Postgraduate Diploma in Facilities Management

Assessment, progression and award regulations

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Author: G Fogg
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File: DipFM regs
1. Guidance notes

1. Guidance notes will be issued to all candidates prior to examinations and shall form part of these regulations.

2. Read in conjunction

2. These regulations should be read in conjunction with the Student Handbook sections headed Assessment, Examinations and Re-registration, withdrawal and deferral. Information given in these sections is deemed to be part of these regulations and is therefore binding.

3. Ultimate authority / right to vary

3. Assessment will be in accordance with the assessment policies of the College of Estate Management. The College may vary these regulations from time to time, such variations being effective upon their publication.

4. Assessment consists of

4. The assessment for the CEM Diploma in Facilities Management consists of the following elements:

   a. assessed assignments in modules 1-5 and 11;
   b. assessed on-line activities in modules 1-3;
   c. one 2-hour and four 1½-hour unseen written examination papers at Part 1;
   d. five 3-hour unseen written examination papers at Part 2.

5. Assessment table

5. You will be assessed in Modules 1–5 through a combination of written examination papers and assessed coursework. Modules 6-10 are assessed by examination only. Module 11 is assessed by coursework only.

### PART 1

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weighting</th>
<th>Module Credits (All at Level 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1: H101 FM-The Overview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-line activities and One</td>
<td>25%</td>
<td>20 credits</td>
</tr>
<tr>
<td>assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One integrative project</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>One 2-hour exam</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Module 2: H102 The Workplace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-line activities and One</td>
<td>50%</td>
<td>10 credits</td>
</tr>
<tr>
<td>assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One 1½-hour exam</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>
### Module 3: H103 Management
- On-line activities and One assignment
- One 1½-hour exam

### Module 4: H104 Financial Management Principles
- One assignment
- One 1½-hour exam

### Module 5: H105 Legal Studies
- One assignment
- One 1½-hour exam

### PART 2

#### Module 6: H206 Information Technology
- One 3-hour exam

#### Module 7: H207 Operational Property Portfolio Planning
- One 3-hour exam

#### Module 8: H212 Procurement and Supply Chain Management
- One 3-hour exam

#### Module 9: H209 Corporate Real Estate Management
- One 3-hour exam

#### Module 10: H210 The Facilities Support Services
- One 3-hour exam

#### Module 11: H211 Communic8
- Four assignments

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### Mark classification
6. Assessment classifications are as follows:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-100%</td>
<td>Distinction</td>
</tr>
<tr>
<td>60-69%</td>
<td>Merit</td>
</tr>
<tr>
<td>50-59%</td>
<td>Pass</td>
</tr>
</tbody>
</table>

**Failing categories**

<table>
<thead>
<tr>
<th>Mark</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-49%</td>
<td>Below threshold standard (BTS)</td>
</tr>
<tr>
<td>0-39%</td>
<td>Unsatisfactory work</td>
</tr>
</tbody>
</table>

The difference between the two failing categories is that the range below threshold standard, whilst being deficient in some significant way, comes close enough to a pass standard to allow the possibility of an overall pass across the Programme.

### Pass principles
7. The pass mark for each module is 50 overall (assessment components combined). A maximum of 55 credits at below threshold standard can be carried forward for progression purposes and to the final award. This allowance can be used up at Part 1 of the Programme, at Part 2 of the Programme, or be spread over the two Parts.

### Carry forward
8. You must complete the current assignments for each module and submit them by the required dates. In certain circumstances, however, you will be allowed to carry forward assessment component marks (from examinations or from the average of assignment marks) from failed modules (see Regulation 15).

### Syllabus in force
9. You will be examined on the syllabus in force at registration.

### New law
10. When law which is either new, or which amends or extends that referred to in the syllabus or study material, comes into operation, you must read the syllabus and/or study material as though such changes were mentioned. You will be expected to be aware of the general principles of such changes which come into effect up to six months preceding the examination, but will not be examined upon it in detail. This provision does not just apply to those modules designated as law modules but will also apply where there is any reference to legislative provisions.
### 11. Research module

11. Assessment by research based modules is not used on this programme.

### 12. Viva voce exam

12. At the discretion of the Results Board a viva voce examination may form part of any examination.

### 13. Discretion

13. The Results Board has the discretion to vary the above standards. All assessment marks are provisional and may be subject to moderation prior to confirmation by the Module Board(s).

### 14. QA approval

14. All results agreed by the Progression and Award Board are signed off by the Chairman of that board and by the Programme External Examiner before they are released. Final approval is given by the Academic Board of the College.

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**Progression (in case of failure)**

15. If you receive a mark below 40 for any modules, or if you receive a mark below 50 for modules beyond your 55 credit allowance (referred to in regulation 7) you will be required to retake those modules at the next available opportunity, normally one year later. If you achieve not less than 50 in either the assignments (on average) or the examination for each module to be retaken, you will normally be entitled to carry the mark for one element forward to your next attempt. You must also pay a retake fee of approximately half the original module fee. If you do not sit the retake examination at the first available opportunity, a full module fee will be payable.

16. If you fail due to illness or other reasonable absence and have properly notified the College and provided supporting evidence, you will be deemed not to have sat and will not lose an attempt. However, you will still need to retake the module(s) at the next available opportunity, normally one year later. If you achieve not less than 50 in either the assignments (on average) or the examination for each failed module, you will normally be entitled to carry the mark for one element forward to your next attempt. You will also need to pay a retake fee of approximately half the original module fee. If you do not sit the postponed examination at the first available opportunity, normally one year later, a full module fee will be payable.

17. A maximum of 55 credits at below threshold standard can be compensated by pass standards in the other credits from the full Diploma Programme.
## Postgraduate Diploma in Facilities Management

**Assessment, progression and award regulations**

<table>
<thead>
<tr>
<th>18. Attempts</th>
<th>18. You are allowed THREE attempts at each module.</th>
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<tbody>
<tr>
<td>19. Trailing</td>
<td>19. At the discretion of the Results Board, you may trail one module from Part 1 to Part 2, or part of one module (if you are carrying forward assignment or examination marks), to combine with the normal diet in the following year. In these circumstances, you may study a maximum of seven modules in any one year. This regulation applies whether you have failed or been deemed not to have sat.</td>
</tr>
<tr>
<td>20. Award implications of retake</td>
<td>20. If any module has to be retaken, this disqualifies you from receiving either Merit or Distinction final awards.</td>
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<tr>
<td>21. Due diligence</td>
<td>21. If you fail any module at the final attempt the Progression and Award Board will look carefully at your results. If due diligence has been shown, that Board may recommend an alternative to expulsion from the programme.</td>
</tr>
<tr>
<td>22. Condoning modules</td>
<td>22. In exceptional circumstances the boards of examiners retain the right to recommend a condonation of a failed module.</td>
</tr>
<tr>
<td>23. Max duration</td>
<td>23. The maximum time permitted in which to complete the programme is normally SIX years</td>
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</tbody>
</table>
| 24. Appeal reg 1 | **Appeals procedure**  
  24. The appeals procedure is in two stages:  
  - **Stage One – Query procedure.** If you are unsuccessful and consider that a clerical or administrative error may have been made in the result as notified, you should write to the Head of Examinations at the College of Estate Management within three weeks of the date of publication of the results, requesting a recheck of the result and stating the reasons for such a request. The Head of Examinations will arrange for the result to be rechecked to discover whether a clerical or other error has occurred. You will be notified of the outcome of this check.  
  - **Stage Two – Appeals procedure.** You should make any further appeal against the decision of the Results Board within three weeks of completion of the query procedure. You must include the appropriate appeal fee and write to the Principal in an envelope marked ‘Private and Confidential’. You must state clearly the grounds on which your appeal is based and include any supporting documentary evidence. |
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<table>
<thead>
<tr>
<th>25. Appeal reg 2</th>
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<tbody>
<tr>
<td>25. If there are legitimate grounds for appeal, the matter will be referred to an Independent Appeals Board. The membership of the Independent Appeals Board will normally comprise a Chairman appointed by the College from outside the College, academics also from outside the College and an individual professionally qualified and practising in a discipline relevant to the land and property sector. The Independent Appeals Board is the final arbiter in any appeal a candidate may make. Appellants will be informed of the outcome of the appeal by letter.</td>
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</tbody>
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<thead>
<tr>
<th>26. Appeal reg 3</th>
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<tr>
<td>26. Subject to the right of appeal contained in these clauses, the decisions of the boards of examiners are final.</td>
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</table>

<table>
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<tr>
<th>27. Credits required &amp; designation</th>
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<tbody>
<tr>
<td>27. You will be awarded the CEM Postgraduate Diploma in Facilities Management the on successful completion of 120 credits. You will be entitled to use the designatory letters PGDipFM.</td>
</tr>
</tbody>
</table>

A presentation ceremony is held in July each year. Full information about the ceremony, arrangements for guests, etc. is sent to diplomates following final results. If unable to attend you may opt to have your certificate sent to a specified address after the ceremony, or to postpone attendance until the next ceremony.

<table>
<thead>
<tr>
<th>28. Classification criteria</th>
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<tbody>
<tr>
<td>28. Final awards will be based upon the following criteria:</td>
</tr>
</tbody>
</table>

**DISTINCTION:** [A Weighted Average Mark of 70 or more over 120 credits
AND
no credits below 40.] ......OR :

[A Weighted Average Mark of 68 or more over 120 credits
AND
a mark of 70 or more in at least 60 credits
AND
no credits below 40.]

**MERIT:** [A Weighted Average Mark of 60 or more over 120 credits
AND
no credits below 40.] ......OR :

[A Weighted Average Mark of 58 or more over 120 credits
AND
no credits below 40.]
AND
a mark of 60 or more in at least 60 credits
AND
no credits below 40.]

**PASS:** [A Weighted Average Mark of 50 or more over 120 credits
AND
no more than 55 credits below 50
AND
no credits below 40] …… **OR:**

[A Weighted Average Mark of 48 or more over 120 credits
AND
a mark of 50 or more in at least 60 credits
AND
no more than 55 credits below 50
AND
no credits below 40.]

**FAIL:** A performance which fails to fulfil the criteria for the above classifications.

29. **Intermediate awards**

29. A Postgraduate Certificate will be awarded to students who achieve 60 credits with a minimum of 40 credits at Level 7. The award is **only** made if the student leaves the programme after Part 1 or fails at final attempt and subsequently leaves the programme without being awarded the Diploma.

30. **Ancillary awards**

30. There are no additional awards for the credits completed on the CEM PG Diploma in Facilities Management. However, those wishing to progress to an MSc award have the option to transfer to the MSc in Facilities Management after the first year of the Diploma.

Additionally, successful completion of Part 1 of the Programme is recognised by the British Institute of Facilities Management (BIFM) as a route to membership and satisfies the knowledge element of the criteria to become a Certified BIFM Member (CBIFM). Those existing members of BIFM (MBIFM) who successfully complete Part 1 of the Programme are eligible for automatic upgrade to CBIFM upon providing proof of their achievement to the Institute.