



UNIVERSITY OF LONDON  
External System

# REGULATIONS

# 2008–09

**Important document – please read**

Please read this booklet with care. It contains important information that governs your registration as an External student and your programme of study

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## Diploma in Law

## **Important document – please read**

Regulations are reviewed and published annually, and are subject to change. Examinations, for example, are governed by the Regulations in force at the time of the examination and not at the time that a student initially registered. Students must, therefore, refer to the Regulations for the current year at all times.

All students are required to comply with the regulations, as well as the procedures, deadlines and instructions issued by the University in, for example, the student handbook/manual and Notice to candidates. The University is not responsible for any consequences arising from a student's failure to comply with these Regulations, procedures, deadlines or instructions.

Copies of the publications, proceedings and other documentation referred to in these Regulations may be obtained, on request, from the External System.

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# Diploma in Law

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This booklet contains the Regulations for the Diploma in Law (known as the 'Programme Regulations') plus the General Regulations which govern all awards placed at the Certificate, Intermediate and Honours levels of the *Qualifications Framework for the External System* of the University of London. The two sets of Regulations should be read together.

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# Programme Regulations

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## 1. Introduction

1.1 The University awards the Diploma in Law.

1.2 The Diploma in Law is intended to provide an opportunity to reach first-year undergraduate level both for students who satisfy the normal entrance requirements for the LLB degree but who choose not to register for the degree, and for those who may not have had the chance to meet these requirements but can demonstrate that they have the ability, motivation and maturity to study at this level.

1.3 The standard of the examinations for the Diploma in Law is the same as that required for the Intermediate or First Year examination of the LLB degree (see also paragraph 2.6 of the General Regulations).

1.4 Holders of this award will be deemed to have satisfied the entrance requirements for the LLB degree for External students and will be credited with the Intermediate examination under Scheme A or for the First Year examination and the Intermediate level paper of the Second Year examination under Scheme B.

1.5 The Diploma in Law will be awarded with a grading of Distinction, Merit, Credit or Pass, as appropriate (see Schedule C).

1.6 A student registered for the LLB degree who has passed the Intermediate level subjects may not transfer his or her registration to the Diploma in Law and be awarded that qualification.

1.7 Students who have previously received an award of the University of London, or whose registration with the University was terminated because he or she had exhausted the permitted number of attempts at an examination may apply to register again in accordance with paragraph 2.10 of the General Regulations. However, applications will only normally be considered after a period of at least four years has passed since the student graduated or his or her registration was terminated.

### Effective date of registration

1.8 The effective date of initial registration for the Diploma in Law will be **1 September** in the year in which the student registers with the University of London. Further information is given in paragraph 5 of the General Regulations.

## 2. Programme of study

### Attendance requirements

2.1 Students are required to attend a full or part time course of instruction at an institution that is permitted to teach for this purpose (see also paragraphs 5.5 and 5.6) Students must comply with the attendance requirement of the institution.

2.2 The University reserves the right not to award the Diploma in Law to, or to publish the examination results of, a student who has not regularly attended an appropriate institution (see Schedule A) and satisfactorily completed a course of instruction.

## Diploma in Law structure

2.3 The Diploma in Law consists of **four** compulsory subjects as follows:

**Common law reasoning and institutions [2690030]**

*(students registered with effect from 1 Sept 2006 or earlier)*

**Common law reasoning and institutions [2690031]**

*(students registered with effect from 1 Sept 2007 or later)*

**Criminal law [2690010]**

**Elements of the law of contract [2690040]**

**Public law [2690020]**

2.4 Access to the internet is a requirement for all students registered with effect from **1 September 2007** or later. Students with an effective date of registration before **1 September 2007** will be required to have access to the internet by **1 September 2009** but, in the meantime, these students are strongly advised to access the internet regularly in order to benefit from a range of online support. Minimum computer requirements are provided in the Prospectus and Student handbook.

### Period of registration

2.5 The minimum period of registration is *either one* year from the effective date of registration for the Diploma in Law if the student is attending a full-time course of instruction for this purpose, *or two* years from the effective date of registration for the Diploma in Law if the student is attending a part-time course of instruction for this purpose (see also paragraph 5 of the General Regulations).

2.6 The maximum period of registration for the Diploma in Law is **five** years from the effective date of initial registration (but see also paragraph 5 of the General Regulations).

2.7 Students who have not completed all the requirements of the programme for which they are registered within the maximum period of registration may apply for a renewal of registration for a further full period, in accordance with paragraph 5.8 of the General Regulations.

### Transfer of registration

2.8 An External student registered for the LLB degree who has passed the Intermediate level subjects may **not** transfer his or her registration to the Diploma in Law and be awarded that qualification.

## 3. Rules of progression and reference

### Progression within the Diploma in Law

3.1 Students are not required to enter examinations every year nor to enter on the date they indicate at the time of registration.

3.2 Students may choose to take the examination for all four subjects of the Diploma in Law on the same occasion, *or* take all the examination in **two** stages, each consisting of **two** subjects. Students who are taking the examination in two stages may enter for Stage I in the year following the effective date of registration.

3.3 Students who choose to take the examination for all four subjects on the same occasion, are required to satisfy the Examiners in all four subjects at that examination sitting, with the exception of students who are referred in a subject (see paragraph 3.6). Students, who choose to take the examination in two stages, are required to satisfy the Examiners in the two subjects chosen on the same occasion.

3.4 Students who have been unsuccessful when taking all four subjects on the same occasion may, subject to the provisions of paragraph 6, re-enter for the four subjects on the same occasion or may re-enter for the examination in two stages. Students are required to satisfy the Examiners in all papers re-entered on the same occasion (ie. two subjects at Stage I and Stage II), with the exception of students re-entering all four subjects who are referred in a subject (see paragraph 3.6).

## Reference

3.5 There is no provision for reference at either Stage I or Stage II. Subject to the provisions of paragraph 6, a student who has been unsuccessful at Stage I may either re-enter for Stage I or, with the permission of the University, enter for all four subjects on the same occasion.

3.6 The Board of Examiners has the discretion to refer a student who fails to satisfy the Examiners in a single paper when entering for all four subjects on the same occasion. The Board will recommend that a student be referred only if their failure in the relevant subject was not serious.

3.7 A student who passes the referred subject will be awarded the Diploma in Law. A student who fails the referred subject will be 're-referred'.

3.8 A student who passes the re-referred subject will be awarded the Diploma in Law. A student who fails a subject in which he or she has been re-referred will be regarded as having failed the relevant examination as a whole, and this result will count towards the maximum number of attempts permitted (see paragraph 6.1).

## Progression to the LLB degree

3.9 Students registered for the Diploma in Law may progress to the LLB under the conditions given in paragraph 4 of the General Regulations.

3.10 Students who have been awarded the University of London Diploma in Law may apply to transfer their registration as an External student to the LLB degree under **Scheme A** or **Scheme B**.

3.11 Students who have been awarded the Diploma in Law are **not** permitted to transfer to Graduate Entry Route A or B.

3.12 Students who have been awarded the Diploma in Law and transfer to **Scheme A** will be credited with all four subjects of the Intermediate examination in Laws and will be permitted to proceed to the Part I examination.

3.13 Students who have been awarded the Diploma in Law and transfer to **Scheme B** will be credited with all three First Year subjects *and* the Intermediate level subject at the Second Year and will be permitted to proceed to the remaining subjects of the Second Year examination.

3.14 Students who choose to take the examination for all four subjects on the same occasion who have **not** been awarded the Diploma in Law but have reached the pass mark in **three**

subjects at their most recent attempt at the examination may transfer to the LLB degree **Scheme B** and will be credited with those three subjects. Students who choose to take the examination in two Stages will **not** be permitted to transfer to the LLB degree in this way, unless they already satisfy the entrance requirements for the degree.

3.15 Students who have successfully completed only Stage I of the Diploma in Law or who have successfully completed Stage I and passed only one subject at Stage II will **not** be permitted to transfer to the LLB degree.

3.16 Students who have not passed any subjects at the University of London Diploma in Law, and who apply to transfer to the LLB degree, will be required to satisfy the entrance requirements for the degree. Previous attempts at the examinations for the Diploma in Law will count towards the number of attempts permitted at Intermediate, Level I or First Year subjects of the LLB degree.

## 4. Application, entrance requirements and exemptions

### Application

4.1 In order to be considered for registration as an External student for the Diploma in Law, applicants are required to submit an application to, and be admitted to an appropriate course of instruction at, an institution listed in Schedule A. Students who are accepted onto a course of instruction are also required to register with the University as an External student by **31 October** in the year preceding their first examination. The procedures for application and registration which must be followed, and any additional deadlines, are given in relevant Prospectus.

### Entrance requirements

4.2 To be eligible to register for the Diploma in Law, an applicant:

- must *normally* be aged **18** or over before **1 September** in the year of registration **and**
- must be in attendance at an appropriate course of instruction at an institution which is permitted to teach (see Schedule A).

4.3 Applicants will usually be considered to meet the English language requirements of the LLB on the basis that:

- their first language/mother tongue is English
- or** they provide satisfactory evidence showing that they have:
- had substantial (minimum of 18 months) education (secondary or higher) conducted in English; **or**
  - had substantial (minimum of 18 months) work experience conducted in English; **or**
  - passed acceptable examinations in English equivalent to GCSE/GCE 'O' level English Language grade C; **or**
  - passed, at an appropriate level, a test of proficiency in English acceptable to the University.

Applicants who do not meet these entrance requirements may be considered at the discretion of the University.

4.4 Access to the internet is a requirement for all students registered with effect from 1 September 2007 or later. Students with an effective date of registration before 1 September 2007 will be required to have access to the internet by 1 September 2009 but, in the meantime, these students are strongly advised to access the internet regularly in order to benefit from a range of

online support. Minimum computer requirements are provided in the Prospectus and Student handbook.

## Exemptions and credit

4.5 No exemption or credit can be awarded from any subject of the Diploma in Law.

## 5. Assessment

5.1 Each subject will be examined by one three-hour unseen written paper (*plus* 15 minutes reading time), which shall be completed without aids unless otherwise prescribed.

5.2 The examinations for the Diploma in Law will take place in **late May/early June** each year.

5.3 Additional examination sessions are available to the following students (see also paragraphs 5.8 to 5.13):

- students who have been referred or re-referred in the May/June examinations (see paragraphs 5.8 and 5.11)
- students who have been given permission by the Board of Examiners in the May/June examinations to re-sit the examination (see paragraphs 5.8 and 5.11)
- exceptionally, students who were unable to take the examination in late May/early June due to sudden illness, bereavement or for reasons of employment. Permission to enter is considered on an individual basis and is at the discretion of the University (see paragraphs 5.9 and 5.12)

These additional examination sessions will take place in London, Cork and Dublin in **September** each year, and overseas centres in **late October/early November** each year.

5.4 Questions may be set on recent legislation and current proposals for law reform within the scope of the syllabus. Students will be expected to be familiar with developments in the law occurring up to **15 February** in the year of the examination.

5.5 In order to sit an examination, a student must:

- have satisfied the conditions of paragraph 7.3 of the General Regulations **and**
- have completed the relevant course of instruction and satisfied the attendance requirements of an institution permitted to teach for this purpose, *in the twelve months prior to the examination* (except as indicated in paragraph 5.6).

5.6 By **10 March** each year the University requires institutions to confirm that the attendance record of any student entering an examination in that year has been satisfactory. The University may refuse permission to sit an examination to a student who has not satisfied these requirements. Attendance lists must be complete and accurate before being submitted to the University as no additions or changes will be permitted at a later date. The University may, at its discretion, permit the waiving of this attendance requirement in special cases, on grounds of illness or other cause judged adequate.

5.7 Students do not have to attend a course of instruction for a subject for which they are re-sitting an examination.

## Examinations in September

5.8 A re-sit examination is held each year in **September** for students who, in the opinion of the Examiners, failed the examination in May by only a narrow margin. These re-sit examinations are held in London, Cork or Dublin only for

students who took the May examinations in the United Kingdom or in the Republic of Ireland. Permission to enter is limited and is at the discretion of the University. A student who has been referred or re-referred in a paper at the May examination may sit this paper in September if he or she wishes, or wait until the following May.

5.9 Exceptionally, students who have not sat an examination in May may apply to sit these examinations in September. These examinations are held in London, Cork or Dublin only for students in the United Kingdom or in the Republic of Ireland. Permission to enter is limited and is at the discretion of the University. Permission to do so may be given in circumstances such as sudden illness, bereavement or for reasons of employment. Any application for permission to sit in September must be accompanied by written documentation such as a medical certificate or a letter from an employer. Under no circumstances will permission be given on the grounds of conflicting examination dates for other qualifications.

5.10 Re-sit examinations that take place in September are governed by the previous academic year's Regulations.

## Examinations in late October/early November

5.11 Where the Examiners have been able to determine the results for the overseas students concerned in sufficient time a full re-sit examination will be held in late October/early November each year. This examination is open only to students who sat the May examination in a country outside the United Kingdom or the Republic of Ireland and were referred or, in the opinion of the Examiners, failed the examination by a narrow margin. The examination will be held only in those countries where the Overseas Examination Centre is prepared to conduct it; and it is possible that only one centre in each country will be designated for this purpose. Permission to enter is limited and is at the discretion of the University. A student who has been referred or re-referred in a paper at the May examination may sit this paper in October/November if he or she wishes, or wait until the following May.

5.12 Exceptionally, students who have not sat the examination in May may apply to sit these examinations in October/November. Permission to do so is limited and is at the discretion of the University. Permission to enter will be given only rarely and only in circumstances such as sudden illness, bereavement or for reasons of employment. Any application for permission to sit in October/November must be accompanied by written documentation such as a medical certificate or a letter from an employer. Under no circumstances will permission be given on the grounds of conflicting examination dates for other qualifications. The examination will be held only in those countries where the Overseas Examination Centre is prepared to conduct it; and it is possible that only one centre in each country will be designated for this purpose.

5.13 Re-sit examinations that take place in late October/early November are governed by the previous academic year's Regulations.

## Permitted materials

5.14 Statutes and other materials may be brought into the examination room for examinations in accordance with the rules given in Schedule B.

5.15 A definitive list of statutes and other materials permitted in the examination room will be sent out with the admission notice/timetable.

## Examination offences

5.16 Students should note that, at the request of the Solicitors' Regulation Authority and the Bar Standards Board, the University is providing these bodies with details of proven examination offences, including any action taken by the University.

## 6. Number of attempts permitted

6.1 The maximum number of attempts permitted at an examination for any subject is **four**.

6.2 If, on the fourth occasion that a student takes an examination, he or she receives the result 'Retired' or 'Fail', his or her registration for the Diploma in Law will cease. A 'Retired' student is one who has entered the examination room for at least part of one paper of the examination, but who has not completed the papers being taken on that occasion.

6.3 In the case of a student who, having previously entered for all four papers on the same occasion, has failed the examination as a whole and re-enters in two stages, the examination in all four papers will count as an attempt at Stage I. In the case of a student who has failed Stage I and is given permission to re-take all papers on the same occasion, the Stage I entry will count as an attempt at the whole examination.

6.4 Except as otherwise provided for by the University, students may not make a further attempt at a paper they have passed. Students who proceed to the LLB degree will not be required or permitted to enter the examination for any subject with which he or she has been credited on the Diploma in Law.

## 7. Fees

7.1 The following fees are payable to the University for the Diploma in Law:

- **registration fee:** payable by applicants who are accepted for the Diploma in Law, in order to be registered as an External student
- **continuing registration fee:** payable by 1 September in the second and subsequent year of registration, in order to maintain registration
- **examination entry fee:** in order to be entered for an examination (see also paragraph 7.3).

7.2 The fees payable to the University in 2008-2009 are as follows:

Registration fee	£697
Continuing registration fee	£285
Examination entry fee (three or four papers)	£477
(two papers only)	£307
(referred paper only)	£191

7.3 A fee is normally levied by all examination centres (other than London) and Overseas Examination Centres. This fee is payable by students each time they make an examination entry. The University cannot be responsible for this fee nor can it influence the level of fee charged.

## Refunds

7.4 Registration and continuing registration fees will not be refunded except as permitted in paragraph 12 of the General Regulations. Examination entry fees are **not** refundable nor can they be transferred from one examination to a later one. No other fees are refundable (see paragraph 12 of the General Regulations).

## Schedule A / Institutions permitted to teach

The following institutions are permitted to teach by the University for the purpose of preparing students for the Diploma in Law of the University of London.

### Bangladesh

**Bhuiyan Academy**  
Academy of Law, Business Administration and  
Research (ALBAR)  
House No.13, Road No.7  
Dhanmondi RA  
Dhaka 1205

**Newcastle Law Academy**  
House No 44  
Road No 3/A  
Dhanmondi  
Dhaka 1209

**British School of Law**  
House CWN(B) 21, Road No. 35  
Gulshan 2  
Dhaka 1202

**Dhaka Centre for Law and Economics**  
House No. 30  
Road No. 14 - A  
Dhanmondi R/A  
Dhaka 1209

**London College of Legal Studies (South)**  
58, Kalabagan First Lane  
Shaheed Abdul Matin Road  
Dhaka 1205

*and*

**London College of Legal Studies (North)**  
Gulshan campus  
Road No.28, House No.49,  
Gulshan  
Dhaka 1212

### Germany

**Universität Passau**  
Dekanat Jura  
Passau, 94030  
*[mark enquiries 'for the attention of Mr Andrew Otto']*

### Hong Kong

**HKU SPACE**  
Room S8, 3/F Admiralty Centre  
18 Harcourt Road  
Hong Kong

**Lingnan University**  
Room MBG 13  
Main Building  
Tuen Mun, Hong Kong

**School of Professional Education & Executive  
Development (SPEED)**  
Room QR802, 8/F, Core R  
The Hong Kong Polytechnic University  
Hung Hom  
Kowloon

### Jamaica

**University College of the Caribbean**  
17 Worthington Avenue  
Kingston 5  
Jamaica W.I.

### Pakistan

**L'Ecole for Advanced Studies**  
211 Khayaban-e-Shaheen,  
DHA Phase VIII  
Karachi

**Pakistan College of Law**  
46 Tipu Block  
New Garden Town  
Lahore

**The Institute of Legal Studies (TILS)**  
15 Aziz Avenue  
Canal Bank  
Gulberg V  
Lahore

**University College Lahore**  
1.5km from Thoker Niaz Baig  
Raiwind Road  
Lahore 53700

## **Republic of Ireland**

**Holy Trinity College**  
Cork Law School  
15 – 16 Washington Street  
Cork

## **Singapore**

**Intech Training Centre**  
175A Bencoolen Street  
#12th Storey Burlington Square  
Singapore 189650

**Stansfield College**  
231 Middle Road  
Singapore  
238485

## **Sri Lanka**

**Royal Institute**  
189 Havelock Road  
Colombo 5  
Sri Lanka

## **Trinidad**

**Academy of Tertiary Studies (ATS)**  
34 Southern Main Road  
Curepe  
Trinidad and Tobago W.I.

**K Beckles and Associates, Law Tutors**  
12 Flament Street  
Port of Spain  
Trinidad

## **United Kingdom**

**Holborn College**  
Woolwich Road  
Charlton  
London  
SE7 8LN

**Kensington College of Business**  
Wesley House  
4 Wild Court  
Holborn  
London  
WC2B 4AU

**Middlesex College of Law**  
Station House  
11-13 Masons Avenue  
Wealdstone  
Harrow  
Middlesex  
HA3 5AH

## **Vietnam**

**Ho Chi Minh City, University of Law**  
2-4 Nguyen Tat Thanh St  
District 4  
Ho Chi Minh City  
Vietnam

# Schedule B / Syllabuses

## Statutes and other documents

The University will not provide statutes or other documents in the examination room. Students will, however, be permitted to bring into the examination room the statutes and other materials listed in the subject syllabuses. Students are permitted to use any edition of the permitted statutes, although they are strongly advised to use the most recent one.

- (a) a 'Queen's Printer' copy (or a photocopy of a 'Queen's Printer' copy) any statute or statutory instrument listed at the end of individual syllabuses as being acceptable for this purpose together with a 'Queen's Printer' copy (or a photocopy of a 'Queen's Printer' copy) of any later statute amending or repealing those statutes. Photocopies must be of the full original statute or statutory instrument and not of the statute or statutory instrument as reprinted in a case book or statute book.
- (b) a copy of any other permitted materials which are listed at the end of individual syllabuses as being acceptable for this purpose. Photocopies may not be used in this case unless expressly permitted.

Students may underline and/or highlight passages with a coloured pen in the materials, but all other forms of personal annotation on statutes and other materials permitted to be taken into the examination are strictly forbidden. Students may highlight different passages with different coloured pens. **Students are forbidden to attach self-adhesive notelets or index tags or any other paper to the pages of statute books or other permitted materials.**

**The details of statutes and other documents given in this Schedule are subject to revision by the Board of Examiners and will be superseded by the consolidated list of statutes and other materials which will be circulated to students with the timetable.**

Students must comply with the rules governing the use of these materials given in paragraph 5 of the Programme Regulations and paragraph 10 of the General Regulations.

## Syllabuses

Details of individual syllabuses may change from year to year. Examinations in any given year are governed by the regulations and syllabuses for that year. Students are therefore strongly advised to consult the current version of the subject syllabus.

Where minor changes have been made to a syllabus this is indicated by the sub-heading '*Amended syllabus*'. Where changes have been made only to the materials permitted in the examination room, this is indicated by the sub-heading '*Amended materials*'.

Students are advised to refer to the learning outcomes provided in the subject guides.

The examination codes are appended to the syllabus titles and these codes should be used when completing examination entry forms.

### **Common law reasoning and institutions [2690030]**

**Only available to students registered with effect from 1 September 2006 or earlier. The final examinations for this subject will be held in 2009.**

- (a) The nature of the common law tradition.
- (b) Sources of law and principles of legal research.
- (c) The role and operation of courts.
- (d) Judicial reasoning in relation to (a) cases, and (b) statutes.
- (e) The judiciary and magistracy.
- (f) The criminal process (in outline) and the role of rights in the process with particular attention to the operation of the jury.
- (g) The civil justice process (in outline) with particular attention to reform.
- (h) Legal services and access to justice with particular attention to the legal profession and legal aid.

### **Common law reasoning and institutions (revised syllabus from September 2007) [2690031]**

*(Amended syllabus)*

**For students registered with effect from 1 September 2007 or later**

1. The nature of the common law tradition
2. Sources of law and principles of legal research

3. Conduct of legal research and retrieval of legal information, with particular reference to the use of the London online library and web based resources
4. The role and operation of courts
5. Judicial reasoning in relation to (a) cases, and (b) statutes
6. The judiciary and magistracy
7. The criminal justice process (in outline) and the role of rights in the process with particular attention to the jury and the impact of the Human Rights Act.
8. The civil justice process (in outline) with particular attention to reform
9. Legal services and access to justice with particular attention to the legal profession and legal aid.

Students with a registration date of 1 September 2007 or later will be required to use the online library and complete the online legal research exercises for this subject. The assessment of this subject by an unseen written paper will consist of two parts, with the first part (Part A) being a compulsory question on legal research. Students must pay close attention to the relevant chapters in the subject guide, study pack and the learning objectives therein. The compulsory question may contain short questions based on the exercises on legal research, citation of legal information, and library use as well as more substantial questions on a research essay students are expected to have completed as directed in the subject guide and VLE. The essay topics for 2008-2009 will be placed on the VLE and students MAY be expected to bring their completed essay with them to the examination; final directions will be placed on the VLE.

## **Criminal law [2690010]**

**Aims:** To develop a sound understanding of the general principles of criminal liability and an ability to critically analyse the rules of substantive criminal law.

**Objectives:** On completion of this course, students should have an awareness of the principles of criminal law, a sound working knowledge of the main criminal offences and defences and the factors affecting criminal liability. Students will be expected to demonstrate knowledge, understanding and an ability to apply the rules which make up the criminal law to problem situations of some legal complexity. In addition, they will be expected to show that they are able to express their considered views on whether the aims and objectives of the criminal law are appropriate in a modern legal system.

### **1. Introduction to criminal liability**

- (a) General principles of *actus reus* and *mens rea*;
- (b) Structure of criminal liability

### **2. Homicide and 'special' defences**

- (a) Murder
  - (i) Elements of the offence of murder
  - (ii) Defences of:-  
*provocation* – section 3 Homicide Act 1957; and  
*diminished responsibility* – Section 2 Homicide Act 1957
- (b) Manslaughter
  - (i) Constructive manslaughter;
  - (ii) Gross negligence manslaughter
  - (iii) reckless manslaughter

### **3. Non-fatal offences against the person**

- (a) Assault and battery
- (b) Assault occasioning actual bodily harm contrary to section 47 Offences Against the Person Act 1861 (OAPA 1861)
- (c) Malicious wounding and maliciously inflicting grievous bodily harm contrary to section 20 OAPA 1861
- (d) Wounding with intent and grievous bodily harm with intent contrary to section 18 OAPA 1861
- (e) Administering poison offences contrary to sections 23 and 24 OAPA 1861
- (f) Harassment contrary to section 2 Protection from Harassment Act 1997
- (g) Racially aggravated assaults contrary to section 28 Crime and Disorder Act 1998

### **4. Sexual offences and the issue of consent as it relates to those offences**

- (a) Rape contrary to section 1 Sexual Offences Act 2003 (SOA 2003)
- (b) Assault by penetration contrary to section 2 SOA 2003
- (c) Sexual assault contrary to section 3 SOA 2003
- (d) Causing a person to engage in sexual activity without consent contrary to section 4 SOA 2003
- (e) Consent Sections 74, 75 and 76 SOA 2003

### **5. Defences**

- (a) 'Defences' of lack of *mens rea*
  - (i) Mistake;
  - (ii) Intoxication
- (b) Justification
  - (i) Self-defence;
  - (ii) Force used in the course of preventing crime or arresting offenders: section 3 Criminal Law Act 1967
  - (iii) Necessity
- (c) Excuse
  - (i) Duress by threats
  - (ii) Duress of circumstances
- (d) Mental 'disorder' defences
  - (i) Automatism
  - (ii) Insanity
- (e) Impact of mistake and intoxication on defences generally

### **6. Inchoate offences**

- (a) Incitement
- (b) Conspiracy / statutory conspiracy contrary to section 1 Criminal Law Act 1977
- (c) Attempt contrary to section 1 Criminal Attempts Act 1980

### **7. Secondary liability. Section 8 Accessories and Abettors Act 1861**

#### **Offences against property**

#### **8. Offences contrary to the Thefts Acts 1968 and 1978**

- (a) Theft contrary to section 1 Theft Act 1968
- (b) Robbery contrary to section 8 Theft Act 1968
- (c) Burglary contrary to section 9 Theft Act 1968
- (d) Aggravated burglary contrary to section 10 Theft Act 1968
- (e) Blackmail contrary to section 21 Theft Act 1968
- (f) Selected offences contrary to the Fraud Act 2006
  - (i) Fraud contrary to section 1 Fraud Act 2006
    - by false representation section 2 Fraud Act 2006
    - by failing to disclose information section 3 Fraud Act 2006
    - by abuse of position section 4 Fraud Act 2006
  - (ii) Obtaining services dishonestly contrary to section 11 Fraud Act 2006 -
- (g) Making off without payment contrary to section 3 Theft Act 1978

#### **9. Offences contrary to the Criminal Damage Act 1971 and specific defences relating to criminal damage**

- (a) Criminal damage contrary to section 1(1) Criminal Damage Act 1971
- (b) Aggravated criminal damage contrary to section 1(2) Criminal Damage Act 1971
- (c) Arson contrary to section 1(3) Criminal Damage Act
- (d) Racially aggravated criminal damage section 30 Crime and Disorder Act 1998
- (e) Defence of belief in consent section 5(2)(a) Criminal Damage Act 1971
- (f) Defence of defence of property section 5(2)(b) Criminal Damage Act 1971

Students are permitted to bring into the examination room the following specified document: *either one* copy of *Blackstone's Statutes on Criminal Law (OUP)* or *Core Statutes on Criminal Law (Palgrave Macmillan)*.

Students are **not** permitted to make annotations on these permitted materials.

## **Elements of the law of contract [2690040]**

- (a) **The formation of contracts**  
Offer and acceptance. Consideration. Certainty of agreement. Intention to create legal relations  
[**Note:** Questions will not be set on requirements as to the form of contracts.]
- (b) **The content of the contract**  
Conditions, warranties and intermediate terms. Exemption clauses. Implied terms at common law. Collateral contracts. Statutory implied terms with regard to the quality of goods sold and goods or services supplied.
- (c) **Vitiating factors**  
Mistake. Misrepresentation. Duress and undue influence.
- (d) **Illegality and public policy (excluding gaming and wagering)**  
Contracts illegal at common law. Consequences of illegality. Contracts in restraint of trade.
- (e) **Capacity to contract, with particular reference to the capacity of minors**
- (f) **Privity of contract (excluding agency and assignment)**
- (g) **Performance and breach**

Substantial performance. Repudiation and anticipatory breach. Discharge by breach. Discharge under the doctrine of frustration.

(h) **Remedies for breach of contract**

General principles governing the assessment of damages. Remoteness of damage. Damages for non-financial loss. Mitigation. Restitutionary remedies. Liquidated damages and penalties. Specific performance.

[**Note:** The subject will also take account of relevant European Union legislation and how this is applied in the UK.]

Students are permitted to bring into the examination room the following specified document: **either** one copy of *Blackstone's Statutes on Contract, Tort & Restitution* (OUP) **or** one copy of *Core Statutes on Contract, Tort & Restitution* (Palgrave Macmillan).

**Public law [2690020]**

(a) **Introduction**

Characteristics of the constitution. Sovereignty of Parliament. Separation of powers. Rule of Law. Sources of the constitution. The structure of the United Kingdom. Central government, devolution and local government.

(b) **Parliament**

*House of Commons:* Electoral law and reform. Composition and procedure. Functions (i) Legislative (ii) Financial (iii) Control of the Executive (iv) Role of the MP as an individual (v) Parliamentary privilege.

*House of Lords:* Composition and functions.

(c) **The Executive and Administration**

Crown and the Privy Council. Prime Minister and the Cabinet. Civil Service. Sources of executive power including the Royal prerogative. Delegated legislation. Ministerial responsibility. Control of Executive power: (i) Parliamentary: Parliamentary Commissioner for Administration. (ii) Judicial: Judicial review. Remedies.

(d) **The European Union**

Institutions of the European Union: (i) The Council (ii) The Commission (iii) The Parliament (iv) The Court of Justice. Sources of Community law. Community law and national law. Community primacy and Parliamentary sovereignty.

(e) **The citizen and the state**

State security. Public order laws. Statutory protection of human rights in the United Kingdom. European Convention on Human Rights and the Human Rights Act 1998. Public Order Law. State Security.

Students are permitted to bring into the examination room: one copy of *Blackstone's Statutes on Public Law & Human Rights* (OUP).

## Schedule C / Scheme of award

The Diploma in Law is awarded according to the following classes:

Mark range	Class
70 and over	Distinction
60 to 69	Merit
50 to 59	Credit
40 to 49	Pass
Below 40	Fail

- To obtain the Diploma in Law, students are required to pass the examination in all **four** papers. All papers are weighted equally.
- To obtain a Diploma in Law with a given class a student will be required to achieve three marks in or above that mark range, but the Examiners must also be satisfied that there is sufficient strength in the fourth paper.

## Schedule D / Assessment criteria

### **Distinction\* level (70% +)**

*An answer falling into the mark range 70% + has a thoughtful structure and follows a clear argument displaying personal reflection informed by wider reading of articles and/or other commentaries and a good grasp of detail (as evidenced by the choice of relevant examples which are well integrated into the answer's structure). The answer should be complete, with no errors or omissions.*

Distinction-level answers are ones that are exceptionally good for an undergraduate and which excel in several of the following criteria:

- comprehensiveness and accuracy
- clarity of argument and expression
- integration of a range of materials
- evidence of wider reading
- insight into the theoretical issues
- excellent and fluent use of written English containing very few, if any, grammatical errors

Excellence in several of these areas should be in addition to the qualities expected of a Merit-level answer. A Distinction-level answer is generally expected to spot especially complex or difficult points, and to make use of more sophisticated analysis than a Merit-level answer.

To obtain a very high Distinction-level mark (i.e. 75% +), there will usually be some evidence of originality and/or exceptionally sophisticated critical analysis.

### **Problem questions:**

**In addition to the above, Distinction-level answers to problem questions will also satisfy the following criteria:**

- i) all of the relevant legal issues must have been spotted
- ii) the exposition and application of the relevant legal rules must be clear, accurate and comprehensive
- iii) the application of the legal rules and the case law must be insightful (i.e., the student must demonstrate that s/he can both distinguish cases on their facts and argue by analogy)
- iv) there should be a conclusion that summarises the legal position of the relevant parties

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### **Merit\* level (60 to 69%)**

*An answer falling into the mark range 60 to 69 % generally shows a sound understanding of both the basic principles and relevant details of the law, supported by examples which are demonstrably well understood and which are presented in a coherent and logical fashion. The answer should be well presented and structured, display some analytical ability and contain no major errors or omissions. Not necessarily excellent in any area.*

Merit-level answers cover a wider band. Such answers are clearly highly competent and typically possess the following qualities:

- accurate and well informed
- only very minor errors or omissions
- reasonably comprehensive
- well-organised and structured
- provide evidence that the student has read the required and recommended reading
- demonstrate a sound grasp of basic principles
- demonstrate a good understanding of relevant material
- succinct and cogent presentation
- some evidence of insight, reflection and analysis
- good standard of written English with few grammatical errors

One essential aspect of a Merit-level answer is that it must have competently dealt with the question asked by the examiner.

### **Problem questions:**

**In addition to the above, Merit-level answers to problem questions will also satisfy the following criteria:**

- i) all the major issues and most of the minor issues must have been spotted
- ii) the application of the legal rules and case law must be accurate and comprehensive
- iii) the application of the legal rules must be insightful (i.e., the student must demonstrate that s/he can both distinguish cases on their facts and argue by analogy)
- iv) there should be a conclusion that summarises the legal position of the relevant parties

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### **Credit\* level (50 to 59%)**

*A substantially correct answer which shows an understanding of the basic principles.*

Credit-level answers display an acceptable level of competence, as indicated by the following qualities:

- generally accurate
- providing an adequate answer to the question based largely on textbooks but without evidence of much further reading
- competently presented

- no real development of arguments
- may contain a significant error or omission
- may contain some material which is not relevant to the question posed
- competent written English but may contain some grammatical errors

**Problem questions:**

**In addition to the above, Credit-level answers to problem questions will also satisfy the following criteria:**

- most of major issues and minor issues must have been spotted
- the application of the legal rules and case law must be generally accurate and competent
- there should be a conclusion that summarises the legal position of the relevant parties.

**Pass (40 to 49%)**

*An answer falling in the mark range 40-49% either shows a basic knowledge and understanding of the main issues but not coherently or correctly presented (45%+) or displays just sufficient information to indicate that the student has a general familiarity with the subject area (40-45%).*

Pass-level answers tend to be weak in one or more of the following ways:

- displays an inability to follow an argument throughout
- poorly structured
- evidence of lack of wider reading
- descriptive only
- does not answer the question directly
- misses key points
- contains important inaccuracies
- covers material sparsely, possibly in note form
- contains assertions not supported by authority or evidence
- contains relatively little appropriate or accurate material
- only cursorily covers the basic material
- may not answer the question posed
- is poorly presented without development of arguments
- displays a poor standard of English, including many grammatical errors

**Problem questions:**

**In addition to the above, although there is some relevant information, a Pass-level answer to a problem questions is one that:**

- misses important and relevant legal issue issues
- fails to apply every relevant legal rule
- fails to make good use of the case law
- is poorly structured

**Fail (0 to 39%)**

*Fails to meet the minimum requirements of the assessment criteria.*

Such answers typically contain one or more of the following:

- evidence of a lack of basic understanding
- many errors or omissions
- evidence of a lack of understanding or appropriate reading
- failure to answer the question posed, by, for example, answering a different question from that set by the examiner
- disorganised
- very poor use of English, such as poor grammar and spelling and incoherent statements
- fails to complete the examination by answering too few questions

**Problem questions:**

**In addition to the above, in a problem question, one or more of the following applies:**

- misses several important legal issues
- fails to apply relevant legal rules
- fails to make appropriate use of the case law
- is poorly structured

**Notes:**

\* The terms 'Distinction', 'Merit' and 'Credit' apply only to the final classification of the Diploma in Law as a whole (see Schedule C). 'Distinction-level', 'Merit-level' and 'Credit-level' are used above to indicate the class equivalence of the mark ranges applied to individual examination papers.

# General Regulations for Degrees and Other Awards at Certificate, Intermediate and Honours Levels

These General Regulations govern all degrees and other awards placed at the Certificate, Intermediate and Honours Levels of the *Qualifications Framework for the External System* of the University of London, and the programmes of study leading to those awards.

## 1. The Regulations

### Introduction

1.1 These General Regulations govern all degrees and other awards placed at the Certificate, Intermediate and Honours Levels of the *Qualifications Framework for the External System*, as listed in paragraph 2.1. Individual programmes of study leading to degrees and other awards at those levels are governed by both these General Regulations and specific Programme Regulations.

1.2 The rules within these General Regulations apply, in their entirety, to all of the awards listed in paragraph 2.1, except where indicated otherwise.

1.3 Registered External students (including Occasional students and students registered for Supplementary subjects, see paragraph 1.7) are required to comply with these General Regulations and the appropriate Programme Regulations. They must also comply with the procedures, deadlines and instructions issued by the University in, for example, the student handbook and Notice to Candidates. The University is not responsible for any consequences arising from failure to comply with these Regulations, procedures, deadlines or instructions.

1.4 It is a student's responsibility to ensure that his or her choice of subjects complies with the Regulations that are current for that year.

1.5 The rules relating to a programme of study in any given year are those included in the Regulations for that current year and not in the year in which the student initially registered (see also paragraph 1.9).

1.6 On all matters concerning the interpretation of the Regulations, or on which they are silent, the decision of the University shall be final.

### Occasional students and Supplementary subjects

1.7 Under these Regulations, and where permitted in paragraph 1 of the Programme Regulations, an applicant may apply to register for one or more subjects from a particular degree or diploma:

- an applicant who has decided not to register for a full degree or diploma as an External student may apply to register as an '**Occasional student**'
- an applicant who has already been awarded a degree or diploma as an External student may apply to register for '**Supplementary subjects**'.

In both cases, the student's choice of subject(s) must be approved by the University.

### Changes to the Regulations

1.8 The Regulations are reviewed and published annually, and are subject to change.

1.9 Two years' notice will normally be given to registered students of any major amendment of the Regulations. Five years' notice will be given to registered students should the University be required to withdraw the programme of study for which they are registered.

### Terminology and definitions

1.10 The programmes of study leading to degrees and other awards may be referred to, in the Regulations, as 'programmes'. Undergraduate Certificates, Undergraduate Diplomas, Advanced Diplomas and Graduate Diplomas (or Diplomas for Graduates) are referred to jointly as 'diplomas'. First degrees are referred to as 'degrees'.

1.11 These General Regulations describe the individual elements of a programme as 'subjects'. In the Programme Regulations, these may be called 'units', 'courses', or 'modules'.

1.12 The term 'examination' used in the Regulations refers to the entire assessment for a subject, and includes not only the written paper for that subject but also any coursework, project, dissertation or online participation that contributes towards the final assessment.

1.13 'Credit' for a subject, on the basis of the same or an equivalent subject previously passed, may be awarded to a student who has been registered with the University of London for a programme of study. The mark obtained at the examination at which the subject was passed will be carried forward to the student's record and will contribute towards his or her award, in accordance with the criteria for awards given in the respective Programme Regulations.

1.14 'Exemption' from a subject may be granted to a student who has studied **either** for an award with another institution **or** for a programme of study with the University of London, where the subject passed is not sufficiently equivalent for credit to be awarded. The mark obtained at the examination at which the subject was passed will **not** be carried forward to the student's record and therefore will not contribute towards his or her award.

1.15 The 'Admission Notice' is provided to each student who has made an entry to an examination. The Admission Notice contains the student's candidate number and confirmation of the dates and time of the examination(s) for which he/she has entered.

1.16 The 'Notice to Candidates' contains prescribed rules for the examinations. The Notice to Candidates is provided to students together with their Admission Notice.

## Student complaints procedure

1.17 The University has a *Procedure for External student complaints* which can be found in the student handbook/manual (or the equivalent publication) and on the External System web site.

## 2. Awards to External students

2.1 The University grants the following awards at the Certificate, Intermediate and Honours Levels to External students:

- Undergraduate Certificates
- Undergraduate Diplomas
- Advanced Diplomas
- Graduate Diplomas (or Diplomas for Graduates)
- First (or Bachelor's) degrees.

2.2 The definition, level, volume and learning outcomes of these awards are described in the *Qualifications Framework for the External System*, which can be accessed via the External System web site.

2.3 Degrees may be awarded with the following classifications: First Class Honours, Second Class Honours (divided into Upper Division and Lower Division), Third Class Honours and Pass. Diplomas are awarded without classification, although some may be awarded with a mark of Distinction, Merit, Credit or Pass (see paragraph 1 of the Programme Regulations).

2.4 In exceptional circumstances, a student registered for a degree may be awarded an Aegrotat degree (see paragraph 11).

2.5 A certificate under the seal of the University will be delivered to each successful student who is granted a degree or other award. Unless indicated otherwise in paragraph 1 of the Programme Regulations, the date of the award will be **1 August**.

2.6 External students are examined to the same standard as that required of students enrolled at individual Colleges or Institutes of the University. The Ordinances and Regulations of the University state that "*candidates granted degrees and other awards shall have attained the same academic standard irrespective of mode or place of study or examination*".

2.7 To be eligible for an award of the University as an External student, a student must have:

- registered with the University as an External student for the relevant programme of study **and**
- satisfied the requirements for the relevant award and complied with the Regulations for the programme concerned in all respects **and**
- made satisfactory payment to the University of all due fees and accounts.

The University reserves the right not to grant the award to a student who fails to satisfy any of these conditions.

2.8 To register for a programme of study as an External student, an applicant must satisfy the conditions given in paragraph 4 of the relevant Programme Regulations. In addition, an applicant who was previously either registered as an External student or enrolled at a constituent College or Institute of the University of London must have made satisfactory payment to the University or College/Institute of all due fees and accounts. An applicant who fails to satisfy this condition will **not** be permitted to register, or to register again, as an External student.

2.9 An applicant who has previously received an award of the University of London, or whose registration with the University was terminated because he or she had exhausted the permitted number of attempts at an examination, may apply to register again as an External student for a programme of study in a different subject or field of study.

2.10 Unless paragraph 1 of the relevant Programme Regulations states otherwise, an applicant who has previously received an award of the University of London, or whose registration with the University was terminated because he or she had exhausted the permitted number of attempts at an examination, may apply to register again for a programme of study in the same subject or field of study. All applications will be considered on an individual basis. Permission to register in these circumstances will be given at the discretion of the University and will be subject to any further conditions specified in these General Regulations and in the relevant Programme Regulations, or by the University.

2.11 A former student of the University who is applying to register again as an External student under the provisions of paragraphs 2.9 or 2.10 will be required to satisfy the entrance requirements for the programme of study for which he or she is applying and the conditions given in paragraph 2.8.

## Occasional students and Supplementary subjects

2.12 Successful Occasional students and students taking Supplementary subjects will receive a certificate for each subject passed.

2.13 Occasional students may not accumulate passes in relevant subjects and then apply to be awarded a degree or diploma.

2.14 A pass awarded in a Supplementary subject will not alter the classification or mark for the degree or diploma already awarded.

## 3. Application, entrance requirements and exemptions

### Application

3.1 In order to be considered for registration as an External student, applicants are required to submit an application in accordance with the procedures and deadlines given in the relevant prospectus.

### Entrance requirements – degrees

3.2 To be eligible to register for a degree as an External student, an applicant must:

- *normally* be at least 17 years of age at the time of registration **and**
- satisfy the University's *general entrance requirements* (see paragraph 3.3) **and**
- satisfy any *course requirements* and/or *computing/Internet requirements* (see paragraph 4 of the relevant Programme Regulations).

3.3 To satisfy the general entrance requirements an applicant must have passes in:

**either** two subjects at GCE 'A' Level, and at least three further subjects at GCSE or GCE 'O' Level (at not less than grade C, or a 'pass' if taken prior to 1975)

- or** three subjects at GCE 'A' Level (with one 'A' Level at not less than grade D)
- or** three subjects at GCE 'A' Level, and one further subject at GCSE or GCE 'O' Level (at not less than grade C)
- or** two subjects at GCE 'A' Level, and two further subjects at 'AS' Level.

In addition to the above criteria, the University may accept qualifications of an equivalent standard to 'A' Levels and GCSEs. The decision on equivalent qualifications is taken at the discretion of the University of London.

3.4 The University reserves the right to request applicants to provide evidence acceptable to the University of oral and written competence in English before an offer of registration can be made.

### Entrance requirements – diplomas

3.5 To be eligible to register for a diploma as an External student, an applicant must:

- *normally* be at least 17 years of age (or the normal minimum age indicated in the Programme Regulations) at the time of registration **and**
- satisfy the relevant *entrance requirements* and any *computing/Internet requirements* (see paragraph 4 of the relevant Programme Regulations).

3.6 The University reserves the right to request applicants to provide evidence acceptable to the University of oral and written competence in English before an offer of registration can be made.

### Entrance requirements – Occasional students

3.7 In order to be accepted as an Occasional student, an applicant must satisfy the entrance requirements for the appropriate degree or diploma.

### Exemptions

3.8 Where permitted in paragraph 4 of the Programme Regulations, students who satisfy the relevant entrance requirements to register for a programme of study and are appropriately qualified may apply for exemption from specified subjects. Applications will be considered on the basis of studies successfully completed at an appropriate level, as defined in the Programme Regulations, or on the basis of studies or qualifications specified in the Programme Regulations.

3.9 Where exemption is permitted in paragraph 4 of the Programme Regulations, students can be considered for exemption from up to **one third** of the programme concerned. Exemption can normally be granted from foundation/first year equivalent level subjects only, as defined in the Programme Regulations.

3.10 No exemption (including 'automatic' exemption) will be granted unless the student has made an application in accordance with the University's procedures and deadlines.

3.11 Applications for exemption cannot be considered after a student has made entry to the examination for the subject, Part or Year concerned. Students who have failed an examination may not, at a later stage, apply for exemption from that examination.

3.12 A fee is payable for all applications for exemption (see paragraph 12), except for those where exemption is awarded 'automatically' (see the Programme Regulations for a list of any automatic exemptions).

3.13 All exemptions are granted at the discretion of the University.

3.14 Exemptions are valid only for a limited time and as indicated in the offer of exemption. If a student does not enter an examination within this period, then the exemption will lapse and it will be necessary to make a fresh application.

3.15 Exemptions are valid only for the particular programme of study and subject for which they have been awarded. Exemptions will no longer be valid if the programme is withdrawn before the student registers. Students who transfer their registration to another programme may be required to submit a further application for exemption.

3.16 Students who are exempt from a specific subject are not required or permitted to offer the same, or equivalent, subject at a later stage.

## 4. Rules of progression

### Progression within a programme of study

4.1 Students are required to comply with the rules of progression given in paragraph 3 of the Programme Regulations.

4.2 Students are not required to enter examinations every year nor to enter on the date they indicate at the time of registration, unless the Programme Regulations state otherwise.

### Progression from an undergraduate diploma to a related degree

4.3 An External student registered for an undergraduate diploma may progress to a related degree provided that:

- he or she has completed the requirements for the award of the diploma **or**
- he or she already satisfies the entrance requirements for the degree concerned, as well as any other conditions stipulated in the Programme Regulations for the degree concerned **or**
- he or she satisfies any other conditions specified for progression in paragraph 3 of the Programme Regulations for the degree concerned.

4.4 A student who progresses to a related degree will be credited with the same or equivalent subjects passed. Any restriction on the use of credited subjects is given in the Programme Regulations.

4.5 The attempts at any failed subjects which are common to the degree will be carried forward and will count towards the number of attempts permitted at those subjects.

4.6 Students who have not completed the requirements for the diploma but are permitted to transfer (see paragraph 4.3) will **not** subsequently receive the award of the diploma under any circumstances.

## 5. Period of registration

### Period of registration – degrees

5.1 The minimum period of registration for a degree is **three** years from a student's effective date of initial registration for that degree, **or two** years where maximum exemption has been granted, **or** as indicated in paragraph 2 of the Programme

Regulations. No reduction in the prescribed minimum period of registration will be permitted.

5.2 The maximum period of registration for a degree is **eight** years from the effective date of initial registration (but see paragraphs 5.8, 5.9 and 8.4).

5.3 Students registered for an undergraduate diploma who progress to a related degree (see paragraph 4) will have the maximum period of registration of eight years for the degree counted from the effective date of initial registration for the diploma.

5.4 Students registered for the Access route who progress to a degree in the fields of Economics, Management, Finance and the Social Sciences will be given a **new** eight year period of registration effective from **1 September** in the year that they progress.

### **Period of registration – diplomas**

5.5 The minimum period of registration for a diploma is **one** year from a student's effective date of initial registration for that diploma, **or** as indicated in paragraph 2 of the Programme Regulations. No reduction in the prescribed minimum period of registration will be permitted.

5.6 The maximum period of registration for a diploma is **five** years from the effective date of initial registration (but see paragraphs 5.8, 5.9 and 8.4). The maximum period of registration is subject to the student satisfying any attendance requirements given in paragraph 2 of the Programme Regulations, and subject to paragraphs 5.13 and 5.14 of these General Regulations.

### **Period of registration – Occasional students and Supplementary subjects**

5.7 Registration as an Occasional student or for Supplementary subjects is valid for a maximum period of **four** years from the effective date of initial registration for the subject(s) concerned.

### **Renewal of registration**

5.8 Where permitted in paragraph 2 of the Programme Regulations, application for a renewal of registration for a further eight year period (for degrees) or five year period (for diplomas) may be made by students who have not completed all the requirements of the degree or diploma within the maximum period of registration.

5.9 Renewal of registration is at the discretion of the University which will take into account the progress made by the student during registration. If approved, the registration will be subject to the Regulations in force at the time of renewal and to payment of the registration fee (and, where appropriate, the relevant subject fees) applicable at that time.

### **Effective date of registration**

5.10 Unless indicated otherwise in paragraph 1 of the Programme Regulations, a student's effective date of initial registration for a programme of study will be calculated as follows:

- **1 September:** when registering between 1 September and 31 December
- **1 January:** when registering between 1 January and 30 April
- **1 May:** when registering between 1 May and 31 August.

5.11 Only students whose **effective** date of initial registration is on or before 1 September in any year may enter examinations in the following year. A student whose effective date of registration is **1 January** or **1 May** will not be permitted to enter the examination until the following year.

5.12 Students whose effective date of initial registration is **1 January** or **1 May** will be permitted to enter an examination for the degree up until **30 September** in the year that their registration expires without payment of a further registration fee.

### **Conditions for continued registration**

5.13 Students who are required to pay a continuing registration fee in order to maintain their registration (see paragraph 7 of the Programme Regulations, where applicable) are required to pay this fee by **1 September** (or by the date given in the continuing registration letter) in the year in which it is due. The registration of a student who does not pay this fee by the due date will be deemed to have lapsed. Registration may be re-instated upon payment of all outstanding continuing registration fees. Alternatively, a student may opt to cancel his or her registration and pay a new registration fee, receiving a new registration period of eight years. At its discretion, the University may require a student who wishes to continue his or her studies to take one or the other of these options. In either case, attempts at examinations, whether successful or otherwise, will remain valid and will count towards the number of attempts at that examination and towards the final award, as appropriate.

5.14 The University reserves the right to apply *The Disciplinary Procedure* and the *Suspension and Termination of Registration of Students in Debt* process as described in the University of London Ordinances (Ordinances 26 and 28 respectively).

## **6. Transfer**

### **Transfer of External students to different programmes at Certificate, Intermediate or Honours Level, and within the same programme**

6.1 Unless otherwise prohibited by the Programme Regulations concerned, an External student registered for a programme of study at Certificate, Intermediate or Honours Level who wishes to change to another programme at one of those Levels may apply to transfer their registration. The student will be required to satisfy the regulations and entrance requirements for the programme to which he or she wishes to transfer.

6.2 A student registered for a programme of study with more than one 'scheme' or 'route' may apply to transfer between those schemes or routes.

6.3 The rules in paragraphs 6.4 to 6.9 apply both to students transferring between different programmes of study and to students transferring within the same programme. Further rules are given in the relevant Programme Regulations.

6.4 All applications to transfer will be considered on an individual basis, and permission to transfer will be at the discretion of the University and subject to the Programme Regulations concerned. (Students registered for a degree in the field of Economics, Management, Finance and the Social Sciences who wish to transfer to another degree in that same field are not required to submit a transfer application. Further

information is given in the Programme Regulations for the degrees concerned.) Students may be required to cancel their registration and register afresh.

6.5 Any additional fees payable (see paragraph 12.4) and any period of transferred registration granted shall be at the discretion of the University. Any refund of fees already paid will be subject to the conditions in paragraph 12.

6.6 An application to transfer which is submitted after a student has made entry to any examination will **not** be considered until after the result of that examination has been published. The result of that examination will then be taken into account by the University in instances when permission to transfer is dependent on the student's examination record and/or where the student is applying to transfer between the routes or schemes of the same programme of study.

6.7 In certain circumstances, students who transfer may receive credit for subjects, Parts or Years already passed. Details of such credit arrangements are given in the Programme Regulations.

6.8 Students who receive credit for subjects passed will not be permitted to re-enter the examination for those subjects. The marks obtained at the examinations at which the subjects were passed will contribute towards the student's award, in accordance with the criteria for awards given in the respective Programme Regulations.

6.9 Students who are not permitted to transfer to a particular programme but who wish to register for that programme must cancel their registration for the other award and apply to register afresh, subject to satisfying the requirements of paragraph 4 of the Programme Regulations. Students who are permitted to register afresh in this way:

- will **not** be permitted to carry credit for any subjects previously passed either to the programme concerned, or, in the event of a subsequent transfer, to another programme **and**
- will **not** be permitted to carry any failed attempts at subjects from their previous registration.

### **Transfer of External students to a programme at Masters Level**

6.10 Students registered for a programme of study at Certificate, Intermediate or Honours Level (see paragraph 2.1) are not permitted to transfer their registration to a programme at Masters Level. Students will instead be required to cancel their existing registration and to submit a fresh application for registration and comply with the Regulations for the programme concerned.

### **Registration and credit transfer of College-based students**

6.11 A student in attendance at a College or Institute of the University of London may apply to complete their studies for the same award as an External student and may be considered for credit and/or exemption for subjects previously passed. All applications for credit and/or exemption will be considered on an individual basis and at the discretion of the University.

6.12 Students who receive credit for subjects passed will not be permitted to re-enter the examination for those subjects. The marks obtained at the examinations at which the subjects were passed will contribute towards the student's award, in

accordance with the criteria for awards given in the respective Programme Regulations.

6.13 The rules concerning exemptions are given in paragraph 3.

## **7. Assessment**

7.1 Students registered for a degree or diploma or for Supplementary subjects, or as an Occasional student, are required to satisfy the assessment requirements for the subject(s) taken and may not make more than the number of attempts permitted in paragraph 6 of the Programme Regulations.

7.2 An examination is governed by the Regulations in force at the time of the examination and not at the time that a student was initially registered or first attempted the examination concerned (but see also paragraph 1.9).

7.3 In order to sit an examination, a student must:

- have completed the relevant application and registration/enrolment procedures with the University by the appropriate deadlines and be registered as an External student for the programme concerned **and**
- meet the conditions of paragraph 5.11 **and**
- have made an examination entry in accordance with both the University's and the appropriate examination centre/Overseas Examination Centre's instructions and deadlines.

7.4 Oral and aural examinations are normally held only in London. Permission to take oral/aural examinations at a centre other than London is dependent on the ability of the examination centre/Overseas Examination Centre to make arrangements acceptable to the University for the conduct of the examinations. Students for whom arrangements to take the oral/aural examinations outside of London cannot be made may apply for permission to take these examinations in London and the written papers elsewhere in the United Kingdom and Ireland or overseas.

7.5 Except in the circumstances of paragraph 7.6, all examinations by written paper, wherever held, will take place on the same date and at the same time. The University reserves the right to set different papers in the same subject in separate countries and in different time zones.

7.6 In the event of any unavoidable delay in the arrangement of examinations in a country other than the United Kingdom, the Overseas Examination Centre will arrange for the relevant papers to be taken with as little deviation as possible from the original dates and times assigned to them. Students are required to abide by any such revised arrangements. The University reserves the right not to mark a paper taken at a different time from that prescribed.

7.7 Where it is deemed necessary, Examiners may change the format or rubric of a written paper, from that of a previous year, without prior notice to students.

7.8 Except where the syllabus/course outline or rubric for a written paper for a particular subject indicates otherwise, all answers to examinations must be written in English.

### **Examination centres**

7.9 Examinations by written paper are held at established examination centres worldwide.

7.10 Outside the United Kingdom and Republic of Ireland, examinations are conducted by independent bodies known as Overseas Examination Centres.

7.11 In countries where an established Overseas Examination Centre, students must use the facilities provided by that Centre. The University will not establish an alternative centre in those countries.

7.12 All examinations are held at the discretion of the examination centre/Overseas Examination Centre and are subject to any conditions they may impose.

7.13 Students are required to apply to the relevant examination centre/Overseas Examination Centre for permission to sit an examination. The University can accept no responsibility for making examination arrangements on behalf of a student. It is entirely at the discretion of the examination centre or Overseas Examination Centre to accept or refuse an entry to an examination.

7.14 A fee is normally levied by all examination centres (other than London) and Overseas Examination Centres. This fee is payable by students each time they make an examination entry. The University cannot be responsible for this fee nor can it influence the level of fee charged.

## 8. Number of attempts permitted

8.1 A student who fails to satisfy the Examiners in an examination, and who has not yet satisfied the conditions for the Board of Examiners to determine his or her final result, may be permitted or required to resit that examination, up to the maximum number of attempts specified in paragraph 6 the Programme Regulations.

8.2 A student who enters an examination hall to attempt a written paper will be considered to have made an examination attempt. Unless otherwise stated in the Programme Regulations, absence from an examination will not count as an attempt.

8.3 The mark or grade awarded for a second or subsequent attempt at an examination will supersede any previously awarded mark or grade for that examination, unless the Programme Regulations state otherwise.

8.4 If, on the last permitted occasion that a student sits an examination, he or she receives the result 'Fail' or 'Retired', his or her registration for the programme concerned will cease unless the Programme Regulations permit the student to proceed as the requirements for that award may still be satisfied, in which case the mark obtained on the latest occasion may be carried forward and may count towards the final award.

8.5 Except as otherwise provided for by the University, students may not make a further attempt at any subject already passed or for which specific exemption or credit has been awarded.

8.6 A student who has failed a Part or Year of an examination, while satisfying the Examiners in some papers within that Part or Year, will normally be required to take all the papers of the Part or Year on any re-entry. A student who has passed a Part or Year of an examination will not be permitted to re-enter papers within the Part or Year.

## 9. Students with a disability and/or special needs

9.1 The University has a policy for External students with a disability and/or special needs and a statement explaining this policy is given on the External System web site.

9.2 As part of its policy, the University will make every reasonable effort to accommodate the requirements of a student with a disability and/or special needs by, wherever possible, providing any study materials in a different format (e.g. large print) or another medium, and/or by making special examination arrangements. If the University is unable to provide the study materials in the format which has been requested, the University will endeavour to make an alternative suggestion.

### Special examination arrangements

9.3 The University has a Panel which considers special examination arrangements for students with a disability and/or special needs. The aim of the Panel is to make sure that a student with a disability and/or special needs is neither disadvantaged nor advantaged when compared to other students. The University cannot guarantee that special examination arrangements will be possible in every case.

9.4 Applications from students with a disability and/or special needs may be considered for the use of special aids or for extra time in the examinations.

9.5 Special arrangements for examinations at an *ad hoc* centre may be made in very exceptional circumstances and then only in the United Kingdom. Arrangements **cannot** be made for oral or practical examinations to be held at an *ad hoc* centre, although in exceptional cases it may be possible to permit the use of special aids. Arrangements for examinations in a student's home are **not** made. Additional fees may be payable for arrangements at an *ad hoc* centre.

9.6 A student who finds handwriting difficult due to medical or learning difficulties must apply to the University for special arrangements to be made. The University will not transcribe illegible scripts. Any script deemed illegible by the Board of Examiners will be assigned a mark of zero and a fail result will be given. This will count as an attempt at the examination.

## 10. Conduct of examinations

10.1 All students sitting examinations are required to comply with the rules governing the conduct of examinations given below and in the Notice to Candidates accompanying the Admissions Notice.

### Representations about examinations

10.2 Students who wish the Board of Examiners to know of any illness or other adequate cause which they think may have affected their performance must **immediately** inform the Examinations Office and furnish a supporting medical certificate or other supporting certification obtained at the time of illness. Notification received more than **three weeks** after the date of the last examination will **not** be taken into account by the Examiners.

10.3 Appeals against the results of examinations **may not be made** on academic grounds. The University will consider representations concerning examination results made on the grounds of administrative error or where there is concern that the examination may not have been conducted in accordance

with the relevant Instructions and/or Regulations. An administration fee (currently £50 per paper) is payable for the consideration of such representations (refundable in the event that an error is found). Any representation must be made within **one month** of the publication of the decision of the Board of Examiners to which it relates and should be addressed to the Head of Special Examination Services and accompanied by payment of the administration fee. Representations must state the grounds on which the appeal is made and provide evidence to support it. Further information on the procedure may be obtained from the Head of Special Examination Services.

### Permitted materials

10.4 A student may use in the examination only such books, notes, statistical tables, instruments, or other materials or aids as have been specifically permitted. Details of such permissions are given in the Programme Regulations. No other books, notes, instruments, or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of a student on entry to the examination room must be deposited immediately with the Invigilator before the examination starts. It is an examination offence to introduce unauthorised materials into the examination room.

10.5 The use of calculators in the examinations is strictly controlled. Students may use their own electronic calculators in the examinations provided that:

- the Programme Regulations permit this
- the calculator complies with the specification given in paragraph 10.6
- Where no such permission is given in the Programme Regulations, calculators may **not** be used.

10.6 Where calculators are permitted, the following specification will apply, unless the Programme Regulations state otherwise:

- Non-programmable. The use of a calculator or other electronic device that communicates, stores textual or numerical information, or displays textual (except error) messages, graphical or algebraic information is strictly forbidden. The use of a calculator with alphabet and/or symbol keys not listed below is strictly forbidden.
- PDA's, mobile phones or other devices are forbidden
- Hand held
- Compact
- Portable
- Solar and/or battery powered
- Quiet in operation
- The use of calculators with the following symbols and functions **only** are permitted:
  - Digit keys 0 to 9 and decimal point;
  - Keys for basic arithmetical functions of addition, subtraction, multiplication, division and equals;
  - Percentage key;
  - Square root key;
  - Basic 3 key memory (MRC, M-, M+);
  - Clear keys (C, AC);
  - On/off key.

10.7 The use of any calculator other than the type specified in the paragraph 10.6 of the General Regulations, or in paragraph 6 of the Programme Regulations, will constitute an examination offence and will be subject to the provisions in paragraph 10.16 of these regulations. Students are responsible for ensuring that their calculators are in working order for the examination. Students must ensure that they have alternative means of calculation in the event of the calculator failing during the examination, either through the use of a second calculator,

which complies with the specification given in the Programme Regulations, or to continue the examination without the use of a calculator. If students use electronic calculators in examinations they must indicate on their examination scripts the name and type of machine used. Calculators will **not** be provided by the University

### Examination offences

10.8 It is an examination offence to introduce into, or use in the examination room, unauthorised materials or aids. Any unauthorised materials or aids brought into an examination room and not deposited with the Invigilator (see paragraph 10.4) must be surrendered to the Invigilator on request. Any materials or aids so surrendered may be handed over by the Invigilator to the University which may make copies of them. The original materials or aids (together with all such copies) may be retained by the University at its absolute discretion.

10.9 Students must not pass any information from one to another during an examination of a written paper. A student may not act in collusion with another student or any other person, nor copy from another student, nor engage in any similar activity. Any of these activities constitutes an examination offence.

10.10 Plagiarism is the presentation of another person's thoughts or words as if they were the student's own: for example, copying from text books and other sources (including the Internet) without due acknowledgement that the passages quoted are copied and without giving the source of those passages (see paragraph 10.12). Plagiarism is an examination offence.

10.11 All work submitted as part of the requirements for any examination must therefore be expressed in the student's own words and incorporate his or her own ideas and judgements.

10.12 Direct quotations from the published or unpublished work of another person must always be clearly identified as such and a full reference to the source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism in the same way as an unacknowledged quotation from a single source. Equally, if another person's ideas or judgements are summarised, the student must refer to that person in the text and give details of the work to which reference is made. Further instructions on acknowledging other people's work and the extent to which other sources may be quoted is given in student handbooks.

10.13 It is an examination offence to submit work which has been written jointly by two or more persons, unless expressly permitted in the relevant Programme Regulations.

10.14 Assignments, essays, projects, reports, dissertations and other similar work must therefore be the student's own work and must be written without the assistance of other people, except where expressly permitted in the Programme Regulations. Students will be required to submit a signed declaration for all such work submitted, stating that they understand what is meant by plagiarism, and confirming that the work submitted is entirely their own and that the use of published or unpublished works of other people has been acknowledged in accordance with the University's requirements.

10.15 It is the responsibility of the student to safeguard his or her assignments, essays, projects, reports, dissertations and other similar work and to prevent them from being copied by other students.

10.16 The examination offences listed in the foregoing paragraphs will be treated as cheating or irregularities of a similar character under the provisions of the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards, except as otherwise provided for in the relevant Programme Regulations. Under the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards students found to have committed an offence may have the results of their examinations withheld, and may be excluded from all future examinations of the University. A copy of these Regulations may be obtained from the Head of Student Assessment.

## Other matters

10.17 The University reserves the right to require students sitting an examination for a written paper to remain within the examination hall or its precincts for the duration of the relevant paper.

10.18 All examination scripts are the property of the University and will not be returned to students. Answers to assignments, essays, course projects and other similar work written in the student's own time will only be returned to the student as described in the relevant Programme Regulations. Final reports on dissertations will not be returned to students, unless indicated otherwise in the Programme Regulations.

10.19 All question papers will be retained by the University.

## 11. Aegrotat degree provisions

11.1 A student registered for a degree who has been absent from any paper(s) of the examination on the occasion on which he or she enters to complete the degree, through illness or any other cause judged sufficient by the University such as death of a near relative, may apply to be considered for the award of an Aegrotat or classified degree in accordance with the Programme Regulations and with the provisions below where these are applicable.

11.2 A student who has been present for all papers of the examination on the occasion on which he or she enters to complete the degree, but considers that his or her performance has been adversely affected by illness or any other cause judged sufficient by the University such as death of a near relative, may apply to be considered for the award of an Aegrotat or classified degree in accordance with the Programme Regulations and with the provisions below where these are applicable.

11.3 An application for consideration by the Examiners for the award of an Aegrotat or classified degree based on the standard reached by the candidate in the papers taken must be submitted to the appropriate Examinations Office as soon as possible and not later than three weeks from the last day of the examination, and must be accompanied by a medical certificate or other evidence of the grounds on which it is made. In order to reach a decision on the application, such further information or supporting evidence as may be required must be provided on request.

11.4 If the Examiners are able to decide on the basis of the examination evidence that a student who has been present for all papers or who has been absent from one or two papers has reached the standard required for the award of a degree with a Pass or Honours classification, they shall recommend the award of such a degree and shall not consider the candidate for the award of an Aegrotat degree. The Examiners shall not recommend the award of a class of degree higher than the overall level which the candidate has achieved in the work actually presented.

11.5 In the case of a student not recommended for the award of a classified degree, the Examiners will decide whether, having regard to the work submitted for the paper(s) of the examination which the student attended, he or she reached a standard which, if also reached in the remainder of the examination, would have qualified him or her for the award of a degree. In such a case the Examiners may recommend the award of an Aegrotat degree.

11.6 If the Examiners decide that a student is eligible for the award of an Aegrotat degree, the student may then either apply for the award of the Aegrotat degree or re-enter the examination at a later date.

11.7 A student who has informed the University in writing that he or she wishes to apply for the award of the Aegrotat degree will not be eligible thereafter to re-enter for the examination. A student who re-enters the examination will cease to be eligible to apply for the award of an Aegrotat degree.

11.8 An Aegrotat degree is awarded without any classification.

## 12. Fees

12.1 Students are required to pay the fees given in paragraph 7 of the Programme Regulations in full at the time when they fall due. Fees must be paid in accordance with the University's procedures and deadlines given in the prospectus and Student handbook (as applicable).

12.2 The University reserves the right to amend previously announced fees. The University also reserves the right to make additional charges (see paragraph 7 of the Programme Regulations).

12.3 Students who are permitted to proceed to a degree from a related undergraduate diploma (see paragraph 4) will not normally be required to pay a new registration fee for the degree, but will be required to pay the appropriate continuing registration fee or, where applicable, the appropriate remaining subject fees.

12.4 Students who are permitted to transfer their registration to another programme of study (see paragraph 6) shall be required to pay the relevant fees, for the programme concerned, in order to do so. Any additional fee payable shall be at the discretion of the University. Any refund of fees already paid will be subject to the conditions in paragraphs 12.6 to 12.9.

12.5 Students who are permitted to renew their registration at the expiry of the initial period of registration (see paragraph 5.8) will be required to pay a further full registration fee. Students who are permitted to renew their registration for a programme of study which is being phased out will be required to pay a proportion of the full registration fee, the amount depending on the number of years remaining before the last examination for the programme concerned. In addition to the registration fee, **all** students will be required to pay, as applicable, either the continuing registration fee or the appropriate subject fees, under the Regulations in force at that time.

## Refunds

12.6 Application handling fees and exemption application fees are **not** refundable.

12.7 Registration and continuing registration fees will **not** be refunded except as provided below:  
If a student dies or is prevented from pursuing his or her studies through a disabling illness or that of a near relative for whose

care the student is responsible, a proportion of the registration and any continuing registration fees which have been paid will be refunded at the discretion of the University provided that:

- the application is made within two years of the effective date of registration
- the student has not already entered the examinations as specified in paragraph 7 of the relevant Programme Regulations
- such medical or other evidence as may be required is submitted.

12.8 Subject fees, where applicable, will only be refunded as indicated in paragraph 7 of the relevant Programme Regulations.

12.9 Examination entry fees are **not** refundable nor can they be transferred from one examination to a later one. A student is liable for the full fee at any subsequent entry, in accordance with the Regulations then in force.



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