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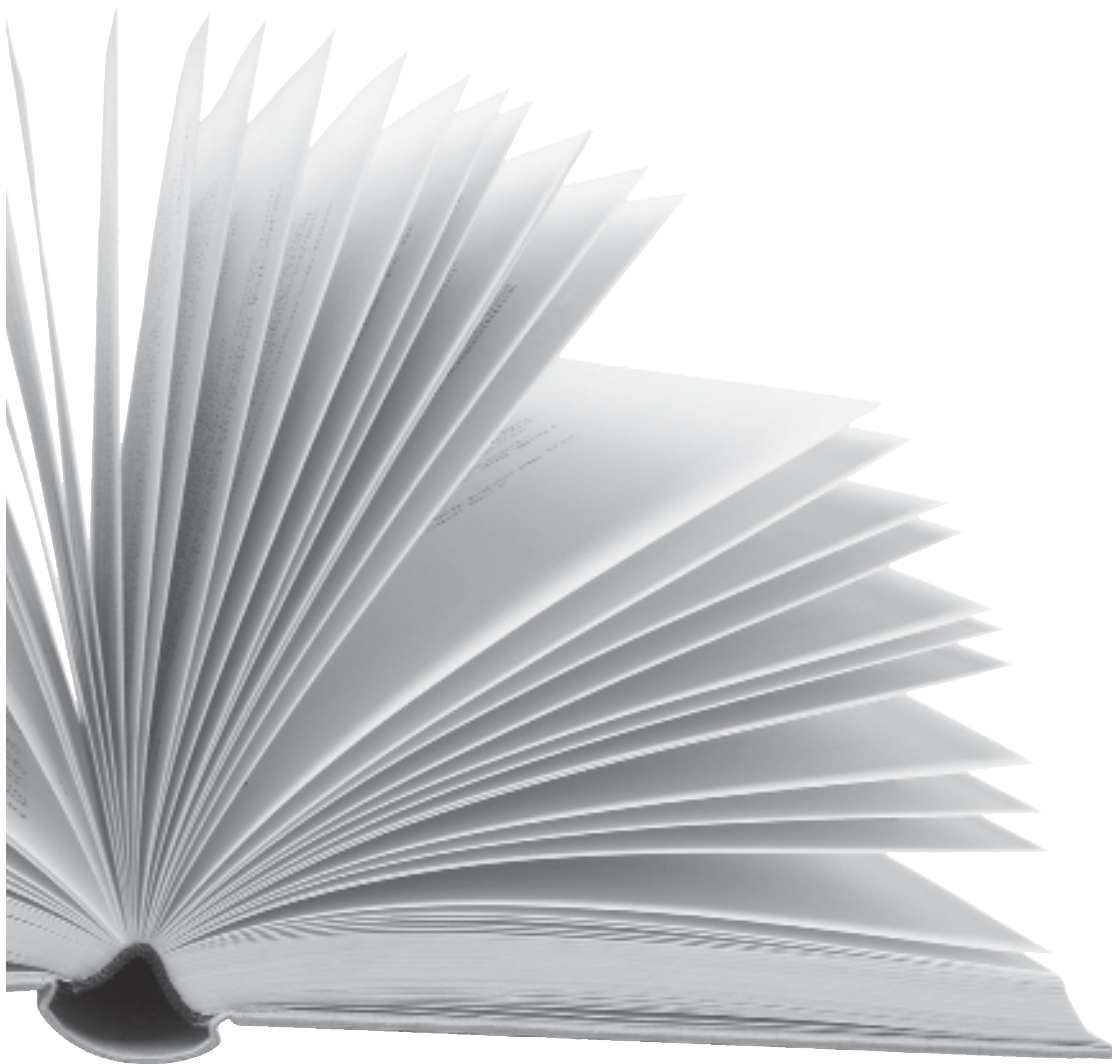
REGULATIONS

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

MA in 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.

These Regulations may not be reproduced except with the written permission of the University of London External System.

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MA degree in Geography

This booklet contains the Regulations for the MA Geography (known as the 'Programme Regulations') plus the General Regulations which govern all awards placed at the Graduate and Masters 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

Registration for the MA Geography was discontinued with effect from 31 August 2004.
The last examination will be held in 2009.

1. Introduction

1.1 The University awards the degree of Master of Arts in Geography, hereafter called the MA degree in Geography. The award of the degree to External students is controlled by both these Programme Regulations and the General Regulations.

1.2 The MA degree in Geography is awarded without classification. At the discretion of the Examiners a mark of distinction will be awarded to those students who have completed the examination and who have shown exceptional merit.

1.3 The date of the award of the MA degree in Geography will be **1 November**.

2. Programme of study

2.1 The MA degree in Geography comprises:

- a study of the concepts and methodology of geography and
- an investigation of a geographical theme.

2.2 In order to obtain the degree a student must satisfy the Examiners in the assessment for the elements listed below:

(1) **Paper 1**

one three-hour written paper (prior disclosure) in the **Concepts and methodology of geography**. Candidates receive a copy of this paper about one month before the examination

(2) **Paper 2**

one three-hour unseen written paper on a sub-disciplinary area related to the general field of research in which the dissertation is located, subject to the approval of the University on the recommendation of the student's Adviser

(3) **Paper 3**

a further three-hour unseen written paper dealing with recent research and studies more specifically related to the dissertation theme, subject to the approval of the University on the recommendation of the student's Adviser

(4) **Dissertation**

a dissertation of 10,000 words in length (exclusive of footnotes, appendices and bibliography) dealing with a geographical theme, the theme to be approved by the University.

2.3 An academic Adviser is appointed for each student and students are required to consult their Adviser at least once each year. Advice will normally be given on a minimum of two occasions each year, although the number of occasions on which advice will be given is at the discretion of the Adviser and may vary according to the progress of the student and the complexity of his or her studies.

3. Rules of progression

3.1 Not more than two Papers (or one Paper plus the dissertation), including re-sits, may be attempted in any year.

3.2 A student must take the elements of the examination in the sequence given in paragraph 2.2, commencing with **Paper 1 Concepts and methodology of geography**. A student is required to have been registered as an External student for the MA degree in Geography for at least one academic year in advance of writing **Paper 1** or **Papers 1 and 2**.

3.3 A student must attempt the examination for both **Papers 1 and 2** before attempting **Paper 3**. A student who is referred in either **Paper 1** or **Paper 2** may re-sit that paper at the same time as **Paper 3**.

3.4 The dissertation cannot be submitted until both **Papers 1 and 2** have been passed.

4. Entrance requirements

4.1 Registration for the MA Geography has been discontinued.

5. Period of registration

5.1 The minimum period of registration for the MA degree is **two** academic years from the effective date of registration for the degree. The maximum period of registration is **five** academic years from the effective date of registration for the degree.

5.2 Students who have not completed all the requirements of the programme for which they are registered within the maximum period of registration may apply for a renewal of registration, in accordance with paragraph 5.3 of the General Regulations, for the period remaining before the last examinations in 2009.

5.3 The effective date of a student's registration shall be **1 September** in the year in which he or she is initially registered.

5.4 In order to maintain their registrations, students are required to pay a continuing registration fee (see paragraph 8) in their second and each subsequent year of registration. This fee is payable by **1 September** 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 five 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 classification of the degree, as appropriate.

6. Assessment

6.1 The MA degree in Geography will be examined by one three-hour prior disclosure written paper, two three-hour unseen written papers and a dissertation. The written papers shall be completed without aids unless otherwise prescribed. At their discretion, the Examiners may test students by means of oral questions.

Written papers

6.2 **Paper 1 Concepts and methodology of geography** will be examined by a prior disclosure written paper. Candidates may prepare their answers in advance, but are not permitted to take any notes or references into the examination room. Candidates will be issued with a clean copy of the paper in the examination room and will then be required to write their answers in the normal manner during the three hours of the examination.

6.3 Copies of the **Concepts and methodology of geography** paper will be sent direct to all candidates entering for this paper approximately **one month** before the examination. A candidate who has entered for the examination and who does not receive a copy of the paper by **25 May** should contact the Examinations Office.

6.4 Examinations by written paper, wherever held, will take place on one occasion each year, normally in **June**.

Dissertation

6.5 Academic advice will be given at the outset of a student's registration concerning the dissertation topic - specifically on the suitability of the theme selected, its scope and methodology, and the compilation of a bibliography. Advice will also be given on the field in which the two unseen papers will be placed.

6.6 The application fee includes an element of £70 to cover initial advice on the choice of area for the dissertation. A fee for subsequent consultations is included in the initial and continuing registration fees (see paragraph 8).

6.7 The dissertation of approximately 10,000 words in length (exclusive of footnotes, appendices and bibliography) is to be written in the student's own time. It must be satisfactory as regards literary presentation.

6.8 A candidate will not be permitted to submit as the dissertation one which has been submitted for a degree or comparable award in this or any other university or institution, but shall not be precluded from incorporating work which he or she has already submitted for a degree or comparable award in this or any other university or institution in a dissertation covering a wider field, provided that any work which has been so incorporated is indicated on the entry form and also on the dissertation.

6.9 Two copies of the completed dissertation must be submitted direct to the Examinations Office to arrive not later than **15 September** in the year of the examination.

6.10 Additionally, an oral examination on the dissertation may be held at the discretion of the Examiners. In normal circumstances this oral examination will be dispensed with unless the Examiners consider certain aspects of the dissertation require discussion.

6.11 A student entering to complete the degree will be notified of the arrangements for the oral examination, if this is considered necessary, after the dissertation has been received and examined.

7. Number of attempts permitted

7.1 Details of the number of attempts permitted are given in paragraph 7 of the General Regulations.

7.2 If a student submits a dissertation which is otherwise adequate but requires minor amendment, the Examiners may require the student to make any amendments required by them and to re-submit the dissertation within a period of four weeks unless otherwise specified by the Examiners. If the dissertation is failed completely, the student will be required to make a fresh application for approval of a topic and offer a new or re-written dissertation, as required by the Examiners at a subsequent examination.

8. Fees

8.1 Registration for the MA Geography has been discontinued. The following re-registration and continuing registration fees will apply to current External students of the MA Geography programme:

Re-registration fee	£616
[including £70 fee for Adviser]	
Continuing registration fee	£383
[including £140 fee for Adviser]	

8.2 The continuing registration fee includes payment for consultations with the student's Adviser on appropriate occasions during the academic year for which registration is effective.

8.3 The fees above and in paragraph 8.4 refer to the 2008-2009 academic year only.

Examination fees

8.4 The examination entry fees for the MA degree in Geography are as follows:

Each element (entry or re-entry)	£140
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8.5 A fee is normally levied by all 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

8.6 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 he or she is responsible, a proportion of the registration fee which has been paid may be refunded at the discretion of the University provided that:

- the application is made within two years of the effective date of the student's registration
- no entry has been made to an examination
- such medical or other evidence as may be required is submitted

8.7 No other fees are refundable

Schedule A / Scheme of award

The pass mark for all elements is currently 50%. Each individual element is marked on a scale from 1-100, according to the following grading scheme:

70-100	A	Distinction
60-69	B	Merit
50-59	C	Pass
40-49	D	Fail but with compensation
39 and below	F	Fail

The award of the MA degree is normally given on the basis of achieving marks within the appropriate range in each unit. Examiners have complete discretion to take into account the student's overall performance.

At the discretion of the Board of Examiners a mark of distinction will be awarded to those students who have completed the examination and who have shown exceptional merit with a mark of 70% or above in two papers, or in one paper and the dissertation, provided that their other two marks are not below 50%.

Mark range	MA degree
70 and over	Distinction
50 – 59	Pass
0 – 49	Fail

Schedule B / Assessment criteria

Marks for all elements, except the dissertation, are awarded according to the following criteria:

Distinction 70+	Excellent answer	
	Understanding	Authoritative, full understanding of all the issues with originality in analysis.
	Selection and coverage	Full range of sources used selectively to support argument.
	Structure	Coherent and compelling argument well presented.
	General	90+ Candidate produces truly excellent and insightful work, of publishable quality 80-89 Candidate displays striking insight, possible of publishable quality with some minor revisions. 70-79 Candidate shows excellent grasp of the subject, high quality in all areas.
Merit 60-69	A coherent answer that demonstrates critical evaluation	
	Understanding	Independent, critical evaluation of full range of theories with some evidence of originality.
	Selection and coverage	Complex work and concepts presented, key texts used effectively
	Structure	Argument concise and explicit.
	General	65-69 Approaching excellence in some areas. 60-64 Well developed relevant argument.
Pass 50-59	A coherent and logical answer which shows understanding of the basic principles	
	Understanding	Some capacity to reflect critically but with no significant evidence of originality.
	Selection and coverage	Sound knowledge base of primary and secondary sources.
	Structure	The argument is developed but lacks fluency.
	General	55-59 Approaching merit. 50-54 Broadly satisfactory, appropriate and accurate.
Fail <50	A superficial answer showing limited knowledge	
	Understanding	Lack of understanding and focus.
	Selection and coverage	Limited use of sources or out-of-date or irrelevant sources.
	Structure	Argument not fully developed and lacks structure.
	General	The student has failed to answer the question fully. 45-59 Patchy overall knowledge, presentational weakness. 35-44 Some knowledge but weak grasp of issues, poor presentation. 20-34 Fundamental mistakes. <20 Deeply flawed, irrelevant or too brief.

Marks for the dissertation are awarded according to the following criteria:

Distinction 70+	Understanding	Authoritative grasp of subject area with full comprehension of all relevant issues. Evidence of independent and original critical thinking. The ability to critically analyse evidence and to deal with complex issues and ideas in a sophisticated way, relating them to other published research. Considerable evidence of appropriate reading and original/innovative thought.
	Selection and coverage	Wide and perceptive coverage of source material, drawing on a broad range of relevant literature that is used carefully to support the evolving argument.
	Structure	Structure of document excellent, logical and clearly articulated that sets out the plan of research and pursues the argument with clarity throughout. The document formatted according to the instructions provided. References are comprehensive and complete.
	General	A manuscript that is insightful that indicates comprehensive understanding of the subject and high quality in all areas, including content, organisation and presentation.
	90-100	Striking insight, of publishable quality.
	80-89	Insightful, possibly of publishable quality with some revisions.
	70-79	Excellent grasp of subject, high quality in all areas.
Merit 60+	Understanding	A coherent answer that demonstrates reflective and critical understanding of a broad range of material with some evidence of originality. Evidence of wider reading and some independent critical analysis.
	Selection and coverage	The dissertation must draw on a broad range of source material and the argument should be well controlled and developed, demonstrating a full understanding of relevant theories and empirical case studies.
	Structure	The manuscript must clearly establish the parameters for the evolving discussion and make a concerted effort to pursue a rigorous argument throughout. It must be correctly formatted and presented according to the instruction.
	General	The dissertation would not be publishable in its present form, requiring substantial revision to make it so, but still, nevertheless, can be considered an enquiry of high quality with a well developed and relevant argument
Pass 50-59	Understanding	A coherent and logical answer that shows understanding of key ideas and demonstrates some analytical ability. The discussion while competent will lack some analytical ability. The discussion while competent will lack some depth and will be unlikely to reveal evidence of significant originality. The study should show ability to handle basic arguments satisfactorily. Some evidence of further reading and critical evaluation.
	Selection and coverage	The dissertation must demonstrate sound knowledge of subject area based on arrange of primary and secondary source material. Methodology must be adequately described and the argument clearly presented. A competent account of the project. May contain some inaccuracies or omissions.
	Structure	On the whole, structured logically, though at the lower end of the scale may lack some coherence and a degree of fluency in presentation and organization.
	General	A dissertation that demonstrates a reasonable attempt to get to grips with a subject area that is broadly satisfactory, appropriate and accurate. Competent on organization, content and presentation.
Fail <50	Understanding	Lack of understanding and focus. Significant deficiencies evident: for example, lack of proper background literature review, aims of the work not clear or not relevant to proposed topic. Discussion weak or lacking perception. At the higher end of the scale may constitute a reasonable presentation in places but overall lacks the depth of understanding necessary for a pass. While some understanding of key ideas may be present, there will be little awareness of relevance. Interpretation will not always be appropriate and may be incomplete.
	Selection and coverage	Limited use of sources that may be out-of-date or irrelevant. Contains the more obvious information, but may not always be used appropriately. No evidence of further reading.
	Structure	Argument not fully developed. The organization of the argument unstructured, and characterised by lapses, errors or omissions. At bottom end of scale structure will be erratic or illogical; references wrongly quoted or insufficient.
	General	The student has failed to address the topic fully revealing limited knowledge and a superficial answer.
	45-49	Patchy overall knowledge, presentational weaknesses. With guided revisions, this may reach pass standard resubmission.
	35-44	Some knowledge but weak grasp of issues, poor presentation.
	20-35	Fundamental mistakes in content and presentation.
<20	Deeply flawed, irrelevant or too brief.	

General Regulations for Degrees and Other Awards at Masters Level

These General Regulations govern all degrees and other awards placed at the Masters Level 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 Masters Level 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 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/manual 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 particular 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 1.8).

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

Changes to the Regulations

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

1.8 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

1.9 The programmes of study leading to degrees and other awards may be referred to, in the Regulations, as 'programmes'. Postgraduate Certificates are referred to as 'certificates', and Postgraduate Diplomas as 'diplomas'. Postgraduate degrees are referred to as 'degrees'.

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

1.11 The term 'examination' used in these 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.

1.12 '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.

1.13 '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.

1.14 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.

1.15 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

1.16 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 Masters Level to External students:

- Postgraduate Certificates
- Postgraduate Diplomas
- Postgraduate (or Master'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 The degrees, diplomas and certificates listed in paragraph 2.1 are awarded without classification, although some may be awarded with a mark of Distinction or Merit (see paragraph 1 of the Programme Regulations).

2.4 A certificate under the seal of the University will be delivered to each successful student who is granted a degree or other award. The date of the award will be as indicated in paragraph 1 of the Programme Regulations concerned.

2.5 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.*”

2.6 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 **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 students who fail to satisfy any of these conditions.

2.7 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.

2.8 An intermediate award or awards (i.e. a related certificate or diploma), if applicable, may be granted to a student registered for a diploma or degree in the following circumstances:

- (a) At the discretion of the Board of Examiners, and as indicated in paragraph 3 of the Programme Regulations, a student registered for a diploma or degree who does not complete the programme of study **or** who does not satisfy the Examiners (at the level required for the award) in all subjects may be awarded a related certificate or diploma (if applicable). Such students will be required to have satisfied the Examiners (at the level required for the award concerned) in the subjects that comprise the certificate or diploma.
- (b) At the discretion of the University, and where permitted in Paragraph 1 of the Programme Regulations, a student registered for a diploma or degree, and in circumstances other than those described in (a), may be considered for the award of a related certificate or diploma (if applicable), provided that he or she has satisfied in full the requirements for the certificate or diploma concerned.

The award of the certificate or diploma will be with effect from the year in which the requirements for the certificate or diploma were satisfied.

2.9 An External student who has successfully completed the examinations for a certificate or diploma and has not accepted that award, may apply to transfer his or her registration to a related diploma or degree (if applicable) subject to the rules of progression in paragraph 3 of both these and the Programme Regulations. A student who has accepted the award of the certificate or diploma may also apply to transfer his or her registration unless the Programme Regulations state otherwise.

2.10 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.

2.11 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.

2.12 A former student of the University who is applying to register again as an External student under the provisions of paragraphs 2.10 or 2.11 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 2.7.

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

3.2 To be eligible to register as an External student for a programme of study leading to an award at Masters Level, an applicant must satisfy in full the entrance requirements specified in paragraph 4 of the relevant Programme Regulations.

3.3 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.

Exemptions

3.4 At the discretion of the University, 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 a level considered by the University to be appropriate.

3.5 Where 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 be granted from core and optional subjects, but cannot be granted from the dissertation, project or final examination (as appropriate) of the programme.

3.6 No exemption will be granted unless the student has made an application in accordance with the University's procedures and deadlines.

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

3.8 A fee is payable for all applications for exemption (see paragraph 11).

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

3.10 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.

3.11 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.

3.12 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 a certificate or diploma to a related award

4.3 There is no automatic progression between certificates, diplomas and degrees. Satisfactory completion of a certificate or diploma does not in itself guarantee entry to a related diploma or degree. In order to proceed to a related award, a student registered for a certificate or diploma must normally successfully complete all the prescribed certificate/diploma subjects at the required level and receive a recommendation from the Examiners that he or she may proceed.

4.4 A student who progresses from a certificate or diploma to a related award will be credited 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 diploma or degree to which the student progresses will be carried forward and will count towards the number of attempts permitted at those subjects.

Progression from a short course

4.6 Successful completion by formal assessment of a short course or courses may be taken into account for admission to a related or unrelated certificate, diploma or degree (with the exception of the LLM degree under the Old Regulations).

4.7 Successful completion by formal assessment of a short course or courses may be taken into account for credit towards a certificate, diploma or degree, provided that the application is made within **three** years of the completion of the relevant course or courses.

4.8 Successful completion of a short course or courses does not in itself automatically satisfy entry requirements for any certificate, diploma or degree or ensure credit.

4.9 A student who does not successfully complete the formal assessment for a short course will be permitted to proceed to a certificate, diploma or degree **provided** he or she satisfies the entrance requirements for the certificate, diploma or degree concerned.

4.10 All applications for progression from a short course to a certificate, diploma or degree will be considered on an individual basis and permission to progress, and, where appropriate, to receive credit, will be at the discretion of the University.

5. Period of registration

5.1 The minimum and maximum periods of registration are described in paragraph 5 of the individual Programme Regulations. No reduction in the prescribed minimum period of registration will be permitted, except within the parameters given in paragraph 5.2 and at the discretion of the University.

5.2 Postgraduate Certificates may not be completed in less than **six months**. Master's degrees and Postgraduate Diplomas may not be completed in less than **one year**.

5.3 Where permitted in paragraph 5 of the Programme Regulations, application for a renewal of registration for a further period may be made by students who have not completed all the requirements of the programme for which they are registered within the maximum period of registration. The University will take into account the progress made by the student during registration. A fee will be payable if renewal is granted.

5.4 Where permitted in paragraph 5 of the Programme Regulations, an application for an extension of registration of **one** year beyond the prescribed maximum period may be made by students who have not completed all the requirements of the award for which they are registered. A fee may be payable.

5.5 Renewal of registration and extension of registration are approved only at the discretion of the University and will be subject to the Regulations in force at the time of renewal or extension.

5.6 Students who are permitted to proceed from a certificate or diploma to a related diploma or degree (see paragraph 4) will have the maximum period of registration for the related award counted from the effective date of initial registration for the certificate or diploma for which they were initially registered.

5.7 Students who are permitted to proceed from a short course to a certificate, diploma or degree will be given a new period of registration as an External student, effective from the date of registration for the certificate, diploma or degree concerned. The maximum period of registration permitted will be the same as for all other students registered for the same programme, as indicated in paragraph 5 of the relevant Programme Regulations.

5.8 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 Masters 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 Masters Level who wishes to change to another programme at one of those Levels may apply to transfer his or her 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 may be required to cancel their registration and register afresh.

6.5 Any additional fees payable (see also paragraph 11.5) 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 11.

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 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 Certificate, Intermediate or Honours Level

6.10 Students registered for a programme of study at Masters Level (see paragraph 2.1) are not permitted to transfer their registration to a programme at Certificate, Intermediate or Honours 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 that subject. The mark obtained at the examination at which the subject was 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 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 8.

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 1.8).

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**

- 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 Except in the circumstances of paragraph 7.5, 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.

7.5 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.

7.6 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.

7.7 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

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

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

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

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

7.12 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.

7.13 A fee is normally levied by all examination centres (other than London) and Overseas Examination Centre. 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, will be permitted or required to make **one** further attempt at that examination. The maximum number of attempts permitted at any examination is **two**.

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

8.4 If a student fails to satisfy the Examiners at a second attempt at any examination his or her registration 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 or grade 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 credit has been awarded.

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 be 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, statutes, statistical tables, instruments, or other materials as are specifically permitted in the **Admission Notice/timetable**. 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/manuals.

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 research projects or 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. Fees

11.1 Students are required to pay the fees that are due in any particular year 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/manual or equivalent publication (as applicable).

11.2 The University reserves the right to amend previously announced fees. The University also reserves the right to make additional charges (see paragraph 8 of the Programme Regulations).

11.3 Students who are permitted to proceed from a certificate or diploma to a related diploma or degree (see paragraph 4) will be required to pay the fees indicated in paragraph 8 of the Programme Regulations.

11.4 Students who are permitted to proceed from a short course to a certificate, diploma or degree (see paragraph 3) will be required to pay the registration fee for the relevant programme of study and the fee for the remaining subjects, unless indicated otherwise in the Programme Regulations.

11.5 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 11.8 and 11.9.

11.6 Students who cancel their registration for one programme of study and register afresh for another programme of study (see paragraph 6.2) will be required to pay the relevant fees, for the programme concerned, in order to do so. Any refund of fees already paid will be subject to the conditions in paragraphs 11.8 and 11.9.

11.7 Students who are permitted to renew their registration at the expiry of the initial period of registration (see paragraph 6) will, as applicable, 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 (as applicable), 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 the appropriate subject fees, under the Regulations in force at that time.

Refunds

11.8 Fees will only be refunded in exceptional circumstances and at the discretion of the University (but see also paragraphs 11.9 and 11.10). All refunds will be subject to an administrative charge determined by the University. Any further information is given in paragraph 8 of the Programme Regulations.

11.9 Exemption application fees are **not** refundable.

11.10 Examination entry fees where applicable 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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