



**UNIVERSITY
OF LONDON** | **INTERNATIONAL
PROGRAMMES**

Student Handbook

2011-2012

**Economics, Management, Finance
and the Social Sciences
(EMFSS)**

Important document – please read.

Welcome

Important note

Although every effort is made to ensure that the information in this handbook is accurate, the University of London gives no warranty that it is correct, complete or up-to-date, and accepts no responsibility for the information or for any use to which it is put. For full details of the University's Regulations, please see www.londoninternational.ac.uk/regs

Please note that as part of the University of London International Academy's Business Transformation Project, we are redeveloping our communication processes. During 2012, a new Customer Services department will take over responsibility for all first line communication with students to ensure a high quality and responsive customer service. All students will be informed of these new developments as they are launched but should note now that some email addresses will no longer be valid once the new system is established.



About this Student handbook

This Student handbook gives you important practical advice about your studies as a student with the University of London International Programmes. It gives you guidance specifically about our Economics, Management, Finance and Social Sciences (EMFSS) programmes for which LSE provide the academic direction. In 2011, the University of London implemented a new IT student life-cycle system which will allow students to carry out a number of administrative processes online. For example, for the first time this year the University of London is offering online registration for both initial and continuing students.

This handbook provides guidance on using this new system and also includes other useful information about the University of London International Programmes generally, such as how to make an examination entry and how to transfer to another programme of study. Also included is information about your certificates and transcript.

For advice about studying, such as how to use libraries, how to prepare for your examinations or how to write essays, you should refer to your academic and study skills guide, *Strategies for success*.

Important information for all students

Welcome to all students for the coming academic year. Please read the information below very carefully.

Course codes

This year we have introduced some changes to the course codes, in order to more accurately describe the subject area and level of the course.

For example, EC1002 can be broken down to:

- Subject designator:** EC indicates that this is an Economics course
- Level designator:** 1 indicates that this is a 100 course
- Course designator:** 002 indicates the unique course number. (These remain the same as in previous years, although they are all now in three-digit format).

Students will notice that the subject guides have different covers and are coloured to indicate whether the course is a 100 course (pink), 200 course (green) or 300 course (purple).

In most cases, there have been minor changes to the learning outcomes, for both courses and chapters within the subject guides. However, these are descriptive changes and the content and approach remain the same.

Important

In 2011, we also introduced **New Regulations**. These Regulations are for some new students only. New students studying in a teaching institution should find out as soon as possible whether they have been registered on the Old or the New Regulations. New students not studying in a teaching institution will be automatically registered under the New Regulations (all those registered since 1 January 2011). For these students, there have been significant changes to the Regulations, including the pass mark and the way that students can process through the degree.

Students who have registered in previous years or who have been registered in 2011 by their teaching institution on the Old Regulations will not be affected in any way by the changes in the New Regulations.

Transfer to the New Regulations will not be possible for students on the Old Regulations.

Good luck with your studies this year!

Contacts page

If you have a query, the following pages provide the relevant contact details for staff who will be able to help. Whenever you contact a member of staff at the University of London, it is important that you remember to give your full name, student number and the programme on which you are studying. This will help them to locate your student record and deal with your query as quickly as possible.

Please note: All enquiries of an administrative nature, such as general enquiries or queries about applications, registration and despatch of study materials, should be directed to the appropriate department at the University of London. Any questions in regards to the academic aspects of the programme, such as queries about the content of learning resources and the virtual learning environment (VLE) should be directed to the [LSE Office](#) for the University of London International Programmes. The LSE Office does not have access to your student record.

If you want to read more about the relationship between the University of London and the LSE and about the academic and administrative arrangements in London, please see: www2.lse.ac.uk/Study/uolip/home.aspx

Emailing the University

Hundreds of emails reach us every day from International Programmes students all over the world. This huge (and growing) volume of email has a considerable impact on our work. You will find that some staff and offices are using an 'automated response' message, particularly at busy times.

You will get a response more quickly if you are:

- Organised - please ensure that you send the message to the correct person or office (see the [Contacts list](#)) and please do not copy the email to other people or offices as this causes delays.
- Patient - allow 10 days for a personal response to be made to your message **before** making a further enquiry.
- Responsible - if resending a message or enquiring about an earlier message, always say that this is a repeat enquiry and give the date when your original message was sent.



University of London International Programmes Information Centre

The University of London International Programmes Information Centre is open from 09.00 to 17.00 (GMT), Monday to Friday. If you are in London at any time you are welcome to call in.

Unless otherwise stated, this is also the postal address for all staff (please see further details on the [Contacts list](#)):

University of London International Programmes
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom

Tel: +44 (0)20 7862 8360/8361/8362/8358

LSE Office for the University of London International Programmes

If you have queries of an academic nature, except for queries concerning [law](#) courses, please consult the LSE Office for the University of London International Programmes. If you are studying in a local institution, however, you should first consult your Course Director (who will get in touch with the LSE Office directly if they are unable to answer your query).

LSE Office for the University of London International Programmes
6th Floor, Tower 2
London School of Economics and Political Science
Houghton Street
London WC2A 2AE
United Kingdom

Tel: +44 (0)20 7955 7768

Fax: +44 (0)20 7955 7421

uolip@lse.ac.uk

www2.lse.ac.uk/study/UOLIP



Academic enquiries for law courses

All enquiries concerning law courses should be directed to:

Laws Student Support Manager
University of London
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom
Tel: +44 (0)20 7862 8386
lawsconsortium@london.ac.uk

Contacts list

Queries about	Who to write to	Telephone/Fax	Email or website
Registration			
For notification of change of name or address, or to request a certificate of registration, general registration matters, including continuing registration, change of options:	Registration and Learning Resources Office	Tel: +44 (0)20 7862 8348 Fax: +44 (0)20 7862 8238	enrolments@london.ac.uk
Online resources			
Queries if you are not yet logged in to the Student Portal:			uolia.support@london.ac.uk
Queries about the VLE once you have successfully logged in to the Student Portal:		Tel: +44 (0)20 7107 5226	uolip.vle@lse.ac.uk
Study materials			
Queries about despatch of study materials; if you do not receive them or if they are incorrect:	Registration and Learning Resources Office	Tel: +44 (0)20 7664 4879 Fax: +44 (0)20 7862 8329	enrolments@london.ac.uk
If you need your study materials to be provided in a particular format:	Special Needs Coordinator Corporate Performance and Quality Directorate	Tel: +44 (0)20 7664 4824	specialneeds@london.ac.uk
Accreditation of prior learning (APL)			
Queries about APL (Singapore and Hong Kong):	Sian Howell Senior Admissions Officer Undergraduate Admissions Office	Tel: +44 (0)20 7862 8402	sian.howell@london.ac.uk
Queries about APL (all locations except Singapore and Hong Kong):	Emmanuel John Senior Admissions Officer Undergraduate Admissions Office	Tel: +44 (0)20 7664 4825	emmanuel.john@london.ac.uk

Examinations			
Applications for special examination arrangements and considerations:	Inclusive Practice Manager Corporate Performance and Quality Directorate	Tel: +44 (0)20 7862 4824 Fax: +44 (0)20 7862 8290	special.arrangements@london.ac.uk
Should you be concerned that an administrative error may have been made in the calculation of your exam results:	Administrative recheck of marks Corporate Performance and Quality Directorate		uolia.recheck@london.ac.uk www.londoninternational.ac.uk/exams/admin_recheck
Queries about the Programme Specification and Regulations, progression within the programme, examination entry and notification of results:	Student Assessment Office (EMFSS)	Tel: +44 (0)20 7862 8337 Fax: +44 (0)20 7862 8341	emfssexams@london.ac.uk
Fees			
Queries about fees:	Fees Office	Fax: +44 (0)20 7862 8559	ipstudents.fees@london.ac.uk
Transferring and programme enquiries			
Queries about transfer of registration to another degree or diploma in the International Programmes not within the fields of Economics, Management, Finance and the Social Sciences:	Registration and Learning Resources Office	Tel: +44 (0)20 7862 8348 Fax: +44 (0)20 7862 8238	enrolments@london.ac.uk
Advice on transferring within the EMFSS programme:	Student Assessment Office (EMFSS)	Tel: +44 (0)20 7862 8337 Fax: +44 (0)20 7862 8341	transfers@london.ac.uk
Programme Enquiries may be able to help you with questions arising from your studies that are not directly academic or concerned with admissions, accreditation of prior learning or examinations:	Programme Enquiries The Information Centre	Tel: +44 (0)20 7862 8360/8361/8362 Fax: +44 (0)20 7862 8358	programme.enquiries@london.ac.uk

Transcripts and certificates			
Queries about transcripts or request for transcripts:	Transcripts Office	Tel: +44 (0)20 7862 8549 Fax: +44 (0)20 7862 8300	transcripts@london.ac.uk www.londoninternational.ac.uk/transcripts
Queries about degree and diploma certificates:	Diploma Production Office	Tel: +44 (0)20 7862 8301 Fax: +44 (0)20 7862 8287	diploma.enquiries@london.ac.uk
Graduating			
Queries about the presentation ceremony:	Corporate Affairs Executive Office	Tel: +44 (0)20 7862 8543	uolia.corporateaffairs@london.ac.uk
Miscellaneous			
To join the University of London Union (ULU):	Membership Applications University of London Union, Malet Street, London WC1E 7HY United Kingdom		www.uluo.co.uk
Queries about the Alumni Association and information about how to join:	Alumni Relations Alumni Office	Tel: +44 (0)20 7664 4826 Fax: +44 (0)20 7862 8349	uolia.alumni@london.ac.uk

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Change of contact details

If any of your personal details change (for example, if you move home or you change your name or your email address), please tell us as soon as possible so that we can ensure that your student record is up-to-date.

You can let us know by updating your records online via the Student Portal, or by contacting us via email or post. You can also complete the [Change of details](#) form and send it to the [Registration and Learning Resources Office](#).

Confirmation of registration

If you complete the online registration process you will receive an instant confirmation of registration message, which you can print off for your records and use to provide proof of your registration with the University of London. If you complete registration via the paper-based process and you require a Certificate of Registration, please contact the [Registration and Learning Resources Office](#) who will be happy to send you one.

Complaints procedure

The University of London International Programmes aims to provide the highest quality service to students at all times. Sometimes, however, we do know that things can go wrong and you may feel that you need to raise an issue with us. If possible, we would always prefer to resolve any concerns you have with us with a minimum level of formality.

Therefore, the first stage of our procedure is to always advise you to contact International Programmes staff/departments directly involved, as in many cases it may be possible for issues to be resolved quickly and easily.

If you still feel, however, that your problem has not been resolved, then you should follow the further stages in our [complaints procedure](#). This will ensure that your complaint will be directed to our Director of Corporate Performance and Quality who, acting on behalf of the Dean of the University of London International Programmes, will investigate the matter further.

Advice on how to proceed

If problems do arise, you may want to speak to someone initially to clarify the procedure before submitting a formal complaint. The University of London's Information Centre can explain, confidentially, the complaints procedure to you and make sure that you are familiar with, and are following the different stages of, the procedure (see [Contacts list](#)). We would advise all students to contact the Information Centre before submitting a formal complaint.

Learning resources

This section provides details of the learning resources you will receive to help you in your studies.



The online Student Portal and virtual learning environment

Why should I use the online Student Portal?

The Student Portal has been designed to:

- provide you with a single point of access to all of the resources relevant for your studies with the University of London
- encourage collaboration with other students from all over the world and foster a feeling of community
- encourage you to study in a way that is similar to students in London
- give you an insight as to our expectations and to enhance your learning experience.

What is in the Student Portal?

One username and password is required to log in to the Student Portal which will give you access to:

- The virtual learning environment (VLE): allows you to communicate easily with your fellow students and ensures that all of your course materials are accessible whenever you want them. For a number of courses you will find various additional materials designed to support your studies, such as audio-visual tutorials and self-testing activities.
- The Online Library: gives you access to a wide range of journal articles essential for your study.
- Your University of London email address: ensures good communication between you and the University.
- Other important resources: such as this Student handbook and Programme Specification and Regulations.

The Student Portal and VLE will form an essential part of your study experience with the University of London, therefore you should log in to the Portal as soon as possible and engage with the learning materials and opportunities in the VLE on a regular basis.

Log in to the Student Portal via: <http://my.londoninternational.ac.uk>

You should have received your login details for the online Student Portal with your official offer, which was emailed to the address that you gave on your application form. As soon as you registered, you will automatically be granted access to the VLE, Online Library and your fully functional University of London email account.

If you forget your login details at any point please email uolia.support@london.ac.uk quoting your student number.

The virtual learning environment

The VLE will form an important part of your study experience with the University. It has been designed to support you while you are studying and to help you meet fellow students. The VLE provides:

- **Electronic study materials:** All of the printed materials which you will receive from the University of London are available to download, such as full subject guides and reading lists, to allow you flexibility in how and where you study.
- **Student discussion forums:** An open space for you to discuss interests and experiences, to seek support from your peers and work collaboratively to solve problems and discuss subject material.
- **Video material:** Recorded academic introductions to many subjects and interviews with academics that have designed the courses and teach similar ones at LSE.
- **Debates:** Academics discuss interests, and demonstrate that there is no one correct answer in many cases.
- **Recorded lectures:** For a few subjects, where appropriate, the sessions from previous years Kick-off days and Study weekends have been recorded and made available online via the VLE.
- **Audio-visual tutorials and solutions:** For some of the large quantitative courses such as Introductions to Economics, Statistics and Mathematics, audio-visual tutorials are available to help you work through key concepts and to show the standards expected in the examinations.
- **Past examination papers and *Examiners' commentaries*:** These provide advice on how each examination question might best be answered.
- **Self-testing activities:** Allow you to test your own understanding of subject material.
- **Study skills:** Expert advice on getting started with your studies, preparing for examinations and developing your digital literacy skills. You can also download *Strategies for success* from the 'Supporting your studies' area of the VLE.

Note: Students registered for Laws courses also receive access to the dedicated Laws VLE.

My University of London email

Your fully functional University of London email service allows you to carry out all standard email actions such as sending, receiving and forwarding email, adding attachments and creating folders for storing and organising messages.

The Online Library

Many of the courses on the EMFSS programmes make use of journal articles in the Essential reading lists. As a registered student you are able to use the Online Library which holds these Essential reading articles along with thousands of other Further reading journal articles which you can access free of charge.

The Online Library provides access to a range of databases, many of which contain full-text electronic copies of journal articles. To access the Online Library, log in to the Student Portal and click on the 'Library' tab. You can browse or search the full list of the databases relevant to your programme of study. If you are interested in a particular journal then you can use the journal finder to search the databases to which we subscribe. Searching for individual journal articles has never been easier with the Summon search engine. Summon is a Google-like search engine that provides fast, relevancy-ranked results through a single search box.

Once you have located a journal article you will need to log in to the database in which the article is held. Typically you will be able to use the same login details that you use to log in to the Student Portal; however, for articles within ABI/Inform and Cambridge Journals you will be required to use an additional Athens login. Full information on how to register for Athens can be found at: <http://tinyurl.com/uolathens>

If you are taking a Laws course, then in addition to the databases relevant to the EMFSS suite of programmes, you will also have access to the key legal databases of cases and up-to-date statutes and all the key academic law journals - as well as multidisciplinary datasets and websites. A separate account is required to use Casetrack and Kluwer Arbitration. To get this login, please email onlinelibrary@shl.lon.ac.uk with your full name and student registration number.

A step-by-step guide on how you should log in to each database is available from the 'databases' page in the Online Library.

For many students, using an Online Library and reading journal articles are new skills. You can find support and guidance on how to approach journal resources in *Strategies for success*. The Online Library and Improving your Reading and Information Skills (IRIS) course, accessed via the 'Supporting your studies' area of the VLE, also hold a range of materials designed to improve your reading and information skills. Within the Online Library you will be able to take a tour of the library when you first begin and there is a dedicated helpdesk if you have any difficulties in finding what you need - just like a real campus library.

Support for using the Online Library

The Online Library Team is available between 09.00 and 17.00 (GMT), Monday to Friday:

onlinelibrary@shl.lon.ac.uk

Tel: +44 (0)20 7862 8478

You may also be able to find the information you need instantly through the Online Library Help Desk - just click on 'Help'.

University of London International Programmes blog

A number of students share their experience of studying for University of London International Programmes on the student blog:

<http://londonexternal.wordpress.com>

Staff at the LSE Office for the University of London International Programmes regularly contribute to a blog site, keeping you up-to-date with the latest news and to remind you of important dates. A number of alumni also offer study tips and advice on overcoming obstacles and challenges:

<http://externalstudy.wordpress.com/>

Follow us on Twitter

Follow the University of London and the LSE Office for the University of London International Programmes on Twitter for all the latest news and updates.

University of London International Programmes: <http://twitter.com/londonu>

LSE Office for University of London International Programmes: <http://twitter.com/emfss>

Internet access and computer requirements

In order to take advantage of the benefits of the Student Portal, as well as to keep up-to-date with the news and information about EMFSS programmes, all EMFSS students (including those taking Laws courses) are required to ensure that they have access to a computer with an internet connection. The recommended specifications are listed below. As well as improving access to information and study resources, the website and VLE can also help you feel part of the global EMFSS student community.

Computer requirements

To use the Student Portal and the online resources it provides, you will need:

- a computer with internet access
- a web browser - Internet Explorer 6.0 or later, or Firefox 2.0 or later
- Javascript to be enabled
- cookies to be enabled

- the latest version of Adobe Reader (<http://get.adobe.com/uk/reader/> to download study resources and help material)
- Adobe Flash Player 7.0 or later (<http://get.adobe.com/flashplayer> to view video material).

As with all websites, the higher the bandwidth of your internet connection, the smoother your experience of accessing the Portal will be.

Support

If you forget your login details or have any problem accessing the Student Portal, please email uolia.support@london.ac.uk

If you have any problems accessing or finding material in the VLE, please email uolip.vle@london.ac.uk

Libraries

During your studies you will need access to a range of textbooks and periodicals that are not always available to buy, so it is strongly advised that you join, or have access to, a good library. We provide details of libraries that offer their facilities to International Programmes students on our website.

www.londoninternational.ac.uk/current_students/general_resources/books_libraries/libraries.shtml

For information on opening hours, subject areas offered and any fees that may be payable, you should contact the library concerned directly. Their websites may also provide this type of information.

Many libraries will ask you to provide proof of your registration with the University of London. For details on how to obtain this proof, please see Confirmation of registration.

If you cannot find a library in your country or region, it is best to contact your British Council to see if it has a library or can recommend any alternatives. It is also worth contacting your local university or college to see if they will allow you to use their library facilities. Some universities or colleges may, unfortunately, not be able to offer this service.

If you find a library that is not included on our list, we would be grateful if you would let us know by emailing uolip@lse.ac.uk. We can then contact the library to ask if we can include them on subsequent lists.



The LSE Library

Students studying with the University of London International Programmes whose lead college is LSE may have reference access to the LSE Library during its normal opening hours. Material from the Course Collection, however, is not available to International Programmes students during LSE term time. During the Christmas and summer holidays, you are welcome to enter the Course Collection to refer to material. During the Easter holidays, material is available through the Library's fetching service at the Main Service Counter. You are advised to check the Library website (www2.lse.ac.uk/library/home.aspx) for dates and times of opening hours in term time and during holidays.

To gain entry to the Library you will need the following:

- United Kingdom resident International Programmes students: personal ID (preferably photo ID, e.g. passport, driving licence, etc.) and proof of address (e.g. utility bill, bank statement) that is not more than three months old.
- Non-United Kingdom resident International Programmes students: current passport or national ID.



Buying and selling textbooks

If you cannot find the recommended textbooks in local bookshops, you can order them from bookshops operating a mail order system, such as The Economist's Bookshop, Waterstones, Mammicks or Amazon. You can also log in to the VLE and from the home page click on the link titled 'Buy, advertise and sell used textbooks' where you will find a forum through which you can sell and buy used textbooks from your peers.



Additional courses

This section provides details of courses that you might like to attend for additional support with your studies.

Induction course and Laws and EMFSS weekend courses

EMFSS courses offered

A **Kick-off day**, held on a Saturday in September, is generally meant for students who are preparing for 100 courses, but it is an opportunity for all International Programmes students to come to the LSE to discuss any problems that they are facing or to seek support before they embark on a new academic year.

A three-day **study weekend**, held in early February, consists of short courses in many popular EMFSS courses. It has been designed to help students with examination preparation and technique. It is also an excellent opportunity for you to discuss the syllabus with subject specialists, receive guidance on the curriculum, discuss issues of particular concern and share experiences with other International Programmes students.

Further details

If you would like more information about these courses, please see www2.lse.ac.uk/study/UOLIP/events/. Or contact the LSE Office for the University of London International Programmes.

Laws courses offered

A one-day **Induction day** for newly registered law students is held on a Saturday in September. It is mostly suitable for those considering studying for a law degree.

A series of **Laws weekend courses** are also offered for the Intermediate subjects and for both compulsory Finals subjects and popular options. These courses are held at a central London venue in November, December, March and April.

Further details

If you would like more information about these courses, please see the Laws Programme web pages:

www.londoninternational.ac.uk/current_students/programme_resources/laws/laws_weekend/index.shtml

You can also contact the International Programmes Laws Student Support Office.

Laws Weekend Courses
Stewart House,
32 Russell Square
London WC1B 5DN
United Kingdom
Tel: +44 (0)20 7862 8225
laws.courses@london.ac.uk

Cambridge revision course

The University of Cambridge organises an annual residential revision week for International Programmes LLB students each year in early spring. The course provides in-depth and structured lectures to those revising for examinations. Lectures are given by experienced members of the University of Cambridge Faculty of Law, as well as distinguished visiting speakers. Tuition is offered in intermediate subjects for the Diploma in Law, final examination subjects and optional subjects. A one-hour examination techniques session is also offered.

www.cont-ed.cam.ac.uk/

The LSE Summer School

The LSE Summer School welcomes students from the International Programmes. Each year, over 4,000 participants from over 80 countries take Summer School courses at LSE. The participants are a mix of undergraduate and graduate students and professionals from backgrounds as diverse as banking, finance, government service and higher education. This provides for a lively mix in classes and makes the programme a truly international experience.

The Summer School programme covers over 70 courses in two sessions held during July and August and offers a chance to experience condensed versions of LSE courses. The programme provides a unique opportunity to attend courses with students from around the world, as well as professionals from institutions such as the Bank of England, the Italian Treasury, the European Commission and the World Bank.

Courses offered

Courses are taught by members of LSE faculty experienced in delivering intensive short courses, most of whom will be familiar with the International Programmes. Courses are offered in the following subject areas:

- accounting and finance
- economics
- English language
- international relations, government and society
- law
- management.

Although these courses will be similar to the ones offered by the International Programmes and may even be taught by the writers of subject guides, the syllabuses may not be the same. The Summer School is held in two three-week sessions which begin at the start of July each year. The closing date for applications is the end of May.

Tuition fees

The provisional fees for International Programmes students in 2012 are as follows (these may vary in future years):

1 session:	£1,300
2 sessions:	£2,200.

Structure

Courses are full time and normally consist of 48 contact hours over the three-week period, taking the form of 36 hours of lectures and 12 hours of classes. Lectures will either take place for three hours in the morning or the afternoon and are attended by all participants on a course as a single group. Small class groups supplement lectures. They are an opportunity to work through problem sets or case studies, or present and discuss seminar papers with a teaching assistant.

Examinations

Assessment for the Summer School is based on the results of either two examinations or a piece of assessed work and an examination to make sure that progress is carefully monitored. Examinations for the Summer School are not compulsory. Academic transcripts of the grades secured will be available upon request. Students who successfully complete the Summer School will be awarded an LSE certificate. The grades awarded in the Summer School examinations are quite separate from the examination process for International Programmes students and students will **not** receive credit for them on the International Programmes.

Further details and how to apply

See the LSE website for further information about courses and admission procedures, to request a brochure and application form, or to apply online.

Alternatively, contact the Summer School office:

summer.school@lse.ac.uk

www.lse.ac.uk/summer-school

Tel: +44 (0)20 7955 7227

The LSE International Programmes study weekend

In February each year the LSE arranges a study weekend for University of London International Programmes students. The weekend consists of short courses in many popular EMFSS courses. It has been designed to help students with examination preparation and technique. It is an excellent opportunity for students to discuss the syllabus with subject specialists, receive guidance on the curriculum, discuss issues of particular concern and to share experiences with other International Programmes students.

Students who attended the event in 2011 said:

'It was really an excellent weekend. Thank you for making it so informative, special, useful, and most of all inspiring for me. Look forward to coming back next year!'

'I found the study weekend very useful and very enjoyable. I'm half way through a graduate diploma in international development and found the sessions really clarified what is expected and how to do the exams. It was great to share experiences with fellow students from around the world. The weekend was informative, kindled my enthusiasm for studying and tempered the sense of isolation I've sometimes felt studying externally.'

'Excellent treatment of complex problems presented in a logical and easily comprehensible form, excellent utilisation of time and very inspirational!!'

'Highly informative. The delivery and content was exceptional, and I gained a great deal of practical advice and confidence.'

'Really great. Very impressive how much information was given in such a small amount of time.'

'Excellent, interesting and inspiring.'

Further details can be found at:

www2.lse.ac.uk/study/uolip/events

Law for EMFSS students

EMFSS students can study International Programmes Laws courses. This section contains information specifically about these courses.

Studying Laws courses as an EMFSS student

The academic study of law is not just about learning 'the rules' but much more about starting to think like a lawyer.

This means that the focus is on:

- knowing where to look for the law; how to find out what the law is
- knowing how to read a reported judgment so as to appreciate how much weight it will carry as a binding precedent
- learning to probe for limitations and ambiguities in a statement of the law (for example, in a section of a statute)
- learning to present a clear and cogent statement of how the law might apply to a given set of facts.

Recommended reading

Before you begin your detailed study of specific courses, you may find it valuable to put some time aside to learn about the methods of reading, analysis and reasoning appropriate to the discipline of the law.

If you have already begun, you may still find it useful to refresh your memory and to review how you are going about your studies.

Introductions

A copy of the following book is sent to all students registered on the Laws programme:

Holland, J.A. and J.S. Webb *Learning legal rules*. (Oxford: Oxford University Press, 2010) seventh edition [ISBN 9780199557745].

If, in addition, you wish to gain some other perspectives on the study of law, you may want to read one or two of the following:

- Berlins, M. and C. Dyer *The law machine*. (London: Penguin, 2000) fifth edition [ISBN 9780140287561].
- Bradney, A., F. Cownie, J. Masson, A. Neal and D. Newell *How to study law*. (London: Sweet and Maxwell, 2010) sixth edition [ISBN 9780414041806].
- Fox, M. and C. Bell *Learning legal skills*. (London: Blackstone, 1999) third edition [ISBN 9781854317667].
- Hanson, S. *Legal method and reasoning*. (Abingdon: Cavendish, 2003) second edition [ISBN 97818859417836].
- Askey, S. and I. McLeod, *Studying law*. (Palgrave Study Skills) (Palgrave Macmillan, 2008) second edition [ISBN 9780230573116].

Libraries and legal research

Two books which give advice on libraries and legal research are:

- Clinch, P. *Using a law library*. (London: Blackstone, 2001) second edition [ISBN 9781841740294].
- Dane, J. and P.A. Thomas *How to use a law library*. (London: Sweet & Maxwell, 2001) fourth edition [ISBN 9780421744103].

Legal dictionaries

Should you decide to buy a legal dictionary, we suggest one of the following:

- Bone S. and M. Woodley (eds) *Osborn's concise law dictionary*. (London: Sweet & Maxwell, 2005) tenth edition [ISBN 9780421900509].
- Curzon, L.B. and P. Richards *The Longman dictionary of law*. (London: Longman, 2007) seventh edition [ISBN 9780582894266].
- Martin, E.A. (ed.) *A dictionary of law*. (Oxford: Oxford University Press, 2006) seventh edition [ISBN 9780199551248].
- Penner, J.E. (ed.) *The law student's dictionary*. (Oxford: Oxford University Press, 2008) thirteenth edition [ISBN 9780140511994].

Studying in English

Finally, since a crucial part of your legal education is to learn to express your thoughts clearly and concisely, you could benefit by studying:

- Gowers, E. *The complete plain words*. (London: Penguin, 2004) third edition [ISBN 9780140511994].

Reading lists - an important warning

Law textbooks are revised frequently and new editions are published every few years. It is important that you always use the latest editions of textbooks and casebooks. If a new edition of a recommended book is published after this handbook or a subject guide, you should always buy or refer to this new edition - even if the subject guide has references to an earlier edition. A reputable bookshop will always supply the latest edition.

Statutes and statute books

In some Laws courses, the Examiners permit students to take statutes or statute books into the examination hall.

The list of permitted materials for each course is appended to the syllabus for that course in the *Regulations*. If there are any additions to this list, you will be informed when you are sent the admission notice/timetable.

Queen's Printer's copies of statutes are available from The Stationery Office (see page 22).

Candidates may underline and/or highlight with a coloured pen passages of the materials taken into the examination, but all other forms of annotation are strictly forbidden. Candidates are forbidden to attach self-adhesive notelets or index tags or any other paper to the pages of statute books or other materials.

If you use your own copy of a statute book while you are studying, you will become familiar with its layout and have the opportunity to highlight those passages that you (and your teachers) consider important.

Please note: students are forbidden to take into the examination hall:

- copies of statutes printed from the internet
- copies of statutes photocopied from statute books.

Legal vocabulary

Some aspects of learning law are similar to learning a new language and one way of speeding up the process is to master some basic legal vocabulary as quickly as possible.

Legal language departs from ordinary usage of the English language in a number of ways, for example:

- some words are technical, legal words that are unfamiliar to most, or many, non-lawyers (e.g. bailment, interrogatories)
- others are borrowed from Latin or law-French (e.g. ratio decidendi, mens rea, certiorari, cestui que trust)
- some words are apparently familiar, but are used more precisely or in a special sense by lawyers (e.g. contract, consideration, licence, case stated). These often trap the unwary because they think that they know what the words mean when they only know the everyday meaning, not the legal meaning.

You can sometimes obtain at least a basic idea of how these words are generally used in legal contexts by referring to a legal dictionary, such as one of those mentioned on page 19.

There are, however, many words and phrases which cannot be satisfactorily explained by a dictionary. For example, 'shall marry' in the Offences Against the Person Act, 'fair rent' or 'possession'. If you are worried that you may be disadvantaged in your studies because English is not your first language, you can take comfort from the fact that even native speakers of 'everyday' English are just as unfamiliar with legal terminology as you are.

Other resources for Laws students

If you cannot find the information you seek on justis.com or through the Laws VLE, you may find one or more of the following sites useful. If you are not yet logged onto the VLE, see the student area of the International Programmes website:

www.londoninternational.ac.uk/current_students/programmes_resources/laws/index.shtml

Internet for Laws students

The website of the Institute of Advanced Legal Studies, part of the University of London, includes links to a wide variety of legal information and legal sources; a visit is strongly recommended:

www.ials.sas.ac.uk/

The Web Journal of Current Legal Issues contains articles on matters of current import, critical comment on recent cases, comments on current issues, book reviews, etc. The journal is mounted on the University of Newcastle upon Tyne's website.

<http://webjcli.ncl.ac.uk/>

[Delia Venables Legal Resources](#) provides information on legal resources online in the United Kingdom and Ireland, including free case law resources, an A to Z set of legal resources by topic, information on the legal publishers, resources, courses and careers for students, sources of legal current awareness, lists of solicitors and barristers with links to their websites, information on expert witnesses, legal journals, educational resources, free legal information for individuals and a means of starting legal research across Europe and elsewhere.

www.venables.co.uk/

The following websites (recommended by the Careers Advice Network set up by the [Solicitors Regulation Authority](#) and the [Bar Standards Board](#)) will be useful for you if you are considering a legal career:

The Institute of Legal Executives

www.ilex.org.uk

Prospects Legal

www.prospects.ac.uk

Central Applications Board

www.prospects.ac.uk

Finally, a number of publishers and teaching institutions have websites with useful links that are worth exploring.

The Malet Street Gazette

The [Malet Street Gazette](#), which was founded by a law graduate of the University of London International Programmes, is devoted to helping and connecting students, graduates and professionals who gained their education from the University of London. Special emphasis is placed on networking with International Programmes students in the Laws Programme. The discussion forum is open to all who want to post/publish questions and provide information.

www.malet.com/

Statutes for law students

Queen's Printer's copies of statutes can be obtained from:

The Stationery Office - Ireland
16 Arthur Street, Belfast, BT1 4GD
United Kingdom

Tel: +44 (0)28 9023 8451
Fax: +44 (0)28 9023 5401
enquiries@tsoireland.com

The Stationery Office - Scotland
26 Rutland Square, Edinburgh, EH1 2BW
United Kingdom

Tel: +44 (0)131 659 7020
Fax: +44 (0)131 659 7040
enquiries@tsoscotland.com

Blackwell's Bookshop
Cardiff University Union,
Senghennydd Road, Cardiff, CF24 4AZ
United Kingdom

Tel: +44 (0)29 2022 8779
Fax: +44 (0)29 2034 5680

Open: 09.00 to 17.30, Monday to Friday except Thursday 09.30 to 17.30 and Saturday 10.30 to 16.30 (GMT).

Blackwell's Business and Law Bookshop
243-244 High Holborn, London, WC1V 7DZ
United Kingdom

Tel: +44 (0)20 7831 9501

For more information, please visit www.tso.co.uk/contact/bookshops/agents

Teaching institutions

Many EMFSS students choose to get support with their studies through a local teaching institution. This section provides information about how this can work.



Studying at an institution

In 2009 the University introduced a new policy framework covering its relationships with institutions. We now officially recognise certain institutions that offer study support to International Programmes students. These are known as Recognised centres and have been awarded either Affiliate or Registered centre status. For further details see the International Programmes website:

www.londoninternational.ac.uk/institutions

All International Programmes courses are designed to be completed anywhere in the world by independent study (with the exception of the five undergraduate Diplomas listed below). However, on many of our undergraduate courses - and some postgraduate courses - students often choose to attend classes at a local institution and can benefit from the support these organisations can offer.

The type of support provided varies between institutions. Most teaching institutions provide regular full-time and part-time classes or occasional revision sessions. Others may provide online or correspondence support. Institutions may also provide social and recreational facilities, libraries and other services that could benefit you during your time as an International Programmes student.

As mentioned above, attending an institution is not compulsory for most International Programmes courses; however, if you wish to register on any of the Diploma courses listed below, you must attend a recognised institution that has been listed as offering the programme on the International Programmes Directory of institutions:

www.londoninternational.ac.uk/online/search/institutions/index.jsp

If you register for any of the following Diploma programmes, you must attend an institution that has been given formal permission to provide teaching support for that programme:

- Diploma in Computing and Information Systems
- Diploma in Creative Computing
- Diploma in Economics
- Diploma in Law
- Diploma in Social Sciences.

If you are not on one of the above Diploma programmes but are seeking additional support, we advise that you wait for confirmation from the University of London that you are eligible for the programme of your choice before enrolling at an institution and paying tuition fees.

Please note, enrolment at a local institution is not the same as registration as an International Programmes student with the University of London.

If you are registered for a degree, a Diploma for Graduates or the Access route, then you can study as you choose - independently, with correspondence tuition, or at a local institution that provides full-time or part-time classes.

Choosing an institution

Most students on International Programmes courses attend institutions for additional support in their learning, and are happy with the assistance that they receive. If you decide to assist your studies by attending an institution we suggest that you first check the International Programmes Directory of institutions:

www.londoninternational.ac.uk/onlinesearch/institutions/index.jsp

The Directory is provided to guide you if you wish to study with an institution. **It does not list all institutions offering support for International Programmes courses, but only those that have proved to the University of London that they meet a set of specific criteria on teaching, student support and facilities.** These institutions are called Recognised centres.

Recognised centres are split into two categories: Affiliate centres and Registered centres. Affiliate centres have proved to the University that they are able to offer a long-term commitment to developing high standards in respect of teaching, support and administration. Affiliate centre status is the highest level of recognition the University can give an institution.

Registered centres also meet specific quality criteria and demonstrate standards for their teaching, support and administration that are acceptable to the University of London for supporting International Programmes students to prepare for their examinations.

We aim to ensure that all International Programmes students who study at a Recognised centre will encounter good standards of teaching, support and administration. In order to assure students of these standards, International Programmes staff undertake regular exercises to monitor these institutions, which include site visits by University of London academics.

Checklist to use when choosing an institution

The University of London International Programmes has a long track record of working with independent teaching institutions across the world. We officially recognise some institutions (Affiliate or Registered centres) that offer study support to International Programmes students, as a guide to the standards of the teaching, support and administration that you will receive.

The Affiliate or Registered designations apply to specific programmes on named campuses. Although these designations should guide you in deciding which institution to attend, it is important that you check carefully that the institution suits your particular needs.

The following checklist will help you in deciding on the institution that is right for you.

The teaching institution's recognition status from the University of London

- Is the institution a Recognised centre of the University of London International Programmes? Does it have Affiliate or Registered centre status? See the Directory of institutions for further details.
- If the institution is not listed, it is possible that they are in discussions with the University of London International Programmes with a view to commencing our recognition process. However, we are not able to comment on such institutions. As such, we advise you to undertake your own research on them. The checklist on our website provides guidance on some of the issues you should consider:

The institution's local accreditation/recognition

- Is this college or institute registered with the relevant authorities, such as the Ministry of Education in your country?

The institution's history

- How long has it been established? Be careful about institutions with little experience of teaching at undergraduate or postgraduate level.
- How long has it been teaching International Programmes students? Has it got a 'track record' of successful results in University of London examinations or examinations at a similar level of university study?

The institution's fees, facilities and services

- Does its prospectus/website give details of the specific services and facilities it can offer you?
- How do its services and fees compare with other institutions in your area?
- Does the timing and frequency of classes suit you? Are there tutorials as well as lectures and what size are the tutorial groups?
- Does the institution offer teaching and learning support for all levels of the degree? Is this support limited to a range of courses?
- Ask to see the facilities, especially the library. Can you borrow books from the library or is it for reference only? If you already have your subject guides, check that there are copies of the Essential and Further reading texts. Is there room to study in the library and is it quiet?

Registration and enrolment

- Will there be a written contract between you and the institution when you enrol? If not, make sure that you understand the terms and conditions that apply and your liability. Check how you pay fees - in one payment or in instalments? What is the refund policy if you cease studying for any reason?
- Talk to students who are already enrolled and get their opinions.

We advise you not to enrol at an institution until you have an offer of registration from the University of London International Programmes. If you are eager to start your studies ask if the institution is able to charge you only for the tuition you have actually received if you are not successful in your application to study with the University.

Additional checks for online or correspondence institutions:

- If based in the UK, is the institution accredited by the Open and Distance Learning Quality Council or is it a member of the Association of British Correspondence Colleges?
- If the institution offers study materials as part of its tuition, do they go beyond the International Programmes subject guides in their content and coverage?
- If a tutor service is offered, what response time does the institution guarantee?
- Can you send in your assignments by fax or email and can you ask to receive feedback in the same way?

If you have further questions, please check our FAQs in the first instance to see if the answers are there:

www.londoninternational.ac.uk/study_ep/faqs/institutions

Complaints

If you have concerns or complaints about an institution you are attending, then as a first stage, you should discuss these with the institutions staff. In many situations you will be able to resolve your problems quickly and easily.

If you still feel, however, that your problem has not been sorted out, then you should follow the further stages in our [complaints procedure](#):

www.londoninternational.ac.uk/current_students/general_resources/complaints.shtml

Diploma in Economics and Diploma in Social Sciences teaching institutions

To study for the Diploma in Economics or the Diploma in Social Sciences you must be accepted and enrol at a recognised institution that has been listed as offering the programmes. In order to teach, institutions must satisfy LSE and the International Programmes that they meet certain standards. Diploma teaching institutions are responsible for selecting students who have the necessary academic ability, motivation and potential to complete a Diploma programme successfully. They will provide the necessary academic and pastoral support to enable these students to succeed.

Students should be aware that this status can be withdrawn from an institution at any time and with short notice.

Institutions that teach for these Diplomas can be found in the Directory of institutions:

www.londoninternational.ac.uk/online/search/institutions/index.jsp

Please contact the institution directly for details of which Diplomas they offer.

For information on the University's policy framework covering its relationships with institutions, please refer to the International Programmes website:

www.londoninternational.ac.uk/study_ep/local_support/

Affiliate centres teaching EMFSS programmes

Hong Kong SAR

HKU School of Professional and Continuing Education (HKU SPACE)

Diploma teaching institution
Admissions Unit
Room 313, 3/F, Admiralty Centre
18 Harcourt Road
Hong Kong

Tel: +852 3761 1122
Fax: +852 2527 0489
londonu@hkuspace.hku.hk
www.hkuspace.hku.hk

India

ITM International plc

Diploma teaching institution
4253, HUDA Sector 23 A
Gurgaon 122 017
India

Tel: +91 12 4236 5811/12/13
Fax: +91 11 2433 4100
itm1@vsnl.com
www.itmindia.ac.in

Indian School of Business and Finance

Diploma teaching institution
B - 26, Okhla Phase - I
New Delhi 110020
India

Tel: +91 11 4057 7733
Fax: +91 11 4057 7730
uol@isbf.edu.in
www.isbf.edu.in

Russell Square International College

Diploma teaching institution
Gulmohar Cross Road No. 9
Juhu Vileparle Development Scheme
Vileparle (East), Juhu
Mumbai 400 049
India

Tel: +91 22 2671 5816/2624 1670/2625 4297/98
Fax: +91 22 2623 7263
enquiry@rsicollege.org
registrar@rsicollege.org
www.rsicollege.org

Kazakhstan

Kazakh-British Technical University (KBTU)/International School of Economics and Social Sciences (ISE)

59 Tole Bi Street
Office 402
Almaty 050000
Kazakhstan

Tel: +7 727 272 3972

Fax: +7 327 272 0489

www.kbtu.kz

www.ise.edu.kz

Malaysia

HELP Academy SDN BHD

Level 3 Block E,
Kompleks Pejabat
Damansara (KPD)
Jalan Dungun
Damansara Heights
Kuala Lumpur 50490
Malaysia

Tel: +603 2095 8791

Fax: +603 2095 7100

chinkh@help.edu.my

www.help.edu.my

HELP International College of Technology

Level 5, Klang Parade
2112 Jalan Meru
Klang 41050
Malaysia

Tel: +603 3346 7131

Fax: +603 3343 0240

enquiry@hict.edu.my

lilian.chan@hict.edu.my

www.helpcat.edu.my

Malta

St Martin's Institute of Information Technology

Diploma teaching institution
Schembri Street
Hamrun HMR 08
Malta

Tel: +356 2123 5451/
2122 2691/2122 2702

Fax: +356 2123 2630

infodesk@stmartins.edu

www.stmartins.edu

Pakistan

Roots College International

Diploma teaching institution
DHA-Campus Phase-1
Sector-A
Islamabad
Pakistan

Tel: +925 1578 8380/3

Fax: +925 1511 0680

rci@rootsschool.edu.pk

www.rootsschool.edu.pk

Roots College International

34-36 Nazimuddin Road
Islamabad
Pakistan

Tel: +925 1265 0141

abid@rootsschool.edu.pk

www.rootsschool.edu.pk

Roots College International Satellite Town Campus

82 A - Block Satellite Town
Rawalpindi
Pakistan

Tel: +925 1484 0366

yasmin@rootsschool.edu.pk

www.rootsschool.edu.pk

University College Lahore

Diploma teaching institution
1.5 km from Niazbeg Thokar
Raiwind Road
Lahore 53700
Pakistan

Tel: +92 42 751 5851/53

Fax: +92 42 751 5854

uclhr@ucl.edu.pk

admissions@ucl.edu.pk

www.ucl.edu.pk

University College Lahore Business School Multan

Diploma teaching institution
11/9 Qaswar Gerdezi Road
Near Canal Officers Colony
Multan,
Pakistan

Tel: +92 61 458 6642/43

uclmultan@gmail.com

www.ucl.edu.pk

Russia

International College of Economics and Finance

University - Higher School of Economics

Pokrovsky bulvar, 11

Moscow 109028

Russia

Tel: +7 495 771 3245

Fax: +7 495 925 7933

icef@hse.ru

icef.hse.ru/lingua/en/

Singapore

Singapore Institute of Management (SIM) Pte Ltd

Diploma teaching institution

SIM Headquarters

461 Clementi Road

599491

Singapore

Tel: +65 6248 9746

Fax: +65 6463 8317

study@sim.edu.sg

www.sim.edu.sg

Sri Lanka

Royal Institute of Colombo

Diploma teaching institution

189 Havelock Road

Colombo 05

Sri Lanka

Tel: +94 11 255 6329

Fax: +94 11 255 6329

royaldgr@sltnet.lk

niroshi@ric.lk

www.ric.lk

Trinidad and Tobago

School of Business and Computer Science

#53-54 Sagan Drive

Champs Fleurs

Trinidad and Tobago

Tel: +1 868 663 7227

Fax: +1 888 622 9666

sbcs@sbcstnt.com

www.sbcs.edu.tt

Turkey

Istanbul Bilgi Universitesi

Diploma teaching institution
Kurtulus Deresi Caddesi
No 47 Dolapdere
Istanbul 80370
Turkey

Tel: +90 212 311 5000

Fax: +90 212 297 0878

undergraduate@bilgi.edu.tr

gasan@bilgi.edu.tr

www.bilgi.edu.tr

United Arab Emirates

Western International College (previously known as International Institute for Technology and Management
FZ LLC (IITM))

Diploma teaching institution
Next to RAK Free Trade Zone
Nakheel
PO Box 16038
Ras Al Khaimah
UAE

Tel: +971 7228 1725

Fax: +971 7228 1726

info.iitmedu@gmail.com

www.wincedu.net

Registered centres teaching EMFSS programmes

Bangladesh

Dhaka Centre for Law and Economics

House No. 30, Road No. 14-A
Dhanmondi R/A 1209
Bangladesh

Tel: +880 2 913 4177/911 1628

Fax: +880 2 812 1000

dclebd@yahoo.com

www.dclebd.org

Greece

DEI Bachelor and Master Degrees (College)

Diploma teaching institution
131 Tsimiski & 9 Ethnikis Amynis
Thessaloniki 54621
Greece

Tel: +30 2310 251 888/239 543/251 999

Fax: +30 2310 251 291

studies@dei.edu.gr

www.dei.edu.gr

Malaysia

Crescendo International College

26 Jalan Wong Ah Fook
1st to 6th Floor
Johor Bahru
Johor 80000
Malaysia

Tel: +607 222 0998

Fax: +607 221 2998

admin@crescendo.edu.my

www.crescendo.edu.my

Stamford College (PJ) Sdn Bhd

Lot 7A
Jalan 223
Section 14
Petaling Jaya 46100
Malaysia

Tel: +603 7956 3188/7968 5532/7968 8073/7968 1188

Fax: +603 7958 4705

law@stamford.edu.my

www.stamford.edu.my

Nigeria

Centre for Law and Business

CLB Hall,
9B Abagbon Close
off Ologunagbeje Street
Victoria Island
Lagos,
Nigeria

Tel: +2341 775 7719/775 7720/270 4404/731 7601

Fax: +2341 731 7602

info@clb.com.ng

www.clb.com.ng

Pakistan

Alta Vista College

Diploma teaching institution
36 Nazimuddin Road
F-8/4
Islamabad 44000
Pakistan

Tel: +92 51 285 4601/4243

Fax: +92 51 285 2449

admin@avc.edu.pk

www.avc.edu.pk

Bay View College

8 Flench Street
Civil Lines
off Fatima Jinnah Bridge
Behind old British Council Library
Karachi,
Pakistan

Tel: +92 21 566 2657/522 3743

Fax: +92 21 522 3744

bayviewcollege@gmail.com

www.bayviewhigh.com

L'Ecole for Advanced Studies

211 Khayaban-e-Shaheen, Phase VIII
Defence House Authority
Karachi,
Pakistan

Tel: +92 21 584 8791/584 8796

Fax: +92 21 584 8798/584 8799

lecolekarachi@lecole.edu.pk

lecole.undergrad@gmail.com

www.lecole.edu.pk

University College of Islamabad

Diploma teaching institution

Street 21, House 8

Shalimar F-8/2

Islamabad 44000

Pakistan

Tel: +92 51 228 1461; 51 285 3178

Fax: +92 51 226 0690

ucipk1@yahoo.comwww.uci.edu.pk**Singapore****PSB Academy**

355 Jalan Bukit Ho Swee

Singapore 169567

Singapore

Tel: +65 6885 1000

Fax: +65 6276 3103

admissions@psbcorp.comwww.psb-academy.edu.sg**Singapore Accountancy Academy**

Diploma teaching institution

6 Raffles Quay

#23-00

Singapore 048580

Singapore

Tel: +65 6532 5312

Fax: +65 6532 3095

uol@saa.org.sgwww.saa.org.sg**Stansfield College**

Diploma teaching institution

250 Middle Road

188983

Singapore

Tel: +65 6348 0000

Fax: +65 6338 0400

degree@stansfield.edu.sgwww.stansfieldcollege.com**Spain****CESMA Escuela de Negocios**

Paseo de la Habana, 43

Madrid 28036

Spain

Tel: +34 91 458 3333/3820

Fax: +34 91 458 3802

jclark@did.cesma.eswww.cesma.es

Trinidad and Tobago

Academy of Tertiary Studies (ATS)

34 Southern Main Road
Curepe
Trinidad and Tobago

Tel: +1 868 663 9495/868 662 7807

Fax: +1 868 663 9831

queries@atstnt.com

www.atstnt.com

Institute of Tertiary Tutors

4-6 Chancery Lane
San Fernando
Trinidad and Tobago

Tel: +1 868 653 3945/868 652 6938

Fax: +1 868 653 3945

mmanchoon@yahoo.com

United Kingdom

City of London College

Diploma teaching institution
80 Backchurch Lane
London E1 1LX
United Kingdom

Tel: +44 (0)207 553 0430

Fax: +44 (0)207 247 1226

info@clc-london.ac.uk

www.clc-london.ac.uk

Examinations

New codes

Please note that in 2011 we introduced some changes to the examination numbers/course codes, in order to more accurately describe the subject area and level of the course. This change does not affect the syllabus or content of the course. The new code for each course is shown next to the course title in Annex A and Annex B of the Programme Specification and Regulations. For a table showing how old examination numbers are replaced by new course codes, see the University of London International Programmes website:

www.londoninternational.ac.uk/new_codes

Examinations are an important part of your life as a student and you will find guidance and study tips that relate to them in your study skills guide, *Strategies for success*. The following pages aim to guide you through the administrative aspects of the examination process, including submitting coursework and making an examination entry through to receiving your results.

The Diploma in Economics, the Diploma in Social Sciences and the Diplomas for Graduates require you to sit examinations for four full courses (or the equivalent), the Access route requires you to sit examinations for two full courses (or the equivalent), the Standard entry route degree requires examinations in 12 full courses (or the equivalent), and the Graduate entry route requires nine full courses (or the equivalent). Each full course is examined by one three-hour written paper (except for **AC1025 Principles of accounting**, **AC3091 Financial reporting** and **AC3097 Management accounting**, which are examined by a three-hour 15-minute written paper that includes 15 minutes of reading time). Each half course is examined by one two-hour written paper. A few courses also have a coursework requirement - see the Programme Specification and Regulations booklet. Two different papers are set for each course every year, traditionally called 'Zone A' and 'Zone B', to reflect general time zones. Each of these papers examines the same syllabus to the same standard and is given at the same time on the same day worldwide.

Remember, you may enter for an examination when you are ready. You do not have to take examinations each year but if you decide to, the University must receive your examination entry **by 1 February** in the year of the examination. Unseen written examinations are usually held **in May-June**.



Marking and assessment

Mark (%)	New Regulations grade descriptor	Old Regulations grade descriptor	Characteristics
0-9	Fail	Fail	Nothing presented or completely incorrect information or answers contain nothing at all of relevance. No evidence of understanding. No evidence of reading of an appropriate nature (for qualitative subjects). No competence in core basic techniques of the subject (for quantitative subjects).
10-19	Fail	Fail	(For qualitative subjects) Very little information or information that is almost entirely incorrect or irrelevant. Extremely poor structure and clarity. Misunderstanding of significant areas of the syllabus. Very little evidence of reading of an appropriate nature (for qualitative subjects). No competence in most of the core basic techniques of the subject (for quantitative subjects).
20-29	Fail	Fail	(For qualitative subjects) Little information or information that is almost entirely incorrect or irrelevant. Unacceptably poor structure and clarity. Little understanding evident. Little evidence of reading of an appropriate nature (for qualitative subjects). Very limited competence in core basic techniques of the subject (for quantitative subjects).
30-33	Fail	Fail	(For qualitative subjects) Superficial coverage of topics that is descriptive and flawed by many important omissions and/or significant errors. Some understanding evident, but no original thought or critical analysis or ability to grapple with anything other than very routine questions. (For qualitative answers) Disorganisation in structure and poor clarity of expression. Limited evidence of reading of an appropriate nature (for qualitative subjects). Limited competence in core basic techniques of the subject or competence only in a small part of the material (for quantitative subjects).
34-39	Fail	Pass	(For qualitative subjects) Largely superficial coverage of topics that is overly descriptive with important omissions and/or significant errors. Some understanding evident, but no ability to grapple with anything other than routine questions. (For qualitative answers) Some disorganisation in structure and weak clarity of expression. Limited evidence of wider reading of an appropriate nature (for qualitative subjects). Limited competence in core basic techniques of the subject or competence only in part of the material (for quantitative subjects).
40-49	Third class	Third class	An acceptable demonstration of a basic understanding of, and competence in, the subject. Some knowledge of, and application of, relevant methods and techniques. A basic range of information and knowledge deployed, with some areas of inaccuracy. Arguments and analysis not fully developed. Evidence of Essential reading. Acceptable quality of presentation and structure.

50-59	Lower second class	Lower second class	<p>A reasonably good understanding of the subject.</p> <p>Knowledge of, and some application of, relevant methods and techniques.</p> <p>A standard, and largely accurate, range of information and knowledge deployed.</p> <p>May rely more on knowledge than on argument or analysis (for qualitative subjects) or may (for quantitative subjects) demonstrate ability to grapple with standard problems but limited capacity to solve more unusual or demanding questions involving application of significant understanding of the subject.</p> <p>Satisfactory quality of presentation, with good structure (mainly for qualitative subjects).</p>
60-69	Upper second class	Upper second class	<p>A good understanding of the subject.</p> <p>Competent application of relevant methods and techniques.</p> <p>Wide and accurate range of information and knowledge deployed.</p> <p>Evidence of a critical approach to Essential reading (mainly for quantitative subjects).</p> <p>Clear argument which may demonstrate a degree of independent thinking or critical insight (for qualitative subjects) or (for quantitative subjects) some capacity to solve more unusual or demanding questions involving application of significant understanding of the subject.</p> <p>High quality of presentation and good structure (mainly for qualitative subjects).</p>
70-79	First class	First class	<p>A thorough understanding of the subject.</p> <p>Deft application of relevant methods and techniques.</p> <p>Extensive range and consistent accuracy of information and knowledge.</p> <p>Clear argument which demonstrates a degree of independent thinking or critical insight (for qualitative subjects) or (for quantitative subjects), a significant capacity to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods.</p> <p>Evidence of a critical approach to Essential reading and an ability to apply this in context with, additionally, some evidence of wider reading.</p> <p>Excellent presentation and structure.</p>
80-89	First class	First class	<p>A deep understanding of the subject.</p> <p>Mastery of relevant methods and techniques.</p> <p>Highly extensive range and consistent accuracy of information and knowledge.</p> <p>Lucid argument which demonstrates a high degree of independent thinking or critical insight (for qualitative subjects) or (for quantitative subjects) an impressive ability to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods.</p> <p>Evidence of a critical approach to Essential reading and an ability to apply this in context with, additionally, some evidence of wider reading.</p> <p>Excellent presentation and structure.</p>
90-100	First class	First class	<p>A comprehensive and deep understanding of the subject.</p> <p>Mastery of relevant methods and techniques and an ability to deploy them with flair.</p> <p>Very extensive range and consistent accuracy of information and knowledge.</p> <p>(For quantitative subjects) Exceptional powers of analysis, argument, synthesis and insight. Considerable evidence of extensive wider reading of an appropriate nature and its application in context.</p> <p>Lucid and convincing argument which demonstrates an exceptional degree of independent thinking and critical insight.</p> <p>(For quantitative subjects) An outstanding ability to solve unusual and demanding questions involving application of deep and comprehensive understanding of the subject and its methods.</p> <p>Outstanding presentation and structure.</p>

Submission of coursework

If you are taking **IS1060 Introduction to information systems** or **IS3136 Software engineering: theory and application** you must submit coursework or a project in addition to sitting an unseen written paper. To complete these courses you must sit the unseen written paper **and** submit the coursework in the same year. If you do not do this you will receive a result of 'attempt incomplete' and this will count as one of your three attempts at the examination for that course.

If you are taking course **GY3157 Independent geographical study** or **IS3159 Research project in information systems** you must submit coursework or a project only.

You must send a printed copy of your work to the Student Assessment Office (see Contacts page) by **1 May**. As long as the post mark is before 1 May, work will be accepted regardless of the date that it arrives at the University of London. Along with a printed copy of your work, you must submit your coursework via the VLE by May 1.

We will provide you with an acknowledgement card which you should complete and submit with your coursework or project. We will then send this card back to you, to acknowledge receipt.

Further information on the submission of coursework, including how to carry out a plagiarism check before submitting your work, can be found in the *Completing and submitting coursework and projects* booklet. This guide is available to download from each course page of the VLE where submission of coursework is required.

Apart from any coursework requirements, when you have decided to enter for an examination you must decide where to sit your unseen written papers, remembering always that your examination entry form must be received at the University no later **than 1 February** in the year of the examination. You must always sit at a designated Examination Centre.

Answering the correct number of questions

On the front of each examination paper you will find 'Instructions to candidates' which tell you the number of questions you must answer. It is very important that you follow these instructions precisely, and answer the number of questions required.

This might sound obvious, but each year Examiners are amazed at the number of candidates who answer too many or too few questions. Some candidates think that if they answer **more** than the required number of questions they will earn extra marks - this is not true. Candidates actually **disadvantage** themselves if they attempt to answer more than the required number of questions, because it means that they are limiting the time they have available to spend on their answers to the correct number of questions.

Examiners who mark these papers are instructed to mark the first answers that appear in the answer booklet which meet the required number of questions. If you do extra, they will **not** mark all questions attempted and then select the best marks.

Sometimes in an examination you may start to answer a question, find that you run into difficulties and then switch to another question. In this case, you should **cross through** the answer that you have discarded so that it is not marked. Examiners are not mind-readers: they will mark the first questions in the answer booklet that they come to.

The **exceptions to this advice** are for five Mathematics examinations:

MT3041	Advanced mathematical analysis
MT3042	Optimisation theory
MT3043	Mathematics of finance and valuation
MT2116	Abstract mathematics
MT2118	Advanced linear algebra

For these papers, you **are** permitted to answer more than the required number of questions; the Examiners will mark all answers and use the answers with the best marks to meet the required number. You are still reminded that you need to spend enough time on each question to ensure that you do your best.

Use of calculators in examinations

Where the use of a basic calculator is allowed in an examination, it must comply in all respects with the specification given in the Regulations.

You will not be asked to perform any calculations that require the use of a scientific calculator. This surprises some candidates as they think it will be impossible to perform certain calculations required in, for example, the **FN3023 Investment management** course. Should any calculations be required which cannot be solved using a basic calculator, the Examiners will provide you with any information that you need.

Taking into an examination a calculator which does not comply with the *Regulations* is an examination offence.

Examination Centres

The following pages are aimed to guide you through the examination process, from making an examination entry through to receiving your results. Remember, you do not have to take examinations each year, but if you decide to sit them they are usually held in May-June.

When you have decided to enter for an examination you must then decide where to sit your unseen written papers, remembering always that your examination entry form, countersigned by the Examination Centre, must be received by the University no later than **1 February** in the year of the examination. You must always sit at a designated Examination Centre - a regularly updated list appears on our website:

www.londoninternational.ac.uk/exams

If you do not yet have access to the internet, then please contact the Student Assessment Office (see Contacts page).

Examination Centres not in London

If you sit at an Examination Centre other than London you will have to pay a fee to cover the costs of accommodation, invigilation and the return of your script(s) to the University by courier. The local fee must be paid direct to the Examination Centre where you sit your examinations. If you decide to sit at the London centre you will not be required to pay an additional fee.

Always make sure that you have the correct address for the Examination Centre where you are going to sit your examination.

Students who have difficulty in making arrangements to take examinations at any of the listed centres, or who wish to take examinations in a country not listed, should write to the Student Assessment Office (see Contacts page). Please note, however, that in countries where an established Examination Centre exists, you must use the facilities provided by that centre; the University will not establish an alternative centre in an area where one already exists.

Examination Centres are independent institutions responsible for conducting examinations, setting the local deadlines by which you must return your examination entry form to them, and deciding what local fee they will charge to cover the costs of accommodation, invigilation and the return of your script(s) to the University by courier. You must pay this local fee in addition to the examination entry fee you pay to the University, direct to the centre where you sit. It is important to note that the University has no influence over the exchange rate or amount of fee charged by the Examination Centre, and the amount can vary significantly from country to country. Details of current fees may be obtained direct from the centre concerned.

All examinations held at Examination Centres take place on the same dates and normally at the same (local) time as the examinations in London. However, some have permission to start a little earlier and it is important that candidates should verify with the centre the correct time of their examinations. In addition, always make sure that you have the correct address for the venue where you are going to sit your examination.

The link between yourself and your Examination Centre is a very important part of the examination process. Maintaining good relations with the centre will help you: please inform both your Examination Centre and the Student Assessment Office if you change your address (see form on page 63) or are unable to attend the examinations you enter.

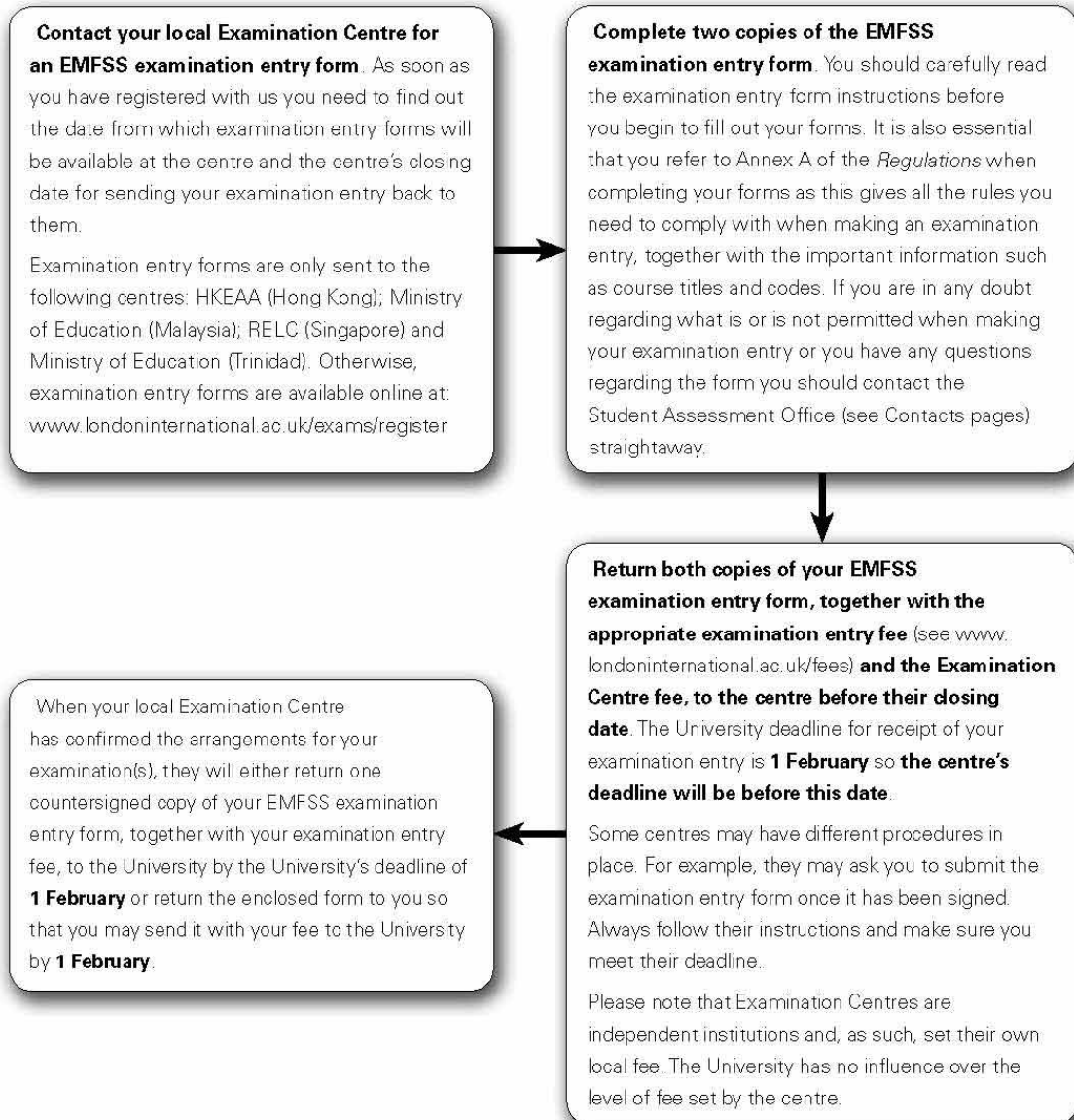
If you are away from home you should approach the Examination Centre in the country where you wish to sit your examinations and ask if they can accommodate you. You can also apply to sit your examinations in London, in which case you should contact the Student Assessment Office (see Contacts page) for further advice.

HM Forces overseas and HM Ships

If you are serving and want to take examinations where you are based you should contact the Student Assessment Office (see Contacts page).

Making an examination entry

The following diagram will guide you through the process for making an examination entry.



Please remember: The University deadline for receipt of your completed and countersigned examination entry is **1 February**. You must ensure that your entry is submitted in time to be received by this date. In exceptional circumstances, entries received after **1 February** will be accepted only at the discretion of the University.

London entry:

The Student Assessment Office makes the arrangements for London exams. You should return one copy of the exam entry form with the appropriate entry fee if applicable to the Student Assessment Office by the deadline.

Changing your address

If, after submission of your examination entry form, you change your address please let us know as soon as possible either by email, via the new online address updating facility within the Student Portal or by submitting the Change of details form on page 63. If you are based overseas you should also inform your Examination Centre.

Special examination arrangements

You should write to the Inclusive Practice Manager (see Contacts page) at the same time as you submit your examination entry to confirm any special examination arrangements that you require and to submit any required medical documentation. This will allow us to make the arrangements in good time for your examinations. For full information relating to our Inclusive Practice policy please see our website:

www.londoninternational.ac.uk/contact_us/sen.shtml

The examination timetable

The examination session is held in May-June each year and you should keep this in mind when making plans, such as booking holidays. We prepare the final examination timetable as soon as all examination entry forms have been processed at the University. It is only at this stage that we know which courses require examinations to be timetabled so it is unlikely that a full timetable will be produced before this time. Wherever and as early as possible we post an advance timetable on our website to help you make arrangements, such as agreeing leave from work. You should check the website from early January in the year of the examination for messages that relate to the advance timetable. It must be noted, however, that dates in the advance timetable are subject to change if, for example, we discover an examination clash. For the majority of papers the timetabling of examinations can only be confirmed in the first or second week of April.

Examination Admission Notice

We will send you an Examination Admission Notice before the examination session begins. This Notice provides important information relating to your examinations, including the examinations for which you are entered and the specified dates and times on which you will sit these examinations. If you do not wish to miss the opportunity to sit, it is vital that you make sure that you are able to take the examinations on the dates given on your Notice. No adjustment can be made to the dates on this Notice for any reason.

The Notice also includes an information sheet explaining examination conduct and the rules applying to your examination. It is an important document and you should read it carefully when it arrives.

The Notice must be taken into every examination to provide the invigilators with proof of your identity.

The Notice also gives you your candidate number, which you should use throughout the examination session and should write on each of your examination scripts.

If you are sitting your examinations in the United Kingdom, your Notice will be sent to you at the contact address we have on our records approximately four weeks before the examination session commences. If you are entered to sit examinations outside the United Kingdom, your Notice will be sent to your Examination Centre approximately four weeks before the examination period commences. You can then either collect the Notice from the centre or they will forward it to you at your contact address.

If you have not received your Notice two weeks before the start of your examinations, you must immediately contact the Student Assessment Office (see Contacts page) if you are sitting in the United Kingdom or Republic of Ireland or your Examination Centre if you are sitting overseas.

Absence from examinations

If you have entered for examinations but decide that you are not ready to take one or all of them you will forfeit your examination entry fee and you will simply be marked as absent. Not turning up does not count as a fail or as an attempt at the examination.

If you are sitting exams in order to complete your award your absence is treated differently. Please also see the Mitigating circumstances (see page 44) section if applicable.

Plagiarism

The International Programmes employs the use of online plagiarism detection software and your work may be submitted to this online service. The plagiarism detection software helps Examiners identify poor academic practice or potential plagiarism in students' work.

Mitigating circumstances

If you think your examination performance was adversely affected by illness or other adequate cause, either during or directly before the examination session, or if you are sitting examinations in order to complete your award and are absent from an examination because of illness or other adequate cause, then you can apply for these circumstances to be formally considered by the Board of Examiners. You must write to the Student Assessment Office (see Contacts page) straightaway and include a medical certificate and/or other supporting documentation. This information must be submitted **no more than three weeks after the date of the last examination** so that it can be taken into account by the Examiners.

If you have difficulty obtaining your supporting evidence you should still write to the Student Assessment Office within the time specified above, but explain fully the reason why you cannot provide the supporting documentation at that time. You should also say when you expect to forward this information to the University. The University can only consider your case if you provide us with appropriate evidence.

Administrative recheck of examination results

If, when you receive your notification of result, you are concerned that an administrative error may have been made in the calculation of your result you should contact Administrative recheck of marks (see Contacts page).

Before making a representation against your result, it is important for you to be aware that you can only make a representation on administrative grounds. Representations cannot be considered on academic grounds, as each script is marked independently by two Examiners and the confirmed result is then determined at an Examination Board meeting. The decision of that Board is **final**. If you make a representation your script will not be re-examined by the Examiners. A thorough administrative investigation will, however, be undertaken.

How to submit an administrative recheck

There is a fee payable for a representation to cover the administrative cost of the process. The fee is £50 for each section that you wish to have checked; for example, if you have taken four papers and you think the results for three of these papers may be incorrect, a fee of £150 is payable. This fee will be refunded in the unlikely event that an error is found.

To request an administrative recheck, please go to the International Programmes website and use the online payment service:

www.londoninternational.ac.uk/exams/admin_recheck

Receiving your examination results

Results are initially posted online and you will be sent an email informing you when they are available. In addition, paper copies will be despatched to your main contact address later. It is important that you ensure your contact address is up to date. You should also make sure that you inform your Examination Centre of any change of address and contact details. If you have not received a paper copy of your results by the beginning of September, you should contact the Student Assessment Office (see Contacts page).

Please be patient and do not contact us before that time. We will do all we can to get your examination results to you as quickly as possible.

Prizes

University of London Awards for Academic Achievement, of £100 each, may be awarded at the discretion of the Examiners to students who have achieved a distinguished performance in the examination as a whole.

Letters are sent each year to the student who achieves the top mark in each course.

Further questions?

If, after reading this information and the Programme Specification and Regulations, you have any queries in connection with your examinations, please contact the Student Assessment Office (see Contacts page) who will be happy to help.

Transfers, Accreditation of prior learning (APL) and Renewal of registration

Sometimes students choose to transfer to another course of study, or apply to have previous study taken into account. This section provides information about these options.

Changing courses and transfers

This section should be read in conjunction with the Transfer of registration section in the *Regulations*.

New courses

In order to keep our programmes up to date we regularly revise syllabuses, subject guides and reading lists and introduce new courses. New courses are indicated in both Annex A and Annex B of the *Regulations* and we advise you to take the new course wherever possible, as the syllabus and subject guide will be a more accurate reflection of current approaches to the subject area. The recommended reading will also be more readily available.

If you have failed a course

If there is a corresponding new course, you have the opportunity either to take the old course for a second or third attempt (second attempt only for Diplomas for Graduates students), or you can switch to the new course. Changing to the new version of a course will not affect the number of permitted attempts you have to succeed in the subject.

If you are a degree student and you transfer your registration to a different route you will have to transfer to the new version of the course (where there is one).

You may have passed courses that are no longer available (and are no longer listed in the *Regulations*); you will still be credited for these courses on the current structures and should refer to Annex C of the *Regulations* for more specific details of the credit available for each programme structure.

If you have failed a course that is no longer available for examination, then you must switch to the new equivalent course.

Transferring between Old and New Regulations

If you are registered for an EMFSS programme governed by the Old Regulations, then you will only be able to transfer your registration to a programme governed by the New Regulations if you are still a registered student after the examinations in 2016. If you are registered under the New Regulations then you will not be able to transfer your registration to any of the programmes governed by the Old Regulations. The rules that are summarised here relate to transfers within either the Old or New Regulations, and not between them.

Transferring to another EMFSS programme

Degrees in the same route (or paths of the same degree)

If you satisfy the conditions for transfer given in Annex C of the Programme Specification and Regulations booklet you can transfer between the EMFSS degrees (or paths of the same degree), in the route for which you are registered, **without** making an application to the University.

You will, however, have to confirm with us which degree you are registered for when you pay your annual continuing registration fee (in the second and each subsequent year of registration) and when you enter for examinations.

If you have not entered an examination in a given year you may transfer to another degree through the route for which you are registered **at any time** in that year. If you intend to enter an examination in a given year, you may transfer to another degree **up until you submit your examination entry form**.

You cannot change to another degree under the following circumstances:

- if you have failed, at the final attempt, a course that is a prerequisite course on the degree you wish to change to
- if your degree has already been awarded
- if you have already entered for an examination (you will be able to change after you have received your results, unless your degree is awarded in the same year)
- if you have already discarded three full courses in total and changing to another degree would require you to discard more courses to complete the degree to which you are transferring. Please remember that you are only able to discard three full courses in total when transferring.

If you require any further advice or assistance on transferring between the EMFSS degrees then please email: transfers@london.ac.uk

Between degree routes

It is also possible to transfer from the Standard entry route to the Graduate entry route or vice versa in a number of circumstances. All queries concerning, and applications to, transfer between routes should be made to the Registration and Learning Resources Office (see Contacts page).

Diplomas for Graduates

You may apply to transfer between different Diplomas for Graduates, provided that you satisfy the conditions given in Annex C of the *Regulations*. For advice, please email: transfers@london.ac.uk

Transfer to, or from, the Diplomas for Graduates from, or to, other EMFSS or other International Programmes courses is not permitted. Students who wish to transfer to, or from, the Diplomas for Graduates may, however, be permitted to cancel their current registration and register afresh. All requests to register for the Diplomas for Graduates should be made to the Registration and Learning Resources Office (see Contacts page).

Diploma in Economics, Diploma in Social Sciences and the Access route

If you have successfully completed the Diploma in Economics, the Diploma in Social Sciences or the Access route (or you have passed two courses of the Diploma in Economics or Diploma in Social Sciences **and are eligible to transfer**) you will be sent the appropriate form with the results of your Diploma/Access route examination. If you wish to transfer to a Standard entry route EMFSS degree you must complete and return this form, to reach the Student Assessment Office (see Contacts page) by no later than **30 November**.

If you are registered for the Diploma in Economics, Diploma in Social Sciences or the Access route and you wish to transfer to an EMFSS degree **before** you are eligible to do so, then you must apply in writing to the Registration and Learning Resources Office (see Contacts page). You will need to submit appropriate documentary evidence of your qualifications in support of your request.

Transfer **between** the Diploma in Economics, the Diploma in Social Sciences and the Access route is **not** permitted after **31 October** in your first year of registration.

Transfer **to** the Diploma in Economics, Diploma in Social Sciences or the Access route from a degree or diploma within EMFSS is **not** permitted.

Students who wish to transfer in one of the above ways may be permitted to cancel their current registration and register afresh. All such requests should be made to the Registration and Learning Resources Office (see Contacts page).

Accreditation of prior learning (APL), failing, discarding and reviving courses

When transferring between programmes you must refer to the Transfer of registration section in the *Regulations* which gives rules concerning APL, failed courses/attempts, and discarding and reviving courses on transfer.

The General Course

If you have completed at least four courses on the University of London International Programme then you may wish to apply for admission to the LSE General Course. The General Course is an opportunity for an International Programmes student to experience life at the LSE, attending lectures and classes for the period of a full academic year of study (October-July).

Important note: A University of London International Programmes student who undertakes a period of one year's study at LSE will still be awarded a University of London degree.

The courses that you undertake at LSE may be credited to your University of London International Programmes degree. If you are interested in pursuing this opportunity you should contact the [LSE Office \(uolip@lse.ac.uk\)](mailto:uolip@lse.ac.uk) for the University of London International Programmes for guidance on selecting equivalent courses to ensure that all marks can be carried forward and credits applied to your University of London degree.

The tuition fee for 2012-13 will be £15,603 for the year. The fee covers tuition, examination entry, library use, access to all LSE social, health and welfare facilities and Students' Union membership. It does not cover accommodation or living costs which must be budgeted for separately. Three LSE General Course Scholarships, worth £7,000 each, are made available to all General Course students each year. These are awarded on the basis of need.

More information can be found at www.lse.ac.uk/generalcourse. Applications can be submitted in hard copy and online, but applicants should first consult with their teaching institution and/or LSE to confirm their suitability for the programme.

Transferring to another undergraduate International Programmes course (other than an EMFSS programme)

If you want to transfer to another **undergraduate** programme offered through the International Programmes that is not part of the EMFSS programme you should first check the relevant prospectus (available from the Information Centre, see Contacts page) or our course listings (www.londoninternational.ac.uk/prospective_students/listing) to see if you satisfy the entrance requirements for the programme to which you would like to transfer. If you meet the necessary entrance requirements you can apply to transfer.

Applications to transfer must be made in writing to the Registration and Learning Resources Office (see Contacts page). When making an application you must give your full name, student number, correspondence address, the programme for which you are currently registered and the programme to which you wish to transfer.

Applications to transfer are considered on an individual basis. If your application is approved, in certain circumstances, you may be awarded APL on the new programme on the basis of your studies on the old programme. However, the award of APL is also considered individually and remains at the discretion of the University.

If you make an application to transfer after you have made an examination entry on your current programme, your transfer application will not be considered until after the publication of the result of your examination.

If your transfer request is approved you will be required to pay any outstanding continuing registration fees. On transfer to the new programme your registration will be valid for the remaining period of your current registration (unless you are transferring from a degree to a diploma where the maximum period of registration is five years rather than eight).

If you do not complete your new programme within the time remaining in your current registration period you may be able to apply to renew your registration for a further period. When considering whether to grant a renewal of your registration period the University will take into account the progress you have made in your studies during your current period of registration. If a renewal is approved you will be required to pay an initial registration fee. If you do not have sufficient time remaining in your current period of registration to complete the programme to which you have transferred you will be required to cancel your existing registration and apply to register afresh for the new programme. You must pay the initial registration fee for the new programme and you will be given a new period of registration.

Transferring to an International Programmes postgraduate course

If you would like to apply for a Masters degree, Postgraduate Diploma or Postgraduate Certificate through the International Programmes you will have to cancel your existing registration and submit a fresh application for registration for that degree, diploma or certificate.

Transferring to another United Kingdom university at undergraduate level

Applying to LSE for undergraduate study

LSE welcomes applications from International Programmes students wishing to transfer to the **second year** of an undergraduate programme at LSE, but it should be noted that this is **not** automatic and some departments do not have spaces in the second year.

Departments will only consider applications from students who are taking the same subjects at Foundation and Diploma level as internal students. Competition is very strong for places at LSE and most students would need to achieve first class marks in all their courses to stand a realistic chance of being considered for a place.

Applying to other universities

You may wish to apply for entry to another university in the United Kingdom or elsewhere. You need to check with the universities concerned whether this is possible as every university has its own conditions and procedures. We would advise you to start making enquiries as early as possible and well before November in the year before you wish to transfer. If you live overseas, the British Council is a good source of information about universities in the United Kingdom and how to apply to them, or you can contact the admissions office at the university concerned. If you need confirmation of your results, please refer to the Graduating section on page 61.

Students have been accepted to study at many colleges and universities throughout the world including France, Holland, Germany, Australia and the USA. It is in your interests to research thoroughly all your options for further study. Some universities, however, may not be aware of the International Programmes. Please direct enquiries from these universities to the LSE Office (uolip@lse.ac.uk) for the University of London International Programmes as it can provide them with suitable information.

How to apply to universities in the United Kingdom

Applications to LSE or other United Kingdom universities must be made via the Universities' and Colleges' Admissions Service (UCAS):

www.ucas.com/

For consideration of a place from October in a particular year, the UCAS opening date for the receipt of applications is mid-September in the previous year and the deadline is 15 January of the year of study (i.e. for an October 2012 start, applications open in mid-September 2011 and the deadline for receipt of applications is 15 January 2012).

The British Council will have further information and application forms for UCAS.

If you are a Diploma in Economics or Diploma in Social Sciences student, your course tutor will be able to help you.

Applying for a graduate level programme

What sort of postgraduate programmes are there?

Taught Masters programmes lead to the various awards such as Master of Science (MSc), Master of Arts (MA), Master of Laws (LLM), Master of Research (MRes) and Master of Business Administration (MBA).

Research programmes at the University of London normally lead to the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD). To be awarded a PhD you produce a piece of supervised work that would be suitable for publication, and which makes an original contribution to knowledge in a particular field. Research programmes are designed to produce, in the case of LSE, professional social scientists who have developed their skills in a range of social science techniques and methods, in addition to having an in-depth knowledge of a particular area.

Applying to LSE at graduate level

LSE welcomes applications from students who have completed, or are about to complete, their University of London degree. Applications should be made directly to LSE online or via the form that accompanies the graduate prospectus. Up-to-date information about the application process, graduate programmes, programme availability, current processing dates, etc. can be found on LSE's Graduate Admissions website:

www2.lse.ac.uk/study/graduate/home.aspx

English requirements for study in the United Kingdom

Degrees taken through the International Programmes are recognised as United Kingdom qualifications as they are studied and examined in the English language. However, some students will supplement their applications with TOEFL or IELTS scores. If your scores are below the requirements set by the individual academic departments, then this will affect the outcome of the application.

Graduate Record Examination (GRE) and Graduate Management Admissions Test (GMAT)

For some programmes at LSE, the submission of GRE or GMAT scores is compulsory. Some departments accept both, others prefer one or the other. Up-to-date information can be found on the Graduate Admissions enquiry system by typing 'GRE' or 'GMAT' into the keyword field.

www2.lse.ac.uk/study/graduate/home.aspx

Accreditation of prior learning (APL)

On the Standard entry route BSc degrees you may be able to apply for APL (also known as 'exemption' at other institutions) if you have covered a similar syllabus in the same breadth and depth as part of a previous qualification which has been awarded **within the past five years preceding your application**. To be eligible to apply for APL you must satisfy us that you have already passed examinations that equate in level, content and standard to the Foundation course(s) that form part of your programme. If you are awarded APL you do not then have to take that particular Foundation course as part of your programme.

Only Standard entry route BSc degrees offer provision for APL; you should check your Programme Specification and Regulations to see if you can apply for APL from the particular Foundation courses of your programme. If your programme has provision for you to apply, you must make a formal application for **all** APL. Most students do this at the time they apply for the programme but, as a registered student, you may still apply provided you have not already made an examination entry for that particular course. If you fail an examination you may not, at a later stage, apply for APL from that course.

To apply for APL you should send a letter of written application as soon as possible to the Admissions Office (see Contacts page), and your application for APL must be received no later than:

- **17 September**
for applicants/students residing outside the European Union
- **17 October**
for applicants/students residing within the European Union.

You should refer to your *Regulations* to find out if you are eligible to apply for APL and for details of the particular courses from which you can apply for APL.

Renewal of registration

When you register as an International Programmes student, you will be given a maximum period of registration as follows:

- eight years for degrees
- five years for the Diploma for Graduates, the Diploma in Economics, and the Diploma in Social Sciences
- three years for the Access route
- two years for registrations under the Individual Courses regulations.

The University understands that sometimes it is not possible for a student to complete their studies in the allotted time, and will therefore consider granting an extension or renewal of registration. If you think that you need more time to complete your studies and you want to discuss your registration period and progress then you should give a full explanation in writing to the Registration and Learning Resources Office (see Contacts page). The University may, at its discretion, extend or renew your period of registration. Students who are given more time are required to pay the relevant registration fee and any other fees applicable.

Study materials

When you register for a course, the University of London International Programmes will send you a set of specially written learning materials, which will form the basis of your study. This section provides details of how to request these materials and how to deal with any problems you may have with them.



Requesting your study materials and maintaining your registration

Changes to the continuing registration process

During 2011 we are changing the way in which the continuing registration process works and we are planning to offer online registration via the Student Portal for the first time.

The Student Portal can be accessed via: <http://my.londoninternational.ac.uk>

If you have not received your Student Portal login details or if you forget them at any time please email uolia.support@london.ac.uk and remember to quote your student number.

Requesting your study materials and maintaining your registration

When you first registered as an International Programmes student we sent you a package of introductory study materials. In each subsequent year of your studies, normally in August/September, we will open the registration period and send you an alert by email to complete the continuing registration process online.

We will only open the continuing registration period once the examination results are available for your programme. This is so that we know which subjects each student will need to study in the following year and can make these available for selection during the online registration process.

Advantages of online registration

Using the new online registration process you will be able to:

- select courses and request your study materials online
- pay online
- complete your registration in one process
- receive confirmation of your registration instantly.

You will also not have to wait for a paper form to be delivered through the post and processed, which should reduce the timeframe from completing your registration to receiving your materials.

If you are unable to complete the registration process online, we can send you a paper registration form and study materials questionnaire to complete and return on request. However, we would encourage you to complete the online process if possible, as this will be the quickest and most efficient way to register. If you do need to register using the paper process please contact the Registration and Learning Resources Office (see Contacts page) before **1 September** to request that the registration form and study materials questionnaire are sent to you.

It is very important that you register while the registration period is open. If you do not complete the registration process and pay your fee before the end of the registration period, you will be deemed to be 'inactive' and you will not be sent any new materials, or be permitted to enter for examinations. If you do not register in a particular year, your registration status will be updated to 'withdrawn' and you will not be able to access any International Programmes services.

Please make sure, when completing the online registration process that you indicate all the courses that you intend to study, even if you are continuing to study the same courses as in the previous year. This is important as you will only be offered the opportunity to enter examinations for those courses that you have selected as part of the registration process. In addition, subject guides are often updated and there may be a new edition that we can send you.

Delays in receiving your materials

Although a high percentage of study materials are despatched by courier, please always try to allow at least one month between completing your registration and contacting us to ask where your study materials are. This is to allow reasonable time for the processing of your fee and study course selection, the picking and packing of your consignment and finally the delivery of the consignment to you. It is also worth remembering that the processing time can be increased during very busy periods such as September and October, so you may need to make an extra allowance for this.

Remember, that as a registered student you can access all study materials for all courses through the VLE. This allows you to view the subject guides online before the printed versions arrive.

Queries about your study materials

When you receive your study materials it is important to check the consignment note carefully. If you find that we have sent the wrong materials, or that any of the materials are missing, please contact the Registration and Learning Resources Office (see Contacts page) as soon as possible and we will arrange for the correct materials to be sent to you.

In brief:

- We will send you an email alert when the online registration process for your programme opens.
- In order to receive your study materials, access services from the International Programmes and to be eligible to enter for examinations, you must complete the registration process, including payment of fees, before the deadline.
- As part of the registration process you must indicate all the courses that you intend to study, even if you are continuing to study the same courses as in the previous year, as you will only be offered the opportunity to enter examinations for those courses that you have selected as part of the registration process.
- Please allow one month between completing the registration process and contacting us to ask where your study materials are.
- If you need to register using the paper-based process, please contact the Registration and Learning Resources Office (see contact page) by 1 September to request the relevant registration forms.

Programme Specification and Regulations

The Programme Specification and Regulations are reviewed and published annually and are subject to change.

This section provides more details about the Programme Specification and Regulations and how you should use them.

Your programme and the Regulations

All University of London International Programmes have individual Programme Specification and Regulations. The Programme Specification and Regulations are combined in one document, and they are available on the following link:

www.londoninternational.ac.uk/regs

They contain key information about your programme of study, such as:

- the structure and content of your programme
- the way(s) in which you can progress through your programme
- the ways in which you can transfer to other programmes
- any prerequisites or courses/subjects that cannot be taken together
- the month in which examinations are held
- syllabuses or course outlines: in particular you should note those that have been added or withdrawn or where the content has been amended or updated
- marking and classification guidelines.

Given the large amount of material that you receive, it might be tempting not to read the Programme Specification and Regulations. However, this is extremely unwise and you should take the time to read it. **It contains the rules that govern your study so you must read and understand them in order that you do not inadvertently break the rules and disrupt your studies.**

As programmes are reviewed each year, and changes are often made to keep them up-to-date, the Programme Specification and Regulations will change as a result. **It is important, therefore, that you refer to the Regulations which are updated annually to keep informed of any changes to your programme.** These changes may have a significant impact on what you are studying in any particular year.

You must comply with the Regulations so, if you are in any doubt about what is or is not permitted, or if you have a question, please contact the University (see Contacts page).

Qualifications Framework

Each qualification or award granted by the University is located at a specific level. You can find the level of your qualification or award in your Programme Specification. The level of the qualification or award of all International Programmes courses follows the Quality Assurance Agency's (QAA's) Framework for Higher Education Qualifications (FHEQ) which has operated in England, Wales and Northern Ireland since 2001. The purpose of the FHEQ is to describe the different 'levels' and summarise the types of skills and competences a person who has attained a qualification is expected to demonstrate.

To read more about the QAA's Framework for Higher Education Qualification (FHEQ), please visit their website:

www.qaa.ac.uk/assuringstandardsandquality/academicinfrastructure/pages/default.aspx

Fees, finances and planning

In brief:

- A list of fees for your programme can be found on the International Programmes website www.londoninternational.ac.uk/fees.
- As a general rule, fees paid to the University are not refundable.
- Financial assistance is not available from the University but often employers will provide assistance.
- Certain students in the United Kingdom can apply to a range of loan and financial assistance schemes.
- If you study overseas you are advised to check the availability of such loan schemes in the country in which you are studying.

Managing your finances

Aside from fees that you need to pay the University each year, you also need to manage a budget for books, materials and for less obvious expenses, such as library fees, attendance at the Study weekend (this is optional) and any travel expenses to your Examination Centre and fees that the centre may charge you.

Details of fees for a particular year are published on our website www.londoninternational.ac.uk/fees.

Filling in the following table may help you to plan your expenses for the year.

	When do you need to pay it by?	How much do you need to budget?
Continuing Registration Fee	31 October	
Teaching Institution fee (if applicable)		
Examination entry fee for the number of courses you intend to sit examinations for	1 February at the latest	
Allow up to £100 for books for each course	July-October	
Study weekend fee (if you are able to attend)	January (budget for travel, accommodation, course fees)	
Travel to the Examination Centre		
Examination Centre fees (if applicable)		
TOTAL:		

Fees, refunds and financial assistance

Fees

During your time as an International Programmes student you will be required to pay certain fees. A list of fees for your programme can be found on the International Programmes website www.londoninternational.ac.uk/fees and these fees have to be paid in full at the time that they fall due.

Each year all fees are reviewed and, in many cases, increased. In order to find out about the relevant fees for your programme, please go to the International Programmes website www.londoninternational.ac.uk/fees

How to pay

You can pay your fees to the University in one of the following ways:

- Online payments may be made via the website www.londoninternational.ac.uk/onlinepayments. (Please note that the online payment facility is password protected.)
- Sterling cheque made payable to the University of London. The cheque must be drawn on, and payable at, a United Kingdom-based bank branch.
- Any credit card recognised by Mastercard International Inc., the Visa Group or Maestro/Solo.
- Sterling banker's draft made payable to the University of London and crossed 'A/c payee'. The draft must state the paying bank's name and branch location, which must be in the United Kingdom.
- In cash, in person at Stewart House (see page 4). **Please do not send cash through the post.**

Students may also use the online payment facility to view their own Student Statement. It will be possible to see when new fees are due and the status of any payments made.

Refunds

As a general rule, fees paid to the University are not refundable, but please refer to the Programme Specification and Regulations for your programme for full details.

Financial assistance

Financial assistance is not available from the University. However, some employers in both the public and private sectors may be willing to consider offering financial assistance to their employees. Therefore, if you are employed, it may be worth discussing this with your employer.

Students who are resident in the United Kingdom may be able to apply for a part-time student grant (for undergraduate programmes only) or a Career Development Loan. Information can be obtained as follows:

Part-time student grant:

Information Line - 0845 300 5090

www.direct.gov.uk/en/educationandlearning

Career Development Loan:

Information Line - 0800 585 505

www.direct.gov.uk/pcdl

Students with a disability/special needs who are resident in the United Kingdom may also be able to apply for a **Disabled Student Allowance (DSA)**. For further information (which will answer most of the questions commonly asked about DSAs), please contact:

Information Line - 0845 300 5090

Textphone - 0800 210 280

www.direct.gov.uk/en/disabledpeople/educationandtraining

This information is also available on audio tape or in Braille.

Students who are members of the United Kingdom Armed Forces should note that the University of London has been approved by the Ministry of Defence in support of the Enhanced Learning Credits (ELC) Scheme (ELC Provider Reference Number 1284). The Scheme provides financial support to eligible Service personnel who wish to enhance their educational or vocational achievements. The ELC Administration Service website can be found at:

www.enhancedlearningcredits.co.uk

Students who are in prison in the United Kingdom may be able to get help with the cost of their studies. You should contact the Prisoner's Education Trust, Wardle House, Riverside Drive, Mitcham, Surrey CR4 4BU for further information.

If you study overseas you are advised to check on the availability of loan and financial assistance schemes in the country in which you are studying.

Scholarships for further study

The financial support available for EMFSS students who apply to LSE for postgraduate study is via two scholarships. These are awarded purely on the basis of academic performance in the examinations, so you will not know if you will be given a scholarship or award until after examination results are released.

The scholarships and awards do not cover any costs during your time as an International Programmes student. They are given to those who are studying further **after** their time as an International Programmes student.

Competition to be granted a scholarship or award is extremely strong. To qualify you must:

- be an International Programmes student for an award or have recently completed an award taken through the International Programmes for which LSE is the Lead College
- have an offer of a place to study at LSE for a postgraduate award.

Two postgraduate scholarships

Two one-year scholarships are awarded annually to students who have successfully completed one of the degrees or a Diploma for Graduates in EMFSS as International Programmes students, and who have also been accepted for postgraduate study at LSE. To qualify, students will normally have, or expect to have, a first class honours International Programmes degree or a distinction in the Diploma for Graduates. These scholarships cover full fees and maintenance.

How to apply for the scholarships

If you have applied for entry to a graduate programme at LSE, you should notify the Director of the LSE Office for the University of London International Programmes. You should include your full name, application reference number and the programme that you are applying for.

If you are offered a place at LSE you will automatically be sent an application form to apply for a scholarship. Make sure that you clearly indicate on this form that you are an International Programmes student (by ticking the relevant box) before returning the form.

Applying for other sources of financial support if you are offered a place to study at LSE

Information about other sources of financial support for those studying at LSE can be found on the LSE website:

www2.lse.ac.uk/intranet/students/moneymatters/financialsupport/home.aspx

Planning your year

Dates to note	Things to do in the year ahead
At the time of initial or continuing registration	Contact your Examination Centre and find out their closing date for accepting examination entry forms and fees. Entry forms are sent only to the four largest overseas centres in Hong Kong (HKEAA), Malaysia (Ministry of Education), Singapore (RELC) and Trinidad (Ministry of Education). Students sitting their exams everywhere else must download their entry form from the website www.londoninternational.ac.uk/current_students/general_resources/exams/register_emfss.shtml
Examination Centres (not in London) closing date	Make sure you complete and send both copies of the form and the fee to your Examination Centre before the centre's closing date. Do not send your forms directly to us.
1 February	All entry forms from Examination Centres must be received by us no later than 1 February. Entries received after this date will only be accepted at the discretion of the University and only in exceptional circumstances.
15 March	Diploma in Economics and Diploma in Social Sciences only: Your institution must submit to us confirmation of your attendance and coursework record by this date.
Two weeks before the examinations start	Contact your Examination Centre if you have not received an admission notice by this date. Do not contact the University for this.
1 May	Deadline: coursework and/or projects must be sent to us in hard copy and submitted online via the VLE no later than 1 May if you are entering the examination for IS1060 Introduction to information systems, IS3139 Software engineering: theory and application, GY3157 Independent geographical study or IS3159 Research project in information systems.
Early May	Examinations commence. Note that the University cannot take religious and/or public holidays into account when setting the examination dates. You may also have more than one examination on the same day.
Three weeks after the last examination	The last date by which we will accept information about, and corroboration of, any medical condition or other mitigating circumstance that may have adversely affected your examination performance.
1 August	The official date of the awards.
31 August	The results of the examinations will usually be released by this date, and will be published online and sent directly to the Examination Centres, which are responsible for forwarding them to candidates. Contact your Examination Centre if you have not received your results by mid-September.
Mid-September	As a general rule, for students graduating with an award date of 1 August, transcripts are available from the middle of September.

Information for students with specific access requirements

The University has an inclusive practice policy for International Programmes students with specific access requirements. This includes students with a disability or learning difficulty, students who are currently in prison and students who have legally imposed travel restrictions. A statement explaining this policy is given on the International Programmes website:

www.londoninternational.ac.uk/contact_us/sen.shtml

As part of its policy, the University will make every reasonable effort to accommodate your requirements if you have a disability/special need(s) by:

- making special examination arrangements

and/or

- wherever possible, and where required as a result of the disability and/or specific accessibility issue, providing our University of London study materials in an alternative format (e.g. large print) or another medium.

Please note: although the University will make every effort to provide your materials in the format that you have requested, we cannot guarantee that we will be able to do so. We may need to suggest an alternative format to that which you request. You also need to be aware that, in some circumstances, we may not be able to provide some materials, particularly textbooks, in an alternative format.

Special examination arrangements

If you are disabled and/or you have specific access requirements and you think you need special examination arrangements (such as particular aids or rest breaks), you should let us know as early as possible.

We strongly advise applicants with disabilities and/or specific access requirements to complete the relevant sections in their application form. If you haven't disclosed such information in your application form and you wish to request special examination arrangements or materials in alternative formats, you will be able to request this when you complete any online enrolment process. As part of this process, you will have the opportunity to explain your condition/circumstances. Medical or other evidence in support of your request will be required.

You are advised to contact the Inclusive Practice Manager (see Contacts pages) to discuss your needs as early as possible (even before you register), as it may take additional time to agree examination arrangements and/or to prepare materials in alternative formats.

The University has a panel that considers applications from students for special examination arrangements. The aim of the panel is to ensure that a student with a disability and/or specific access requirement is not disadvantaged (or advantaged) when compared with other students.

Any information you provide about your disability and/or specific access requirements will be treated as confidential; it will be made available only to staff working to support your needs.

Additional University of London services

All University of London students have access to a range of services. This section gives details of these, and how you can make use of them.



University of London Union

ULU

University of London Union

The University of London Union (ULU) is the students' union for more than 120,000 students at the 19 colleges and three research institutes of the University of London. As a student of the International Programmes, you can join ULU as an associate member at a cost of £20.00.

ULU runs over 40 student-led sports clubs and societies and an extensive intercollegiate league and cup programme in which 4,000 students compete each week. ULU also campaigns on behalf of students and offers a broad range of services and facilities, including a live music venue, bars and cafés. To find out more about what ULU has to offer, take a look at the ULU website:

www.ulu.co.uk/

If you would like to join, you can obtain a membership card from the main ULU building in Malet Street, very close to Stewart House, the main administrative offices for the International Programmes. Alternatively, you can join by post. For further information about how to join, visit the associate membership page:

www.ulu.co.uk/content/621873/get_involved/membership/

The Careers Group, University of London



The Careers Group is the largest higher education careers service in the country and provides recruitment services to students and graduates from UCL, King's College, Queen Mary, St. Mary's University College, Goldsmiths, SOAS, Royal Holloway and specialist colleges, as well as many other institutions in London and across the United Kingdom.

The Group organise a number of national recruitment exhibitions throughout the year, providing students and graduates with opportunities to meet and network with top recruiters and institutions. Students can also get CV advice and information from our expert careers advisers and attend useful presentations and workshops.

Their website also provides access to a wide range of online careers resources. This includes a new, virtual careers information resource, vacancy and job opportunity listings and JobAlert - a free service that delivers job notifications to you based on your preferences.

Find out more at:

www.careers.lon.ac.uk

You can also find us on Facebook:

www.facebook.com/thecareersgroup

C2, a service from the Careers Group

C2 is a not-for-profit careers advice service for graduates and professionals at any stage of their career. C2 can not only inspire you to make a career change, it can also ensure that you make the right one - be it within the same sector, the same area of expertise or something completely different. This might involve some time with a consultant, attending a couple of workshops, or we might just recommend a helpful book to start you off.

C2 is part of The Careers Group, University of London, and also runs courses, seminars and recruitment and information fairs. As an International Programmes student you may be especially interested in C2's online CV advice service which allows users anywhere in the world to gain valuable advice on their CV. C2 also offers advice on issues to do with occupations and careers, the United Kingdom graduate labour market and further study and training.

www.c2careers.com/

Graduating

At the end of your successful study, you will graduate. This section provides details of what happens after you have successfully completed your studies.



Certificates, transcripts and diploma supplements

Successful completion of your studies represents a tremendous personal achievement that will have required hard work, commitment and dedication. When you graduate we will send you a certificate confirming the successful completion of your programme of study. You will also be invited to attend our graduation ceremony.

We will also automatically send you a diploma supplement, which will include a transcript of your academic guidance record. You will find your transcript and diploma supplement particularly useful to show to future employers and/or educational establishments. They describe the nature, level, content and status of the programme you have studied and successfully completed.

Please note that due to the high volumes of awards and transcripts we process each year, students normally receive their diploma supplements and transcripts three to six months after the final Exam Board for their programme has met.

Transcripts

The Transcripts Office is also able to provide former students with additional copies of transcripts, as well as supply current students with transcripts detailing their studies to date. A fee is involved for this service. In order to request a transcript you will need to fill out an application form from the website:

www.londoninternational.ac.uk/transcripts

Please note that your transcripts will show all attempts at examinations whether passed, failed or referred.

Official letters confirming your award

The Transcripts Office can also provide official letters for a fee, which will confirm an award. In our experience, these are generally acceptable as proof of your degree for employment and visa purposes. For more information, please see the website:

www.londoninternational.ac.uk/transcripts

Replacement certificates

If you require a replacement certificate of your University of London degree, please send an email to diploma.enquiries@london.ac.uk and state your name, qualification and year of graduation. A fee is involved for this service.

You should note that at certain times of year, this office gets extremely busy and processing may take many weeks. You should therefore submit your application as early as possible.

The graduation ceremony

Each year, usually in March, a ceremony is held in London at which graduates from degree and Postgraduate Diploma programmes are presented to the Chancellor or Vice-Chancellor of the University of London or the Dean of the International Programmes. Many graduates of the International Programmes from all over the world attend this formal ceremony, together with family or friends. The ceremony ends with a reception for graduates and their guests. This is an opportunity for you to meet staff of the International Programmes and the Lead Colleges in a more informal atmosphere.

Information about the graduation ceremony is sent to you with the notification of your results after successful completion of your degree or Postgraduate Diploma programme. We recommend that you apply to attend as early as possible. Although spaces for graduates are unlimited, tickets for guests are allocated on a first come, first served basis, and there is always a high demand. If you are unable to attend the ceremony in the year following successful completion of your award, you would be most welcome, provided space is available, to attend in another year. For further information, please contact the Corporate Affairs Office (see Contacts page).

University of London International Programmes Alumni Association

Once you have graduated you will have the opportunity to join the University of London International Programmes Alumni Association. Being a member of this Association will not only enable you to contribute to the University of London community but will also allow you to have contact with other graduates across the world. Through the alumni events programme you will be given the opportunity to meet with University of London graduates who share professional and academic interests.

For more information on how the Alumni Association can assist you as a graduate, please contact the Alumni Office (see Contacts page) or visit our website:

www.londoninternational.ac.uk/alumni

How our alumni can help you as a student

The Alumni Association has a number of Student Ambassadors who can help you while you are studying with the International Programmes. They can offer you advice on how to cope with your studies, based on their own experience.

There are a number of Student Ambassadors from a variety of courses all over the world - you are free to contact any of them:

www.londoninternational.ac.uk/alumni/ambassadors/index.shtml

You can also hear first-hand from alumni and academics on our YouTube channel:

www.youtube.com/unioflondon

Change of details

If you have moved or are planning to move, or have new contact details, you can now update your details online via the Student Portal. Alternatively please complete this change of details form.



University of London

15 Change of details

If you have moved or are planning to move, or have new contact details, please complete this form. You can return your completed form to the University in one of the following ways:

- by clicking on the 'Submit form by email' button
- choosing 'Save' to save a copy of the form for your records
- selecting the 'Print' button to print a paper copy of the form to send to us by post (please sign and date the form if you choose this option).

*Indicates required fields

Full name:*	<input type="text"/>
New name (if applicable):	<input type="text"/>
Student number:*	<input type="text"/>
Current address:*	<input type="text"/>
New address (if applicable):	<input type="text"/>
Email:*	<input type="text"/>
New email (if applicable):	<input type="text"/>
Telephone:	<input type="text"/>
New telephone (if applicable):	<input type="text"/>
Fax:	<input type="text"/>
New fax (if applicable):	<input type="text"/>

Date valid from: * (Date that the changes were made)

Signature: (For forms submitted by post only)

Date submitted:

Please return completed forms to: Registration and Learning Resources Office,
Ground Floor, Stewart House, 32 Russell Square, London, WC1B 5DN, UK.



Save form

Print form

Submit by Email

Comments and feedback

We welcome any comments you may have on the materials which are sent to you as part of your study pack. Such feedback from students helps us in our effort to improve the materials produced for the International Programmes.

If you have any comments about the material, either general or specific (including corrections, nonavailability of essential texts, etc.), please take the time to complete the comments form on the next page.

Comment form

We welcome any comments you may have on the materials which are sent to you. Such feedback from students helps us in our effort to improve the materials produced for the International Programmes.

If you have any comments about this *handbook*, either general or specific (including corrections etc.), please take the time to complete and return this form.

Title of this *handbook*:

.....

Name

Address

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Email

Student number

For which qualification are you studying?.....

Comments

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Please continue on additional sheets if necessary.

Date:

Please send your comments on this form (or a photocopy of it) to:
Publishing Manager, International Programmes, University of London, Stewart House,
32 Russell Square, London WC1B 5DN, UK.

Important note about email addresses

Please note that as part of the University of London International Academy's Business Transformation Project, we are redeveloping our communication processes. During 2012, a new Customer Services department will take over responsibility for all first line communication with students to ensure a high quality and responsive customer service. All students will be informed of these new developments as they are launched but should note now that some email addresses will no longer be valid once the new system is established.

Please note: All enquiries of an administrative nature, such as general enquiries or queries about applications, registration and despatch of study materials, should be directed to the appropriate department at the University of London. Any questions in regards to the academic aspects of the programme, such as queries about the content of learning resources and the VLE should be directed to the LSE Office (see Contacts page) for the University of London International Programmes. The LSE Office does not have access to your student record.

Please contact the University of London International Programmes Information Centre (see Contacts page) or the LSE Office if an email address becomes invalid.