

## University of Aberdeen Academic Quality Handbook

### Class Certificates

A Class Certificate confirms that a candidate has attended and duly performed the work prescribed for a course.

Subject only to more restrictive conditions specifically mentioned in the appropriate degree regulations (e.g. for the MBChB degrees), a Class Certificate gives entitlement to admission to a degree examination in the session in respect of which it is awarded and in the session immediately following. Students holding a valid Class Certificate are permitted a total of three opportunities of assessment within this period. It is open to the Students' Progress Committee to determine whether, in extraordinary circumstances, any exception may be made to this rule in individual cases. Similar regulations operate for postgraduate taught students (PgT Regulations 5 & 6 refer)

No formal Class Certificate is given to students: rather, all students are deemed to have been "awarded" a Class Certificate unless they are deemed withdrawn from a course or unless they are refused a Class Certificate (see Student Monitoring).

#### Deadlines for Class Certificate Refusal

The deadline for refusal of a class certificate by Heads of School is approved at the October meeting of the University Committee on Teaching & Learning. However, *early notification is encouraged*, particularly once it is clear that a student cannot obtain a Class Certificate e.g. when attendance is so unsatisfactory in the first few weeks of a course that good attendance during the remainder of the course could not redeem the situation.

The monitoring of postgraduate students continues over the summer.

#### Procedures for Class Certificate Refusal

Schools indicate whether or not a student should be refused a Class Certificate, following the procedures described in the Student Record System Manual. One of two possible codes will be entered automatically on an individual student's student record against the relevant course(s):-

- Code C7 denotes that a Class Certificate has been refused;
- Although not used very often by Schools, the Student Record System has the capacity to enter Code CX which denotes that the Head of School has barred the student from attending a second half-session course as a consequence of being unable to fulfil the first half-session pre-requisite for which a Class Certificate has been refused.

Students who are refused a Class Certificate receive notification by e-mail as part of the student monitoring system, informing them that they are ineligible to take the end-of-course written examinations for such courses and, in the case of first half-session courses, will indicate those second half-session courses for which a student has been debarred (CX). The email explains a student's right of, and mechanism for, appeal against the Head of School's decision.

#### Merit Certificates

Students are nominally awarded a First Class Certificate of Merit for any course for which they are awarded a CGS grade of A5 or above, and a Second Class Certificate of Merit for any course for which they are awarded a CGS B3, B2, B1 provided that this is obtained at the first attempt following

completion of the course. C1 or C2 is added to the student's record and will be indicated on a student's transcript. Individual Certificates of Merit are issued by Schools only on request.