



UNIVERSITY OF LONDON  
External System

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# REGULATIONS

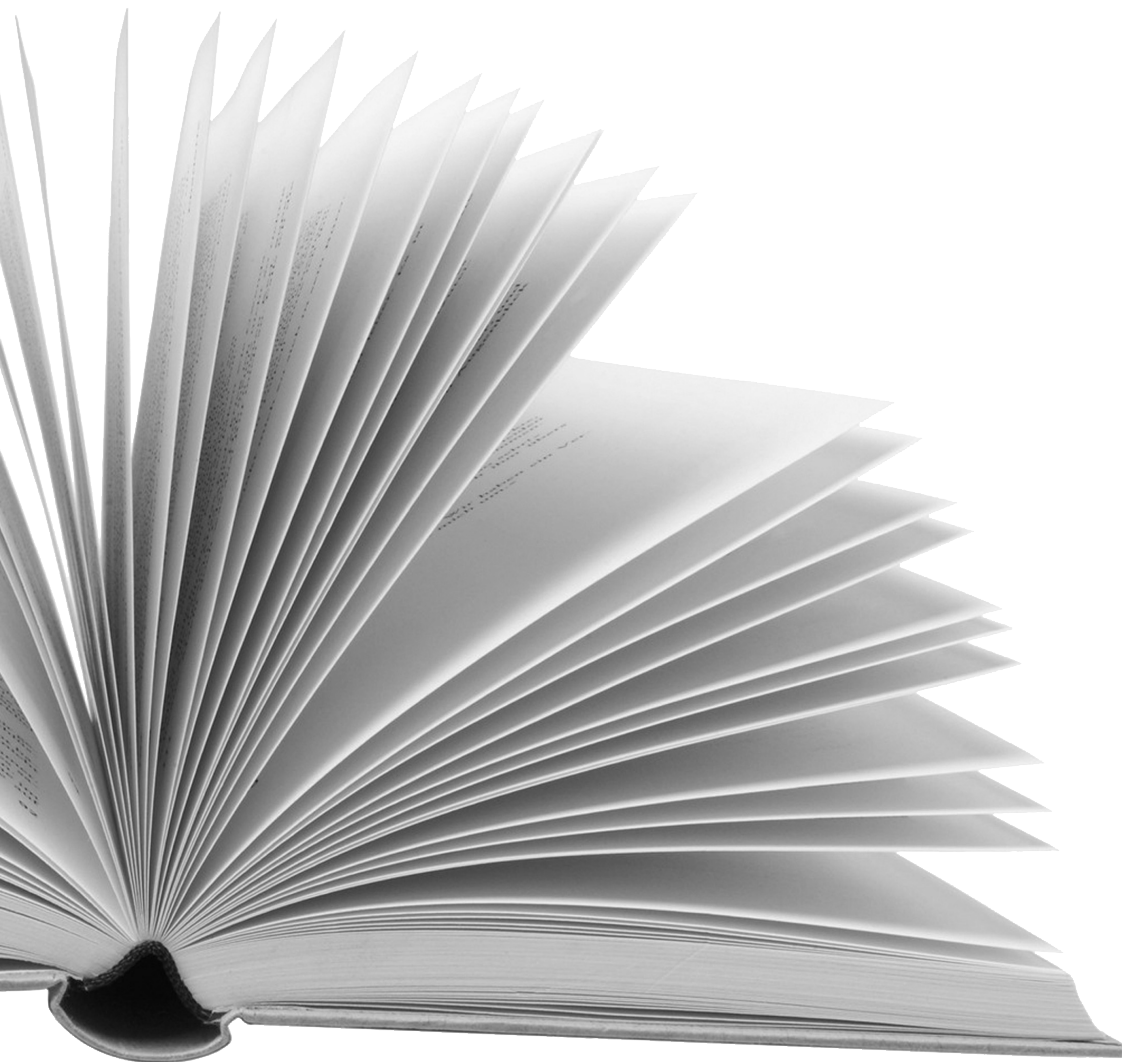
# 2008–09

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**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

## Diploma in Theology



## **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 Theology

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**This booklet contains the Regulations for the Diploma in Theology (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 Theology.

1.2 The Diploma in Theology is intended to provide an opportunity to reach first-year undergraduate level both for students who already satisfy the normal entrance requirements for the BD degree but who choose not to register for the degree, and for those who may not have had the chance to meet the degree entrance requirements but can meet the entrance requirements for the Diploma.

1.3 The standard of the examinations for the Diploma in Theology is the same as that required for units of the BD degree (see also paragraph 2.6 of the General Regulations).

1.4 Holders of this award will be deemed to have satisfied the general and course related entrance requirements for the BD degree for External students and will be credited with the four corresponding units at the degree.

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

1.6 An applicant whose registration for the BD degree or Diploma in Theology was terminated because he or she had exhausted the permitted number of attempts at an examination will **not** be permitted to register again as an External student for the Diploma in Theology.

## 2. Programme of study

2.1 The Diploma in Theology consists of **four** units, as follows:

(a) **two** units from the following:

**Christian doctrine** [002D030]

**Church history:** one of the following:

07a *The Church to AD 461* [002D075]

07b *Reformation and society c.1450-c.1600* [002D080]

07d *Issues in nineteenth century Christianity* [002D130]

**Philosophy of religion** [002D035]

**Old Testament** [002D135]

**New Testament Greek** [002D005] OR

**New Testament in English** [002D140]

PLUS

(b) two further units which must not include any units already selected under 2.1(a) :

**Christian doctrine** [002D030]

**Church history:** candidates may select **one** of the following units, in addition to the unit selected as a compulsory unit under 3.2(a):

07a *The Church to AD 461* [002D075]

07b *Reformation and society c.1450-c.1600* [002D080]

07d *Issues in 19th century Christianity* [002D130]

**Philosophy of religion** [002D035]

**Science and religion** [002D041]

**Old Testament theology** [002D050]

**Intertestamental studies** [002D055]

**Mind and person in the philosophy of religion** [002D095]

**Religious language** [002D100] ◇

**Christian ethics** [002D105]

**Liturgical studies** [002D110]

**Islam** [002D115]

**Buddhism** [002D120]

**Old Testament** [002D135]

◇ Available only to students who registered before 1 September 2008; last examination in 2010, except for re-sits in 2011.

2.2 The examination numbers have been appended to the outline titles and these numbers should be used when completing examination entry forms.

2.3 Subject to satisfying the provisions in paragraphs 3 and 6, students may apply to change their choice of units at any stage. However, no change will be permitted after a student has made entry to the examination in a particular year.

### Transfer of registration

2.4 An External student registered for the BD degree who has passed four units may **not** transfer to the Diploma in Theology and be awarded that qualification.

### Renewal of registration

2.5 Students who have not completed all the requirements of the programme 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.

## 3. Rules of progression

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 Within the limits set out in paragraph 3.3, students may decide the order in which they enter examinations for various units, and also the number of units they will take on each occasion.

3.3 Students are required to pass the examination in a total of **four** units. In any one year in which they choose to enter an examination, students may attempt examinations in a minimum of **one** and a maximum of **four** units.

## 4. Entrance requirements and exemptions

### Entrance requirements

4.1 To be eligible to register for the Diploma in Theology, an applicant:

- must *normally* be aged **18** or over before **1 September** in the year of registration **and**
- must have passed a minimum of three subjects at Grade C or above at GCSE/GCE O level or an equivalent examination **and**
- must have passed either the GCSE/GCE O level in English Language at Grade C or an equivalent qualification, or, within the last five years, have passed at the required standard a test of proficiency in English that is recognised by the University of London.

### Exemptions

4.2 No exemption is awarded from any subject of the Diploma.

## 5. Assessment

5.1 Each individual unit will be examined by one three-hour unseen written paper which shall be completed without aids, unless indicated otherwise in Schedule A.

5.2 Examinations will take place on one occasion each year, normally commencing in **mid-May**.

## 6. Number of attempts permitted

6.1 The maximum number of attempts permitted at an examination for any unit is **three**.

6.2 If, on the third occasion that a student sits the examination for any unit, he or she receives the result 'Fail', his or her registration for the Diploma will cease.

## 7. Fees

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

- **application handling fee:** payable by all applicants in order to be considered for registration
- **registration fee:** payable by applicants who are accepted for the Diploma, 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:

Application handling fee	£56
Registration fee	£376
Continuing registration fee	£263
Examination entry fee (per unit)	£146

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 Fees will not be refunded except as permitted in paragraph 12 of the General Regulations.

## Schedule A - Unit outlines and prescribed texts

The examination numbers have been appended to the unit titles and these numbers should be used when completing examination entry forms.

Where the English text of the Bible is quoted in examination papers, the Revised Standard Version will be used. References to the Old Testament in Hebrew are to the enumeration of the Masoretic Text; references to the Old Testament in English are to the enumeration of the Revised Standard Version. Where the New Testament is quoted in Greek in examination papers, the text and apparatus used by the examiners and recommended for the use of the students will be the **Novum Testamentum Graece**, 26th edition of Nestlé-Aland, ed. K ALAND and B ALAND, Stuttgart, Deutsche Bibelstiftung, 1979.

Students are at liberty to use for study any good editions of the other prescribed texts which may be accessible to them, but are advised that quotations in examination papers will be taken from the editions of the texts listed.

### New Testament Greek [002D005]

(cannot be offered with **New Testament in English**)

Translation, grammar (including parsing of verbs and nouns), and syntax of set portions of the Greek New Testament. Set texts: *Mark* 8-10; *John* 18-21

### Christian doctrine [002D030]

A systematic study of three central themes in contemporary Christian theology:

- (i) *Christology*—such issues as: the relationship between theological claims regarding Christ and Jesus of Nazareth as a historical figure; the consciousness of Jesus and its theological significance; the normativity or otherwise of the Chalcedonian definition; the designation of Jesus as sinless; claims about the divine and human nature of Jesus Christ; Spirit Christology.
- (ii) *Trinity*—such issues as: how the doctrine of God as three-in-one can be elucidated and grounded; the connections between a Trinitarian understanding of God and the concept of Christian revelation; psychological and social analogies for the Trinity; the proper use of the term ‘person’ in Trinitarian theology; the doctrine of the Holy Spirit; the *filioque* controversy; the ongoing significance of early Church debates regarding the nature of God.
- (iii) *Atonement*—such issues as: the strengths and weaknesses of such metaphors as ‘sacrifice’, ‘satisfaction’, ‘victory’; the truth status of metaphorical language in soteriology; the coherence or otherwise of the idea that God suffers, with reference to its Trinitarian implications; issues about universal salvation; Christian salvation and human liberation.

Special attention should be given to:

- how Christian thought on these three topics developed during the early Christian centuries
- the connections between doctrines and their socio-cultural settings
- the interrelationships between the three different topics
- the methods and criteria deployed in the development of theological positions.

### Philosophy of religion [002D035]

A study of the main problems in the philosophy of religion, including such topics as: the proofs of God's existence; the justification of religious belief; the divine attributes; miracle; prayer; eternal life; the problem of evil.

### Science and religion [020D041]

- (i) The history of the relationship between religion and science in the Medieval period (including Ptolemy), the Renaissance period (including Copernicus and Galileo), the Enlightenment period (including Newton), and the nineteenth century (including Darwin).
- (ii) Contemporary and philosophical issues. Cosmology and the Anthropic Principle, quantum physics, Chaos Theory, Neo-Darwinism, genetic engineering and cloning. The aims and processes of religion and science (including Popper and Kuhn), and the relationship between religion and science.

### Old Testament theology [002D050]

The theology of the Old Testament with special reference to the theme 'Worship', studied with special attention to the following texts in English:

*Exodus* 12, 19-24, 32-34; *Leviticus* 16-19, 23; *Deuteronomy* 4-11; *Psalms* 42-50, 72-84; *Amos* 5-7; *Nahum*; *Habakkuk*.

An English Bible (RSV) will be supplied in the examination hall.

### Intertestamental studies [002D055]

A study of Judaism from the early second century BC to AD 135. Topics will include: the history of the Jewish people in this period; religious thought and religious movements, including the Jewish reaction to Hellenism, the development of messianic and eschatological beliefs, wisdom and the law; the Jewish sects.

Special attention will be given to the following passages:

1 *Maccabees* 1-7. 2 *Maccabees* 3-7. Josephus, *Jewish War* (trans. G A Williamson, Penguin Books). *The Letter of Aristeas* (ed. R H Charles, *Apocrypha and Pseudepigrapha*, vol 2). *Wisdom of Solomon* 1-5. *Daniel* 2, 7, 10-12. *Testament of Levi*, *Testament of Judah* (ed H F D Sparks, *The Apocryphal Old Testament*), *Psalms of Solomon* 17 and 18 (ed H F D Sparks, *The Apocryphal Old Testament*). 1 *Enoch* 45-57 (ed H F D Sparks, *The Apocryphal Old Testament*). 2 *Esdras* 11-13. *Ecclesiasticus*: Prologue, 24-28, 38-39. *Jubilees* 21-33 (ed H F D Sparks, *The Apocryphal Old Testament*). *Mishnah*, *Aboth* (ed H Danby). *Community Rule*, cols. 1-7 (all Dead Sea scrolls texts from G Vermes, *The Dead Sea Scrolls in English*). *Genesis Apocryphon*. *Habakkuk Commentary*, vols. 7-12. *A Midrash on the Last Days*. *A Messianic Anthology*.

## Church history:

### The Church to AD 461 [002D075]

Special attention will be paid to such topics as: the expansion of Christianity in town and countryside; early diversity, heresy and process of unification; ministry, doctrine and worship; early apologists; Origen; persecutions; Constantine; Church and state in the Christian empire; Donatist, Arian and Nestorian controversies; the first four General Councils; Augustine; the Papacy; Monasticism.

There are no set texts, but it is important to study the relevant primary sources in such texts as: J Stevenson (revised by W H C Frend), *A New Eusebius: Documents illustrating the history of the Church to AD 337* (London, SPCK 1987) and J Stevenson (revised by W H C Frend), *Creeds, Councils and Controversies: Documents illustrating the history of the Church AD 337-461* (London, SPCK 1989).

### Church History: Reformation and society c.1450 - c.1600 [002D080]

An examination of attempts at religious reform in Europe during the 16th century, which includes both reform of the Church and religious life, as well as reforms of society inspired by religious belief. The term 'Reformation' is understood as applying to both Protestant and Catholic movements of reform.

Topics covered will include: later 15th century desire for reform; late medieval popular belief, and links between reform of social and religious life, Christian humanism and its influence; evangelical movements precipitated by Luther, Zwingli, the Anabaptists and Calvin; the magisterial and radical Reformations, their religious and social implications and the response of different social strata to them; the Papacy and Papal authority, Catholic evangelism, Catholic Reformation and Counter-Reformation; Church, state and politics, including the Reformation in England.

### Mind and person in the philosophy of religion [002D095]

The concept of person and the mind/body problem, and their significance for personal identity, religious belief, and immortality.

Such books as the following will be found useful:

Plato, *Phaedo*. Aristotle, *De Anima*. E Hartmann, *Substance, Body and Soul*. Peter Geach, *God and the Soul*. Descartes, *Meditations*. John Passmore, *The Perfectibility of Man*. Gilbert Ryle, *The Concept of Mind*. (Hutchinson's University Library 1949). H D Lewis, *The Elusive Mind*. P F Strawson, *Individuals*. C V Borst (ed): *The Mind-Brain Identity Theory*. J R Smythies (ed), *Brain and Mind*. J Glover (ed), *The Philosophy of Mind*. Stuart Hampshire (ed.), *Philosophy of Mind*. B Berofsky (ed), *Determinism*. Bernard Williams, *Problems of the Self*. J Shoemaker, *Self-Knowledge and Self-Identity*. Terence Penelhum, *Survival and Disembodied Existence*. Ludwig Wittgenstein, *Philosophical Investigations*. David Hume, *A Treatise on Human Nature*. G W F Hegel, *Phenomenology of Spirit*. John Plamenatz, *Karl Marx's Philosophy of Man*. Mark C Taylor, *Journeys to Selfhood: Hegel and Kierkegaard*. Nathan A Scott, *Mirrors of Man in Existentialism*. Carl Jung, *Modern Man in Search of a Soul*. John Wisdom, *Philosophy and Psychoanalysis*.

## Religious language [002D100]

**Note:** May only be chosen by students who registered prior to 1 September 2008. To be examined for the last time in 2010, except for re-sit in 2011.

Topics will include: the negative way, analogy, metaphor, symbol, verification, falsification, belief 'in' and belief 'that', language-games, non-realism.

### Christian ethics [002D105]

- (i) The philosophical background in relation to:
  - (a) The Nature of Humankind: the Christian account of human nature compared with other theories; the worth of persons and the value of human life; the nature of conscience; the freedom of the will;
  - (b) The Nature of Human Acts: the relation of acts to consequences; acts and omissions; the principle of double effect; deontological and teleological accounts of right action.
- (iii) The characteristics of Christian ethics in relation to the basic Christian doctrines concerning God, humankind and society.
- (iv) A consideration of selected contemporary moral problems in the light of the foregoing.

### Liturgical studies [002D110]

A general introduction to liturgy, with particular emphasis on the principles underlying the various changes in worship and the liturgical movements.

Topics will include the following: a general introduction to the principles of worship; prayer, covenant, sacrifice, symbolism; the Jewish background; the evolution of forms of worship and the Christian calendar; corporate worship and private devotion in the Middle Ages; worship during the Reformation; the Books of Common Prayer; the modern liturgical movement, Roman Catholic and Reformed; modern revisions of the Book of Common Prayer.

### Islam [002D115]

A mainly historical study considering both traditional and radically novel views on the origins of Islam; the beginnings of Islamic theology and law; the doctrines of the sects, especially those of Shi'ism; the development of philosophy, and, in particular, mysticism; the rise of Islamic modernism and reformism; and contemporary practices.

### Buddhism [002D120]

A survey of the main features of Buddhism as a world religion, with the emphasis on Indian Buddhism: early Buddhist doctrinal teachings in their religious context, the Buddhist community and monasticism, the scholastic Abhidhamma tradition, and sectarian developments. Mahayana Buddhism as a later form of Buddhism: the changing emphases on the teachings, especially the role of the *bodhisattva*. Key features of Buddhism in Tibet (including Vajrayana), China and Japan; and modern developments in Sri Lanka.

Church history: Issues in nineteenth century Christianity [002D130]

A thematic approach to the study of Christianity and Society which will use the history of nineteenth century England as a site from which to explore some general themes in the church history of the period. Attention will be concentrated on the following themes:

- crisis and reform in Church Establishments, the Oxford Movement, Evangelicalism, Catholicism and Anti-Catholicism
- the response of the churches to social and intellectual challenges, especially urbanization, the development of professional science and biblical criticism, the relationships between the churches and politics and churches and the Empire
- the role of women in the churches, and secularization.

Old Testament [002D135]

A study of selected texts from the Pentateuch and the Former and Latter Prophets. The texts have been selected to cover the most essential aspects of the geography, history, writing and literature of the Old Testament.

Selected texts:

*Genesis* 1-11; *Exodus* 1-15; *Deuteronomy*; 1 and 2 *Kings*; either *Amos* or *Hosea*; either *Ezekiel* or *Deutero-Isaiah*; either *Haggai* or *Zechariah* 1-8.

New Testament in English [002D140]

(cannot be offered with **New Testament Greek**)

- The purpose and theology of each of the Synoptic Gospels, with particular reference to set texts in English;
- Paul's theology, with particular reference to set texts in English;
- A study of **either** 1 Peter and James **or** The Epistle to the Hebrews.

Attention should be given to:

- careful exegetical study of the prescribed texts, using major commentaries which do not presuppose knowledge of the Greek text
- study (through English translations) of relevant texts other than those prescribed above
- evaluation of the principal issues raised by modern scholarly discussion of the texts and principal topics relevant to this syllabus.

Set texts:

*Mark* 3:22-30. *Matthew* 12:24-32. *Luke* 11:14-23

*Matthew* 6:7- 15. *Luke* 11:1-4.

*Mark* 14:53-64. *Matthew* 26:57- 66. *Luke* 22:54-71.

*1 Corinthians* Chapters 1, 7 and 15. *Romans* Chapters 5- 8.

*Philippians* chapter 2.

## Schedule B / Scheme of award

To qualify for the award of the Diploma students are required to pass the Diploma examination, which comprises **four** units.

Examination scripts are marked according to the following scale (compared to the BD degree):

Mark range	Degree class equivalent
70 and over	First Class Honours
60 – 69	Second Class Honours (Upper Division)
50 – 59	Second Class Honours (Lower Division)
45 – 49	Third Class Honours
40 – 44	Pass
0 – 39	Fail

The final mark is determined by an average of all four marks obtained for each of the four units studied. To obtain a Diploma with a given grading a student will be required to achieve a final mark within the following ranges:

Mark range	Diploma grading
70 and above	Pass with Merit
50 – 69	Pass with Credit
40 - 49	Pass

## Schedule C / Assessment criteria

Examination scripts are assessed according to the following criteria.

Degree class equivalent	Mark range	Assessment criteria
<b>First Class Honours</b>	<b>70% and over</b>	<b>Work of outstanding quality, generally displaying:</b> <ul style="list-style-type: none"> <li>• Perceptive identification of the task, and insightful interpretation of the issues raised</li> <li>• Exceptional knowledge and understanding of a substantial range of material</li> <li>• Clear structure, excellent organization, fluent style, and strongly sustained argument</li> <li>• Insightful awareness of the relationship between topic(s) chosen and the wider context</li> <li>• Cogent and sustained argument, assured deployment of evidence, and clear evidence of critical thinking</li> <li>• An impressive degree of independence in analysis and critical judgement</li> <li>• The use of further of more challenging resources</li> </ul>
<b>Second Class Honours (Upper Division)</b>	<b>60-69%</b>	<b>Work of high quality, generally displaying:</b> <ul style="list-style-type: none"> <li>• Sound identification of the tasks, and clear interpretation of the issues raised</li> <li>• Good knowledge and understanding of a substantial range of material</li> <li>• Appropriate structure, good organization, clear style, and a good command of language</li> <li>• Appreciation of the wider significance of the topic(s) discussed</li> <li>• Cogent argument, effective deployment of material, and evidence of critical thinking</li> <li>• Sound and intelligent evaluation, though without sustained independence of judgement</li> </ul>
<b>Second Class honours (Lower Division)</b>	<b>50-59%</b>	<b>Commendable work, generally displaying:</b> <ul style="list-style-type: none"> <li>• Satisfactory identification of at least the main tasks, an appropriate interpretation of the issues raised, with a clear sense of what is relevant</li> <li>• Adequate knowledge and appropriate understanding of a sufficient range of material</li> <li>• Reasonable structure and sequence of exposition, adequate clarity of expression</li> <li>• A sense of broader context</li> <li>• Interpretation tends to be one-sided with limited attention to alternative lines of interpretation or evaluation</li> <li>• Sensible but rarely independent judgement</li> </ul>
<b>Third Class Honours</b>	<b>45-49%</b>	<b>Work worthy of an honours degree, generally displaying:</b> <ul style="list-style-type: none"> <li>• Adequate identification of the task and interpretation of the issues</li> <li>• Real knowledge and understanding, though the answers are likely to suffer from a defective sense of what is important and an insecure sense of relevance</li> <li>• Intelligible structure and some real attempts at organization</li> <li>• The topic(s) will normally be treated in isolation, without reference to a broader context</li> <li>• Judgements made will generally impress by their reasonableness rather than by force of argumentation</li> <li>• Notably greater success at relaying current opinion than developing independent argument</li> </ul>
<b>Pass</b>	<b>40-44%</b>	<b>Defective work that is still worthy of gaining a degree:</b> <ul style="list-style-type: none"> <li>• Understanding of the questions set will be adequate, though the answers are likely to suffer from a defective sense of what is important and an insecure sense of relevance</li> <li>• Sketchy knowledge and insecure grasp of material, but enough to indicate that the student has followed the course with a real degree of understanding</li> <li>• Marred by defective structure and inadequate command of language, but at least the main ideas are successfully communicated</li> <li>• Little or no awareness of context</li> <li>• Judgements will tend to be unnuanced, with little in the way of supporting argumentation.</li> <li>• Independent argument is not expected at this level</li> </ul>
<b>Fail</b>	<b>34-39%</b>	<b>Marginal fail:</b> <ul style="list-style-type: none"> <li>• The student understands the questions set, but is unable to offer satisfactory answers</li> <li>• The student shows clear signs of an at least partial understanding of the course, but there are serious defects in knowledge and/or in use of material</li> <li>• Defects of structure or organization that gravely restrict the clarity of the answers</li> <li>• No awareness of broader context</li> <li>• Inadequate analysis and argumentation</li> <li>• At this level attempts at independent judgement are likely to show up limitations in understanding</li> <li>• Failure is not gross; the student may realistically hope to attain the pass mark after thorough and well directed revision</li> </ul>
	<b>21-33%</b>	<b>Poor fail:</b> Displays the same defects as “marginal fail”, but to a markedly more serious degree. The student can only realistically hope to attain the pass mark after a period of fresh study
	<b>0-20%</b>	<b>Comprehensive fail:</b> The student shows virtually no signs of having understood the course and produces nothing that begins to answer the question set.

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

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**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.
- PDAs, 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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