6.5a PgDip IBL

| Assignment 1 Mark | Weighting % | Assignment 2 Mark | Weighting % | Overall Mark | Outcomes |
|--------------------------|--------------------|--------------------------|--------------------|---------------------|--|
| 40 | 40 | 40 | 60 | 40 | Pass Module |
| 44 | 40 | 38 | 60 | 40 | Pass Module |
| 36 | 40 | 42 | 60 | 40 | Pass Module |
| 34 | 40 | 44 | 60 | 40 | Re-submit Assignment 1 |
| 48 | 40 | 34 | 60 | 40 | Re-submit Assignment 2 |
| 30 | 40 | 46 | 60 | 40 | Re-submit Assignment 1 |
| 54 | 40 | 30 | 60 | 40 | Re-submit Assignment 2 |
| 34 | 40 | 34 | 60 | 34 | Re-submit Assignment 1 And Assignment 2 |
| 28 | 40 | 32 | 60 | 30 | Re-submit Assignment 1 And Assignment 2 |
| 16 | 40 | 40 | 60 | 30 | Re-submit Assignment 1 |
| 40 | 40 | 24 | 60 | 30 | Re-submit Assignment 2 |
| 29 | 40 | 29 | 60 | 29 | Fail Repeat / Retake Module |
| 45 | 40 | 16 | 60 | 28 | Fail Repeat / Retake Module |

2.6.5b PgDip IBM

| Assignment Mark | Weighting % | Examination Mark | Weighting % | Overall Mark | Outcomes |
|------------------------|--------------------|-------------------------|--------------------|---------------------|---|
| 40 | 50 | 40 | 50 | 40 | Pass Module |
| 44 | 50 | 36 | 50 | 40 | Pass Module |
| 36 | 50 | 44 | 50 | 40 | Pass Module |
| 34 | 50 | 46 | 50 | 40 | Re-submit Assignment |
| 46 | 50 | 34 | 50 | 40 | Re-sit Examination |
| 30 | 50 | 50 | 50 | 40 | Re-submit Assignment |
| 50 | 50 | 30 | 50 | 40 | Re-sit Examination |
| 34 | 50 | 34 | 50 | 34 | Re-submit Assignment and Re-sit Examination |
| 28 | 50 | 32 | 50 | 30 | Re-submit Assignment and Re-sit Examination |
| 20 | 50 | 40 | 50 | 30 | Re-submit Assignment |
| 29 | 50 | 29 | 50 | 29 | Fail Repeat / Retake Module |
| 45 | 50 | 10 | 50 | 28 | Fail Repeat / Retake Module |

3. MITIGATION

3.1 If a student submits mitigating circumstances via submission of a **Mitigating Circumstances Form**, and an extension was approved which goes beyond the date of the Assessment Board, the student will have a Late (L) grade recorded and must submit work by the agreed extension date. The student will be allowed to take the assessment(s) as if for the first time.

3.2 Definition of a Mitigating Circumstance

Any circumstances, such as illness, hardship, need to return to country of origin or any other disability, which in the opinion of the student, has affected his/her performance in any assessed component of the study programme or impede them in meeting the GC Assessment criterion.

3.3 Process of Notification of Mitigating Circumstance

3.3.1 A claim for Mitigating Circumstance must be brought to the attention of the Programme Administrator. Students must articulate, in writing, the exact circumstances that they feel have impaired their performance, identify the module(s) concerned and the dates between which this has happened together with the relevant documentary evidence to support the application.

3.3.2 If a request for Mitigating Circumstance relates to in-course assessments then the request must be applied for prior to the submission date and be supported by appropriate evidence. The Mitigating Circumstance will be considered by the Programme Leader in consultation with the relevant teaching team members after studying the evidence submitted by the student.

Financial difficulties, computer crashes or disk errors are not grounds for Mitigating Circumstance.

The Programme Leader may approve an extension to a coursework deadline or defer the assessment until the next opportunity.

The decision of the Programme Leader will be recorded for consideration at the Assessment Board.

3.3.3 If the request is concerned with examination performance, then during the deliberations of the Assessment Board the Programme Leader will bring the request to the notice of the members of the Board. The Assessment Board may defer the examination until the next opportunity.

3.3.4 Notification, to the Programme Administrator, of a request to consider Mitigating Circumstance relating to performance in Examinations or in-course assessments must be received as soon as possible but **no later than FIVE days** after the final examination for which Mitigating Circumstances is sought and **within THREE days** after the scheduled date and time for the submission of the in-course assessment.

3.3.5 Normally, late submission of a claim for Mitigating Circumstances will not be accepted. However, it is recognised that there may be cases where a student is unable to submit a claim for mitigation within the time period (e.g. emergency in-patient hospital treatment occurring during the examination period). In this case the student will need to submit the claim at the earliest opportunity, via the Programme Administrator and must be accompanied by evidence as to why the claim is being submitted late. The Chair of the Assessment Board will decide whether to accept the late submission. The Chair's decision will be final.

3.4 The decision of the Assessment Board regarding a student's request to consider a claim for Mitigating Circumstance for either an assignment or an examination or both will be final.

4. PROGRESSION

4.1 A student shall not normally progress from one stage of the PgDip IBL/IBM to the next until an Assessment Board is satisfied that the student is eligible to proceed as determined by these assessment regulations.

4.2 Students will not be allowed to progress from the PgCert to the PgDip stage if they are required to

- (a) Re-submit more than two assessment components (example 1 assignment and 1 examination across the 2 Modules) for the PgDipIBL
- (b) Re-submit more than four assessment components (example 2 assignments and 2 examinations across the 4 Modules) for the PgDipIBM
- (c) Retake more than one Module at the PgCert Stage for the PgDipIBL
- (d) Retake more than two Modules at the PgCert Stage for the PgDipIBM

4.3 Students must pass all modules on the PgDip IBL/IBM before being eligible to progress to the Masters stage.

4.4 A student will not be permitted to repeat any item of assessment previously completed successfully in order to improve the mark for a module.

5. LATE SUBMISSION OF ASSIGNMENTS

5.1 Assignments must be submitted at the due date and time specified for submission. The penalties for late submission of assignments are:

| | |
|----------------------------------|------------------|
| Up to one calendar week late | a maximum of 40% |
| More than one calendar week late | 0% |

5.2 Extensions to deadlines may be granted in exceptional circumstances with authorisation from the Programme Leader **[3.3.2]**.

6 WORD LIMITS

Students who submit work that is 10% less or 10% more than the standard 2,500, 3,000 or 5,000 words required for the assignment will receive a maximum mark of 40% for that assignment.

7 BREACH OF THE ASSESSMENT REGULATIONS

- 7.1** The determination of whether a breach of the assessment regulations has occurred is not a matter for a meeting of the Assessment Board. The facts must be established by the Internal Disciplinary Committee before the Board can consider the effect of the breach on a student's performance.
- 7.2** For the purpose of the Board a breach of the assessment regulations is the generic term used to define cases where a student(s) has sought to gain unfair academic advantage in any assessment method used by Guildhall College.
- 7.3** Unfair academic advantage refers to all breaches of assessment regulations that might give an unfair advantage to a student in gaining a higher grade than his/her ability would merit, and includes the following.
- 7.3.1** Plagiarism, which can be defined as using without acknowledgement another person's words or ideas and submitting them for assessment as though they were one's own work, for instance by copying, translating from one language to another or unacknowledged paraphrasing.
 - 7.3.2** Further examples of plagiarism include:
 - 7.3.2a** Use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the internet, or in any other format, where the quotations have not been clearly identified as such by being placed in quotation marks and acknowledged
 - 7.3.2b** Use of another person's words or ideas that have been slightly changed or paraphrased to make them look different from the original
 - 7.3.2c** Summarising another person's ideas, judgements, diagrams, figures, or computer programs without reference to that person in the text and the source in the bibliography
 - 7.3.2d** Use of services of essay banks and/or any other agencies
 - 7.3.2e** Use of unacknowledged material downloaded from the internet
 - 7.3.2f** Re-use of one's own material except as authorised by the College
 - 7.3.3** Collusion, which can be defined as work that has been undertaken by or with others is submitted and passed off as solely the work of one person. This also applies where the work of one candidate is submitted in the name of another. Where this is done with the knowledge of the originator both parties can be considered to be at fault.
 - 7.3.4** Fabrication of data, making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.
 - 7.3.5** Presentation of evidence which is false or which could mislead the Assessment Board.
 - 7.3.6** Introduction into an examination room and/or associated facilities any unauthorised form of materials such as a book, manuscript, data or loose papers, information obtained via any electronic device, or any source of unauthorised information.

- 7.3.7** Copying from or communication with any other person in the examination room and/or associated facilities except as authorised by an invigilator.
 - 7.3.8** Communication electronically with any other person, except as authorised by an invigilator.
 - 7.3.9** Impersonation of an examination candidate or allowing oneself to be impersonated.
 - 7.3.10** Presentation of an examination script as one's own work when the script includes material produced by unauthorised means.
- 7.4** If a breach of the assessment regulations is proven the following will be applied by the Assessment Board
- 1st offence**
All work in breach of the assessment regulations will be marked at 0 and the student will have the opportunity to be reassessed with marks capped at 40% for each reassessment.
- 2nd offence**
Student is asked to leave the course
If a student is found to have committed more than one offence during the same assessment cycle but
- (a) did not have prior warning for implications of a repeated offence, then all breaches will be treated as a 1st offence and the student will have the opportunity to be reassessed with marks capped at 40% for each reassessment
 - (b) did have prior warning for implications of a repeated offence, will be treated as a 2nd offence and the student will be asked to leave the Course

8. STUDENT APPEALS

8.1 Grounds for Appeal

- 8.1.1** Appeals against decisions that are made regarding academic awards will only be considered on the grounds of non-observance of agreed examination procedures or irregularities in the written instructions or advice given. The case must be made that such defects or irregularities could have had adverse effects on the student's final award.
- 8.1.2** No appeal will be considered which questions the academic judgment of the Assessment Board. This would include any decision by the Board regarding whether a student has reached the required academic standard for the PgDip IBL/IBM or whether the student would benefit from continuing on the PgDip IBL/IBM.
- 8.1.3** If a student selects to withhold known information, relating to grounds for an appeal from the Assessment Board before their meeting to decide awards then these circumstances cannot subsequently be used as grounds for appeal.

8.1.4 If grounds for an appeal, unknown to the Assessment Board at the time of their deliberations, could have had an adverse effect on their decision reached regarding the final award; the student must detail the reasons why these grounds for an appeal were not made known to the Assessment Board and submit documentary evidence, if applicable, to substantiate the claim.

8.2 Procedures for Submission of an Appeal

8.2.1 Any student wishing to appeal against a decision or recommendation made by the Assessment Board must submit a notice of Appeal, using the standard pro forma to the Programme Manager.

8.2.2 The Notice of Appeal, together with the necessary evidence must be submitted within **FIVE working days** of the publication of the Results List.

8.2.3 On receipt of an appeal the Programme Manager will consult with the Academic Leader of GC to determine whether the circumstance of the case constitutes a basis for appeal.

8.3 Appeals Committee

8.3.1 Should a basis for appeal be confirmed (8.2.3 above), an Appeals Committee will be constituted with the following membership:

| | |
|------------|-------------------------|
| Chair: | Registrar |
| Secretary: | Programme Administrator |
| Members: | Academic Leader |
| | Examinations Officer |
| | Programme Leader |

8.3.2 The Appeals Committee shall have the delegated powers to act on behalf of the Academic / Management Board of GC.

8.3.3 The student will be informed of the time and date of the Appeals Committee Meeting and may be accompanied by a fellow student.

8.3.4 The student must attend personally and may not send a representative in his/her place.

8.4 Powers of the Appeals Committee

8.4.1 The Appeals Committee is empowered to take the following decisions:

(1) the appeal be rejected and no further action be taken

(2) the appeal be upheld and the case be referred back to the Chair of the Assessment Board

8.4.2 The decision of the Appeals Committee will be given, as soon as possible, to the student, and the Chair of the Assessment Board.

- 8.4.3** The decision of the Appeals Committee is final and no further action or discussion with the participating parties will be undertaken.
- 8.4.4** The Chair of the Assessment Board shall receive, for all upheld appeals, a full report of the discussions of the Appeals Committee together with copies of the supporting documentary evidence, relating to their decision.
The expectation is that a reconvened Assessment Board will meet to reconsider their initial decision, within 3 days of receiving the Appeals Committee report.
- 8.4.5** The Chair of the Assessment Board will also be notified of any Appeals that have been rejected by the Appeals Committee.
- 8.4.6** The results of the Assessment Board's review of its initial decision, in the light of the Appeals Committee recommendation, will be notified to the student, within 2 days of the Appeals Committee meeting.
- 8.4.7** The decision on whether or not to make adjustments to the award previously given by the Assessment Board shall be final and the case considered closed.