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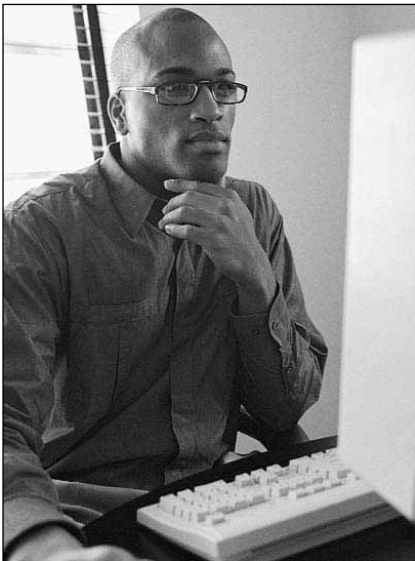
Important document – please read

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



MA degree, Postgraduate Diploma and Postgraduate Certificate in Applied Educational Leadership and Management

(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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Published by: University of London Press
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Printed by Central Printing Services
University of London

MA, Postgraduate Diploma and Postgraduate Certificate in Applied Educational Leadership and Management

Contents

This booklet contains the Regulations for the MA degree, Postgraduate Diploma and Postgraduate Certificate in Applied Educational Leadership and Management and for the short courses that are derived from these awards. The booklet is divided into two parts as shown below – the Regulations for the awards and the Regulations for short courses.

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Programme Regulations

The MA degree, Postgraduate Diploma and Postgraduate Certificate in Applied Educational Leadership and Management are governed by these Programme Regulations – which are specific to these awards- and the General Regulations for Degrees and Other Related Awards at Masters Levels which govern all awards at Masters levels. The Programme Regulations and General Regulations should be read together.

1. Introduction

1.1 The University awards the degree of Master of Arts in Applied Educational Leadership and Management, hereafter called the MA degree in Applied Educational Leadership and Management. A Postgraduate Diploma and Postgraduate Certificate in Applied Educational Leadership and Management 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 MA degree, Postgraduate Diploma and Postgraduate Certificate in Applied Educational Leadership and Management are awarded without classification. At the discretion of the Board of Examiners a mark of distinction can be awarded to MA degree students.

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

2. Programmes of study

2.1 The MA degree consists of **four** modules and a dissertation:

- **two** compulsory core modules *plus*
- **two** further modules chosen from a list of options *plus*
- a **dissertation**.

2.2 The Postgraduate Diploma consists of **four** modules:

- **two** compulsory core modules *plus*
- **two** further modules chosen from a list of options.

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

2.4 All applicants are required to satisfactorily complete an **Induction session** before registering (see paragraph 4.6).

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 A student's selection of the further modules is subject to the approval of the Programme Director.

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** in the year of registration for the module concerned. Applications must be made in writing to the Student Registry by this date. Students who are permitted to

change their choice of module may be required to pay an additional fee. Students who have not applied by 30 September will **not** normally be permitted to change their choice of module.

Virtual Learning Environment

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 is **essential** (see also paragraph 3.1).

2.11 Students who fail a module and make a second attempt at a module may choose to participate in the Virtual Learning Environment for a second time. A fee will be payable (see paragraph 8.4).

2.12 MA degree students who fail the **dissertation** and make a second attempt at the **dissertation**, either by offering a re-written **dissertation** or to make a fresh application for a new **dissertation** at a subsequent examination (see paragraph 7.6), will be required to participate in the Virtual Learning Environment for a second time. A fee will be payable (see paragraph 8.4).

2.13 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 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 2.10, 3.2 and 3.3).

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** 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** will be required to satisfy the requirements of paragraph 3.1 in the following year. A fee will be payable for participation in the Virtual Learning Environment for a second time (see paragraph 8.4).

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 two** modules.

3.5 In order to be able to progress from the Postgraduate Certificate to the Postgraduate Diploma, students must pass both core modules.

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 **two** modules, provided they also satisfy the requirements of paragraph 3.7.

3.7 All students are required to pass the **two** core modules before proceeding to the **two** further modules.

3.8 In order to be able to progress from the Postgraduate Diploma to the MA degree, students must pass the **two** core modules and the **two** further modules.

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 Applied Educational Leadership and Management **provided** he or she has passed the **two** core modules.

Students registered for the MA degree

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

3.11 All students are required to pass the **two** core modules before proceeding to the **two** further modules.

3.12 In addition, all students are required to pass the **two** further modules before proceeding to the **dissertation**.

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

- the Postgraduate Diploma in Applied Educational Leadership and Management **provided** he or she has passed all **four** modules *or*
- the Postgraduate Certificate in Applied Educational Leadership and Management if he or she has passed the **two** core modules.

4. Entrance requirements and exemptions

Entrance requirements

4.1 In order to be eligible to register for the MA degree, Postgraduate Diploma or Postgraduate Certificate in Applied Educational Leadership and Management, applicants must

satisfy the entrance requirements given in paragraphs 4.2 and 4.5.

4.2 An applicant must have:

A second class honours degree or the equivalent from an institution acceptable to the University of London

plus

at least two years relevant work experience.

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 five years, at the appropriate level, a test of proficiency in English acceptable to the University, e.g. in IELTS (International English Language Testing System) an overall score of 7.0 plus a minimum score of 6.5 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 the Internet in order to link to the Virtual Learning Environment, and the necessary computer hardware and software as described in the Prospectus and Student handbook.

4.6 Applicants who satisfy the above requirements will be given a conditional offer of registration and instructions on how to access the **Induction session** (see paragraph 2.4). In order to register for the MA degree, Postgraduate Diploma or Postgraduate Certificate, a student must satisfactorily complete the **Induction session** and countersign and return his or her letter of completion, with the registration form and appropriate fee, by **31 August**.

4.7 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

Exemptions

4.8 The general rules applying to exemptions are given in paragraph 3 of the General Regulations.

4.9 A student who has obtained the National Professional Qualification for Headship (NPQH) may apply for automatic exemption from **one** unspecified option module from the Postgraduate Diploma or MA degree in Applied Educational Leadership and Management.

4.10 No other awards will be considered for automatic exemption.

4.11 Students who have obtained a postgraduate level award in a related subject may apply for discretionary exemption from **one** unspecified option module. This application will be subject to a non-refundable fee. All applications will be considered on an individual basis and at the discretion of the University.

4.12 Exemptions are **not** permitted from option modules of the Postgraduate Certificate.

4.13 There is **no** exemption from core modules or from the dissertation.

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
- MA degree - **three** 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 4 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** in the year in which he or she is initially registered.

6. Assessment

Assessment of modules

6.1 Each module will be assessed by one three-hour unseen written paper and coursework. The assessment of the **dissertation** is described in paragraphs 6.9 to 6.14.

6.2 Students are required to attempt the coursework for a module before attempting the written paper for that module.

6.3 In order to pass a particular module, students will be required to satisfy the Examiners in both elements of the assessment for the module concerned.

6.4 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 where applicable.

6.5 The grade awarded for each module will be based on the grade obtained in the written paper and on the grade for the coursework, weighted on the scale **86:14**.

6.6 Students who attempt only one element of the assessment for a module within the same academic year (see paragraphs 3.1 and 6.4) may be permitted to carry forward the grade awarded for the element attempted *at the discretion of the Board of Examiners*.

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

6.8 Coursework must be submitted to be received by the deadlines given in the Student handbook. Coursework received after the relevant deadline will only be considered at the discretion of the University.

Dissertation

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

6.10 The **dissertation** counts as coursework. As a result, the overall weighting for the assessment of the MA degree of written paper to coursework is **60:40** (see also paragraph 6.5).

6.11 For the **dissertation**, students are required to submit, for approval by the Programme Director, a research proposal, of no more than 500 words by the deadline given in the study materials (see Schedule B).

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

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

6.14 The completed final **dissertation** must be submitted by post or courier to the Examinations Office to arrive not later than **31 August** in the year of entry to this element of the examination. A **dissertation** received after the deadline will not normally be considered. Dissertations will not be accepted electronically.

7. Number of attempts permitted

7.1 Details of the number of attempts permitted are given in paragraph 7 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 6.3). 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's registration will cease if they fail to satisfy the Examiners in the core module at the second attempt.

7.5 A student who makes a second attempt at the coursework for a module (see paragraph 7.2) will be required to submit fresh coursework in answer to a new question or coursework topic.

7.6 If a student registered for the MA 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 2.12).

8. Fees

8.1 The fees payable to the University for the MA degree, Postgraduate Diploma and Postgraduate Certificate in Applied Educational Leadership and Management 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. MA 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 single payment, covering the registration fee and all module fees and, for the MA degree, the **dissertation**
- or the registration fee plus the fees for the modules to be studied the first year. To be registered, a student must pay at the same time both the registration fee and fee for at least **one** core module. In subsequent years, only the fees for any **new** modules or the **dissertation**, as applicable, are payable.

8.3 The registration and module/**dissertation** fees for 2008-2009 are as follows:

Total fee (single payment)	
MA degree	£8015
Postgraduate Diploma	£6170
Postgraduate Certificate	£3480
Registration fee	£790
Module fee	£1345
Dissertation fee (MA degree only)	£1845
Exemption application fee (per module)	£105

Registration and 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.

The **exemption application fee** is payable by all students who wish to be considered for non-automatic exemption. This fee is non-refundable. The fee is subject to review and will apply to the academic year 2008-2009 only.

8.4 Additional fees for 2008-2009 that will be payable, as applicable, are as follows:

Examination re-entry fees	
• for one module	£146
• for two modules	£222
• for the dissertation	£146

Virtual Learning Environment participation for a second time:

- for a module (see paragraphs 2.11 and 3.3) £651
- for a re-written **dissertation** (see paragraph 2.12) £651
- for a new **dissertation** (see paragraph 2.12) £924

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.

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 MA 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

Two compulsory core modules:

Leading and managing educational change and improvement (919760010)
Leadership for the learning community (919760020)

Postgraduate Diploma

Two compulsory core modules:

Leading and managing educational change and improvement (919760010)
Leadership for the learning community (919760020)

+

Two further modules chosen from:

Financial and resource management in educational contexts (919760030)
Developing leadership and management skills and insights (919760040)
Exploring educational policy (919760050)
Values, vision and moral purpose in educational leadership (919760060)

Notes:

- All applicants are required to satisfactorily complete an **Induction session** before registering.
- Not all modules will necessarily be available every year.
- A student's selection of the further modules is subject to the approval of the Programme Director.
- The examination numbers are appended to the module titles and these numbers should be used when completing the examination entry forms.

MA degree

Two compulsory core modules:

Leading and managing educational change and improvement (919760010)
Leadership for the learning community (919760020)



Two further modules chosen from:

Financial and resource management in educational contexts (919760030)
Developing leadership and management skills and insights (919760040)
Exploring educational policy (919760050)
Values, vision and moral purpose in educational leadership (919760060)



A dissertation

Dissertation (919760200)

Notes:

- All applicants are required to satisfactorily complete an **Induction session** before registering.
- Not all modules will necessarily be available every year.
- A student's selection of the further modules is subject to the approval of the Programme Director.
- The examination numbers are appended to the module titles and these numbers should be used when completing the examination entry forms.

Schedule B / Module outlines

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

Induction session

This session must be completed satisfactorily before registration is confirmed.

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

Leading and managing educational change and improvement (919760010)

This module introduces some of the basic theories relating to leadership and management in educational settings and considers how they might work in a range of situations and national cultures. Students are alerted to the 'Western' nature of leadership and management theory. The individual organisation is looked at from the point of view of its structures, its own institutional culture and the way power is distributed. The implications of the changing division and allocation of power between national and regional government and the individual educational institution are considered. Educational improvement and change along with institutional effectiveness are key themes in this course and they are introduced in this module along with the related concept of evaluation.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Leadership for the learning community (919760020)

This module starts by considering the question: what do we mean by learning? It then goes on to consider the implications for leaders and managers if they are to promote effective learning and the role of the wider community in supporting and enabling learning. The role of the staff within a school, college or educational system is key to success, and this module considers two ways in which human resource management links to learning and the implications of this for leaders and managers. The importance of continuing professional development for staff and the support and growth of learning communities is stressed. Finally the module considers the importance of practitioners both using available research evidence and data from outside and from inside the institution and system.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Financial and resource management in educational contexts (919760030)

(formerly financial and material resources for learning)

First, this module considers the educational organisation as an open system and the role of financial and resource management within it. Key principles that are considered include those of efficiency and equity, particularly how they can be put into operation. Attention is given to sources of finance both private and public and the way in which finance is administered in decentralised school systems. Theories relating to costs and to funding are covered including the allocation of resources. Budget planning is considered in relation to strategic management and budget preparation including planning using spreadsheets is covered along with financial control and monitoring. The module ends with an assessment of the linkage

between finance and educational outcomes – an overview of key issues, methods and research evidence.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Developing leadership and management skills and insights (919760040)

This module develops in more detail the skills and insights arising from the theories and practice presented in the core modules. In particular, this includes development of leadership and management styles in relation to teams, team building and leading teams; running and attending meetings; decision-making in organisations; working with stakeholders; managing conflict and communication styles. Issues of motivation and delegation first introduced in module 2 will be developed further and some of the ideas relating to continuing professional development will be re-visited and explored in more detail. The module investigates the key issues for managers of stress and time management and ends with an examination of action planning.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Exploring educational policy (919760050)

This module helps to place the school and college in the context of education policy, considering how policy is made at local, national and international levels. It will consider trends and influences on policy-making and implementation, including: globalisation and national economies, central-local relations, relationships with 'partners', markets, bureaucracies and networks as methods of co-ordinating policy and practice in education systems. Particular attention will be paid to entitlement and access to education, including issues of gender, race, religion and disability and the balance to be struck between basic, vocational and 'elite' academic education and links with economic development and workforce planning. Finally students will be introduced to conducting a social justice audit.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Values, vision and moral purpose in educational leadership (919760060)

This module focuses on values, vision and moral purpose in educational leadership and therefore examines the ethics of management and leadership in an educational context looking at the demands of competing ethical systems and at how ethical leadership can be developed. Visions and missions of educational leaders are related to strategy and management structures and processes in the organisation. Schools are considered as moral communities and the ways in which moral integrity can be monitored and evaluated are considered. The importance of organisational culture, climate and ethos are examined and differentiated and related to the role of leadership and to change and improvement.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Dissertation (919760200)

MA degree students only

Students will be given guidance and further reading on basic research approaches and tools, and will be expected, where possible to conduct a small research project in their own work environment. The project is likely to be based on the investigation of a leadership or management issue leading to recommendations for improvement and action. The investigation could take the form of empirical research or it could be based on desk research making use of already available data. Students will be required to undertake a research methods component which will incorporate dissertation guidance and research methods training. The outcome of the research methods component will be a proposal for the dissertation. The dissertation will receive formative feedback for development of the dissertation project.

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

Schedule C / Scheme of award

MA degree, Postgraduate Diploma and Postgraduate Certificate

See notes below	
A, B, C	Pass
D	Fail

Notes:

1. The grade awarded for each module will be based on the grade obtained in the written paper and on the grade for the coursework, weighted on the scale **86:14**.
2. The overall weighting for the assessment of the MA degree of written paper to coursework is **60:40**.
3. Students who pass a module at the second attempt shall not receive a grade higher than 'C'.
4. In order to be awarded the **MA degree**, students must have attempted, and satisfied the Examiners in two core modules, two option modules and a dissertation.
5. In order to be awarded the **Postgraduate Diploma**, students must have attempted and satisfied the Examiners in two core modules and two option modules.
6. In order to be awarded the **Postgraduate Certificate**, students must have attempted and satisfied the Examiners in two core modules.
7. In order to pass a module, students are required to satisfy the Examiners in both elements of the assessment for the module concerned.
8. At the discretion of the Board of Examiners a mark of distinction may be awarded to MA degree students.
9. To obtain a mark of distinction an MA degree 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.
10. A student who has attempted every element of the assessment for **two** core modules, **two** option modules and a dissertation, will be **considered** for the award of the **MA degree**. A student who has reached this stage will **not** be permitted to make any further attempts at any failed units or to substitute any failed units with alternative units.
11. A student who has attempted every element of the assessment for **two** core modules and **two** option modules will be **considered** for the award of the **Postgraduate Diploma**. A student who has reached this stage will **not** be permitted to make any further attempts at any failed units or to substitute any failed units with alternative units.
12. A student who has attempted every element of the assessment for **two** core modules will be **considered** for the award of the **Postgraduate Certificate**. A student who has reached this stage will **not** be permitted to make any further attempts at any failed units or to substitute any failed units with alternative units.

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 exam).

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 MA/PG Diploma are assessed as follows:

Grade A/80 - 100/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/65 - 79/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/50 - 64/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/0 - 49/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 for Degrees and Other Awards at Masters Level

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

1. The Regulations

Introduction

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

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

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

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

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

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

Changes to the Regulations

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

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

Terminology and definitions

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

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

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

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

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

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

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

Student complaints procedure

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

2. Awards to External students

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Application, entrance requirements and exemptions

Application

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

Entrance requirements

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

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

Exemptions

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

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

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

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

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

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

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

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

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

4. Rules of progression

Progression within a programme of study

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

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

Progression from a certificate or diploma to a related award

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

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

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

Progression from a short course

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

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

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

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

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

5. Period of registration

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

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

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

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

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

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

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

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

6. Transfer

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

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

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

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

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

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

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

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

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

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

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

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

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

Registration and credit transfer of College-based students

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

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

6.13 The rules concerning exemptions are given in paragraph 3.

7. Assessment

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

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

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

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

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

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

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

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

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

Examination centres

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

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

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

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

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

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

8. Number of attempts permitted

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

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

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

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

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

9. Students with a disability and/or special needs

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

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

Special examination arrangements

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

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

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

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

10. Conduct of examinations

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

Representations about examinations

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

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

Permitted materials

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

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

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

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

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

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

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

Examination offences

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

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

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

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

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

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

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

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

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

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

Other matters

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

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

10.19 All question papers will be retained by the University.

11. Fees

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

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

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

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

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

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

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

Refunds

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

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

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

Programme Regulations for Short Courses

1. Introduction

1.1 The University offers individual modules of the MA and Postgraduate Diploma, Postgraduate Certificate in Applied Educational Leadership and Management 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:

Leading and managing educational change and improvement [919760010]

Leadership for the learning community [919760020]

Financial and resource management in educational contexts [919760030]

Developing leadership and management skills and insights [919760040]

Exploring educational policy [919760050]

Values, visions and moral purposes in educational leadership [919760060]

All modules accommodate 300 notional study hours.

2.2 Students may take any number of modules as short courses but only two modules (or a maximum of 60 credits) **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.

Period of registration

2.5 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.

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

Virtual Learning Environment

2.7 Participation in the Virtual Learning Environment is essential.

2.8 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:

MA degree in Applied Educational Leadership and Management

Postgraduate Diploma in Applied Educational Leadership and Management

Postgraduate Certificate in Applied Educational Leadership and Management

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

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

4. Entrance requirements

4.1 In order to be eligible to register for a short course governed by these Regulations, an applicant must have a second class honours degree or the equivalent from an institution acceptable to the University of London

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

4.3 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 five years, at the appropriate level, a test of proficiency in English acceptable to the University, e.g. in IELTS (International English Language Testing System) an overall score of 7.0 plus a minimum score of 6.5 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.

4.4 Students are also required to have regular access to the Internet in order to link to the Virtual Learning Environment, and the necessary computer hardware and software as described in the Prospectus and Student handbook.

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 5.6 apply to all students who wish to be assessed.**

5.2 Each module taken as a short course will be assessed by a combination of unseen written examination and coursework.

5.3 For each individual module students are required to contribute satisfactorily to the VLE discussion groups and to attempt the examination in the year of registration for the module concerned, unless they have been given permission to defer one or more of the elements of the examination.

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

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

Pass mark

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

6. Fees

6.1 The fees payable to the University are as follows:

Fee per short course	£1505
Examination re-entry fee	£146
<i>(Payable by students who enter an examination on a second occasion, having failed on the first occasion.)</i>	

6.2 The fee payable per short course must be paid not later than **31 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 2008-2009 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 MA degree, the following additional fees shall be payable:

- a registration fee to register for the Postgraduate Certificate, Postgraduate Diploma or MA 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 numbers are appended to the module titles and these numbers should be used when completing the examination entry forms.

Leading and managing educational change and improvement (919760010)

This module introduces some of the basic theories relating to leadership and management in educational settings and considers how they might work in a range of situations and national cultures. Students are alerted to the 'Western' nature of leadership and management theory. The individual organisation is looked at from the point of view of its structures, its own institutional culture and the way power is distributed. The implications of the changing division and allocation of power between national and regional government and the individual educational institution are considered. Educational improvement and change along with institutional effectiveness are key themes in this course and they are introduced in this module along with the related concept of evaluation.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Leadership for the learning community (919760020)

This module starts by considering the question: what do we mean by learning? It then goes on to consider the implications for leaders and managers if they are to promote effective learning and the role of the wider community in supporting and enabling learning. The role of the staff within a school, college or educational system is key to success, and this module considers two ways in which human resource management links to learning and the implications of this for leaders and managers. The importance of continuing professional development for staff and the support and growth of learning communities is stressed. Finally the module considers the importance of practitioners both using available research evidence and data from outside and from inside the institution and system.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Financial and resource management in educational contexts (919760030)

(formerly financial and material resources for learning)

First, this module considers the educational organisation as an open system and the role of financial and resource management within it. Key principles that are considered include those of efficiency and equity, particularly how they can be put into operation. Attention is given to sources of finance both private and public and the way in which finance is administered in decentralised school systems. Theories relating to costs and to funding are covered including the allocation of resources. Budget planning is considered in relation to strategic management and budget preparation including planning using spreadsheets is covered along with financial control and monitoring. The module ends with an assessment of the linkage between finance and educational outcomes – an overview of key issues, methods and research evidence.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Developing leadership and management skills and insights (919760040)

This module develops in more detail the skills and insights arising from the theories and practice presented in the core modules. In particular, this includes development of leadership and management styles in relation to teams, team building and leading teams; running and attending meetings; decision-making in organisations; working with stakeholders; managing conflict and communication styles. Issues of motivation and delegation first introduced in module 2 will be developed further and some of the ideas relating to continuing professional development will be re-visited and explored in more detail. The module investigates the key issues for managers of stress and time management and ends with an examination of action planning.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Exploring educational policy (919760050)

This module helps to place the school and college in the context of education policy, considering how policy is made at local, national and international levels. It will consider trends and influences on policy-making and implementation, including: globalisation and national economies, central-local relations, relationships with 'partners', markets, bureaucracies and networks as methods of co-ordinating policy and practice in education systems. Particular attention will be paid to entitlement and access to education, including issues of gender, race, religion and disability and the balance to be struck between basic, vocational and 'elite' academic education and links with economic development and workforce planning. Finally students will be introduced to conducting a social justice audit.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Values, vision and moral purpose in educational leadership (919760060)

This module focuses on values, vision and moral purpose in educational leadership and therefore examines the ethics of management and leadership in an educational context looking at the demands of competing ethical systems and at how ethical leadership can be developed. Visions and missions of educational leaders are related to strategy and management structures and processes in the organisation. Schools are considered as moral communities and the ways in which moral integrity can be monitored and evaluated are considered. The importance of organisational culture, climate and ethos are examined and differentiated and related to the role of leadership and to change and improvement.

Assessment: one three-hour unseen written paper (86%) and assignment (14%).

Short Course General Regulations: Masters Level Programmes

1. The Regulations

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

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

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

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

1.5 To register for a short course programme as an External student, an applicant must satisfy any entrance requirements for the programme concerned. In addition, an applicant who was either previously registered as an External student or who was previously enrolled at a constituent College or Institute of the University of London must have made satisfactory payment to the University or College/Institute of all due fees and accounts. An applicant who fails to satisfy this condition will **not** be permitted to register, or to register again, as an External student.

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

Changes to the short course provision

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

Terminology and definitions

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

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

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

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

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

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

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

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

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

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

Student complaints procedure

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

2. Short courses

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

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

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

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

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

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

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

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

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

2.9 Unless the relevant Short Course Programme Regulations state otherwise, a student whose registration for a short course has been terminated because he or she has exhausted the permitted number of attempts at an examination may apply to register again as an External student for a short course or award in the same or different subject or field of study. All applications will be considered on an individual basis. Permission to register in these circumstances will be given at the discretion of the University and will be subject to any further conditions specified in these Short Course General Regulations or in the relevant Short Course Programme Regulations, or by the University.

3. Progression to a degree, diploma or certificate

Credit bearing short courses

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

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

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

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

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

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

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

Non-credit bearing short courses

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

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

4. Period of registration

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

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

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

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

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

5. Assessment

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

registered or first attempted the examination/assessment concerned.

Credit bearing short courses

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

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

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

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

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

5.6 Except in the circumstances of paragraph 5.7, all examinations by written paper for the same short course, wherever held, will take place on the same date and at the same time. The University reserves the right to set different papers in the same subject in separate countries and in different time zones.

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

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

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

Examination centres

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

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

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

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

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

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

Non-credit bearing short courses

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

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

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

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

6. Number of attempts permitted

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

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

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

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

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

7. Students with a disability and/or special needs

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

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

Special examination arrangements

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

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

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

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

8. Conduct of examinations

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

Representations about examinations

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

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

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

Permitted materials

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

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

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

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

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

8.7 The use of any calculator other than the type specified in the paragraph 8.6 of the Short Course General Regulations, or in paragraph 6 of the Short Course Programme Regulations, will constitute an examination offence and will be subject to the provisions in paragraph 8.16 of these regulations. Students are responsible for ensuring that their calculators are in working order for the examination. Students must ensure that they have alternative means of calculation in the event of the calculator

failing during the examination, either through the use of a second calculator, which complies with the specification given in the Short Course Programme Regulations, or to continue the examination without the use of a calculator. If students use electronic calculators in examinations they must indicate on their examination scripts the name and type of machine used. Calculators will **not** be provided by the University.

Examination offences

8.8 It is an examination offence to introduce into, or use in the examination room, unauthorised materials or aids. Any unauthorised materials or aids brought into an examination room and not deposited with the Invigilator (see paragraph 8.4) must be surrendered to the Invigilator on request. Any materials or aids so surrendered may be handed over by the Invigilator to the University which may make copies of them. The original materials or aids (together with all such copies) may be retained by the University at its absolute discretion.

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

8.10 Plagiarism is the presentation of another person's thoughts or words as if they were the student's own: for example, copying from text books and other sources (including the Internet) without due acknowledgement that the passages quoted are copied and without giving the source of those passages (see paragraph 8.12). Plagiarism is an examination offence.

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

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

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

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

8.15 It is the responsibility of the student to safeguard his or her assignments, essays, projects, reports, dissertations and other

similar work and to prevent them from being copied by other students.

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

Other matters

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

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

8.19 All question papers will be retained by the University.

9. Fees

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

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

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

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

Refunds

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

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



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Central Printing Services E10884 07/08