



**UNIVERSITY
OF LONDON**
INTERNATIONAL
PROGRAMMES

General Regulations 2016-17

(for students 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 for Global MBA and Professional Accountancy

Last revised 15 June 2016

These General Regulations apply to all students undertaking the Global MBA and Professional Accountancy programmes. They should be read in conjunction with the respective Programme Regulations available on the [website](#)

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.

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.
Procedure for University of London Student Complaints and Academic Appeals	means our academic appeals and complaints policy and procedure
Offer	means an offer of a place on a Programme
Programme	means your prospective or registered programme of study or research with the University's International Programmes
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.

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.

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.

Significant changes made to General Regulations 2016-17 Global MBA and Professional Accountancy

- 1) Applicable to students of Global MBA
- 2) Change from *two years* to *at least one year* as the minimum period of notice if a module or course is permanently withdrawn.
- 3) Clarification that Photo ID is required at examination centres (6.4).
- 4) Inclusion of reference to *Procedure for consideration of representations concerning decisions of Boards of Examiners (14.2)*.
- 5) Clarification that fraudulent dishonest or misleading statements can result in revocation of the degree if discovered after the award has been made.

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

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 module is permanently withdrawn, a syllabus is substantially revised, a new requisite for a module is introduced or the assessment method for a 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

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.

1.2

The minimum and maximum periods of registration are as follows:

Award	Minimum	Maximum
Master's degree	1 year	5 years
Postgraduate Diploma	1 year	5 years
Postgraduate Certificate	6 months	5 years
Bachelor's degree	3 years	8 years
Diploma of Higher Education	2 years	5 years
Diploma for Graduates	1 year	5 years
Certificate of Higher Education	1 year	5 years
Stand-alone module	6 months	2 years

The minimum registration period may be reduced if prior learning is recognised and accredited.

1.3

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 that you have completed and decide whether to grant you credit for them.

1.4

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.

1.5

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

2 Transfer of registration

2.1

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.

2.2

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.

2.3

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

Progression within a programme

2.4

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.

2.5

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.

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 already successfully undertaken and/or awards already achieved by you in the University of London or elsewhere 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 a student 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 module and not part of a module.

3.6

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

3.7

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

3.8

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.

3.9

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.

3.10

We will only consider recognising prior learning or granting credit transfer if you apply formally and keep to our written procedures.

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, subject to the general provisions above (3.1-3.11), we recognise your prior learning, this may be used against a module on a named award.

3.13

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

3.14

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 named module(s) and named programme(s). 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.

3.15

You are not allowed to register for a module for which we have granted you recognition of prior learning.

3.16

You are not allowed to take an assessment for a module for which we have granted you recognition of prior learning unless you request that our recognition is retracted before entering for the assessment.

3.17

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

3.18

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

Credit transfer

3.19

If you have successfully completed study at an academic institution 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 module will be carried forward to your record and will contribute towards the award, in accordance with the scheme for award.

3.20

The final transcript that we produce for you will detail the 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 module.

4 Assessment for the programme

4.1

Assessment refers to any method 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

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

4.5

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

4.6

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

4.7

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

4.8

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 examinations for the same module for students sitting in the same region or in separate regions.

4.9

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

Number of attempts permitted

4.10

The maximum number of attempts permitted at any item of assessment is two on a postgraduate programme.

4.11

To meet the conditions for an award we will allow you to retake an item of assessment that you have failed provided you have not exceeded the maximum number of attempts and that your period of registration has not expired.

4.12

We will not allow you to take an assessment for an element that you have already passed or for which we have awarded you credit.

4.13

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

4.14

The result you get for your most recent attempt at an assessment will count for classification.

4.15

If you fail the assessment on the final attempt for any assessment element of a compulsory module your registration for that Programme will end.

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 module;
- b) kept to our regulations and assessment 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 and the 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 in the examination room. 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.

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 the 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 the 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 recheck of marks

11.1

We will not consider appeals against assessment results that are made on academic grounds, but if you think the mark you have received is due to an administrative error and you follow our published procedure, you can apply to have the mark rechecked against administrative error.

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 Scheme of award

Passing an assessment

12.1

The overall pass mark for a module and the pass mark for all assessment elements of all modules is 50% at postgraduate level.

Compensation for marginal failure

12.2

We will not compensate for marginal failure for any assessment element of a compulsory module.

12.3

We will only permit compensation for marginal failure for an assessment element(s) within a module, and only where the mark awarded for the assessment element is no more than 5% below the pass mark.

12.4

We will only permit compensation for marginal failure for an assessment element(s) provided that the marks for the other assessment element(s) of the module are sufficient to produce an overall weighted aggregate pass mark for the module.

12.5

A Programme may choose not to offer compensation for failure if this is a condition of its accreditation by a professional body.

13 Final diploma and diploma supplement

13.1

To be eligible for an award(s) you must have

- a) registered with us for a Programme;
- b) met the requirements for the relevant award(s) 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 we grant you an award you will receive the following documents under our seal:

- a) a final diploma certificate; and
- b) a diploma supplement, which is a detailed record of your studies.

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 of registration 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.