

B.A.I., Engineering with Management and M.A.I. (St.) EXAMINATION REGULATIONS 2018/19

Please note that this is an edited version of the Calendar *General Regulations and Information* as available in the College [Calendar](#). Some additional regulations and information have been inserted for the School of Engineering specifically with respect to eligibility to undertake an internship or study abroad and eligibility to undertake the year 5 M.A.I. In all circumstances, the College Calendar supersedes any local regulations and information.

1. There are formal University assessment sessions following the end of teaching term in semester one (in Michaelmas Term) and following the end of teaching term in semester two (in Trinity Term). There is one reassessment session which is held at the beginning of Michaelmas Term.
2. The dates of these formal assessment sessions are given in the *Calendar* PART I - ALMANACK. Examinations should be confined to these sessions. However, if and when approved by the University Council, certain courses, normally professional, are permitted to hold
3. published in advance of the dates of examinations on the College website examinations outside of the standard academic year structure.
4. Examination timetables are at <https://www.tcd.ie/academicregistry/exams/timetables-dates/>. The College reserves the right to alter the published time and date of an examination in exceptional circumstances. Students should ensure that they are available for examinations for the duration of the relevant formal assessment session as stated in the *Calendar* PART I - ALMANACK.
5. No notice is required of intention to take an end-of-semester examination or reassessment examination in the course for which students have registered. The onus lies on each student to establish the dates, times and venues of examinations by consulting the relevant timetable on the College website. No timetable or reminder will be sent to individual students by any office.
6. The College has approved the practice of anonymous marking for undergraduate examinations. This does not apply to continuous assessment.
7. All undergraduate results are published by student number. The results for assessment completed in semester one are provisional until moderated by the Court of Examiners in Trinity Term.
8. Students are required to complete all assessment components for each module as prescribed by the programme regulations. An assessment component is a discrete unit of assessment, for example, an examination paper, an essay, an oral examination, or a practical which contributes a defined weighting to the overall assessment of the module.
9. Students are not permitted to repeat successfully completed assessments or examinations in order to improve their performance. In the School of Engineering, there is one exception to this regulation where a student may be permitted to repeat the Senior Sophister year in order to achieve the grade required to proceed to the fifth year of the course – the overall grade obtained in their first attempt at the Senior Sophister year is the degree award not the grade obtained during the repeat year.
10. Students who are unable to complete such assessment components necessary to complete a module or modules at the end of the appropriate semester due to certified illness, disability, or other grave cause beyond their control may seek, through their tutor, permission from the Senior Lecturer to present at the reassessment session. Where certified illness, disability, or other grave cause beyond their control prevents a student from completing at the reassessment session they may seek, through their tutor, permission from the Senior Lecturer to repeat the year.
11. Students who may be prevented from sitting an examination or examinations (or any part thereof) due to illness should seek, through their tutor, permission from the Senior Lecturer in advance of the examination session to defer the examination/s to the reassessment session. Students who have commenced the examination session, and are prevented from completing the session due to illness should seek, through their tutor, permission from the Senior Lecturer to defer the outstanding examination/s to the reassessment session.
12. Where such permission is sought, it must be appropriately evidenced:

- (a) For illness: Medical certificates must state that the student is unfit to sit examinations/complete assessment and specify the date(s) of the illness and the dates on which the student is not fit to sit examinations/complete assessment. Medical certificates must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.
- (b) For other grave cause: Appropriate evidence must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.
- 13. Where illness occurs during the writing of an examination paper, it should be reported immediately to the chief invigilator. The student will then be escorted to the College Health Centre. Every effort will be made to assist the student to complete the writing of the examination paper.
- 14. Where an examination/assessment has been completed, retrospective withdrawal will not be granted by the Senior Lecturer nor will medical certificates be accepted in explanation for poor performance.
- 15. If protracted illness prevents students from taking the prescribed assessment components, so that they cannot rise into the next class, they may withdraw from College for a period of convalescence, provided that appropriate medical certificates are submitted to the Senior Lecturer. If they return to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class. Where appropriate please see the regulations governing Fitness to Practice.
- 16. Where the effects of a disability prevent a student from taking the prescribed assessment components, so that they cannot rise into the next class, the Senior Lecturer may permit the student to withdraw from College for a period of time provided that appropriate evidence has been submitted to the Disability Service. If they return to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class.

Access to scripts and other assessed work and discussion of performance

- 17. All students have a right to discuss their examination and assessment performance with the appropriate members of staff. This right is basic to the educational process. Students are entitled to view their scripts and other assessments when discussing their performance. For work completed during semester one students should note that all results are provisional until moderated by the Court of Examiners in Trinity Term. In Trinity Term, students' performance cannot be discussed with them until after the publication of the end-year results.
- 18. Written assessment components and assessment components which are recorded by various means (e.g., video, audio) are retained by schools and departments for thirteen months from the date of the meeting of the Court of Examiners which moderates the results in question and may not be available for consultation after this time period.

Re-check/re-mark of examination scripts and other assessed work

- 19. Having received information about their final results approved at the Court of Examiners in Trinity Term and having discussed these and their performance with the Director of Teaching and Learning (Undergraduate) or the Head of Discipline and/or the appropriate staff, students may ask that their results be reconsidered if they have reason to believe:
 - (a) that the grade is incorrect because of an error in calculation of results;
 - (b) that the examination paper or other assessment specific to the student's course contained questions on subjects which were not part of the course prescribed for the examination or other assessment; or
 - (c) that bias was shown by an examiner in marking.
- 20. In the case of (a) above, the request should be made through the student's tutor to the Director of Teaching and Learning (undergraduate) or Course Director as appropriate.
- 21. In the case of (b) and/or (c) above, the request should be made through the student's tutor to the Senior Lecturer. In submitting such a case for reconsideration of results, students should state under which of (b) and/or (c) the request is being made.
- 22. Requests for re-check or re-mark should be made as soon as possible after discussion of results and performance and no later than twelve months from the date of the meeting of the Court of Examiners which moderated the results in question.

23. Once a result has been formally published following the Court of Examiners it cannot be amended without the permission of the Senior Lecturer.
24. Any student who makes a request for re-check or re-mark that could have implications for their degree result is advised not to proceed with degree conferral until the outcome of the request has been confirmed.

Academic progress

25. In order to rise with their class, students must obtain credit for the academic year by satisfactory attendance at lectures and tutorials and by carrying out, submitting and sitting the required assessment components. In addition, students must pass the year by achieving, at a minimum, an overall credit-weighted average pass mark for the year (40% for years 1 to 4 or 50% for year 5) and either:
 - (a) accumulate 60 credits by achieving at least the pass mark in all modules or
 - (b) passing by compensation. All modules and components within modules are 'compensatable'.
 To pass a year by compensation for years 1 to 4 that have a pass mark of 40%, a student must achieve the pass mark in modules carrying a minimum of 50 credits and obtain a module mark of at least 35% in any remaining module(s). A student may accumulate a maximum of 10 credits at qualified pass (QP) where the mark lies between 35-39%.
 To pass a year by compensation for year 5 that has a pass mark of 50%, a student must achieve the pass mark in modules carrying a minimum of 50 credits and obtain a module mark of at least 40% in any remaining module(s). A student may accumulate a maximum of 10 credits at qualified pass (QP) where the mark lies between 40-49%.
 The end-of-year or degree result moderated by the Court of Examiners must be returned and recorded on the student record.
26. Progression is on an annual basis. Within a year, students may carry failed modules from one semester to the next but not from one academic year to another; that is, they will not be able to rise to the next year of their programme until they have successfully completed the preceding one(s). Students who have not passed their year are required to present for reassessment when:
 - (a) they obtain in excess of 10 credits at qualified pass (QP) (i.e., marks between 35-39% for years 1 to 4);
 - (b) they fail any module (i.e., achieving marks below 35% for years 1 to 4)
 - (c) they do not obtain an overall pass mark for the year;
 - (d) or any combination of (a) - (c).
27. There are no supplemental examinations/reassessment of failed modules in the year 5 M.A.I. programme for Engineering and Engineering with Management.
28. If a student has achieved both fail and QP grades at the first sitting or has exceeded the 10 credit limit allowed for compensation and is not permitted to rise with their year, they must present for reassessment in all failed components of all modules for which they obtained a fail and/or a QP.
29. Different modalities of assessment are permitted in the reassessment session as determined by the programme.
30. The same compensation regulations apply at the reassessment session as outlined in section 26 above.
31. Students who fail to satisfy the requirements of their year at the reassessment session are required to repeat the year in full (i.e. all modules and all assessment components).
32. Students are permitted to repeat any year of an undergraduate programme subject to not repeating the same year more than once and not repeating more than two academic years within a degree course, except by special permission of the University Council.
33. For students entering in 2018/19, the B.A.I. degree award is based on an overall average mark calculated by combining the average mark achieved in the Junior Sophister examinations (30% towards overall average) and the Senior Sophister examinations (70% towards overall average).
34. For students who have entered before 2018/19, the B.A.I. degree award is based on an overall average mark calculated by combining the average mark achieved in the Junior Sophister examinations (20% towards overall average) and the Senior Sophister examinations (80% towards overall average).
35. There is no degree classification on the M.A.I. degree scroll as this award is published as either Pass or Fail but students are awarded a Pass with Distinction on their transcript if their mark is

greater than or equal to 70% in the examinations AND their mark is greater than or equal to 70% for the MAI Project, thereby achieving an overall weighted average of 70% or more. Those candidates achieving at least 70% in either the project or the examinations but not in both will not be awarded Distinction.

36. Students who fail to pass the M.A.I. degree examination of their year may either repeat the year in full where they must sit all examinations required in relation to all modules AND must complete a project. Alternatively, those students who fail the M.A.I. year by being deficient in up to and including 20 credits in taught non-project modules may seek permission from the Senior Lecturer to go off books for the following academic year sitting examinations in those modules at which they have been unsuccessful. They may not substitute different modules whilst off books for those ones they have previously failed. A student who is repeating the M.A.I. year in full or taking modules off books is eligible for a distinction.
37. The maximum number of years to complete an undergraduate degree is six years for a standard four-year programme and seven years for a five-year programme.
38. The Board of the College reserves the right to exclude from the College, on the recommendation of the University Council, students whose academic progress is unsatisfactory.

Eligibility to undertake 4E4 Industrial Partnership/Internship or study abroad

39. In order to be eligible to apply for an international exchange in the Senior Sophister year or to apply for the 4E4 Industrial Partnership/Internship module in the second semester of the Senior Sophister year, students must have a minimum grade of II.1 (60 – 69%) at the annual Junior Sophister Engineering examinations. Those required to sit supplemental Junior Sophister Engineering examinations will be deemed ineligible to apply. No exceptions to this rule will be considered.

Eligibility to proceed to year 5 M.A.I.

40. The following minimum requirements are necessary for a student to be eligible to proceed to the fifth year of the MAI programme:
 - *Current Senior Sophister* students must attain at least a grade of II.1 (60 – 69%) in their B.A.I. degree result or at least a credit-weighted average mark of 50% in the Junior Sophister year and at least a credit-weighted average mark of 50% in the Senior Sophister year.
 - *Current Junior Sophister* students must attain at least a grade of II.1 (60 – 69%) in their B.A.I. degree result or at least a credit-weighted average mark of 55% in the Junior Sophister year and at least a credit-weighted average mark of 55% in the Senior Sophister year.
 - *Current Junior Freshman and Senior Freshman* students must attain at least a credit-weighted average mark of 60% in the Junior Sophister year and at least a credit-weighted average mark of 60% in the Senior Sophister year.
41. For students entering in 2018/19:

Those students wishing to leave after successful completion of the fourth year must undertake a project or equivalent during the fourth year to be eligible for an honors B.A.I. degree. Those students who opt to proceed to the year 5 M.A.I. but decide to leave with a B.A.I. degree but who have not completed a project in the fourth year will be required to repeat the fourth year and take a project.

Degree Awards for Engineering and Engineering with Management students

42. Students who complete the third year by examination and who choose not to proceed to or fail to complete satisfactorily the fourth year of the Engineering or Engineering with Management course may elect to be conferred with the ordinary degree of B.A. (this is **NOT** a B.A. in Mathematics).
43. Those Engineering students who exit the course having obtained credit for years one to four of the course are entitled to the degrees of B.A. and B.A.I.
44. Students admitted prior to 2016/17 who have obtained credit for all five years of the course are entitled to be conferred with the degrees of B.A., B.A.I. and M.A.I. (St.). Students admitted in 2016/17 and thereafter who have obtained credit for all five years of the course are entitled to the degrees of B.A. and M.A.I. (St.).
45. Engineering with Management students who exit the course having obtained credit for years one to four of the course are entitled to the award of the degree of B.Sc. (Ing.).

46. Those Engineering with Management students who have obtained credit for the fifth year of the course are additionally entitled to the degree of M.A.I. (St.).
47. All degrees referred to above must be conferred at the same Commencements. Students are not permitted by College regulations to have their B.A.I. or B.Sc. (Ing.) conferred and then to return to College at a later time to complete the fifth year of their course.