1. Overview

1.1. It is the policy of Curtin College that students in their final study period of any of the College’s courses may be granted a Conceded Pass 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, Tertiary Access Program or Diploma courses at Curtin College or its partner provider. This policy also applies to Diploma of Engineering students in the first semester of their course.

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. **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’.
Conceded Passes Policy

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 may only be awarded for final semester/trimester units;

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%

- Electrical Systems 100
- Engineering Mechanics 100
- Engineering Materials 100
- Engineering Programming 100
- Engineering Foundations: Principles and Communications 100
- Engineering Foundations: Design and Processes 100
- Elective Unit

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

### Table: Failed unit vs Excluded engineering disciplines for study in 2nd year

<table>
<thead>
<tr>
<th>Failed unit</th>
<th>Excluded engineering disciplines for study in 2nd year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Systems 100</td>
<td>Electrical Power; Electronic and Communication; Computer Systems; Software; Mechatronic</td>
</tr>
<tr>
<td>Engineering Mechanics 100</td>
<td>Civil and Construction; Mechanical; Mechatronic</td>
</tr>
<tr>
<td>Engineering Programming 100</td>
<td>Software; Computer Systems; Electronic and Communication; Mechatronic</td>
</tr>
<tr>
<td>Engineering Foundations: Principles and Communications 100</td>
<td>None</td>
</tr>
<tr>
<td>Engineering Foundations: Design and Processes 100</td>
<td>None</td>
</tr>
<tr>
<td>Elective</td>
<td>None</td>
</tr>
</tbody>
</table>

- 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.

### 7.2. 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. The Engineering Program Coordinator and the Academic Director (or nominee) shall examine the portfolio for evidence of homework completion, laboratory report completion, quality of assignment work or any other evidence of work quality to determine the merits of awarding a conceded pass. On the basis of this portfolio review a student may be granted a conceded year pass subject to the restrictions detailed in the table above. In the event that a student is unsuccessful they will be required to repeat the unit.

### 7.3. The Curtin College Board of Examiners will determine the granting of a conceded year pass based on a judgement that in the failed unit the attempt represents 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’. Such a student should not have to repeat the failed unit, and would be allowed to progress to a specified range of engineering disciplines, depending on the failed unit in question. It needs to be clearly stated, however, that the student should not make use of the option or possibility of the conceded year pass as a strategy for clearing the Engineering Foundation Year (EFY) program.

### 7.4. 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 Maths unit.

### 7.5. 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 semester/trimester and the submission of results to the Academic Department, the Program Coordinators 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.

<table>
<thead>
<tr>
<th>Version</th>
<th>Last changes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>V2.1</td>
<td>• Updated Section 7. Exceptions to the rule</td>
</tr>
<tr>
<td>V2.0</td>
<td>• Section “7. Exceptions to the rule” added</td>
</tr>
<tr>
<td></td>
<td>• Updated position titles</td>
</tr>
<tr>
<td>V1.0</td>
<td>• Document creation</td>
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