Certificate of Higher Education
Progression Board and criteria for progression

From 2016-17, all progression decisions relating to the Certificate of Higher Education (Cert HE) are made by a Progression Board which meets annually after or as part of the Short Course Final Assessment Board to consider students' progression status based on credits achieved. Results of progression will be published to EUCLID Student View as soon as is possible but no later than August of that academic year.

The criteria by which decisions will be made include total credits achieved to date, the rate of progress and the balance of the 120 credits required in order to achieve the Certificate. The Progression Board will follow the approved recommendations of the Special Circumstances Committee when making its decisions. Please note that special circumstances which are revealed after the Final Assessment Board must be submitted through the Appeals process: http://www.ed.ac.uk/academic-services/students/undergraduate/academic-appeals

Outcomes may be:

- Unconditional progression – the Board are satisfied that the student has attained the required credits and is on track to achieve their qualification in the given time.
- Conditional progression – the Board recommends that the student must meet certain conditions during the following academic year. These may include enrolling for a specified number of credits or increased levels of student support.
- Deferred decision – the Board recommends that more credits or information are needed before a decision can be made. We will contact you to clarify next steps.
- Fail and transfer credits – the Board recommends that you have not met the progression requirements for the Certificate of Higher Education. Your credits will be transferred onto the non-Certificate programme.

It is expected that Cert HE students enrolling from 2016/17 will complete the programme over a period of three academic years running September to June. Late entry to the programme may be requested for start in the January of an academic year. Progression decisions will be based on the credit achieved within the full academic year, although late entrants will be acknowledged by the Board.

In exceptional circumstances, students may request permission to be granted a period of up to five years within which to gain the qualification. This request must be sponsored by the Personal Tutor and/or Programme Director and be ratified by the Head of Short Courses.

If you are concerned about your progression status you should discuss your concerns as soon as possible with your Personal Tutor or Programme Director.

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