



Classifications of Awards (QQI) at Academic Boards Procedure

Revision: 1.1
Issued: 26th October 2022

TABLE OF CONTENTS

1.	REVISION HISTORY AND APPROVAL	3
2.	CLASSIFICATION OF AWARDS - QQI	4
3.	SECTORAL CONVENTION 1: AWARD CLASSIFICATIONS	4
4.	SECTORAL CONVENTION 2: MIXED GRADING	5
5.	SECTORAL CONVENTION 3: DETERMINATION OF AWARD CLASSIFICATION	5
6.	SECTORAL CONVENTION 3: DETERMINING AWARDS ACROSS PROGRAMMES (NON-BSC)	6
7.	SECTORAL CONVENTION 4: PERCENTAGE AND ALPHABETIC GRADING SYSTEMS	6
8.	SECTORAL CONVENTION 5: POST AWARD ACHIEVEMENT FOR AN ADDITIONAL MAJOR AWARD	6
9.	SECTORAL CONVENTION 6: ECTS GRADE AND GRADE INTERPRETATION SCHEME	7
10.	SECTORAL CONVENTION 7: EXCEPTIONS	7
11.	PROCEDURE FOR DISSEMINATION OF LEARNER RESULTS	7
12.	LINKED POLICIES AND PROCEDURES	7

1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21

2. CLASSIFICATION OF AWARDS - QQI

- 2.1. Learners are required to complete all required modules to be awarded an appropriate classification for their final award. For MSc and Advanced Diploma courses all modules count equally to a learner's overall award classification. For BSc programmes, modules at level 4 must be passed but do not count in determining a learner's overall classification, only level 5 and 6 modules are included in determining the learner's award classification.

3. SECTORAL CONVENTION 1: AWARD CLASSIFICATIONS

- 3.1. Unless the final award is achieved, at a point prior to final award classification, overall learner results may be pass, fail, pass by compensation or programme deferral. These are without prejudice to that learner's final award.
- 3.2. Learner awards are stored as per the requirements of the Europass Diploma Supplement.
- 3.3. A 'Pass' classification of an award is a positive statement of achievement
- 3.4. The following subsections describe the classifications available for major awards
- 3.5. Certificate Level 6 NFQ
- 3.5.1. The certificate award classification will be determined by grade mean average across all modules on the programme.

Classification of Higher Certificates (Level 6) and Ordinary Bachelor's Degrees (Level 7)	QQI PPA Boundary Values
First Class Honours	70%
Second Class Honours Grade 1	60%
Second Class Honours Grade 2	50%
Pass	40%

3.6. Bachelor of Science Honours Degree level 8 NFQ

- 3.6.1. The classification of the award will be determined by the weighted average of the relevant assignments for that module. The mean score across modules will determine the learners overall classification.
- 3.6.2. The learner must pass all modules to receive their award.
- 3.6.3. The learner must complete the award within the specified time frame for the programme.

Classification of Honours Bachelor's degrees (Level 8) and Higher Diplomas (Level 8)	QQI PPA Boundary Values
First Class Honours	70%
Second Class Honours Grade 1	60%
Second Class Honours Grade 2	50%
Pass	40%

- 3.7. Advanced Diploma in Clinical Supervision level 9 NFQ
- 3.7.1. Learners must pass all modules to be awarded a classification for this programme.
- 3.7.2. The classification of the award will be determined by the weighted average of the relevant assignments for that module. The mean score across modules will determine the learners overall classification.
- 3.7.3. The learner must complete the award within the specified time frame for the programme.

Classification of Postgraduate Diploma (Level 9)	QQI PPA Boundary Values
Distinction	70%
Merit	60%
Pass	40%

- 3.8. Master of Science Programmes Level 9 NFQ
- 3.8.1. Learners must pass all modules to be awarded a classification for this programme.
- 3.8.2. The classification of the award will be determined by the weighted average of the relevant assignments for that module. The mean score across modules will determine the learners overall classification.
- 3.8.3. The learner must complete the award within the specified time frame for the programme.

Classification of Taught Masters (Level 9)	QQI PPA Boundary Values
First-class honours	70%
Second-class honours Grade 1	60%
Pass	40%

- 3.9. Unclassified Special Purpose Awards
- 3.9.1. Learners must pass all modules to be awarded a special purpose award for this programme
- 3.9.2. The learner must complete the award within the specified time frame for the programme.

Other unclassified Special Purpose Awards	QQI PPA Boundary Values
Unclassified	40%

4. **SECTORAL CONVENTION 2: MIXED GRADING**

- 4.1. For the purposes of grade mapping, percentages or marking schemes, these follow the sectoral conventions of the awarding body as appropriate. This procedure is for the purposes of all QQI provision.
- 4.2. PCI College employs a percentage grading system.

5. **SECTORAL CONVENTION 3: DETERMINATION OF AWARD CLASSIFICATION**

- 5.1. A learner's award is determined by calculating the average grade as specified in each of the tables above. The examination Board can decide to award a learner a higher classification of award where the mean is within 1% of the higher-grade boundary.
- 5.2. Learner grades are ratified at assessment boards.

- 5.3. If a learner has passed all programme requirements and/or pass by compensation (academic and clinical) awards will be classified by taking the average of eligible module grades.
- 5.4. Procedures for exemption and/or pass by compensation shall not compromise national standards for awards. In other words, an honours classification cannot be made as these only count on a first-attempt grade basis.
- 5.5. Learner grades for level 5 and 6 modules are presented separately.
- 5.6. The average of all level 5 modules is calculated and then multiplied by 0.3 as they count for 30% of the learner's overall classification.
- 5.7. The average of all level 6 modules is calculate and then multiplied by 0.7 as they count for 70% of the learner's overall classification.
- 5.8. These results are aggregated to present the final award classification.

6. SECTORAL CONVENTION 3: DETERMINING AWARDS ACROSS PROGRAMMES (NON-BSC)

- 6.1. For learners on all other programs other than BSc a mean average is used to determine the learner's relevant classification.
- 6.2. If a learner has passed all programme requirements including repeat attempts and/or pass by compensation (academic and clinical) awards will be classified by taking the average of eligible module grades.
- 6.3. Procedures for exemption and/or pass by compensation shall not compromise national standards for awards. In other words, an honours classification cannot be made as these only count on a first-attempt grade basis.
- 6.4. Once added together you will have the Learners mean grade and this is the classification they should be awarded.
- 6.5. learners who are within 1% of higher-grade band are known as borderline learners and
- 6.6. The board may decide to award a higher classification if the learners mean grade is within 1% of a higher-grade band.
- 6.7. A Learners individual grades are not increased to give a higher classification of honours; it is rather a decision that can be taken at the board's discretion.
- 6.8. Where a learner has been granted Applied Prior Learning for specific modules used to determine the overall award classification the classification will be determined by simple mean average across all remaining modules used to determine the award classification.

7. SECTORAL CONVENTION 4: PERCENTAGE AND ALPHABETIC GRADING SYSTEMS

- 7.1. See Assessment of Learners Procedure

8. SECTORAL CONVENTION 5: POST AWARD ACHIEVEMENT FOR AN ADDITIONAL MAJOR AWARD

- 8.1. Learners may progress to advanced study in the same generic area of study by achieving new learning outcomes.
- 8.2. Learners may be granted a minor, special-purpose or supplemental award if merited by the awarding programme.
- 8.3. Minimum volumes for these cases are set out as follows:

Award Currently Held	Additional Award Sought	Post-award credit for newly certified learning
Higher Certificate	Higher Certificate	Minimum 60 credits at level 6
Ordinary Bachelor's Degree	Ordinary Bachelor's Degree	A minimum of 60 credits at level 7
Honours Bachelor's Degree	Honours Bachelor's Degree	A minimum of 120 credits, at least 60 of which are at level 8

Master's Degree	Master's Degree	A complete programme
-----------------	-----------------	----------------------

- 8.4. On relevant courses, learners can apply for an Exit Award.
- 8.5. Applicants must have met the necessary academic and clinical requirements to avail of an Exit award i.e. a grade of at least 16 or pass in each of the relevant modules.
- 8.6. The learner must satisfy any relevant clinical requirements associated with the relevant Exit Award.
- 8.7. Exit awards are ratified at the relevant assessment boards.

9. SECTORAL CONVENTION 6: ECTS GRADE AND GRADE INTERPRETATION SCHEME

- 9.1. Whenever the ECTS Grade and (if appropriate) the ECTS Grade Interpretation Scheme (EGIS_ are implemented, it shall be on the basis of a sectoral or national convention.
- 9.2. The ECTS Grade is not yet implemented in Ireland. PCI College implements the ECTS User's Guide.

10. SECTORAL CONVENTION 7: EXCEPTIONS

- 10.1. In exceptional circumstances where, for a particular programme, the legitimate requirements of external authorities conflict with one or more of the sectoral conventions and make their application impossible, an alternative arrangement may be made for that programme.
- 10.2. Such exceptions may result from the imminent implementation of statutory regulation of the counselling and psychotherapy professions in Ireland and impact PCI College programmes.
- 10.3. Should these circumstances arise, they shall be identified on the Europass Diploma Supplement, described in the programme assessment strategy, and articulated during the programme validation/re-validation process.

11. PROCEDURE FOR DISSEMINATION OF LEARNER RESULTS

- 11.1. All final assessment results are communicated to the learner via either in progress transcript or final transcript of results within 2 weeks of their ratification at assessment boards.
- 11.2. Programmes Office pull the relevant in progress transcripts and final transcripts from the system once the assessment boards have ruled on all grades awarded.
- 11.3. These transcripts are posted to relevant learners using address saved securely on the internal storage system.
- 11.4. Learners who have outstanding fees may have transcript withheld until such time as the outstanding balance of fees has been resolved.

12. LINKED POLICIES AND PROCEDURES

Linked Policies	Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure