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<b>Related Documents:</b>	Appeals Policy Graduation Policy Progress and Attendance Policy Board of Examiners Terms of Reference

## 1. Overview

1.1. Students in the final study period of their course may be granted for a failed unit, a Conceded Pass (Conceded Year Pass for the Diploma of Engineering) in strictly prescribed circumstances.

## 2. Organisational Scope

2.1. This policy applies to all students who are correctly enrolled in their final study period of the Certificate IV Tertiary Preparation Program or Diploma courses at Curtin College or its partner provider.

## 3. Definitions

3.1. **Conceded Pass** - a pass granted for a unit in which a final semester/trimester student has received a final percentage of between 45% and 49%, which is a grade of F (Fail). The pass is conceded on the basis that the student's overall performance in other units during the course has been sufficiently strong to compensate for the deficient percentage in that unit.

3.2 **Conceded year pass** - a student may be given a conceded year pass to a defined range of engineering disciplines providing that the failed unit, in the opinion of the Board of Examiners (BoE), represented a reasonable attempt at passing the unit in question. In addition the student's overall year performance should be of a high standard or his/her learning portfolio should indicate that they have adequately developed the competencies and skills required of a foundation year 'graduate' A student who fails one of the following units with a unit grade of 40% or more and an overall weighted mark average for the year of greater than or equal to 60% shall be granted a conceded year pass and will not be required to repeat the unit.

- EPRO1004 Engineering Programming
- ESYS1000 Electrical Systems
- EFPC1000 Engineering Foundations - Principles and Communication
- EFDP1001 Engineering Foundations - Design and Processes
- EMAT1000 Engineering Materials
- EMCH1000 Engineering Mechanics

3.2. **Course:** A formal program of education and/or training made up of study components known as units.

- 3.3. **Partner Provider:** an institution that provides a course which is CRICOS registered as being offered by Curtin College, who, for the purposes of this document oversees all matters relating to the delivery of those courses.
- 3.4. **Study Period:** A discrete period of study within a course, namely a semester or trimester, in which a student undertakes and completes units of study.

## 4. Policy Principles

- 4.1. The purpose of this policy is to provide an avenue for students to be credited with completion of a unit in which they have received a final result of a mark between 45% and 49%. See Clause 7 'Exceptions to the Rule'.

## 5. Policy Content

- 5.1. Conceded Passes are only granted to whole units, not to a particular piece of assessment.
- 5.2. Conceded Passes are only available if the failed unit is not a stream unit for a student's study discipline.

## 6. Criteria for granting a Conceded Pass

- 6.1. The final percentage for the unit is between 45% and 49%, see 'Exceptions to the Rule' under Section 7.
- 6.2. Approval for a conceded pass should not be granted simply on the basis of a 'near pass' i.e. a mark close to 50%. If the student has not demonstrated satisfactory achievement of the learning outcomes for the unit and their past academic record warrants the student being given a second chance to demonstrate achievement of the learning outcomes, the student should receive a fail grade and may be given approval for a supplementary assessment.
- 6.3. Performance in other units during the entire course is sufficiently strong to warrant the award;
- 6.4. Conceded Passes will be awarded for final study period units with the exception of the Diploma of Engineering where a unit failed in the first or subsequent study period of the Diploma may receive a Conceded Year Pass;
- 6.5. Generally only one Conceded Pass per course is permitted, although in rare instances more may be granted; and
- 6.6. Conceded Passes will not be granted for units that are prerequisites for other units in the program.
- 6.7. If a Special Consideration application is granted by either the Academic Director, in the case of a single piece of assessment, or by the Board of Examiners, in the case of an entire unit, and the final mark for the unit totals between 45% and 49%, a Conceded Pass may still be granted, if all the other criteria are met.
- 6.8. Conceded Passes are granted at the discretion of the Board of Examiners; students are not automatically entitled to them and may not request them.

## 7. Exceptions to the Rule

- 7.1. In the Diploma of Engineering a conceded year pass may be granted for a unit and if successful students will not be required to repeat the unit. This may apply to the units listed below for grades of 40% or more and an overall weighted mark average for the year of greater than or equal to 60%.

- EPRO1004 Engineering Programming
- ESYS1000 Electrical Systems
- EFPC1000 Engineering Foundations - Principles and Communication
- EFDP1001 Engineering Foundations - Design and Processes
- EMAT1000 Engineering Materials
- EMCH1000 Engineering Mechanics

However the range of engineering disciplines available to such students will be restricted according to the following table:

<b>Failed unit</b>	<b><i>Excluded engineering disciplines for study in 2nd year</i></b>
ESYS1000 Electrical Systems	Electrical Power; Electronic and Communication; Computer Systems; Software; Mechatronic
EMCH1000 Engineering Mechanics	Civil and Construction; Mechanical; Mechatronic; Petroleum
EPRO1004 Engineering Programming	Software; Computer Systems; Electronic and Communication; Mechatronic
EFPC1000 Engineering Foundations - Principles and Communication	None
EFDP1001 Engineering Foundations - Design and Processes	None
EMAT1000 Engineering Materials	Chemical

- A student may elect to repeat any failed units to ensure that they are able to progress into an engineering discipline of their choice.
- A student who fails one unit with a grade less than 40% or fails more than one unit is ineligible for consideration of a conceded year pass.
- A conceded year pass will be noted with a grade of 'PC' for the associated unit on a student's academic transcript.

A student who fails one of the listed units above with a unit grade of 40% or more who has an overall weighted mark average for the year of less than 60% shall submit their learning portfolio for examination. For a conceded year pass to be granted it is essential that the submitted portfolio demonstrates evidence of commitment to their studies and attainment of the learning outcomes. The portfolio should include Written Reflection and Assessment Samples in addition to at least 2 of the 4 items listed below.

Essential:

- Written reflection for the unit (minimum 200 words).
- Assessment Samples along with their feedback i.e. Assignments, Lab reports, Quizzes.

To include a reflection explaining why the submitted samples provide evidence of having achieved the learning outcome and how they have contributed to their development of Engineers Australia Stage 1 competencies.

Additional Evidence:

- i. Logbook. Personal notes and preparation for laboratory work.
- ii. Handwritten notes from Lectures, tutorials and clinics as evidence of attendance and engagement with the learning activities.
- iii. Communications relating to Group Work demonstrating commitment to the group's success.
- iv. A letter of support from lecturer or tutor indicating students dedication and commitment to studies.
  - a. The Portfolio will be assessed by the Engineering Program Manager and on the basis of the portfolio; May grant a conceded year pass to this student which will allow the student to progress to second year of specified engineering disciplines without having to repeat the unit. The specified engineering disciplines are decided in accordance with the above Table 1.

**OR**

- b. May decide that, on the basis of a student learning portfolio, the student is required to repeat the failed unit.

7.2. No student can be assessed more than once for a conceded year pass. Supplementary assessments may be offered to those students who achieve a grade of greater than or equal to 45% in any Engineering Math's unit.

7.3. In the Diploma of Built Environment a conceded pass may be granted for a grade between 48%-49% in accordance with the Curtin University Department of Built Environment guidelines.

## 8. Administrative procedures

8.1. Following marking of all assessment tasks for the study period and the submission of final results to the Board of Examiners, the Board of Examiners will identify students eligible for Conceded Passes.

8.2. The Board of Examiners will examine the results of these students and come to a decision based on the criteria listed in 6 above.

8.3. Granted Conceded Passes will be recorded on the student's Statement of Academic Record, by indicating the true percentage achieved, and "PC" as the grading code.

Version	Last changes:
V2.2 (Apr 2016)	<ul style="list-style-type: none"> <li>• Definition for Conceded Year pass added</li> <li>• Updated 6.4 re the granting of a Conceded Year Pass for the Diploma of Engineering)</li> <li>• Updated 7.1 - in its entirety.</li> <li>• Amended 8.1 to clarify role of the Board of Examiners</li> </ul>
V2.1 (May 2014)	<ul style="list-style-type: none"> <li>• Updated Section 7. Exceptions to the rule</li> </ul>