



**UNIVERSITY  
OF LONDON**

# General Regulations 2018–2019

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



University of London  
**SENATE HOUSE**  
and  
**LIBRARY**

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## Significant changes made to General Regulations 2018-2019

### Last revised January 2018

- The name change of the organisation (from 'University of London International Programmes' to 'University of London') which came into effect on 1 February 2018 is reflected in these regulations.
- The change in terminology from 'Teaching Institution' to 'Teaching Centre' from 1 August 2018 is reflected in these regulations.
- Regulation 1.2 now indicates there may be penalties if you fail to complete initial registration by the date specified.
- Redrafting, for greater clarification, the section entitled Recognition of prior learning
- Credit transfer is now addressed under a separate section
- Clarification provided at regulation 5.6 in respect of examination entry required for coursework
- Clarification at 5.20 that Programme Regulations may require resubmission of assessment tasks or examinations already passed if the overall module/course result is a fail
- Clarification at 13.3 that where an exit or interim award is conferred retrospectively the date of the award will correspond with when the requirements for the award were met
- The change in terminology from 'Individual modules' to 'Short courses' is reflected in these regulations
- Complaints are now addressed in section 15 and Suspension and termination of your registration addressed separately, in Section 16

## About the University of London General Regulations 2018-2019

1. These General Regulations are subject to the Statutes, Ordinances and Regulations of the University and apply to all students<sup>1</sup>.
2. Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.
3. General Regulations should be read in conjunction with your Programme Regulations, which are published on the [website](#).
4. The General Regulations and Programme Regulations are revised annually. You are bound by the regulations of the current Academic Year and not the Academic Year in which you initially registered.
5. Where any words are capitalised throughout these General Regulations, they shall have the meanings set out below.

<b>Academic Year</b>	for the purposes of this document, this means the period for which your Programme runs. An Academic Year may start in October or January of any given calendar year, and may have entry points throughout this period.
<b>Procedure for University of London Student Complaints and Academic Appeals</b>	means our academic appeals and complaints policy and procedure.
<b>Continuing Registration Fee</b>	means any 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.
<b>Offer</b>	means an offer of a place on a Programme.
<b>Programme</b>	means your prospective or registered programme of study with the University of London.
<b>Programme Fees</b>	These are fees payable to the University 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 <a href="#">website</a> .

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<sup>1</sup> All students with the exception of those studying for the International Foundation Certificate. The Regulations for that programme are available on the [website](#).

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**University of London  
Recognised Teaching  
Centre**

means a teaching centre that supports students studying for the Programme and is recognised under the Teaching Centres Recognition Framework (TCRF).

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6. Programme specifications and regulations may be revised during the time that you are registered with us. If revisions are made
  - we will give notice of at least one year if a module/course is permanently withdrawn, a syllabus is substantially revised, a new requisite for a module/course is introduced or the assessment method for a module/course changes; and
  - we will give five years' notice if a Programme is to be permanently withdrawn.
7. On all matters where the regulations are to be interpreted, or are silent, our decision will be final.

## 1 Registration

### Effective date of registration

#### 1.1

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

#### 1.2

Where a registration deadline is indicated for your Programme, you must complete your initial registration by the date specified on our website. If you fail to do this you may incur financial penalties or be required to defer your registration to the next point of entry.

### Period of registration

#### 1.3

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

#### 1.4

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 modules/courses that you have completed and decide whether the credit can contribute to your award;
- you will be responsible for any additional fees that become payable.

#### 1.5

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

#### 1.6

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

#### 1.7

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.

#### 1.8

If you commence a new Programme you must pay all associated Programme Fees and any other costs. We will grant you the maximum period of registration relevant to the new Programme.

#### 1.9

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

## Confirmation of continuing study

### 1.10

When asked, you must complete the annual continuing registration process and pay any appropriate fees, by the deadline for your Programme.

### 1.11

If, when asked, you fail to complete the annual continuing registration process by the deadline for your Programme, you will not be able to enter for any written assessments during that Academic Year. If 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.

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## 2 Transfer of registration

### 2.1

If you successfully complete a 'Short course' and apply to transfer to the associated award, we will give you a new maximum period of registration effective from the Academic Year that you transfer.

### 2.2

If you transfer your registration between awards in the same 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.

### 2.3

We may consider applications to transfer between Programmes. We will decide if you meet the entrance requirements, your maximum period of registration and any Programme Fees that apply.

### 2.4

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

## Progression within a Programme

### 2.5

You may progress to the next stage within a Programme provided

- a) that you have met any academic requirements given in the Programme Regulations;
- b) that you have sufficient time to complete the next stage;
- c) that you pay any Programme Fees that apply.

### 2.6

If you progress to the next stage within a Programme, your registration will be transferred to the award that corresponds to that stage. 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, assessment attempts made for a module/course at the lower level award may count towards the maximum number of attempts permitted for that module/course, 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.

## Transferring your registration

### 2.9

If you are registered at a member institution you may apply to complete your studies for the same or similar award by transferring and registering with the University of London on one of its degree programmes.

### 2.10

If we allow you to transfer your registration, we will review the currency of the modules/courses 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.

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## 3 Recognition of prior learning

Recognition of Prior Learning (RPL) is a generic term for the process by which we recognise and, where appropriate, award credit for learning that has taken place at an institution other than the University of London before entry onto a programme of study.

### 3.1

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

### 3.2

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.

### 3.3

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

### 3.4

Where recognition of prior learning is permitted, we will only consider prior certificated learning. This is learning which has been formally assessed by a recognised academic institution or professional body and for which you have been awarded a resulting qualification and/or credits.

### 3.5

We will only consider recognition of prior learning for up to two thirds of the total volume of credit of the award. You must successfully complete at least one third of the total volume of credit with us.

### 3.6

Your prior learning may count towards a University of London award provided that:

- a) the academic/professional requirements for the previous study can be 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) your prior learning was completed within the past five years;
- d) you apply in line with our written procedures and provide the necessary evidence;
- e) you have not already entered for the assessment in the module/course concerned;
- f) the period of registration and study with us shall be at least one third of the minimum period of study prescribed for the award concerned; and
- g) in all cases you undertake assessment at the final stage of the award, or final assessment element.

### 3.7

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. Fees may be payable.

### 3.8

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

### 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) you satisfy the requirements of the scheme of award; and
- c) your Programme Regulations permit this.

## Provision for Recognition of prior learning

### 3.10

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 learning to be recognised;
- b) for a module/course on a named Programme. If you transfer your registration to another Programme you will be required to apply for recognition of prior learning for the new Programme.

### 3.11

Your transcript will indicate the credit value for any module/course where prior learning has been recognised. The mark awarded for the prior learning will not be recorded on your transcript and will not contribute towards classification of your award.

### 3.12

You may not register for a module/course which we have recognised and accredited as prior learning unless you withdraw your request for recognition of prior learning.

### 3.13

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

### 3.14

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

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## 4 Credit transfer

### 4.1

If you have successfully completed study at a member institution or through a central academic body of the University of London then 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 module/course will be carried forward to your record and will contribute towards the classification of your award, in accordance with the scheme of award.

### 4.2

Credit transfer will be considered on the basis of regulations in effect at the time of the application and will be granted at our discretion.

### 4.3

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

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## 5 Assessment for the Programme

### 5.1

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 written examination, coursework, project, dissertation and required online participation and activities.

### 5.2

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.

### 5.3

We reserve the right to require you to complete an oral examination in order to confirm that work submitted by you for assessment is your own.

### 5.4

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

### 5.5

Where you are required to make an examination entry in order to sit for a written examination, you must do so in accordance with the assessment entry deadlines. Dates will vary for each Programme and will be published on the website.

### 5.6

Where you are required to make an examination entry in order to submit coursework, you must do so in accordance with the assessment entry deadlines. Dates will vary for each Programme and will be published on the VLE.

### 5.7

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

### 5.8

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

### 5.9

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

### 5.10

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

### 5.11

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

### 5.12

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

### 5.13

You will normally be notified of any change to the format or the rubric of any assessment, but, exceptionally, it may be necessary to change the format or the rubric of an assessment task without giving notice.

### 5.14

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

### Number of attempts permitted

#### 5.15

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

#### 5.16

As soon as you enter an examination hall to sit a written examination this counts as an examination attempt.

#### 5.17

If you do not attend for a written examination, this will not count as an attempt, unless Programme Regulations indicate otherwise.

#### 5.18

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.

#### 5.19

No refunds are provided for examinations or assessment tasks that are not attempted.

#### 5.20

You will not be allowed to resubmit assessment tasks or re-sit written examinations for modules/courses that you have already passed or for which credit has been awarded, unless Programme Regulations indicate otherwise.

#### 5.21

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 confirmed marks will appear on the transcript.

#### 5.22

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

See your Programme Regulations for more detailed information about assessment

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## 6 Taking an assessment

### 6.1

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

- a) registered for the relevant Programme and module/course;
- b) kept to our regulations and examination entry instructions and deadlines;
- c) kept to the instructions provided for the assessment tasks;
- d) paid all relevant Programme Fees, as required, both to us and to your examination centre.

## 7 Rules for taking written examinations

### 7.1

Failure to comply with the following, either intentionally or unintentionally, will be deemed an assessment offence and will be dealt with as set out in 9.1 below.

### 7.2

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;

### 7.3

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

### 7.4

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

### 7.5

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.

**7.6**

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.

**7.7**

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

**7.8**

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

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## **8 Plagiarism rules**

**8.1**

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.

**8.2**

Plagiarism is an assessment offence.

**8.3**

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.

**8.4**

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.

**8.5**

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 module/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'.

**8.6**

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.

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## 9 Assessment offences

### 9.1

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.

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## 10 Specific access requirements or disabilities

### 10.1

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

#### 10.2

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.

#### 10.3

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.

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## 11 Mitigating circumstances

### 11.1

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 written examination, or before the final submission date in the case of dissertations or credit-bearing coursework. 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](#).

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## 12 Administrative re-check of marks

### 12.1

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 in the portal.

### 12.2

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 appropriate fee.

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## 13 Final diploma and diploma supplement

### 13.1

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.

### 13.2

If you have met the conditions to be considered for the relevant award, the award will be conferred. You will not be allowed to retake or swap any failed modules/courses with other modules/courses.

### 13.3

Where an exit or interim award is conferred retrospectively the date of the award will correspond to the year that the requirements for the award were satisfied.

### 13.4

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.

### Short courses (formerly referred to as Individual module/courses)

### 13.5

If you are registered with us for a short course, you will receive a *certificate of achievement* if you have:

- successfully completed the assessment and any other study requirements for the short course/s that you are registered for;
- kept to the Regulations in all respects;
- paid all Programme Fees that are due.

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## 14 Provision for awards made in exceptional circumstances

### 14.1

In exceptional cases, and where you are unable to return to enter for assessment, the Board of Examiners may, if they determine there is sufficient evidence that an award is merited, consider the award of:

- a) a classified degree,

- b) an exit award (in line with Programme Regulations) or
- c) an aegrotat degree (an undergraduate degree without classification).

### 14.2

The Board of Examiners will consider whether your circumstances should be dealt with under the rules for mitigating circumstances (see Regulation 10) before offering a degree under these provisions.

### 14.3

If the Board of Examiners offers you a classified degree and you accept it, you will not be allowed to enter for any future assessments for that programme.

### 14.4

If the Board of Examiners offers you an aegrotat degree and you accept it, you will not be allowed to enter for any future assessments for that programme.

### 14.5

If the Board of Examiners offers you an aegrotat degree and you do not accept it, you will not be eligible for consideration under these provisions again.

### 14.6

To be considered for an award under these provisions, you should make a submission under the [University of London Student Complaints and Academic Appeals Procedure](#) outlining your case and providing all relevant evidence. You should provide this information within twelve weeks (96 calendar days) of the circumstances arising which prevent you completing your programme. If you feel that this time limit should not apply to you, this should be included in your submission.

### 14.7

The Board of Examiners may apply these provisions and offer an exceptional award using its own discretion at its own instigation.

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## 15 Complaints

### 15.1

If you have a complaint against us or if you wish to appeal against the application of the regulations, you should follow the [Procedure for University of London Student Complaints and Academic Appeals](#).

### 15.2

If you wish to appeal against 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.

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## 16 Suspension and termination of your registration by us

### 16.1

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.

**16.2**

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 and, where applicable, inform the relevant professional body, if such a fraudulent, dishonest or misleading statement is discovered after you graduate.