



UNIVERSITY  
OF LONDON

# Programme Regulations 2016–17

## International Foundation Programme

### International Foundation Certificate

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



## Contents

Important information regarding the Programme Regulations .....	2
1 Programme structure.....	3
2 Registration .....	4
3 Credit transfer and accreditation of prior learning.....	4
4 Assessment.....	5
5 Number of attempts permitted at an examination .....	8
6 Progression and transfer to a higher award .....	8
7 Scheme of award.....	9
<b>Appendix A: Programme structure .....</b>	<b>10</b>
<b>Appendix B: Scheme of award.....</b>	<b>11</b>
<b>Appendix C: Assessment Criteria.....</b>	<b>14</b>

## **Important information regarding the Programme Regulations**

### **About this document**

Last revised 4 May 2016

### **About this document**

As a student registered with the University of London you are governed by the current General Regulations and Programme Regulations associated with your programme of study.

The Programme Regulations are designed and developed by the University of London. Programme Regulations, together with the [Programme Handbook](#), will provide the detailed rules and guidance for your programme of study.

In addition to Programme Regulations you will have to abide by the [General Regulations](#). For this programme the General Regulations for University of London International Programmes will apply. These regulations apply to all students registered for a programme of study with the International Academy and provide the rules governing registration and assessment on all programmes; they also indicate what you may expect on completion of your programme of study and how you may pursue a complaint, should that be necessary.

Programme Regulations should be read in conjunction with the General Regulations.

A [Glossary](#) provides an explanation of the terms used in this document.

If you have a query about any of the programme information provided please contact us. You should use the *ask a question* tab in the student portal <https://my.londoninternational.ac.uk>.

### **To note:**

Throughout the Regulations, 'we' 'us' and 'our' mean the University of London; 'you' and 'your' mean the student, or where applicable, all students.

### **Changes to International Foundation Programme Regulations 2016-17**

The International Foundation Certificate is a University of London award. The programme is designed and developed by the University of London.

The programme is marketed through University of London International Programmes and utilises that support structure to provide information and services to students of the International Foundation Programme.

## 1 Programme structure

### 1.1

The International Foundation Programme consists of four courses:

- one compulsory course: [FP0001 Foundation course: Mathematics and Statistics](#)

and your choice of three of the following course options:

- [FP0002 Foundation course: Economics](#)
- [FP0003 Foundation course: International Relations](#)
- [FP0004 Foundation course: Politics](#)
- [FP0005 Foundation course: Social Psychology](#)
- [FP0006 Foundation course: Sociology](#)
- [FP0007 Foundation course: Pure Mathematics](#)

### Choice of courses

#### 1.2

You must register for the compulsory course *FP0001 Foundation course: Mathematics and Statistics* in your first year of study.

To find out which course options are available at your chosen teaching institution, you should contact them directly. Not all courses are available at all institutions.

#### 1.3

Once you are registered for the International Foundation Programme we may allow you to change your choice of course options. You may not change your choice of course options if you:

- are already eligible for the award; or
- have entered the examination for a course you want to change.

If you want to change courses you must: make sure there is an alternative course available, pay a new course fee and check with your institution that you will be able to meet the attendance requirements to sit the examination.

### Attendance requirements

Institutions permitted to teach the University of London International Foundation Programme can be found in the [Directory of Institutions](#). You can search the directory for recognised centres and for institutions who have commenced the recognition process.

See the Glossary for the definition of [International Foundation Programme approved Institution](#).

#### 1.4

You are required to attend a full- or part-time course of instruction at an institution approved to teach the International Foundation Programme. You must comply with the institution's attendance and coursework requirements, except in the following circumstances:

- when you are resitting an examination; or

- where the University has used its discretion to waive the requirements in special cases, on grounds of illness or any other cause that has been judged adequate.

### 1.5

If your attendance record is not satisfactory or if you have not met the coursework requirements, we will refuse permission for you to sit one or more examinations.

Institutions provide us with annual attendance records for all students, including completion of tutorial exercises.

### 1.6

If you have entered for examinations but are then found not to have met the attendance requirements, you will have to pay an examination re-entry fee to enter for exams in a later year.

## **Progressing from a level 3 award to an award at level 4, 5 and 6 of the Framework for Higher Education Qualifications<sup>1</sup> (FHEQ)**

### 1.7

If you successfully complete the International Foundation Programme (level 3), you will meet the entrance requirements for certain FHEQ level 4, 5 and 6 programmes, including undergraduate programmes offered through the [University of London International Programmes](#).

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## **2 Registration**

### 2.1

If you are registered on the International Foundation Programme, you are not allowed to renew or extend your period of registration. Requests to do so on exceptional grounds will be considered on a case-by-case basis.

### 2.2

If you are accepted onto and register on another programme offered through the International Programmes, you will be given a new period of registration.

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## **3 Credit transfer and accreditation of prior learning**

### 3.1

No accreditation of prior learning (APL) or credit transfer is allowed for students who register on the International Foundation Programme.

See the Glossary for definition of [credit](#) and [accreditation of prior learning](#), also referred to as recognition of prior learning.

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<sup>1</sup> [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies](#)

## 4 Assessment

### Assessment methods

#### 4.1

Each International Foundation Programme course is examined by one two-hour unseen written examination.

See the Glossary for the definition of [examination](#) and [written examination](#).

#### 4.2

The examination paper for FP0001 *Foundation course: Mathematics and Statistics* consists of two equal sections: one section for Mathematics and one section for Statistics. You will receive a mark for each section and a composite mark for this examination.

#### 4.3

You must achieve a mark of 40 or above for each section of the examination paper for FP0001 *Foundation course: Mathematics and Statistics* to pass the course. If you achieve a mark of 39 or less in one or both sections you will fail the course and you will need to resit the examination.

Important note: We will not accept an average of the marks from each section of FP0001 *Foundation course: Mathematics and Statistics* examination paper as a Pass if you have scored 39 or less in one section.

### Number of courses

#### 4.4

Within the limits given below in regulations [4.5](#) and [4.6](#), you may decide when to take the examinations, the number you attempt each year and the order in which you take the examinations for your courses. You do not need to take examinations every year.

#### 4.5

The first time you enter an examination, you may enter for at least one course and up to four full courses. After that, you may enter examinations for no more than four courses including resits in any given examination period, and you must keep to the rules set out in [Section 5: Number of attempts permitted at an examination](#) for the maximum number of times you can resit an exam.

See regulations [4.11 – 4.19](#) for more information on resits.

### Date of examinations

#### 4.6

Written examinations take place in late April each year. You will receive an Admission Notice from us approximately two weeks before the examinations are scheduled to take place.

### Sitting examinations

#### 4.7

You must meet the attendance requirements to be allowed to make a first attempt at the examination for any course.

## **Materials and aids allowed in the examination room**

### **4.8**

We do not provide calculators for examinations. In examinations that permit their use, you are responsible for providing your own calculator. Your calculator must meet the conditions set out below and be in working order for the examination. You should make sure that you have a spare calculator (one that also meets the conditions set out below) in case your calculator fails during the examination, or you must be prepared to continue the examination without a calculator. You are not allowed to borrow another student's calculator during the examination. If you use an electronic calculator in an examination, you must write the name and type of calculator you used on your examination script.

### **4.9**

If you are allowed to use a calculator in an examination, you must keep to the conditions listed below, unless the Notice for Candidates (sent with your Admission Notice) tells you otherwise.

Calculators must:

- be non-scientific;
- be non-programmable; and
- not be capable of receiving, storing or displaying user-supplied non-numerical data.

You must not use a calculator that communicates or displays textual, graphical or algebraic information (other than error messages). If you use a calculator that does not meet all of these conditions, you will be considered to have committed an assessment offence.

Where calculators are permitted, only calculators limited to performing basic arithmetic operations may be used. This is to encourage candidates to show the examiners the steps taken in arriving at the answer. See Section 10 of the [General Regulations](#) for more information on assessment offences.

### **4.10**

Calculators that meet the requirements in regulation [4.9](#) may be brought into the examination hall and used for the following courses:

- FP0001 *Foundation course: Mathematics and Statistics*
- FP0002 *Foundation course: Economics*
- FP0007 *Foundation course: Pure Mathematics*

## **Resitting examinations**

### **4.11**

There is a resit session held in July each year for invited students only. It is the Board of Examiners' decision as to who will receive an invitation. This decision is final. Resit invitations will be sent in mid-June.

You will only be invited to the resit session in July if you have either marginally failed one examination or you have submitted evidence of mitigating circumstances within three weeks of your last International Foundation Programme examination in April.

See [Appendix C: Assessment criteria](#) for information about marginal fails.

#### **4.12**

If you enter examinations for all of the courses you have registered for that year and fail one course with a mark between 30 and 39, you will be invited to resit your examination in the July of the same year. You will not need to meet any additional attendance requirements to resit your examination.

The invitation to resit an examination in the July resit session is not compulsory. You may choose to resit your failed examination in line with regulation [4.14](#) if you are resitting the compulsory course FP0001 *Foundation course: Mathematics and Statistics* or [4.15](#) if you have failed a course option.

More information on resits can be found in [Section 4](#) of Appendix B: Scheme of award.

#### **4.13**

If you fail more than one course, you will have to wait until the following April to resit your exams.

#### **4.14**

If you fail the compulsory course FP0001 *Foundation course: Mathematics and Statistics*, you must resit it the next time you take an examination.

#### **4.15**

If you fail a course option, you may either resit it at any point within your maximum period of registration and examination attempts or substitute the failed course for an alternative course option.

If you decide to substitute to an alternative course, you will need to pay a new course fee. Details of fees can be found on our website at: [www.londoninternational.ac.uk/fees](http://www.londoninternational.ac.uk/fees)

#### **4.16**

You can resit up to four examinations in the April examination session.

### **Examination fees**

#### **4.17**

If you complete examination entry for a course but are then absent from the examination, you will be required to pay an examination re-entry fee for all subsequent examination entries for that course.

#### **4.18**

If you complete examination entry for a course but are subsequently not allowed to sit the examination due to not meeting the attendance requirements, you will be required to pay an examination re-entry fee for all subsequent examination entries for that course.

#### **4.19**

If you fail an examination, then you will be required to pay an examination re-entry fee for all subsequent examination entries for that course.

## 5 Number of attempts permitted at an examination

### 5.1

You have a maximum number of three attempts at the examination for each course.

### 5.2

You may resit all courses you fail up to the maximum number of attempts allowed. If you fail a course option up to the maximum number of attempts, you are allowed to substitute it for an alternative course option. You may only do this on one occasion and the substituted course option must be available at your local teaching institution.

### 5.3

Once the Board of Examiners decides that you are eligible for the award, you will not be allowed to make any further attempts at any courses you have failed, or to substitute any course options you have failed for other course options.

### 5.4

If you fail your final attempt at the examination for any course, your registration for the programme will end unless the Board of Examiners recommends otherwise.

See the [General Regulations](#) rules for taking written examinations.

## 6 Progression and transfer to a higher award

### Progressing to an award at levels 4, 5 and 6 of the FHEQ through the International Programmes

#### 6.1

If you successfully complete the International Foundation Programme, you will meet the General Entrance Requirements for most of the undergraduate programmes offered by the University of London International Programmes. Some programmes have programme-specific requirements and you will also need to meet these requirements.

Undergraduate degrees available through the University of London International Programmes that you may progress to include those offered with academic direction by the [London School of Economics \(LSE\)](#), [Goldsmiths](#), [Royal Holloway](#) and the [Laws Consortium](#).

For information on the full range of programmes available, please visit the [Courses](#) section of the International Programmes website.

There is more information on the transfer process in the [Programme handbook](#). The 'Further study' section of the handbook also provides more information on how you can meet the programme-specific requirements for a number of programmes.

#### 6.2

If you successfully complete the International Foundation Programme and then progress to another programme offered by the International Programmes, you will not carry any credit for the courses passed.

### **6.3**

On completion of the International Foundation Programme, you can only apply to transfer to another programme offered through the International Programmes in the next available registration session. After this date, if you wish to study one of these programmes you must make a fresh application and pay a new initial registration fee for the programme.

### **Transferring to a higher award through the International Programmes**

#### **6.4**

If you end your registration for the International Foundation Programme without passing all courses and without receiving an award, you may still be considered for transfer to one of the University of London Certificates of Higher Education offered through the International Programmes. If the certificate programme has an attendance requirement, you also need to be accepted by a teaching institution that is recognised to teach the programme.

Details of teaching institutions and the programmes they offer are available in the [Directory of Institutions](#) on our website.

### **Transferring your registration from a higher award to the International Foundation Programme**

#### **6.5**

You are not allowed to transfer your registration to the International Foundation Programme from a higher award such as a programme at level 4, 5, 6 or 7 of the FHEQ. To apply to register for the International Foundation Programme, you will need to cancel your registration and submit an application for consideration. Fees are non-transferrable between these programmes.

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## **7 Scheme of award**

See [Section 4: Assessment for the programme](#) for further details on the method of assessment.

### **7.1**

To be considered for the award of the International Foundation Certificate you must have attempted and passed the assessment for the one compulsory course and three course options.

### **7.2**

The International Foundation Certificate is awarded with Distinction, Merit or Pass. You will also receive percentage marks for each course.

See [Appendix C: Assessment criteria](#) for information on how to achieve the level required for a particular mark.

## Appendix A: Programme structure

A detailed outline of the course syllabus is provided on the [International Foundation Programme web page](#) under the Structure tab, or by clicking on the course names linked below.

The International Foundation Programme consists of four courses:

- One compulsory course: [FP0001 Foundation course: Mathematics and Statistics](#); and

Three course options chosen from a list:

- [FP0002 Foundation course: Economics](#)
- [FP0003 Foundation course: International Relations](#)
- [FP0004 Foundation course: Politics](#)
- [FP0005 Foundation course: Social Psychology](#)
- [FP0006 Foundation course: Sociology](#)
- [FP0007 Foundation course: Pure Mathematics](#)

## Appendix B: Scheme of award

The guidelines presented below show the main characteristics of the schemes used for the assessment of students on the International Foundation Programme, and the criteria used when grading students at the end of their studies. This information is necessarily abbreviated and it does not cover all special cases that the Board of Examiners may have to consider.

The Board of Examiners retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and/or fairness to students.

### 1 Eligibility for the award of the International Foundation Certificate

#### 1.1

Once you have attempted the final assessment for the one compulsory course and three course options, and passed all four full courses, you will be eligible for the International Foundation Certificate awarded by the University of London.

### 2 Foundation course: Mathematics and Statistics examination paper

#### 2.1

The FP0001 *Foundation course: Mathematics and Statistics* examination paper consists of two sections: one section is for Mathematics and one section is for Statistics. You will receive marks for each section and a composite mark for this examination.

#### 2.2

You must achieve a mark of 40 or above for each section of FP0001 *Foundation course: Mathematics and Statistics* examination paper to pass the course. If you achieve a mark of 39 or less in one or both sections you will fail the course and will need to resit the examination. The University will not accept an average of the marks from each section of *Foundation course: Mathematics and Statistics* paper as a pass if you achieve a mark of 39 or less in one section.

### 3 International Foundation Programme grading scheme

#### 3.1

The International Foundation Certificate is awarded with Pass, Merit or Distinction. Percentage marks are also given for each course.

#### 3.2

All courses are weighted equally. The grading for each course is as follows:

Mark	Grading
70+	Distinction
60-69	Merit
40-59	Pass
30-39	Marginal fail
0-29	Fail

### 3.3

The International Foundation Certificate is only awarded with Distinction or Merit if it is completed with no more than one resit. If it is completed with more than one resit for one course, or resits in two or more courses, an overall Pass grade is awarded.

### 3.4

The minimum requirements for the grading scheme are as follows:

<p><b>Distinction</b> – awarded to students who have achieved one of the following sets of marks:</p> <ul style="list-style-type: none"><li>• three marks of 70 or above and one mark of 40 or above</li><li>• two marks of 70 or above and two marks of 60 or above</li></ul>
<p><b>Merit</b> – awarded to students who have achieved one of the following sets of marks:</p> <ul style="list-style-type: none"><li>• three marks of 60 or above and one mark of 40 or above</li><li>• one mark of 70 or above, one mark of 60 or above, one mark of 50 or above, and one mark of 40 or above</li><li>• two marks of 60 or above and two marks of 50 or above</li></ul>
<p><b>Pass</b> – awarded to all students who are eligible for award of an International Foundation Certificate as described in <a href="#">1.1</a> above but not eligible for the award with Distinction or Merit.</p>

## 4 Resits

### 4.1

If you are not eligible for an award of the International Foundation Certificate, you are required to make a further attempt at all failed courses (provided you have not exceeded your maximum number of examination attempts) on the next occasion you take examinations, or to substitute a failed course option with an alternative course option where permitted.

### 4.2

In all cases, marks are based on those obtained at the latest attempt at the relevant course.

### 4.3

There is a special resit session held in July each year for invited students only. It is the Board of Examiners' decision as to who receives an invitation. This decision is final. Resit invitations for July are sent in mid-June.

You will only be invited to the resit session in July if you have either marginally failed your examination or you have submitted evidence of mitigating circumstances within three weeks of the last International Foundation Programme examination from the April examination session.

See [Appendix C: Assessment criteria](#) for information about marginal fails.

### 4.4

If you enter for all four courses in the most recent examination period and fail one course with a mark between 30 and 39 you will be invited to resit your examination in the July of the same year you failed your examination. You will not need to satisfy any additional attendance requirements to resit your examination.

The invitation to resit is not compulsory and you may choose to resit your failed examination in line with [4.5](#) if you are resitting a course option, or [4.6](#) if you are resitting the compulsory course.

#### **4.5**

If you fail a course option, you may either resit it at any point within your maximum period of registration and examination attempts or substitute the failed course for an alternative course option. You may resit up to four examinations in one examination session.

If you decide to substitute one of your course options for an alternative course option, you will need to pay a new course fee.

#### **4.6**

If you fail the compulsory course, you must resit it the next time you sit an examination.

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## **5 Mitigating circumstances during the examination session**

### **5.1**

If you enter one or more examinations and experience difficulties immediately before or during the examination period through illness or other adequate cause, you should immediately inform the Examinations Office, and provide a supporting medical certificate or other official documentation for the courses affected. The documentation must be received within the time period specified (see 'Mitigating circumstances' in Section 10 of the [General Regulations](#)).

### **5.2**

If, despite difficulties as described in [5.1](#), you have attempted and passed your examination(s), the grade(s) and percentage mark(s) received will stand.

### **5.3**

If you attempt but fail (an) examination(s) because of difficulties as described in [5.1](#), and the documentation you provide is accepted by the Board of Examiners, you may be given a result of *Attempt not to count* for your examination(s). The attempt(s) will not count and you will be allowed to sit the examination(s) again without academic penalty. The attempt(s) will not count towards the maximum number of attempts permitted for each course.

### **5.4**

If you did not attend an examination because of difficulties as described in [5.1](#), and the documentation you provide is accepted by the Board of Examiners, you may be given a result of *Absence certified* for your examination(s). The attempt(s) will not count and you will be allowed to sit the examination(s) again without academic penalty. The attempt(s) will not count towards the maximum number of attempts permitted for each course.

### **5.5**

*Absence certified* and *Attempt not to count* reflect decisions by the Board of Examiners that absence from or failure in an examination through certified illness or other adequate cause will not be counted as one of the permitted attempts.

### **5.6**

Although a course which receives a result of *Absence certified* or *Attempt not to count* is not counted as one of the attempts permitted, it will be treated as a resit in terms of attendance requirements and rules for sitting exams as outlined in regulations [4.11 to 4.19](#) in Section 4: Assessment for the programme.

## Appendix C: Assessment Criteria

Mark	Grade descriptor	Characteristics
70 - 100	Distinction	<ul style="list-style-type: none"> <li>• Demonstrates an excellent grasp of the relevant knowledge base.</li> <li>• Answer is consistently informed by the major conventions and practices of the area of study, with high levels of breadth and depth.</li> <li>• Clearly demonstrates excellent, or outstanding, understanding of the different perspectives or approaches associated with the area of study.</li> <li>• Evidence of excellent, or outstanding, analysis and discussion.</li> <li>• Evidence of the ability to answer more unusual or demanding questions, involving application of in-depth and advanced understanding of the subject and its methods.</li> <li>• Excellent, or outstanding, presentation and structure.</li> </ul>
60 - 69	Merit	<ul style="list-style-type: none"> <li>• Demonstrates a very good grasp of the relevant knowledge base. Answer is generally well informed by the major conventions and practices of the area of study.</li> <li>• Demonstrates wide and accurate understanding of the different perspectives or approaches associated with the area of study. With good breadth and depth.</li> <li>• Evidence of very good analysis and discussion.</li> <li>• Evidence of the ability to solve some of the more unusual or demanding questions involving the use of significant understanding of the subject.</li> <li>• Very good levels of consistency and accuracy.</li> </ul>
40 - 59	Pass	<ul style="list-style-type: none"> <li>• Evidence of a basic understanding and competence in the subject. Some knowledge and application of relevant methods and techniques.</li> <li>• Basic analysis on a standard range of information and knowledge, with some inaccuracy.</li> <li>• Evidence of essential reading and acceptable quality of presentation and structure.</li> <li>• Demonstrates ability to address standard problems, but does not show evidence of significant, in depth understanding of the subject.</li> </ul>
30 - 39	Marginal fail	<ul style="list-style-type: none"> <li>• Superficial coverage of questions that is highly descriptive. Contains serious omissions and/or significant errors.</li> <li>• Some understanding evident, but shows no ability to present anything other than very basic and simplistic answers.</li> <li>• Disorganised in structure and poor clarity of expression.</li> <li>• Limited evidence of reading or thought of an appropriate nature.</li> <li>• Limited competence in core basic techniques of the subject area or competence only in a small part of the course material.</li> </ul>
0-29	Fail	<ul style="list-style-type: none"> <li>• No information or very little information presented. Almost entirely inaccurate information. No evidence of understanding.</li> <li>• No evidence or very little evidence of reading of appropriate and relevant material. No competence or limited competence in core basic techniques of the subject.</li> <li>• Poor, or extremely poor, structure. Lack of direction and clarity. No evidence of understanding of the basic syllabus.</li> </ul>