

REGULATION 1

UNIVERSITY OF LONDON AWARDS

Contents

For the avoidance of doubt this regulation only applies to awards of the University of London. For member institutions awarding their own degrees please see ordinance 9.

SECTION A: LIST OF DEGREES AND OTHER AWARDS WHICH MAY BE GRANTED	1
The Degrees	1
Diplomas and Certificates	3
Additions to the List of Degrees and Other Awards	3
Citation and Designation of Awards	3
SECTION B: FRAMEWORK FOR AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES	4
Authorisation of Award	4
Diplomas for Degrees and other Awards	4
Collaborative Provision	5
Revocation of Degrees and Other Awards	5
SECTION C: REQUIREMENTS FOR UNIVERSITY OF LONDON DEGREES AND OTHER AWARDS	6
Programmes of Study	6
Requirements for Degrees and Other Awards	5
Academic Dress	18
SECTION D: ACADEMIC STANDARDS AND QUALITY ASSURANCE	18
Academic Standards	18
Quality Assurance	18
Accreditation of Prior Learning	20
Examiners' Reports on Research Degrees	21
Review	21
SECTION E: REGULATIONS FOR DEGREES AND OTHER AWARDS	21
ANNEXES	
Annex 1 Regulations on Academic Dress	27
Annex 2 Procedure for Consideration of Allegations of Irregularity in Relation to University of London Awards	35
Annex 3 Procedure for Consideration of Representations Concerning Decisions of Boards of Examiners	37

REGULATION 1

SECTION A: LIST OF DEGREES AND OTHER AWARDS WHICH MAY BE GRANTED:

THE DEGREES

1. The degrees, listed below in alphabetical order and indicating their abbreviated titles, are those which may be granted by the University. The designated academic level of the qualification is aligned with The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies, which forms part of the UK Quality Code for Higher Education.

- 1.1 **Foundation Degrees (FHEQ Level 5)**

Foundation Degree in Arts (FdA)
Foundation Degree in Science (FdSc)

- 1.2 **First Degrees: Bachelor's Degrees with Honours and Bachelor's Degrees (FHEQ Level 6)**

Bachelor of Arts (BA)
Bachelor of Business Administration (BBA)
Bachelor of Dental Surgery (BDS)
Bachelor of Divinity (BD)
Bachelor of Education (BEd)
Bachelor of Engineering (BEng)
Bachelor of Laws (LLB)
Bachelor of Medical Science (BMedSci)
Bachelor of Medicine and Bachelor of Surgery (MB,BS)
Bachelor of Music (BMus)
Bachelor of Science (BSc)
Bachelor of Science (Economics) (BSc(Econ))
Bachelor of Science (Engineering) (BSc(Eng))
Bachelor of Veterinary Medicine (BVetMed) programme

- 1.3 **First Degrees: Integrated Masters Degrees (awarded with Honours, FHEQ Level 7)**

Master of Engineering (MEng)
Master of Pharmacy (MPharm)¹
Master in Science (MSci)
Master of Enterprise (MEnt)

- 1.4 **Postgraduate Taught Degrees (FHEQ Level 7)**

Master of Architecture (MArch)
Master of Arts (MA)
Master of Business Administration (MBA)
Master of Clinical Dentistry (MClinDent)
Master of Education (MEd)
Master of Fine Art (MFA)
Master of Laws (LLM)
Master of Music (MMus)
Master of Public Administration (MPA)
Master of Public Health (MPH)
Master of Research (MRes)

¹ The First Degree Level Masters in Pharmacy (MPharm) was introduced in 1997. Students registering in and before 1996 registered for the Bachelor of Pharmacy (BPharm). The Postgraduate Level Master of Pharmacy (MPharm) was withdrawn from August 1997 following the introduction of the First Degree Level Masters in Pharmacy.

REGULATION 1

Master of Science (MSc)
Master of Teaching (MTeach)
Master of Theology (MTh)
Master of Veterinary Medicine (MVetMed)

1.5 **Research Degrees (FHEQ Level 7)**

Master of Philosophy (MPhil)
Master in Islamic and West Asian Studies (MPhilWASud)
Master in Philosophical Studies (MPhilStud)

1.6 **Research Degrees (FHEQ Level 8)**

Doctor of Medicine (MD)
Doctor of Medicine (Research) (MD(Res))
Doctor of Philosophy (PhD)
Doctor of Philosophy (PhD) by Publication
Doctor of Veterinary Medicine (DVetMed)
Master of Dental Surgery (MDS)
Master of Surgery (MS)

1.7 **Specialist Doctorates (FHEQ Level 8)**

Doctor in Agriculture and Food (DAgriFood))
Doctor in Animal Science (DAnimSci)
Doctor in Business Administration (DBA)
Doctor in Clinical Dentistry (DClinDent)
Doctor in Clinical Medicine (DrClinMed)
Doctor in Clinical Psychology (DClinPsy)
Doctor in Education (EdD)
Doctor in Educational Psychology (DEdPsy)
Doctor in Engineering (EngD)
Doctor in Evidence-Based Human Resource Management (DrEBHRM)
Doctor in Health Care (DHC)
Doctor in Ministry (DMin)
Doctor in Occupational Health, Psychology, and Management (DrOHPM)
Doctor in Organizational Psychology (DrOP)
Doctor in Pastoral Theology (DPT)
Doctor in Professional Studies (DrPS)
Doctor in Psychotherapy (DPsychotherapy)
Doctor in Public Health (DrPH)
Doctor in Veterinary Practice (VetD)

1.8 **Higher Doctorates²**

Doctor of Divinity (DD)
Doctor of Laws (LLD)
Doctor of Literature (DLit)
Doctor of Literature (Education) (DLit (Ed))
Doctor of Music (DMus)
Doctor of Science (DSc)
Doctor of Science (Economics) (DSc (Econ))
Doctor of Science (Engineering) (DSc (Eng))
Doctor of Science (Medicine) (DSc (Med))
Doctor of Science (Social Sciences) (DSc(SocSc))

² Following a review of Higher Doctorates, entries to the examination for these degrees have not been accepted since 30 September 2001 and the degrees remain in abeyance. They are offered as honorary degrees only.

REGULATION 1

DIPLOMAS AND CERTIFICATES

2. The following diplomas and certificates may be granted by the University.
 - 2.1 **FHEQ Level 4**
Certificate of Higher Education (CertHE)
 - 2.2 **FHEQ Level 5**
Diploma of Higher Education (DipHE)
 - 2.3 **FHEQ Level 6**
Graduate Certificate (GradCert)
Graduate Diploma (GradDip)
Diploma for Graduates (awarded through the University of London Worldwide) (Dip Grad)
Professional Graduate Certificate in Education (PGCE)
 - 2.4 **FHEQ Level 7**
Postgraduate Certificate (PGCert)
Postgraduate Diploma (PGDip)
Postgraduate Certificate in Education (PGCE)
 - 2.5 The extra-mural diplomas and certificates approved by Birkbeck College and published in the relevant Regulations³.
 - 2.6 The diplomas and certificates at FHEQ Levels 4 and 5 and the International Foundation Certificate approved by the Board of the University of London Worldwide for University of London Worldwide students and published in the relevant Regulations.

ADDITIONS TO THE LIST OF DEGREES AND OTHER AWARDS

3. Any additions to the list of degrees, diplomas and certificates which the University may grant, must be approved by the Collegiate Council.

CITATION AND DESIGNATION OF AWARDS

4. Citation of a degree, diploma or certificate, shall be by the title or abbreviation given in paragraphs 1 and 2 above with, in parenthesis, the name of the University and, where applicable, of the Member Institution by which the award was made.
5. The titles of the first, postgraduate taught and specialist doctorate degrees, diplomas and certificates listed in paragraphs 1 and 2 above may be augmented by the addition of the names of one or more disciplinary specialisms as provided in the relevant Regulations under which the award is made.

³ Extra-mural diplomas and certificates approved by Birkbeck College are currently under review.

REGULATION 1

SECTION B: FRAMEWORK FOR AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

AUTHORISATION OF AWARD

6. In this Regulation 'Member Institution' means an institution holding the status of Member Institution of the University.
7. Each Member Institution is authorised to award the degrees and other awards of the University of London listed in Section A above, in accordance with its degree regulations and quality assurance procedures, to persons registered by the Member Institution as Students. This authority may be exercised by an individual but may not be delegated by a Member Institution to any individual, organisation or body outside the Member Institution.
8. The Vice-Chancellor is authorised to award all degrees, diplomas and certificates in accordance with Regulations and Procedures made under previous Statutes and under Section A above and shall exercise this responsibility in relation to:
 - 8.1 degrees organised on a federal basis⁴;
 - 8.2 degrees, diplomas and certificates offered by the University of London Institute in Paris; the School of Advanced Study; and through the University of London Worldwide;
 - 8.3 research degrees [when the examination is administered by the central offices], and higher doctorates;

and in such other cases as may be agreed between the Collegiate Council and a Member Institution.

DIPLOMAS FOR DEGREES AND OTHER AWARDS

9. Except as provided in paragraph 10, a diploma shall be issued under the Seal of the University to those who have been awarded a degree or other award of the University of London. In the case of a Student registered at a Member Institution the diploma shall state the name of the Member Institution conferring the degree or other award or on behalf of which the Vice-Chancellor is authorised to confer the degree or other award, the title of the award and the classification or other distinction where appropriate and shall carry the signatures of the Head of Member Institution and the Vice-Chancellor.
10. In the case of a degree awarded jointly by a Member Institution and either a Member Institution awarding its own degrees or an institution outside the University, a diploma in the names of the institutions who have jointly awarded the degree shall be issued, the form of the diploma to be agreed by the institutions and approved by the Vice-Chancellor.

⁴That is, where the candidates may be drawn from several Member Institutions and for which the arrangements have the agreement of the relevant Member Institutions and there is a single Board of Examiners.

REGULATION 1

COLLABORATIVE PROVISION

11. Except in the case of the Foundation degree, a Member Institution may not enter into a validation or franchising agreement beyond a foundation year (year nought). In this context validation is defined as the process whereby the University judges a programme of study designed and offered by an external organisation (e.g. Member Institutions which do not award degrees, an overseas institution, or a commercial/industrial establishment) as being appropriate to lead to an award of the validating institution. In this arrangement the overall responsibility resides with the validator. Franchising is defined as the process whereby whole programmes or substantial parts of programmes or discrete parts of programmes of one institution are delivered in another institution with the overall responsibility for the quality of a programme and the assessment of the student residing with the franchiser institution.
12. A Member Institution awarding a Foundation degree may, provided that all the other requirements of these Regulations are satisfied, authorise that a programme which it has approved for that degree be delivered in conjunction with other institutions and organisations. In that case the Member Institution shall satisfy itself that it, in conjunction with the partner institution(s) and organisation(s), meets and will continue for the duration of the programme to meet, the relevant aspects of the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education.

REVOCATION OF DEGREES AND OTHER AWARDS

13. Each Member Institution is authorised to revoke degrees and other awards of the University in accordance with its own procedures, except in the following instances when reference to the procedures is not required:
 - 13.1 instances of administrative error in an award made under the appropriate quality assurance procedures, or
 - 13.2 instances where subsequent to award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.
14. On behalf of the Collegiate Council the Vice-Chancellor may revoke any degree, diploma or certificate of the University of London and all associated privileges.
15. The Vice-Chancellor is authorised to revoke an award only after the Procedure approved by the Collegiate Council for consideration of allegations of irregularity in the events or circumstances leading to the grant of that award has been followed, except in the following instances when reference to the Procedure is not required:
 - 15.1 instances of administrative error in an award made under the appropriate quality assurance procedures, or
 - 15.2 instances where subsequent to award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.

REGULATION 1

SECTION C: REQUIREMENTS FOR UNIVERSITY OF LONDON DEGREES AND OTHER AWARDS

PROGRAMMES OF STUDY

16. Programmes of study leading to the degrees, diplomas and certificates of the University, which meet the requirements specified below, may be offered by any Member Institution of the University as listed in Appendix 1 to the Statutes and also through the Central Academic Bodies.

REQUIREMENTS FOR DEGREES AND OTHER AWARDS

17. All awards should have regard to the provisions of the QAA's *UK Quality Code for Higher Education* and meet the following requirements specified for University of London degrees, diplomas and certificates:

Foundation Degrees (FHEQ Level 5)

All Foundation Degrees

18. An academically coherent programme of study, followed over a period of time, equivalent to two years full-time, which is designed to ensure:
 - 18.1 a critical understanding of the concepts and principles of the area of study and the way in which these have developed;
 - 18.2 a knowledge of the main methods of enquiry in the area of study and an ability to evaluate their application;
 - 18.3 an ability to apply underlying concepts and principles within a wider context; and
 - 18.4 the acquisition of skills relevant to employment.
19. The achievement of a satisfactory overall standard of assessment which would assess the student's:
 - 19.1 command of an appropriate body of skills and knowledge;
 - 19.2 ability to use a range of techniques to analyse information and propose solutions to problems, especially within a work context;
 - 19.3 ability to communicate effectively information, arguments and analysis;
 - 19.4 ability to progress to the final stage of an appropriate first degree course awarded with honours either directly or, where the nature of the programme for the Foundation degree and/or the first degree makes it appropriate, after further bridging study;
 - 19.5 ability to undertake further training to develop existing knowledge and skills.

REGULATION 1

First Degrees: Bachelor's Degrees with Honours and Bachelor's Degrees (FHEQ Level 6)

All First Degrees

20. An academically coherent programme of study, followed over a period of time equivalent to three years full-time⁵, or longer where appropriate to the degree and/or subject concerned, which is designed to ensure:
 - 20.1 academic progress in terms of depth of study;
 - 20.2 ability to study at an advanced level, to assimilate, assess, interpret and apply information and to communicate effectively;
21. the achievement of a satisfactory overall standard in a scheme of assessment which tests the student's:
 - 21.1 command of an appropriate body of knowledge and skills;
 - 21.2 familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
 - 21.3 capacity for independent and critical thought.
22. schemes for the award of Bachelor's Degrees with Honours, where relevant, which shall have regard to:
 - 22.1 the levels of achievement (in descriptive rather than numerical terms) required to meet the following broad criteria:

First:	Excellent
Ili:	Very Good
Ilii:	Good
III:	Adequate
Pass:	Minimum acceptable
 - 22.2 A Degree with a Pass Classification will not be awarded with Honours.
 - 22.3 A Bachelor's Degree without Honours may be referred to as an Ordinary Degree or Pass Degree.
 - 22.4 An Ordinary Degree/Pass Degree is usually awarded where more than 300 credits but less than 360 credits have been achieved.
 - 22.5 In exceptional circumstances, an Ordinary Degree/Pass Degree may be awarded as an Aegrotat Degree.

Additional requirements for some FHEQ Level 6 first degrees are as follows:

Bachelor of Dental Surgery; Bachelor of Medicine; Bachelor of Surgery; Bachelor of Pharmacy⁶; Bachelor of Veterinary Medicine; First Degrees in Health Sciences which are regulated by Act of Parliament

⁵ Includes the degrees of Intercolated Bachelor of Science and Bachelor of Medical Science where a one-year course of study builds on a two-year course of basic medical sciences at the University of London or another university in the UK, EU or EFTA.

⁶ Final registrations in 1996.

REGULATION 1

23. These degrees shall be taught in accordance with curricula that meet the requirements of the relevant Registering Body (General Dental Council, General Medical Council, Royal Pharmaceutical Society of Great Britain, Royal College of Veterinary Surgeons and Council for Professions Supplementary to Medicine). BDS, MB BS and BVetMed degree programmes shall involve not less than 56 months of full-time study, at least the final 33 months of which shall have been undertaken while registered at a Member Institution of the University of London except (a) in the case of BDS and MB BS degree courses which are integrated into a combined programme with a BSc or BMedSci degree and a PhD degree, when the overall length of the combined programme shall not be less than 93 months of which the final 57 months must be spent at a Member Institution of the University of London; and (b) in the case of the Accelerated Graduate Entry Programme for the degrees of MBBS, BVetMed and BDS, when the overall length of the programme shall be not less than 45 months, of which the final 33 months must be spent at a Member Institution of the University of London.

Bachelor of Engineering

24. The programme of study shall give emphasis to preparation for professional practice. It shall provide the necessary understanding of the scientific basis of engineering and include a substantial engineering applications component as an integrated part of the course, together with some appreciation of the industrial and business environment (ie enhanced courses in Engineering Council terms).

First Degrees: Integrated Masters Degrees (awarded with Honours, FHEQ Level 7)

25. The general requirements for first degrees (set out in paragraphs 20 and 21 above).

Additional requirements for some Level 7 first degrees are as follows:

Master in Science

26. The programme of study shall be followed over a period of time equivalent to four years full-time. It shall include a major project and provide a sound basis for a subsequent scientific or technically-based career or research.

Master of Engineering

27. The programme of study shall be followed over a period of time equivalent to four years full-time, of which not less than three academic years and two terms shall be full-time Member Institution-based study (which may include a year at another institution of university status), and shall satisfy one or more of the following requirements:
- 27.1 provide for study of a particular engineering discipline in greater depth than the Bachelor of Engineering;
 - 27.2 provide for multi-disciplinary study of a range of engineering disciplines;
 - 27.3 provide for study of a particular engineering discipline in depth and incorporate a significant proportion of industrial and business studies as an integral part of the curriculum; together with all the following requirements:
 - 27.4 include the teaching of design through the use of project work and case studies, preferably in an industrial context;
 - 27.5 include a major project;

REGULATION 1

- 27.6 demand a level of study and attainment which is equivalent to that required for a Postgraduate Taught Degree in this University.

Master of Pharmacy

28. The programme of study, taught in accordance with curricula that meet the requirements of the Royal Pharmaceutical Society of Great Britain, shall be followed over a period equivalent to four academic years full-time and shall provide for the study of two or more elective disciplines and shall include a major research project.

Master of Enterprise

29. Students who have successfully completed study towards a Bachelors degree are eligible to transfer onto this programme, which will include modules to the value of 120 credits at Level 7 and include an Enterprise project of 60 credits. The modules shall be followed over a period equivalent to one academic year full-time. Students successfully completing the programme will be awarded a Master of Enterprise in <discipline studied for Bachelors programme> with Enterprise.

Postgraduate Taught Degrees (FHEQ Level 7)

All Postgraduate Taught Degrees

30. A prescribed programme of study beyond the standard first degree level which assumes the general level of educational competence implicit in the award of a first degree and which extends over a period equivalent to a minimum of one calendar year full-time⁷.
31. A satisfactory overall standard in a scheme of assessment appropriate to the Master's course concerned.

Additional requirements for some postgraduate taught degrees are as follows:

Master of Architecture

32. The assessment shall be by design portfolio and accompanying written report. The portfolio shall include the full development and resolution of at least one architectural and design project.

Master of Clinical Dentistry

33. A prescribed programme of study of a minimum of two calendar years full-time or its equivalent in part-time study.
34. The programme of study shall include academic and clinical elements, the latter element providing a major component towards specialist training in a designated clinical dental discipline.

Master of Fine Art

35. A prescribed programme of study of two academic years full-time or its equivalent in part-time study.

⁷ For degree programmes introduced after October 1991.

REGULATION 1

36. The emphasis of the programme of study for the degree shall be on the creative and intellectual development of the individual student artist. The programme of study shall include:
- 36.1 studio-based seminars addressing issues of current relevance to studio work and to wider critical debates; and
 - 36.2 independent research relating to the studio work.
37. Assessment shall be by means of public presentation of studio work, seminar presentation and the submission of a critical study.

Master of Public Health

38. During the programme of study a student must work as a public health professional in an international, national or local government agency, in a non-governmental or charitable organisation concerned with public health, or in a community or public health environment, or in a university department concerned with community or public health.

Master of Research

39. The programme of study shall:
- 39.1 be a free-standing and formally examined prescribed course of full-time study beyond the bachelor's degree level of at least one calendar year or its equivalent in part-time study; and
 - 39.2 provide a structured and progressive research training programme which is an adequate foundation for doctoral study or a research career in industry or the public sector; and include
 - 39.3 a grounding in research techniques relevant to the broad disciplinary area;
 - 39.4 significant research component, which enables the student to demonstrate initiative and creativity and is assessed by means of a written report;
 - 39.5 elements designed to broaden students' experiences by equipping them with a range of transferable skills.

Master of Teaching

40. A prescribed programme of study between two and three calendar years in part-time study.
41. The emphasis of the programme of study shall be on the intellectual and professional development of new entrants to the teaching profession.
42. Assessment shall be by means of professional development portfolios, on which candidates shall be examined *viva voce*, research and practice-focussed assignments, and a report or a dissertation.

Master of Public Administration

43. A prescribed programme of study of a minimum of one calendar year full-time or the equivalent in part-time study.

REGULATION 1

44. The programme of study combines rigorous academic development with strong practical applications in individual and group-based work, and excellent contact with governmental and international organisations.

Graduate Diploma/Diploma for Graduates

45. Graduate Diplomas/Diplomas for Graduates are normally the equivalent of one year of full-time study. Both the Graduate Diplomas/Diplomas for Graduates are at FHEQ Level 6.

Postgraduate Certificates

46. Postgraduate Certificates are normally the equivalent of a minimum of one-third of a calendar year of full-time study, and may be awarded on successful completion of 60 credits.

Postgraduate Diplomas

47. Postgraduate Diplomas are normally the equivalent of a minimum of two-thirds of a calendar year of full-time study, and may be awarded on successful completion of 120 credits.

Postgraduate or Professional Graduate Certificate in Education

48. The Professional Graduate Certificate in Education (PGCE) is at FHEQ Level 6, and the Postgraduate Certificate in Education (PGCE) is at FHEQ Level 7.

Research Degrees (FHEQ Level 7)

Master of Philosophy

49. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
50. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 60,000 words.
51. The thesis shall:
- 51.1 consist of the candidate's own account of his/her investigations;
[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
 - 51.2 be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
 - 51.3 be an integrated whole and present a coherent argument;
[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.]

REGULATION 1

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- 51.4 give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
- 51.5 be written in English and the literary presentation shall be satisfactory, although the Member Institution/School of Advanced Study at which the candidate is or will be registered may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis.
- 51.6 In certain specified fields other forms of material may be required to be submitted for assessment in addition to the thesis.

Master in Islamic and West Asian Studies

- 52. The minimum period of study shall be two calendar years full-time or its equivalent in part-time study.
- 53. The programme of study shall provide students with advanced knowledge of Islamic and West Asian studies, include sustained research on a single topic presented in the form of a thesis, and include a research training for doctoral study. The programme of study shall:
 - 53.1 provide a progressive research training which is an adequate foundation for doctoral study;
 - 53.2 include supervised research of Islamic and West Asian studies assessed by essays or written papers that demonstrate advanced knowledge and depth of understanding of those areas; and
 - 53.3 include a substantial research component in the form of a thesis that shall not exceed 30,000 words. Assessment of the submitted thesis shall include an oral examination.
- 54. The thesis shall:
 - 54.1 consist of the candidate's own account of his/her investigations;
 - 54.2 be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been thoroughly surveyed;
 - 54.3 be an integrated whole and present a coherent argument;

REGULATION 1

- 54.4 give a critical assessment of the relevant literature, present the findings of research and include a discussion on those findings; and
- 54.5 be written in English and the literary presentation shall be satisfactory.

Master in Philosophical Studies

- 55. The minimum period of study shall be two calendar years full-time or its equivalent in part-time study.
- 56. The programme of study shall provide students with advanced knowledge of three areas of the relevant discipline, include sustained research on a single topic presented in the form of a thesis, and include a research training for doctoral study. The programme of study shall:
 - 56.1 provide a progressive research training which is an adequate foundation for doctoral study;
 - 56.2 include supervised research of three independent areas of the relevant discipline assessed by essays or written papers that demonstrate advanced knowledge and depth of understanding of those areas;
 - 56.3 include a substantial research component in the form of a thesis that shall not exceed 30,000 words. Assessment of the submitted thesis shall include an oral examination.
- 57. The thesis shall:
 - 57.1 consist of the candidate's own account of his/her investigations;
 - 57.2 be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been thoroughly surveyed;
 - 57.3 be an integrated whole and present a coherent argument;
 - 57.4 give a critical assessment of the relevant literature, present the findings of research and include a discussion on those findings; and
 - 57.5 be written in English and the literary presentation shall be satisfactory.

Doctoral Degrees (FHEQ Level 8)

Doctor of Philosophy

- 58. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
- 59. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.
- 60. The thesis shall:

REGULATION 1

- 60.1 consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; and

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

- 60.2 form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power; and

- 60.3 be an integrated whole and present a coherent argument; and

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- 60.4 give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field; and

- 60.5 be written in English and the literary presentation shall be satisfactory, although the Member Institution/School of Advanced Study at which the candidate is or will be registered may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis; and

- 60.6 demonstrate research skills relevant to the thesis being presented; and

- 60.7 be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

- 60.8 In certain specified fields other forms of material may be required to be submitted in addition to the thesis.

Doctor of Philosophy by Publication

61. The award of Doctor of Philosophy by Publication is designed for individuals with an existing portfolio of published work (not more than 10 years old) addressing a central research question.

REGULATION 1

62. The minimum period of study shall be six months of full-time study or the part-time equivalent. Submissions will normally take place within twelve months of registration.
63. Assessment for the award shall in all cases be by submission of a portfolio, a critical appraisal and an oral examination, which shall be conducted in English. The work shall be equivalent to that expected of a standard Doctor of Philosophy in that the thesis/critical appraisal shall:
 - 63.1 form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new fact and/or by the exercise of independent critical power;
 - 63.2 be an integrated whole and present a coherent argument;
 - 63.3 be written in English and the literary presentation shall be satisfactory, although the Member Institution/School of Advanced Study at which the candidate is or will be registered may permit on an exceptional basis only a thesis/critical appraisal in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis/critical appraisal shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;
 - 63.4 include a full bibliography and references;
 - 63.5 demonstrate research skills relevant to the thesis/critical appraisal and portfolio being presented.
64. The **portfolio** shall consist of peer verified outputs which are in the public domain and/or published research which must constitute a substantial and coherent body of work which is comparable to the extent of work required of a standard PhD programme and which demonstrates a significant contribution made to the field.
65. The number of publications will depend on both the academic area and the type of publication included in the submission.
66. Where the candidate is not the first author in co-authored papers and there is no published statement as to the contribution of each author, the extent of their contribution should normally be certified by at least one co-author.
67. The majority of publications should have been published, but it will be possible to include some publications which are in press or which have been accepted for publication.
68. Publications should not have been included in the submission for another research degree.
69. Publications should demonstrate that the quality, extent and level of research undertaken is at least equivalent to that expected of a traditional PhD student who has reached end of writing up.
70. The **critical appraisal** shall consist of 10,000 – 15,000 words demonstrating how the outputs form a coherent body of work, demonstrate methodological and conceptual rigour, articulate the contribution to the field and clarify the individual contribution made in cases where the work has been co-authored.

REGULATION 1

Specialist Doctorates

71. A programme of study and examination for the degree of *Doctor in ----* shall satisfy the following requirements⁸:
- 71.1 the aims and objectives of the programme shall be such that it will provide an education at an intellectual level equivalent to that required for the PhD;
 - 71.2 the programme of study shall extend over a period of at least three⁹ years' full-time study or the part time equivalent;
 - 71.3 the programme shall include a substantial research component which is of a nature appropriate to the discipline concerned on which the final examination contributing to the award of the degree will be based (see also 60.4 and 60.7);
 - 71.4 the results of the research shall be presented in the form of a thesis¹⁰ which makes a distinct contribution to the knowledge of the subject and affords evidence of originality shown by the discovery of new facts and/or the exercise of independent critical power. The minimum length of the thesis shall be not less than 25,000 words and be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;
 - 71.5 the programme shall include elements of a practical/work-related/professional nature and formally taught elements appropriate to support its academic objectives;
 - 71.6 the elements listed at 60.5 shall be assessed by methods and at an intellectual level and at a time appropriate to the programme. Such assessment shall involve at least one examiner external to the University;
 - 71.7 the final examination contributing to the award of the degree shall be designed
 - (i) to test the thesis against the stated requirements (see 60.4 above) **and**
 - (ii) to test the candidate's conceptual understanding of the integration of all elements of the course and their related assessment;
 - 71.8 the final examination shall include an oral examination of each candidate conducted by at least two examiners, one of whom shall be external to the University.

Doctor of Medicine, Master of Surgery, Master of Dental Surgery and Doctor of Veterinary Medicine ^{*11}

⁸ Provision may be made for a reduced programme of study for students registered for the Doctorate in Clinical Psychology who have successfully completed a three-year full-time programme or part-time equivalent for a master's degree in Clinical Psychology of this or another university in the United Kingdom, with the proviso that the reduced programme of study extends over a minimum of 18 months full-time or three years part-time.

⁹ For a Doctorate in Clinical Medicine or in Clinical Dentistry, the Degree Regulations may provide for a minimum period of two years' full-time study or the part-time equivalent.

¹⁰ For a Doctorate in Agriculture and Food, in Animal Science, in Business Administration, in Clinical Dentistry, in Clinical Medicine, in Engineering, in Public Health, or in Veterinary Practice, the degree regulations may provide for the results of the research to be presented in the form of a portfolio rather than a thesis, but the other provisions of paragraph 70.4 shall apply.

¹¹ Degrees in the categories marked * will continue to be subject to regulations made under previous Statutes and to award on a federal basis. Registration for the MD, MS and MDS Degrees ceased on 30

REGULATION 1

72. The requirements are as indicated in the Regulations for the degrees of MD, MS, MDS and DVetMed and included in the Regulations for Internal Students 1994-95 made under previous Statutes.

Doctor of Medicine (Research)

73. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
74. The emphasis of the programme of study will be on the development in the individual student of:
- 74.1 the ability to recognise and validate problems;
 - 74.2 original, independent and critical thinking and the ability to develop theoretical concepts;
 - 74.3 a knowledge of recent advances within the field in related areas;
 - 74.4 an understanding of research methodologies and techniques and their appropriate application within the research field;
 - 74.5 the ability to analyse critically and evaluate the research findings and those of others; and
 - 74.6 an ability to summarise, document, report and reflect on progress.
 - 74.7 Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 50,000 words.
75. The thesis shall:
- 75.1 consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; and

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
 - 75.2 form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power; and
 - 75.3 be an integrated whole and present a coherent argument; and

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.]

REGULATION 1

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- 75.4 give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field; and
- 75.5 be written in English and the literary presentation shall be satisfactory;
- 75.6 demonstrate research skills relevant to the thesis being presented; and
- 75.7 be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

ACADEMIC DRESS

- 76. The Regulations on Academic Dress are at Annex 1.
- 77. The Regulations may provide for degrees which were previously awarded by the University but have been discontinued.

SECTION D: ACADEMIC STANDARDS AND QUALITY ASSURANCE

ACADEMIC STANDARDS

- 78. Each Member Institution or Central Academic Body shall be responsible for the University of London degrees/diplomas/ certificates awarded to its Students and shall share with the other Member Institutions and Central Academic Bodies a collective responsibility for maintaining the standard of the University of London degree/diploma/certificate wherever awarded.

QUALITY ASSURANCE

- 79. Each Member Institution shall put in place academic quality assurance procedures which shall be approved in accordance with arrangements made by its governing body.
- 80. The Collegiate Council will be responsible for the approval of appropriate academic quality assurance procedures for degree programmes organised on a federal basis and for degree, diploma and certificate programmes offered at the University of London Institute in Paris; the School of Advanced Study; and through the University of London Worldwide. These procedures shall have regard to the provisions of the Quality Assurance Agency's *UK Quality Code for Higher Education*.

REGULATION 1

81. A Member Institution shall provide annually unless otherwise specified, to the Collegiate Council:
- 81.1 a list of the programmes of study offered for each of the degrees it awards;
 - 81.2 a list of the general areas of research available for specialist doctorates and degrees of MPhil, PhD, PhD by Publication and MD(Res);
 - 81.3 lists of candidates to whom the Member Institution has awarded degrees and details of any revocation of the said awards;
 - 81.4 reports and communications received during the year from the Quality Assurance Agency following its reviews and the Member Institution's response(s) to these (to be provided as soon as available);
 - 81.5 an annual return on all awards offered to inform the University Quality Enhancement Review and to include:
 - 81.5.1 information as requested about current issues and priorities for enhancement, particularly of systems for assuring standards and managing or enhancing academic quality; and information about any substantive changes to the Member Institution's academic and research degree regulations and quality assurance procedures;
 - 81.5.2 confirmation of compliance with Regulation 1; and
 - 81.5.3 confirmation that all examination boards had the input of at least one External Examiner, that no External Examiner failed to confirm the appropriateness of standards or sector comparability of student performance in respect of the awards at each level, and that no External Examiner failed to confirm the appropriateness and due conduct of the processes for assessment, examination and the determination of awards; and, should any one or more External Examiners not provide confirmation, that any concerns raised were addressed.

And these shall be available to any other Member Institution of the University.

Matters to be included in Quality Assurance Procedures

82. The quality assurance procedures of the Member Institutions and the Collegiate Council shall have regard to the provisions of the Quality Assurance Agency's *UK Quality Code for Higher Education* and shall *include* procedures for:

Foundation, Bachelor's Degrees, and Postgraduate Taught Degrees, Diplomas and Certificates

- 82.1 the formal award of the degree, diploma or certificate to candidates who have satisfied the examiners in the examination and satisfied all other requirements for the degree, diploma or certificate and revocation of the said awards;
- 82.2 where applicable, the award of degrees jointly with an institution outside the University. Such procedures must ensure that consideration is given to the status and standing of the partner institution; the rationale for the introduction of the degree; the quality assurance arrangements; and the logistical and

REGULATION 1

administrative arrangements for the organisation of the course and students, including the design, production, security and issue of an appropriate degree diploma.

Degrees of Master of Philosophy, Doctor of Philosophy, Doctor of Philosophy by Publication and Doctor of Medicine (Research)

82.3 the appointment of examiners for the degrees of MPhil, PhD, PhD by Publication, and MD(Res), and for the thesis for a specialist doctorate, such procedures to provide:

82.3.1 for appointments to be made by a properly constituted body, outside the department/unit in which the student has studied;

82.3.2 for the independence, expertise and relevant experience of the examiners considered for appointment to be properly considered;

82.4 the formal award of the degree to candidates who have satisfied the examiners in the examination and satisfied all other requirements for the degree and revocation of the said awards.

82.5 where applicable, the award of degrees jointly with an institution outside the University. Such procedures must ensure that consideration is given to the status and standing of the partner institution; the rationale for the introduction of the degree; the quality assurance arrangements; and the logistical and administrative arrangements for the organisation of the course and students, including the design, production, security and issue of an appropriate degree diploma.

Degrees of Master in Islamic and West Asian Studies, and Master in Philosophical Studies

82.6 the relevant elements of the procedures for first and postgraduate taught degrees and for the MPhil and PhD degrees.

Specialist Doctorates

82.7 the relevant elements of the procedures for first and postgraduate taught degrees and for MPhil and PhD degrees.

ACCREDITATION OF PRIOR LEARNING

83. The Collegiate Council, through the Central Academic Bodies, and Member Institutions shall make the provisions for studies already successfully undertaken and/or awards already achieved in the University of London or elsewhere by a student to count towards a University of London degree or diploma, such provisions to ensure:

83.1 that the academic requirements for that degree or diploma can be satisfied and verified by the relevant University or Member Institution body responsible for the award of that degree or diploma;

83.2 that the range, quality and currency of the previous study and/or of a previous award, and its coherence with the studies to be undertaken, will be taken into account in awarding credit and/or granting exemptions to individual students;

83.3 that the minimum period of registration and study with the University or in the

REGULATION 1

Member Institution shall be not less than one third of the normal period of full-time or part-time study prescribed for the programme concerned except in exceptional circumstances to be considered by the Pro Vice-Chancellor (Research) and approved by the Vice-Chancellor, except that in the case of post-registration programmes in Nursing and Midwifery the minimum period of registration and study may be not less than one quarter of the normal period of full-time or part-time study prescribed for the programme;

- 83.4 that the assessment undertaken by a student shall in all cases include assessment at the final level of the award;
- 83.5 the provisions for credit for study and assessment undertaken by University of London Students at other institutions during their period of registration for a University of London Degree or Diploma, such provisions to ensure that at least one third of the programme and assessment is undertaken in the Member Institution and that this includes the final stage of the programme and assessment.

EXAMINERS' REPORTS ON RESEARCH DEGREES

- 84. The Collegiate Council may call for the documents relating to the examination for and award of the degrees of MPhilWASud, MPhilStud, MPhil, PhD, PhD by Publication, MD(Res) and Specialist Doctorates (including the reports of Examiners on individual candidates) and seek such assurances as may be appropriate.

REVIEW

- 85. The Collegiate Council may review the information contained in the documentation to which reference is made in Section D of this Regulation and may, where it deems it appropriate seek assurance from a Member Institution that any apparently unresolved issue identified has been resolved, on the understanding that any remedial action is the responsibility of the Member Institution.

SECTION E: REGULATIONS FOR DEGREES AND OTHER AWARDS

Matters to be Included in Degree Regulations

- 86. Each Member Institution shall make regulations for the foundation degrees, first degrees, postgraduate taught degrees, diplomas, certificates and specialist doctorates listed in Section A for which it provides programmes of study.
- 87. Each Member Institution may make regulations for the degrees of Master in Islamic and West Asian Studies, Master in Philosophical Studies, Master and Doctor of Philosophy, Doctor of Philosophy by Publication and of Doctor of Medicine (Research).
- 88. Regulations for degrees organised on a federal basis¹² and for degree, diploma and certificate programmes offered by the University of London Institute in Paris; the School of Advanced Study; and through the University of London Worldwide shall be made by the Collegiate Council or in accordance with procedures agreed by the Collegiate Council.
- 89. The Collegiate Council shall, for so long as Member Institutions so require, make

¹² That is, where the candidates may be drawn from several Member Institutions and for which the arrangements have the agreement of the relevant Member Institutions and there is a single Board of Examiners.

REGULATION 1

regulations for the degrees of Master in Islamic and West Asian Studies, Master in Philosophical Studies, Master and Doctor of Philosophy, Doctor of Philosophy by Publication, and of Doctor of Medicine (Research) which shall apply to Member Institution-based awards, where it is so indicated in the Member Institution's own regulations. These regulations shall apply to Students at the University of London Institute in Paris; and the School of Advanced Study and, subject to such modifications as are appropriate, to University of London Worldwide students.

90. In making regulations regard shall be had to the relevant provisions of the Quality Assurance Agency's *UK Quality Code for Higher Education*. In the case of regulations made by the Collegiate Council, these matters shall be interpreted to reflect the location and status of the students to whom these regulations apply. Regulations shall also cover the matters listed below in respect of the Degrees of Master in Islamic and West Asian Studies, Master in Philosophical Studies, Master and Doctor of Philosophy, Doctor of Philosophy by Publication and Doctor of Medicine (Research).

For the Degrees of Master of Philosophy, Doctor of Philosophy, Doctor of Philosophy by Publication and Doctor of Medicine (Research)

91. The conditions for admission and registration for the MPhil, PhD and MD(Res) degrees which shall:
- 91.1 include a normal minimum entrance requirement equivalent to an upper second class honours degree of a UK university;
 - 91.2 specify that a Student intending to proceed to the PhD should normally register initially for the MPhil and, if appropriate, the circumstances in which immediate registration for the PhD may be permitted;
 - 91.3 require a minimum period of registration of two calendar years for the MPhil, PhD and MD(Res) and, where 'off-campus' or distance learning arrangements are permitted, stipulate the conditions that must be satisfied in order for such permission to be granted;
92. The requirements of the thesis as specified in paragraphs 48-50, 57-59, 60-69 and 72-74 above, including, where appropriate, specifying a maximum length of fewer than 50,000 words for the MD(Res) degree, 60,000 words for the MPhil degree, 100,000 words for the PhD degree for particular subject areas, and 15,000 words for the PhD by Publication;
93. The requirement that two, or exceptionally three, examiners be appointed for each candidate for the MPhil, PhD, PhD by Publication or MD(Res) degree and that:
- 93.1 the examiners be expert in the field of the thesis and able to make an independent assessment of the Student;
 - 93.2 at least one of the examiners must be external to the University of London (that is, not only external to the candidate's Member Institution);
 - 93.3 one examiner shall be normally from a Member Institution of the University;
 - 93.4 the candidate's supervisor/adviser shall not be an examiner;
 - 93.5 the examiners for the PhD by Publication will additionally:
 - 93.5.1 Evaluate the intellectual merit of the candidate's cited published work;

REGULATION 1

- 93.5.2 Establish if a satisfactory case is made for coherence between the publications/outputs;
- 93.5.3 Assess the contribution to knowledge represented by the publications and made apparent in any critical appraisal;
- 93.5.4 Evaluate the rigour with which the candidate has contextualised and analysed his/her publications in the critical appraisal;
- 93.5.5 Evaluate the appropriateness of the methods employed in the research and suitability of the application;
- 93.5.6 Assess the candidate's contribution to the various phases of the research embodied in multi-authored works;
- 93.5.7 Establish the candidate's ownership of the published work and appreciation of the state of knowledge within the candidate's research area;
- 93.5.8 Assess the candidate's research skills in terms of his/her potential as a continuing independent researcher.

94. Provisions relating to the conduct of the examination which shall include:

- 94.1 a requirement for examiners to prepare independent preliminary written reports on the thesis prior to the oral examination;
- 94.2 a requirement for the examiners, after reading the thesis, to examine the candidate orally, other than in the circumstances specified in paragraphs 83.4.3, 83.4.4 and 83.4.6 below; and for the examiners to have discretion to examine the candidate in addition by written papers and/or practical examination on the subject of the thesis and on subjects relevant thereto;
- 94.3 a requirement for the oral examination to be conducted normally in private with only the examiners, the candidate and, subject to the candidate's agreement, the supervisor/adviser, present;
- 94.4 provision for the examiners to determine the result of the examination as follows:
 - 94.4.1 if the thesis is adequate and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree of PhD, PhD by Publication, MD(Res) or MPhil;
 - 94.4.2 if the thesis is otherwise adequate but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make within three months amendments specified by them;
 - 94.4.3 if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present the thesis within six months for the PhD or MD(Res) degree or within four months for the MPhil degree. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on the re-presentation of the thesis, a candidate who under this regulation has been permitted to re-present it in a revised form;
 - 94.4.4 if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be

REGULATION 1

permitted to re-present the thesis in a revised form within 18 months for the PhD or MD(Res) degree or within 12 months for the MPhil degree. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on the re-presentation of the thesis, a candidate who under this regulation has been permitted to re-present it in a revised form;

94.4.5 if the thesis is adequate but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction therewith, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. The examiners may at their discretion exempt a candidate from taking a further oral examination;

94.4.6 if the thesis is adequate, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months for the PhD or MD(Res) degree or 12 months for the MPhil degree;

94.4.7 the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination, nor, for the PhD degree, before considering whether the candidate, although failing to satisfy the requirements for the award of the PhD degree, does or might be able to satisfy the requirements for the award of the MPhil degree;

94.5 a requirement for the examiners to provide a detailed and reasoned statement of their judgement of the candidate's performance and for the decision they have reached, and for this report to be available to the candidate for his/her personal information;

94.6 a requirement that where the examiners have indicated that the candidate does or might be able to satisfy the requirements for the award of the MPhil degree they shall submit a report which demonstrates either:

94.6.1 how the requirements for the MPhil degree are satisfied, or

94.6.2 what action would need to be taken in order for these requirements to be satisfied¹³;

95. the requirement that a thesis shall normally be placed in the public domain¹⁴ immediately after the award of the degree, and that any exceptions to this normal

¹³ In reporting they shall have regard to the different normal maximum lengths of the thesis for the PhD and MPhil degrees but shall have discretion to waive the thesis length for the MPhil degree if appropriate.

¹⁴ Provided that where, in the opinion of the Member Institution of registration, the thesis includes material that is of significance for national security, arrangements may be made, with the agreement of the graduate concerned, so that copies of the thesis placed in the public domain may have certain parts excised from them; in such cases the copies of the thesis placed in the public domain shall include an accompanying statement indicating by whom and at what location the full thesis on which the award was made may be consulted.

REGULATION 1

requirement shall be made only on the grounds of commercial exploitation or patenting or in very exceptional circumstances and shall be granted for a maximum period of two years;

96. for students registered for a course of study leading to the award of a PhD degree jointly with an institution outside the University, where the latter is the lead institution, provision may be made for variation of the requirements of paragraphs 83 and 84 above and paragraphs 89 and 90 below to enable the students to be examined in accordance with the procedures of the lead institution.

For the Degrees of MPhilWASud and MPhilStud

97. the relevant elements of the specifications listed for first degrees and postgraduate taught degrees and those for research degrees;

For Specialist Doctorates

98. the relevant elements of the specifications listed for first degrees and postgraduate taught degrees and those for research degrees;
99. provision for a reduced programme of study for students registered for the Doctorate in Clinical Psychology who have successfully completed a three-year full-time programme or part-time equivalent for a master's degree in Clinical Psychology of this or another university in the United Kingdom, with the proviso that the reduced programme of study extends over a minimum of 18 months full-time or three years part-time.

Appeals by Candidates for Specialist Doctorates and Research Degrees

100. The Collegiate Council shall prescribe procedures for the consideration of appeals by candidates registered for research degrees by the School of Advanced Study.
101. Each Member Institution shall prescribe and operate its own procedures for the consideration of appeals by candidates registered for specialist doctorates and research degrees by the Member Institution under its Degree Regulations. The procedures shall be included in its Degree Regulations.

Examination Offences

102. The Collegiate Council shall prescribe procedures for the consideration of allegations of examination offence by candidates who are registered for degree programmes offered at the School of Advanced Study and through the University of London Worldwide.
103. Each Member Institution shall prescribe and operate its own procedures for the consideration of allegations of examination offence by candidates registered by the Member Institution under its Degree Regulations. The procedures shall be included in its Degree Regulations.

Special Examination Arrangements

104. The Collegiate Council shall prescribe procedures for the consideration of special examination arrangements for individual candidates with specific access requirements (such as a disability or learning difficulty), who are registered for degree programmes offered at the School of Advanced Study and through the University of London Worldwide.

REGULATION 1

105. A Member Institution shall prescribe and operate its own procedures for candidates registered by the Member Institution under its Degree Regulations. The procedures shall be included in its Degree Regulations.

2 April 2020

REGULATION 1 ANNEX 1

REGULATIONS ON ACADEMIC DRESS

THE HOOD

1. All hoods shall be of the full shape, with rounded corners to the cape.

Foundation Degrees

2. The Hood shall be of black stuff bound around the cowl with one inch of Russet brown silk for the Foundation Degree in Arts (FdA), and with one inch of gold silk for the Foundation Degree in Science (FdSc).

First Degrees

3. For those awarded the following degrees, the hood shall be of black silk or stuff fully lined with white silk. The cowl shall be faced inside for three inches and edged on the outside with three-eighths of an inch of silk of the colour indicated below. The neckband of the hood shall be similarly edged.

Bachelor of Arts (BA)	Russet brown
Bachelor of Business Administration (BBA)	Silver grey
Bachelor of Dental Surgery (BDS)	Olive green ¹
Bachelor of Divinity (BD)	Sarum red
Bachelor of Education (BEd)	Eau-de-nil green
Bachelor of Engineering (BEng)	Turquoise
Bachelor of Laws (LLB)	Blue
Bachelor of Medicine and Bachelor of Surgery (MB,BS)	Violet
Bachelor of Pharmacy (BPharm)	Old gold
Bachelor of Science (BSc)	Gold
Bachelor of Science (Economics) (BSc(Econ))	Gold
Bachelor of Science (Engineering) (BSc(Eng))	Gold
Bachelor of Veterinary Medicine (BVetMed)	Lilac
Bachelor of Commerce (BCom)²	Deep orange
Bachelor of Humanities (BH)²	Pale pink
Bachelor of Medical Science (BMedSci)	Black silk or stuff
faced and edged as for the MB,BS but with one inch of gold (science) ribbon laid in the centre of the violet so as to show one inch of violet on either side	
Bachelor of Music (BMus)	Light blue corded
silk faced inside the cowl for three inches and edged on the outside and on the neckband with three-eighths of an inch of white watered silk	

For all bachelors' degrees introduced in and after September 1994: the hood shall be of black silk or stuff fully lined with white silk. The cowl shall be faced inside for three inches and edged on the outside with three-eighths of an inch of silver grey silk. The neckband of the hood shall be similarly edged.

Master in Science (MSci): Black corded silk fully lined and the cowl, cape and neckband edged with three-eighths of an inch of gold silk.

Master of Engineering (MEng): Black corded silk fully lined and the cowl, cape and neckband edged with three-eighths of an inch of turquoise silk.

Master of Pharmacy (MPharm): Black corded silk fully lined and the cowl, cape and

¹ Olive green *corded* silk.

² No longer awarded.

REGULATION 1 ANNEX 1

neckband edged with three-eighths of an inch of old gold silk.

For all other first degrees which lead to the award of a Master's degree introduced in and after September 1994: the hood shall be of black corded silk, fully lined and the cowl, cape and neckband edged with three-eighths of an inch of silver grey silk.

Postgraduate Taught Degrees

4. The hood shall be of black corded silk fully lined and edged on cowl, cape and neckband for three-eighths of an inch with silk of the colour indicated below:

Master of Architecture (MArch)	Silver grey
Master of Arts (MA)	Russet brown
Master of Business Administration (MBA)	Fawn
Master of Clinical Dentistry (MClinDent)	Silver grey
Master of Education (MEd)	Eau-de-nil green
Master of Fine Art (MFA)	Silver grey
Master of Laws (LLM)	Blue
Master of Pharmacy (MPharm)³	Old gold
Master of Public Administration (MPA)	Fawn
Master of Research (MRes)	Silver grey
Master of Science (MSc)	Gold
Master of Theology (MTh)	Sarum red
Master of Veterinary Medicine (MVetMed)	Lilac
Master of Commerce (MCom)³	Deep orange
Master of Music (MMus):	The hood shall be
of medium blue corded silk, fully lined and edged on cowl, cape and neckband for three-eighths of an inch with white watered silk	

For all other postgraduate taught degrees introduced in and after September 1994: the hood shall be of black corded silk, fully lined and edged on cowl, cape and neckband for three-eighths of an inch with silver grey silk.

Specialist Doctorates

5. **For specialist doctorates listed below:** the hood shall be of claret cloth, fully lined with ruby silk.

Doctor in Clinical Medicine (DrClinMed)
Doctor in Clinical Psychology (DClinPsy)
Doctor in Education (EdD)
Doctor in Educational Psychology (DEdPsy)
Doctor in Engineering (EngD)
Doctor in Evidence-Based Human Resource Management (DrEBHRM)
Doctor in Health Care (DHC)
Doctor in Ministry (DMin)
Doctor in Occupational Health, Psychology, and Management (DrOHPM)
Doctor in Organizational Psychology (DrOP)
Doctor in Professional Studies (DrPS)
Doctor in Psychotherapy (DPsychotherapy)
Doctor in Public Health (DrPH)

³ No longer awarded.

REGULATION 1 ANNEX 1

Research Degrees

6. The hoods for the following degrees shall be:

Doctor of Medicine (MD) and Doctor of Medicine (Research) (MD(Res)): Scarlet cloth fully lined with violet silk.

Doctor of Philosophy (PhD) and Doctor of Philosophy (PhD) by Publication: Claret cloth fully lined with a lighter shade of claret silk. All edges shall be bound with dark blue silk showing one half-inch on each side.

Doctor of Veterinary Medicine (DVetMed): Scarlet cloth fully lined with lilac silk.

Master of Dental Surgery (MDS): Black corded silk fully lined with olive green corded silk and the cape, cowl and neckband edged for three eighths of an inch with olive green corded silk.

Master of Philosophy (MPhil): Black corded silk fully lined with claret silk, and the cape, cowl and neckband bound for three-eighths of an inch with dark blue silk.

Master in Islamic and West Asian Studies (MPhilIWASud) and Master in Philosophical Studies (MPhilStud): Black corded silk fully lined with claret silk, and the cape, cowl and neckband bound for three-eighths of an inch with dark blue silk.

Master of Surgery (MS): Black corded silk fully lined and the cape, cowl and neckband edged for three-eighths of an inch with violet silk.

Higher Doctorates

7. The hood shall be of scarlet cloth lined with silk of the colour indicated below:

Doctor of Divinity (DD)	Sarum red
Doctor of Laws (LLD)	Blue
Doctor of Literature (DLit)	Russet brown
Doctor of Literature (Education) (DLit(Ed))	Russet brown
Doctor of Music (DMus)	White (watered)
Doctor of Science (DSc)	Gold
Doctor of Science (Economics) (DSc(Econ))	Gold
Doctor of Science (Engineering) (DSc(Eng))	Gold
Doctor of Science (Medicine) (DSc(Med))	Gold
Doctor of Science (Social Sciences) (DSc(SocSc))	Gold

Diplomas and Certificates

8. For holders of **Postgraduate Diplomas, Postgraduate Certificates, the Postgraduate Certificate in Education and Extra-Mural Diplomas, Graduate Diplomas and Diplomas for Graduates:** the hood shall be of black stuff edged around the cowl with a blue, red and white twisted cord. The neckband shall be plain.

THE GOWN

Foundation Degrees

9. Black stuff gown with pointed sleeves, the same shape as for the Cambridge BA except that the forearm of the sleeve shall be closed and gathered up and held in place with

REGULATION 1 ANNEX 1

a black cord and button on the outside.

First Degrees

10. There shall be three types of gown for first degrees: (i) **Arts/Science**, which shall have pointed sleeves; (ii) **Music/Medicine** which shall have long closed sleeves hollowed out in a double ogee curve and a flap collar; and (iii) **Laws**, which shall have squared sleeves and a slit at the back as in a QC's gown.

Bachelor of Arts (BA), Bachelor of Commerce (BCom)⁴, Bachelor of Education (BEd), Bachelor of Engineering (BEng), Bachelor of Humanities (BH)⁴, Bachelor of Science (BSc) and all other first degrees in this category introduced in and after September 1994: the gown shall be of black silk or stuff with pointed sleeves, the same shape as for the Cambridge BA except that the forearm seam of the sleeve shall be closed and gathered up and held in place with a black cord and button on the outside.

Bachelor of Divinity (BD): as above but with a black cord and sarum red button on the yoke of the gown.

Bachelor of Music (BMus), Bachelor of Dental Surgery (BDS), Bachelor of Medicine and Bachelor of Surgery (MB,BS), Bachelor of Medical Science (BMedSci), Bachelor of Pharmacy (BPharm), Bachelor of Veterinary Medicine (BVetMed) and all other first degrees in this category introduced in and after September 1994: the gown shall be of black silk or stuff with a flap collar and long closed sleeves of the same shape as a Cambridge Doctor of Law except that the sleeves shall be hollowed out at the bottom in a double ogee curve.

Bachelor of Laws (LLB): As above except that the sleeve ends shall be squared off and there shall be a slit at the back as in a QC's gown.

Master in Science (MSci), Master of Engineering (MEng), Master of Enterprise (MEnt): As BA/BSc (see above).

Master of Pharmacy (MPharm): As BPharm (see above).

Postgraduate Taught Degrees

11. The gowns for the following degrees shall be:

Master of Architecture (MArch), Master of Arts (MA), Master of Business Administration (MBA), Master of Clinical Dentistry (MClinDent), Master of Education (MEd), Master of Fine Art (MFA), Master of Research (MRes), Master of Science (MSc) and all other postgraduate taught degrees introduced in and after September 1994: the gown shall be of black stuff or silk with long closed sleeves, the same shape as for the Cambridge MA but with the sharp angle of the ogee curve on the bottom of the sleeve rounded off.

Master of Theology (MTh): as for above with the addition of a black cord and sarum red button on the yoke.

Master of Laws (LLM): as for LLB.

⁴ See footnote 2.

REGULATION 1 ANNEX 1

Master of Music (MMus): as for BMus.

Master of Pharmacy (MPharm)⁵: as for BPharm.

Master of Veterinary Medicine (MVetMed): as for BVetMed.

Specialist Doctorates

12. For the **Doctor in Clinical Medicine (DrClinMed)**, **Doctor in Clinical Psychology (DClinPsy)**, **Doctor in Education (EdD)**, **Doctor in Educational Psychology (DEdPsy)**, **Doctor in Engineering (EngD)**, **Doctor in Health Care (DHC)**, **Doctor in Ministry (DMin)**, **Doctor in Professional Studies (DrPS)**, **Doctor in Psychotherapy (DPsychotherapy)**, **Doctor in Public Health (DrPH)**: the gown shall be of the same shape as that worn by Cambridge Doctors, of claret cloth faced with five inches of, and the sleeves lined with, ruby silk.

Research Degrees

13. The gowns for the following degrees shall be:

For the Doctor of Medicine (MD) and Doctor of Medicine (Research) (MD(Res)): a scarlet cloth gown of the same shape as that worn by Cambridge Doctors, faced with five inches of, and having the sleeves lined with, violet silk.

For the Doctor of Veterinary Medicine (DVetMed): a scarlet cloth gown of the same shape as that worn by Cambridge Doctors, faced with five inches of, and having the sleeves lined with, lilac silk.

For the Doctor of Philosophy (PhD) and the Doctor of Philosophy (PhD) by Publication: a claret cloth gown of the same shape as that worn by Cambridge Doctors faced with five inches and having the sleeves lined with a lighter shade of claret silk. In addition the outside edge of the facings shall be bound, to show one inch of dark blue silk.

For the Master of Dental Surgery (MDS): an olive green corded silk gown of the same shape as the MB,BS gown.

For the Master of Surgery (MS): a violet corded silk gown of the same shape as the MB,BS gown.

For the Master of Philosophy (MPhil): a claret-coloured ribbon, one inch wide, on the outside edge of the facing of the black MA gown.

For the Master in Islamic and West Asian Studies (MPhilIWASud) and Master in Philosophical Studies (MPhilStud): a claret-coloured ribbon, one inch wide, on the outside edge of the facing of the black MA gown.

Higher Doctorates

14. Those awarded **higher doctorates** shall be entitled to wear a gown of scarlet cloth of the same shape as for Cambridge Doctors, faced with five inches of, and the sleeves lined with, silk of the colour indicated below:

⁵ See footnote 3.

REGULATION 1 ANNEX 1

Doctor of Divinity (DD)	Sarum red
Doctor of Laws (LLD)	Blue
Doctor of Literature (DLit)	Russet brown
Doctor of Literature in Education (DLit(Ed))	Russet brown
Doctor of Music (DMus)	White (watered)
Doctor of Science (DSc)	Gold
Doctor of Science in Economics (DSc (Econ))	Gold
Doctor of Science in Engineering (DSc (Eng))	Gold
Doctor of Science in Medicine (DSc (Med))	Gold
Doctor of Science in Social Sciences (DSc(SocSc))	Gold

Diplomas and Certificates

15. For holders of **Postgraduate Diplomas, Postgraduate Certificates, the Postgraduate Certificate in Education and Extra-Mural Diplomas, Graduate Diplomas and Diplomas for Graduates**: the gown shall be as for BA/BSc.

Undergraduates

16. The gown shall be of black stuff with pointed sleeves, the point not reaching below the knee.

THE CAP

Foundation Degrees

17. A black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cap.

First Degrees

18. A black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cloth cap.

Postgraduate Taught Degrees

19. A black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cloth cap.

Specialist Doctorates

20. A round cap of black velvet with cord and tassels of claret.

Research Degrees

21. The cap is as follows:

Doctor of Medicine (MD) and Doctor of Medicine (Research) (MD(Res)): a round cap of black velvet with cord and tassels of violet.

Doctor of Veterinary Medicine (DVetMed): a round cap of black velvet with cord and tassels of lilac.

Doctor of Philosophy (PhD) and Doctor of Philosophy (PhD) by Publication: a round cap of black velvet with cord and tassels of claret.

REGULATION 1 ANNEX 1

Master of Dental Surgery (MDS), Master of Philosophy (MPhil), Master in Islamic and West Asian Studies (MPhilWASud), Master in Philosophical Studies (MPhilStud) and Master of Surgery (MS): a black cap of the square mortar-board pattern with a black tassel.

Higher Doctorates

22. A round cap of black velvet, with cord and tassels of the colour indicated:

Doctor of Divinity (DD)	Sarum red
Doctor of Laws (LLD)	Blue
Doctor of Literature (DLit)	Russet Brown
Doctor of Literature in Education (DLit (Ed))	Russet brown
Doctor of Music (DMus)	White (watered)
Doctor of Science (DSc)	Gold
Doctor of Science in Economics (DSc(Econ))	Gold
Doctor of Science in Engineering (DScEng))	Gold
Doctor of Science in Medicine (DSc(Med))	Gold
Doctor of Science in Social Sciences (DSc(SocSc))	Gold

Diplomas and Certificates

23. **Holders of Postgraduate Diplomas, the Postgraduate Certificate in Education and Extra-Mural Diplomas:** may wear a black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cloth cap.

Undergraduates

24. A black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cloth cap.

OFFICIAL DRESS OF PRINCIPAL OFFICERS OF THE UNIVERSITY

25. **Chancellor:** a black damask robe; front trimmed gold lace and sleeves, back and sides trimmed gold lace and frogs.
Cap: A black silk velvet cap of the square mortar-board pattern, trimmed with gold lace and gold tassel or a round cap of black silk damask trimmed with gold.
26. **Chair of the Board of Trustees:** a black corded silk robe; fronts, yoke and sleeves trimmed silver lace.
Cap: A black velvet cap of the square mortar-board pattern, trimmed with silver lace and black tassel.
27. **Vice-Chancellor:** a black corded silk robe; front and sleeves trimmed gold lace.
Cap: A black silk velvet cap of the square mortar-board pattern with gold button and band and black tassel.
28. **Secretary to the Board of Trustees:** A purple stuff robe with purple velvet facings and collar.
Cap: a purple velvet Tudor bonnet with a silver cord and tassel.

UNIVERSITY COLOURS

29. The following university colours may be worn by all graduates and undergraduates of the University.

REGULATION 1 ANNEX 1

Silk tie and square: 1 inch dark blue, $\frac{1}{8}$ inch white, $\frac{3}{4}$ inch red, $\frac{1}{8}$ inch white and repeat. (In the case of the tie, stripes to run diagonally from left shoulder to right hip).

Blazer: Dark blue flannel with University Arms on pocket, bound with silk ribbon 1 inch wide, $\frac{3}{4}$ inch of red in centre, and $\frac{1}{8}$ inch white on outer edges.

Woollen scarf: 3 inches red, 3 inches blue, $\frac{1}{2}$ inch white. Fringe: red, white and blue.

NOTES

30. Any graduate is entitled to wear the dress prescribed at the date of graduation.
31. If silk is not obtainable for any form of dress, or is prohibitively expensive, an appropriate substitute is acceptable under these Regulations.
32. A black cloth cap may be substituted for the black velvet cap.
33. The University robe-makers are Ede & Ravenscroft Ltd, 93-94 Chancery Lane, London WC2A 1DU, telephone (020) 7405 3906, and Wm. Northam and Co. Ltd., PO Box 367, Waterbeach, Cambridge, CB5 9QY, telephone 0870 240 1852.

2 April 2020

REGULATION 1 ANNEX 2

PROCEDURE FOR CONSIDERATION OF ALLEGATIONS OF IRREGULARITY IN RELATION TO UNIVERSITY OF LONDON AWARDS

1. Paragraphs 14 and 15 of Regulation 1 state:
 14. On behalf of the Collegiate Council the Vice-Chancellor may revoke any degree, diploma or certificate of the University of London and all associated privileges.
 15. The Vice-Chancellor is authorised to revoke an award only after the Procedure for consideration of allegations of irregularity in the events or circumstances leading to the grant of that award approved by the Collegiate Council has been followed, except in the following instances when reference to the Procedure is not required:
 - 15.1 instances of administrative error in an award made under the appropriate quality assurance procedures, or
 - 15.2 instances where subsequent to award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.
2. The Procedure mentioned in paragraph 15 is as follows.
3. Cases of suspected irregularity shall be reported in the first instance to the Director of Compliance and Secretary to the Board who shall, in consultation with the Academic Registrar of the Member Institution where appropriate, conduct such investigations as he/she deems necessary in order to establish whether there is *prima facie* a case to answer.
4. In any case where the Director of Compliance and Secretary to the Board has determined that there is *prima facie* a case to answer, a Panel shall be established.
5. The Panel shall comprise three members of the University appointed by the Vice-Chancellor. The Panel shall convene to consider the evidence.
6. The person against whom an allegation of irregularity has been made shall be invited to attend the meeting of the Panel and may be represented.
7. At the conclusion of the proceedings the Panel shall consider its decision on any allegation referred to it and send it, together with its findings of fact and the reasons for its decision regarding the allegation and its recommendations to the Vice-Chancellor and to the person against whom the allegation has been made. The Vice-Chancellor shall determine the action to be taken.
8. Any appeal against the decision of the Vice-Chancellor shall be lodged with the Director of Compliance and Secretary to the Board within 28 days of the date of the formal notification of that decision.
9. In the event of an appeal being lodged, the Chair of the Board of Trustees shall appoint a person or persons to review the evidence. No appeal shall lie against the findings of fact of a Panel save where, with the consent of the person considering the appeal, fresh evidence is submitted which could not reasonably have been made available to the Panel. The person(s) appointed to review the evidence shall report to the Chair of the Board of Trustees who shall determine the action to be taken.

The Office of the Independent Adjudicator for Higher Education

10. The Procedure detailed above completes the University's consideration of the matter.

REGULATION 1 ANNEX 2

Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Director of Compliance and Secretary to the Board, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB. Telephone: 01189 599813.

15 February 2019

REGULATION 1 ANNEX 3

PROCEDURE FOR CONSIDERATION OF REPRESENTATIONS CONCERNING DECISIONS OF BOARDS OF EXAMINERS

General

1. This procedure is applicable in respect of examinations for first degrees, postgraduate taught degrees, diplomas and certificates: (i) organised on a federal basis¹; and (ii) offered by the Central Academic Bodies.
2. Appeals may not be made against the results of examinations on academic grounds.
3. The University will consider representations made on the grounds of administrative error or where there is concern that the examination may not have been conducted in accordance with the relevant Instructions and/or Regulations.

Procedure

4. Any representation shall be made within one month of the decision of the Board of Examiners to which it relates, unless, having regard to the circumstances of a particular case, the Vice-Chancellor determines that a representation made outside this period be allowed.
5. Representations shall be made in accordance with the University of London Procedure for Student Complaints and Academic Appeals and shall state the grounds on which the representation is made and provide evidence to support it.
6. The representation shall be referred in the first instance to the Chairman of the relevant Board of Examiners who may, at his/her discretion and after such consultation with other members of the Board as s/he deems appropriate, reconsider a decision in the following circumstances:
 - 6.1 where a candidate requests such reconsideration and provides adequate evidence which is acceptable to the Board of Examiners that his/her examination was adversely affected by illness or other factors which s/he was unable, or for valid reasons unwilling, to disclose before the Board of Examiners reached its decision;
 - 6.2 where there is clear evidence produced by the candidate or any other person of administrative error or that the examination was not conducted in accordance with the Instructions and/or Regulations.
7. Following any reconsideration of a decision by the Chairman of the relevant Board of Examiners, the hearing of a formal appeal by the candidate, or other person, against the outcome of the reconsideration may be allowed, at the discretion of the Chair of the Collegiate Council (or other member of the Collegiate Council designated for this purpose) if sufficient evidence remains providing grounds for appeal as stated in paragraph 6.1 and 6.2 above.

¹ That is, where the candidates may be drawn from several Member Institutions and for which the arrangements have the agreement of the relevant Member Institutions and there is a single Board of Examiners.

REGULATION 1 ANNEX 3

8. An appeal must be made in writing and lodged with the Director of Compliance and Secretary to the Board within 14 days of the notification to the candidate or other person of the reconsidered decision of the Board of Examiners.
9. If the Chair of the Collegiate Council (or other designated person) has determined that sufficient evidence remains to allow an appeal, the Director of Compliance and Secretary to the Board shall arrange for a Representations Panel to be established, which shall comprise:
 - 9.1 a person drawn from the Subject Specialist List from a subject area other than that relevant to the programme of study concerned, who shall act as Chair of the Panel;
 - 9.2 a person drawn from the Subject Specialist List from a subject area relevant to the programme of study concerned;
 - 9.3 one further person drawn from the Subject Specialist List or from a Member Institution for the University of London Worldwide.

Provided that no member of the Panel shall be a member of staff of the same Member Institution or Institute as a person making the appeal, nor shall have been involved in teaching or examining for, or involved in any other way, with the programme of study concerned.
10. The Representations Panel shall meet as soon as is practicable.
11. The Panel shall invite the appellant or a representative to appear before it and/or to give written evidence if desired.
12. The Panel shall invite the Chairman (or other representative) of the relevant Board of Examiners to appear before it and/or to give written evidence if desired, and shall invite such other persons to appear before it, and consider such other documents, as it deems appropriate to the case.
13. The Director of Compliance and Secretary to the Board shall appoint an appropriate person to serve as clerk to the Panel, who shall keep a record of its proceedings.
14. The Panel may decide:
 - 14.1 that the appeal be allowed, in which case it shall submit a report to the Vice-Chancellor who shall, unless he determines that some other Procedure is applicable, direct the Board of Examiners to cause a fresh decision to be made. Such decision, properly made within the appropriate regulations and procedures, shall be the final decision of the University; **or**
 - 14.2 that the appeal be dismissed, in which case the decision of the Representations Panel will be the final decision of the University.
15. The appellant shall be informed of the decision of the Panel, and, where applicable, of the decision of the Vice-Chancellor.

REGULATION 1 ANNEX 3

The Office of the Independent Adjudicator for Higher Education

16. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Director of Compliance and Secretary to the Board, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB. Telephone: 01189 599813.

15 February 2019