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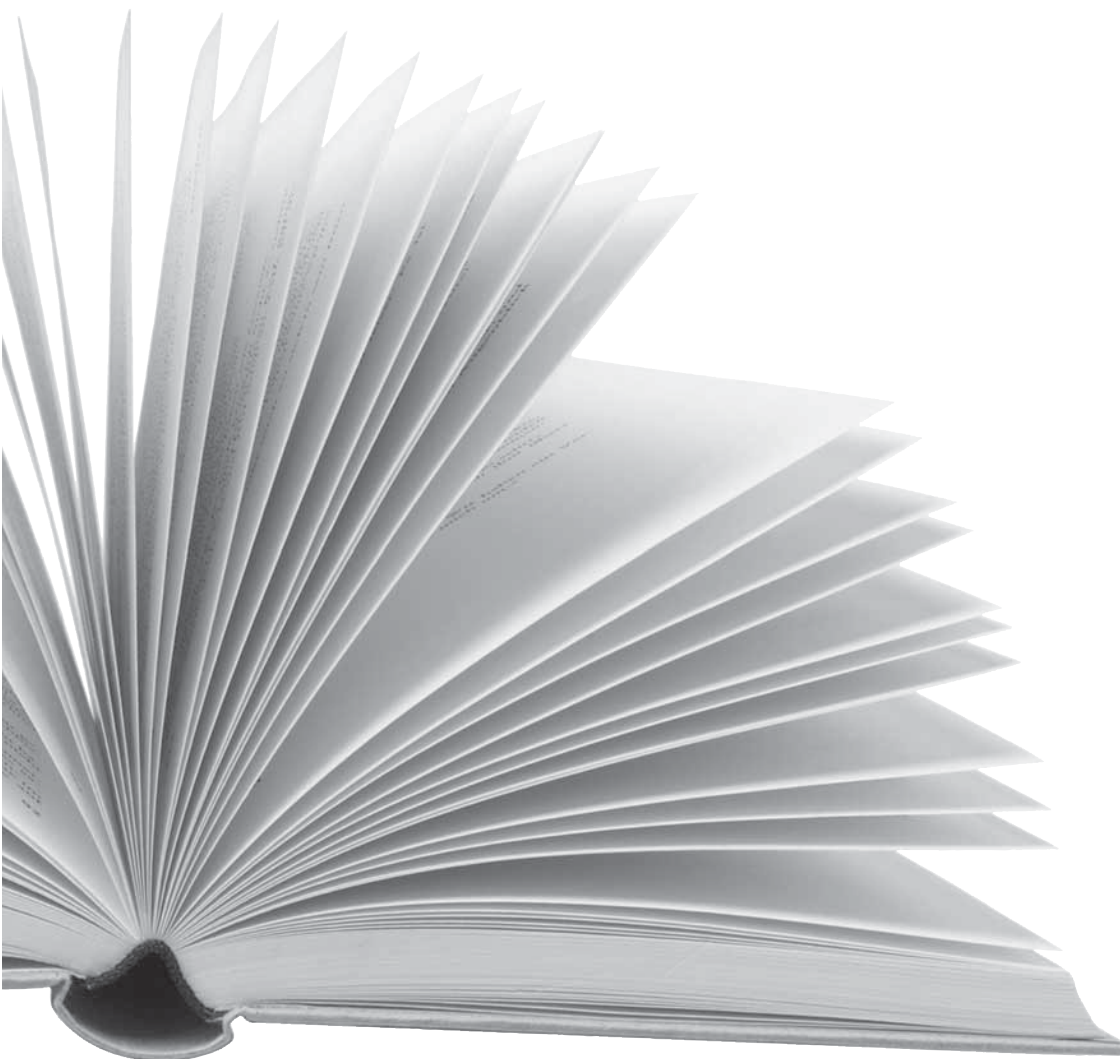
REGULATIONS

2009–10

Important document – please read

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

BA Classical Studies



Important document – please read

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

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

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

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

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BA degree in Classical Studies

This booklet contains the Regulations for the BA degree in Classical Studies (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.

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Programme Regulations

1. Introduction

1.1 The University awards the degree of Bachelor of Arts in Classical Studies, hereafter called the BA degree in Classical Studies.

1.2 Under these Regulations, students may take individual units from the BA degree as Occasional students (see paragraph 1 of the General Regulations).

1.3 The effective date of registration for all students registered for the BA degree in Classical Studies 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:

- Level 1 - **eight** Foundation half units *plus*
- Level 2 - **four** Intermediate full units *plus*
- Level 3 - **four** Advanced full units.

Full details are given in Schedule A.

2.2 Students may substitute up to the equivalent of **three** full units with units from the BA degree in History for External students, as follows:

- Level 1 – up to two Foundation half units may be substituted with Foundation or Gateway units from the BA degree in History
- Level 2 – one Intermediate unit may be substituted with one Group A or Group B unit from the BA degree in History
- Level 3 – one Advanced unit may be substituted with one Group B unit from the BA degree in History.

A copy of the Regulations for the BA degree in History, including details of the modules available, may be obtained from the Despatch Office.

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 7.5). 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.

Online Seminars

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

2.8 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.

2.9 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 7.5)

3. Rules of progression

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

3.2 In order to progress to Level 2, a student must have passed, been exempt or been allowed (see Schedule C) in at least **six** Foundation half units (which may include substitutes – see paragraph 2.2) at Level 1.

3.3 In order to progress to Level 3, a student must have attempted any remaining Level 1 units (see paragraph 3.2) and must have passed or been allowed (see Schedule C) in at least **three** Level 2 units.

3.4 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 Applicants who wish to register for the BA degree in Classical Studies must satisfy the University's general entrance requirements (see paragraph 3 the General Regulations).

4.2 In addition, to satisfy the course requirements for the degree, applicants are required to have passed GCSE/GCE O level English Language at Grade C or above or, within the past five years, have passed at the required standard a test of proficiency in English that is recognised by the University of London.

4.3 Students are required to have regular access to the internet, and to meet the specific hardware and software requirements given in the prospectus and Student handbook.

4.4 As there is a limit to the number of students who can be registered each year, applicants who meet the entrance requirements will be given a conditional offer of registration. Registration will then only be confirmed on payment of the appropriate fee and if there is still a place available for that study year. A student whose registration is not confirmed will be made a conditional offer of registration for the following year.

Exemptions

4.5 Students may apply for exemption for up to a total of **eight** Foundation half units. A fee is payable for all applications for exemption (see paragraph 7.5).

4.6 There is **no** exemption from Intermediate or Advanced units.

5. Assessment

5.1 Each full unit of the BA degree in Classical Studies will be examined by one three-hour unseen written paper. Each half unit will be examined by one two-hour unseen written paper, except for **Introduction to ancient philosophy** and **The birth of Christian Europe** which will each be examined by one two-hour seen written paper.

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

5.3 Students must enter the examination for a 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/dissertation.

7. Fees

7.1 The fees payable to the University for the BA degree in Classical Studies 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.

Additional fees, as applicable, are as indicated in paragraphs 7.5 and 7.6.

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 Occasional students will be required to pay a composite fee, remitted as a single payment, for the unit or units of their choice. This fee includes entry to the first examination for that unit.

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

BA degree	
Total fee (single payment)	£9,880
Registration fee	£784
Full unit fee	£758
Half unit fee	£379
Occasional students (composite fee)	
Full unit fee	£849
Half unit fee	£460

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

Exemption application fee (degree only)	
- per half unit	£32
Fee for changing units (degree only)	£120
Examination re-entry fees (all students)	
- for one half unit	£80
- for one full unit (or two half units)	£158
- for two full units (or four half units)	£238
- for three full units (or six half units)	£332
- for four full units (or eight half units)	£420

A further fee will be payable for participation for a second time in the online seminars (see paragraph 2.9).

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

7.7 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

7.8 Registration fees will not be refunded except as permitted in paragraph 12 of the General Regulations and in paragraph 7.9 below, provided that the student has not already entered for any Level 2. No other fees are refundable.

7.9 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

BA degree in Classical Studies

Level 1: Foundation units

Eight half units:

Introduction to Greek literature [CLAF001]
Introduction to Roman literature [CLAF002]
Introduction to ancient philosophy [CLAF003]
Greek history and the city-state [CLAF004]
Roman history and society: the Julio-Claudians [CLAF005]
The birth of Christian Europe [CLAF006]
Introduction to Greek archaeology [CLAF007]
Introduction to Roman art [CLAF008]

Level 2: Intermediate units

Four full units chosen from:

Homer [CLAI009]
Virgil [CLAI010]
Greek history to 322 BC [CLAI011]
Augustus: propaganda and power [CLAI012]
Greek and Roman architecture [CLAI013]
(formerly known as: The built environment in classical antiquity)
Roman Britain [CLAI014]

Level 3: Advanced units

Four full units chosen from:

Greek drama [CLAA015]
From Nero to Hadrian: literature and society [CLAA016]
The dialogues of Plato [CLAA017]
(expected to be examined for the first time in 2008)
Women in classical antiquity [CLAA018]
(formerly known as: Women in antiquity)
The Roman army [CLAA019]
Pompeii [CLAA020]

Notes:

- Not all units will necessarily be available in every year (see paragraphs 2.3 to 2.5 of the Programme Regulations).
- The examination numbers have been appended to the unit titles and these numbers should be used when completing examination entry forms.

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.

Level 1: Foundation half units

Introduction to Greek literature [CLAF001]

An introductory historical and critical survey of classical Greek literature from Homer to the Alexandrian age, with texts studied in translation.

Assessment: one two-hour unseen written paper.

Introduction to Roman literature [CLAF002]

An introductory unit studying, with reference to select works in translation, the chronology and development of the main literary genres from the beginnings of Latin literature to the mid-second century.

Assessment: one two-hour unseen written paper

Introduction to ancient philosophy [CLAF003]

An introductory unit aiming both to inform students about ancient philosophical ideas and to introduce them to philosophical argument. It combines a brief survey of the principal ancient philosophers, from the Presocratics to Aristotle, with study of selected texts, in translation, on the topic of courage, including Plato's *Laches*.

Assessment: one two-hour seen written paper

Greek history and the city-state [CLAF004]

An introductory unit examining Greek history, society and institutions from the beginning to the late fourth century BC with particular attention to the problems and methods of reconstructing the past from the ancient sources, the historical context of Greek literature, and the development of the city-state.

Assessment: one two-hour unseen written paper

Roman history and society: the Julio-Claudians [CLAF005]

An introductory unit dealing with the history and political, social and economic institutions of Rome and her empire from AD 14 to AD 68. The unit aims to provide an introduction both to the period being studied through excerpts from the ancient sources in translation, and to the methods and approaches available to the ancient historian.

Assessment: one two-hour unseen written paper

The birth of Christian Europe [CLAF006]

An introductory unit dealing with the transformation of the ancient world in the period from the end of the fourth century to the seventh century AD. The unit focuses on Gaul and Italy in the period from the rise of the Christian Church and the formal division of the Roman empire into East and West to the effective end of Roman power in the West with the Byzantine conquest of Italy and subsequent political turmoil.

Assessment: one two-hour seen written paper

Introduction to Greek archaeology [CLAF007]

An introductory unit designed to familiarise students with the material culture of Greek civilisation from the Late Bronze Age to the Hellenistic period, and also the principal forms of Greek art and architecture, with their stylistic development and social context. The latter part of the unit will introduce the student to questions of production and trade, and to different archaeological theories and interpretations and their relationship with Greek archaeology.

Assessment: one two-hour unseen written paper

Introduction to Roman art [CLAF008]

An introductory unit designed to familiarise students with the principal forms of Roman artistic culture (architecture, painting and mosaics, statuary, sarcophagi, coins, metal-ware, glass and pottery), from the 2nd century BC to the fourth century AD, and with past and current theories regarding their use as evidence of intellectual, social and economic life in the Roman empire.

Assessment: one two-hour unseen written paper

Level 2: Intermediate full units

Homer [CLAI009]

A study of the *Iliad* and *Odyssey* in translation, looking both at the texts in detail and the broad themes with which they deal, and investigating the historical and artistic background.

Assessment: one three-hour unseen written paper

Virgil [CLAI010]

A literary study of the Virgilian corpus in translation, and of its artistic and political context.

Assessment: one three-hour unseen written paper

Greek history to 322 BC [CLAI011]

This unit covers Greek political and social history from Homer to Alexander, from the emergence of classical Greek civilisation and institutions in the ninth century BC to the break-up of the classical Greek world at the hands of Macedon.

Assessment: one three-hour unseen written paper

Augustus: propaganda and power [CLAI012]

This unit studies the means by which the first Roman emperor was able to establish monarchical power and then create a structure of consent within which that power could be exercised and handed on. Stress is laid on changes within the social and political institutions of the Roman state as much as on analysis of the events of the reign. The sources used include not only the historians of the period but inscriptional and visual evidence.

Assessment: one three-hour unseen written paper

Greek and Roman architecture [CLAI013]

(formerly known as: The built environment in classical antiquity)

This unit studies the practice of architecture and building in the Greek and Roman world, investigating such themes as the development of architectural orders, the role of architects, the design process, the sources and supply of building materials and techniques, planning of cities and other forms of settlement, and civic, religious, funerary and domestic building types.

Assessment: one three-hour unseen written paper

Roman Britain [CLAI014]

This unit is a case-study in Roman imperialism and an introduction to the material culture of the Roman empire. It covers the conquest of Britain, its transformation into a Roman province, later changes in its administration and defence, and the impact of incorporation into the Roman empire on the physical environment, religion, economy and society of the island. Particular emphasis is placed on the rich archaeological evidence.

Assessment: one three-hour unseen written paper

Level 3: Advanced full units

Greek drama [CLAA015]

Selected plays by the three major tragedians, Aeschylus, Sophocles and Euripides, and the comic writer Aristophanes are studied in translation to illustrate aspects of tragedy and comedy, including: drama as performance; the treatment of myth, politics and religion; characterisation; language; structure. Aristotle's *Poetics* is also studied.

Assessment: one three-hour unseen written paper

From Nero to Hadrian: literature and society [CLAA016]

The period from Nero to the Death of Hadrian sees an efflorescence of Latin literature, much of which deals explicitly with issues raised by the new political context of the powerful monarchy. These issues were not just political but went to the heart of the ideologies of the elite. Looking at poets such as Lucan and Statius, and prose authors such as Pliny and Tacitus, this unit is designed to bring together literary criticism and historical methodology to explore how Romans reconstituted their identity in relation to the literary tradition, mythology, history, gender, culture and the political situation.

Assessment: one three-hour unseen written paper

The dialogues of Plato [CLAA017]

A study of the philosophical and literary aspects of dialogues from all periods of Plato's activity. Approximately equal parts of the unit will be devoted to (i) Platonic dialogues earlier than the *Republic*; (ii) the *Republic*; (iii) the *Philebus* or *Theaetetus*, studied in detail and with compulsory exam questions; (iv) other post-*Republic* dialogues.

Assessment: one three-hour unseen written paper

Women in classical antiquity [CLAA018]

(formerly known as: Women in antiquity)

This unit examines the treatment of women in classical literature, history philosophy and art, with emphasis on Greece, Hellenistic Egypt, and Rome. Topics include: women in myth, epic, law satire, drama, historiography, religion, roman elegy; women's writing; modern interpretations of women in antiquity; and ancient medical theory.

Assessment: one three-hour unseen written paper

The Roman army [CLAA019]

This unit looks at the Roman army as an institution by close study of the primary sources - literary, papyrological and epigraphic - in translation, together with the archaeological evidence. It surveys the army's origins and development under the Republic, but focuses mainly on the Principate, covering its personnel, organisation and operation in war and peace, but also its central role in the administration and policing of the empire and impact on provincial populations.

Assessment: one three-hour unseen written paper

Pompeii [CLAA020]

This unit studies the physical remains of the cities of Pompeii and Herculaneum, and the villas of Stabiae, Oplontis and Boscoreale, on their own exceptional terms and within the wider context of Roman Italy c. 200 BC - AD 100. Topics include the analysis of the population, environment, urban planning and infrastructure, housing (design, construction, decoration and room function), suburbs, ports, cemeteries, farming, industry, trade and commerce, religion, bathing, sport, the theatre and amphitheatre.

Assessment: one three-hour unseen written paper

Schedule C / Scheme of award

1. To be considered for the award of the BA degree in Classical Studies, 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 Advanced 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 for an individual unit, a candidate must obtain 40.00% or above in the written paper concerned. Students who fail and subsequently pass at re-entry shall not receive a mark greater than 50.00% for that written paper.

3. A final average mark will be calculated from the marks obtained in Level 2 and Level 3, weighted in the ratio 1:2. Marks obtained in Level 1 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:

Final average	Classification
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 Advanced 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

80+	<u>Exceptional first-class performance</u> The candidate shows marked independence and originality of thought, a confident command of the vast majority of the relevant material and the issues pertaining to that material, sustains relevant and focused argument throughout, clarity of presentation, a thorough understanding of issues, as well as skills of analysis and synthesis.	50-59	<u>Lower Second</u> The candidate shows fair overall factual knowledge, displays an awareness of issues and attempts to address them.
75-79	<u>High first-class performance</u> The candidate shows independence or originality of thought, a confident command of relevant material, sustains relevant and focused argument, clarity of presentation, a thorough understanding of issues, as well as skills of analysis and synthesis.	40-49	<u>Third class / Pass</u> The candidate shows some broad or some specific knowledge but a weak grasp of the issues, and/or poor presentation.
70-74	<u>First-class</u> The candidate shows independence of thought, command of much of the relevant material, ability to sustain a relevant and focused argument, clarity of presentation, a good understanding of issues, skills of analysis and synthesis.	30-39	<u>Narrow fail</u> The candidate lacks basic competence in the subject but has enough knowledge to attempt to answer questions. There is evidence of some effort made and that the candidate has understood some of the course content. A mark in this range indicates that the candidate could achieve a pass mark with further independent work or revision.
60-69	<u>Upper Second</u> The candidate writes and argues clearly, shows good broad factual knowledge, is aware of issues, and addresses the question.	6-29	<u>Fail</u> Retake indicated. The candidate has extremely limited knowledge or understanding of the content of the course. A mark in this range indicates that the candidate would be unlikely to pass without retaking the course as a whole.
		0-5	Blank or almost blank answer sheet.

General Regulations

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 the Certificate, Intermediate and Honours Levels of the *External System Qualifications Framework*, 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 the Certificate, Intermediate and Honours Levels to External students:

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

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

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

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

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

2.6 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 Certificate, Intermediate or Honours Level, and within the same programme

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

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

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

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

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

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

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

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

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

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

Transfer of External students to a programme at Masters Level

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

Registration and credit transfer of College-based students

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

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

6.13 The rules concerning exemptions are given in paragraph 3.

7. Assessment

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

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

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

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

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

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

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

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

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

Examination centres

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

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

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

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

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

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

8. Number of attempts permitted

8.1 A student who fails to satisfy the Examiners in an examination, and who has not yet satisfied the conditions for the

Board of Examiners to determine his or her final result, may be permitted or required to resit that examination, up to the maximum number of attempts specified in paragraph 6 the Programme Regulations.

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

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

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

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

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

9. Students with a disability and/or special needs

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

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

Special examination arrangements

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

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

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

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

10. Conduct of examinations

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

Representations about examinations

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

10.3 Appeals against the results of examinations **may not be made** on academic grounds. The University will consider representations concerning examination results made on the grounds of administrative error or where there is concern that the examination may not have been conducted in accordance with the relevant Instructions and/or Regulations. An administration fee (currently £50 per paper) is payable for the consideration of such representations (refundable in the event that an error is found). Any representation must be made within **one month** of the publication of the decision of the Board of Examiners to which it relates and should be addressed to the Head of Special Examination Services and accompanied by payment of the administration fee. Representations must state the grounds on which the appeal is made and provide evidence to support it. Further information on the procedure may be obtained from the Head of Special Examination Services.

Permitted materials

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

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

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

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

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

10.7 The use of any calculator other than the type specified in the paragraph 10.6 of the General Regulations, or in paragraph 6 of the Programme Regulations, will constitute an examination offence and will be subject to the provisions in paragraph 10.16 of these regulations. Students are responsible for ensuring that their calculators are in working order for the examination. Students must ensure that they have alternative means of calculation in the event of the calculator failing during the examination, either through the use of a second calculator, which complies with the specification given in the Programme Regulations, or to continue the examination without the use of a calculator. If students use electronic calculators in examinations they must indicate on their examination scripts the name and type of machine used. Calculators will **not** be provided by the University

Examination offences

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

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

10.10 Plagiarism is the presentation of another person's thoughts or words as if they were the student's own: for example, copying from text books and other sources (including the Internet) without due acknowledgement that the passages

quoted are copied and without giving the source of those passages (see paragraph 10.12). Plagiarism is an examination offence.

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

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

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

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

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

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

Other matters

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

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

10.19 All question papers will be retained by the University.

11. Aegrotat degree provisions

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

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

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

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

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

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

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

11.8 An Aegrotat degree is awarded without any classification.

12. Fees

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

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

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

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

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

Refunds

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

12.7 Registration and continuing registration fees will **not** be refunded except as provided below:

If a student dies or is prevented from pursuing his or her studies through a disabling illness or that of a near relative for whose care the student is responsible, a proportion of the registration and any continuing registration fees which have been paid will be refunded at the discretion of the University provided that:

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

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

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



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