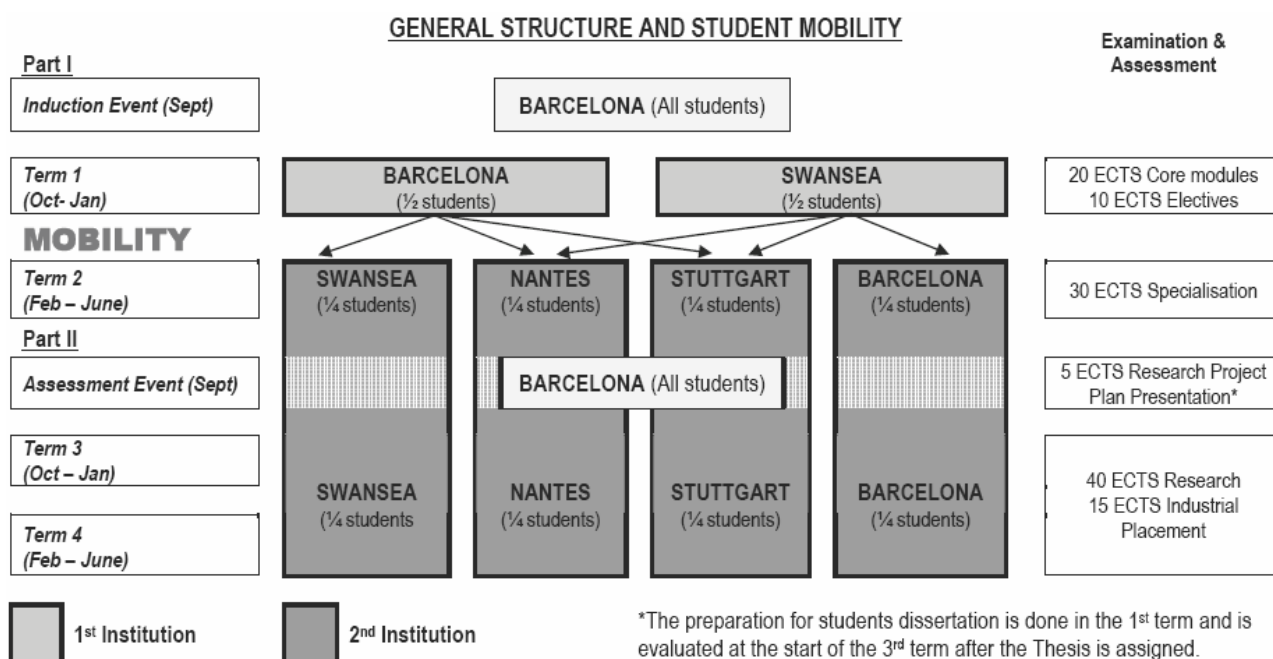


**DRAFT**  
**ASSESSMENT RULES FOR ERASMUS MUNDUS**  
**TAUGHT MASTER'S SCHEMES**

The following progression and award regulations (Assessment Rules) shall apply to the Erasmus Mundus Master's degree in Computational Mechanics.

**1. STRUCTURE OF SCHEME**



The scheme consists of two parts- Part I, taught modules (terms 1 and 2), followed by a research dissertation and practical component- Part II (terms 3 and 4).

The first term is taught simultaneously in Barcelona and Swansea. Students study commonly agreed modules, totalling 20 ECTS, which are examined jointly. In addition, students study a further locally chosen and assessed modules, totalling 10 ECTS. Students also receive preparation for their dissertation, in the form of a 5 ECTS credit module, which is assessed at the start of the third term (Part II).

Due to the collaborative nature of the scheme students must pass the first term (through accumulating 30 ECTS by passing each module at 50 or above) before they can proceed to the second term, which is taught at a different institution within the consortium (from a choice of UPC, UWS, US and ECN).

The second term is taught at a second designated institution from within the consortium. Students must accumulate 30 ECTS (at least 15 of which should be in one specialist subject area) during the second term to proceed to Part II (the third and fourth term) at the same institution.

Part II (the third and fourth terms) consists of an assessment of the students' research project plans (5 ECTS), research thesis (40 ECTS) and an Industrial Project (15 ECTS).

Progression Boards will be held at the end of the first and second term to determine students' progression to the subsequent term(s).

## **2. GENERAL PRINCIPLES**

- 2.1 All formal written examinations sat at the Partner Institutions shall, so far as national practice allows it, be marked in the anonymous state. This means that Candidates in such examinations shall be identified only by their student number until such time as both first and double marking have been completed.
- 2.2 Partner institutions shall so far as possible, and in keeping with national practice, mark other forms of assessment in the anonymous state also. It is, however, recognised that feedback from certain elements of assessment form an integral part of the learning experience and that, for practical reasons, it might not be possible to follow the policy at all times. Methods of assessment, which involve observation, interaction and oral/aural elements, and in particular the Part II element of the degree, shall not be subject to anonymity.
- 2.3 Institutions shall inform students, by means of handbooks and module literature, the means by which modules shall be assessed and whether or not such assessment shall be marked in the anonymous state.
- 2.4 Progression/ Examining Boards shall be presented with all marks of assessment undertaken during the term(s) concerned. Marks for modules of the scheme and the dissertation shall be recorded out of a hundred.
- 2.5 Resit marks must be clearly identified in the presentation of marks to the Progression/ Examining Board.
- 2.6 All results will be disclosed to students in writing by the relevant partner institution after the formal Progression/Award Boards.

### 3. MARKING CRITERIA

3.1 Due to the Collaborative nature of the scheme, the Consortium is committed to the ECTS grading structure. Examinations and assessment will be marked out of a hundred. The marks equate to ECTS grades as follows:

<b>Mark</b>	100 – 90	89 – 80	79 – 70	69 – 60	59 – 50	49 or less
<b>ECTS</b>	A/A+	B	C	D	E	F/FX
<b>Descriptor</b>	Excellent. (Outstanding performance with only minor errors.)	Very Good (Above average standard but with some errors.)	Good (Generally sound work with a number of notable errors.)	Satisfactory (Fair but with significant shortcomings.)	Sufficient (Performance meets the minimum criteria.)	Fail (Some/ Considerable work required before the credit can be awarded.)

3.2 Successful students will be awarded a double Masters degree from both the first and second institution in which they study, unless a joint degree can be awarded.

3.3 Degrees will be awarded according to national assessment structures, namely:

<b>ECTS</b>	A/A+	B	C	D	E	F/FX
<b>Descriptor</b>	Excellent.	Very Good	Good	Satisfactory	Sufficient	Fail
	(Outstanding performance with only minor errors.)	(Above average standard but with some errors.)	(Generally sound work with a number of notable errors.)	(Fair but with significant shortcomings.)	(Performance meets the minimum criteria.)	(Some/ Considerable work required before the credit can be awarded.)
United Kingdom	Distinction		Pass			Fail
Spain	Sobresaliente	Notable		Aprobado		Suspensio
France	Très Bien		Bien		Passable	Echoue
Germany	1-1.5	1.6-2.5		2.6-3.5	3.6-4	5

3.4 Students will only be eligible for a distinction in the UK if they have passed each module at the first attempt; obtained an overall average of 65% (UK marking system) in Part I; a mark of 70% (UK marking system) in the Dissertation/ thesis; and obtain an overall mark of 70% (UK marking system). (That is ECTS grade– B- A/A+, consortium mark 80-100.)

### 4. MODULE RULES

41 The Pass mark for modules will be set at 50. Credits will be awarded to candidates who pass a module. All modules pursued must be passed. (However, see 4.6 below).

- 4.2 A mark (and where appropriate grade) will be assigned to each student, based on his/her performance. Students will be informed of the method of assessment for each module in the scheme handbook, which will also include the method of assessment for redeeming a failure.
- 4.3 Modules shall be assessed individually, as prescribed by the relevant institution(s). The assessment method of a module may take the form of an unseen written examination paper, set projects or other course work assignments, but must be appropriate to assess whether a student has met the learning outcomes of the module. A student may also be required to demonstrate to the appropriate examining board, satisfactory completion of any period of professional training or practical experience, failure of which may lead to failure of the module, despite a mark of 50 having been gained for the other assessed work.
- 4.4 In addition to satisfying the assessment requirements of a module, each student must satisfy the attendance requirements as stated in the handbook. It is the responsibility of Institutions to monitor satisfactory attendance and assessment in each module. Students who do not satisfy the attendance and assessment requirements of a module will be reported to the appropriate Board in the partner institution concerned.
- 4.5 The late submission of assessed work shall result in a mark of 0 being awarded and a decision of fail being recorded, unless an extension has been granted prior to the deadline. There are no other penalties.
- 4.6 The Progression Board may award a compensatory pass in the light of extenuating circumstances, which contributed, adversely to the student's performance in the assessment exercise (a mark of 50 (CP) shall be recorded for a compensatory pass). The Examining Board may award compensatory passes in up to 10 ECTS credit points in each term in Part I as long as the mark in each module considered for a compensatory pass is 40 or above.

## **5. PROGRESSION RULES**

### **Progression from Term 1 to Term 2**

- 5.1 A Progression Board shall be held in Barcelona at the end of the first term to determine whether or not students qualify to proceed to the second term, to be pursued at another designated institution within the Consortium.
- 5.2 Students must accumulate 30 ECTS credits (by passing modules with a mark of 50 or better in each module) to progress to Term 2.
- 5.3 Students whose performance is deemed, by the Progression Board, to be extremely weak (i.e. who accumulate less than 10 ECTS credits on their first attempt at a term) will **FAIL** to proceed further and will not be given an opportunity to redeem their failures.
- 5.4 Students who fail a module(s), but have accumulated 10 ECTS or more (by passing modules at 50 or above) will fail to proceed to the next term and shall, at the

discretion of the Progression Board, normally be permitted **one** further attempt before the beginning of the next term to redeem their failure in each such module. **The mark for this further attempt shall be up to the capped threshold of 50 in each such module, irrespective of their actual level of performance.**

- 5.5 Students who are repeating failed modules and who fail to qualify to proceed to the next term at the second attempt, will be informed that they have **failed the scheme** but will be considered for an exit award where appropriate.
- 5.6 Students who are eligible to progress to the next term shall not be allowed to repeat any module for which credit has been awarded in order to improve their performance.
- 5.7 Students who fail to complete the term have the right of appeal in accordance with the appeals procedure adopted by the Consortium Board of Studies.

#### **Progression from Part 1 (end of term 2) to Part 2 (terms 3 & 4)**

- 5.8 Each Partner Institution shall hold a Progression Board at the end of the second term to determine whether or not students qualify to proceed to Part II (the third and fourth term) at the same institution.
- 5.9 Students who accumulate 60 ECTS credits, by passing all modules during Terms 1 and 2, shall have been deemed to have passed Part I and shall qualify to proceed to Part II (3<sup>rd</sup> & 4<sup>th</sup> terms).
- 5.10 Students whose performance is deemed, by the Progression Board, to be extremely weak (i.e. who accumulate less than 10 ECTS credits on their first attempt at term 2) will **FAIL** to proceed further and will not be given an opportunity to redeem their failure(s).
- 5.11 Students who fail a module(s), but have accumulated 10 ECTS or more in term 2 (by passing modules at 50 or above) will fail to proceed to the next term and shall, at the discretion of the Progression Board, normally be permitted **one** further attempt before the beginning of the third term to redeem their failure in each such module. **The mark for this further attempt shall be up to the capped threshold of 50 in each such module, irrespective of their actual level of performance.**
- 5.12 Students must complete Part I of the scheme of study successfully (i.e. completion of Part I must be confirmed by a Progression Board) before being permitted to proceed to Part II (the dissertation / project stage).
- 5.13 Students who are repeating failed modules and who fail to qualify to proceed to the next term at the second attempt, will be informed that they have **failed the scheme** but will be considered for an exit award where appropriate.
- 5.14 Students who are repeating failed modules and who fail to qualify to proceed to the next term at the second attempt, will be informed that they have **failed the scheme** but will be considered for an exit award where appropriate.

5.15 Students who fail to progress to Part Two have the right of appeal in accordance with the appeals procedure adopted by the Consortium Board of Studies.

5.16 To qualify for an award, students must accumulate credits as follows:

- Postgraduate Diploma in Computational Mechanics      60 ECTS credits
- Master's Degree in Computational Mechanics      120 ECTS credits

## **6. REDEEMING A FAILURE**

6.1 Students who fail a module in the first or second term will fail to proceed to the next term and shall, at the discretion of the Progression Board, normally be permitted **one** further attempt before the beginning of the next term to redeem their failure in each such module, provided that this can be achieved within the time limit for the degree. The mark for this further attempt shall be up to the capped threshold of 50 in each such module, irrespective of their actual level of performance.

6.2 With regards students who fail a module the Progression Board has the discretion to allow a student to:

1. be re-examined in the module as a whole (*mark capped at 50, final attempt*); or
2. be re-examined in those parts of the module which he/she has failed where more than one piece of work contributes towards the final module mark. (*mark capped at 50, final attempt*)
3. be re-examined without any restriction on mark. This would only be allowed where the student has demonstrated special circumstances to the Board. See section 7.

6.3 Students must not expect, as of right, that they will be allowed to redeem failures, allowed to repeat failed modules or be allowed to continue. The Progression Board may take into account other circumstances relating to the candidate's case before taking any progression decision. A Progression Board would not be expected to allow a candidate to progress unless he/she had satisfied the minimum criteria and demonstrated competence to undertake work required at the next stage.

6.4 A candidate who is to be re-examined in set projects or other forms of course assessment shall not be permitted to re-submit modified versions of his/her original work, but shall be required to submit for examination new work on different topics from those, which originally failed to satisfy the examiners.

6.5 Students who choose not to redeem failed modules without an acceptable reason, will normally be awarded a mark of 0 in such modules, regardless of the original mark, **and** shall not be given a further opportunity to redeem the failure.

6.6 Candidates who are attempting to redeem a failure and who fail on the second attempt, will be informed that they have failed the scheme but will be considered for an exit award where appropriate.

6.7 Candidates who pass the failed modules and accumulate at least 30 ECTS credits, at 50 or above, in modules at the appropriate Level qualify to proceed to the next Term.

- 6.8 The Consortium reserves the right to charge a re-submission / re-examination fee in respect of failed modules or the re-submission of a dissertation.

## **7. EXCEPTIONAL CIRCUMSTANCES**

- 7.1 A student who is absent for the whole of a written examination (or who fails to submit set projects or coursework by the required date(s)) will be deemed to have failed the modules(s) in question. In the case of illness or other exceptional circumstances, the Progression Board may grant an extension to the submission date or permit a supplementary examination to be held as appropriate. It is recognised that the marks of such students will not be subject to the ceiling of 50. They will be considered as ‘First Sit’ students, which means that they will be marked according to the same grading scale as students who attempt the examinations/ course work for the first time. The mark(s) of such candidates shall be considered at the “Supplementary Exam Board”.
- 7.2 Students who fail to complete the assessment of a module due to mitigating circumstance may, at the discretion of the Progression Board and in accordance with the guidelines published in the academic handbook, be allowed to sit the examination/submit course work again, as a ‘First-sit’ candidate. This means that they will be treated in the same way as students who take the examinations/ submit the coursework for the first time and their marks will not be capped (i.e. not subject to a ceiling of 50). The mark(s) of such candidates shall be considered at the “Supplementary Exam Board”.
- 7.3 In the same way as students who fail modules at the first attempt ‘First Sit’ candidates who have failed modules shall be allowed to redeem failures at the next available opportunity, by:
1. being re-examined in the module as a whole (*mark capped at 50, final attempt*); or
  2. being re-examined in those parts of the module which he/she has failed (*mark capped at 50, final attempt*)

## **8. SPECIFIC RULES – PART II**

### **INDUSTRIAL PROJECT**

- 8.1 Students shall be placed in engineering industries, consultancies or research institutions that have an interest and expertise in computational mechanics and shall carry out an agreed practical project either during a single continuous placement of 7 weeks or via an equivalent series of shorter visits. The nature of the project shall very much depend on the placement but could involve structural mechanics, fluid flow, aerospace engineering, geomechanics etc. Typically, students shall be trained by the relevant industry in the use of their in-house or commercial computational mechanics software.

- 8.2 The outcome of this project shall be a report and a presentation to be completed before the end of May. The report and presentation will be assessed by two internal examiners who shall also consider a formal written report submitted by the industrial supervisor.

<b>DISSERTATION/ THESIS</b>
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- 8.3 Each candidature shall be completed by the presentation of up to a 20,000-word dissertation and the approval of such dissertation by the examiners.
- 8.4 A supervisor will be appointed for each candidate who will be responsible for ensuring that studies are carried out in line with the institution's good practice guidelines.
- 8.5 Normally, no designated supervisor who has been involved in the preparation of the dissertation shall act subsequently as an examiner for it.
- 8.6 Two typed copies of the dissertation shall be submitted, in the format prescribed by the Consortium Board of Studies and detailed in the Student Handbook, by the candidate to the Exam Co-ordinator.
- 8.7 Dissertations submitted for examination shall normally be openly available and subject to no security classification or restriction of access. However Partner Institutions may, place a bar on photocopying of and/or access to a dissertation for a specified period of up to five years. It shall be the responsibility of the candidate's project supervisor to make an application to the Consortium Board of Studies and any appropriate body in the partner institutions as soon as possible and before the result is known. This request will be reported to the Part II Award Board.
- 8.8 A candidate is at liberty to publish the whole or part of the work produced during the candidate's period of enrolment at the University, prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.

***Examination***

- 8.9 The Dissertation will be examined by both an internal examiner (who will not be the student's supervisor) and an external examiner.
- 8.10 The Examiner shall assign a mark for the dissertation. The mark of 50 represents a Pass mark. (See section 3 of these rules for further detail on marking structure.)



- 8.11 If a dissertation is not awarded a mark of 50 (or its equivalent in national grading structures) by the examiners, the candidate may re-present it once only, not more than twelve months from the date of the official communication to the candidate of the result. A fee shall be payable to the University concerned for the examination of such a re-presented dissertation.
- 8.112 At Part Two, a candidate who fails to submit the dissertation/project by the deadline specified for the scheme, and who has not been granted an extension of candidature due to special circumstances will fail the degree.
- 8.13 Retention and disposal of a dissertation shall be in accordance with the policy of the awarding institution.

## **9. EXTENSIONS OF CANDIDATURE DUE TO SPECIAL CIRCUMSTANCES**

- 9.1 The time limit for the completion of the degree may be extended in exceptional cases only. A reasoned application, supported by appropriate independent evidence, must be submitted by the candidate's tutor for consideration, to the Consortium Board of Studies, and any appropriate institutional academic committees.

Requests for an extension shall be considered with reference to the following criteria:

- (a) Normally, suspensions / extensions will be granted only on compassionate grounds, or in cases of illness, serious domestic difficulties or exceptional commitments, which can be demonstrated to have adversely affected the candidate. A full and reasoned case, supported by appropriate, satisfactory, medical or other independent evidence, and a work-plan for completion of the thesis within the extension requested, must be made by the department for consideration by the Consortium Board of Studies, in the first instance, and thereafter by the appropriate committee of the awarding institution.
- (b) In cases which arise as a result of illness:
- (i) Satisfactory medical or other relevant documentary evidence must be supplied. (The extent and nature of the illness as described in the certificate are invaluable in assessing the case.)
- (ii) A clear statement must be supplied, showing that the institution concerned has evaluated the situation in which the candidate finds himself / herself as a result of the illness and that it considers the requested extension to be appropriate for completion in accordance with the work-plan. Such a statement will, wherever possible, follow direct contact between candidate and institution.

## 10. FINAL AWARD

- 10.1 At the end of the fourth term, the final Joint Award Board for all students will be held at one of the partner institutions to determine award decisions on students pursuing all Erasmus Mundus Master's schemes offered by the Consortium. The Board shall be attended by representatives from each Institution and a Senior External Examiner, appointed by the Consortium Board of Studies to be responsible for overseeing the schemes overall. It will be serviced by a senior administrative officer from one of the partner institutions.
- 10.2 The students' overall performance on the schemes shall be considered and the remit of the Board will be to:
- receive notification and formally endorse Part II results;
  - receive notification and formally endorse any requests for Bar's on Access;
  - to determine the overall award and in particular to consider cases of candidates who might be eligible for the award of Distinction in the UK, Excelente/ Notable in Spain, Tres Bien/ Bien in France or 1-1.5 in Germany;
  - consider statistical data on all schemes offered by the consortium;
  - conduct an annual review of all schemes.
- 10.3 The full set of results for each candidate considered at a Part II Award Board, shall be presented to the examiners. The result profile of the relevant students will include:
- the Part I results, also including the Part I average and the Part I decision;
  - the results of the dissertation;
  - an indication of any failures in modules at the first attempt (as this will influence whether a student will be eligible for the highest grade in the UK.)
- 10.4 Both Parts of the degree must be completed successfully before a candidate may qualify for the award of a degree
- 10.5 A candidate's Part I results may not be subsequently reviewed to determine the outcome for the whole scheme.
- 9.6 A candidate who has failed any module at the first attempt of the examination shall not subsequently be eligible for the award of Distinction in the UK, irrespective of the level of his/her performance in any subsequent assessment.
- 10.7 Appeals against award decisions shall be considered in accordance with the appeals procedures adopted by the Consortium's Board of Studies, and administered by the partner institution concerned in conjunction with their own awarding institutional regulations.