

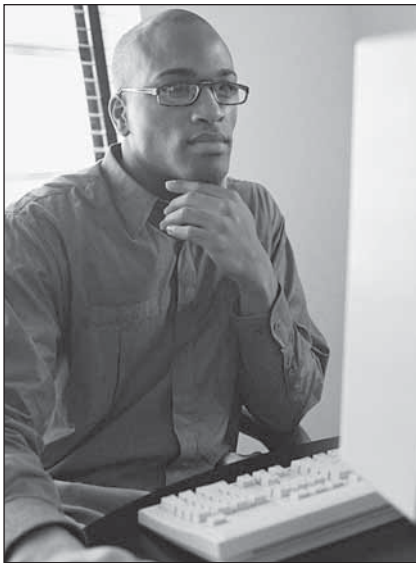
## 2009–10

**Important document – please read**

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

### MRes degree, Postgraduate Diploma and Postgraduate Certificate in Educational and Social Research

(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.

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# MRes, Postgraduate Diploma and Postgraduate Certificate in Educational and Social Research

## Contents

This booklet contains the Regulations for the MRes degree, Postgraduate Diploma and Postgraduate Certificate in Educational and Social Research (known as the 'Programme Regulations') plus the General Regulations which govern all awards placed at level 7 of the Framework for Higher Education Qualifications (FHEQ). The FHEQ forms part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales. The two sets of Regulations should be read together. This booklet also contains the Programme Regulations and the General Regulations for the short courses that are derived from these awards.

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# Programme Regulations

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## 1. Introduction

1.1 The University awards the degree of Master of Research in Educational and Social Research, hereafter called the MRes degree. A Postgraduate Diploma and Postgraduate Certificate in Educational and Social Research are also awarded. The award of the degree, diploma and certificate to External students is controlled by both these Programme Regulations and the General Regulations.

1.2 The MRes degree, Postgraduate Diploma and Postgraduate Certificate in Educational and Social Research are awarded without classification. At the discretion of the Board of Examiners a mark of distinction can be awarded to MRes degree students.

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

## 2. Programmes of study

2.1 The MRes degree, Postgraduate Diploma and Postgraduate Certificate are awarded on the basis of successful completion, including formal assessment, of an approved programme of study consisting of modules with a total value of credits beyond Bachelors degree level as given in paragraphs 2.2 to 2.4.

2.2 The MRes degree consists of the following modules which total 180 credits:

- **three** 30 credit modules *plus*
- **two** 20 credit modules *plus*
- **one** 10 credit module *plus*
- **dissertation** (40 credits).

2.3 The Postgraduate Diploma consists of 120 credits. Students may take a maximum of any **five** modules (except the dissertation) that total a minimum of 120 credits.

2.4 The Postgraduate Certificate consists of 60 credits. Students may take a maximum of any **three** modules (except the **dissertation**) that total a minimum of 60 credits.

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

2.6 Not all modules will necessarily be available every year.

2.7 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.

2.8 Students first begin their programme of study in **September** or **January** of any given year. The registration deadlines for these start dates are **31 August** and **30 November** respectively (see paragraph 5.5 for the effective dates of registration for all students).

2.9 Students who have registered for a particular module may be permitted to change to another module *provided* they apply to do so by **30 September** (if registered prior to 31

August) or **30 December** (if registered between 1 September and 30 November) in the year of registration for the module concerned. Applications must be made in writing to the Student Registry by these dates. Students who are permitted to change their choice of module may be required to pay an additional fee. Students who have not applied by these dates will not normally be permitted to change their choice of module.

## Online Participation

2.10 In order to satisfy the requirements of the programme and to be able to undertake the coursework, participation in the Virtual Learning Environment and in a number of Synchronous Classroom Sessions is **essential** (see also paragraph 3.1).

2.11 Students who fail a module (or the **dissertation**) on the first occasion and make a second attempt may choose to participate in the Virtual Learning Environment on payment of an additional fee.

2.12 During participation in the Virtual Learning Environment and during all other on-line contributions, students must observe the code of conduct for on-line behaviour given in the Student handbook.

## 3. Rules of progression

### All students

3.1 Students are normally required to participate in the Virtual Learning Environment, submit the portfolio and undertake all elements of the assessment for a module or the **dissertation** *in the same academic year in which they register for the module concerned* (see paragraphs 3.2, 3.3 and 6.2).

3.2 Students who have registered for a particular module or the **dissertation** and wish to defer their studies to a future year may do so *provided* they inform the Student Registry by **30 September** (for students registered prior to **31 August**) or **30 December** (students registered between **1 September** and **30 November**) in the year of registration for the module concerned.

3.3 Students who have registered for a particular module or the **dissertation** and participated in the Virtual Learning Environment for the module/**dissertation** concerned, and do not attempt any element of the assessment for that module/**dissertation** and/or do not submit the relevant portfolio will be required to satisfy the requirements of paragraph 3.1 in the following year. A fee will normally be payable for participation in the Virtual Learning Environment for a second time (see paragraph 8.6).

### Students registered for the Postgraduate Certificate

3.4 In any one year in which they decide to study and be assessed, students registered for the Postgraduate Certificate may attempt a minimum of **one** module and a maximum of **three** modules.

3.5 In order to be able to progress from the Postgraduate Certificate to the Postgraduate Diploma, students must pass modules to the value of at least 60 credits.

## Students registered for the Postgraduate Diploma

3.6 In any one year in which they decide to study and be assessed, students registered for the Postgraduate Diploma may attempt a minimum of **one** module and a maximum of **three** modules.

3.7 In exceptional circumstances, a student may attempt a maximum of **four** modules in any one year, at the discretion of the Programme Director.

3.8 In order to be able to progress from the Postgraduate Diploma to the MRes degree, students must pass modules to the value of at least 120 credits.

3.9 At the discretion of the Board of Examiners, a student registered for the Postgraduate Diploma who does not pass all the modules for the Diploma may be awarded the Postgraduate Certificate in Educational and Social Research **provided** he or she has achieved a minimum of 60 credits.

## Students registered for the MRes degree

3.10 In any one year in which they decide to study and be assessed, students registered for the MRes degree may attempt a minimum of **one** module and a maximum of **three** modules *and* the **dissertation**.

3.11 In exceptional circumstances, a student may attempt a maximum of **four** modules *and* the **dissertation** in any one year, at the discretion of the Programme Director.

3.12 At the discretion of the Board of Examiners, a student registered for the MRes degree who does not pass all **six** modules *and/or* the **dissertation** may be awarded *either*

- the Postgraduate Diploma in Educational and Social Research **provided** he or she has passed modules to the value of at least 120 credits *or*
- the Postgraduate Certificate in Educational and Social Research **provided** he or she has passed modules to the value of at least 60 credits.

## 4. Entrance requirements

### Entrance requirements

4.1 In order to be eligible to register for the MRes degree, Postgraduate Diploma or Postgraduate Certificate in Educational and Social Research, applicants must satisfy the entrance requirements given in paragraphs 4.2 to 4.6.

4.2 An applicant must have a minimum of a second class honours degree or the equivalent from an institution acceptable to the University of London.

4.3 Applicants with other qualifications *and/or* work experience will be considered by the University on an individual basis.

4.4 For all applicants an advanced level of ability to work in English is essential. Applicants may be required to pass, or to have passed within the last three years, at the appropriate level, a test of proficiency in English acceptable to the University, e.g. in IELTS (International English Language Testing System) with an overall score of 7.0 plus a minimum score of 7 in both the reading and writing sub-test **or** in TOEFL (Test of English as a Foreign Language) a score of 650 (or 280 in the computerised

test) plus a Test of Written English (TWE) with a minimum score of 4.5.

4.5 Students are also required to have regular access to a computer with the specifications outlined in the Prospectus and Student Handbook. Students should also be able to regularly access the Internet in order to link to the Virtual Learning Environment and participate online in the modules being undertaken, as outlined in paragraphs 2.10-2.12.

4.6 As there is a limit to the number of students who can be registered each year, the registration of an applicant 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, from a student's effective date of registration, is as follows:

- Postgraduate Certificate - **one** year
- Postgraduate Diploma - **two** years
- MRes degree - **two** years.

5.2 The maximum period of registration for all three awards is **five** years from a student's effective date of registration.

5.3 An application for an extension of registration may be considered under paragraph 5 of the General Regulations. A fee may be payable.

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** for students who begin their programme in September and **1 January** for students who begin their programme in January, in the year in which he or she is initially registered.

## 6. Assessment

### Assessment of modules

6.1 Modules will be formally assessed by unseen written paper or by coursework or by a combination of both (see also paragraph 6.2). Details are given in the individual module outlines as set out in Schedule B.

6.2 In addition, for each module, students are required to complete a portfolio as evidence of having participated in the online activities. Students will not be able to pass a module unless they have completed and submitted a portfolio. Details of the requirements of the portfolio and the deadlines for submission can be found in the Virtual Learning Environment.

6.3 Students **must** complete the constituent components of the portfolio by the deadlines given in the Virtual Learning Environment. Failure to do may result in the examination attempt being forfeited.

6.4 Where a module is assessed by a combination of written paper and coursework, students are required to attempt the

coursework for the module before attempting the written paper for the module.

6.5 In order to pass a module which has unseen written paper and coursework components, students will normally be required to satisfy the Examiners in both elements of the assessment for the module concerned as well as satisfying the portfolio requirement.

6.6 Students who have submitted coursework for a module but are unable to attempt the written paper for that module in the same academic year must immediately inform the Examinations Office, supplying supporting certification e.g. a medical certificate, where applicable.

6.7 Students who attempt only one element of the assessment for a module within the same academic year (see paragraphs 3.1 and 6.5) 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.

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

6.9 Coursework must be submitted electronically via the drop-boxes in the Virtual Learning Environment and be received by the deadlines given in the Virtual Learning Environment. Coursework received after the relevant deadline will only be considered at the discretion of the University.

### Calculators

6.10 The use of calculators in some examinations is permitted (see paragraph 10 in the General Regulations).

### Dissertation

6.11 The **dissertation** (MRes degree only) should not exceed **15,000** words, excluding references and appendices.

6.12 For the **dissertation**, students are required to submit, for approval by the Programme Director and their assigned supervisor, a research proposal of no more than 500 words and an ethical approval form, by the deadline given in the Virtual Learning Environment.

6.13 The research proposal will not form part of the final assessment, but is an essential study requirement. Students who do not submit a proposal and the ethical approval form will **not** be permitted to submit the final **dissertation**.

6.14 Students are strongly advised to submit a draft of their **dissertation** before submission of the final version but the draft dissertation will not form part of the final assessment.

6.15 The completed final **dissertation** must be submitted by post or courier to the Examinations Office to arrive not later than **1 September** for students who start the module in September, or **1 March** for students starting the module in March (i.e. the deadline is one year later than the module start date). A **dissertation** received after the deadline will not normally be considered. Dissertations will not be accepted electronically.

6.16 Students are expected to submit their dissertation one calendar year after they begin the **dissertation** module. In exceptional circumstances, students may apply to defer their submission, in which case the normal deferral rules will apply (see paragraphs 6.20-6.22 below). Deferrals will normally be until the next **dissertation** submission date.

### Weightings

6.17 The overall weighting for the assessment of the MRes degree of unseen written paper to coursework is 63:37 respectively, with the **dissertation** counting as coursework.

6.18 The overall weighting for the assessment of the Postgraduate Diploma of unseen written paper to coursework is 72:28 respectively.

6.19 The overall weighting for the assessment of the Postgraduate Certificate of unseen written paper to coursework depends on the combination of modules taken and is, respectively, one of the following: 76:24, 74:26, or 69:31.

### Extensions to coursework deadlines and Deferral of Assignments

6.20 In exceptional circumstances students may be granted permission to extend the deadline for assessment or to defer their assessment. Such requests must normally be made in accordance with the policy on extensions and deferrals given in the Virtual Learning Environment.

6.21 Students who wish to withdraw their entry for formal assessment in relation to any element of their programme of study must inform the Programme Director and, where appropriate, the Examinations Office in writing at least ten days before either the date of the written paper or the last day of submission of coursework assignment or dissertation.

6.22 Students who do not have permission for an extension, deferment or notice of withdrawal and who do not submit to assessment at the proper time will normally be recorded as absent from it and this will count as an attempt.

## 7. Number of attempts permitted

7.1 Details of the number of attempts permitted are given in paragraph 8 of the General Regulations.

7.2 A student who receives the result 'Fail' in a module at the first attempt, having not satisfied the Examiners in one or both elements of the assessment for the module concerned, will be required to make a second attempt at the failed element (see paragraph 6.5). Students will **not** be permitted to make a second attempt at any element of the assessment (either the written paper, coursework or **dissertation**) which has been passed (see also paragraph 2.11).

7.3 Students who pass a module at the second attempt shall not receive a grade higher than 'C'.

7.4 A student who makes a second attempt at the coursework for a module (see paragraph 7.2) may choose to either re-work their existing coursework or to submit fresh coursework in answer to a new question or coursework topic set by the Programme Director.

7.5 If a student registered for the MRes 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**, as

specified by the Examiners, at a subsequent examination (see also paragraph 2.11).

## 8. Fees

8.1 The fees payable to the University for the MRes degree, Postgraduate Diploma and Postgraduate Certificate in Educational and Social Research are as follows:

- in order to register for the degree, diploma or certificate, students are required to pay a **registration fee and**
- students are required to pay a **module fee** for each module they study. MRes degree students are also required to pay a fee for the **dissertation**. These fees include the first attempt at the assessment for that module/**dissertation**.

Additional fees, as applicable, are as indicated in paragraphs 8.4, 8.5 and 8.6.

8.2 On registration for the degree, diploma or certificate, students may choose to pay:

*either*

- (a) a single payment, covering the registration fee and all module fees and, for the MRes degree, the **dissertation**.

The fees for 2009/10 are as follows:

MRes	£6,790
Postgraduate Diploma	£4,870
Postgraduate Certificate	£2,770

Students who choose to pay by method (a) must pay no later than **31 August** (for students starting the programme in **September**) or by **30 November** (for students beginning in **January**).

*or*

- (b) in the first year, the registration fee plus the fees for the modules to be studied that year. To be registered, a student must pay at the same time both the registration fee and fee for at least **one** module. In subsequent years, only the fees for any **new** modules studied are payable. The fees for 2009/10 are as follows:

Registration fee	£760
Fee per 10 credit module	£335
Fee per 20 credit module	£670
Fee per 30 credit module	£1,005
Fee for the <b>Dissertation</b>	£1,340

Students who choose to pay by method (b) must pay the relevant fees by the following deadline dates:

<b>31 August</b>	Approaches to educational research Research and the theoretical field Dissertation (for those starting in September)
<b>30 November</b>	Research methods Qualitative data analysis Quantitative data analysis
<b>31 January</b>	Dissertation (for those starting in March)
<b>28 February</b>	Writing and presenting educational research

**Note for students who choose not to pay the total fee on initial registration:** fees will be subject to increase annually (as indicated in the General Regulations). In addition, the total fee paid by students registered for the Postgraduate Diploma or

Postgraduate Certificate will depend on the combination of modules selected.

8.3 In the year of initial registration, the registration fee must be paid not later than **31 August** (for students starting the programme in **September**) or by **30 November** (for students beginning in **January**). In subsequent years, module/dissertation fees must be paid not later than **31 August** (or as soon as the results of any examinations taken in that year have been published). The Virtual Learning Environment and study materials will not be made available to a student until all fees due have been received.

8.4 Additional fees for 2009/2010 that will be payable, as applicable, are as follows:

Examination re-entry fees:

• for one module	£157
• for two modules	£224
• for the <b>dissertation</b>	£157

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

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

8.6 The University reserves the right to charge an additional fee for new or replacement study materials and for participation in the Virtual Learning Environment for a second time.

## Refunds

8.7 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 fees 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 any element of the assessment for the MRes degree, Postgraduate Diploma or the Postgraduate Certificate
- such medical or other evidence as may be required is submitted.

8.8 A refund of module/**dissertation** fees will be given where the fee has been paid but no study materials have been despatched and the student has not participated in the Virtual Learning Environment. Such refund will be subject to a charge determined by the University (currently £50).

8.9 Registration and module/**dissertation** 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

Students may choose up to **three** modules from the following options, and must achieve a **minimum of 60 credits**:

*Writing and presenting educational research (10 credits)  
[9790030]*

*Qualitative data analysis (20 credits) [9790050]*

*Quantitative data analysis (20 credits) [9790060]*

*Approaches to educational research (30 credits)  
[9790010]*

*Research methods (30 credits) [9790020]*

*Research and the theoretical field (30 credits) [9790040]*

**Notes:**

- Not all modules will necessarily be available every year.
- The examination codes are appended to the module titles and these codes should be used when completing the examination entry forms.

## Postgraduate Diploma

Students may choose up to **five** modules from the following options, and must achieve a **minimum of 120 credits**:

*Writing and presenting educational research (10 credits)  
[9790030]*

*Qualitative data analysis (20 credits) [9790050]*

*Quantitative data analysis (20 credits) [9790060]*

*Approaches to educational research (30 credits)  
[9790010]*

*Research methods (30 credits) [9790020]*

*Research and the theoretical field (30 credits) [9790040]*

**Notes:**

- Not all modules will necessarily be available every year.
- The examination codes are appended to the module titles and these codes should be used when completing the examination entry forms.

## MRes degree

Students must take the following modules:

*Writing and presenting educational research (10 credits)*  
[9790030]

*Qualitative data analysis (20 credits)* [9790050]

*Quantitative data analysis (20 credits)* [9790060]

*Approaches to educational research (30 credits)*  
[9790010]

*Research methods (30 credits)* [9790020]

*Research and the theoretical field (30 credits)* [9790040]



*Dissertation (40 credits)* [9790200]

**Notes:**

- Not all modules will necessarily be available every year.
- The examination codes are appended to the module titles and these codes should be used when completing the examination entry forms.

## Schedule B / Module outlines

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

### Induction session

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

### Approaches to educational research (9790010)

*Students must pay by the 31 August*

This module provides an overview of the different approaches to educational and social research. The module looks at a range of designs that are often used in social research, including surveys, ethnography, case studies, and experiments, and contrasts some of the ways in which researchers conceptualise the outcomes of research. The module will also explore some of the fundamental methodological issues underpinning social research, particularly epistemological debates about the nature of research knowledge. The module provides training in how to formulate research questions, design research strategies, and to carry out literature searches. Through this training, students will begin to develop a portfolio of research ideas to be developed throughout the course, and will be able to review and interpret research according to the debates discussed in the module.

*Assessment: one two-hour unseen written paper (81%) and one assignment of 1000 words (19%)*

### Research methods (9790020)

*Students must pay by the 30 November*

Research Methods involves looking at a broad range of methods of data collection, including questionnaires, interviews, focus groups, observations, and document analysis. The module provides a detailed consideration of the procedures involved in using these various research strategies, and looks at how to use methods in order to address particular research questions.

*Assessment: one two-hour unseen written paper (81%) and one assignment of 1000 words (19%).*

### Writing and presenting educational research (9790030)

*Students must pay by the 28 February*

This module provides students with a detailed understanding of the different ways in which educational research can be communicated. By focussing on a variety of presentation forums, such as peer reviewed journals, conferences and project reports, the module enables students to develop an awareness of the importance of audience for the effective communication of ideas.

*Assessment: one assignment of 1500 words (100%).*

### Research and the theoretical field (9790040)

*Students must pay by the 31 August*

This module focuses on the 'theoretical space' of research, and explores the relationship between theoretical and epistemological claims/assumptions/debates and research practices. This will entail a close interrogation of both published research and students' own research ideas.

*Assessment: one two-hour unseen written paper (81%) and one assignment of 2000 words (19%).*

### Qualitative data analysis (9790050)

*Students must pay by the 30 November*

Qualitative Data Analysis considers the process of analytically orientating to qualitative data. The module looks at a range of analytic approaches, including Grounded Theory, Discourse Analysis, Conversation Analysis, as well as a broad variety of data formats such as video, audio, written transcripts and historical documents.

*Assessment: one two hour unseen written paper (100%)*

### Quantitative data analysis (9790060)

*Students must pay by the 30 November*

This module covers a wide range of methods of quantitative data analysis and deals with both conceptual and practical aspects. The module introduces exploratory analysis, including descriptive statistics for summarising univariate data and measures of association for bivariate data, hypothesis testing, and modelling data by regression analysis.

*Assessment: one two hour unseen written paper (100%)*

### Dissertation (9790200)

*MRes degree students only*

*Students must pay by the 31 August if starting in September or 31 January if starting in March*

In the dissertation module students will have the opportunity to undertake an empirical piece of research using the analytic skills and knowledge they have gained in subsequent modules. Students will work with an assigned dissertation tutor to define an area of interest to them, and then create and implement an appropriate research strategy to investigate that area. Students will be expected to review relevant literature in their chosen area, to review methodological issues involved in their chosen design, to analyse data, and to relate their analysis to the wider theoretical field in which their research is situated.

*Assessment: a dissertation of 15,000 words (excluding references and appendices).*

## Schedule C / Scheme of award

### MRes degree, Postgraduate Diploma and Postgraduate Certificate

See notes below	
A, B, C	Pass
D	Fail

1. In order to pass a module, students are required to satisfy the Examiners in all elements of the assessment for the module concerned and to satisfy the requirements of the portfolio.
2. The grade awarded for each module which is assessed on the basis of both a written paper and coursework will be based on the grade obtained in the written paper and on the grade for the coursework.
3. Students who pass a module at the second attempt shall not receive a grade higher than 'C'.
4. The overall weighting for the assessment of the awards of unseen written paper to coursework respectively is as follows: MRes degree 63:37; Postgraduate Diploma 72:28; Postgraduate Certificate, depending on the combination of modules taken, 76:24, 74:26, or 69:31.
5. In order to be awarded the **MRes degree**, students must have attempted, and satisfied the Examiners in six modules **and** a dissertation, and must have also satisfied all portfolio requirements.
6. To obtain a mark of distinction for the **MRes degree**, a student will be required to achieve an A grade in the **dissertation** and will normally be required to achieve an A grade in the majority of modules. In any case, students who receive a grade lower than B will not be eligible for the award of distinction.
7. In order to be awarded the **Postgraduate Diploma**, students must have attempted and satisfied the Examiners in modules to the value of 120 credits, and must also have satisfied all portfolio requirements. Students registered for the Postgraduate Diploma will be automatically considered for the award as soon as they have satisfied the requirements for 120 credits.
8. In order to be awarded the **Postgraduate Certificate**, students must have attempted and satisfied the Examiners in modules to the value of 60 credits, and must also have satisfied the portfolio requirements. Students registered for the Postgraduate Certificate will be automatically considered for the award as soon as they have satisfied the requirements for 60 credits.
9. The Board of Examiners reserves the right to use its discretion when determining the results of all students.

## Schedule D / Assessment criteria

### Grade-related criteria

Students should familiarise themselves with these criteria. They will be applied to all evaluation components of the programme (written assignments and final examinations).

These criteria are intended to do duty for a large and wide range of postgraduate programmes. They should be interpreted in the context of the stated learning outcomes for these programmes. In particular, not every criterion will apply to each assignment. However, it is expected that there will be considerable overlap in the criteria deployed for individual assignments and that the full range of criteria will be utilised across an individual's programme.

- Key skills are:
- scholarly skills
- critical analysis
- methodological and research skills
- communication

These are built into the assessment criteria.

The grades/levels for the MRes degree/PG Diploma/PG Certificate are assessed as follows:

### Grade A/Distinction

#### Grasp of field of study

- outstanding grasp of issues and high level of critical insights into field of study
- extensive, insightful and critical review of literature
- high levels of creativity and independence of thought in the application of knowledge

#### Understanding and evaluating research and methodologies

- sophisticated conceptual understanding and high levels of critical evaluation of scholarship, research and methodologies in the field
- outstanding understanding of how established techniques of research and enquiry are used to create and interpret knowledge and how these apply to students' own research and/or practice
- creative and critical handling, presenting and inferring from data

#### Structure, communication and presentation

- exceptional clarity, focus and cogency in organisation and presentation of arguments and conclusions

### Grade B/Good Pass

#### Grasp of field of study

- clear understanding of issues and good level of insights into field of study
- wide-ranging, coherent and critical review of literature
- elements of creativity and independence of thought in the application of knowledge

#### Understanding and evaluating research and methodologies

- consistent and fluent understanding and critical evaluation of scholarship and methodologies in the field
- thorough understanding of how established techniques of research and enquiry are used to create and interpret knowledge and how these apply to students' own research and/or practice
- competent and critical handling, presenting and inferring from data

#### Structure, communication and presentation

- clarity, focus and fluency in organisation and presentation of arguments and conclusions

### Grade C/Pass

#### Grasp of field of study

- basic understanding of issues and insights into field of study
- basic critical competence in reviewing literature
- little development of ideas in the application of knowledge

**Understanding and evaluating research and methodologies**

- adequate understanding and evaluation of scholarship, research and methodologies in the intellectual field
- basic understanding of how established techniques of research and enquiry are used to create and interpret knowledge and how these apply to students' own research and/or practice
- rudimentary handling, presenting and inferring from data

**Structure, communication and presentation**

- Basic clarity, focus and competence in organisation and presentation of arguments and conclusions

**Grade D/Fail****Grasp of field of study**

- inadequate understanding of issues and insights into field of study
- unfocused or inaccurate review of literature
- confusion in the application of knowledge

**Understanding and evaluating research and methodologies**

- lack of understanding and critical evaluation of scholarship, research and methodologies in the field
- lack of understanding of how established techniques of research and enquiry are used to create and interpret knowledge and how these apply to students' own research and/or practice
- inadequate or confused handling, presenting and inferring from data

**Structure, communication and presentation**

- poorly organised and unfocused presentation of arguments and conclusions

# General Regulations

These General Regulations govern all degrees and other awards placed at Level 7 of the Framework for Higher Education Qualifications (FHEQ). The FHEQ forms part of the academic infrastructure of the Quality Assurance Agency for Higher Education (QAA) in England and Wales.

## 1. The Regulations

### Introduction

1.1 These General Regulations govern all degrees and other awards placed at Level 7 of the Framework of Higher Education Qualifications (FHEQ) as listed in paragraph 2.1. Individual programmes of study leading to degrees and other awards at those levels are governed by both these General Regulations and specific Programme Regulations.

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

1.3 Registered External students 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 certain programme details are subject to change. Each year's Regulations booklet replaces the one for the previous year, and so students must ensure that they refer to the current year's booklet at all times.

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

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

### Terminology and definitions

1.9 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 Level 7 of the FHEQ 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 Framework for Higher Education Qualifications, which can be accessed via the web site for the Quality Assurance Agency for Higher Education (QAA) in England and Wales.

2.3 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 The standard of a University of London award is the same whether it is obtained by an External student or by a student who has been registered with a College of the University. The University's Regulations (which govern all University of London awards) state that "*candidates granted degrees and other awards shall have attained the same academic standard irrespective of mode or place of study or examination*".

2.6 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:

- 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.
- 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 Level 7 of the FHEQ, 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 If a student fails to pay the appropriate fees or breaches any relevant disciplinary conduct code, the University reserves the right to apply the Code of Student Discipline and The Suspension and Termination of Registration of Students in Debt process as described in the University of London Ordinances (Ordinance 17 and 18 respectively).

## 6. Transfer

### **Transfer of External students to different programmes at Level 7 of the FHEQ, and within the same programme**

6.1 Unless otherwise prohibited by the Programme Regulations concerned, an External student registered for a programme of study at Level 7 of the FHEQ who wishes to change to another programme at the same level 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 Levels 4, 5 or 6 of the FHEQ**

6.10 Students registered for a programme of study at Level 7 of the FHEQ (see paragraph 2.1) are not permitted to transfer their registration to a programme at Levels 4, 5 or 6 of the FHEQ. Students will instead be required to cancel their existing registration and to submit a fresh application for registration and comply with the Regulations for the programme concerned.

### **Registration and credit transfer of College-based students**

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

6.12 Students who receive credit for subjects passed will not be permitted to re-enter the examination for 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.

7.13 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 paragraphs 6.4 and 6.9) will be required to pay the relevant fees, for the programme concerned, in order to do so. Any refund of fees already paid will be subject to the conditions in paragraphs 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

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## 1. Introduction

1.1 The University offers individual modules of the MRes degree, Postgraduate Diploma and Postgraduate Certificate in Educational and Social Research 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:

*Qualitative data analysis (20 credits) [9790050]*

*Quantitative data analysis (20 credits) [9790060]*

*Approaches to educational research (30 credits) [9790010]*

*Research methods (30 credits) [9790020]*

*Research and the theoretical field (30 credits) [9790040]*

All 20 credit modules require 64 notional study hours and all 30 credit modules require 96 notional study hours.

2.2 Students may take any number of modules as short courses but a maximum of **60 credits only** may be counted as credit towards a further related award (see also paragraph 3 of the Short Course General Regulations).

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

2.4 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 and annually, therefore, students will be asked to indicate their alternative choices.

2.5 Students first begin their programme of study in **September** or **January** of any given year. The registration deadlines for these start dates are **31 August** and **30 November** respectively (see paragraph 2.7 for the effective dates of registration for all students).

### Period of registration

2.6 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 a short course on this programme is **one** year.

2.7 The effective date of a student's registration shall be **1 September** for students who begin their programme in September and **1 January** for students who begin their programme in January, in the year in which he or she is initially registered.

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

## Online Participation

2.9 In order to satisfy the requirements of the programme and to be able to undertake the coursework, participation in the Virtual Learning Environment and in a number of Synchronous Classroom Sessions is **essential**.

2.10 Students who fail a module on the first occasion and make a second attempt may choose to participate in the Virtual Learning Environment on payment of an additional fee.

2.11 During participation in the Virtual Learning Environment and during all other on-line contributions, students must observe the code of conduct for on-line behaviour given in the Student Handbook.

## 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:

*MRes degree in Educational and Social Research*

*Postgraduate Diploma in Educational and Social Research*

*Postgraduate Certificate in Educational and Social Research*

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

3.3 Further rules governing progression to a related award is given in paragraph 3 of the Short Course General Regulations.

## 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 minimum of a second class honours degree or the equivalent from an institution acceptable to the University of London

4.2 For all applicants an advanced level of ability to work in English is essential. Applicants may be required to pass, or to have passed within the last three years, at the appropriate level, a test of proficiency in English acceptable to the University, e.g. in IELTS (International English Language Testing System) with an overall score of 7.0 plus a minimum score of 7 in both the reading and writing sub-test **or** in TOEFL (Test of English as a Foreign Language) a score of 650 (or 280 in the computerised test) plus a Test of Written English (TWE) with a minimum score of 4.5.

4.3 Students are also required to have regular access to a computer with the specifications outlined in the Prospectus and Student Handbook. Students should also be able to regularly access the Internet in order to link to the Virtual Learning Environment, and participate online in the modules being undertaken, as outlined in paragraphs 2.9-2.11.

## 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, diploma or certificate (see paragraph 3.1). **Paragraphs 5.2 to 5.14 apply to all students who wish to be assessed.**

5.2 Modules will be formally assessed by unseen written paper or by coursework or by a combination of both (see also paragraph 5.3). Details are given in the individual module outlines as set out in Schedule A.

5.3 In addition, for each module, students are required to complete a portfolio as evidence of having participated in the online activities. Students will not be able to pass a module unless they have completed and submitted a portfolio. Details of the requirements of the portfolio and the deadlines for submission can be found in the Virtual Learning Environment.

5.4 Students must submit the portfolio by the deadlines given in the Virtual Learning Environment. Failure to do so may result in the examination attempt being forfeited.

5.5 Where a module is assessed by a combination of written paper and coursework, students are required to attempt the coursework for the module before attempting the written paper for the module.

5.6 In order to pass a module which has unseen written paper and coursework components, students will normally be required to satisfy the Examiners in both elements of the assessment for the module concerned as well as satisfying the portfolio requirement.

5.7 Students who have submitted coursework for a module but are unable to attempt the written paper for that module in the same academic year must immediately inform the Examinations Office, supplying supporting certification, e.g. a medical certificate, where applicable.

5.8 Students who attempt only one element of the assessment for a module 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.

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

5.10 A student who receives the result 'Fail' in a module at the first attempt, having not satisfied the Examiners in one or both elements of the assessment for the module concerned, will be permitted to make a second attempt at the failed element. Students will **not** be permitted to make a second attempt at any element of the assessment (either the written paper or coursework) which has been passed.

5.11 The maximum number of attempts permitted at any examination is **two** (paragraph 6.1 of the Short Course General Regulations).

5.12 Students who pass a module at the second attempt shall not receive a grade higher than 'C'.

5.13 A student who makes a second attempt at the coursework for a module may choose to either re-work their existing coursework or will be required to submit fresh coursework in answer to a new question or coursework topic set by the Programme Director.

5.14 Coursework must be submitted electronically via the drop-boxes in the Virtual Learning Environment and be received by the deadlines given in the Virtual Learning Environment. Coursework received after the relevant deadline will only be considered at the discretion of the University.

### Calculators

5.15 The use of calculators in some examinations is permitted (see paragraph 8 of the Short Course General Regulations for more information).

### Pass mark

5.16 The pass mark for a short course is 50% (equivalent to a grade C).

## 6. Fees

6.1 The fees payable to the University in 2009/10 are as follows:

Fee per short courses:	
10 credit modules	£560
20 credit modules	£985
30 credit modules	£1,420
Examination re-entry fee	£157
<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 August**. 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 examination.

6.3 The fees above refer to the 2009/10 year only.

6.4 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.

### Progression to an award

6.5 When a student progresses from a short course to the Postgraduate Certificate, Postgraduate Diploma or MRes degree, having been given permission to do so, the following additional fees shall be payable:

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

### Refunds

6.6 A refund of the short course fee will be given where the fee has been paid but no study materials have been despatched. Such refund will be subject to a charge determined by the University (currently £50).

## Schedule A / Module outlines

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

### **Approaches to educational research (9790010)**

This module provides an overview of the different approaches to educational and social research. The module looks at a range of designs that are often used in social research, including surveys, ethnography, case studies, and experiments, and contrasts some of the ways in which researchers conceptualise the outcomes of research. The module will also explore some of the fundamental methodological issues underpinning social research, particularly epistemological debates about the nature of research knowledge. The module provides training in how to formulate research questions, design research strategies, and to carry out literature searches. Through this training, students will begin to develop a portfolio of research ideas to be developed throughout the course, and will be able to review and interpret research according to the debates discussed in the module.

*Assessment: one two-hour unseen written paper (81%) and one assignment of 1000 words (19%)*

### **Research methods (9790020)**

Research Methods involves looking at a broad range of methods of data collection, including questionnaires, interviews, focus groups, observations, and document analysis. The module provides a detailed consideration of the procedures involved in using these various research strategies, and looks at how to use methods in order to address particular research questions.

*Assessment: one two-hour unseen written paper (81%) and one assignment of 1000 words (19%).*

### **Research and the theoretical field (9790040)**

This module focuses on the ‘theoretical space’ of research, and explores the relationship between theoretical and epistemological claims/assumptions/debates and research practices. This will entail a close interrogation of both published research and students’ own research ideas.

*Assessment: one two-hour unseen written paper (81%) and one assignment of 2000 words (19%).*

### **Qualitative data analysis (9790050)**

Qualitative Data Analysis considers the process of analytically orientating to qualitative data. The module looks at a range of analytic approaches, including Grounded Theory, Discourse Analysis, Conversation Analysis, as well as a broad variety of data formats such as video, audio, written transcripts and historical documents.

*Assessment: one two hour unseen written paper (100%)*

### **Quantitative data analysis (9790060)**

This module covers a wide range of methods of quantitative data analysis and deals with both conceptual and practical aspects. The module introduces exploratory analysis, including descriptive statistics for summarising univariate data and measures of association for bivariate data, hypothesis testing, and modelling data by regression analysis.

*Assessment: one two hour unseen written paper (100%)*

# Short Course General Regulations: Masters Level Programmes

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## 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 short course 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 relevant 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 relevant 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 relevant Short Course Programme Regulations indicate whether there is a maximum limit to the number of credit bearing and non-credit bearing short courses that may be taken on that programme and will state a maximum if a limit applies.

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 a 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 passed.

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

## 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 relevant 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 for a short course 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 relevant Short Course Programme Regulations and/or 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 relevant 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 relevant 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.
- PDA's, 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 also complies with the specification given in the relevant 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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