



THE UNIVERSITY *of* EDINBURGH

Certificate of Higher Education

Progression Board and criteria for progression

All progression decisions relating to the Certificate of Higher Education (Cert HE) are made by a Progression Board which meets each August after the Short Course Final Examination 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 after the Board meets.

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/appeals>

Outcomes may be:

- Progress - 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.
- Insufficient credits taken – the Board recommends that you have not met the progression requirements for the Certificate of Higher Education and you will be withdrawn from the programme.

It is expected that Cert HE students will complete the programme over a period of three academic years running September to June.

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 Progression Board with associated special circumstances.

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