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# REGULATIONS

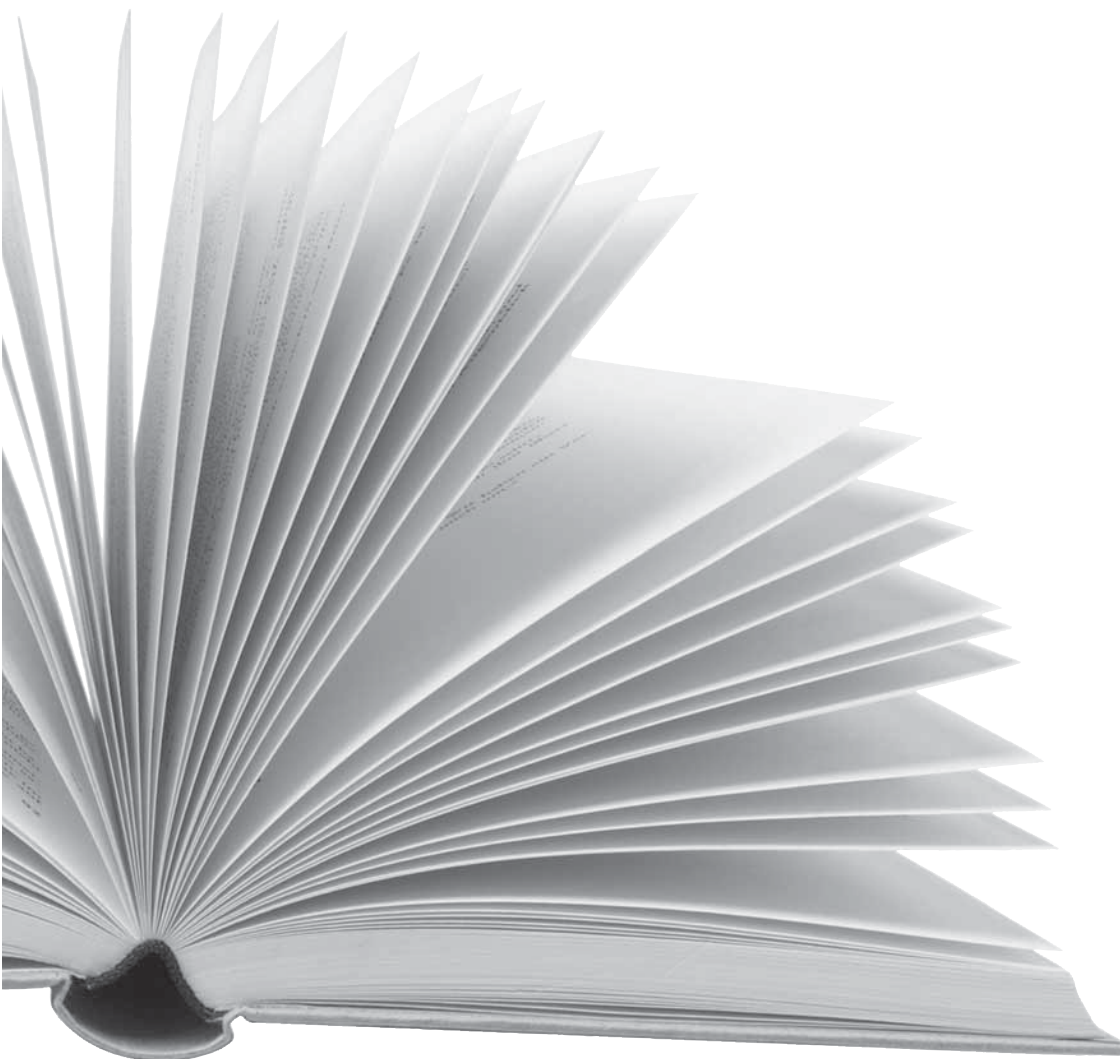
# 2009–10

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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

## BA Spanish and Latin American 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.

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# BA degree in Spanish and Latin American Studies

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This booklet contains the Regulations for the BA Degree in Spanish and Latin American Studies (known as the ‘Programme Regulations’) plus the General Regulations which govern all awards placed at Certificate, Intermediate and Honours levels of the *External System Qualifications Framework* of the University of London, and the programmes of study leading to those awards. These awards correspond to the Framework for Higher Education Qualifications (FHEQ) levels 4, 5 and 6 respectively, which form part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales.

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# Programme Regulations

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## 1. Introduction

1.1 The University awards the degree of Bachelor of Arts in Spanish and Latin American Studies, hereafter called the BA degree in Spanish and Latin American Studies.

1.2 An applicant who has previously been awarded the BA degree in Spanish and Latin American Studies by the University of London, or whose registration with the University for that degree was terminated because he or she had exhausted the permitted number of attempts at an examination, will **not** be permitted to register again as an External student for the BA degree in Spanish and Latin American Studies (see paragraph 2.9 of the General Regulations).

## 2. Programme of study

2.1 The degree consists of **eleven** units in three Levels, as follows:

- Level 1 – four units
- Level 2 – four units
- Level 3 – three units.

Full details are given in Schedule A.

2.2 Students who demonstrate a native or near-native speaker competence in Spanish at the entrance test (see paragraph 4.3) will be required to replace Spanish Language 1 with either another introductory unit or a specialised option from the lists given in Schedule A.

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

2.4 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 eight year period, in accordance with 5.8 of the General Regulations.

### Options from other degrees

2.5 With the agreement of the University, students may apply to sit suitable units from another modern language degree for External students, up to the value of one full unit at Level 1 or one full unit at each of Levels 1 and 2 (see Schedule A). These units must be chosen from one of the BA degrees in Italian, German or French. Students must comply with the rules regarding the choice of these units given in the Regulations for the relevant degree.

### Students registered for other degrees

2.6 Students registered for the BA degree in Italian, German or French who choose to take units from the BA degree in Spanish and Latin American Studies will be required to include the Level 1 core unit **Spanish language [130HS18]** among the units chosen. Students taking an additional literary or cultural unit must ensure that they obtain the essay list and return the essays by the prescribed date (see paragraph 5.4). Before being given permission to take a unit from this degree students may be

required to demonstrate a competence in the Spanish language at a standard at least equivalent to a pass in the GCE A-level in Spanish.

## 3. Rules of progression

3.1 In any one year a student may attempt examinations in a minimum of **one** and a maximum of **four** units, excluding re-sits. These limits *include* any units from other degrees offered in lieu of Spanish units at Levels 1 and 2.

3.2 Except with the approval of the Programme Director, students may not normally attempt a unit at Level 2 before sitting the examination in the **four** Level 1 units and passing a minimum of **three** Level 1 units, including **Spanish language 1**. Any exemptions or credits will be taken into account.

3.3 Except with the approval of the Programme Director, students may not normally attempt a unit at Level 3 before sitting the examination in **four** Level 2 units and passing a minimum of **three** Level 2 units, including **Spanish language 2**.

3.4 Some Level 2 and Level 3 units have prerequisites. Prerequisites are units which should 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 shown in Schedule A and are given under the syllabuses 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 Applicants who wish to register for the BA degree in Spanish and Latin American Studies must satisfy the University's general entrance requirements (see paragraph 3 of the General Regulations).

4.2 In addition, all applicants will be required to sit and pass an entrance test in order to proceed. This test will assess competency in Spanish grammar and writing composition at an advanced level, together with the ability to comment on a literary passage. The level of competency required by applicants is equivalent to GCE 'A' Level in Spanish. The University may require certain applicants to attend for interview.

4.3 Students who demonstrate a native or near-native competence in Spanish at the entrance test will be required to replace Spanish Language 1 (see paragraph 2.2).

4.4 Students who wish to offer units from another modern language degree (see paragraph 2.5) may be required to demonstrate competence in the language concerned.

## Exemptions

4.5 Students may apply for exemption from Level 1 of the degree or from any of its constituent units. However, students are warned that exemption from the practical language core element at Level 1 is not normally awarded. A fee is payable for all applications for exemption (see paragraph 7).

4.6 There is no exemption from units at Levels 2 and 3 of the degree.

## 5. Assessment

5.1 Each unit for the BA degree in Spanish and Latin American Studies will be examined by one three-hour unseen written paper and coursework. The weighting of these for assessment is given under the individual syllabuses in Schedule B. Both elements of the examination must be completed in the same year for the entry to be valid.

5.2 Examinations by written paper will take place on one occasion each year, normally commencing in **the last week of May**.

5.3 All non-language papers (essays and unseen written examinations) may be written in either English or Spanish, but no special credit will be given for answering in Spanish. Students are normally expected to have read the set texts in Spanish and to quote from them in Spanish.

### Coursework

5.4 For the language units, **Spanish language 1, 2, 3 and 4**, the coursework will consist of an aural and/or oral test. Further details are given under the individual syllabuses in Schedule B.

5.5 The dates of the aural/oral examination for **Spanish language 1, 2, 3 and 4** will be notified at the time of examination entry to the students directly affected.

5.6 For all other units, the coursework will consist of the better of two compulsory essays. If a student fails to submit the two compulsory essays then their unseen written paper will not be considered by the Examiners. If a student submits the two essays but due to extenuating personal circumstances is unable to sit the unseen written paper in the same year, the marks for that essay may, at the discretion of the Examiners, be held over provided that the student attempts the unseen written paper at the next available examination. As soon as possible before, or after, the examination, students must inform the University, in writing and with relevant documentary evidence (a doctor's certificate, etc.), of the circumstances which will prevent, or have prevented them from sitting it. A student who submits one of the two compulsory essays will not be permitted to carry the mark forward.

5.7 The first compulsory essay for the literary and cultural units must be submitted by **15 January** and the second essay by **22 April** in the year of examination. Essays which arrive after these dates will not be marked. Two copies of each essay should be sent to the Examinations Office in accordance with the instructions 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 first or second occasion that a student sits for the examination for an optional unit (i.e. any unit *other* than the compulsory core of language work at each of the three Levels), he or she receives the result 'Fail', the student may apply to change to another optional unit.

6.3 If, on the third occasion that a student sits the examination for any unit, he or she receives the result 'Fail', his or her registration for the degree will cease unless the student is eligible to proceed to the final examination with the possibility of passing in nine units (see Schedule C), in which case the mark obtained on the latest occasion may be carried forward and taken into account for classification purposes and the student will be permitted to proceed to the remaining units of the degree.

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

## 7. Fees

7.1 The following fees are payable to the University for the BA degree in Spanish and Latin American Studies:

- **application handling fee:** payable by all applicants in order to be considered for registration
- **exemption application fee:** payable by applicants in order to be considered for non-automatic exemptions
- **registration fee:** payable by applicants who are accepted for the Degree, in order to be registered as an External student
- **continuing registration fee:** payable by 1 September in the second and subsequent year of registration, in order to maintain registration
- **examination entry fee:** in order to be entered for an examination.

7.2 The fees payable in the 2009-2010 academic year are as follows:

Application handling fee	£62
Exemption application fee (per unit)	£64
Initial registration fee	£414
Continuing registration fee	£290
Examination entry fee (per unit)	£161

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

### Refunds

7.4 Initial and continuing registration fees will not be refunded except as permitted in paragraph 12 of the General Regulations provided that the student has not already entered for any paper at Level 3. No other fees are refundable.

## Schedule A / Structure

### BA degree in Spanish and Latin American Studies

#### Level 1 – four units

One compulsory core unit of practical language work:

*Spanish language 1*

+

Three further introductory units chosen from the list opposite.

#### Further introductory units:

*Introduction to medieval literature*

*Tradition and innovation in Golden-Age prose and drama*

*Introduction to 19th and 20th century narrative*

*The essay in Latin America*

#### Level 2 – four units

One compulsory core unit of practical language work:

*Spanish language 2 \**

+

Three further units chosen from the lists of introductory units and specialised options opposite (the selection may include *one* introductory unit which was not offered at Level 1).

#### Specialised options:

*Medieval love poetry \**

*The struggle of modernity in 20<sup>th</sup> century Spanish culture*

*Literature and the nation in Latin America*

*Spanish language 4 \**

*Women in the prose and drama of the Golden Age \**

*Spanish women writers and the canon\**

*Modernity and the Avant-Garde in Latin America*

*Culture and society in modern Spain*

*Exhibiting the nation in Latin America*

#### Level 3 – three units

One compulsory core unit of practical language work:

*Spanish language 3 \**

+

Two further units chosen from the list of specialised options opposite which were not offered at Level 2

#### Notes:

- At Level 1 students may apply to offer units from another degree **in place of** one of the further introductory units (see paragraph 2.5).
- At Level 2 students may apply to offer units from another degree **in place of** one of the further units (see paragraph 2.5).
- Units marked with an asterisk (\*) have prerequisites. Details are given under the individual syllabuses concerned in Schedule B.
- The examination numbers have been appended to the unit titles in Schedule B and these should be used when completing examination entry forms.

## Schedule B / Syllabuses

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

Students should refer to Schedule A and to paragraph 2 of the Regulations for guidance on the selection of units.

Details of prerequisites (which must be passed before the Level 2 or Level 3 unit concerned may be attempted) are given under the relevant syllabuses below.

### Compulsory core language units

#### Spanish language 1 (130HS18)

Competence in the main grammatical structures of Spanish; narration and description; listening comprehension and descriptive oral presentation.

**Assessment:** one three-hour unseen written paper 50% (130HS18A); listening comprehension test 25% (130HS18B) plus an oral presentation 25% (130HS18C)

#### Spanish language 2 (130HS19)

(prerequisite: 130HS18A, 130HS18B, 130HS18C)

Reading and writing of journalistic texts; elementary translation; listening comprehension; analytical oral presentation.

**Assessment:** one three-hour unseen written paper 50% (130HS19A); listening comprehension test 25% (130HS19B) plus oral presentation 25% (130HS19C)

#### Spanish language 3 (130HS20)

(prerequisite: 130HS19A, 130HS19B, 130HS19C)

Use of Spanish in different contexts; intermediate translation (non-literary); guided composition.

**Assessment:** one three-hour unseen written paper 70% (130HS20A) plus aural examination 30% (130HS20B). The Concise Oxford Spanish Dictionary will be provided for use during the written paper. Students are advised that they will not be permitted to take their own copy of this dictionary into the examination.

### Further introductory units

(only one of these units may be taken at Level 2)

#### Introduction to medieval literature [130HS03]

The unit will concentrate on a representative selection of texts from the 13th to the 15th centuries, covering some of the major types of verse and prose composition.

Texts studied will include:

Cantar de mio Cid

BERCEO, Milagros de Nuestra Señora

Libro de Apolonio

JUAN MANUEL, El Conde Lucanor

JUAN RUIZ, Libro de buen amor

DIEGO DE SAN PEDRO, Cárcel de amor

Ballads (a selection)

**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

#### Tradition and innovation in Golden-Age prose and drama [130H04A]

May not be offered by students who have passed **Heroes and villains: major character types in Golden-age prose and drama** [130HS04]

The unit will trace the shift in focus in prose fiction from the romantic hero to the comic anti-hero and a kind of comic realism, while the contemporary theatre, with its more rigid hierarchy of characters, remains more consciously escapist. Areas covered will include the chivalric romance, the picaresque novel, and selected plays of Lope de Vega, Tirso de Molina and Calderón de la Barca.

Texts studied will include:

FERNANDO DE ROJAS, *Tragicomedia de Calisto y Melibea* (*Celestina*)

GARCÍA RODRÍGUEZ DE MONTALVO, *Amadis de Gaula*

MIGUEL DE CERVANTES SAAVEDRA, *Don Quijote, La ilustre fregona, Pedro de Urdemalas*

Anonymous, *La vida de Lazarillo de Tormes*

FRANCISCO DE QUEVEDO, *El buscón*

LOPE DE VEGA CARPIO, *Peribáñez y el comendador de Ocaña, Fuenteovejuna, El perro del hortelano*

TIRSO DE MOLINA, *El burlador de Sevilla, El condenado por desconfiado*

CALDERÓN DE LA BARCA, *La dama duende, La vida es sueño, El alcalde de Zalamea*

**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

## Introduction to 19th and 20th century narrative [130H06A]

May not be offered by students who have passed *Introduction to 19th and 20th century narrative* [130HS06]

A survey of different narrative forms and critical approaches to narrative based on the study of a wide range of Spanish and Latin American fictional and cinematic texts. Topics covered include: time, space, narrative point of view, character, plot, genre, self-reflexivity. You should select approximately TEN of the texts listed below for detailed study. The films can be bought on video, but may be omitted if you have difficulty obtaining them.

Texts studied will include:

### Spanish

ROSALÍA de CASTRO, *La hija del mar* (novel, 1859)  
BENITO PÉREZ GALDÓS, *La de Bringas* (novel, 1884)  
LEOPOLDO ALAS, *La Regenta* (novel, 1884-5)  
MIGUEL de UNAMUNO, *Niebla* (novel, 1914)  
CAMILO JOSÉ CELA, *La familia de Pascual Duarte* (novel, 1942)  
ROSA CHACEL, *Memorias de Leticia Valle* (novel, 1946)  
MERCÈ RODOREDÀ, *La Plaza del Diamante* (novel 1962; Catalan original *La Plaça del Diamant*)  
LUIS BUÑUEL, *El ángel exterminador* (film, 1962)  
JUAN GOYTISOLO, *Señas de identidad* (novel, 1966)  
JULIO LLAMAZARES, *La lluvia amarilla* (novel, 1988)  
RAY LORIGA, *Lo peor de todo* (novel, 1992)  
PEDRO ALMODÓVAR, *La flor de mi secreto* (film, 1996)

### Latin American

GERTRUDIS GÓMEZ de AVELLANEDA, *Sab* (Cuba, novel, 1841)  
RÓMULO GALLEGOS, *Doña Bárbara*  
JORGE LUIS BORGES, *Ficciones* (Argentina, stories, comprises *El jardín de los senderos que se bifurcan*, 1941, and *Artificios*, 1944)  
JUAN RULFO, *El llano en llamas* (Mexico, stories, 1953)  
ROSARIO CASTELLANOS, *Balún-Canán* (Mexico, novel, 1957)  
JULIO CORTÁZAR, *Ceremonias* (Argentina, stories, comprises *Final del juego*, 1956, and *Las armas secretas*, 1959, which can also be bought separately)  
CARLOS FUENTES, *La muerte de Artemio Cruz* (Mexico, novel, 1960)  
MANUEL PUIG, *The Buenos Aires Affair* (Argentina, novel, 1973)  
MARIO VARGAS LLOSA, *La tía Julia y el escribidor* (Peru, novel, 1978)  
GABRIEL GARCÍA MÁRQUEZ, *Crónica de una muerte anunciada* (Colombia, novella, 1981)  
DIAMELA ELTIT, *Vaca sagrada* (Chile, novel, 1991)  
GUILLERMO del TORO, *Cronos* (Mexico, film, 1992)  
**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

## The essay in Latin America [130HS08]

A survey of the essay in Latin America from the post-Independence period to the present. The unit will concentrate on three aspects of the essay in this context:

- (a) as literary form,
- (b) as political intervention,
- (c) as cultural text.

Texts studied will include:

SIMÓN BOLÍVAR, *Carta de Jamaica*  
DOMINGO FAUSTINO SARMIENTO, *Facundo. Civilización y barbarie*  
JOSÉ MARTÍ, *Nuestra América, Madre América*  
JOSÉ ENRIQUE RODÓ, *Ariel*  
MANUEL GONZÁLEZ PRADA, *Nuestros indios, El intelectual y el obrero*  
RAFAEL BARRETT, *Lo que son los yerbales*  
ALFONSO REYES, *Visión de Anahuac*  
LEOPOLDO LUGONES, *La patria fuerte, El discurso de Ayacucho*  
JOSÉ CARLOS MARIÁTEGUI, *Siete ensayos de interpretación de la realidad peruana, El hombre y el mito*  
ANÍBAL PONCE, *La cuestión indígena y la cuestión nacional*  
VÍCTOR RAÚL HAYA DE LA TORRE, *Qué es el APRA?, El APRA como partido, No nos avergoncemos de llamarnos indoamericanos*  
OCTAVIO PAZ, *El laberinto de la soledad, Posdata*  
ERNESTO 'CHE' GUEVARA, *El socialismo y el hombre*  
ROBERTO FERNÁNDEZ RETAMAR, *Calibán*  
CARLOS MONSIVÁIS, *Días de guardar*  
BEATRIZ SARLO, *Los militares y la historia: Contra los perros del olvido*  
CARLOS ALTAMIRANO, *El intelectual en la represión y en la democracia*  
ROBERTO SCHWARZ, *Brazilian Culture: Nationalism by Elimination, Misplaced Ideas: Literature and Society in Late Nineteenth Century Brazil*  
NÉSTOR GARCÍA CANCLINI, *Contradicciones latinoamericanas: modernismo sin modernización?*  
**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

## Specialised options

### Medieval love poetry [130HS11]

(prerequisite: 130HS03)

The unit will be concerned with the development of various types of Peninsular love poetry from the 11th century to the 15th century, including courtly love poetry, women's voice poems, and love allegories.

Texts studied will include:

*Kharjas* (selection)

*Cantigas de amigo* and *cantigas de amor* (selection)

*Razón de amor con los denuestos del agua y el vino*

*Cancionero de Baena* (selection)

SUERO DE RIBERA, *Misa de amor*

JUAN DE DUEÑAS, *Misa de amores*

RODRIGO COTA, *Diálogo entre el Amor y un viejo*

MARQUÉS DE SANTILLANA, *Poesías completas*, I, ed.

Manuel Durán (Clásicos Castalia, 64, Madrid: Castalia): read

*canções, Triumfete de Amor, El Sueño, Infierno de los enamorados*

All texts except the last will be made available in duplicated form.

**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

### The struggle of modernity in 20<sup>th</sup> century Spanish culture [130HS16]

(May not be offered by students who have passed *National identity in modern Spain*)

The unit will examine some of the tensions and struggles related to the modernization of Spanish society and culture throughout the twentieth century. It will also study the rise and decline of a myth of Spanish national identity illustrated in the work of the 1898 writers and later appropriated by the Franco regime.

This course will include discussions of novels, poetry, theatre and films.

Texts and films studied (the study of the films included in this unit is optional):

Pío Baroja, *Camino de perfección*

Antonio Machado, *Campos de Castilla*

José Ortega y Gasset, *España invertebrada*

Ramón Valle-Inclán, *Luces de Bohemia*

Federico García Lorca, *Comedia sin título*

Jose Luis Saenz de Heredia, *Raza* (film)

Ken Loach, *Tierra y Libertad* (film)

Luis Martín-Santos, *Tiempo de silencio*

Juan Goytisolo, *Reivindicación del conde don Julian*

Victor Erice, *El espíritu de la colmena* (film)

Manuel Vazquez Montalbán, *El pianista*

Julio Llamazares, *La lluvia amarilla*

Pedro Almodóvar, *Matador* (film)

**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

### Literature and the nation in Latin America [130HS17]

The unit will explore the relation between literary narrative and the political and cultural projects of nation formation. A range of countries will be discussed, with Mexico and Argentina singled out as detailed case studies. Novels written by such authors as Mariano Azuela, Juan Rulfo and Elena Poniatowska will be studied in the light of the Mexican Revolution; and others written by Tomás Eloy Martínez, Manuel Puig and Ricardo Piglia in the light of the Argentine military dictatorship of 1976-1983. The unit aims to show how nations in Latin America are complex cultural and historical formations that are periodically fought over and redefined.

Texts studied will include

MARIANO AZUELA, *Los de abajo*

JOSÉ REVUELTAS, *El luto humano, El apando*

NELLIE CAMPOBELLO, *Cartucho*

JUAN RULFO, *Pedro Páramo*

OCTAVIO PAZ, *El laberinto de la soledad*

CARLOS FUENTES, *La muerte de Artemio Cruz*

ELENA PONIATOWSKA, *Hasta no verte Jesús mío*

HORACIO VERBITSKY, *Medio siglo de proclamas militares*

RODOLFO WALSH, *Carta abierta de un escritor a la junta militar*

MANUEL PUIG, *Pubis angelical*

TOMÁS ELOY MARTÍNEZ, *La novela de Perón*

RICARDO PIGLIA, *Respiración artificial*

ANDRÉS RIVERA, *La revolución es un sueño eterno*

JOSÉ MARÍA ARGUEDAS, *Los ríos profundos*

AUGUSTO ROA BASTOS, *Hijo de hombre*

**Assessment:** two compulsory essays (the best of which will

account for 30% of the marks), plus one three-hour unseen

written paper 70%. The compulsory essays **and** the answers to

the written paper may be written in English or Spanish, but no

special credit will be given for answering in Spanish.

### Spanish language 4 (130HS21)

(prerequisite: 130HS19A, 130HS19B, 130HS19C)

Advanced translation (literary and non-literary), textual commentary, and interpreting.

**Assessment:** one three-hour unseen written paper 70%

(130HS21A) plus aural/oral examination 30% (130HS21B). The

*Concise Oxford Spanish Dictionary* will be provided for use

during the written paper. Students are advised that they will not

be permitted to take their own copy of this dictionary into the

examination.

### Women in the prose and drama of the Golden Age [130HS22]

(prerequisite: 130H04A)

The unit will explore the complex image of woman which emerges in the 16th and 17th centuries, embracing such antithetical types as the Celestinas and the courtly and Platonic ideals of femininity. Appropriate reference will be made to historians and moralists in an effort to place the women of fiction in their socio-historical context. A part of the unit will be devoted to an analysis of two very different women writers – the mystic Santa Teresa de Jesús and the short-story writer María de Zayas y Sotomayor.

Texts studied will include:

FRAY LUIS DE LEÓN, *La perfecta casada*  
JUAN LUIS VIVES, *La instrucción della mujer cristiana*  
FERNANDO DE ROJAS, *La Celestina*  
MIGUEL DE CERVANTES SAAVEDRA, *Don Quijote*  
(extracts), *La gitanilla*, *La española inglesa*, *El celoso extremeño*  
SANTA TERESA DE JESÚS, *Libro de la vida*  
MARÍA DE ZAYAS Y SOTOMAYOR, *Desengaños amorosos*  
LOPE DE VEGA CARPIO, *La dama boba*, *La moza de cántaro*,  
*El castigo sin venganza*  
TIRSO DE MOLINA, *Don Gil de las calzas verdes*, *Marta la piadosa*  
CALDERÓN DE LA BARCA, *El pintor de su deshonra*, *El médico de su honra*

**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

### Spanish women writers and the canon [130HS23]

(prerequisite: 130H06A)

This unit takes you through the literature and culture of nineteenth- and twentieth-century Spain by focusing on the work of women writers who, in many cases, have remained completely unknown to the canon. The course will systematically ask what the reasons are for such absences or, more generally, will question the relation of women to the canon and, consequently, how canons arbitrate between those who will become part of history and those who will remain silent and forgotten. Through its focus on women, the course should enable you to acquire a deeper understanding of how national canons work, how they are formed, instituted and changed, and how they affect and are affected by the historical moment in which they are produced, made dominant and perpetuated. It will also, in a way, provide you with an "alternative" canon, to the extent that the women's texts studied here conform to a history of Spanish literature too. The intention of the course, however, is not to substitute one for the other, but to make you aware of the existence of these other writers as well as to encourage you to reflect upon their place in contemporary history and in the history of modern Spanish literature.

Prescribed texts:

Carmen Baroja, *Recuerdos de una mujer de la generación del 98*.  
Carmen de Burgos, *La flor de la playa y otras novelas cortas*.  
Fernán Caballero (Cecilia Böhl de Faber), *La gaviota*.  
Rosalía de Castro, *El caballero de las botas azules*.  
Rosa Chacel, *Memorias de Leticia Valle*.  
Gertrudis Gómez de Avellaneda, *Sab*.  
Angela Grassi, *El copo de nieve*  
Susan Kirkpatrick (ed.), *Antología poética de escritores del siglo XIX*.  
Carmen Laforet, *Nada*.  
Carmen Martín Gaité, *Entre visillos*.  
Emilia Pardo Bazán, *La mujer española y otros escritos*.  
Emilia Pardo Bazán, *La tribuna*.  
Mercè Rodoreda, *La plaza del diamante*.

**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

### Modernity and the Avant-Garde in Latin America [130HS28]

A survey of the effects of rapid modernisation on artistic practices in Latin America during the 1920's and 1930's. Whilst the unit will focus on the different forms adopted by the 'avant-garde' in literature and painting, it will also situate such practices in the wider context of political and cultural projects of modernity in the region – both in the post-independence period (Sarmiento) and in the 1960's and 1970's.

Texts studied will include:

DOMINGO FAUSTINO SARMIENTO, Facundo. Civilización y barbarie  
EUCLIDES DA CUNHA, Rebellion in the Backlands  
RUBEN DARÍO, Azul, Prosas profanas  
JOSÉ MARTÍ, Versos sencillos  
MANUEL MAPLES ARCE, Urbe. Super-poema bolchevique en 5 cantos  
OLIVEIRA GIRONDO, Viente poemas para ser leídos en el tranvía  
CÉSAR VALLEJO, Trilce  
DIEGO RIVERA, JOSÉ CLEMENTE OROZCO, DAVID ALFARO SIQUEIROS: Muralism.  
FRIDA KAHLO: Paintings.  
MARIO DE ANDRADE, Macunaíma (in English translation)  
JORGE LUIS BORGES, Fervor de Buenos Aires, Luna de enfrente  
ROBERTO ARLT, El juguete rabioso, Aguafuertes porteños  
JOSÉ MARÍA ARGUEDAS, El zorro de arriba y el zorro de abajo  
JULIO CORTÁZAR, Rayuela

**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

### Culture and society in modern Spain [130HS29]

The unit will focus on four areas, each raising different issues about the relationship between culture and society:

- Woman and society in the 19th century novel. Texts studied will include:  
EMILIA PARDO BAZÁN, *Los pazos de Ulloa*  
BENITO PÉREZ GALDÓS, *Fortunata y Jacinta*  
LEOPALDO ALAS, *La Regenta*
- The destabilization of identity in drama and film of the 1920s and 1930s. Texts studied will include:  
RAMÓN DEL VALLE-INCLÁN, *Luces de Bohemia*, *Los cuernos de don Friolera*  
FEDERICO GARCÍA LORCA, *Así que pasen cinco años*, *Amor de don Perlimplín con Belisa en su jardín*  
LUIS BUÑUEL and SALVADOR DALÍ, *Un Chien andalou* (film, optional), *L'Age d'or* (film, optional)
- Literature and art of the Spanish Civil War. Texts studied will include:  
Carlos Bauer (ed.), *Cries from a Wounded Madrid, Poetry of the Spanish Civil War* (bilingual anthology)  
MIGUEL HERNÁNDEZ, *Viento del pueblo*, *El hombre acecha*  
CÉSAR VALLEJO, *España, aparta de mí este cáliz* (published together with *Poemas humanos*)  
RAFAEL ALBERTI, *Radio Sevilla* (agitprop theatre - will be made available in duplicated form)
- Responses to censorship in postwar fiction and film. Texts studied will include:  
JUAN GOYTISOLO, *Duelo en el Paraíso*  
LUIS MARTÍN-SANTOS, *Tiempo de silencio*  
JUAN MARSÉ, *Si te dicen que caí*  
VÍCTOR ERICE, *El espíritu de la colmena* (film, optional)  
CARLOS SAURA, *La caza* (film, optional)

**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The compulsory essays **and** the answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

### **Exhibiting the nation in Latin America [130HS30]**

**(Internet access is required for this unit as some of the exercises are based on a website.)**

The unit will study the ways in which national identities have been constructed by way of the display of material objects in nineteenth and early twentieth-century Latin America. It introduces students to the analysis of collections and exhibitions as cultural forms, and discusses several of the genres of display which were predominant during the period: natural history, anthropology, history, and fine arts. The subject will focus mainly on the cases of Argentina, Brazil, and Chile, and visual material will be sourced from the online exhibition 'Relics and Selves: Iconographies of the National in Argentina, Brazil and Chile, 1880-1890'

Texts to be studied include:

FLORENTINO AMEGHINO: La antigüedad del hombre en el Plata (1881)

TONY BENNETT: The Birth of the Museum: History, Theory, Politics (1995)

RUBEN DARIO: "La Exposición" (1900)

DIDIER MALEUVRE: Museum Memories: History, Technology, Art (1999)

FRANCISCO P. MORENO "El Museo de La Plata. Rápida ojeada sobre su fundación y desarrollo" (1890-91)

LILIA MORITZ SCHWARCZ: The Spectacle of the Races: Scientists, Institutions and the Race Question in Brazil, 1870-1930 (1999)

NICHOLAS SHUMWAY: The Invention of Argentina (1991)

ALLEN WOLL: A Functional Past: the Uses of History in Nineteenth-Century Chile (1982)

**Assessment:** two compulsory essays (the best of which will account for 30% of the marks), plus one three-hour unseen written paper 70%. The answers to the written paper may be written in English or Spanish, but no special credit will be given for answering in Spanish.

## **Schedule C / Scheme of award**

### **Marks information**

Examination scripts and assessed essays are marked according to the following scale:

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

### **Final marks: Weighting**

The final mark for each unit is calculated as follows:

SPANISH LANGUAGE 1 AND 2: 25% for the listening comprehension test (aural examination component); 25% for the oral presentation (oral examination component); and 50% for the three-hour unseen written paper.

SPANISH LANGUAGE 3 and 4: 30% for the oral/aural examination and 70% for the three-hour unseen written paper.

LITERARY and CULTURAL UNITS: 30% for the best of two essays, and 70% for the three-hour unseen written paper.

### **Scheme of award**

1. A student is required to have attempted the examination in a total of 11 units (which may include exemptions).
2. In order to obtain a degree a student must pass in a minimum of nine units, including the compulsory units in Spanish language 1, 2 and 3.
3. A student who has reached this stage will be classified and will not be permitted to make any further attempts at any failed units or to substitute any failed units with alternative units.
4. All units are weighted equally.
5. In considering the award of Honours, the average of all 11 marks will determine the classification of the degree.
6. In the case of a borderline average between a lower and a higher Class, and at the Examiners' discretion, factors also taken into account include the spread of marks in language and literature/culture in each Class, together with overall student progression.

## Schedule D / Assessment criteria

### Assessment criteria for examination scripts and essays

#### First Class: 80%+

Outstanding answer in all or almost all areas with substantial evidence of original and independent thought exceptional for an undergraduate. Ambitious in scope; well presented; sensitivity to the complexity of the issues and material discussed; sophisticated handling of critical issues; sources thoroughly cited. Awarded only in exceptional circumstances.

#### First Class: 70-79%

Excellent answer in all or most areas with evidence of independent thought. In areas where excellence is not achieved, a high degree of competence is shown. Very well constructed and original argument; sensitivity to the complexity of the issues and material discussed; a high degree of ability to engage with published scholarship and use of it to support arguments; ambitious in scope; accurately cited.

#### Upper Second Class: 60-69%

Very competent answer in all or most areas, or showing moderate competence in some areas but excellence in others. Work that shows good knowledge and understanding of the material studied, is analytical, well structured and relevant, and shows some evidence of independent thought. Sound grasp of critical issues; high standard of argument; less ambitious in scope than First Class; sources accurately cited.

#### Lower Second Class: 50-59%

Answer competent in all or most areas, or uneven answer showing strength in some areas but weakness in others. Competent knowledge or understanding of the material studied, but characterised by one or more of the following: lack of critical analysis; lack of independent thought; arguments not always well structured or relevant; some gaps in planning and use of evidence. Lacks the comprehensiveness, accuracy and/or cohesiveness expected from an Upper Second. Evidence of good understanding of the subject; awareness of critical debates but may be too descriptive or generalised; would benefit from sharper focus and more reflection; sources adequately cited.

#### Third Class: 40-49%

Weak answer in all or most areas, tending to be descriptive with uncritical coverage of debates and issues, but with some basic relevant information and understanding. Evidence of reading and attempt to address question or topic. Skills of planning, structuring and presentation relatively weak; barely adequate understanding of concepts, and use of reading and sources; some attempt to cite sources.

#### Pass: 34-39%

Answer showing minimal achievement in all areas, but containing some basic relevant information. Reliant on a minimal range of reading and displaying poor attention to detail. May be repetitious, consisting of a string of weak assertions/opinions which may not relate to each other. Assertions without supporting evidence; minimal reflection, poor planning and presentation; sources inadequately cited.

#### Fail: 20-33%

Inadequate answer in all areas, displaying very little knowledge or understanding. Insufficient evidence that the candidate has adequately benefited from the course under assessment. Poorly organised and confused argument; little or no evidence of analysis, planning or presentation skills; poor use of English/Spanish; sources not cited.

#### Fail: 0-19%

Inadequate answer in which there is no evidence of understanding or knowledge of the material studied; inability to construct an argument; lack of planning or presentation skills; poor use of English/Spanish; sources not cited.

### Assessment criteria for coursework

Assessment criteria for coursework (other than for language courses) is assessed by the following criteria:

- Originality of ideas, aims and approach
- Relevance of the answer to the question set
- Accuracy of information
- The appropriate range of facts and ideas expressed
- Awareness of secondary literature
- Quality of analysis, argumentation, and critical evaluation
- Argumentation and understanding of literary and critical issues
- Structure and organisation of argument
- Quality of expression and presentation
- Presentation

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

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These General Regulations govern all degrees and other awards placed at the Certificate, Intermediate and Honours Levels of the *External System Qualifications Framework* of the University of London, and the programmes of study leading to those awards. These awards correspond to the Framework for Higher Education Qualifications (FHEQ) levels 4, 5 and 6 respectively, and form 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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