
Important information regarding the Programme Regulations

Last revised

Changes to the EMFSS CHESS Regulations 2023-24

1. If you enter for assessments you must now select all failed compulsory courses for assessment in that session.
2. Students who transfer from the CHESS to the EMFSS BSc programmes, having passed 90 credits, will be limited to selecting a further 90 credits of new credit, this is the case whether or not they have entered for assessment in the resit session.
3. *IR1011 Introduction to international relations* has been withdrawn.
4. Notice is served on *FN1024 Principles of banking and finance*. The final opportunity to register on as a new course is 2023/24, the final assessment will take place in 2024/25. An updated version will be first available in 2024/25: *FN1202 Introduction to Finance*.
5. A new course *ST1215 Introduction to mathematical statistics* is introduced for the first time in 2023/24.
6. Rules for courses with more than one element of assessment have changed. Where you submit only one element of assessment this is considered an attempt. Any unsubmitted elements will be given a mark of 0 to calculate the weighted average. If you achieve a weighted average pass you are not permitted to submit previously un-submitted elements of assessment. If you do not pass the course then any element of assessment that received a pass mark will be carried forward.
- 7.

1 Programme overview

Qualifications

1.1

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

- x 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

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- x 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 may refuse you permission to sit an examination. Teaching centres will monitor attendance, including completion of tutorial exercises, and report to the university evidence on students failing to meet these requirements prior to exam entry.

Teaching centres provide us with annual attendance records 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:

- x you are not yet eligible for the award;
- x you have not entered the assessment for the course you want to change from;
- x an alternative course is available;
- x you can meet any corequisites for the new course;
- x 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 WKH QHZ FRXUVH ZKHUHYHU SRVVLEOH LI \RX KDYH QRW DWWHPS

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

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

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



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:

- x The following courses are assessed by one three-hour and 15 minutes unseen written examination, including reading time:
 - o *AC1025 Principles of accounting*
 - o *EC1002 Introduction to economics*

- x The following courses are assessed by coursework in addition to three-hour unseen written examinations:
 - o *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.

4.8

You will be considered to have made an attempt if you register for a course, make an assessment entry and take an assessment, where there is more than one element of assessment it will be considered an attempt upon taking either element.

Courses assessed by more than one element of assessment

4.20

If you are allowed to use a calculator in an examination, calculators must not have any feature that enables communication, either inside or outside of the examination venue.

4.21

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.

4.22

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4.23

If you are allowed to use a calculator in an examination. Calculators must not have any feature that enables communication, either inside or outside of the examination venue.

See Section 8 of the [General Regulations](#) for information on assessment offences.

4.24

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

x AC1025 *Principles of accounting*

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:

x

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-

9 Transfer of registration

This section applies both to transfer between different programmes and within the same

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

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:

- x cannot be credited, or
- x 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







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 may6()-40000088717*3()

EXCLUSIONS	RULE WHICH APPLIES						ADDITIONAL NOTES
	1	2	3	4	5	6	
IS1168 Introduction to computer systems architecture and programming							

EXCLUSIONS	RULE WHICH APPLIES	ADDITIONAL NOTES
	1 2	

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 your 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

4. Pairing of half courses

4.1

Appendix D – Assessment Criteria

Mark (%)	Grade	Characteristics
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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.