Dublin City University

Open Education Unit

National Institute for Digital Learning

Bachelor of Arts in English and History

Programme Regulations 2014-2015

1. Programme-specific rules and requirements[1]

Assessment of Each Module

The granting of a degree or diploma will depend on the successful completion of the required number of modules. The award of a degree is based on twelve modules. The award of a Diploma is based on eight modules and is only given to those who are exiting the programme at this point. The assessment of performance for each module (with the exception of His5, His6, Lit4 and Lit6) will be a combination of two components as follows:

- Continuous assessment based on submitted assignments.

- An examination after completing the course of study for the particular module.

The apportionment of marks for all modules between continuous assessment and examination is 50:50, with the exception of His5, His6, Lit4 and Lit6, which are 100% continuous assessment.

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[1] As this is an online distance education programme, students require a high degree of specification on programme regulations and procedures (as they do not have access to many of the informal channels available to full-time on-campus students). Therefore, in common with all other Open Education programmes, students are provided with a detailed Course Handbook which contains the programme's regulations and procedures.

Assignments

A non-submitted assignment is credited with a mark of zero. Students can only submit an assignment once and are not allowed to re-submit assignments in order to achieve a higher grade.

Students who are do not submit assignment work are deemed to have made an attempt at that assignment unless granted a postponement on foot of prior notified cogent reasons, or subsequent notification of extenuating circumstances*.

PLEASE NOTE

- If a student postpones an assignment they must contact the Humanities Programme Team in order to establish what continuous assessment work will need to be completed, as it may differ from the original assignment.
- The deadline for submitting postponed continuous assessment work is approximately four weeks after the release of student results, following the Summer Progression and Awards. This date typically falls in late July, and this may impact on the amount of postponed continuous assessment work that it is feasible for a student to complete. Some postponements may require the approval of the Progression and Awards Board.
- Some forms of continuous assessment cannot be postponed, even for Category 1 modules, for example online activities that occur during specific times of the academic year, where students work in groups (discussions, debates, peer review, group project work etc.). This type of continuous assessment cannot be postponed as its essential element, communication/collaboration/producing work with others, cannot be simulated outside of the original designated time-frame as there are no other students with whom to work at a later stage in the academic year.
- In His5 and His6 there is a facility to postpone the research project where students who are significantly affected by extenuating circumstances, only at the latter stages of their project, such that students can gain access to further time to complete their research project.
- In Lit6 there is a facility to postpone the dissertation where students who are significantly affected by extenuating circumstances, only at the latter stages of their dissertation, such that students can gain access to further time to complete their research project.

All assignment marks are provisional until confirmed by the Progression and Awards Board (Examinations Board).

Examinations

Students must sit an examination for each module studied with the exception of His5, His6, Lit4 and Lit6 (All examinations on the programme consist of one three-hour paper.)

The format of the examination paper for each module will normally follow the format of the previous year's examination in that module. Format refers to the number of questions on the examination paper; the number of questions to be answered; the number of sections (if any), etc. If there is a change in format, students are informed in advance. (Past examination papers for each module are available via Moodle.)

Students who are absent from an examination are deemed to have made an attempt at that examination unless granted a deferral/postponement on foot of prior notified cogent reasons, or subsequent notification of extenuating circumstances.

Students are not allowed to re-sit examinations or repeat assignment work in a module that has already been passed in order to achieve a higher grade.

Module Mark

The required pass mark for all modules is 40% of the maximum marks available.

The module mark will be calculated in accordance with the assessment breakdown outlined above i.e. the apportionment of marks for all modules between continuous assessment and examination is 50:50, with the exception of His5, His6, Lit4 and Lit6, which are 100% continuous assessment. Students do not have to pass individual components of assessment (continuous assessment or examination) within a module.

After the end-of-term diet of examinations (in May 2015), the module marks for each student for each module are reviewed by the summer Progression and Awards Board (to be held in June 2015). In the event that a student fails a module following the Summer PAB, the policy governing resits is that this programme's modules that have examinations are Category 1 and have resit opportunities for the continuous assessment and examination (where the module has an examination) elements*.

***PLEASE NOTE**

- If a student fails a Category 1 module at the summer PAB they must contact the Humanities Programme Team in order to establish what resit continuous assessment is available.

- The time period between the release of student results and the deadline for submitting resit continuous assessment work is approximately four weeks and this may impact on the amount of resit continuous assessment work that it is feasible for a student to complete.

- Some forms of continuous assessment do not have resits, even for Category 1 modules, for example online activities that occur during specific times of the academic year, where students work in groups (discussions, debates, peer review, group project work etc.). This type of continuous assessment does not have a resit component as its essential element, communication/collaboration/producing work with others, cannot be simulated during the resit period as there are no other students with whom to work.

- In His5 and His6 no resit is available for the research project, or the assessments that are part of the preparation of the research project, as it is not feasible for a student to produce a resit research project.

- In Lit6 no resit is available for the dissertation, or the assessments that are part of the preparation of the research project, as it is not feasible for a student to produce a resit dissertation.

If a student fails a module following the autumn Progression and Awards Board, then the full module (continuous assessment and examination) must be repeated in the following academic year, i.e. component marks from previous attempts cannot be carried forward to the following academic year. The full module fee must be paid when repeating the full module.

A student can repeat a module only once i.e. if a student does not successfully complete a module in one academic year then he or she must successfully complete the module within the next academic year.

Award

The Bachelor of Arts in English and History degree will be awarded to a student who has successfully completed twelve modules (180 ECTS credits), of which two modules must be at foundation level and ten must be at post foundation level. The classification of the award will be based on the average of the module marks obtained at the first attempt in the four highest post foundation modules of which two must be from Literature modules and two must be from History modules. These are known as the four reckonable modules and provide the precision mark for the degree.

The degree may be awarded with the following classifications:
- First Class Honours
- Second Class Honours - Grade 1
- Second Class Honours - Grade 2
- Third Class Honours

Exit Award

Students may exit the programme with a Diploma after successful completion of eight modules (120 ECTS credits).

2. **Progression**
- Students on the Bachelor of Arts (Hons) in English and History have a maximum registration period of eight years.
- Maximum number of modules you can register for in one academic year is 4. (However, students who do not have specific exemptions for the foundation modules can only take the two foundation modules in their first year)
- Please note that you can only register for a level 2 module in a subject if you have successfully passed the level 1 module e.g. to register for HIS2 or any post-foundation History module you must have successfully completed HIS1 (or have been granted an exemption from the HIS1 module).
- Modules in the same subject must be taken in numerical order, except where two numerically adjacent modules are taken together in the same year, i.e. taking LIT2 and LIT3 together.
- You may select no more than two modules from the same subject in any academic year.

- Lit6: Please note that this advanced module involves the completion of a large dissertation. This type of module requires a high level of commitment and therefore students should carefully consider registering for this module along with other modules. Many students find it desirable to take this type of module on its own, or with one other module (the feasibility of taking this module in combination with other modules will, of course, depend on the capability of the student and the amount of time the student can dedicate to their studies). Lit6 involves mandatory tutorials (typically) in Oct, Jan and Apr.

- His6: Please note that this advanced module involves the completion of a large dissertation. This type of module requires a high level of commitment and therefore students should carefully consider registering for this module along with other modules. Many students find it desirable to take this type of module on its own, or with one other module (the feasibility of taking this module in combination with other modules will, of course, depend on the capability of the student and the amount of time the student can dedicate to their studies). His6 involves mandatory tutorials (typically) in the Oct and Mar.

- Please note that HIS5, HIS6 and Lit6 involve research projects/dissertations where a student's project proposal must be approved by the tutor/supervisor in order for the student to progress with the module. Where a student's proposal is not approved a student cannot then proceed with the module.

3. **Compensation**

There is no compensation for English and History modules.

4. **Technology Requirements**

Students must have regular access to a good quality Computer (loaded with Microsoft Office) and a good quality broadband Internet connection. The web browser a student uses must be able to play Macromedia Flash, Shockwave, Java and the Adobe Acrobat PDF file reader. In order to facilitate online communication in live, virtual classrooms students should have a high quality headset/microphone (built in microphones and speakers in laptops are not sufficient) and a webcam is also desirable. It is expected that students will have a computer competency level equivalent to the European Computer Driving Licence (ECDL) (http://www.ecdl.com/). Students must be familiar with using email, browsing the Internet, and using the Microsoft word processing package. The

Humanities Programme Team cannot take responsibility for whether, or to what extent, a particular learning material is accessible on a particular device in a particular instance. In particular the Humanities Programme Team cannot take responsibility for learning material hosted by a third party, for example a video hosted on an external website. Students with Apple-Mac computers may encounter specific issues as learning materials and software are typically designed on/for the Windows operating system. Where students are provided with software, for example SPSS, it will be for Windows Computers. Apple-Mac versions of software will not be provided.