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# REGULATIONS

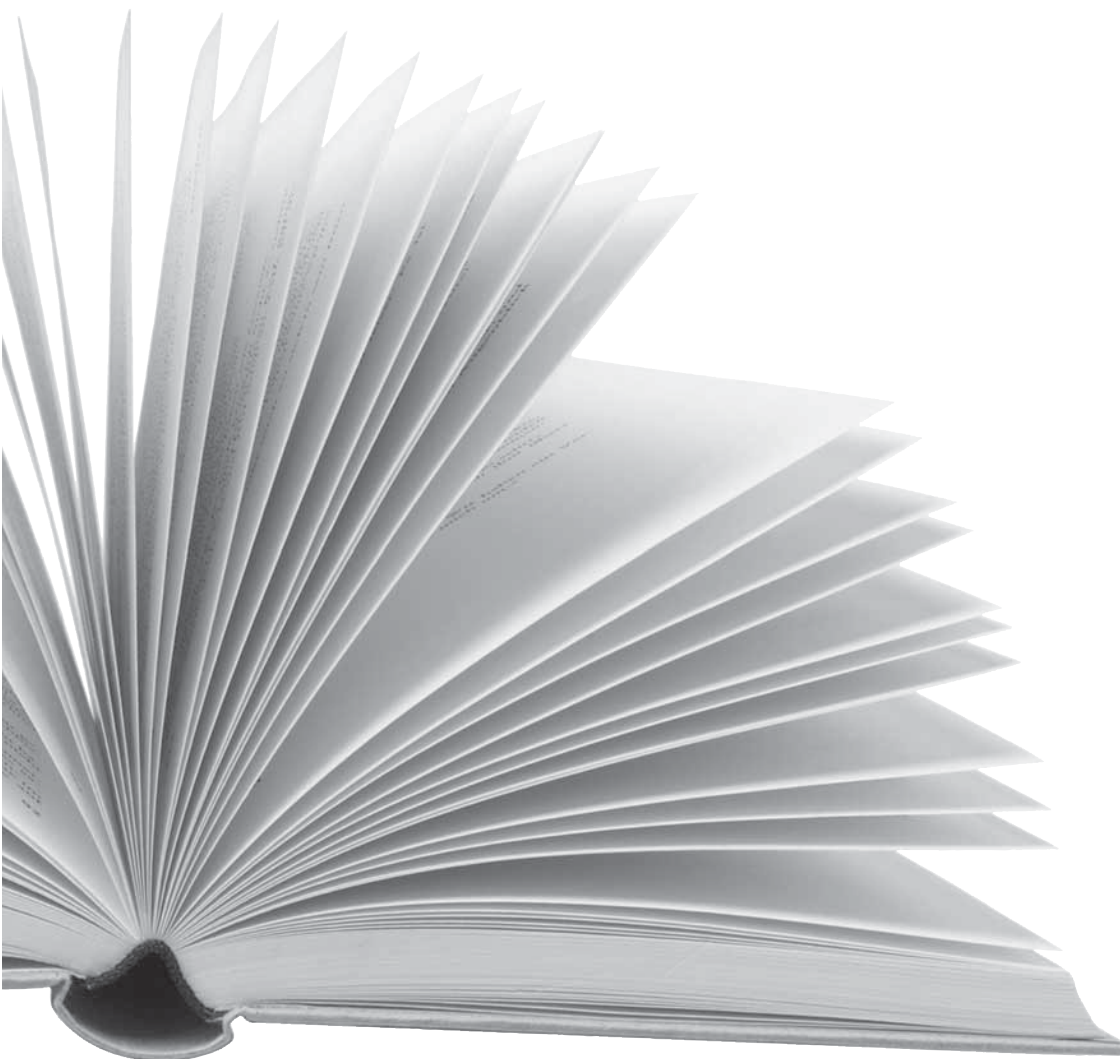
# 2009–10

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**Important document – please read**

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

## BSc Business Administration (Old Regulations)



## **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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# **BSc degree in Business Administration (Old Regulations)**

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This booklet contains the Regulations for the BSc degree in Business Administration (Old Regulations) (known as the 'Programme Regulations') plus the General Regulations which govern all awards placed at Levels 4, 5 and 6 of the Framework for Higher Education Qualifications (FHEQ). The FHEQ forms part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales. The two sets of Regulations should be read together.

## **Contents**

### **Programme Regulations**

<b>Paragraph</b>	<b>Page</b>
1. Introduction	2
2. Programme of study	2
3. Rules of progression	3
4. Entrance requirements and exemptions	3
5. Assessment	3
6. Number of attempts permitted	3
7. Fees	4

### **Schedules**

A Structure	5
B Unit descriptions	9
C Scheme of award	13
D Assessment criteria	14

### **General Regulations**

<b>Paragraph</b>	<b>Page</b>
1. The Regulations	15
2. Awards to External students	16
3. Application, entrance requirements and exemptions	17
4. Rules of progression	17
5. Period of registration	18
6. Transfer	19
7. Assessment	19
8. Number of attempts permitted	20
9. Students with a disability and/or special needs	20
10. Conduct of examinations	21
11. Aegrotat degree provisions	22
12. Fees	23

# Programme Regulations

**Registration for the BSc Business Administration (Old Regulations) was discontinued with effect from 1 September 2006. The last examinations for the programme will be held in 2011.**

## 1. Introduction

1.1 The University awards the degree of Bachelor of Science in Business Administration, hereafter called the BSc degree in Business Administration.

1.2 The title of the award given to successful students registered for the BSc degree in Business Administration will be one of the following, dependent on the pathway followed:

- BSc degree in Business Administration
- BSc degree in Business Administration with Marketing
- BSc degree in Business Administration with Human Resource Management
- BSc degree in Business Administration with International Business.

1.3 The effective date of registration for all students registered for the BSc degree in Business Administration shall be **1 September** (see paragraph 5 of the General Regulations).

## 2. Programme of study

2.1 The degree consists of the equivalent of **twelve** full units as follows:

- Foundation Level - the equivalent of **four** full Foundation units *plus*
- Advanced Level - **four** full Advanced units *plus*
- Specialist Level - the equivalent of **three** full Specialist units *plus*
- a **dissertation**.

2.2 There are four pathways to the BSc degree. These include a general pathway and three specialist pathways as follows: Marketing, Human Resource Management, and International Business. Students who successfully complete the general pathway will be awarded the BSc Business Administration. Students who successfully complete a specialist pathway will have the name of the pathway reflected in the title of the award (see paragraph 1.2).

2.3 Not all units will necessarily be offered in every year.

2.4 In addition, as there are limits to the number of students who can be registered for each unit in any year, the University cannot guarantee that a student's preferred choice of units will always be available. On registration and annually, therefore, students will be asked to indicate their alternative choices.

2.5 Students who have registered for a particular unit may be permitted to change to another unit *provided* they apply to do so by **15 November** in the year of registration for the unit concerned. Applications must be made in writing to the Student Registry by this date. Students who are permitted to change their choice of unit will be required to pay an additional fee (see paragraph 7.4). Students who have not applied by 15 November will **not** be permitted to change their choice of unit.

2.6 Students who have not completed all the requirements of the programme for which they are registered within the maximum period of registration may apply for a renewal of registration for a further full period, in accordance with paragraph 5.8 of the General Regulations. However, the last examinations for all students will be in 2011.

### Period of registration for students registered in 2003

2.7 The minimum period of registration (see paragraph 5 of the General Regulations) for students registered in 2003 will be **four** years from the effective date of registration.

### Online seminars

2.8 Students are strongly encouraged to participate in the online seminars.

2.9 During virtual seminars and during all other on-line contributions, students must observe the code of conduct for on-line behaviour given in the Student handbook.

2.10 Students who participate in the virtual seminars but do not attempt an examination, or who fail a module and make a further attempt, may choose to participate in the online seminars for a second time. A fee will be payable (see paragraph 7.4).

### Transfer to the BSc Business Administration (Revised Regulations)

2.11 The following paragraphs should be read alongside paragraph 6 of the General Regulations, which gives the general rules on transfer.

2.12 Students registered for the BSc degree in Business Administration under the Old Regulations may apply to transfer to the BSc degree in Business Administration (Revised Regulations).

2.13 Students who transfer, having passed units under the Old Regulations, will be credited with the same units passed.

2.14 The marks obtained in passed units will be taken into consideration for classification purposes and students will not be able to re-sit a subject for which they have been credited.

2.15 The attempts at any failed units will be carried forward and will be counted towards the number of attempts permitted at the same units subsequent to transfer.

2.16 Students who transfer from the Old Regulations to the Revised Regulations will carry their period of registration with them.

2.17 Upon transfer to the Revised Regulations, students will continue on the same pathway for which were registered under the Old Regulations.

2.18 Students who have transferred from the Old Regulations to the Revised Regulations, and who wish to transfer pathway will be required to follow the rules for transfer between the BSc Business Administration pathways given in paragraphs 2.19 - 2.26.

### **Transfer between the BSc Business Administration pathways**

2.19 Students registered for the BSc degree in Business Administration may transfer to another pathway of the degree on progression to the next Level (Advanced Level/Specialist Level) only, and may be awarded credit, provided that they satisfy the conditions given in paragraph 2.20 below.

2.20 Students may transfer to an alternative pathway of the degree provided they satisfy the following conditions:

- i. they have satisfied the rules of progression to the next Level of the programme (see paragraphs 2.21 and 2.22)
- ii. they have not failed, at the final attempt, a unit that is compulsory on the pathway to which they transfer
- iii. they have not failed, at the final attempt, a unit that is a prerequisite for a compulsory unit on the pathway to which they wish to transfer
- iv. they have not attempted a unit that is not available on the pathway to which they wish to transfer
- v. they have not reached classification stage (see Schedule C).

2.21 Students progressing from the Foundation Level to the Advanced Level may choose to transfer to any of the four pathways available, provided that they satisfy the conditions given in paragraph 2.20 above.

2.22 Students progressing from the Advanced Level to the Specialist Level may only transfer to the BSc Business Administration pathway and not one of the specialist pathways in Marketing, Human Resource Management or International Business, provided that they satisfy the conditions given in paragraph 2.20 above.

2.23 A student who has attempted a unit which is not available on the pathway to which he or she wishes to transfer will **not** be permitted to discard that unit in order to satisfy the conditions in paragraph 2.20 (iv).

2.24 Any units already passed will be credited to the student on transfer.

2.25 Any failed attempts at units will be carried forward on transfer and will count towards the total permitted number of attempts for the unit or units concerned.

2.26 Exemptions which have been previously awarded can be transferred automatically between pathways (see paragraphs 4.2 and 4.3).

### **3. Rules of progression**

3.1 In any one year a student may attempt examinations in a minimum of **one half** unit and a maximum of the equivalent of **four full** units, excluding re-sits.

3.2 In order to progress to the Advanced Level, a student must have passed, been exempt or been allowed, (see Schedule C) in the equivalent of at least **three** full Foundation units.

3.3 In order to progress to the Specialist Level and/or the **dissertation**, a student must have attempted any remaining Foundation units (see paragraph 3.2) and must have passed or been allowed (see Schedule C) in at least **three** Advanced units.

3.4 Some units have prerequisites. Prerequisites are units that must have been passed in a previous year. Students will not be permitted to enter the examination for any unit that has a prerequisite unless they have already passed the examination for the prerequisite. Prerequisites are given under the unit description concerned in Schedule B.

3.5 Within the limits set out in 3.1 to 3.4 and in Schedule A, students may decide the order in which they enter examinations for various units, and also the number of units they will take on each occasion.

## **4. Entrance requirements and exemptions**

### **Entrance requirements**

4.1 Registration for the BSc Business Administration degree under these Regulations has been discontinued with effect from 1 September 2006.

### **Exemptions**

4.2 Students may apply for exemption from up to the equivalent of **four** full Foundation units. A fee is payable for all applications for exemption (see paragraph 7.4).

4.3 There is **no** exemption from Advanced or Specialist units, or from the **dissertation**.

## **5. Assessment**

5.1 Each full unit of the BSc degree in Business Administration, except for the **dissertation**, will be examined by one three-hour unseen written paper.

5.2 Each half unit will be examined by one two-hour unseen written paper.

5.3 Assessment of the **dissertation** is by a written report of 10,000 words. Further details are given in the BSc Business Administration dissertation guide.

5.4 Examinations by written paper will take place on one occasion each year, normally commencing in **May**.

5.5 Students must enter the examination for the unit by following the examination entry procedure given in the Student handbook.

## **6. Number of attempts permitted**

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

6.2 If, on the second or subsequent occasion that a student sits the examination for any unit, he or she receives the result 'Fail', the highest mark achieved will take precedence.

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 highest mark achieved over the three attempts for that unit may be carried forward and taken into account for classification purposes. If the student would not be able to satisfy the requirements for the award of the degree, his or her registration will cease.

6.4 Students who pass a unit at the second or third attempt shall not receive a mark greater than 50.00% for that written paper/project.

## 7. Fees

7.1 The fees payable to the University for the BSc degree in Business Administration are as follows:

- in order to register for the degree, students are required to pay a **registration fee and**
- students are required to pay a **unit fee** for each unit they study. This fee includes entry to the first examination for that unit (see also paragraph 7.6).

Additional fees, as applicable, are as indicated in paragraphs 7.4 and 7.5.

7.2 On registration for the degree, students may choose to pay:

- *either* a single payment, covering the registration fee and all unit fees
- *or* the registration fee plus the fees for the units to be studied in the first year. To be registered, a student must pay at the same time both the registration fee and the fee for at least one half unit. In subsequent years, only the fees for any **new** units are payable.

7.3 The registration and unit fees for 2009-2010 are as follows:

Total fee (single payment)	£10.452
Registration fee	£806
Full unit fee	£780
Half unit fee	£390

7.4 Additional fees for 2009-2010 that will be payable, as applicable, are as follows:

Exemption application fee	
- per half unit	£32
- per full unit	£64
Fee for changing units	£124
Examination re-entry fees (all students)	
- for one half unit	£82
- for one full unit (or two half units)	£164
- for two full units (or four half units)	£245
- for three full units	£341
- for four full units	£432

A further fee will be payable for participation for a second time in the online seminars (see paragraph 2.10).

7.5 The University reserves the right to make additional charges for issuing revised or replacement course materials.

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

## Refunds

7.7 Registration fees will not be refunded except as permitted in paragraph 12 of the General Regulations and in paragraph 7.8 below, provided that the student has not already entered for any Advanced unit. No other fees are refundable.

7.8 Registration and unit fees will be refunded in full if a student attempts to register but a place is no longer available in the study year concerned.

# Schedule A / Structure

## BSc Business Administration

### Foundation Level

#### Six Foundation units:

##### Two full units:

*Management and the modern corporation [BBA0010]*

*Accounting for management [BBA0020]*

+

##### Four half units:

*Business analysis and decision making [BBA0030]*

*Business statistics [BBA0040]*

*Business study skills and methods [BBA0050]*

*Management and communications skills [BBA0060]*

### Advanced Level

#### One Advanced unit:

*Strategic management [BBA0070]\**

+

Three Advanced units chosen from the list opposite

#### Advanced optional units

*Marketing management [BBA0080]\**

*Human resource management [BBA0090]\**

*Production and operations management*

*[BBA0100]\**

*Management information systems [BBA0110]\**

*Management accounting [BBA0120]\**

### Specialist Level

#### One Specialist unit:

*Modern business in comparative perspective\**  
*[BBA0130]*

+

The equivalent of **two** full Specialist units chosen from the list opposite

#### Specialist optional units

##### full unit courses

*Advertising and promotion in brand marketing*  
*[BBA0165]\**

*(Previously known as The marketing industry and modern society [BBA0160])*

*International human resource management*  
*[BBA0180]\**

*Accounting for strategy [BBA0230]\**

*Innovation management [BBA0250]\**

##### half unit courses

*Marketing research [BBA0150]\**

*Consumer behaviour [BBA0170]\**

*Managing organisational change [BBA0190]\**

*The individual at work [BBA0200]\**

*European business [BBA0210]\**

*Multinational enterprise [BBA0220]\**

*International finance and accounting [BBA0240]\**

*Japanese business in Europe [BBA0260]\**

### Dissertation

A **dissertation** [BBA0140]\*

#### Notes:

- The examination numbers have been appended to the syllabus titles and these numbers should be used when completing examination entry forms.
- Not all units will necessarily be available in every year (see paragraphs 2.3 and 2.4 of the Programme Regulations).
- \* Asterisked units have prerequisites. See Schedule B for details.

# BSc Business Administration with Marketing

## Foundation Level

### Six Foundation units:

#### Two full units:

*Management and the modern corporation [BBA0010]*

*Accounting for management [BBA0020]*

+

#### Four half units:

*Business analysis and decision making [BBA0030]*

*Business statistics [BBA0040]*

*Business study skills and methods [BBA0050]*

*Management and communications skills [BBA0060]*

## Advanced Level

### One compulsory advanced unit:

*Strategic management [BBA0070]\**

+

### One full unit:

*Marketing management [BBA0080]\**

+

### Two full units from:

*Human resource management [BBA0090]\**

*Production and operations management [BBA0100]\**

*Management information systems [BBA0110]\**

*Management accounting [BBA0120]\**

## Specialist Level

### One compulsory specialist unit:

*Modern business in comparative perspective\**

*[BBA0130]*

+

### Two full units:

*Marketing research [BBA0150] (half unit) \**

*Consumer behaviour [BBA0170] (half unit) \**

*Advertising and promotion in brand marketing*

*[BBA0165]\**

*(Previously known as The marketing industry and modern society [BBA0160])*

## Dissertation

**A dissertation [BBA0140]\***

### Notes:

- The examination numbers have been appended to the syllabus titles and these numbers should be used when completing examination entry forms.
- Not all units will necessarily be available in every year (see paragraphs 2.3 and 2.4 of the Programme Regulations).
- \* Asterisked units have prerequisites. See Schedule B for details.

# BSc Business Administration with Human Resource Management

## Foundation Level

### Six Foundation units:

#### Two full units:

*Management and the modern corporation [BBA0010]*

*Accounting for management [BBA0020]*

+

#### Four half units:

*Business analysis and decision making [BBA0030]*

*Business statistics [BBA0040]*

*Business study skills and methods [BBA0050]*

*Management and communications skills [BBA0060]*

## Advanced Level

### One compulsory advanced unit:

*Strategic management [BBA0070]\**

+

### One full unit:

*Human resource management [BBA0090]\**

+

### Two full units from:

*Marketing management [BBA0080]\**

*Production and operations management [BBA0100]\**

*Management information systems [BBA0110]\**

*Management accounting [BBA0120]\**

## Specialist Level

### One compulsory specialist unit:

*Modern business in comparative perspective\**  
*[BBA0130]*

+

### Two full units:

*International human resource management*  
*[BBA0180]\**

*Managing organisational change [BBA0190]*  
*(half unit) \**

*The individual at work [BBA0200] (half unit)\**

## Dissertation

A **dissertation** [BBA0140]\*

### Notes:

- The examination numbers have been appended to the syllabus titles and these numbers should be used when completing examination entry forms.
- Not all units will necessarily be available in every year (see paragraphs 2.3 and 2.4 of the Programme Regulations).
- \* Asterisked units have prerequisites. See Schedule B for details.

# BSc Business Administration with International Business

## Foundation Level

### Six Foundation units:

#### Two full units:

*Management and the modern corporation [BBA0010]*

*Accounting for management [BBA0020]*

+

#### Four half units:

*Business analysis and decision making [BBA0030]*

*Business statistics [BBA0040]*

*Business study skills and methods [BBA0050]*

*Management and communications skills [BBA0060]*

## Advanced Level

### One compulsory advanced unit:

*Strategic management [BBA0070]\**

+

### One full unit:

*Human resource management [BBA0090]\**

+

### Two full units from:

*Marketing management [BBA0080]\**

*Production and operations management [BBA0100]\**

*Management information systems [BBA0110]\**

*Management accounting [BBA0120]\**

## Specialist Level

(expected to be examined for the first time in **May 2008**)

### One compulsory specialist unit:

*Modern business in comparative perspective\**

*[BBA0130]*

+

### Two full units from:

*International human resource management*

*[BBA0180]\**

*European business [BBA0210] (half unit) \**

*Multinational enterprise [BBA0220] (half unit) \**

*Japanese business in Europe [BBA0260] (half unit) \**

## Dissertation

**A dissertation [BBA0140]\***

### Notes:

- The examination numbers have been appended to the syllabus titles and these numbers should be used when completing examination entry forms.
- BSc Business Administration with International Business, Specialist units, are expected to be examined for the first time in **May 2008**.
- Not all units will necessarily be available in every year (see paragraphs 2.3 and 2.4 of the Programme Regulations).
- \* Asterisked units have prerequisites. See Schedule B for details.

## Schedule B / Unit descriptions

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

*Details of prerequisites (which must be passed before the advanced or specialist units may be attempted) are given under the relevant unit descriptions.*

### Compulsory foundation level units

#### **Management and the modern corporation [BBA0010]**

*(full unit)*

This course serves as an introduction to Management. In order to gain an appreciation of the subject and its dimensions, students are introduced to a broad range of topics. There are three major objectives: to explore the practice of management in today's context; to examine the logic and workings of organisations and firms; and, finally, to investigate how firms develop and maintain competitive advantage within a changing business environment influenced by economic, political, social, and cultural factors.

*Assessment: one three-hour unseen written paper.*

#### **Accounting for management [BBA0020]**

*(full unit)*

The course offers a foundation in financial and managerial accounting. It will explain the accounting function, and the means of communicating information to decision makers, both within and outside the organisation. In doing so it examines the relationship between theory and practice and considers the methods of using accounting information for decision-making purposes.

*Assessment: one three-hour unseen written paper.*

#### **Business analysis and decision making [BBA0030]**

*(half unit)*

An understanding of key economic concepts is essential for those who manage business enterprise. This course analyses the real-life problems facing actual businesses, and evaluates the effectiveness and limitations of different management attempts to solve them.

*Assessment: one two-hour unseen written paper.*

#### **Business statistics [BBA0040]**

*(half unit)*

Statistics is the craft of extracting information from the numerical data. Examples are taken from business situations – numbers appear in all aspects of business. The emphasis is on understanding the principles and on assessing the results of the statistical calculations which in most cases are carried out using a computer package.

*Assessment: one two-hour unseen written paper.*

#### **Business study skills and methods [BBA0050]**

*(half unit)*

The course offers a foundation in the study skills required to excel on a university degree course. It explains the aspects of on-line tutorials, note taking and essay writing you will need to master in order to complete the programme. Additionally the course will introduce you to the various research methods used by business academics, guide you in managing your time more effectively and aid you in your revision of topics covered.

*Assessment: one two-hour unseen written paper.*

#### **Management and communication skills [BBA0060]**

*(half unit)*

This course is concerned with the theory and practice of effective communication within organisations. The main purpose is to improve the communication of potential managers through a variety of practical activities. Tutorial sessions are devoted to such issues as report writing, meetings, interviewing, negotiating and making a presentation, and the development of leadership, team and inter-personal skills.

*Assessment: one two-hour unseen written paper.*

## Advanced level units

### **Strategic management [BBA0070]**

*(full unit)*

**Prerequisite: Management and the modern corporation**

Strategic management is concerned with the processes by which management plans and co-ordinates the use of business resources with the general objective of securing or maintaining competitive advantage. This course provides the student with a general insight into the historical development of management practices and international business policy. In particular this course reviews the developments and literature on corporate strategy and critically reviews the possibilities and limitations of management action in highly contested international markets.

**Assessment:** one three-hour unseen written paper.

### **Marketing management [BBA0080]**

*(full unit)*

**Prerequisite: Management and the modern corporation**

This course takes account of recent developments in the area of marketing and emphasises the importance of the marketing orientation in the present competitive environment. The relationships between marketing and business development and strategy will be stressed. Becoming familiar with the ways in which a marketing plan should be approached is an important objective of the course.

**Assessment:** one three-hour unseen written paper

### **Human resource management [BBA0090]**

*(full unit)*

**Prerequisite: Management and the modern corporation**

This course is concerned with the policies and procedures which affect the recruitment, development and deployment of the human resources of firms. The course will address the significant changes which have taken place in this area of management in response to economic and political pressure and will consider policies and practices in other countries.

**Assessment:** one three-hour unseen written paper.

### **Production and operations management [BBA0100]**

*(full unit)*

**Prerequisite: Management and the modern corporation**

Production and operations management is concerned with the design, planning and control of operating systems for the provision of goods and services. This course provides students with knowledge and understanding of the nature and characteristics of operating systems in both the manufacturing and service sectors. This will enable students to identify the key issues involved in the management of operating systems and the relationship between strategic objectives and operational objectives. The course also highlights the interaction between operations management and the finance, marketing and manpower functions.

**Assessment:** one three-hour unseen written paper.

### **Management information systems [BBA0110]**

*(full unit)*

**Prerequisite: Management and the modern corporation**

This course is concerned with one of the most rapidly developing fields of management. The management and development of information systems has emerged as one of the most important functional specialisms in the modern business. This course introduces students to strategic issues in information systems; the techniques, tools and methodologies of the analysis and design process; and the broad field of information resource management.

**Assessment:** one three-hour unseen written paper.

### **Management accounting [BBA0120]**

*(full unit)*

**Prerequisite: Accounting for management**

The course regards managerial accounting as part of the overall information and decision support system of the organisation. It adopts the view that managers, in their decision making, must understand when managerial accounting information is needed, what techniques are available to provide that information and which benefits will accrue. It views managerial accounting as a context for dialogue among the functional areas of business accounting, marketing and operations.

**Assessment:** one three-hour unseen written paper.

## Specialist level units

### Modern business in comparative perspective [BBA0130]

(full unit)

**Prerequisite: Strategic management**

Through the explicit use of comparative techniques, this course explores the origins of national economic success and failure. It looks, therefore, at the competitiveness and organizational capabilities of each comparator country's companies and asks which national factors encourage commercial success. Particular attention is paid to the G7 countries and East Asia. The meaning and impact of economic growth and the global economy are key themes, as are the influence of governments and national cultures on business performance studies.

**Assessment:** one three-hour unseen written paper.

### Marketing research [BBA0150]

(half unit)

**Prerequisite: Marketing management**

Marketing research provides students with concepts and analytical skills to critically evaluate differing research approaches in the context of academic or practitioner research scenarios. Topics include the role and evolution of research in marketing management theory; the marketing research process; research design; qualitative and quantitative data gathering approaches; issues in data analysis; and the 'new model' cultural marketing research.

**Assessment:** one two-hour unseen written paper.

### Advertising and promotion in brand marketing [BBA0165]

(Previously known as *The marketing industry and modern society* [BBA0160])

(full unit)

**Prerequisite: Strategic management**

This course gives students a critical understanding of the marketing media industry and its structure. The course articulates the changing nature of the relationship the media industry has with its clients in profit and non-profit sector(s). The Marketing Industry and Modern Society will allow students to analyse the strategic motivations of profit and non-profit organisations and how marketing media support these strategic objectives. The course aids students in analysing, explaining and communicating effectively how the connections between the various actors in the industry can be used to understand the variable and changing relationship between marketing media, client relations and the products and services provided to consumers and households.

**Assessment:** one three-hour unseen written paper.

### Consumer behaviour [BBA0170]

(half unit)

**Prerequisite: Marketing management**

This course introduces students to the increasingly important area of consumer behaviour. It deals with the decision making process that results in the choice and the purchase of goods and services and therefore has a large influence on the strategy of firms and on the economy and the culture of countries. The course builds naturally on the second year elective in marketing management and will complement the study of core courses.

**Assessment:** one two-hour unseen written paper.

### International human resource management [BBA0180]

(full unit)

**Prerequisite: Human resource management**

This course provides an understanding of the implications of changes in the global organisation of firms and the international workforce for human resource management policy choices. Students following this course will be able to demonstrate a detailed understanding of the major analytical concepts and models in international human resource management. International Human Resource Management will also distinguish trends in international human resource management policies and practices. Students will be able to assess the problems associated with the design and implementation of international HRM policies and practices, as well as their impact on employees and be able to distinguish between different types of human resource management and employee relations systems in the global economy.

**Assessment:** one three-hour unseen written paper.

### Managing organisational change [BBA0190]

(half unit)

**Prerequisite: Strategic management**

Managing organisational change is one of the core challenges facing modern managers. This course develops conceptual and theoretical frameworks for understanding the process of organisational change. Students evaluate, critically, research in and theories of organisational change and change management with a view to exploring and evaluating different theories and practices of managing the change process. Students develop diagnostic and analytical skills with which to explain complex organisational situations.

**Assessment:** one two-hour unseen written paper.

### The individual at work [BBA0200]

(half unit)

**Prerequisite: Strategic management**

This course develops conceptual and theoretical frameworks for understanding the behaviour of individuals and groups within work organisations. We explore and critically evaluate research in and theories of individual and group behaviour at work, to develop diagnostic and analytical skills for dealing with various kinds of individual and group problems within the work setting, and present a reflective understanding of this body of knowledge in written and spoken forms.

**Assessment:** one two-hour unseen written paper.

### European business [BBA0210]

(half unit)

**Prerequisite: Strategic management**

This course examines the management and organisation of business enterprise in Europe. It is concerned with the competitiveness, and with the contextual elements which enhance European competitiveness and those which might impede it. Its primary focus is the European Union (EU), but consideration is also given to the EU's relationships with other nations, and in particular the emergent market economies of Eastern Europe.

**Assessment:** one two-hour unseen written paper.

### **Multinational enterprise [BBA0220]**

*(half unit)*

#### **Prerequisite: Strategic management**

According to United Nations figures, international investments by multinational enterprises (MNEs) have now displaced trade as the most important mechanism for global economic integration. This course provides an overview of the development and contemporary vicissitudes of these key players on the international economic stage: their geographical dispersal, organisation, management and relations with governments and inter-governmental agencies.

*Assessment: one two-hour unseen written paper.*

### **Accounting for strategy [BBA0230]**

*(full unit)*

#### **Prerequisite: Accounting for management and Strategic management**

This course provides students with a critical understanding of the variable relation between product markets, internal organisation cost structures and capital market expectations and their impact on strategy formulation. Students will be able to deconstruct the return on capital employed and gain an appreciation of how accounting numbers reflect complex market, organisational and institutional relations. The course also seeks to demonstrate that the outcomes of strategy, whilst shaped by accounting calculation, are often subject to vagaries that limit management control. After following this course students will be able to apply interpretative and analytical skills to explain the performance of companies and will be able to employ analysis and numbers to construct well-argued presentations and reports.

*Assessment: one three-hour unseen written paper.*

### **International finance and accounting [BBA0240]**

*(half unit)*

#### **Prerequisite: Management accounting**

This course develops the student's understanding of the key issues that arise in international accounting. It develops an ability to understand and evaluate the basis on which a set of financial statements for a multinational enterprise is prepared. Students following this course will also develop analytical skills for situations of complex financial reporting. The course will improve cognitive skills, effective problem solving, effective communication, numerical and quantitative skills. Students will be able to detail and evaluate the moves to harmonise financial reporting across the world, with particular reference to the IASB and the EU. Evaluate the issues that arise with the application of particular IAS e.g. group accounting and segmental reporting within an international context.

*Assessment: one two-hour unseen written paper.*

### **Innovation management [BBA0250]**

*(full unit)*

#### **Prerequisite: Strategic management**

This course utilises a multidisciplinary approach and draws on insights from three main subject areas: economics, production operations and strategic management. The student will consider the environmental context of technological change. Students analyse the development, introduction and exploitation of new products and processes at the firm level and consider mechanisms for the management of change. Students will improve cognitive skills and consider the need for effective problem solving, effective communication, numerical and quantitative skills. Students learn effective use of CIT, effective self-management, learning to learn, self awareness and research skills.

*Assessment: one three-hour unseen written paper.*

### **Japanese business in Europe [BBA0260]**

*(half unit)*

#### **Prerequisite: Strategic management**

Students following this course will be able to evaluate the factors that led to the internationalization of Japanese businesses and their objectives in the European economy. The course will also enhance understanding of a number of industries, their product markets, and competitive characteristics in Europe. Students will compare the operations of numerous Japanese multinationals and their competitors in Europe, and describe the development of a number of key Japanese businesses in Europe. They will also critically evaluate the relevant literature and case study evidence and gain the skills to discover information on multinational business in Europe.

*Assessment: one two-hour unseen written paper.*

### **Project [BBA0140]**

#### **Prerequisites: Business study skills and methods and Strategic management**

This course unit will allow students to apply the problem solving skills and techniques acquired during their degree by initiating and undertaking a substantial piece of independent work on a topic of particular interest. The project will normally draw on any relevant business, management or commercial experience the student possesses, as well as the core of the degree programme. It will be expected that the project will be based on field work carried out within an organisation and not only on library research.

*Assessment: by submission of a report of approximately 10,000 words.*

## Schedule C / Scheme of award

1. To be considered for the award of the BSc degree in Business Administration, a student must:

- have attempted the examination for the equivalent of **12** full units (this total may include exemptions) **and**
- have passed, been allowed\* or been granted exemption in the equivalent of at least **nine** full units, at least **three** of which must be specialist units **and**
- gain a final average of 35.00% or above\*\*.

\* The Examiners may, in exceptional circumstances only, return an outcome of 'allowed' without a percentage mark where in their academic judgement they have enough evidence from formally assessed work to be satisfied of a student's performance in a unit, but it is their opinion that the student's performance in the examination was compromised by illness and/or other adequately documented cause judged sufficient. A student may be granted a result of 'allowed' in units to a value of no more than three full units across the degree, and no more than two full units in any one level.

\*\* A student who has reached this stage will not be permitted to make any further attempts at any failed units or to substitute any failed units with alternative units

2. In order to achieve a pass in the written paper or project for an individual unit, a candidate must obtain 40.00% or above in the written paper or project concerned. Students who fail and subsequently pass at re-entry shall not receive a mark greater than 50.00% for that written paper/project.

3. A final average mark will be calculated from the marks obtained in the Advanced Level and Specialist Level (including the dissertation), weighted in the ratio 1:2. Marks obtained in the Foundation Level will not contribute towards the final average. In addition, exemptions and results of 'allowed' will not count towards the final classification.

4. Subject to 5. below, the classification of a student will be determined from the following scale:

<b>Final average</b>	<b>Classification</b>
70.00% or above	First Class Honours
60.00% - 69.99%	Second Class Honours (Upper Division)
50.00% - 59.99%	Second Class Honours (Lower Division)
40.00% - 49.99%	Third Class Honours
35.00% - 39.99%	Pass without Honours

5. A student will be considered for raising into the next class if:

- the student's final average falls 2.00% or less below one of the classification boundaries given above **and**
- marks from the equivalent of **five** half Specialist units are in or above the higher class.

Students shall not be raised automatically into the next class. All students who satisfy the above criteria will be considered on an individual basis and students will only be raised into the next class at the discretion of the Board of Examiners.

## Schedule D / Assessment criteria

*The following information relates to marks achieved in the assessment for individual units*

**70% + First**

Exceptionally good work.

Distinguished variously by strong argument, independent thought, original insights, sound judgement, awareness of complexity, identification of key issues, understanding of debates, good use of information, successful application of theory.

**60–69% Upper Second**

Good work.

Distinguished variously by understanding of issues and debates, ability to mediate, application of theory, useful information, reasoned argument, critical thought, good judgement.

**50–59% Lower Second**

Competent work.

Distinguished variously by balanced argument, fair use of information, understanding of concepts but lacking in analytical precision, full awareness of complexity, key issues and debates.

**40–49% Third**

Modest work.

Distinguished variously by making an argument, addressing the topic, applying relevant information but lacking in logical consistency, theoretical and conceptual awareness, completeness and awareness of complexity, key issues and debates.

**Below 40% Fail**

Unacceptably poor work.

Distinguished variously by inadequate argument, failure to address the topic, missing vital information, lack of direction, sensitivity and understanding.

# General Regulations

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**These General Regulations govern all degrees and other awards placed at Levels 4, 5 and 6 of the Framework for Higher Education Qualifications (FHEQ), and the programmes of study leading to those awards. The FHEQ forms part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales.**

## 1. The Regulations

### Introduction

1.1 These General Regulations govern all degrees and other awards placed at Levels 4, 5 and 6 of the Framework of Higher Education Qualifications (FHEQ), 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 certain programme details are subject to change. Each year's Regulations booklet replaces the one for the previous year, and so students must ensure that they refer to the current year's booklet at all times.

1.9 Changes to the Regulations for registered students will be introduced as follows:

- Two year's notice will be given when a subject is withdrawn, when a syllabus is amended substantially, when a prerequisite for a subject is introduced, and when the assessment method for a subject is changed.
- Five year's notice will be given in the event that the University is required to withdraw the programme.
- All other aspects of the Regulations may be amended without notice provided there is no detriment to the student or, where there is possible detriment, only with appropriate consultation. Normally, in the case of the latter, changes will be introduced for a new cohort of students only.

### 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 Levels 4, 5 and 6 of the FHEQ 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 Framework for Higher Education Qualifications, which can be accessed via the web site for the Quality Assurance Agency for Higher Education (QAA) in England and Wales.

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 The standard of a University of London award is the same whether it is obtained by an External student or by a student who has been registered with a College of the University. The University's Regulations (which govern all University of London awards) 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 for diplomas, diplomas of higher education and certificates of higher education

3.5 To be eligible to register for a diploma, diploma of higher education or certificate of higher education 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 If a student fails to pay the appropriate fees or breaches any relevant disciplinary conduct code, the University reserves the right to apply the Code of Student Discipline and The Suspension and Termination of Registration of Students in Debt process as described in the University of London Ordinances (Ordinance 17 and 18 respectively).

## 6. Transfer

### Transfer of External students to different programmes at Levels 4, 5 and 6 of the FHEQ, 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 Levels 4, 5, and 6 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 Level 7 of the FHEQ

6.10 Students registered for a programme of study at Levels 4, 5 and 6 of the FHEQ (see paragraph 2.1) are not permitted to transfer their registration to a programme at Level 7 of the FHEQ. 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 registration fee for the continuing registration fee or, where applicable, the appropriate remaining subject fees.

12.4 Students who are permitted to proceed from a short course to an undergraduate certificate, undergraduate diploma, Advanced Diploma, Graduate Diploma or degree (see paragraph 2) 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.

12.5 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 12.6 to 12.9.

12.6 Students who cancel their registration for one programme of study and register afresh for another programme of study (see paragraphs 6.4 and 6.9) 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 12.8 and 12.9.

12.7 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

12.8 Application handling fees and exemption application fees are not refundable.

12.9 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.

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

12.11 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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