

2008–09

Important document – please read

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

MSc degree, Postgraduate Diploma and Postgraduate Certificate in International Primary Health Care

(Including short courses)



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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MSc, Postgraduate Diploma and Postgraduate Certificate in International Primary Health Care

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This booklet contains the Regulations for the MSc, Postgraduate Diploma and Postgraduate Certificate in International Primary Health Care and for the short courses that are derived from these awards. The booklet is divided into two parts as shown below – the Regulations for the awards and the Regulations for short courses.

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Programme Regulations

The MSc degree, Postgraduate Diploma and Postgraduate Certificate in International Primary Health Care are governed by these Programme Regulations – which are specific to these awards – and the *General Regulations for Degrees and Other Awards at Masters Level* which govern all awards at Masters level. The Programme Regulations and General Regulations should be read together.

1. Introduction

1.1 The University awards the degree of Master of Science in International Primary Health Care, hereafter called the MSc degree in International Primary Health Care. A Postgraduate Diploma and a Postgraduate Certificate in International Primary Health Care are also awarded.

1.2 The MSc degree, the Postgraduate Diploma and the Postgraduate Certificate in International Primary Health Care are awarded without classification. At the discretion of the Board of Examiners a mark of distinction will be awarded to those students who have completed the examination and have shown exceptional merit.

1.3 The date of the award of the MSc degree, the Postgraduate Diploma and the Postgraduate Certificate to successful students will be **1 August**.

2. Programmes of study

2.1 The Postgraduate Certificate consists of **two** compulsory core modules.

2.2 The Postgraduate Diploma consists of **four** modules: For students with an effective registration date of 1 September 2006 or earlier:

- **three** compulsory core modules *plus*
- **one** elective module

For students with an effective registration date of 1 September 2007 or later:

- **two** compulsory core modules *plus*
- **two** elective modules.

2.3 The MSc degree consists of **five** modules:

For students with an effective registration date of 1 September 2006 or earlier:

- **three** compulsory core modules *plus*
- **one** elective modules *plus*
- **one** dissertation module.

For students with an effective registration date of 1 September 2007 or later:

- **two** compulsory core modules *plus*
- **two** elective modules *plus*
- **one** dissertation module.

2.4 Full details of the structures are given in Schedule A.

2.5 All applicants are required to satisfactorily complete an **Induction module** before registering (see paragraph 4.4).

2.6 A student's selection of the elective and dissertation modules is subject to the approval of the Programme Director.

2.7 Students will not normally be permitted to change their choice of elective or dissertation module.

2.8 Not all modules will necessarily be available every year.

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

Virtual seminars

2.10 Students are required to participate satisfactorily in the online seminars for each module (see also paragraphs 3.3 and 6.6). Satisfactory participation means (a) posting a minimum number of contributions relevant to the set topic and within the stated time period; (b) offering relevant responses to a minimum number of contributions from other participants within the stated time period; and (c) adhering to the code of conduct given in the student manual. Full details are given in the materials for each module.

2.11 Students who have participated satisfactorily in the virtual seminars for a particular module will not be permitted to participate again in the virtual seminars for that module (see also paragraph 6.7).

2.12 During virtual seminars and during all other online contributions, students must observe the code of conduct for online behaviour given in the online student manual.

3. Rules of progression

All students

3.1 In any one year students registered for the Postgraduate Certificate may study and be assessed in a minimum of **one** or a maximum of **two** modules.

3.2 In any one year students registered for the MSc degree or Postgraduate Diploma may study and be assessed in a minimum of **one** and a maximum of **three** modules, excluding re-sits, subject to satisfying the rules given in paragraphs 3.6, 3.7 or 3.9 (as appropriate).

3.3 For each individual module, students are required to participate satisfactorily in the virtual seminars, submit the appropriate coursework and attempt the written examination paper in the same academic year, unless they have been given permission to defer one or more of these elements or except as provided for in paragraphs 6.8 and 7.2 to 7.4. Students who wish to defer one or more elements must apply to do so in writing to the Student Registry.

3.4 If a student does not attempt all elements of a module in the same academic year and does not apply for a deferral (see paragraph 3.3), he or she will be considered to have made an attempt at the examination for the module concerned unless the University decides there were extenuating circumstances.

Students registered for the Postgraduate Certificate

3.5 In order to be able to progress from the Postgraduate Certificate to the Postgraduate Diploma, students must satisfy the Examiners in the two compulsory core modules.

Students registered for the Postgraduate Diploma

3.6 In order to be able to progress from the Postgraduate Diploma to the MSc degree, students with an **effective registration date of 1 September 2006 or earlier** must satisfy the Examiners in the three core modules and one elective module of the Postgraduate Diploma.

3.7 In order to be able to progress from the Postgraduate Diploma to the MSc degree, students with an **effective registration date of 1 September 2007 or later** must satisfy the Examiners in the two core modules and two elective modules of the Postgraduate Diploma.

3.8 At the discretion of the Examiners, a student registered for the Postgraduate Diploma who does not pass all the modules for the degree may be awarded the Postgraduate Certificate in International Primary Health Care **provided** he or she has satisfied the Examiners in the two core modules of the Postgraduate Certificate.

Students registered for the MSc degree

3.9 Students are required to pass **Research methods for primary care** before proceeding to the either of the following dissertation modules:

- Research dissertation (IP12)
- Systematic review dissertation (IP15)

3.10 At the discretion of the Examiners, a student registered for the MSc degree who does not pass all the modules for the degree may be awarded *either* the Postgraduate Diploma in International Primary Health Care, **provided** he or she has satisfied the Examiners in the three core modules and one elective module (for students with an effective registration date of 1 September 2006 or earlier), *or* the two core modules and two elective modules (for students with an effective registration date of 1 September 2007 or later), *or* the Postgraduate Certificate in International Primary Health Care, **provided** he or she has satisfied the Examiners in the two core modules of the Postgraduate Certificate.

4. Entrance requirements

4.1 In order to satisfy the entrance requirements for the MSc degree, the Postgraduate Diploma or the Postgraduate Certificate in International Primary Health Care, applicants must:

- hold a second class honours degree, or the equivalent, in an appropriate subject, from a university or other institution acceptable to the University of London **and**
- have a minimum of one year's relevant work experience.

4.2 All students whose first language is not English must be able to provide recent evidence that their spoken and written command of the English language is adequate for the programme of study. The required evidence may take the form of either:

- Substantial education (minimum one year) or work experience (minimum eighteen months) conducted in English and undertaken no more than three years prior to the proposed date of enrolment

or

- A recently obtained acceptable English language qualification or test result. The qualification or test result must have been awarded no more than three years prior to the proposed date of enrolment.

Listed below are all the English language qualifications and tests that are recognised.

International English Language Testing System (IELTS)

- Advanced level: Overall grade of 7.5 with a minimum of 6.5 in the listening and reading subtests and 6.0 in the writing and speaking subtests.

Test of English as a Foreign Language (TOEFL) and Test of Written English (TWE) or Essay Rating

Computer based version:

- Advanced level: Score of 267, plus 5 in essay rating.

Paper based version:

- Advanced level: Score of 630, plus 5 in TWE.

Internet based version

- Advanced level: Score of 109, plus 24/30 in the reading and writing subtests and 20/30 in the listening and speaking subtests.

Cambridge Certificate of Proficiency in English

- Advanced level: Pass at grade B.

4.3 All students are required to have access to computer hardware and software as described in the prospectus and online student manual.

4.4 Applicants who satisfy the above requirements will be given a conditional offer of registration and instructions on how to access the **Induction module** (see paragraph 2.5). In order to register for the MSc degree, the Postgraduate Diploma or the Postgraduate Certificate, a student must satisfactorily complete the **Induction module** and countersign and return his or her letter of completion, with the registration form and appropriate fee, by **31 July**.

4.5 As there is a limit to the number of students who can be registered each year, the registration of an applicant (see paragraph 4.4) will only be confirmed if there is still a place available for that study year. An applicant whose registration is not confirmed will be made a conditional offer of registration for the following year.

5. Period of registration

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

5.2 The minimum period of registration for the Postgraduate Diploma is **two** years from the effective date of registration for the Postgraduate Diploma. The maximum period of registration is **five** years from the effective date of registration for the Postgraduate Diploma.

5.3 The minimum period of registration for the Postgraduate Certificate is **one** year from the effective date of registration for the Postgraduate Certificate. The maximum period of registration is **five** years from the effective date of registration for the Postgraduate Certificate.

5.4 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 full period, in accordance with paragraph 5.3 of the General Regulations.

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

6. Assessment

All students

6.1 Each module will be assessed by one 90-minute unseen written paper and an assignment(s) or dissertation. Details are given under the individual module outlines in Schedule B.

6.2 The mark awarded for each module will be based on the mark obtained in the written paper and on the mark for the assignment(s)/dissertation and will be weighted as outlined in Schedule B.

6.3 In order to pass a particular module, students will be required to pass both elements of the examination for the module concerned (see Schedule C).

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

6.5 Assignments must be submitted to be received by the deadlines given in the online student manual. An assignment received after the deadline will not normally be considered.

6.6 Students will be required to attempt all elements of the examination for a particular module, and to participate satisfactorily in the virtual seminars for that module, in the same academic year, except as indicated otherwise in paragraphs 6.8 and 7.2 to 7.4.

6.7 Students who do not participate satisfactorily in all virtual seminars for a particular module will **not** be permitted to attempt the written paper, and any assignments submitted for the module concerned will not count. Such students will be required to attempt all elements for the module in the next academic year, and a further fee may be payable.

6.8 Students making a second attempt at an examination for a particular module, having satisfactorily completed the relevant virtual seminars, will not be required or permitted to participate again in the virtual seminars for that module.

6.9 In all examinations (by both written paper and written assignments) students will be examined both on the module outlines and on the study materials that are current for the year of the examination concerned. As module outlines and study materials are subject to change in advance of each academic year, students must ensure that they have the correct outlines and materials by returning their completed continuing registration form annually.

Students registered for the MSc degree

6.10 For the **dissertation module**, students registered for the MSc degree are required to submit, for approval by the Programme Director, an outline plan, of no more than 500 words by the deadline given in the course materials.

6.11 The completed dissertation must be submitted to the Examinations Office to arrive not later than the date given in the course timetable in the online student manual. A dissertation received after the deadline will not normally be considered.

7. Number of attempts permitted

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

7.2 If a student submits all the assignments or the dissertation for a particular module by the appropriate deadline, but does not attempt the written paper, the mark(s) for the assignment(s)/dissertation may be carried forward for *one year only* at the discretion of the Board of Examiners.

7.3 If a student attempts the written paper for a particular module, but does not submit the assignments or dissertation by the appropriate deadline, the result for the written paper may be carried forward for *one year only* at the discretion of the Board of Examiners.

7.4 A student who receives the result 'Fail' in a module at the first attempt, having failed one or both elements of the examination for the module concerned, will be required to make a second attempt at the failed element (see paragraph 6.3). Students will **not** be permitted to make a second attempt at any element of the examination (either the written paper or assignment(s)/dissertation) which has been passed.

7.5 A student who re-sits the assignment element of an examination will be required to submit a fresh assignment in answer to a new question or assignment topic.

7.6 If a student registered for the MSc degree submits a **dissertation** which is otherwise adequate but requires minor amendment, the Examiners may require the student to make any amendments necessary and to re-submit the **dissertation** within a period of four weeks unless otherwise specified by the Examiners. If the **dissertation** is failed completely, the student will be required to offer a re-written **dissertation** at a subsequent examination, or to make a fresh application for approval of a topic and offer a satisfactory new **dissertation** at a subsequent examination, as specified by the Board of Examiners. If the **dissertation** is offered at a subsequent examination, a further fee may be payable (see paragraph 8.4).

8. Fees

8.1 The fees payable to the University for the MSc degree, the Postgraduate Diploma and the Postgraduate Certificate in International Primary Health Care are as follows:

- in order to register for the degree or diploma, students are required to pay a **registration fee and**
- students are required to pay a **module fee** for each module they study. This fee includes the first entry to the examination for that module.

Additional fees, as applicable, are as indicated in paragraphs 8.4 and 8.5.

- 8.2 On registration, students may choose to pay:
- either a single payment, covering the registration fee and all module fees
 - or the registration fee plus the fees for the modules to be studied the first year. To be registered, a student must pay at the same time both the registration fee and fee for at least **one** core module. In subsequent years, only the fees for any **new** modules are payable.

8.3 The registration and module fees for 2008-09 are as follows:

Total fee (single payment)	
MSc degree	£6330
Postgraduate Diploma	£4115
Postgraduate Certificate	£2005
Registration fee for the MSc	£630
Registration fee for the Postgraduate Diploma	£315
Registration fee for the Postgraduate Certificate	£105
Fee per 15-credit module	£475
Fee per 30-credit module	£950
Fee per 45-credit module	£1425
Fee per 60-credit module	£1900

Registration and module fees must be paid not later than **31 July** (or as soon as the results of any examinations taken in that year have been published). The online environment and study materials will not be made available to a student until all fees due have been received.

8.4 Additional fees for 2008-09 that will be payable, as applicable, are as follows:

Examination re-entry fees	
- for one module	£146
- for two modules	£222
- for three modules	£310
- for four modules	£392

These fees cover re-entry to the examination only. If students who are re-submitting a dissertation or submitting a re-written dissertation for examination in a subsequent year require teaching support for the additional year, a further fee may be payable.

The deadline for payment of an examination re-entry fee is **1 February** in the year of the examination.

8.5 The University reserves the right to charge an additional fee for new or replacement study materials, and in the circumstances given in paragraph 6.7.

8.6 Students who successfully complete the Postgraduate Diploma and progress to the MSc degree will be required to pay the relevant fee for the dissertation module.

8.7 A fee is normally levied by all Examination Centres (other than London), including 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.

Transfer of registration

8.8 When a student's registration is transferred from the Postgraduate Certificate to the Postgraduate Diploma and/or from the Postgraduate Diploma to the MSc degree in accordance with paragraph 3, the following additional fees shall be payable:

- the difference between the two registration fees
- the relevant module fees.

Refunds

8.9 Registration fees will not be refunded except as provided below:

If a student dies or is prevented from pursuing his or her studies through a disabling illness or that of a near relative for whose care he or she is responsible, a proportion of the registration fee which has been paid may be refunded at the discretion of the University provided that:

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

8.10 A refund of module fees will be given where the fee has been paid but the student has not participated in the online environment. Such refund will be subject to a charge determined by the University (currently £50).

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

Schedule A / Structures

Postgraduate Certificate

Two compulsory core modules:

The academic study of primary care (IP02)
Research methods for primary care (IP03)

Postgraduate Diploma

(For students with an effective registration date of 1 September 2006 or earlier)

Two compulsory core modules:

The academic study of primary care (IP02)
Research methods for primary care (IP03)

+

One compulsory core module:

International comparisons in primary health care (IP04)

+

One elective module chosen from:

Getting research into practice and policy (IP08)
Quality improvement in primary care (IP09)
Health informatics (IP10)
Narrative in health and illness (IP16)

Postgraduate Diploma

(For students with an effective registration date of or 1 September 2007 or later)

Two compulsory core modules:

The academic study of primary care (IP02)
Research methods for primary care (IP03)

+

Two elective modules chosen from:

International comparisons in primary health care (IP04)
Getting research into practice and policy (IP08)
Quality improvement in primary care (IP09)
Health informatics (IP10)
Narrative in health and illness (IP16)

Notes:

- All applicants are required to satisfactorily complete an **Induction module (IP01)** before registering.
- Students are required to pass **Research methods for primary care** before proceeding to the dissertation modules marked with an asterisk (*).
- A student's selection of the elective modules is subject to the approval of the Programme Director.
- The examination numbers are appended to the module titles in Schedule B and these numbers should be used when completing the examination entry forms.
- The credit value of each module is given in Schedule B.

MSc degree

(For students with an effective registration date of 1 September 2006 or earlier)

Two compulsory core modules:

The academic study of primary care (IP02)
Research methods for primary care (IP03)

+

One compulsory core module:

International comparisons in primary health care (IP04)

+

One elective module chosen from:

Getting research into practice and policy (IP08)
Quality improvement in primary care (IP09)
Health informatics (IP10)
Narrative in health and illness (IP16)

+

One dissertation module chosen from:

*Research dissertation (IP12)**
Service development dissertation (IP13)
Teaching and learning dissertation (IP14)
*Systematic review dissertation (IP15)**

MSc degree

(For students with an effective registration date of or 1 September 2007 or later)

Two compulsory core modules:

The academic study of primary care (IP02)
Research methods for primary care (IP03)

+

Two elective modules chosen from:

International comparisons in primary health care (IP04)
Getting research into practice and policy (IP08)
Quality improvement in primary care (IP09)
Health informatics (IP10)
Narrative in health and illness (IP16)

+

One dissertation module chosen from:

*Research dissertation (IP12)**
Service development dissertation (IP13)
Teaching and learning dissertation (IP14)
*Systematic review dissertation (IP15)**

Notes:

- All applicants are required to satisfactorily complete an **Induction module (IP01)** before registering.
- Students are required to pass **Research methods for primary care** before proceeding to the dissertation modules marked with an asterisk (*).
- A student's selection of the elective modules is subject to the approval of the Programme Director.
- The examination numbers are appended to the module titles in Schedule B and these numbers should be used when completing the examination entry forms.
- The credit value of each module is given in Schedule B.

Schedule B / Module outlines

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

The credit weighting for the MSc degree has changed from 120 to 180 credits and for the Postgraduate Diploma from 80 to 120 credits. However, student workload and the content of the modules are the same as in previous years.

Induction module (683IP01)

(No credit)

This module must be satisfactorily completed before registration is confirmed.

Online induction for course software: gaining access, using different functions, interacting in an online environment.

Assessment: tutor-assessed online activities.

The academic study of primary care (683IP02)

(15 credits)

Basic study skills. Introduction to adult learning theory and professional development plans. Introduction to online group work. Personal organisation, time and stress management. Introduction to primary health care as an academic discipline.

Assessment: One 90-minute unseen written paper (70%) and one 3,000 word assignment (30%).

Research methods for primary care (683IP03)

(45 credits)

Nature and scope of research in primary health care. Ethical considerations. Qualitative research methods. Quantitative research methods. Critical appraisal and biostatistics. Questionnaire development. Principles of secondary research.

Assessment: One 90-minute unseen written paper (70%) and two 3,000 word assignments (30%).

International comparisons in primary health care (683IP04)

(30 credits)

Models and theoretical frameworks for analysing and comparing health care systems. Opportunities for student generated case studies of how health care systems function in different countries and contexts. Introduction to the principles and philosophies underlying distributive justice in health care systems. Understanding and analysis of instances of distributive justice in health care systems in different countries and contexts.

Assessment: For students with an effective registration date of 1 September 2006 or earlier, one 90-minute unseen written paper (70%) and two 3,000 word assignments (30%). For students with an effective registration date of 1 September 2007 or later, one 90-minute unseen written paper (60%) and two 3,000 word assignments (40%).

Getting research into practice and policy (683IP08)

(30 credits)

Clinical epidemiology and evidence based clinical practice. Implementation of clinical guidelines. Theories of change (psychological, psychoanalytic, pedagogical, cultural, organisational). Strategies and resources for supporting change. Exploring case histories of practical problems in change management for clinical effectiveness.

Assessment: One 90-minute unseen written paper (60%) and two 3,000 word assignments (40%).

Quality improvement in primary care (683IP09)

(30 credits)

Exploring ambiguities and definitions around the concept of quality in health care. Methods for validating quality in primary health care – validity issues. Strategies for discovering and incorporating users' views in health care management.

Assessment: One 90-minute unseen written paper (60%) and two 3,000 word assignments (40%).

Health informatics (683IP10)

(30 credits)

Information systems in health care, including the design of health information systems and health care records; language and coding; and compatibility and security issues. "Datasets" - strengths and limitations. Informatics in education and continuing professional development.

Assessment: One 90-minute unseen written paper (60%) and two 3,000 word assignments (40%).

Narrative in health and illness (683IP16)

(30 credits)

This module aims to promote the understanding and use of narrative methods in health care research, teaching, and service development. On completion of this module, the student will be expected to:

- Explain the theoretical advantages and limitations of narrative approaches to the study of health and illness
- Apply the principles of narrative analysis to patients' illness narratives and narratives of professional practice, including ethical issues
- Outline how narrative methods might be used to inform a component of an educational course or a quality improvement or service development initiative

Assessment: One 90-minute unseen written paper (60%) and two 3,000 word assignments (40%).

Research dissertation (683IP12)

(60 credits)

Prerequisite: 683IP03 Research methods for primary care
Identifying and refining a research question. Scoping, developing and undertaking a research project. Identifying sources of funding. Research ethics. Project management. Intellectual property, authorship, publication.

Assessment: One 90-minute unseen written paper (50%) and a dissertation (50%) of between 13,500 and 16,500 words (including references but excluding appendices).

Service development dissertation (683IP13)
(60 credits)

Principles of community based approaches to developing primary care services. Planning and prioritising interventions to meet local needs. Implementation of community health programmes. Evaluation of primary care development projects - qualitative and quantitative approaches.

Assessment: One 90-minute unseen written paper (50%) and a dissertation (50%) of between 13,500 and 16,500 words (including references but excluding appendices).

Teaching and learning dissertation (683IP14)
(60 credits)

Teaching and training in primary care – defining roles and responsibilities. Developing and delivering educational courses and events. Overcoming practical barriers to effective teaching in a community setting. Assessment of learners and evaluation of teaching.

Assessment: One 90-minute unseen written paper (50%) and a dissertation (50%) of between 13,500 and 16,500 words (including references but excluding appendices).

Systematic review dissertation (683IP15)
(60 credits)

Prerequisites: 683IP03 Research methods for primary care
Advanced search techniques. Principles of systematic review and research synthesis. Principles of meta-analysis. Statistical techniques for meta-analysis.

Assessment: One 90-minute unseen written paper (50%) and a dissertation (50%) of between 13,500 and 16,500 words (including references but excluding appendices).

Schedule C / Scheme of award

For students with an effective registration date of 1 September 2006 or earlier

The Board of Examiners will classify a student accordingly once the criteria for that award have been satisfied. A student who has reached this stage will **not** be permitted to make any further attempts at any modules.

In order to be awarded the MSc degree, Postgraduate Diploma or Postgraduate Certificate, students are required to satisfy the Examiners in the assessment for the following components:

- Postgraduate Certificate - two compulsory core modules.
- Postgraduate Diploma - **four** modules (**three** compulsory core modules *plus one* elective module)
- MSc degree consists of **five** modules (**three** compulsory core modules *plus one* elective module *plus one* dissertation module)

1. Calculation of grades for unseen written papers

- Questions will be assigned a mark between 0 and 100, pro rata to the proportion of the total marks for the examination paper that are allocated to that question.
- The marks for all questions will be added to give a total for the paper of between 0 and 100 (maximum possible mark).
- This mark will then be multiplied by the fraction of marks allocated for the examination for this module, as shown in Table 1.

Module	Proportion of marks allocated to exam
IP02, IP03, IP04	70%
IP08, IP09, IP10, IP16	60%
IP12, IP13, IP14, IP15	50%

Table 1

2. Calculation of marks for tutor marked assignments

- The assignment will be assigned a mark between 0 and 100.
- This mark will then be multiplied by the fraction of marks allocated for the assignment for this module, as shown in Table 2.

Module	Proportion of marks allocated to assignments
IP02, IP03, IP04	Two assignments each counting 15%
IP08, IP09, IP10, IP16	Two assignments each counting 20%
IP12, IP13, IP14, IP15	One dissertation, counting 50%

Table 2

3. Calculation of the final result

The final outcome (fail, pass or distinction) will be determined by the final overall mark as follows:-

3.1 For the Postgraduate Certificate award:

(Mark for IP02) x 1/4 + (Mark for IP03) x 3/4 = final Postgraduate Certificate mark

3.2 For the Postgraduate Diploma award:

(Mark for IP02) x 1/8 + (Mark for IP03) x 3/8 + (Mark for IP04) x 1/4 + (Mark for *either* IP08 *or* IP09 *or* IP10 *or* IP16) x 1/4 = final Postgraduate Diploma mark

3.3 For the MSc award:

(Mark for IP02) x 1/12 + (Mark for IP03) x 1/4 + (Mark for IP04) x 1/6 + (Mark for *either* IP08 *or* IP09 *or* IP10 *or* IP16) x 1/6 + Mark for *either* IP12 *or* IP13 *or* IP14 *or* IP15) x 1/3 = final MSc mark

3.4 The final outcome of the award (fail, pass/permission to proceed to the MSc or distinction) is determined using first rule 1a below and then rule 1b.

3.4.1 Rule 1a

All modules must be passed at 50%, otherwise an uncompensatable fail will be deemed to have occurred.

3.4.2 Rule 1b

Pass, fail and distinction will be awarded according to the following total mark:

Final overall mark	Outcome
0 to 49	Fail
50 to 69	Pass
70 +	Distinction

Table 3

4. Reporting students' results

4.1 Students' results will be reported by total marks and also by pass, fail and distinction.

For students with an effective registration date of 1 September 2007 or later

The Board of Examiners will classify a student accordingly once the criteria for that award have been satisfied. A student who has reached this stage will **not** be permitted to make any further attempts at any modules.

In order to be awarded the MSc degree, Postgraduate Diploma or Postgraduate Certificate, students are required to satisfy the Examiners in the assessment for the following components:

- Postgraduate Certificate - two compulsory core modules.
- Postgraduate Diploma - **four** modules (**two** compulsory core modules *plus* **two** elective modules)
- MSc degree consists of **five** modules (**two** compulsory core modules *plus* **two** elective modules *plus* **one** dissertation module)

1. Calculation of grades for unseen written papers

- Questions will be assigned a mark between 0 and 100, pro rata to the proportion of the total marks for the examination paper that are allocated to that question.
- The marks for all questions will be added to give a total for the paper of between 0 and 100 (maximum possible mark).
- This mark will then be multiplied by the fraction of marks allocated for the examination for this module, as shown in Table 1.

Module	Proportion of marks allocated to exam
IP02, IP03	70%
IP04, IP08, IP09, IP10, IP16	60%
IP12, IP13, IP14, IP15	50%

Table 1

2. Calculation of marks for tutor marked assignments

- The assignment will be assigned a mark between 0 and 100.
- This mark will then be multiplied by the fraction of marks allocated for the assignment for this module, as shown in Table 2.

Module	Proportion of marks allocated to assignments
IP02, IP03	Two assignments each counting 15%
IP04, IP08, IP09, IP10, IP16	Two assignments each counting 20%
IP12, IP13, IP14, IP15	One dissertation, counting 50%

Table 2

3. Calculation of the final result

The final outcome (fail, pass or distinction) will be determined by the final overall mark as follows:-

3.1 For the Postgraduate Certificate award:

(Mark for IP02) x 1/4 + (Mark for IP03) x 3/4 = final Postgraduate Certificate mark

3.2 For the Postgraduate Diploma award:

(Mark for IP02) x 1/8 + (Mark for IP03) x 3/8 + (Mark for *either* IP04 *or* IP08 *or* IP09 *or* IP10 *or* IP16) x 1/4 + (Mark for *either* IP04 *or* IP08 *or* IP09 *or* IP10 *or* IP16) x 1/4 = final Postgraduate Diploma mark

3.3 For the MSc award:
(Mark for IP02) x 1/12 + (Mark for IP03) x 1/4 + (Mark for *either* IP04 or IP08 or IP09 or IP10 or IP16) x 1/6 + (Mark for *either* IP04 or IP08 or IP09 or IP10 or IP16) x 1/6 + (Mark for *either* IP12 or IP13 or IP14 or IP15) x 1/3 = final MSc mark

3.4 The final outcome of the award (fail, pass/permission to proceed to the MSc or distinction) is determined using first rule 1a below and then rule 1b.

3.4.1 Rule 1a
All modules must be passed at 50%, otherwise an uncompensatable fail will be deemed to have occurred.

3.4.2 Rule 1b
Pass, fail and distinction will be awarded according to the following total mark:

Final overall mark	Outcome
0 to 49	Fail
50 to 69	Pass
70 +	Distinction

Table 3

4. **Reporting students' results**

4.2 Students' results will be reported by total marks and also by pass, fail and distinction.

Schedule D / Assessment Criteria

Numerical Grade	Word grade	General criteria
70 +	Distinction	Exceptional, showing awareness, comprehensive knowledge, familiarity with all relevant primary literature, and critical ability. Well organised, written and presented.
65 +	Pass	Very high standard, comprehensive knowledge, but does not meet the criteria for distinction.
60	Pass	High standard, well arranged, to the point and showing comprehensive knowledge and discussion.
55	Pass	Good, general understanding and balanced.
50	Pass	Adequate, reasonable coverage, may contain omissions or inaccuracies.
45	Fail	Serious omissions, poor standard.
Less than 40	Fail	Serious omissions, inaccuracies, irrelevant digression, poor standard.

General Regulations for Degrees and Other Awards at Masters Level

These General Regulations govern all degrees and other awards placed at the Masters Level of the *Qualifications Framework for the External System* of the University of London, and the programmes of study leading to those awards.

1. The Regulations

Introduction

1.1 These General Regulations govern all degrees and other awards placed at the Masters Level of the *Qualifications Framework for the External System*, as listed in paragraph 2.1. Individual programmes of study leading to degrees and other awards at those levels are governed by both these General Regulations and specific Programme Regulations.

1.2 The rules within these General Regulations apply, in their entirety, to all of the awards listed in paragraph 2.1, except where indicated otherwise.

1.3 Registered External students are required to comply with these General Regulations and the appropriate Programme Regulations. They must also comply with the procedures, deadlines and instructions issued by the University in, for example, the student handbook/manual and Notice to Candidates. The University is not responsible for any consequences arising from failure to comply with these Regulations, procedures, deadlines or instructions.

1.4 It is a student's responsibility to ensure that his or her choice of subjects complies with the Regulations that are current for that year.

1.5 The rules relating to a particular programme of study in any given year are those included in the Regulations for that current year and not in the year in which the student initially registered (see also paragraph 1.8).

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

Changes to the Regulations

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

1.8 Two years' notice will normally be given to registered students of any major amendment of the Regulations. Five years' notice will be given to registered students should the University be required to withdraw the programme of study for which they are registered.

Terminology and definitions

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

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

1.11 The term 'examination' used in these Regulations refers to the entire assessment for a subject, and includes not only the written paper for that subject but also any coursework, project, dissertation or online participation that contributes towards the final assessment.

1.12 'Credit' for a subject, on the basis of the same or an equivalent subject previously passed, may be awarded to a student who has been registered with the University of London for a programme of study. The mark obtained at the examination at which the subject was passed will be carried forward to the student's record and will contribute towards his or her award, in accordance with the criteria for awards given in the respective Programme Regulations.

1.13 'Exemption' from a subject may be granted to a student who has studied **either** for an award with another institution **or** for a programme of study with the University of London, where the subject passed is not sufficiently equivalent for credit to be awarded. The mark obtained at the examination at which the subject was passed will **not** be carried forward to the student's record and therefore will not contribute towards his or her award.

1.14 The 'Admission Notice' is provided to each student who has made an entry to an examination. The Admission Notice contains the student's candidate number and confirmation of the dates and time of the examination(s) for which he/she has entered.

1.15 The 'Notice to Candidates' contains prescribed rules for the examinations. The Notice to Candidates is provided to students together with their Admission Notice.

Student complaints procedure

1.16 The University has a *Procedure for External student complaints* which can be found in the student handbook/manual (or the equivalent publication) and on the External System web site.

2. Awards to External students

2.1 The University grants the following awards at Masters Level to External students:

- Postgraduate Certificates
- Postgraduate Diplomas
- Postgraduate (or Master's) degrees.

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

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

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

2.5 External students are examined to the same standard as that required of students enrolled at individual Colleges or Institutes of the University. The Ordinances and Regulations of the University state that “*candidates granted degrees and other awards shall have attained the same academic standard irrespective of mode or place of study or examination.*”

2.6 To be eligible for an award of the University as an External student, a student must have:

- registered with the University as an External student **and**
- satisfied the requirements for the relevant award and complied with the Regulations for the programme concerned in all respects **and**
- made satisfactory payment to the University of all due fees and accounts.

The University reserves the right not to grant the award to students who fail to satisfy any of these conditions.

2.7 To register for a programme of study as an External student, an applicant must satisfy the conditions given in paragraph 4 of the relevant Programme Regulations. In addition, an applicant who was previously either registered as an External student or enrolled at a constituent College or Institute of the University of London must have made satisfactory payment to the University or College/Institute of all due fees and accounts. An applicant who fails to satisfy this condition will **not** be permitted to register, or to register again, as an External student.

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

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

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

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

2.10 An applicant who has previously received an award of the University of London, or whose registration with the University was terminated because he or she had exhausted the permitted number of attempts at an examination, may apply to register again as an External student for a programme of study in a different subject or field of study.

2.11 Unless paragraph 1 of the relevant Programme Regulations states otherwise, an applicant who has previously received an award of the University of London, or whose registration with the University was terminated because he or she had exhausted the permitted number of attempts at an examination, may apply to register again for a programme of study in the same subject or field of study. All applications will be considered on an individual basis. Permission to register in these circumstances will be given at the discretion of the University and will be subject to any further conditions specified in these General Regulations and in the relevant Programme Regulations, or by the University.

2.12 A former student of the University who is applying to register again as an External student under the provisions of paragraphs 2.10 or 2.11 will be required to satisfy the entrance requirements for the programme of study for which he or she is applying and the conditions given in paragraph 2.7.

3. Application, entrance requirements and exemptions

Application

3.1 In order to be considered for registration as an External student, applicants are required to submit an application in accordance with the procedures and deadlines given in the relevant prospectus.

Entrance requirements

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

3.3 The University reserves the right to request applicants to provide evidence acceptable to the University of oral and written competence in English before an offer of registration can be made.

Exemptions

3.4 At the discretion of the University, students who satisfy the relevant entrance requirements to register for a programme of study and are appropriately qualified may apply for exemption from specified subjects. Applications will be considered on the basis of studies successfully completed at a level considered by the University to be appropriate.

3.5 Where permitted in paragraph 4 of the Programme Regulations students can be considered for exemption from up to **one third** of the programme concerned. Exemption can be granted from core and optional subjects, but cannot be granted from the dissertation, project or final examination (as appropriate) of the programme.

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

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

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

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

3.10 Exemptions are valid only for a limited time and as indicated in the offer of exemption. If a student does not enter an examination within this period, then the exemption will lapse and it will be necessary to make a fresh application.

3.11 Exemptions are valid only for the particular programme of study and subject for which they have been awarded. Exemptions will no longer be valid if the programme is withdrawn before the student registers. Students who transfer their registration to another programme may be required to submit a further application for exemption.

3.12 Students who are exempt from a specific subject are not required or permitted to offer the same, or equivalent, subject at a later stage.

4. Rules of progression

Progression within a programme of study

4.1 Students are required to comply with the rules of progression given in paragraph 3 of the Programme Regulations.

4.2 Students are not required to enter examinations every year nor to enter on the date they indicate at the time of registration, unless the Programme Regulations state otherwise.

Progression from a certificate or diploma to a related award

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

4.4 A student who progresses from a certificate or diploma to a related award will be credited the same or equivalent subjects passed. Any restriction on the use of credited subjects is given in the Programme Regulations.

4.5 The attempts at any failed subjects which are common to the diploma or degree to which the student progresses will be carried forward and will count towards the number of attempts permitted at those subjects.

Progression from a short course

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

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

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

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

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

5. Period of registration

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

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

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

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

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

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

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

5.8 The University reserves the right to apply *The Disciplinary Procedure* and the *Suspension and Termination of Registration of Students in Debt* process as described in the University of London Ordinances (Ordinances 26 and 28 respectively).

6. Transfer

Transfer of External students to different programmes at Masters Level, and within the same programme

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

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

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

6.4 All applications to transfer will be considered on an individual basis, and permission to transfer will be at the discretion of the University and subject to the Programme Regulations concerned. Students may be required to cancel their registration and register afresh.

6.5 Any additional fees payable (see also paragraph 11.5) and any period of transferred registration granted shall be at the discretion of the University. Any refund of fees already paid will be subject to the conditions in paragraph 11.

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

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

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

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

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

Transfer of External students to a programme at Certificate, Intermediate or Honours Level

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

Registration and credit transfer of College-based students

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

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

6.13 The rules concerning exemptions are given in paragraph 3.

7. Assessment

7.1 Students are required to satisfy the assessment requirements for the subject(s) taken and may not make more than the number of attempts permitted in paragraph 8.

7.2 An examination is governed by the Regulations in force at the time of the examination and not at the time that a student was initially registered or first attempted the examination concerned (but see also paragraph 1.8).

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

- have completed the relevant application and registration/enrolment procedures with the University by the appropriate deadlines and be registered as an External student for the programme concerned **and**

- have made an examination entry in accordance with both the University's and the appropriate examination centre/Overseas Examination Centre's instructions and deadlines.

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

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

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

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

Examination centres

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

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

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

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

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

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

8. Number of attempts permitted

8.1 A student who fails to satisfy the Examiners in an examination, and who has not yet satisfied the conditions for the Board of Examiners to determine his or her final result, will be permitted or required to make **one** further attempt at that examination. The maximum number of attempts permitted at any examination is **two**.

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

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

8.4 If a student fails to satisfy the Examiners at a second attempt at any examination his or her registration will cease unless the Programme Regulations permit the student to proceed as the requirements for that award may still be satisfied, in which case the mark or grade obtained on the latest occasion may be carried forward and may count towards the final award.

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

9. Students with a disability and/or special needs

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

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

Special examination arrangements

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

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

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

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

10. Conduct of examinations

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

Representations about examinations

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

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

Permitted materials

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

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

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

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

- Non-programmable. The use of a calculator or other electronic device that communicates, stores textual or numerical information, or displays textual (except error) messages, graphical or algebraic information is strictly forbidden. The use of a calculator with alphabet and/or symbol keys not listed below is strictly forbidden.
- PDAs, mobile phones or other devices are forbidden
- Hand held
- Compact

- Portable
- Solar and/or battery powered
- Quiet in operation
- The use of calculators with the following symbols and functions **only** are permitted:
 - Digit keys 0 to 9 and decimal point;
 - Keys for basic arithmetical functions of addition, subtraction, multiplication, division and equals;
 - Percentage key;
 - Square root key;
 - Basic 3 key memory (MRC, M-, M+);
 - Clear keys (C, AC);
 - On/off key.

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

Examination offences

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

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

10.10 Plagiarism is the presentation of another person's thoughts or words as if they were the student's own: for example, copying from text books and other sources (including the Internet) without due acknowledgement that the passages quoted are copied and without giving the source of those passages (see paragraph 10.12). Plagiarism is an examination offence.

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

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

Further instructions on acknowledging other people's work and the extent to which other sources may be quoted is given in student handbooks/manuals.

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

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

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

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

Other matters

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

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

10.19 All question papers will be retained by the University.

11. Fees

11.1 Students are required to pay the fees that are due in any particular year in full at the time when they fall due. Fees must be paid in accordance with the University's procedures and deadlines given in the prospectus and Student handbook/manual or equivalent publication (as applicable).

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

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

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

11.5 Students who are permitted to transfer their registration to another programme of study (see paragraph 6) shall be required to pay the relevant fees, for the programme concerned, in order to do so. Any additional fee payable shall be at the discretion of the University. Any refund of fees already paid will be subject to the conditions in paragraphs 11.8 and 11.9.

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

11.7 Students who are permitted to renew their registration at the expiry of the initial period of registration (see paragraph 6) will, as applicable, be required to pay a further full registration fee. Students who are permitted to renew their registration for a programme of study which is being phased out will be required to pay a proportion of the full registration fee (as applicable), the amount depending on the number of years remaining before the last examination for the programme concerned. In addition to the registration fee, **all** students will be required to pay the appropriate subject fees, under the Regulations in force at that time.

Refunds

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

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

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

Programme Regulations for Short Courses

These Programme Regulations apply to the short course programme that is related to the MSc degree and Postgraduate Diploma in International Primary Health Care

1. Introduction

1.1 The University offers individual modules of the MSc degree and Postgraduate Diploma in International Primary Health Care as credit bearing short courses.

1.2 The rules governing this short course programme are given in both these Programme Regulations and the General Regulations for Short Courses that follow.

2. Short course programme of study

2.1 The following modules are offered as credit bearing short courses under this short course programme:

IP04 International comparisons in primary health care
IP08 Getting research into practice and policy
IP09 Quality improvement in primary care
IP10 Health informatics
IP16 Narrative in health and illness

All courses accommodate approximately 250 notional study hours.

2.2 Students may take up to **three** modules as short courses (see also paragraph 2.2 of the Short Course General Regulations).

2.3 All applicants are required to satisfactorily complete an **Induction module** before registering (see paragraph 4.5).

2.4 Not all modules will necessarily be available in every year.

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

Period of registration

2.6 All students registering for a short course will be registered for a maximum period of **two** years (Short Course General Regulations paragraph 4.1). The minimum period of registration for students who choose to be assessed in a short course on this programme is **one** year.

2.7 Further information on the period of registration is given in paragraph 4 of the Short Course General Regulations.

Virtual seminars

2.8 Students are required to participate satisfactorily in the online seminars for each module (see also paragraphs 3.3 and 6.6). Satisfactory participation means (a) posting a minimum number of contributions relevant to the set topic and within the stated time period; (b) offering relevant responses to a minimum number of contributions from other participants

within the stated time period; and (c) adhering to the code of conduct given in the student manual. Full details are given in the materials for each module.

2.9 Students who have participated satisfactorily in the virtual seminars for a particular module will not be permitted to participate again in the virtual seminars for that module (see also paragraph 5.11).

2.10 During virtual seminars and during all other online contributions, students must observe the code of conduct for online behaviour given in the online student manual.

3. Progression to the related awards

3.1 Students who successfully complete the assessment for one or more of the short courses in this short course programme may be considered for progression to the following related awards: MSc degree in International Primary Health Care or Postgraduate Diploma in International Primary Health Care.

3.2 Students who are permitted to progress may be credited with any short courses successfully completed.

3.3 Further rules governing progression to the degree or diploma is given in paragraph 3 of the Short Course General Regulations.

3.4 For each short course, students who choose to be assessed, are required to participate satisfactorily in the virtual seminars, submit the appropriate coursework and attempt the written examination paper in the same academic year, unless they have been given permission to defer one or more of these elements or except as provided for in paragraphs 5.6 to 5.8 and 5.12. Students who wish to defer one or more elements must apply to do so in writing to the Student Registry.

3.5 If a student does not attempt all elements of a module in the same academic year and does not apply for a deferral (see paragraph 3.3), he or she will be considered to have made an attempt at the examination for the module concerned unless the University decides there were extenuating circumstances.

4. Entrance requirements

4.1 In order to be eligible to register for a short course governed by these Regulations, an applicant must have:

- a second class honours degree, or the equivalent, in an appropriate subject, from a university or other institution acceptable to the University of London

and

- have a minimum of one year's relevant work experience

4.2 All students whose first language is not English must be able to provide recent evidence that their spoken and written command of the English language is adequate for the programme of study. The required evidence may take the form of either:

- Substantial education (minimum one year) or work experience (minimum eighteen months) conducted in English and undertaken no more than three years prior to the proposed date of enrolment
- or
- A recently obtained acceptable English language qualification or test result. The qualification or test result must have been awarded no more than three years prior to the proposed date of enrolment.

Listed below are all the English language qualifications and tests that are recognised.

International English Language Testing System (IELTS)

- Advanced level: Overall grade of 7.5 with a minimum of 6.5 in the listening and reading subtests and 6.0 in the writing and speaking subtests.

Test of English as a Foreign Language (TOEFL) and Test of Written English (TWE) or Essay Rating

Computer based version:

- Advanced level: Score of 267, plus 5 in essay rating.

Paper based version:

- Advanced level: Score of 630, plus 5 in TWE.

Internet based version

- Advanced level: Score of 109, plus 24/30 in the reading and writing subtests and 20/30 in the listening and speaking subtests.

Cambridge Certificate of Proficiency in English

- Advanced level: Pass at grade B.

4.3 If an applicant does not satisfy the entrance requirements given in paragraph 4.1, the University may still consider the application but will require evidence of the applicant's ability to undertake an advanced course of study.

4.4 All students are required to have access to computer hardware and software as described in the prospectus and online student manual.

4.5 Applicants who satisfy the above requirements will be given a conditional offer of registration and instructions on how to access the **Induction module** (see paragraph 2.3). In order to register for a short course(s), a student must satisfactorily complete the **Induction module** and countersign and return his or her letter of completion, with the registration form and appropriate fee, by **31 July**.

4.6 As there is a limit to the number of students who can be registered each year, the registration of an applicant (see paragraph 4.5) will only be confirmed if there is still a place available for that study year. An applicant whose registration is not confirmed will be made a conditional offer of registration for the following year.

5. Assessment

5.1 Students may choose whether or not to be formally assessed in the credit bearing short course for which they are registered. Students who choose to be formally assessed will be examined to the same standard as that required by students registered for the related degree or diploma (see paragraph 3.1). **Paragraphs 5.2 to 5.6 apply to all students who wish to be assessed.**

5.2 Each module will be assessed by one 90-minute unseen written paper and an assignment(s) or dissertation. Details are given under the individual module outlines in Schedule A.

5.3 The mark awarded for each module will be based on the mark obtained in the written paper and on the mark for the assignment(s)/dissertation and will be weighted as outlined in Schedule B.

5.4 In order to pass a particular module, students will be required to pass both elements of the examination for the module concerned.

5.5 Students will be required to attempt all elements of the examination for a particular module, and to participate satisfactorily in the virtual seminars for that module, in the same academic year, except as indicated otherwise in paragraphs 5.6 to 5.8 and 5.12.

5.6 Students who attempt only one element of the assessment for a unit within the same academic year may be permitted to carry forward the grade awarded for the element attempted *for one year only* at the discretion of the Board of Examiners.

5.7 If a student attempts the written paper for a particular module, but does not submit the assignments by the appropriate deadline, the result for the written paper may be carried forward *for one year only* at the discretion of the Board of Examiners.

5.8 A student who fails to satisfy the Examiners in an examination at the first attempt will be permitted to make **one** further attempt at that examination. The maximum number of attempts permitted at any examination is **two** (Short Course General Regulations, paragraph 6.1), *provided* the student's registration has not expired. Students will **not** be permitted to make a second attempt at any element of the examination (either the written paper or assignment(s)/dissertation) which has been passed.

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

5.10 Assignments must be submitted to be received by the deadlines given in the online student manual. An assignment received after the deadline will not normally be considered.

5.11 Students who do not participate satisfactorily in all virtual seminars for a particular module will **not** be permitted to attempt the written paper, and any assignments submitted for the module concerned will not count. Such students will be required to attempt all elements for the module in the next academic year, and a further fee may be payable.

5.12 Students making a second attempt at an examination for a particular module, having satisfactorily completed the relevant virtual seminars, will not be required or permitted to participate again in the virtual seminars for that module.

5.13 In all examinations (by both written paper and written assignments) students will be examined both on the unit outlines and on the study materials that are current for the year of the examination concerned. As unit outlines and study materials are subject to change in advance of each academic year, students must ensure that they have the correct outlines and materials by returning their completed Continuing Registration form annually.

Marks

- 5.6 The pass mark for a short course is 50%.
- 5.7 Information on assessment criteria and how a mark achieved for a credit-bearing short course might contribute to a related award, for students who progress to such an award, are given in Schedules C and D of the Programme Regulations for the awards.

6. Fees

- 6.1 The fees payable to the University are as follows:

Fee per short course	£1050
Examination re-entry fee	£146
<i>(Payable by students who enter an examination on a second occasion, having failed on the first occasion.)</i>	

- 6.2 The fee payable per short course must be paid not later than **31 July**. No study materials will be despatched until all fees due have been received. The deadline for payment of an examination re-entry fee is **1 February** in the year of the examination.
- 6.3 The fees above refer to the 2008-09 year only.

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

Progression to an award

6.5 When a student progresses from a short course to the related Postgraduate Diploma or MSc degree, the following additional fees shall be payable:

- a registration fee to register for the Postgraduate Diploma or MSc degree
- the relevant module fees.

Refunds

6.6 A refund of the short course fees will be given where the fee has been paid but the student has not participated in the online environment. Such refund will be subject to a charge determined by the University (currently £50).

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

Schedule A / Module outlines

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

Induction module (683IP01) (No credit)

This module must be satisfactorily completed before registration is confirmed.

Online induction for course software: gaining access, using different functions, interacting in an online environment.

Assessment: tutor-assessed online activities.

International comparisons in primary health care (683IP04) (30 credits)

Models and theoretical frameworks for analysing and comparing health care systems. Opportunities for student generated case studies of how health care systems function in different countries and contexts. Introduction to the principles and philosophies underlying distributive justice in health care systems. Understanding and analysis of instances of distributive justice in health care systems in different countries and contexts.

Assessment: One 90-minute unseen written paper (60%) and two 3,000 word assignments (40%)

Getting research into practice and policy (683IP08) (30 credits)

Clinical epidemiology and evidence based clinical practice. Implementation of clinical guidelines. Theories of change (psychological, psychoanalytic, pedagogical, cultural, organisational). Strategies and resources for supporting change. Exploring case histories of practical problems in change management for clinical effectiveness.

Assessment: One 90-minute unseen written paper (60%) and two 3,000 word assignments (40%).

Quality improvement in primary care (683IP09) (30 credits)

Exploring ambiguities and definitions around the concept of quality in health care. Methods for validating quality in primary health care – validity issues. Strategies for discovering and incorporating users' views in health care management.

Assessment: One 90-minute unseen written paper (60%) and two 3,000 word assignments (40%).

Health informatics (683IP10) (30 credits)

Information systems in health care, including the design of health information systems and health care records; language and coding; and compatibility and security issues. "Datasets" - strengths and limitations. Informatics in education and continuing professional development.

Assessment: One 90-minute unseen written paper (60%) and two 3,000 word assignments (40%).

Narrative in health and illness (683IP16) (30 credits)

This module aims to promote the understanding and use of narrative methods in health care research, teaching, and service development. On completion of this module, the student will be expected to:

- Explain the theoretical advantages and limitations of narrative approaches to the study of health and illness
- Apply the principles of narrative analysis to patients' illness narratives and narratives of professional practice, including ethical issues
- Outline how narrative methods might be used to inform a component of an educational course or a quality improvement or service development initiative

Assessment: One 90-minute unseen written paper (60%) and two 3,000 word assignments (40%).

Short Course General Regulations: Masters Level Programmes

1. The Regulations

1.1 The University offers a number of short course programmes to External students. These short course programmes include credit bearing and non-credit bearing short courses.

1.2 The provision of credit bearing and non-credit bearing short course programmes at Masters level, and the registration of External students for credit and non-credit bearing short courses, is regulated by both these General Regulations and the Short Course Programme Regulations.

1.3 Registered External students are required to comply with these General Regulations and the appropriate Short Course Programme Regulations. They must also comply with the procedures, deadlines and instructions issued by the University in, for example, the relevant Student handbook and in the Notice to Candidates, which is sent to students prior to an examination. The University is not responsible for any consequences arising from failure to comply with these Regulations, procedures, deadlines or instructions.

1.4 The rules relating to credit bearing and non-credit bearing short courses in any given year are those included in the General Regulations and the relevant Short Course Programme Regulations for that current year and not in the year in which the student initially registered.

1.5 To register for a short course programme as an External student, an applicant must satisfy any entrance requirements for the programme concerned. In addition, an applicant who was either previously registered as an External student or who was previously 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.

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

Changes to the short course provision

1.7 Short course programmes are reviewed annually and are subject to change. Two years' notice will normally be given to registered students of any major amendment to a programme, particularly where courses are to be withdrawn.

Terminology and definitions

1.8 A 'short course programme' is a collection of short courses in a particular field of study, as defined in the Short Course Programme Regulations.

1.9 'Credit bearing' short courses are short courses that may be taken into account for admission, and for credit, to a related or unrelated Postgraduate degree, diploma or certificate provided the formal assessment of that short course has been successfully completed.

1.10 'Non-credit bearing' short courses are short courses that may **not** be taken into account for admission to a related or unrelated Postgraduate degree, diploma or certificate. No credit or exemption for the related or unrelated degree, diploma or certificate will be given.

1.11 Credit bearing and non-credit bearing short courses are collectively known as 'short courses' in these Regulations.

1.12 These Short Course General Regulations describe the individual elements of a short course programme as 'subjects'. In the Short Course Programme Regulations these may be called 'courses', 'units', 'modules' or 'sections'.

1.13 'Formal assessment' is the means by which credit bearing short courses are examined. The forms of assessment associated with the appropriate level of postgraduate study are used.

1.14 The term 'examination' used in these Regulations refers to the **entire** assessment for a credit bearing short course, and includes not only the written paper for that short course but also any coursework, project, dissertation or online requirements that count towards the final assessment.

1.15 Where short courses are associated with a particular Postgraduate degree, diploma and/or certificate, these are referred to as '**related**' degrees, diplomas and certificates.

1.16 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.

1.17 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

1.18 The University has a *Procedure for External student complaints* which can be found on the External System web site.

2. Short courses

2.1 The short courses available are given in the relevant Short Course Programme Regulations for the current year.

2.2 The maximum number of credit bearing and non-credit bearing short courses that may be taken is indicated in the relevant Short Course Programme Regulations.

2.3 All credit bearing short courses will accommodate no less than 50 notional study hours.

2.4 Notional hours for non-credit bearing short courses are indicated in the relevant Short Course Programme Regulations.

2.5 Students may apply to take any short course available in that year unless they have already been awarded a related degree/diploma/certificate, in which case they may not normally

offer a short course which is the same as, or equivalent to, a subject previously taken.

2.6 All students registering for any short course will receive a certificate of registration. A certificate of achievement will be presented to students who have satisfactorily completed any study requirements indicated in the relevant Short Course Programme Regulations and who successfully complete the assessment of a short course.

2.7 To be eligible for a certificate of registration and a certificate of achievement, a student must have been registered for that short course as an External student and must have complied with the Regulations in all respects, and have made satisfactory payment to the University of all due fees. The University reserves the right not to present a certificate to students who fail to satisfy any of these conditions.

2.8 A mark or grade awarded for a short course will not replace any mark or grade for a degree, diploma or certificate already awarded.

2.9 Unless the relevant Short Course Programme Regulations state otherwise, a student whose registration for a short course has been terminated because he or she has exhausted the permitted number of attempts at an examination may apply to register again as an External student for a short course or award in the same or different 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 Short Course General Regulations or in the relevant Short Course Programme Regulations, or by the University.

3. Progression to a degree, diploma or certificate

Credit bearing short courses

3.1 Successful completion by formal assessment of a credit bearing short course or courses may be taken into account for admission to a related or unrelated Postgraduate degree, diploma or certificate.

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

3.3 Where indicated in the relevant Short Course Programme Regulations, a student who has successfully completed the formal assessment of the relevant credit bearing short courses may apply to receive any related awards provided they satisfy the requirements for those awards and the application is made within **three** years of the completion of the relevant short courses.

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

3.5 All applications for progression from a credit bearing short course to a Postgraduate degree, diploma or certificate will be considered on an individual basis and permission to progress,

and, where appropriate, to receive credit, will be at the discretion of the University.

3.6 A student who does not successfully complete the assessment for a credit bearing short course may be permitted to proceed to a degree, diploma or certificate **provided** he or she satisfies the entrance requirements for the degree, diploma or certificate concerned. Such students may be required to cancel their existing registration and to submit a fresh application for registration and comply with the Regulations for that degree, diploma or certificate.

Non-credit bearing short courses

3.7 The completion of a non-credit bearing short course or courses will not be taken into account for admission, or for credit, to a related or unrelated Postgraduate degree, diploma or certificate.

3.8 A student who is registered for a non-credit bearing short course or courses may apply to register for a degree, diploma or certificate provided he or she satisfies the entrance requirements for the degree, diploma or certificate concerned. Such students may be required to cancel their existing registration and to submit a fresh application for registration and comply with the Regulations for that degree, diploma or certificate.

4. Period of registration

4.1 Students registering for a short course will be registered for a maximum period of two years. There is no minimum period of registration, unless indicated otherwise in the relevant Short Course Programme Regulations.

4.2 Applications for a renewal of registration for a further two years, or for an extension of registration of one year beyond the prescribed maximum period, may be made by students who have not completed all the requirements for a short course for which they are registered. A fee may be payable.

4.3 Renewal of registration and extension of registration are approved only at the discretion of the University and will be subject to the General Regulations and Short Course Programme Regulations that are current at the time of renewal or extension.

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

4.5 The University reserves the right to apply the Disciplinary Procedure and The Suspension and Termination of Registration of Students in Debt process as described in the University of London Ordinances (Ordinances 26 and 28 respectively).

5. Assessment

5.1 The assessment of a short course or courses is governed by the Short Course General Regulations and the relevant Short Course Programme Regulations that is applicable at the time of the examination and **not** at the time that a student was initially

registered or first attempted the examination/assessment concerned.

Credit bearing short courses

5.2 The assessment for credit bearing short courses varies and is as described in the Short Course Programme Regulations.

5.3 Credit bearing short courses will be formally assessed using the forms of assessment associated with the appropriate level of postgraduate study.

5.4 Students may choose whether or not to be formally assessed in the credit bearing short course for which they are registered. Students who choose to be formally assessed will be examined to the same standard as that required by students registered for the related degree, diploma or certificate. All students must comply with the rules given in the Short Course Programme Regulations for those examinations, and may not make more than the number of attempts permitted.

5.5 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 short course concerned **and**
- have made an examination entry in accordance with both the University's and the appropriate examination centre/Overseas Examination Centre's instructions and deadlines.

5.6 Except in the circumstances of paragraph 5.7, all examinations by written paper for the same short course, 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.

5.7 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 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.

5.8 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.

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

Examination centres

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

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

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

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

5.14 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.

5.15 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.

Non-credit bearing short courses

5.16 The assessment for non-credit bearing short courses varies and is as described in the Short Course Programme Regulations. There is **no** formal assessment for non-credit bearing courses.

5.17 Students may choose whether or not to be assessed in the non-credit bearing short course for which they are registered. All students who choose to be assessed must comply with the rules and deadlines given in the Short Course Programme Regulations for the assessment.

5.18 All forms of assessment must be written in English, unless the Short Course Programme Regulations state otherwise.

5.19 In addition to paragraph 5, students are required to comply with the rules on the conduct of examinations given in paragraph 8 of these Regulations.

6. Number of attempts permitted

6.1 A student who fails to satisfy the Examiners in an examination at the first attempt will be permitted to make one further attempt at that examination. The maximum number of attempts permitted at any examination is **two**.

6.2 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

6.3 The mark or grade awarded for a second attempt at an examination will supersede any previously awarded mark or grade for that examination, unless otherwise indicated in the relevant Short Course Programme Regulations.

6.4 If a student fails to satisfy the Examiners at a second attempt at any examination his or her registration for the short course concerned will cease.

6.5 Except as otherwise provided for by the University, students may not make a further attempt at the examination for a short course that has been passed.

7. Students with a disability and/or special needs

7.1 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.

7.2 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

7.3 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.

7.4 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.

7.5 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.

7.6 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.

8. Conduct of examinations

8.1 All students are required to comply with the rules governing the conduct of examinations given below, and for credit bearing short course students, in the Notice to Candidates accompanying the Admissions Notice.

Representations about examinations

8.2 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.

8.3 Appeals against the results of examinations may not be made on academic grounds. The University will consider representations concerning examination results made on the grounds of administrative error or where there is concern that the

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

Permitted materials

8.4 A student may use in the examination only such books, notes, statutes, statistical tables, instruments, or other materials as are specifically permitted in the Admission Notice/timetable. No other books, notes, instruments, or other materials or aids whatsoever may be introduced into an examination room or be handled or consulted during an examination. Any such materials or aids in the possession of a student on entry to the examination room must be deposited immediately with the Invigilator before the examination starts. It is an examination offence to introduce unauthorised materials into the examination room.

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

- the Short Course Programme Regulations permit this
- the calculator complies with the specification given in paragraph 8.6
- Where no such permission is given in the Short Course Programme Regulations, calculators may **not** be used.

8.6 Where calculators are permitted, the following specification will apply, unless the Short Course 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.

8.7 The use of any calculator other than the type specified in the paragraph 8.6 of the Short Course General Regulations, or in paragraph 6 of the Short Course Programme Regulations, will constitute an examination offence and will be subject to the provisions in paragraph 8.16 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 Short Course 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

8.8 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 8.4) 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.

8.9 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.

8.10 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 8.12). Plagiarism is an examination offence.

8.11 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.

8.12 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 handbook.

8.13 It is an examination offence to submit work which has been written jointly by two or more persons, unless expressly permitted in the Short Course Programme Regulations or student handbook.

8.14 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 Short Course Programme Regulations or student handbook. 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.

8.15 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.

8.16 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 Short Course Programme Regulations or student handbook. 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 Special Examination Services.

Other matters

8.17 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.

8.18 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 short course programme manual. Final reports on research projects or dissertations will not be returned to students, unless indicated otherwise in the Short Course Programme Regulations.

8.19 All question papers will be retained by the University.

9. Fees

9.1 Students are required to pay the fees that are due in any particular year in full at the time when they fall due. Fees must be paid in accordance with the University's procedures and deadlines given in the prospectus and the relevant Short Course Programme Regulations.

9.2 The University reserves the right to amend previously announced fees. The University also reserves the right to make additional charges.

9.3 Students who are permitted to proceed from a short course to a Postgraduate diploma, degree or certificate (see paragraph 3) will be required to pay the registration fee for the diploma, degree or certificate and the fee for the remaining subjects.

9.4 Students who are permitted to renew their registration at the expiry of the initial period of registration (see paragraph 4.2) will, as applicable, be required to pay a further fee for the relevant short course concerned.

Refunds

9.5 Fees will only be refunded in exceptional circumstances and at the discretion of the University. All refunds will be subject to an administrative charge determined by the University.

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



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