

Additional Section for the Guide to Assessment

(approved by SCA July 2018)

P.5. Marks from Partner Institutions on Joint and Dual Awards

By approving joint and dual awards, the University Teaching Committee accepts the academic standards, workload and assessment methods operated at the partner institution. This includes additional assessment requirements, such as a viva, which might not be required for students studying similar modules at York. Work produced on Joint or Dual awards should not be assessed outside the context within which it has been produced.

- a. Where study at a partner institution is taken abroad, conversion tables must be available to students prior to their engagement on the programme to indicate how their marks from the partner institution will translate onto the York marks scheme. Conversion tables for many institutions have been approved by the Standing Committee on Assessment for use on study abroad programmes, and these will apply if there is no programme-specific conversion table.
- b. Only in exceptional circumstances should work completed whilst at a partner institution be re-marked by staff at the University of York, and then only with the explicit approval of the Special Cases Committee.
- c. Departmental examinations officers must use the approved conversion tables to convert grades provided by partner institutions. Departments should provide External Examiners with a clear statement of how worldwide marks have been treated.
- d. Where the Centre for Global Programmes conversion tables are used, Departments may use their discretion when awarding marks above the top integer in a table for students who receive the top available mark in the local grading system. Tables should be used in conjunction with other information available from the partner university to ensure that discretionary marks are justified and evidenced. Evidence could include rankings in class, tutor reports, assessment sheets or other data/information, and should be reviewed on a case by case basis by the examinations officers in the department..
- e. Where the Centre for Global Programmes conversion tables are used, a range of marks is possible for fail grades. The minimum passing grade at a partner institution must be converted to a passing mark at York. If the partner institution has a range of

failing grades, Departments should use their discretion to award an equivalent grade between 0% and 49%.

g. Marks from partner institutions should be converted into the largest module possible which aligns with the number of credits taken in a given academic year at the partner institution. Where a partner institution does not operate a credit-based system, the size of the module will be determined by the proportion of the academic year spent in the partner institution, based on a notional 120 credit academic year.

h. Departments are responsible for ensuring that appropriately sized modules are set up within the student record system (SITS) proposed through the online module catalogue to input partner institution's marks for each student.

i. In the event that a student does not successfully complete their intended joint or dual award (either due to academic failure or withdrawal), they can be considered for University of York exit awards, though credits obtained at partner institutions cannot amount to more than 50% of the total credit used to obtain the exit award. (So, a student cannot count more than 30 credits of partner-institution credit towards a PGCert, and cannot count more than 60 credits of partner-institution credit towards a PGDip).

j. Only modules taken at York will be eligible for re-assessment or compensation in line with the rules described in section P3. The credit-weighted mean applied will include the modules taken at partner institutions, as recorded in the student record system (SITS)