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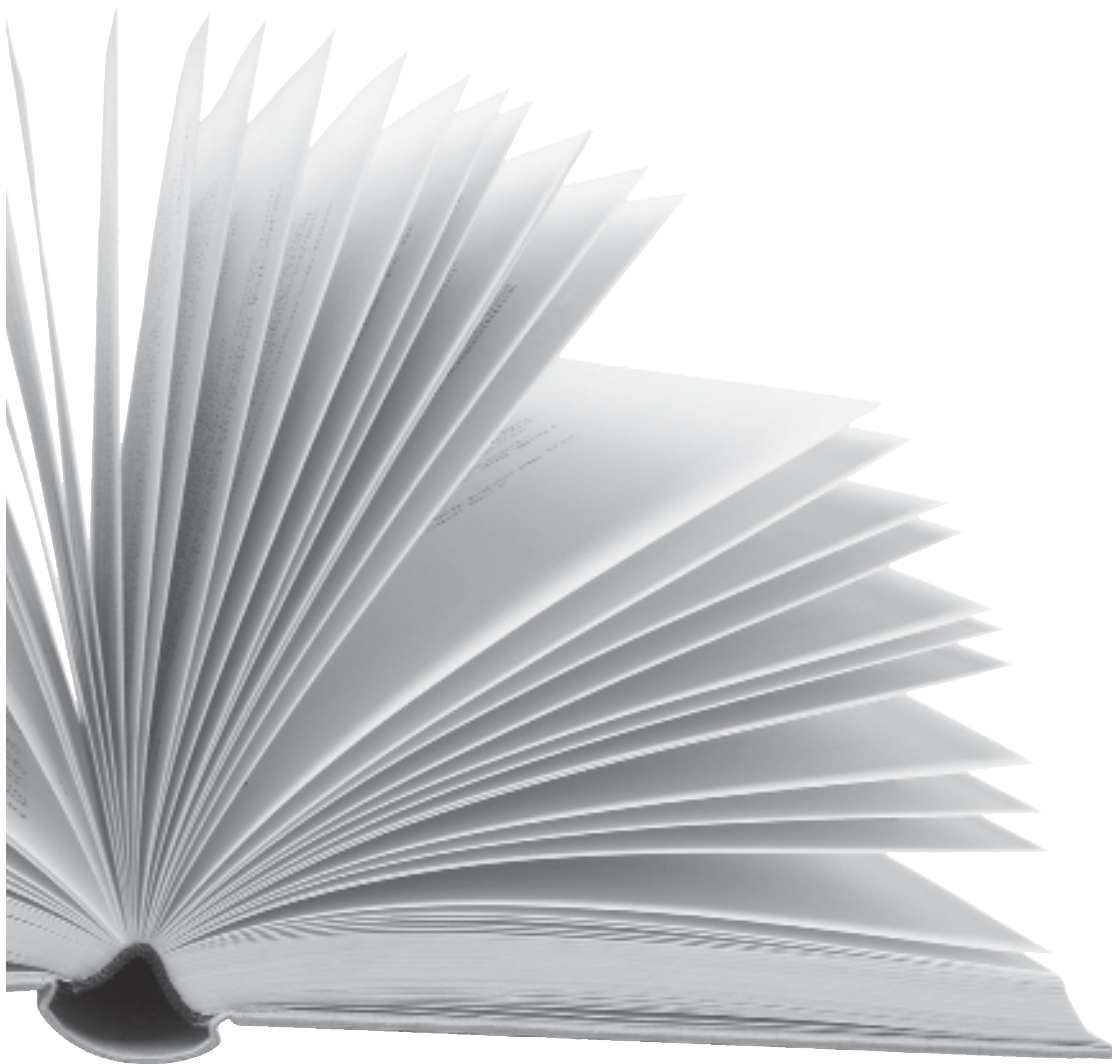
REGULATIONS

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

BA and BSc Geography



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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BA and BSc degree in Geography

This booklet contains the Regulations for the BA and BSc degree in Geography (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 Programme* of the University of London. The two sets of Regulations should be read together.

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Programme Regulations

Initial registration for the BA and the BSc in Geography has been discontinued. The last examinations will be held in 2009.

1. Introduction

1.1 The University awards the degree of Bachelor of Arts in Geography and Bachelor of Science in Geography, hereafter called the BA degree in Geography and the BSc degree in Geography.

1.2 A student who has been awarded the University of London Diploma in Geography for External students will be deemed to have satisfied the entrance requirements for the BA and BSc degree in Geography and may proceed to the BA and BSc degree as an External student (see also paragraph 4 of the General Regulations).

1.3 At the discretion of the Board of Examiners students registered for the BA or the BSc in Geography may be awarded the Diploma in Geography in place of the BA or the BSc in Geography provided that the requirements of the Diploma in Geography have been met. The final occasion that the Diploma in Geography may be awarded will be at the final meeting of the Board of Examiners in 2009.

2. Programmes of study

2.1 Each degree consists of **ten** units as follows:

- **three** compulsory foundation units *and*
- **three** intermediate units from a list of options *and*
- **one** compulsory advanced unit *and*
- **three** advanced units from a list of options.

2.2 Not all units will necessarily be available every year.

2.3 Subject to satisfying the conditions above and in paragraphs 3 and 6, students may apply to change their choice of intermediate or advanced options at any stage. **However, no change will be permitted after a student has made entry to the examination in a particular year until the results of that examination have been published.**

2.4 Students registered for the BA degree in Geography may choose to take one unit (only) at each of the intermediate and advanced level of optional units for the BSc degree in Geography. Likewise, students registered for the BSc degree in Geography may choose to take on unit (only) at each of the intermediate and advanced level of optional units for the BA degree in Geography.

2.5 Students may apply to transfer their registration from the BA to the BSc (or vice versa). All applications will be considered on their merits. A student who transfers will be credited with any foundation units passed and up to one intermediate unit only (see paragraph 2.4). A student who chooses to transfer will be required to forfeit any other passes gained in any optional intermediate units,

Transfer to the BSc Geography and Environment as an External student

2.6 External students registered for the BA or BSc Geography may apply to transfer to the BSc Geography and Environment. Students permitted to transfer may apply for up to three exemptions on the basis of units passed at the BA or BSc Geography.

3. Rules of progression

3.1 In any one year students may attempt examinations in a minimum of **one** and a maximum of **four** new units, excluding re-sits.

3.2 Students who wish to take the maximum number of units at their first entry to an examination must take the three compulsory foundation units plus one optional intermediate unit only.

3.3 Students may not normally attempt a second optional intermediate unit before passing, or gaining exemption from or credit for, a minimum of two compulsory foundation units.

3.4 Students who do not enter all compulsory foundation units at their first entry to an examination must attempt, or gain exemption from, or credit for, any remaining foundation units when they enter the examination for any intermediate units.

3.5 Students may not attempt any advanced optional units before passing all three compulsory foundation units.

3.6 Students may not attempt the **Project report** until they have passed **Investigating geographical issues**.

4. Entrance requirements and exemptions

Entrance requirements

4.1 Initial registration for the BA and the BSc in Geography (Revised Regulations) has been discontinued.

Exemptions

4.2 Students may apply for exemption from up to three foundation units. A fee is payable for all applications for exemption (see paragraph 7.2).

4.3 There is no exemption from intermediate or advanced units.

5. Assessment

5.1 Each unit of the BA or BSc degree in Geography, with the exception of the **Project report**, will be examined by one three-hour unseen written paper which shall be completed without aids.

5.2 The **Project report** will be assessed by the submission of a 5,000 word report (problem orientated piece of work) which must be submitted to the Examinations Office not later than **1 May** in the year the student enters the examination for this unit. A 200 word outline of the proposed content of the **Project report** must be approved and registered with the Programme Director before the unit is commenced and not later than **24 January** in the year of submission.

5.3 Examinations by written paper will take place on one occasion each year, normally commencing **at the beginning of May**.

5.4 The last examinations for the BA and the BSc in Geography (Revised Regulations) will be held in **2009**.

6. Number of attempts permitted

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

6.2 If, on the first or second occasion that a student sits the examination for an optional unit (i.e. any unit other than the foundation units or the compulsory **Project report**), he or she receives the result 'Fail', the student may apply to change to another optional unit.

6.3 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 degree will cease unless the student is eligible to proceed to the final examination with the possibility of passing in nine units (see Schedule C), in which case the mark obtained on the latest occasion may be carried forward and taken into account for classification purposes. If the student would not be not able to satisfy the requirements for the award of the degree, his or her registration for the degree will cease.

6.4 If, on the occasion that a student enters examinations to complete the degree (ie for the tenth unit), he or she fails in one unit but has passed in the nine units required for the award (including all compulsory units), the student will be classified and awarded the degree on the basis of the units passed.

6.5 If a student is not be able to satisfy the requirements for the award of the BA or BSc degree in Geography, the Board of Examiners may consider awarding the Diploma in Geography, provided that the requirements of the Diploma have been met.

7. Fees

7.1 The following fees are payable to the University for the BA or BSc degree in Geography:

- **exemption application fee:** payable by applicants in order to be considered for non-automatic exemptions
- **re-registration fee:** payable by applicants who are accepted for the Diploma, in order to be registered for a further period 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.

7.2 The fees payable in the 2008-2009 academic year are as follows:

Exemption application fee (per unit)	£58
Re-registration fee	£376
Continuing registration fee	£263
Examination entry fees	
per unit	£146
submission of fieldwork	£146

Students re-entering the examination for a unit are required to pay the full entry fee.

7.3 A fee is normally levied by all the examination centres (other than London) and Overseas Examination Authorities. 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 Initial and continuing registration fees will not be refunded except as permitted in paragraph 12 of the General Regulations provided that the student has not already entered for any advanced unit. No other fees are refundable.

Schedule A – Structures

BA degree in Geography

Compulsory units

Three compulsory foundation units:

Geography, society and environment [190G101]

Natural environment [190G102]

Investigating geographical issues [190G103]



One compulsory advanced unit:

Project report (human geography topic) [190G300]

Optional units

Three optional intermediate units chosen from:

Environment and society [190G206]

Space, society and culture [190G207]

Space economy [190G208]

Third World development [190G209]

The state and society [190G210]

Rural development [190G211]



Three optional advanced units chosen from:

*Philosophy, social theory and practice of geography
[190G301]*

Geopolitics and world development [190G307]

International migration and development [190G308]

An urbanising world [190G309]

Global environmental problems and politics [190G310]

*Transnational corporations and global markets
[190G311]*

Notes:

- The examination numbers have been appended to the unit titles and these numbers should be used when completing examination entry forms.
- Students registered for the BA degree in Geography may take one unit (only) from each of the intermediate and advanced units offered for the BSc degree in Geography, as listed in Schedule A.
- Students may not attempt the **Project report [190G300]** until they have passed **Investigating geographical issues [190G103]**.
- Students are strongly advised to study the following intermediate units before attempting a particular advanced unit:

Intermediate units

190G210

190G209 or 190G211

190G209 or 190G211

190G206

190G208

before

before

before

before

before

Advanced units

190G307

190G308

190G309

190G310

190G311

BSc degree in Geography

Compulsory units

Three compulsory foundation units:

Geography, society and environment [190G101]

Natural environment [190G102]

Investigating geographical issues [190G103]



One compulsory advanced unit:

Project report (physical geography topic) [190G300]

Optional units

Three optional intermediate units chosen from:

Geomorphology [190G201]

Biogeography and soils [190G202]

Global environmental change [190G203]

Hydrology and water resources [190G204]

Remote sensing of the environment [190G205]



Three optional advanced units chosen from:

Applied geomorphology [190G303]

*Tropical land management in a changing environment
[190G304]*

*Advanced remote sensing: applications of natural
hazards and resources [190G305]*

Biodiversity and ecological biogeography [190G306]

Notes:

- The examination numbers have been appended to the unit titles and these numbers should be used when completing examination entry forms.
- Students registered for the BSc degree may take one unit (only) from each of the intermediate and advanced units offered for the BA degree in Geography, as listed in Schedule A.
- Students may not attempt the **Project report [190G300]** until they have passed **Investigating geographical issues [190G103]**.
- Students are strongly advised to study the following intermediate units before attempting a particular advanced unit:

Intermediate units

190G201 and/or 190G204

before

190G202 and/or 190G204

before

190G205 with 190G201 or 190G204

before

190G202 with 190G203

before

Advanced units

190G303

190G304

190G305

190G306

Schedule B / Unit outlines

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

Compulsory foundation units

Geography, society and environment [190G101]

The unit outlines key elements of human geography:

- (a) Human Geography as a discipline: Regional themes, quantitative revolution, behaviouralism, radical approaches, locality studies, postmodernism.
- (b) Society and Environment: The role of human activity in transforming the physical environment, natural resource uses and impacts.
- (c) Society and Space: Regional political economies, geography of political processes, urban systems. Rural systems and change, patterns of agricultural activity, global transport and communications networks, growth and decline of manufacturing industry, the rise of the service sector.
- (d) Development – local and global dimensions: Patterns of international development, the NIC model of development, transnational corporations.
- (e) Demographic change: Population characteristics and dynamics, rural-urban migration, global and national population policy and planning.

Natural environment [190G102]

Outlines the main aspects of physical Geography.

- (a) Composition of the Earth: plate tectonics, earthquakes, volcanoes, rock types, geohazards.
- (b) Tectonics and climate: setting the scene for our unique modern climate system.

- (c) Atmosphere: composition and circulation.
- (d) Hydrosphere and landscape evolution: precipitation, rivers, lakes, erosion, weathering patterns, hillslope dynamics.
- (e) Oceans: surface and deep circulation, upwelling, productivity and climate.
- (f) Biosphere: evolution, ecosystem concepts, ecological processes, soil dynamics, vegetation-geology-climate interactions.
- (g) Global environmental change: glacial-interglacial cycles, sea-level changes, Heinrich events, El Nino southern oscillation, North Atlantic oscillation, global warming.

Investigating geographical issues [190G103]

The unit provides a thorough introduction to geographical methods. It has a focus on Physical and Human Geography methods of primary and secondary data collection.

- (a) Primary and secondary data collection in Human Geography: official statistics, archives, interviews, direct observation, the case study.
 - (b) Primary and secondary data collecting Physical Geography: field techniques, laboratory techniques.
 - (c) Data analysis: statistical techniques, qualitative methods.
- The objectives are to develop the student's knowledge and understanding of the different sources of data and modes of collection. 'Geographical problem' exercises will be designed to provide 'hands-on' experience of data collection. The course assumes little or no prior knowledge of data collection and analysis.

Optional intermediate units

Geomorphology [190G201]

Mass movement, fluvial hillslope processes, soil erosion, hydrological impacts, weathering, fluvial activity, glaciation.

Biogeography and soils [190G202]

Causal factors behind the global, regional and local patterns of distribution of flora and fauna, processes which influence these patterns on local scales, human impacts on floral and faunal patterns and processes.

Global environmental change [190G203]

Past change at the global scale: historical climate change, evidence of change, Milankovitch cycles. Past change at the regional scale: sea level and vegetation shifts, modelling slope evolution and fluvial change. Past human impacts: prehistoric desertification, Holocene environments, industrial revolution.

Hydrology and water resources [190G204]

Hydrological cycles, general hillslope hydrology, subsurface hydrology, integrated catchment and water resource management. This unit will cover the physical process and water resource management aspects of hydrology linking

processes to water resource management in the face of changing supply and demand for water with particular emphasis on the relationship between water resources, climatic and land use change.

Remote sensing of the environment [190G205]

Principles: reflectance properties of vegetation, leaves and canopy factors, field measurement and geometric approaches. Applications: vegetation stress, reflectance 'red-edge', remote sensing of biochemical contents, landscape ecology, faunal ecology.

Environment and society [190G206]

The aim of this unit is to introduce students to key concepts and themes in the study of human impacts on the bio-physical environment. Colonial and post-colonial era socio-political impacts on the environment are considered, as well as debates surrounding a perceived 'tragedy of the commons'. The role of key actors (states, businesses, non-governmental organisations, local social movements) in the environmental regulation is evaluated. The prospects for global decision making through international summits and global institutions is assessed as part of a wider assessment of the prospects for sustainable development.

Space, culture and society [190G207]

This unit reflects on contemporary socio-cultural geography. It investigates the social and cultural construction of spaces and places both theoretically and through empirical case studies. The concepts of space and representation are used as hinges for discussions on, amongst others, gender, sexuality, travel and homelessness.

Space economy [190G208]

This unit will be an introduction to the subfield of Economic Geography. Since economic relationships are enacted in and through space, there is a need to understand the complex connections between economies and space. This module provides that understanding, and does so both theoretically and empirically. It is structured through the framework of scale, and the module begins at the level of the locality, progress through the regional and national scale, and ends with a discussion of the geography of the world's economic system. While different specific issues will be focused on at different scales, particular attention will be paid to: the geography of labour markets, flows of investment capital and land markets.

Third World development [190G209]

The aim of the units is to examine how the poorer countries of the world became poor, to understand the extent of that poverty and to examine some of the common development paths that have been recommended to Third World governments over the years. The module will examine the nature and meaning of poverty, the relationship between poverty and external dependency, and the contemporary nature of relationships between developed and less developed countries. Internal characteristics of Third World countries will be considered particularly the shift from agriculture to industry, the migration of millions of people from rural to urban areas, the nature of employment and the predominance of service work, and the quality of urban life. The emphasis of the module will be to encourage the student to look at the Third World as a problematic categorisation and to avoid over-generalisation by always seeking to use examples drawn from particular countries.

The state and society [190G210]

This unit introduces students to key theoretical and empirical perspectives in contemporary political geography. One aspect addresses the geography of modern state formation through consideration of nationalism and the 'nation-state', the functional (re)organisation of the state and bureaucratic politics. Another aspect considers the geographical nature of inter-state relations or geopolitics. The political role and impact of non-state actors is assessed. Particular attention is given to transnational corporations and the politics of global markets. Also considered is the growing significance of social movements and non-governmental organisations as they assert a new role for civil society groups through alternative political schemes.

Rural development [190G211]

Rural development means different things in different parts of the world. In the more developed countries rural development is not the problem it is in much of the developing world where the success of rural development strategies is crucial to the livelihoods of millions of people.

After identifying some of the complexities of rural development, the unit investigates historical influences on development thinking and on concepts which are current in rural development. It moves from theory to practice, contrasting the more gradual development of rural areas in Western Europe with developing countries where the pursuit of rapid rural development seems almost frantic. The crucial importance of gender relations in rural development is emphasised, as is the role of rural services in the development process. Many of these issues, pertinent to wider discussions of rural development, are brought together in a case study based on the authors' work in The Gambia, West Africa. In addition to focusing on both theoretical and practical aspects of rural development, the guide suggests avenues of exploration for the student and offers support on how to work, how to answer question and how to prepare for examinations.

Compulsory advanced unit

Project report [190G300]

Students must have passed 103 Investigating geographical issues before attempting this unit

The report is the occasion when students carry out fieldwork on their own initiative based on a choice of given topic in Human Geography (BA Geography) or Physical Geography (BSc Geography). It should be seen as a contribution to knowledge in a particular field of study. The report should consist of a problem-orientated study:

Investigate a specific problem associated with a particular set of geographical relationships as drawn from a given list of approved Human Geography topics (BA Geography) or Physical Geography (BSc Geography). The student should identify specific issues surrounding the chosen topic that he/she feels are neglected or deserve greater attention. The study thus must be distinguished from what has been done by others as per the relevant scholarly literature. This can be achieved by:

- (a) evaluating a theoretical argument through empirical investigation in a new place which enables you to test that argument under new or different bio-physical conditions.

- (b) Evaluating a theoretical argument through empirical investigation over a different time period from existing work, enabling you to test that argument under new or different biophysical (e.g. seasonal) circumstances.
- (c) Evaluating a theoretical argument through empirical investigation with consideration to a neglected aspect in that argument and related literature.

It needs to be emphasised that the Project Report must analyse a problem chosen from a given list of Human geography topics (BA Geography) or Physical geography topics (BSc Geography). It must not merely summarise or describe collected data. The process involved in preparing the Report encompasses: (1) problem identification through topic selection, (2) design of research method, (3) collection of data, (4) analysis of data, (5) writing up.

Note: this work reflects the choice of the student, but that choice must be from among a list of given topics. The choice must be approved by the Programme Director before the unit is commenced (see paragraph 9.2)

Advanced optional units

Philosophy, social theory and the practice of geography [190G301]

This unit is designed to introduce students to key theoretical debates about the nature, purpose, and practice of geography. Students will consider a range of philosophical approaches to understanding the foundations and status of geographical knowledge. These will include positivism and empiricism which long dominated geographers' understanding of themselves and their discipline. The unit will also consider such approaches as hermeneutics, critical realism, and post-structuralism, which have loomed increasingly in debates in both human and physical geography.

Applied geomorphology [190G303]

The unit will consider applications of geomorphological knowledge to "real-world" problems and issues. Rather than concentrating on a limited number of processes or environments, the unit will take a more thematic approach, under five general headings. First, the specific techniques required for field-, map- or computer-based assessments of geomorphic problems will be assessed. Secondly, the role of geomorphology in understanding natural hazards will provide a focus for approaches that could be considered as reactive. Thirdly, more proactive approaches within conservation and management will be addressed. Fourthly, the use of geomorphic studies in planning will continue the proactive theme. Fifthly, illustrations of how these different approaches may be integrated will be given by evaluating the role of applied geomorphology in the context of understanding the effects of potential future climate change. By the end of the unit, students should have a thorough grasp of techniques and applications of geomorphology within a range of case studies, within a framework that allows the student to tailor investigations towards their own specific environmental interests.

Tropical land management in a changing environment [190G304]

The unit will focus on the use and management of the land resource in the semi-arid, the seasonal wet-dry and the humid tropics. It will examine the nature of tropical weathering, and why the soils produced are susceptible to processes of soil and geomorphological degradation. Hazards associated with human use, such as irrigation and salinization, soil erosion and slope failure, and desertification are examined; as are the consequences for land use of deforestation. The implications of changing global climates for agriculture and food security in the tropics are examined; and the nature of aid and policy scenarios for the alleviation of tropical land degradation is investigated with particular reference to the place of indigenous technical knowledge.

Advanced remote sensing: applications of natural hazards and resources [190G305]

Satellite remote sensing is an increasingly important tool in many of the physical geography fields closely linked to aspects of renewable natural resources and natural hazards. This unit examines the current and future capabilities offered by satellite remote sensing in these fields, including aspects relating to tectonic, climatic and biophysical processes. The unit covers: (1) research-led studies where state-of-the-art techniques are being used to advance the potential usefulness of remote sensing in these areas, and (2) operational systems where satellite remote sensing and Geographic Information Systems (GIS) are

currently used to assist the monitoring and management of renewable natural resources and hazard processes. Many of the examples will be taken from developing country contexts in which remote sensing can often provide information that is unobtainable by other methods due to infrastructure limitations.

Biodiversity and ecological biogeography [190G306]

The aim of this unit is to introduce students to the scientific study of biological diversity. Students will consider the various concepts of biodiversity, the processes generating and maintaining biodiversity, and the issues surrounding the conservation of biodiversity for the future. Biogeographers have been concerned with explaining ecosystem structure, composition and function across a full continuum of spatio-temporal scales. This unit will consider patterns and processes from the largest scales (historical biogeography) to the smallest (ecological biogeography). Regional and patterns of biodiversity, usually the result of evolutionary and geological factors will be discussed, as will the ecological processes and interactions which drive patterns at smaller (local) scales.

Geopolitics and world development [190G307]

This unit looks at how politics structures geographical visions. Key political and geographical issues in the contemporary world will be analyzed in order to understand how and why the global system operates in the way that it does. The unit seeks to illustrate how security perspectives are drawn from both the biophysical and cultural environments to construct visions of order and threat. Contemporary geopolitics requires an understanding of how the global system of nation-states is being challenged less by old ideas of power relations and resources than by trans-boundary flows, non-state organizations and supra-territorial relationships.

International migration and development [190G308]

This unit examines international migration within the context of the on-going process of uneven development. Migration is conceptualised as both cause and effect of uneven development at the national and international scale. Theoretical explanations of migration are considered and compared in the first section. This is followed by a discussion of the incorporation of a growing army of migrant labour into the nineteenth century expansion of industrialisation and the introduction of large-scale cash-cropping in agriculture. Twentieth century development of migration flows are discussed and these are compared with the movements of the previous century in terms of their size, places of origin and the political and economic relationships between sender and receiver nations. Specific elements of the migration process receive particular attention. Hence, the socio-economic impact of migration on sending areas, the changing populations of the receiving areas, and the increasingly transnational character of migrant communities within a socio-economic context of globalisation is a focus.

An urbanising world [190G309]

The aim of the unit is to examine urbanisation in the twentieth century and its future in those parts of the globe that are continuing to urbanise rapidly. In the next fifty years, the vast majority of huge cities will all be located in Africa, Asia and Latin America. The problem, of course, is that these are the

poorest parts of the globe. So how will those regions cope with urbanisation and are there any lessons that can be drawn from the experiences of urbanisation in Europe, Japan, North America and even Latin America? The unit will consider some of the fears that urban growth has aroused and evaluate the validity of those. It will then look at the structure of cities, considering both the economic characteristics and the nature of society. Finally, it will consider the future: how cities will fare in an increasing integrated and competitive world and what do the international organisations say about how the growing cities should be organised and managed.

Global environmental problems and politics [190G310]

The broad aim of this unit is to introduce students to the ways in which politics helps to define how global environmental problems are understood as well as how and why global environmental governance has developed. Specifically, it considers the key moments in the emergence of global environmental governance in order to understand the political response to growing evidence of global environmental degradation. It seeks to clarify the specific role played by key actors (such as states, international organizations, transnational corporations and environmental non-governmental organizations) in such governance to enable a better appreciation of the emergence of governance as an outcome of the interplay of actors. This unit also aims to clarify debates over global environmental problems and politics with reference to three detailed case studies – namely, tropical deforestation as biodiversity loss, global warming and ozone depletion.

Transnational corporations and global markets [190G311]

The broad aim of this unit is to introduce students to key themes in the elaboration of global markets with particular reference to the roles played by transnational corporations (TNCs). It provides an overview of the emergence of global markets along capitalist lines even while noting key debates (such as globalisation) that help to underscore the contested nature of the economic processes involved. The unit also seeks to clarify key trends in market regulation and economic production in the second half of the twentieth century. It provides in-depth analysis of TNCs in order to deepen student appreciation of the differentiated nature of these firms in terms of organization, global reach, strategies and socio-environmental impact. Finally, the unit aims to provoke critical reflection on the possible challenges to TNC-dominated global markets that exist today.

Schedule C / Scheme of award

Students registered prior to 1 September 2003

The following applies to:

- students who registered for the BA or BSc degree in Geography (Revised Regulations) prior to 1 September 2003 *and*
- students who first registered for the BA degree in Geography (Old Regulations) but who subsequently transferred or who transfer to the BA or BSc degree in Geography (Revised Regulations).

Marks

Individual examination scripts are marked according to the following scale:

Mark range	Class equivalent
70 and over	First Class Honours
60 – 69	Second Class Honours (Upper Division)
50 – 59	Second Class Honours (Lower Division)
40 – 49	Third Class Honours
34 – 39	Pass
0 – 33	Fail

Classification

- To be classified, students are required to enter the examination in **ten** units. The ten units must include **three** compulsory foundation units, **three** optional intermediate units, **three** optional advanced units and **one** compulsory advanced unit.
- In order to be awarded the degree, a student must pass in a minimum of **nine** units, including all compulsory units.
- The classification of degree will be based on a student's performance in the examination for all **ten** units attempted and according to the 1:3:5 weighting formula where: 1 (foundation units) 3 (intermediate units) and 5 (advanced units).
- The Board of Examiners is empowered to exercise discretion in determining results and in the consideration of a student's award.

Students registered with effect from 1 September 2003 or later

The following applies to:

- students who registered for the BA or BSc degree in Geography (Revised Regulations) with effect from 1 September 2003 or later *and*
- **all** students progressing from the Diploma in Geography to the BA or BSc degree in Geography (Revised Regulations).

Marks

Individual examination scripts are marked according to the following scale:

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

Classification

- To be classified, students are required to enter the examination in **ten** units. The ten units must include **three** compulsory foundation units, **three** optional intermediate units, **three** optional advanced units and **one** compulsory advanced unit.
- In order to be awarded the degree with an Honours classification, a student must pass in a minimum of **nine** units, including all compulsory units, and must obtain an indicator mark of 40 or above.
- The classification of degree will be based on a student's performance in the examination for all **ten** units attempted and according to the 1:3:5 weighting formula where: 1 (foundation units) 3 (intermediate units) and 5 (advanced units).
- The formula by which the degree is classified is as follows:

$$\frac{a + 3b + 5c}{9}$$
 where a = average of the three Foundation units
 b = average of the three Intermediate units
 c = average of the four Advanced units (including the Project Report)
- A student may be awarded the degree with a Pass classification at the discretion of the Board of Examiners and under the following circumstances:
 - i) Where the student has passed in **eight** units, including all compulsory units, and where the indicator mark is 40 or more.
 - ii) Where the student has passed in a **minimum of nine** units, including all compulsory units, and the indicator mark† is less than 40.
- The indicator mark is calculated to a set formula and guides the determination of a student's classification. The Board of Examiners, however, is empowered to exercise discretion in determining results and in the consideration of a student's award.

Schedule D / Assessment criteria

The passmark for all units is 40%. Each individual course unit is marked on a scale from 1-100, according to the following grading scheme:

First 70+	Thoughtful answer informed by wider reading showing clarity of thought and personal insight.	
	Understanding	Thorough understanding demonstrated with an insightful & creative analysis.
	Selection and coverage	Comprehensive range of relevant evidence used, demonstrating independent study.
	Structure	Clear, fluent, integrated and focused.
	General	90+ creative and sophisticated. 80+ striking insight demonstrated. 70+ excellent in all areas and displaying originality.
Upper second 60-69	Good understanding of basic principles and relevant evidence, with a coherent and logical argument showing analytical ability.	
	Understanding	Good understanding of all key issues and wider implications with convincing analysis
	Selection and coverage	Breadth in examples and evidence used without any major omissions, evidence of extended reading.
	Structure	Coherent and logical
	General	Excellent in some areas or of high quality in all
Lower Second 50-59	Sound understanding demonstrated with some analysis	
	Understanding	Sound understanding of basic principles and main issues with some evidence of analysis and synthesis.
	Selection and coverage	Appropriate material but little evidence of extended reading, possibly some omissions.
	Structure	Clearly presented but little development.
	General	Low quality in a number of areas.
Third 40-49	Basic understanding of the main issues demonstrated	
	Understanding	General knowledge demonstrated but analysis limited in depth and breadth.
	Selection and coverage	Skeletal coverage of basic material.
	Structure	Adequately presented and generally logical.
	General	Superficial and low quality in a number of areas.
Fail	Unsystematic, incomplete and/or inaccurate	
	Understanding	Key issues not identified, poor analysis or none.
	Selection and coverage	Some inaccuracies or omissions in data, inappropriate material.
	Structure	Argument sketchy, loose ends, disorganised
	General	30-39 some knowledge but poorly presented.
		20-29 answered only in part of flawed.
		10-19 deeply flawed or unacceptable in brief.
<9 irrelevant or unintelligible.		

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:

- a) the Programme Regulations permit this
- b) the calculator complies with the specification given in paragraph 10.6
- c) 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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