



**UNIVERSITY
OF LONDON**
INTERNATIONAL
PROGRAMMES

General Regulations 2016-17

(for all students with the exception of those on the Global MBA and Professional Accountancy programmes)

Important document – please read
This document contains important information that governs your registration, assessment and programme of study

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About the General Regulations 2016-17

Last revised 15 June 2016

1. These General Regulations apply to all students with the exception of those on the Global MBA and Professional Accountancy programmes. The General Regulations for these programmes can be found on the [website](#).
2. General Regulations should be read in conjunction with your Programme Regulations, all of which are published on the [website](#).
3. The relevant General Regulations and the Programme Regulations relating to your registration with us are for the current Academic Year and not the Academic Year in which you initially registered.
4. Where any words are capitalised throughout these General Regulations, they shall have the meanings set out below.

Academic Year	means the period for which your Programme runs. An Academic Year starts in October or January of any given calendar year, and may have entry points throughout this period.
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Procedure for University of London Student Complaints and Academic Appeals	means our academic appeals and complaints policy and procedure
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Continuing Registration Fee	means the fee which a student is required to pay in order to re-register with us for each Academic Year after the first year of their studies.
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Offer	means an offer of a place on a Programme
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Programme	means your prospective or registered programme of study or research with the University's International Programmes
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Programme Fees	These are tuition-related fees which include, where applicable, Registration Fees, Continuing Registration Fees, module/course fees, dissertation fees and examination entry fees as indicated on our website. A full list of Programme Fees is available on our website.
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Teaching Institution	means a teaching institution that supports students studying for the Programme and is recognised under our Teaching Institutions Recognition Framework (TIRF).
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Key revisions made

The General Regulations are revised annually. You are bound by the General Regulations of the current Academic Year and not the Academic Year in which you initially registered. Changes which may impact on continuing students are listed below. For all new students, the regulatory information provided in this document is correct and accurate and will be applicable for the current Academic Year.

Significant changes made to General Regulations 2016-17

- a. Explicit reference now made that these regulations are subject to the Statutes, Ordinances and Regulations of the University of London.
- b. Change from *two years* to *at least one year* as the minimum period of notice if a module or course is permanently withdrawn.
- c. A change to the maximum volume of credit that may be considered under the accreditation of prior learning provisions. This has increased from one third to two thirds, subject to Programme regulations (3.2).
- d. A change to the minimum period of registration under the accreditation of prior learning provision. This is now indicated as 'at least one third' of the minimum period of study for the Programme. Previously not less than two thirds was required (3.2).
- e. Enhanced clarification around accreditation of prior learning if you withdraw from a Programme (3.9).
- f. Clarification that submission of assessment tasks requires completion of the examination entry process (4.4).
- g. Clarification that a penalty may apply if you miss the deadline for an assessment task, subject to Programme regulations (4.16).
- h. Clarification that Photo ID is required at examination centres (6.4).
- i. Under Complaints, inclusion of reference to *Procedure for consideration of representations concerning decisions of Boards of Examiners* (14.2)
- j. Clarification that fraudulent dishonest or misleading statements can result in revocation of the degree if discovered after the award has been made (14.4).

Additional changes include rewording or renumbering of regulations for the sake of clarification.

15 June 2016: Change to 10 Mitigating Circumstances to clarify that any mitigating circumstances you wish to be considered should be submitted *before* the final submission date in the case of dissertations or credit-bearing assignments.

General provisions

- a) These regulations are subject to the [Statutes, Ordinances and Regulations](#) of the University of London, which also apply to all students.
- b) Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.
- c) Programme specifications and regulations may be revised during the time that you are registered with us. If revisions are made
 - we will give you notice of at least one year if a course/module is permanently withdrawn, a syllabus is substantially revised, a new requisite for a course/module is introduced or the assessment method for a course/module changes; and
 - we will give you five years' notice if we withdraw a Programme.
- d) The relevant General Regulations and the Programme Regulations relating to your registration with us are for the current Academic Year and not the Academic Year in which you initially registered.
- e) On all matters where the regulations are to be interpreted, or are silent, our decision will be final.

1 Registration

1.1

You are responsible for making sure that your choice of courses/modules is in line with current regulations. You can only select from available courses/modules. Not all courses/modules are available every Academic Year.

1.2

If it is a requirement of the Programme for you to attend a Teaching Institution, we will not assess you or consider you for an award, if you have not met the requirement.

1.3

You must complete your initial registration by the deadlines on our website.

Effective date of registration

1.4

We will give you an effective date of registration that will determine the date that you may first enter an examination and the time from which your period of registration will be counted.

Confirmation of continuing study

1.5

To maintain your registration with us, you must complete the annual continuing registration process and pay any appropriate fees, by the deadline for your Programme each year.

1.6

If you do not pay the Continuing Registration Fee, where applicable, for your Programme by the deadline, your registration will lapse. Once your registration has lapsed, you will not receive study materials, you will not be allowed to use the Virtual Learning Environment (VLE), and you will not be allowed to enter for an examination.

1.7

If you fail to register by the deadline for your Programme, but you decide at a later date to recommence the Programme, any outstanding Continuing Registration Fees, where applicable, will become due and a late registration penalty may be added. You may not register for any examinations during the remainder of that year.

Period of registration

1.8

The maximum and minimum period of registration for your Programme is outlined in the Programme Specification.

1.9

We may allow you to extend your period of registration if you have not completed your award within the maximum period of registration. If we allow this, we will review the currency of the courses/modules that you have completed and decide whether the credit can contribute to your award.

1.10

You can cancel your registration at any time. If you have entered for an assessment and then cancel your registration, the cancellation will only take effect after the release of the assessment results for your Programme.

1.11

If we allow you to register again, you must pay all associated Programme Fees and all other costs. We will approve a maximum period of registration relevant to the new Programme.

1.12

We may refuse your application to register in a particular field of study.

2 Transfer of registration

2.1

If you transfer from the Business Administration Access programme, Computing Work experience entry route or the International Foundation Programme to an associated award, we will give you a new period of registration effective from the Academic Year that you transfer.

2.2

If you successfully complete an individual course/module and apply to transfer to the associated award, we will give you a new period of registration effective from the Academic Year that you transfer.

2.3

You may apply to transfer your registration between awards in the same Programme provided that:

- a) you have met any academic requirements given in the Programme Regulations;
- b) you meet the entrance requirements for the award;
- c) you have sufficient time to complete the award;
- d) you pay any Programme Fees that apply.

2.4

If you transfer your registration from one award to another, your maximum period of registration will continue to be counted from the effective date of registration we gave you when you registered for the first award.

2.5

If you have entered for an assessment and you then apply to transfer your registration between awards or pathways within the same programme, we will not consider your application until after release of the examination results for your Programme.

Progression within a programme

2.6

If you progress to the next stage within a programme, your maximum period of registration will continue to be counted from the effective date of registration we gave you when you registered for the first award.

2.7

If you progress from a lower level award to a higher level award, examination attempts made for a course/module at the lower level award may count towards the maximum number of attempts permitted for that course/module, subject to the Programme Regulations.

2.8

If we allow you to transfer your registration to a higher level award without completing the requirements for the lower level award, then you will not receive the lower award.

Transfer of College-based students

2.9

If you are studying as a College-based student of the University of London, you may apply to complete your studies for the same or similar award by transferring and registering as an International Programmes student.

2.10

If we allow you to transfer your registration, we will review the currency of the courses/modules that you have completed and decide whether to grant you credit for them.

2.11

If we allow you to transfer your registration, you will have to pay all associated Programme Fees and other costs.

3 Recognition of prior learning and credit transfer

General provisions

3.1

If recognition of prior learning is permitted for a programme, it will be stated in the Programme Regulations.

3.2

Where permitted, the Programme Regulations may allow for studies which have been formally assessed and/or awards already achieved by you to count towards a University of London award provided that:

- a) the academic requirements for the previous study can be satisfied and verified by us;
- b) the range, quality and currency of the previous study and/or of a previous award, and its coherence with the studies to be undertaken, is confirmed as appropriate;
- c) the period of registration and study with us shall be at least one third of the minimum period of study prescribed for the programme concerned;
- d) at least one third of the total volume of credit for the programme is undertaken; and
- e) the assessment undertaken by you shall in all cases include all assessment at the final level of the award.

3.3

Where prior learning is recognised, the decision to award credit (known as *Accreditation of prior learning* (APL)) shall be made by an academic appointed by the Programme Director.

3.4

Prior learning will only be considered if you satisfy the entrance requirements for the Programme concerned.

3.5

Prior learning will only be recognised against a whole, named course/module and not part of a course/module.

3.6

We will not normally recognise prior learning completed more than five years earlier. To maintain programme currency, Programme Regulations may indicate a different time limit for recognising prior learning that has been successfully completed with others.

3.7

If we allow your prior learning to count towards one of our awards, we will not allow the same prior learning to count towards another of our awards in a different field of study.

3.8

An application for recognition of prior learning will not be considered if you have entered for the assessment in the module(s) concerned.

3.9

If you withdraw from your programme before completing it, prior learning that we have recognised may count towards an exit award provided that:

- a) you have completed with us a minimum of one third of the credits required for the award;
- b) your study satisfies the general provisions for recognition of prior learning;
- c) you satisfy the requirements of the scheme of award;
- d) your Programme Regulations permit this.

3.10

We will only consider recognising prior learning or granting credit transfer if you keep to our written procedures and provide the necessary evidence.

3.11

Recognition of prior learning will be considered on the basis of regulations in effect at the time of the application and will be granted at our discretion.

Recognition of prior learning

3.12

If you have successfully completed study at an institution which is not a College or Central Academic Body of the University of London and we recognise your prior learning, subject to the general provisions above, this may be used against a course/module on a named programme.

3.13

An offer by us to recognise prior learning will be made in a confirmation letter and will be valid:

- a) for a limited period of time. If you do not take an assessment within the period in the confirmation letter, the offer will end and you will need to make a new application if you want prior study to be recognised;
- b) for a course/module on a named programme. If you transfer your registration to another programme and wish to have your prior learning considered for recognition, you will have to submit a further application.

3.14

The mark awarded for the prior learning will not be carried forward to your record with us and will not contribute towards your award, although your transcript will indicate the credit value for any course/module where prior learning has been accepted.

3.15

Prior learning will not be recognised against a programme's thesis element, project or final examination.

3.16

You may not register for a course/module for which we have granted you recognition of prior learning unless you request that our recognition is retracted before registering.

3.17

We will not consider a request to recognise prior learning after you have entered for the assessment for the relevant course/module.

3.18

If you fail the assessment for a course/module, you may not apply for recognition of prior learning for that failed course/module at a later date.

Credit transfer

3.19

If you have successfully completed study at a College or Central Academic Body of the University of London then, subject to the general provisions above (3.1-3.11), we will consider transferring your credit to one of our programmes. If we allow you to transfer credit, the mark you received previously for the course/module will be carried forward to your record and will contribute towards the award, in accordance with the scheme of award.

3.20

The final transcript that we produce for you will detail the courses/modules for which you received credit, the year in which this credit was awarded and, where appropriate, the mark obtained.

3.21

We will not grant any credit for the successful completion of a non-credit bearing stand-alone course/module.

4 Assessment for the programme

4.1

Assessment refers to any means we use to assess your ability against the learning outcomes. Assessment tasks may include, but are not limited to, timed unseen written examination, coursework, project, dissertation and required online participation and activities.

4.2

All work which you submit for assessment must be your own, expressed in your own words and include your own ideas and judgements. If you make use of somebody else's work it must always be clearly attributed to them. Failure to do so may be considered an assessment offence.

4.3

An assessment task is governed by the regulations in force at the time that you take the assessment.

4.4

In order to enter for a timed written examination, or submit an assessment task, you are required to make an examination entry. The examination entry deadlines will vary for each Programme and will be published on the website.

4.5

Answers to written assessment tasks must be given in English unless our instructions allow a different language to be used.

4.6

Handwriting must be legible for written assessments. Examiners will not award marks for writing which they cannot read.

4.7

All examination papers remain the property of the University. These may include, but are not limited to, timed unseen written examination answers, coursework and projects. We will not return scripts to you.

4.8

You will be expected to take timed written examinations at one of the examination centres listed by us as authorised to conduct our examinations.

4.9

You must apply to your chosen examination centre for permission to sit the examination with them. We are unable to make local examination arrangements for you.

4.10

Students in the same region will normally take the same timed written examination on the same date at the same local time. However, we have the right to set different examinations for the same course/module for students sitting in the same region or in separate regions.

4.11

Where necessary, and for good reason, examiners may change the format or the rubric of a timed written examination without giving notice.

4.12

We have the right not to mark a timed written examination paper taken at a different time from the time we set or assessment tasks received later than instructed.

Number of attempts permitted

4.13

In order to enter for a timed written examination, or submit an assessment task, you are required to make an examination entry. The examination entry deadlines will vary for each Programme and will be published on the website.

4.14

If you fail an assessment, and you have not yet met the conditions to be considered for the relevant award, you can re-sit the assessment up to the permitted maximum number of attempts, as long as your registration has not expired.

4.15

As soon as you enter an examination hall to sit a timed written examination this counts as an examination attempt. If you do not attend for a written examination, this will not count as an attempt, unless Programme Regulations indicate otherwise. No refunds are provided for examinations that are not attempted.

4.16

Subject to Programme Regulations, if you fail to submit an assessment task on the given deadline, a penalty may apply or the assessment task may not be accepted. This would count as an attempt.

4.17

You will not be allowed to re-submit assessment tasks or re-sit timed written examinations for courses/modules that you have already passed or for which credit has been awarded.

4.18

The result you get for your most recent attempt at an assessment task will replace any mark or grade you were previously awarded for that task unless the Programme Regulations state otherwise. However, all your ratified marks will appear on the transcript.

4.19

If you fail the examination of any compulsory course/module on the final attempt, your registration for that Programme will end unless the Board of Examiners, or Programme Regulations, allow otherwise.

5 Taking an assessment

5.1

To enter for an assessment in any given Academic Year you must have:

- a) registered as an International Programmes student for the relevant programme and course/module;
- b) kept to our regulations and examination entry instructions and deadlines;
- c) kept to the instructions provided for all assessment tasks;
- d) where applicable, kept to your examination centre's entry instructions and deadlines;
- e) paid all relevant Programme Fees, as required, both to us and to your examination centre.

6 Rules for taking written examinations

6.1

Failure to comply with the following rules will be deemed an assessment offence and will be dealt with as set out in 8.1 below.

6.2

You must

- a) keep to the instructions in the Admission Notice, Notice to Candidates, Rules for Examinations and, where it applies, the Permitted Materials List;
- b) keep to any reasonable conditions set by staff at your examination centre;
- c) keep to any revised arrangements that we may agree with staff at your examination centre;
- d) keep to the instructions provided for all assessment tasks;
- e) keep to the rules relating to assessment offences including, but not limited to, those for plagiarism, examination related offences, and materials and aids allowed in the examination room.

6.3

You must not

- a) have in your possession, or have access to, any materials or aids which are not permitted during the examination. This includes but is not limited to, notes, mobile phones, tablets or electronic devices and materials that are allowed but which have been amended or annotated;
- b) engage in conduct that causes a disturbance. Violent, indecent, disorderly, threatening or offensive behaviour or language used during an examination may be treated as a disciplinary matter under Ordinance 17: Code of Student Discipline;
- c) exchange any information with another student during an examination. This includes, but is not limited to, speaking, gesturing, passing notes, copying or allowing your work to be copied;
- d) reveal any details of an examination paper in such a way that a student who is yet to sit that paper may be advantaged. This includes, but is not limited to, online discussions;
- e) take stationery or other materials from the venue in which the examination is held. This includes, but is not limited to, question papers and supplementary answer books.

Materials and aids allowed in the examination room

6.4

Unless you are told otherwise, the only materials you must enter the examination room with are your Admission Notice, Photo ID and pens. You will be informed in advance by us if any further materials (for example, statute books or calculators) are permitted.

Calculators

6.5

The use of calculators during the examination is strictly controlled. Where use of a calculator is allowed, the detailed specification is given on the Permitted Materials List.

6.6

We will not provide calculators. You are responsible for providing a working calculator and for making sure that it meets the conditions set out in the Permitted Materials List.

6.7

You are not allowed to borrow another student's calculator during the examination.

6.8

If you use a calculator in an examination, you must write on your examination script the name and type of calculator you used.

7 Plagiarism rules

7.1

Plagiarism is the intentional or unintentional use of somebody else's work, when it is not properly referenced and is therefore presented as your own. Another person's work includes any source that is published or unpublished, including words, images, diagrams, formulae, audio recordings, computer code, ideas and judgements, discoveries and results.

7.2

Plagiarism is an assessment offence.

7.3

Direct quotations from the published or unpublished work of any person must always be clearly identified and you must provide a full reference to the source in a proper form. Equally, if you summarise any person's ideas or judgements, you must credit that person in the text and give full details of the work you have summarised in a proper form.

7.4

Subject to Programme Regulations you must not submit work which has been written jointly by two or more people. If two people submit identical or substantially similar pieces of work, this will be treated as plagiarism. You are responsible for protecting your own work and for preventing other students from copying from you.

7.5

Subject to Programme Regulations, you must not submit assignments, essays, projects, reports, dissertations and other work more than once to satisfy different requirements of the same course, or which you have submitted previously to another programme or institution, or for publication. Submitting the same piece of work twice (or a significant part of the same piece of work) is an offence of 'self-plagiarism'.

7.6

You must sign a declaration for all assessment tasks you submit, stating that you understand what is meant by plagiarism and confirming that the work is entirely your own and that you have acknowledged any published or unpublished work of other people that you have referred to, in line with our requirements.

8 Assessment offences

8.1

Allegations of assessment offence will be considered under the [Procedures for the Consideration of Allegations of Assessment Offence](#), unless it is deemed more appropriate to refer them for consideration under University of London Ordinance 17: [Code of Student Discipline](#). If you are subject to an allegation of assessment offence you will have all pending results withheld until your case is settled. If there is evidence that you have not kept to the regulations we may apply a penalty.

9 Specific access requirements or disabilities

9.1

If you are disabled and/or have specific access requirements, we will make every reasonable effort to meet your needs. This may include providing study materials in a different format where possible or by making special arrangements for examinations. The University's [Inclusive Practice policy](#) provides more details about the support available.

Special examination arrangements

9.2

A panel will consider your request for special aids or for extra time in written examinations, if you have a disability or specific access requirements, and ensure that you are neither disadvantaged nor advantaged by any arrangements made when compared with other students. We cannot guarantee that special examination arrangements will be possible in every case.

9.3

In exceptional circumstances we may make special arrangements for you to take written examinations at an alternative examination centre, where this is an option. (This may require an additional fee payment). We cannot arrange for you to take oral or practical examinations in an alternative examination centre although we may allow you to use special aids during these exams wherever possible.

10 Mitigating circumstances

10.1

Mitigating circumstances are any serious circumstances beyond your control which may have adversely affected your academic performance. You must contact us with details of any mitigating circumstances you wish to be considered in the session concerned within three weeks of the last examination, or before the final submission date in the case of dissertations or credit-bearing assignments. You will be asked to provide supporting evidence in relation to your circumstances. Details of how to submit evidence in support of your mitigating circumstances are available on the website.

11 Administrative re-check of marks

11.1

We will not consider appeals against examination results that are made on academic grounds, but if you think the mark you have received is due to an administrative error you can apply to have the mark re-checked. You must apply in line with the procedures and dates outlined on the portal.

11.2

There is a fee payable for an administrative re-check of your marks. If we find that there was a mistake in your mark, we will refund the fee.

12 Final diploma and diploma supplement

12.1

To be eligible for an award, you must have:

- a) registered with us for a Programme;
- b) met the requirements for the relevant award and kept to the regulations of the Programme concerned; and
- c) paid all programme fees that are due.

We have the right to withhold the award if you fail to meet any of these conditions.

Final diploma and diploma supplement

12.2

If you have qualified for an award, you will receive under our seal a final diploma certificate. For degree awards, you will also receive a diploma supplement, which includes a transcript detailing your complete academic profile.

Individual modules

12.3

If you are registered with us for an individual course/module, you will receive a *certificate of registration* if you have:

- kept to the Regulations in all respects;
- paid all programme fees that are due;

and you will receive a *certificate of achievement* if, in addition, you have:

- successfully completed the assessment for an individual course/module that you are registered for;
- successfully completed any study requirements for the individual course/module.

13 Aegrotat degree provisions

13.1

You may only be considered under the Aegrotat provisions if, when considering evidence of the mitigating circumstances, it is the Board of Examiners' opinion that you would be unable to enter for further assessment to complete your degree.

13.2

Under these provisions, the Board of Examiners may recommend the award of a classified degree, or an Aegrotat degree. Where the Board of Examiners recommend a classified degree, this will be at the level consistent with the overall level you have achieved in the assessments that you attempted.

13.3

An Aegrotat degree is a degree without classification, awarded at undergraduate level only.

13.4

You may apply for consideration under the Aegrotat degree provisions if:

- you are absent for an examination that would have entitled you to be considered for the award of your degree, or
- you have attempted all examinations for your award but consider that your examination performance was adversely affected by illness or other serious circumstances beyond your control.

13.5

If the Board of Examiners offers you a classified degree, and if you accept it, you will not be allowed to re-enter examinations at a later date.

13.6

The Board of Examiners may recommend the award of an Aegrotat degree if you have not reached the standard required for a classified degree. If you accept the Aegrotat degree, you will not be allowed to re-enter examinations at a later date.

13.7

If you do not accept the Aegrotat degree, you will not be eligible to apply under Aegrotat degree provisions at a later date.

13.8

You must normally submit your application for consideration under the Aegrotat degree provisions within three weeks of either your last examination or the final submission date in the case of dissertations or credit-bearing assignments. Your application must be accompanied by a medical certificate or other supporting evidence.

14 Complaints, suspension and termination of registration

Complaints

14.1

If you have a complaint against us you should follow the Procedure for University of London Student Complaints and Academic Appeals.

14.2

If you wish to appeal a decision of the Board of Examiners, you must follow the Procedure for consideration of representations concerning decisions of Boards of Examiners, as outlined in [University of London Regulation 1, Annex 3](#). Appeals may not be made against the results of examinations on academic grounds.

Suspension and termination of your registration by us

14.3

If you breach any relevant disciplinary or conduct code, we reserve the right to apply the [Code of Student Discipline](#) process as described in the University of London Ordinances (Ordinance 17). Penalties may include suspension or termination of registration.

14.4

Your registration may be terminated if you are found to have obtained an Offer on the basis of a fraudulent, dishonest or misleading statement. We have the right to revoke your award if such a fraudulent, dishonest or misleading statement is discovered after you graduate.