UNIVERSITY OF LONDON

Programme Regulations 2022–2023

Economics, Management, Finance and the Social Sciences (EMFSS)

Certificate of Higher Education in Social Sciences

Important document – please read
This document contains important information that governs your registration, assessment and programme of study

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Important information regarding the Programme Regulations

Last revised 26 April 2022

About this document

As a student registered with the University of London you are governed by the current General Regulations and Programme Regulations associated with your programme of study.

These Programme Regulations are designed and developed by the London School of Economics and Political Science (LSE), which is responsible for the academic direction of the programme. The regulations take account of any associated arrangements at the LSE. Programme Regulations, together with the Programme Handbook, will provide the detailed rules and guidance for your programme of study.

In addition to Programme Regulations you will have to abide by the General Regulations. These regulations apply to all students registered for a programme of study with the University of London and provide the rules governing registration and assessment on all programmes; they also indicate what you may expect on completion of your programme of study and how you may pursue a complaint, should that be necessary.

Programme Regulations should be read in conjunction with the General Regulations.

The relevant General Regulations and the Programme Regulations relating to your registration with us are for the current year and not the year in which you initially registered.

On all matters where the regulations are to be interpreted, or are silent, our decision will be final.

Further information about your programme of study is outlined in the Programme Specification which is available on the relevant Courses page of the website. The Programme Specification gives a broad overview of the structure and content of the programme as well as the learning outcomes students will achieve as they progress.

Terminology

The following language is specific to the EMFSS Certificate of Higher Education in Social Sciences (CHESS):

Course: Individual units of the programme are called courses. Each course is a self-contained, formally structured learning experience with a coherent and explicit set of learning outcomes and assessment criteria.

New course: a course you have not been assessed in before

Prerequisite: A course that you must have ordinarily attempted all elements of before you are permitted to register for another particular course.

Corequisite: A course that must be registered for and assessed either before or at the same time as another course.

To note:

Throughout the Regulations, ‘we’ ‘us’ and ‘our’ mean the University of London; ‘you’ and ‘your’ mean the student, or where applicable, all students.

If you have a query about any of the programme information provided please contact us. You should use the *Ask a question* button in the Student Portal.

Changes to the EMFSS CHESS Regulations 2022-23

Scheme of Award

1. Students who first begin their studies in 2022-23 will be awarded their final award subject to a revised scheme of award. Students who first began their studies in 2021-22 or earlier will have no change to their overall scheme of award

Resit Assessment Session

2. A resit assessment session has been detailed in these regulations following a trial session in 2020/21.
    a. The resit session will take place in October/November.
    b. Not all courses will be offered as a resit, we will publish the list ahead of the assessment opening for the resit session.
    c. Assessments are capped to 90 credits for the resit session. Then the following May/June assessment session credits are capped.
    d. CHESS students are able to transfer to the BSc and select new courses if entering for resits and having passed two courses for the CHESS.

Closing courses

3. Notice is served on the following courses

    LA1010 *Criminal law*

    LA1020 *Public law*

    LA1031 *Legal system and method*

    LA1040 *Contract law*

The final opportunity to register on the course as a new course is 2023/24, the final assessment will take place in 2024/25.

New courses

4. The following courses are being examined for the first time in 2022/23

    IR1198 International Relations: Theories, Concepts and Debates

Other regulation changes

5. The definition of a prerequisite has changed.
6. Rules 2 for exclusions made clearer - You have a maximum of three assessment attempts at both courses combined. Having passed a course in one year, you are not permitted to take the excluded course in any subsequent year, unless transferring programmes and where rule 5 may be applicable.
7. The effective date of registration has changed to 1 November.
8. Date of award has been updated to include completion following the October/November resit session

Alternative Assessments during the Coronavirus (COVID-19) Outbreak

In line with our current General Regulations, the University may offer you alternative assessments where necessary. This includes holding online timed assessments in place of written examinations, which are usually held at examination centres. Please note that this statement replaces any published information relating to assessments or written examinations in any of our materials including the website. Previously published materials relating to examinations should therefore be read in conjunction with this statement.

1 Programme overview

Qualifications

1.1

The following named qualifications are awarded under the EMFSS CertHE programme:

- Certificate in Higher Education Social Sciences

Qualification structure

1.2

Each course of an Economics, Management, Finance and the Social Sciences (EMFSS) programme is called a 100 course, 200 course or 300 course.

The Certificate of Higher Education in Social Sciences (CHESS) is made up of 100 courses only.

In the context of UK higher education, the Frameworks for Higher Education Qualifications of UK Degree-awarding Bodies (FHEQ) levels are as follows:

100 courses are equivalent to Level 4

200 courses are equivalent to Level 5

300 courses are equivalent to Level 6

1.3

Two half courses (15 credits each) are equivalent to one full course (30 credits).

See regulation 4.3 in Appendix C: Scheme of award for information on pairing courses for classification.

1.4

The CHESS is comprised of four full courses or equivalent (120 credits).

1.5

If you satisfy the criteria in regulation 9.1 you may transfer your registration to one of the EMFSS degrees through the Standard Route and receive appropriate credits. If you want to transfer to an EMFSS degree through the Graduate Entry Route you will need to meet the additional entrance requirements.

See Section 8: Transfer of registration for details about transferring from the CHESS to a degree.

Attendance requirements

Teaching centres recognised to teach the CHESS are listed in the Directory of Recognised Teaching Centres on our website.

1.6

You must attend a full- or part-time course of instruction at a teaching centre that is recognised to teach the programme and meet their attendance and coursework requirements, except in the following circumstances:

- when you are resitting an examination; or

- where we have waived the requirement in special cases, such as on grounds of illness or any other cause acceptable to us.

1.7

If your attendance record is not satisfactory, or if you have not met the coursework requirements, we will refuse you permission to sit an examination.

Teaching centres provide us with annual attendance records, including completion of tutorial exercises, for all students by 1 March each year.

Choice of courses

1.8

You may apply to change courses provided that you can meet all of the following requirements:

- you are not yet eligible for the award;
- you have not entered the assessment for the course you want to change from;
- an alternative course is available;
- you can meet any corequisites for the new course;
- you have confirmed that the courses are offered by your teaching centre and you are able to meet the attendance requirements.

1.9

If you have entered the assessment for a course, you may apply to change to a different course if you meet the other conditions in 1.11. All decisions will be at our discretion.

1.10

Where a course has been replaced by a new course, it is strongly recommended that you change to the new course wherever possible if you have failed or not attempted the 'old' course.

In the unlikely event that we recommend you continue with a course that is being replaced, this will be stated in the 'Notes' section of the programme structure in Appendix A.

1.11

If you have failed the last available resit assessment for a course which has been replaced, you must change to the new course, unless your programme structure allows you to change to an alternative course.

Information on the number of attempts permitted can be found in Section 5: Number of attempts permitted at an assessment

1.12

Not all courses will necessarily be available for study at all teaching centres recognised to teach the programme.

2 Registration

2.1

	Minimum	Maximum
Certificate of Higher Education in Social Sciences	One year	Three years (2018-19 onwards) Five years (2017-18 and earlier)

We will only grant an extension to the maximum period of registration in exceptional circumstances. Any extension to the maximum period of registration will be at the Programme Director's discretion.

Effective date of registration

2.2

Your effective date of registration will be 1 November in the year you first register. This allows you to sit your first assessment the following May/June.

Registration of lapsed or former students

2.3

If you complete an EMFSS qualification and then register for a further EMFSS programme, you will not normally be allowed to reregister for a course you have already passed.

If you have already passed a course that is compulsory on the structure of the new programme, you will need to apply to the Student Portal to substitute this course with another from a limited selection group.

If you have failed a course on the previous programme you will be allowed to take it again with the full number of attempts.

This regulation does not apply when progressing from the Certificate of Higher Education in Social Sciences to a degree, as your credits will be transferred across where possible.

3 Recognition of prior learning and Credit transfer

3.1

No recognition of prior learning (RPL) is permitted on the CHESS.

Please see Section 8: Transfer of registration for details about transferring your passed courses to an EMFSS degree.

4 Assessment for the programme

In line with our current General Regulations, the University may offer you alternative assessments where necessary. This includes holding online timed assessments in place of written examinations, which are usually held at examination centres. Please refer to Programme Specifications for details on equipment that may be required for alternative assessments.

Information on coursework and project requirements are in the subject guides and the VLE.

Assessment entry

4.1

Timed written examinations take place in May/June each year.

4.2

You are responsible for submitting your coursework to us, and for ensuring that your work is submitted on or before the deadline for that course.

Details of how to submit your coursework are provided on the relevant course page in the VLE.

Resit assessment session

The courses that will be offered in the resit session will be published ahead of assessment entry opening for the resit session.

4.3

A resit session for selected courses takes place in October/ November each year.

4.4

A resit assessment session will be offered to any student who entered for assessment in the May/June assessment in the same calendar year where the course was failed, not attempted, or there is a proven assessment offense recorded for that course.

Any assessment allegations must be closed for all courses that you enter for in the resit session.

4.5

You may enter assessments for a maximum of three full courses (90 credits) in any October/ November resit session, made up of only resit courses.

Assessment methods

4.6

Each full course is assessed by one three-hour unseen written examination.

Each half course is assessed by one two-hour unseen written examination.

The exceptions to this are:

- The following courses are assessed by one three-hour and 15 minutes unseen written examination, including reading time:
    - *AC1025 Principles of accounting*

- *EC1002 Introduction to economics*

- The following courses are assessed by coursework in addition to three-hour unseen written examinations:
  - *IS1060 Introduction to information systems*

You are responsible for ensuring that you submit any required coursework by the date given on the relevant course page in your VLE or subject guide.

Students studying law courses should refer to the Undergraduate Laws VLE for further information on assessment methods.

4.7

If you submit your coursework late you may be issued with a penalty.

Regulations 4.7 & 4.9- 4.13 are not applicable for the course *LA1031 Legal system and method*. For more details about the assessment for this course please refer to the relevant course area in your VLE.

Courses assessed by one element of assessment

4.8

For courses assessed by examination only or coursework only you will be considered to have made an attempt if you register for a course, make an assessment entry and attend the examination or submit the coursework.

Courses assessed by more than one element of assessment

4.9

For courses that are assessed by more than one element of assessment the following weights are attributed to each assessment element. You do not need to pass each element of assessment to pass the course overall.

Course	Assessment element 1	Assessment element 2
IS1060 Introduction to information systems	Coursework 25%	Three hour unseen written examination 75%

4.10

If you pass the course overall, despite not submitting all elements of assessment the submitted element will be given a mark of 0.

4.11

For courses assessed by more than one element of assessment, if you make an assessment entry but you fail to submit the required coursework for a course but sit the written paper or vice-versa, you will normally be judged to have not completed the assessment. You will receive a result of *attempt incomplete* for the course.

4.12

Receiving a result of *attempt incomplete* will count as an attempt at the examination, but will not count towards the number of courses completed to assess your eligibility to graduate.

4.13

For courses assessed by more than one element of assessment, if you attempt only one element of the assessment for a course in any given academic year the pass mark will carry forward.

If you are taking law courses

4.14

In the examination for law courses, questions may be set on recent legislation and current proposals for law reform within the scope of the syllabus. You will be expected to be familiar with developments in the law occurring up to 15 February in the year of the examination.

Sitting examinations

4.15

You must have completed your programme at a recognised teaching centre and have met the attendance requirements to sit examinations.

Please refer to regulations 1.5 - 1.6 for further information on attendance requirements.

Materials and aids permitted within the examination room

The following regulations may change during the academic year. Please refer to your Admission Notice for the final confirmed regulations.

4.16

For some courses, you will be given materials with the question paper, such as graph paper, accounting paper or statistical tables, for use in the examination. The provision and permitted use of these materials is subject to change.

4.17

We will not provide calculators. In examinations that permit their use, you are responsible for providing your own calculator, making sure that it meets the conditions set out below and is in working order for the examination. You should make sure that you have a spare calculator (which also meets the conditions set out below) in case your calculator fails during the examination, or you must be prepared to continue the examination without a calculator.

You are encouraged to show the examiners the steps taken in arriving at the answer to demonstrate understanding of the material as opposed to simply writing down the result from a calculator display.

4.18

You may not store information in the memory of your calculator.

4.19

If you use a calculator in an examination, you must write the name and type of calculator you used on your examination script. If you use a non-approved calculator you may be considered to have committed an assessment offence.

4.20

You are not allowed to borrow another student's calculator during the examination.

See Section 8 of the General Regulations for information on assessment offences.

4.21

If you are allowed to use a calculator in an examination, you must keep to the conditions listed below, unless the course description or the information provided with your admission notice tells you otherwise.

Calculators must:

- be non-scientific;
- be non-programmable; and
- not be capable of receiving, storing or displaying user-supplied non-numerical data.

You must not use a calculator that communicates or displays textual, graphical or algebraic information (other than error messages). If you use a calculator that does not meet all of these conditions, you will be considered to have committed an assessment offence.

Where calculators are permitted, only calculators limited to performing just basic arithmetic operations may be used. This is to encourage candidates to show the examiners the steps taken in arriving at the answer.

See Section 8 of the General Regulations for information on assessment offences.

4.22

For the following 100 courses, you may bring your own calculator into the examination hall:

- *AC1025* *Principles of accounting*
- *FN1024* *Principles of banking and finance*
- *ST104A* *Statistics 1*
- *ST104B* *Statistics 2*

Statutes

A definitive list of statutes and other materials permitted in the examination hall is sent out with the admission notice/timetable.

4.23

We will not provide statutes or other documents in the examination room. However, you will be allowed to bring the statutes and other materials listed in the subject syllabuses into the examination room. You are allowed to use any edition of the permitted statutes, although you are strongly advised to use the most recent one.

The details of statutes and other documents given in the syllabuses are subject to revision by the Board of Examiners and will be superseded by the consolidated list of statutes and other materials which will be circulated to you with the timetable.

4.24

You may underline and/or highlight passages with a coloured pen in the materials, but all other forms of personal annotation on statutes and other materials permitted to be taken into the examination room are strictly forbidden. You may highlight different passages with different coloured pens. You are forbidden to attach self-adhesive notelets or index tags or any other paper to the pages of statute books or other permitted materials.

5 Number of attempts permitted at an assessment

To be considered to have made an attempt at an assessment, you must register for a course, make an assessment entry for it and attend the examination.

5.1

You may have a maximum of three attempts at the assessment for each course.

5.2

You will not be allowed to make a further attempt at a course if you fail it at the final attempt. If eligible, you will be able to choose to continue on the programme you are registered for, and replace the failed course with an alternative course. This is only possible if:

- it is permitted in the programme structure, and
- you can still meet all other requirements for the award.

If you cannot meet the requirements for your award, or the conditions for transfer, your registration will cease.

5.3

Once the Board of Examiners decides that you are eligible for an award on the programme that you are registered for, it will be awarded and you will not be permitted to make any further attempts at any failed courses or to substitute any failed courses with alternative courses.

5.4

If you progress from the CHESS to an EMFSS degree, you must carry failed courses with you if they are compulsory courses on the degree you are transferring to.

Failed courses which are available but not compulsory on the degree you are transferring to, may either:

- be carried and retaken provided you have not exhausted the maximum number of attempts, keeping the remaining number of attempts at the course; or
- may be discarded and you can change to an alternative course.

Failed courses which are not available on the degree you are transferring to must be discarded.

Although absence from an examination will not count towards the number of attempts for that course, if you have made an assessment entry and are then absent, you will need to pay an assessment re-entry fee the next time you enter the assessment.

6. Mitigating circumstances during the assessment session

See the mitigating circumstances page on our website for details of what mitigating circumstances are and how to submit a request to us.

6.1

If you enter one or more assessment and experience difficulties immediately before or during the assessment period through illness or other adequate cause, you should immediately inform the

Examinations Office, and provide a supporting medical certificate or other official documentation for the courses affected.

The documentation must be received within three weeks of the last written examination, or before the final submission date for coursework (see 'Mitigating circumstances' in Section 11 of the General Regulations).

6.2

If, despite difficulties as described in 6.1, you have attempted and passed your examination(s), the pass received will stand.

6.3

If you have attempted but failed an examination because of difficulties as described in 6.1, and the documentation you provided is accepted by the Board of Examiners, you may be given a result of *Attempt not to count* for that examination. The attempt will not count and you will be allowed to take the paper again without academic penalty. The attempt will not count towards the maximum number of attempts permitted.

6.4

If you have not attended an examination because of difficulties as described in 6.1, and the documentation you provided is accepted by the Board of Examiners, you may be given a result of *Absence certified* for that examination. Absence will not count as an attempt and you will be allowed to take the paper again without academic penalty.

6.5

Although a course which receives a result of *Absence certified* or *Attempt not to count* is not counted as one of the permitted attempts, in future entries for the examination it will be treated as if it is a resit in terms of the number of courses you are allowed to sit in future assessment sessions.

6.6

For students who intend to transfer to an EMFSS degree without completing the requirements for the award:

If you receive a result of *Attempt not to count* or of *Absence certified* for a course which is a prerequisite for a 200 or 300 course, you may take the 200 or 300 course at the same time as retaking the prerequisite course as long as you have met all the other prerequisites.

7 Progression within the programme

See also Section 4: Assessment for the programme and Section 5: Number of attempts permitted at an assessment

Full details on transfer/progression to a degree, including the conditions, are in Section 9: Transfer of registration.

7.1

In line with the regulations, you may decide the number of assessments you attempt each year and the order in which you decide to attempt each assessment. You do not have to be assessed each year.

7.2

You must keep to the corequisites, exclusions and other rules that apply for the courses you study. Apart from where these rules apply, you may register for courses in any order.

Details of corequisites, exclusions and other rules are given in the programme structures in Appendix A.

Examinations

7.3

If you are attending your teaching centre on a full-time basis, you may enter for a minimum of one half course and a maximum of four full courses (or equivalent) when you choose to make your first examination entry. After that, you may decide the order in which you attempt the examinations for the remaining courses and/or resitting any failed courses, and also the number of courses you attempt in each examination session.

7.4

If you are attending your teaching centre on a part-time basis, you may enter for a minimum of one half course and a maximum of two full courses (or equivalent) when you choose to make your first assessment entry. After that, you may decide the order in which you attempt the examinations for the remaining courses and/or resitting any failed courses, and also the number of courses you attempt in each examination session.

Resitting failed courses

7.5

If you are not yet eligible for your award, you are required to either:

- make a further attempt at all failed courses, provided the maximum number of attempts has not been exhausted; or
- substitute a failed course with an alternative course where the programme structure allows.

Resitting compulsory courses

7.6

If you fail one compulsory course, you must register and enter to resit it the next time you take an assessment. If you have failed more than one compulsory course, you must register for and resit at least one the next time you make an assessment entry.

7.7

You cannot register and make an assessment entry for any new courses unless you also register and enter the assessment for all remaining failed compulsory courses.

Resitting unnamed courses and named alternative courses

7.8

If you fail a course for which alternatives are available, you can choose to either:

- re-register for and resit the failed course; or
- swap the failed course for another course which can fit at that point of the programme structure.

7.9

You can choose to register for and resit an alternative course in any future assessment session within your remaining period of registration.

7.10

If you choose to substitute your failed course for another course but also have outstanding fails at compulsory courses, you must meet the requirements in regulation 7.5 - 7.7 and resit these failed compulsory courses before or at the same time you are assessed in the course you have substituted.

7.11

If you have registered for a substitute course to replace the course you have failed, you will not be permitted to return and re-register for the original course at any point during your registration.

8 Scheme of award (2022-23 and after)

The following scheme of award will be applied to all students who began their studies in 2022-23 or after. If you began your studies in 2021-22 or before please see Appendix C.

The guidelines presented below show the main characteristics of the schemes used for the assessment of students within the Economics, Management, Finance and the Social Sciences (EMFSS) programmes, and the criteria used when classifying degree students and grading Graduate Diploma students at the end of their studies. This information is necessarily abbreviated and it does not cover all special cases that the Board of Examiners may have to consider.

The Board of Examiners retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and/or fairness to students.

Date of award

8.1

If your last assessment takes place in May/June, the date of award will be 1 August in the year of the last assessment that contributes to the award.

If your last assessment takes place in October/November, the date of award will be 1 December in the year of the last assessments that contributes to the award.

Eligibility for the Award of Certificate of Higher Education in Social Sciences (CHESS)

8.2

Once you have attempted every element of the assessment for courses worth 120 credits and passed courses worth 120 credits, you will be eligible for the award of the CHESS.

Grading Scheme

8.3

The marking standards for all courses are the same as for campus-based students of the University of London sitting equivalent degree assessments.

8.4

The Examiners will determine a percentage mark for each course attempted based on the following scales:

CHESS	Percentage
Distinction	70 – 100
Merit	60 – 69
Credit	50 – 59
Pass	40 – 49
Fail	0 – 39

8.5

Once the award and classification of the degree have been confirmed by the Board of Examiners, you cannot refuse or decline the award or its classification. The decision of the Board of Examiners is final.

Failed courses and resits

8.6

Where you have failed and resat a course, marks are based on those obtained at the most recent attempt.

Award classification

8.6

A final average classification mark will be calculated from the marks obtained. This will be calculated as follows:

1. 15 credit half courses each produce a **single mark.** This mark is the percentage mark for the course.
2. 30 credit full courses each produce **two identical marks** This is the percentage mark for the course, used twice for classification.

8.7

Students eligible for an award will have 8 classification marks. Students will be awarded the highest **degree classification** meeting the relevant requirements:

Distinction	Awarded to students who have achieved **one** of the following sets of classification marks: • • six distinction marks • • four distinction marks, and an average classification mark of 65
Merit	Awarded to students who have achieved **one** of the following sets of classification marks: • • six merit marks • • four merit marks, and an average classification mark of 56
Credit	Awarded to students who have achieved **one** of the following sets of classification marks: • • six credit marks • • four credit marks, and an average classification mark of 47
Pass	Awarded to any other students eligible for the award of a Certificate of Higher Education in Social Sciences as described in 1.2 above

9 Transfer of registration

This section applies both to transfer between different programmes and within the same programme, unless indicated otherwise. Details of how to apply to transfer are in the Student guide.

For entrance requirements, see the Requirements tab on each of the programme pages on our website.

Transfer to a degree from the Certificate of Higher Education in Social Sciences

9.1

You may transfer to an EMFSS degree, provided that:

- you have passed all four full courses;

or

- you have made an attempt at **four** full courses and have passed **three** full courses;

or

- you have made an attempt at **four** full courses and have passed **two** full courses

and

- you have entered for reassessment in the resit session for at least one full course

or

- you already meet the entrance requirements for the degree;

and

- you do not have to discard more than three full courses in total which you have previously passed;

and

- you have not failed, at the final attempt, a course that is a prerequisite for a compulsory course on the degree you want to transfer to;

and

- for transfer to the Graduate Entry Route, you satisfy the additional entrance requirements for that Route.

If you pass three courses but do not attempt a fourth, you will not be permitted to transfer.

All students transferring to a degree

9.2

If you decide to progress to the BSc having attempted four courses but only passed two or three, then you may be capped in the number of new courses you are permitted to select in your first year of study on the BSc. See table for details:

Courses attempted	Courses passed in May/June assessment session	Entered for reassessment in following October/November	Courses permitted to take in first year of study on BSc
Four courses	Three courses	One course	Capped at three new courses
Four courses	Three courses	Not entered for reassessment	No cap
Four courses	Two courses	At least one course	Capped at two new courses*

9.3

If you are allowed to transfer to the degree, you will be credited with courses already passed on the CHESS which are the same as (or equivalent to) the courses available on the degree you are transferring to. Courses you have passed that are not available (or are not equivalent to courses available) on the degree you are transferring to may have to be discarded.

9.4

If you decide or are required to carry a failed course when you transfer to the degree, the number of attempts at that assessment will be carried forward and will count towards the number of attempts at that course within the degree.

9.5

If you transfer to a degree before successful completion of this programme you will not receive the award of the Certificate of Higher Education in Social Sciences.

9.6

We will consider courses sat in the resit session, where a course is a prerequisite, to be a corequisite for the purposes of registering for higher level courses once transferred to the EMFSS degree.

Credits awarded on transfer to a degree from the Certificate of Higher Education in Social Sciences

9.7

You will be credited with courses you have passed which are the same as (or equivalent to) the courses listed in the structure of the degree you are transferring to. Courses you have passed which are not available (or equivalent) on the degree you are transferring to may have to be discarded.

9.8

Credits are awarded for named courses. However, if you are transferring to a degree through the Standard Route you may claim credit for *one unnamed 100 course* if you have previously passed a 100 course which is not available on the degree you are transferring to (where the degree structure allows). If you are credited with *one unnamed 100 course* it will be placed at the point marked by the black diamond symbol (♦) on the individual degree structures. Credits for named and unnamed courses may be used to meet prerequisites.

9.9

If you transfer, you will not be allowed to enter or re-enter for a course (or equivalent course) that you have previously passed and received credit for. The mark you achieved when you passed the course will count towards the final classification of degree.

Treatment of failed courses with attempts remaining

9.10

If you have failed a course and have attempts remaining, you must carry the course and the attempts with you if it is compulsory on the degree that you are transferring to.

If you have failed a course which is available as an optional course (either from a list or from a Selection group) on the degree you are transferring to, you can either:

- carry and retake the course (up to the maximum three attempts). You will be allowed the same remaining number of attempts at the courses; or
- discard the course and register for an alternative optional course.

Failed courses which are not available on the degree you are transferring to must be discarded.

Treatment of failed courses with no attempts remaining

9.11

If you have failed a course at the third attempt, this may affect your ability to transfer to a degree. Permission to transfer will depend on the following conditions, as applicable, in addition to regulation 9.1:

To transfer to a Standard Route degree:

i. You will not be able to transfer to a degree where the failed course is a prerequisite for a compulsory course.

ii. If the failed course is a compulsory course on the degree you want to transfer to, you must carry it forward to the new degree (subject to point i. above). This is only allowed if you can also meet all the other requirements for the degree. The course will count towards the total number of courses that must be taken to meet the requirements of the degree, and the most recent mark obtained in the failed course may count towards the degree classification.

iii. If the failed course is available as an option on the degree you want to transfer to, you may either:
   - discard the failed course and take a different or alternative course, or
   - carry the failed course to the new degree. This is only allowed if you can also meet all other requirements for the degree.

   If you choose to carry the failed course, it will count towards the total number of courses that must be taken to meet the requirements of the degree, and the most recent mark obtained in the failed course may count towards the degree classification.

To transfer to a Graduate Entry Route degree:

i. You will not be able to transfer to a degree where the failed course is a compulsory course. Failed courses must be discarded as no failed courses may be carried forward on transfer to a different degree.

Discarding and reviving courses on transfer between programmes

9.12

If you transfer between EMFSS programmes you may have to discard certain courses.

9.13

A maximum of three full courses (or equivalent) may be discarded upon transfer.

If you discard the maximum number of courses allowed on transfer from the Certificate of Higher Education in Social Sciences to an EMFSS degree, you will not be allowed to transfer your registration again to another degree unless the transfer can be made without discarding any more courses.

9.14

A course must be discarded if it:

- cannot be credited, or
- cannot be retaken on transfer because there is no option to take it (or no equivalent course available which can be credited) on the programme you are transferring to.

9.15

You cannot discard passed courses unless you are transferring. Permission to discard both passed and failed courses depends on the structure of the degree that you plan to transfer to as follows:

- You will not be allowed to discard any course (either passed or failed) that is compulsory on the degree you are transferring to.
- You will not be allowed to discard any single passed half course if it can be paired with another half course on the degree you are transferring to. If it cannot be paired then you must contact us for permission to discard it.
- You will not be allowed to discard a passed course that is one of two named course options at a point on the degree.
- You may discard a failed course that is one of two named course options at a point on the degree, and take the other named option.

If the course is not named on the programme structure but is available (for example as an option in a Selection group), you may choose whether to transfer or discard the course, as long as you do not discard more than three full passed courses (or equivalent) in total.

9.16

Discarded courses may normally be revived in later transfer as follows:

- A passed course which has been discarded must be revived if you transfer to a degree which that course is available on.
- A failed course which has previously been discarded must be revived if it is compulsory and has no alternatives on the degree you are transferring to. You will be allowed the same remaining number of attempts.
- A failed course which has previously been discarded and which is not compulsory on the degree you are transferring to must either be revived or, where possible, changed to another option.

- For degrees through the Standard Route only: if you transfer to a degree where a course is compulsory and you have discarded RPL for that course previously, the RPL must be revived. This can only be done in line with the maximum four RPL courses that are allowed on a degree.

9.17

A course that has been revived will no longer count towards the total permitted number of discarded courses.

9.18

If you transfer from the CHESS you must write to us through the Student Portal if you are reviving any previously discarded courses when you pay the continuing registration fee.

Transfer to the Certificate of Higher Education in Social Sciences from a degree or the Access route

9.19

If you are registered on an EMFSS degree or have previously been registered on the Access route, and have made an attempt at the assessment for one or more courses, you will not be allowed to transfer your registration to the CHESS. If you have not made an attempt at an assessment and, if you meet the entrance and attendance requirements for the CHESS, you may apply to transfer.

9.20

If you want to register for the CHESS but are not allowed to transfer, you must cancel your registration, apply to register again and meet the relevant entrance requirements. If you are allowed to register afresh you will not be allowed to carry credit for any passed courses, or carry any failed attempts at courses from your previous registration.

Transfer to the Certificate of Higher Education in Social Sciences from a Graduate Diploma

9.21

If you are registered for a Graduate Diploma you will not be allowed to transfer your registration to the CHESS.

9.22

If you want to register for the CHESS, you must cancel your registration for the Graduate Diploma, apply to register again, and meet the relevant entrance requirements. If you are allowed to register afresh, you will not be allowed to carry credit for any courses previously passed or carry any failed attempts at courses from your previous registration.

Transfer to the Certificate of Higher Education in Social Sciences from other programmes offered by the University of London

9.23

If you are registered for a programme of study other than in the fields of Economics, Management, Finance and the Social Sciences you may apply to transfer to the CHESS, as long as you meet the necessary entrance and attendance requirements.

Appendix A – Structures of the programmes

Course codes are given next to the course title in this appendix of the Programme Regulations. Course codes show the subject area, course level and the unique course number. It is broken down in the following example:

ST104A Statistics 1

ST - shows the subject area

1 - shows that this is a 100 level course

04A - shows the number of the course

The subject areas are:

AC - Accounting

DV - Development

EC - Economics

FN - Finance

IR - International Relations

IS - Information Systems

LA - Law

MN - Management

MT - Mathematics

PS - Politics

SC - Sociology

ST - Statistics

All courses listed on the structures are full courses unless indicated otherwise. Rules and exclusions concerning course choice are given in the syllabuses in the Course Information Sheets. These can be accessed by clicking the link on the course name.

Certificate of Higher Education in Social Sciences

Four full courses (or half course equivalents) to be chosen from the following, with no more than two courses from Selection group F2.

Selection group F1 [1]

AC1025 Principles of accounting
DV1171 Introduction to international development
▲ EC1002 Introduction to economics [2]
FN1024 Principles of banking and finance
IR1011 Introduction to international relations [3]
IR1034 World history since 1945
IR1198 International Relations: Theories, Concepts and Debates
IS1060 Introduction to information systems
IS1181 Digital infrastructures for business
MN1178 Business and management in a global context
MT105A Mathematics 1 (half course)
▲ MT105B Mathematics 2 (half course)
MT1173 Algebra
MT1174 Calculus
MT1186 Mathematical methods
PS1130 Introduction to international political thought
PS1172 Introduction to political science
SC1179 Contemporary sociology in a global age
ST104A Statistics 1 (half course)
▲ ST104B Statistics 2 (half course)

Selection group F2

LA1010 Criminal law [4]
LA1020 Public law [4]
LA1031 Legal system and method [4]
LA1040 Contract law [4]

Notes

[1] If you registered for *IS1168 Introduction to computer systems architecture and programming* in 2017-18 or before, you may continue your registration on this course, up to the maximum number of attempts.

[2] If you registered for *EC1002 Introduction to economics* in 2015-16 or earlier without registering for the corequisites, you will be allowed to continue your registration on the course.

[3] Notice is served on this course. Final examinations will take place in 2023-24.

[4] Notice has been served on these courses. Final examinations for this course will be held in 2024-25.

Corequisites

▲ You can only take *EC1002 Introduction to economics* at the same time as or after *ST104A Statistics 1* and either *MT105A Mathematics 1*, *MT1174 Calculus,* or *MT1186 Mathematical methods* not before.

▲ You can only take *ST104B Statistics 2* at the same time as or after *ST104A Statistics 1*, not before.

▲ You can only take *MT105B Mathematics 2* at the same time as or after *MT105A Mathematics 1*, not before.

Appendix B – Exclusions

Exclusions are courses that, due to some overlap in course content, may not be taken together in the same year. Depending on the extent of overlap in course content, additional rules may apply.

The rules governing exclusions are listed below. The table that follows outlines which rules apply to each pair of exclusions.

1. You are not permitted to register for both courses in the same year.
2. You have a maximum of three assessment attempts at both courses combined. Having passed a course in one year, you are not permitted to take the excluded course in any subsequent year, unless transferring programmes and where rule 5 may be applicable.
3. You have a maximum of six assessment attempts at both courses combined. Having passed a course in one year, you are permitted to take the excluded course in any subsequent year.
4. If you have three failed attempts at a course, you may not transfer to a programme where the excluded course is a compulsory course. If you have attempts remaining, you may carry these attempts upon transfer, subject to rule 2 above.
5. If you pass a course and transfer to a programme for which the excluded course is compulsory you must discard the course already passed and register for the excluded course.
6. If you pass a course and transfer to a programme for which the excluded course is compulsory, you do not need to discard the pass and you may receive credit for the passed course.

EXCLUSIONS		RULE WHICH APPLIES						ADDITIONAL NOTES
		1	2	3	4	5	6	
IS1168 Introduction to computer systems architecture and programming	IS1181 Digital infrastructures for business	x		x			x	If you pass IS1168, this pass may be used in place of IS1181, or at a point on a structure with ♦.
MN1178 Business and management in a global context	MN1107 Introduction to business and management		x		x		x	
MT105A Mathematics 1	MT1174 Calculus	x	x		x	x	x	If you have failed MT105A at the third attempt, you may not transfer under rule 4 above. If you have failed MT1174 at the third attempt, you may transfer and are not subject to rule 4. If you pass MT105A and transfer to a programme for which MT1174 is compulsory, you will not receive APL for MT1174. (Rule 5) If you pass MT1174 and transfer to a programme for which MT105A is compulsory, you will receive APL for MT105A. (Rule 6)
MT105B Mathematics 2	MT1174 Calculus	x	x		x	x	x	If you have failed MT105B at the third attempt, you may not transfer under rule 4 above. If you have failed MT1174 at the third attempt, you may transfer and are not subject to rule 4. If you pass MT105B and transfer to a programme for which MT1174 is compulsory, you will not receive APL for MT1174. (Rule 5) If you pass MT1174 and transfer to a programme for which MT105B is compulsory, you will receive APL for MT105B. (Rule 6)
MT105A Mathematics 1	MT1186 Mathematical methods	x	x		x	x	x	If you have failed MT105A at the third attempt, you may not transfer under rule 4 above. If you have failed MT1186 at the third attempt, you may transfer and are not subject to rule 4. If you pass MT105A and transfer to a programme for which MT1186 is compulsory, you will not receive APL for MT1186. (Rule 5) If you pass MT1186 and transfer to a programme for which

EXCLUSIONS		RULE WHICH APPLIES						ADDITIONAL NOTES
		1	2	3	4	5	6	
								MT105A is compulsory, you will receive APL for MT105A. (Rule 6)
MT105B Mathematics 2	MT1186 Mathematical methods	x	x		x	x	x	If you have failed MT105B at the third attempt, you may not transfer under rule 4 above. If you have failed MT1186 at the third attempt, you may transfer and are not subject to rule 4. If you pass MT105B and transfer to a programme for which MT1186 is compulsory, you will not receive APL for MT1186. (Rule 5) If you pass MT1186 and transfer to a programme for which MT105B is compulsory, you will receive APL for MT105B. (Rule 6)
MT1174 Calculus	MT1186 Mathematical methods	x	x		x	x		
PS1172 Introduction to political science	PS1114 Democratic politics and the state		x		x		x	
SC1179 Contemporary sociology in a global age	SC1021 Principles of sociology		x		x		x	

Appendix C – Scheme of award (2021-22 and before)

The following scheme of award will be applied to all students who began their studies in 2021-22 or before. If you began your studies in 2022-23 or after please see Section 8: Scheme of Award

Introduction

The guidelines presented below show the main characteristics of the schemes used for the assessment of students within the Economics, Management, Finance and the Social Sciences programmes, and the criteria used when grading students at the end of their studies. This information is necessarily abbreviated and it does not cover all special cases that the Board of Examiners may have to consider.

The Board of Examiners retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and/or fairness to students.

If you last assessment takes place in May, the date of award will be 1 August in the year of the last assessment that contributes to the award.

If your last assessments take place in October, the date of award will be 1 December in the year of the last assessments that contributes to the award.

1. Eligibility for the award of the Certificate of Higher Education in Social Sciences

1.1

Once you have attempted every element of the assessment and have passed all four full courses or the equivalent, you will be eligible for the award of the Certificate of Higher Education in Social Sciences.

2. Grading scheme

2.1

The marking standards for all courses are the same as for campus-based students of the University of London sitting equivalent degree assessments.

2.2

The Examiners will determine a percentage mark for each course attempted by a student based on the following scales:

Certificate of Higher Education in Social Sciences	Percentage
Distinction	70 – 100
Merit	60 – 69
Credit	50 – 59
Pass	40 – 49
Fail	0 – 39

2.3

The Certificate of Higher Education in Social Sciences is only awarded with Distinction or Merit if they are completed with no more than one resit. If they are completed with more than one resit for one course, or resits in two or more courses, an overall Pass grade is awarded.

2.4

The minimum requirements for the grading scheme are as follows.

Distinction	Awarded to students who have achieved **one** of the following sets of marks: • three marks of 70 or above and one mark of 40 or above • two marks of 70 or above, two marks of 60 or above and an aggregate of **280**.
Merit	Awarded to students who have achieved **one** of the following sets of marks: • three marks of 60 or above and one mark of 40 or above • one mark of 70 or above, one mark of 60 or above, one mark of 50 or above and one mark of 40 or above • two marks of 60 or above**,** two marks of 50 or above and an aggregate of **240**.
Credit	Awarded to students who have achieved **one** of the following sets of marks: • three marks of 50 or above and one mark of 40 or above • one mark of 60 or above, one mark of 50 or above and two marks of 40 or above.
Pass	Awarded to all students who are eligible for award of a Certificate of Higher Education in Social Sciences as described in 1.1 above but not eligible for the award with Distinction, Merit or Credit.

3. Failed courses and resits

3.1

If you are not eligible for the award of the Certificate of Higher Education in Social Sciences you are required to make a further attempt at all failed courses (provided the maximum number of attempts has not been exhausted) on the next occasion you take assessments, or to substitute a failed course with an alternative course where permitted in the relevant programme structure.

The exception to this is if you are progressing from the CHESS to the BSc and are permitted to select new courses as a result of having entered for reassessment, if you do this you must then select all remaining failed compulsory course(s) at the following May/June assessment session.

3.2

Once you are eligible for award of the Certificate of Higher Education in Social Sciences you will not be permitted to make any further attempts at any failed courses or to substitute any failed courses with alternative courses, even if you have not reached the maximum number of attempts allowed.

3.3

In all cases, marks are based on those obtained at the latest attempt at the relevant course.

4. Pairing of half courses

4.1

Half courses are paired and averaged (rounded up to a whole number) to produce marks for grading purposes.

4.2

A fail in one half course of a pair counts as a half course fail in assessing the number of courses passed.

4.3

Courses are paired according to the following criteria in the order given.

1. Any two 100 half courses named together at one point in the programme structure are paired.
2. If both have been taken, *ST104A Statistics 1* + *ST104B Statistics 2* are paired.
3. If both have been taken, *MT105A Mathematics 1* + *MT105B Mathematics 2* are paired.
4. After the above criteria have been applied, any remaining 100 half courses are paired according to the marks awarded, as follows: the two half courses with the highest marks are paired, then the two with the next highest marks.

Appendix D – Assessment Criteria

Mark (%)	Grade	Characteristics
90–100	**First class**	A comprehensive and deep understanding of the subject. Mastery of relevant methods and techniques and an ability to deploy them with flair. Very extensive range and consistent accuracy of information and knowledge. (For qualitative subjects) Exceptional powers of analysis, argument, synthesis and insight. Considerable evidence of extensive wider reading of an appropriate nature and its application in context. Lucid and convincing argument which demonstrates an exceptional degree of independent thinking and critical insight. (For quantitative subjects) An outstanding ability to solve unusual and demanding questions involving application of deep and comprehensive understanding of the subject and its methods. Outstanding presentation and structure.
80–89	**First class**	A deep understanding of the subject. Mastery of relevant methods and techniques. Highly extensive range and consistent accuracy of information and knowledge. Lucid argument which demonstrates a high degree of independent thinking or critical insight (for qualitative subjects) or (for quantitative subjects) an impressive ability to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods. Evidence of a critical approach to essential reading and an ability to apply this in context with, additionally, some evidence of wider reading. Excellent presentation and structure.
70–79	**First class**	A thorough understanding of the subject. Deft application of relevant methods and techniques. Extensive range and consistent accuracy of information and knowledge. Clear argument which demonstrates a degree of independent thinking or critical insight (for qualitative subjects) or (for quantitative subjects), a significant capacity to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods. Evidence of a critical approach to essential reading and an ability to apply this in context with, additionally, some evidence of wider reading. Excellent presentation and structure.

Mark (%)	Grade	Characteristics
60–69	**Upper second class**	A good understanding of the subject. Competent application of relevant methods and techniques. Wide and accurate range of information and knowledge deployed. Evidence of a critical approach to essential reading (mainly for quantitative subjects) Clear argument which may demonstrate a degree of independent thinking or critical insight (for qualitative subjects) or (for quantitative subjects) some capacity to solve more unusual or demanding questions involving application of significant understanding of the subject. High quality of presentation and good structure (mainly for qualitative subjects).
50–59	**Lower second class**	A reasonably good understanding of the subject. Knowledge of, and some application of, relevant methods and techniques. A standard, and largely accurate, range of information and knowledge deployed. May rely more on knowledge than on argument or analysis (for qualitative subjects) or may (for quantitative subjects) demonstrate ability to grapple with standard problems but limited capacity to solve more unusual or demanding questions involving application of significant understanding of the subject. Satisfactory quality of presentation, with good structure (mainly for qualitative subjects).
40–49	**Third class**	An acceptable demonstration of a basic understanding of and competence in the subject. Some knowledge of, and application of, relevant methods and techniques. A basic range of information and knowledge deployed, with some areas of inaccuracy. Arguments and analysis not fully developed. Evidence of essential reading. Acceptable quality of presentation and structure.
30–39	**Fail**	(For qualitative subjects) Largely superficial coverage of topics that is overly descriptive with important omissions and/or significant errors. Some understanding evident, but no ability to grapple with anything other than routine questions. (For qualitative answers) Some disorganisation in structure and weak clarity of expression. Limited evidence of wider reading of an appropriate nature (for qualitative subjects). Limited competence in core basic techniques of the subject or competence only in part of the material (for quantitative subjects).

Mark (%)	Grade	Characteristics
20–29	**Fail**	(For qualitative subjects) Little information or information that is almost entirely incorrect or irrelevant. Unacceptably poor structure and clarity. Little understanding evident. Little evidence of reading of an appropriate nature (for qualitative subjects). Very limited competence in core basic techniques of the subject (for quantitative subjects).
10–19	**Fail**	(For qualitative subjects) Very little information or information that is almost entirely incorrect or irrelevant. Extremely poor structure and clarity. Misunderstanding of significant areas of the syllabus. Very little evidence of reading of an appropriate nature (for qualitative subjects). No competence in most of the core basic techniques of the subject (for quantitative subjects).
0–9	**Fail**	Nothing presented or completely incorrect information or answers contain nothing at all of relevance. No evidence of understanding. No evidence of reading of an appropriate nature (for qualitative subjects). No competence in core basic techniques of the subject (for quantitative subjects).