

**Pearson College/Ashridge Business School
BA Business Management and associated programmes**

**Assessment Regulations
Business Management Suite of Undergraduate Degrees and
Associated Exit Awards**

1. Level and Credit requirements for the awards

1.1 Honours Degree

Honours degrees will comprise three stages of 120 credits each:

- i) Stage 1 will comprise modules at level 4 or above;
- ii) Stage 2 will comprise modules at level 5 or above;
- iii) Stage 3 modules will be at level 6 or above.

1.2 Top-Up Honours Degrees

Top-up honours degrees will comprise stage 3 alone which will comprise 120 credits at level 6.

1.3 Diploma of Higher Education

The Diploma will comprise two stages of 120 credits each:

- i) Stage 1 will comprise modules at level 4 or above;
- ii) Stage 2 modules will be at level 5 or above.

1.4 Certificate of Higher Education

The Certificate will comprise one stage of 120 credits of modules at level 4 or above.

2. Honours Degree

2.1 Conditions for the Award of Honours Degree

Candidates shall be awarded a Bachelors Degree (Honours) where they have

- a) completed an approved programme of modules amounting to at least 360 credits as prescribed in regulation 1.1 (subject to the provisions on APL); and
- b) Subject to the compensation provisions at 2.1.1, obtained a mark of at least 40% for each module (the mark for a module being an average of the marks for the assessments in the module, weighted as described in the module specification for that module).

2.1.1 Compensation Provisions

A candidate shall be awarded a Bachelor's Degree (Honours) where they have:

- a) completed an approved programme of modules amounting to at least 360 credits as prescribed in regulation 1.1 (subject to the provisions on APL); and

- b) obtained a mark of at least 40% for each module except for one 15-credit module in which they have obtained an average mark of 35% or above; and
- c) obtained an overall percentage mark (as calculated in 2.2) of 40%.

2.2 Calculation of Overall Percentage Mark for an Undergraduate Degree

2.2.1 The student's overall percentage mark for an undergraduate degree will be calculated according to the following credit weightings (subject to the provisions of regulations 2.2.2, 2.2.3 and 2.2.4 below):

- Stage 1: a weight of 0
- Stage 2: a weight of 1
- Stage 3: a weight of 2

2.2.2 The overall mark for stage 2 will be calculated according to the credit weighting of the modules undertaken at that stage excluding any modules for which a candidate has been exempt through the APL procedure or where the candidate has undertaken a self-managed module that has not been assessed by Pearson College. Where a module is excluded from the calculation for the reasons given above, it will be given a weight of 0 in calculating the overall mark for stage 2.

2.2.3 The overall mark for stage 3 will be calculated according to the credit weighting of the modules undertaken at that stage excluding any module where the candidate has undertaken a self-managed module that has not been assessed by Pearson College. Where a module is excluded from the calculation for the reason given above, it will be given a weight of 0 in calculating the overall mark for stage 3.

2.2.4 The overall percentage mark for a top-up degree will be calculated according to the credit weighting of the modules undertaken excluding any module where the candidate has undertaken a self-managed module that has been assessed by another institution which does not have degree-awarding powers. Where a module is excluded from the calculation for the reason given above, it will be given a weight of 0 in calculating the overall mark for stage 3.

2.3 Classification

2.3.1 Required Overall Mark

Students awarded an honours degree will be awarded the highest classification for which they are eligible according to the following table:

- First Class Honours where their average percentage mark (as calculated in 2.2 above) is 70% or higher
- Upper Second Class Honours where their average percentage mark (as calculated in 2.2 above) is 60% or higher
- Lower Second Class Honours where their average percentage mark (as calculated in 2.2 above) is 50% or higher
- Third Class Honours where their average percentage mark (as calculated in 2.2 above) is 40% or higher

2.3.2 Discretionary Provisions

2.3.2.1 In addition the Assessment Board may absolutely at its own discretion use its academic judgement to consider students with Overall Final Marks and Other Calculated Marks within 1% of the Required Overall Mark for First Class, Upper and Lower Second Class Honours. In exercising this academic judgement, the Assessment Board shall consider whether:

- a) A significant proportion of the student's work during the Qualification Programme was of the standard of the higher Honours Classification or above;
- b) Assessed work that did not contribute to the Overall Final Mark was of the standard of the higher Honours Classification or above;
- c) At the end of the Programme, the student's work was clearly of the standard of the higher Honours Classification or above (for example in the Final Project and final stage assessments).

2.3.2.2 In addition, the Assessment Board may absolutely at its own discretion use its academic judgement to consider students with Overall Final Marks and Other Calculated Marks within 2.5% of the Required Overall Mark for First Class, Upper and Lower Second Class Honours only in cases where the weighted average of Calculated Marks at Stage 3 meets the level required for a higher Classification (for example where the Overall Final Mark is 68% but the weighted average at Stage 3 is 72%, a First Class Honours Classification may be considered). In exercising this academic judgement, the Assessment Board shall consider whether:

- a) A significant proportion of the student's work during the Qualification Programme was of the standard of the higher Honours Classification or above;
- b) Assessed work that did not contribute to the Overall Final Mark was of the standard of the higher Honours Classification or above;
- c) At the end of the Programme, the student's work was clearly of the standard of the higher Honours Classification or above (for example in the Final Project and final stage assessments).

3. Diploma in Higher Education

3.1 Conditions for the award of a Diploma in Higher Education

A Diploma in Higher Education will only be awarded to students who exit at that level of the programme. Such candidates shall be awarded a Diploma in Higher Education where they have:

- a) completed an approved programme of modules amounting to at least 240 credits as prescribed in regulation 1.3 above (subject to the provisions on APL); and
- b) obtained a mark of at least 40% for each module (the mark for a module being an average of the assessments in the module, weighted as described in the module specification for that module) except for one 15-credit module in which they have obtained an average mark of 35% or above.

3.2 Calculation of Overall Percentage Mark for a Diploma

A student's overall percentage mark for the Diploma will be calculated according to the credit weightings of each module at Stage Two excluding

any modules for which a candidate has been exempt through the APL procedure or where the candidate has undertaken a self-managed module that has been assessed by another institution which does not have degree-awarding powers.

3.3 Classification of a Diploma in Higher Education

A student will be awarded a Pass where they have satisfied the conditions for the award of a Diploma in Higher Education. No higher classification is available

4. Certificate

4.1 Conditions for the award of a Certificate in Higher Education

A Certificate in Higher Education will only be awarded to students who exit at that level of the programme. Such candidates shall be awarded a Certificate where they have:

- a) completed an approved programme of modules amounting to at least 120 credits as prescribed in regulation 1.4 above (subject to the provisions on APL); and
- b) obtained a mark of at least 40% for each module (the mark for a module being an average of the assessments in the module, weighted as described in the module specification for that module) except for one 15-credit module in which they have obtained an average mark of 35% or above.

4.2 Calculation of Overall Aggregate Mark for a Certificate in Higher Education

A student's overall aggregate mark for the Certificate in Higher Education will be calculated according to the credit weightings of each module excluding any modules for which a candidate has been exempt through the APL procedure or where the candidate has undertaken a self-managed module that has been assessed by another institution which does not have degree-awarding powers.

4.3 Classification of a Certificate in Higher Education

A student will be awarded a Pass where they have satisfied the conditions for the award of a Certificate in Higher Education. No higher classification is available

5. Reassessment of failed assessment(s)

5.1 A student who fails one or more modules shall be permitted two further attempts at the assessments for that module. These further attempts are known as resits.

5.2 Where a module has more than one assessment component, the student will only be permitted to re-sit the assessment components which they have failed. The actual mark gained in that resit will then be used, together with the marks gained in the previously passed assessment component(s) for that

module, to calculate whether the student has gained an overall mark of 40% and therefore passed the module.

- 5.3 Where a student resits and passes a module (whether or not they have resat all assessments for that module or only certain components) the mark for that module shall be capped at the pass mark and the capped mark shall appear on the transcript.

6. Title of Awards

6.1 Honours Degrees

- 6.1.1 A student will be awarded a BA (Hons) Business Management where they have:

- a) fulfilled the conditions for the award of an Honours degree; and
- b) successfully completed (subject to the compensation provisions at 2.1.1 above) all the mandatory modules as specified in the programme specification; and
- c) successfully completed (subject to the compensation provisions at 2.1.1 above) modules comprising at least 240 credits related to Business Management (as designated in the programme specification), of which at least 90 must be at level 6 including the final project.

- 6.1.2 A student will be awarded a BA (Hons) Business Management with [Subject of Minor Specialism] where they have:

- a) fulfilled the conditions for the award of an Honours degree; and
- b) successfully completed (subject to the compensation provisions at 2.1.1 above) all the mandatory modules as specified in the programme specification; and
- c) successfully completed (subject to the compensation provisions at 2.1.1 above) modules comprising at least 210 credits related to Business Management (as designated in the programme specification), of which at least 60 must be at level 6 including the final project; and
- d) successfully completed (subject to the compensation provisions at 2.1.1 above) modules comprising at least 90 credits in [subject of minor specialism] (as designated in the programme specification), of which at least 30 must be at level 6.

6.2 Diploma of Higher Education

A student will be awarded a Diploma of Higher Education in Business Management where they have:

- a) fulfilled the conditions for the award of a Diploma of Higher Education in 3.1 above; and

- b) successfully completed all the mandatory Stage 1 and 2 modules for the Honours degree in Business Management as specified in the programme specification.

6.3 Certificate of Higher Education

A student will be awarded a Certificate of Higher Education in Business Management where they have:

- a) fulfilled the conditions for the award of a Certificate of Higher Education in 3.2 above; and
- b) successfully completed all the mandatory Stage 1 modules for the Honours degree in Business Management as specified in the programme specification.

7. Registration Periods and Maximum Period of Study

- 7.1 Students will register as a full time, part time or accelerated student but will be permitted to change their mode of study in accordance with the Pearson College procedures and processes in force at the time of transfer.
- 7.2 The normal study load for a full time student is 60 credits per term and for a part time student it is 30 credits per term. The minimum period of study per stage is two terms. This is adjusted proportionately for any accredited prior learning.
- 7.3 The normal period of study per Stage is two terms (full time) and four terms (part time). Appropriate adjustment will be made for students who change their mode of study during a Stage.
- 7.4 Students may apply for an extension to the normal period of study of up to double the normal period of study. This will be considered by the Programme Director based on the programme schedule and may involve the student changing the modules they will need to study in future stages. Students retain access to learning resources and fees are payable during an extension. Extensions will be reported to the Assessment Board.
- 7.5 Students may also apply for a suspension of studies normally for a period of no less than one term. This will be considered by the Programme Director based on the circumstances of the student. Suspensions of studies will be reported to the Assessment Board. There is no right to suspend studies and any student suspending studies has no guarantee that the programme available will be the same as that for which they originally registered. Students re-commencing studies will be notified of dates available to re-commence studies and any conditions associated with the programme, e.g. as a result of syllabus changes. Students have no access to learning resources and no fees are payable during an extension.
- 7.6 The absolute maximum period of study including all periods of suspension is 10 years for an Honours Degree and 7 years for a Certificate or Diploma of Higher Education
- 7.7 More detailed procedures are specified in the Ashridge Academic Regulations.

8. Other Regulations

Regulations on the following are as specified in the Ashridge Academic Regulations and Pearson College procedures and processes as modified from time to time:

- a) Progression Requirements
- b) Conditions under which a student may be required to withdraw from the programme on academic grounds
- c) Penalties for late submission and the provisions for obtaining an extension
- d) Academic Misconduct
- e) Academic Appeals
- f) Extenuating Circumstances

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