ACADEMIC REGULATIONS FOR STUDENTS: UNDERGRADUATE PROGRAMMES

Section 2: General Regulations 2010-2011

SUMMARY OF RECENT CHANGES AND/OR ADDITIONS TO THE PUBLISHED REGULATIONS IN THIS SECTION

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Guidance for students and staff:

The General Regulations apply to all University College London (UCL) undergraduate students, including students enrolled on Erasmus Mundus programmes when they are attending UCL.

The General Regulations for Undergraduate Students are UCL's overarching regulations and students should read these regulations together with the regulations for their programme of study and with local regulations for the Department and Faculty housing their programme of study and take account of their programme's scheme of award as detailed in programme handbooks and Departmental/Divisional literature.

These regulations also broadly apply to affiliate students except where the nature of their programme of study renders the regulations inapplicable. In such cases any issues arising should be referred to the Study Abroad team in the Student Centre, by email (see below) and will be dealt with on a case by case basis.[1] The regulations for the structure of programmes for affiliate students are set out in item 12.2

These are the regulations for the following degrees based on the Course Unit Scheme of Award:

- BA
- BSc
- BSc (Econ)
- BEng
- MEng
- MSci

There are special regulations for the following programmes:

English: (English, English and German), Fine Art, LLB, Intercalated Degrees and the MBBS degree programme. Students and staff should refer to the regulations published by the Departments or Division that delivers the relevant programme.

Course Units and European Credits Transfer System (ECTS)

For 12 and 16 Course-Unit Degree Programmes a Course Unit equates to 375 learning hours and 15 ECTS (European Credit Transfer Scheme). Further information about ECTS, the academic credits accrued by students upon successful completion of a Course Unit, and the European Credit Transfer Scheme can be found by following the link set out below.[2]

The information in this publication is believed to be correct at the time of posting but

[1] studentrecords@ucl.ac.uk
[2] http://www.ucl.ac.uk/prospective-students/undergraduate-study/organisation/

subsequent amendments are possible. Amendments and new regulations will be indicated on the webpage and will be incorporated into the main text for the next academic session.

2.1 UCL APPROVAL FOR NEW COURSE UNITS AND NEW PROGRAMMES

i) All new Course Units (CU) and Degree Programmes proposed by Departments/Divisions and recommended by the Faculty must be submitted for formal approval by UCL.

ii) All new degree programmes must be scrutinised by a suitably qualified person external to UCL.

iii) UCL approval is granted for new Course Units and Degree Programmes, and amendments to existing Course Units and programmes, when the rationale provided meets UCL's academic regulatory, financial and strategic planning requirements.

Guidance for students and staff:

i) Guidance, procedures and forms for new programmes and Course Unit proposals, and amendments to existing Course Units and programmes can be accessed via the Registry and Academic Services Division website.[3]

ii) Also available are the dates and deadlines for the annual academic review period and the submission of new Course Unit proposals and programme amendments.

2.2 THE SELECTION OF COURSE UNITS (INCLUDING PROGRAMMES WITH ALL COMPULSORY COURSE UNITS)

2.2.1 The Selection of Course Units for an Undergraduate Degree Programme

i) UCL decides the combinations of Course Units students may follow.

ii) Students are expected only to select Course Units offered by UCL unless otherwise specified in the regulations for individual programmes of study.

iii) Some degree programmes have all compulsory Course Units.

2.2.2 Determination of Course Unit Combinations

UCL Departments/Divisions are free to develop, not only combinations of Course Units which form or fall within one or more of the conventional subjects, but also combinations which fall across the boundaries of Faculties, but which still, in the opinion of the Department/Division and UCL, form a coherent degree programme.

2.2.3 Confirmation of Course Unit Selection

Confirmation of Course Unit selection by both the teaching and home

[3] http://www.ucl.ac.uk/ras/

Departments/Divisions (when these are not the same) is the indication of UCL approval that the Course Units selected have met the requirements for an individual programme of study.

2.2.4 Deadlines for Course Unit Selection

Course Units elections must be made by students and confirmed by the deadline specified by UCL.

Guidance for students and staff:

i) The annual deadlines for the selection and UCL confirmation of Course Units are:
   a) **Whole Course Units**: End of October
   b) **Half Course Units running in the first term**: End of October
   c) **Half Course Units running in the second/third term**: End of January

ii) The above deadlines are for the completion of this activity.

iii) Students will have earlier deadlines for Course Unit selection that will be notified to them by UCL annually.

iv) UCL undergraduate students select and enrol on the agreed Course Units for their programme via PORTICO, UCL's student records database

v) Course Unit selection is available at certain times of the year and students will be notified when it is time to make Course Unit selections

vi) All selections are provisional until they have been confirmed both by teaching and home Departments/Divisions

vii) Confirmation of Course Unit selection by both the Teaching and Home Departments/Divisions (when these are not the same) is the indication of UCL approval that those selected have met the requirements for a programme of study.

viii) If approval is not given students should seek academic advice from their personal tutor or other staff in the Department/Division.

ix) A 'teaching' Department/Division is the Department/Division that is responsible for the delivery of a Course Unit to students and is responsible for the assessment of students enrolled on the Course Unit.

x) A 'home' Department/Division is the Department/Division responsible for the programme on which a student is registered.

xi) In many cases the teaching and home Department/Division are the same

xii) Undergraduate Course Units in a programme diet can be identified as being:

a) Compulsory Course Units for a Programme

Students registered on a programme must enrol on Course Units deemed compulsory for that programme of study. These Course Units are identified by the letter 'C' in the programme diet on PORTICO, UCL's student records system.

b) Optional Course Units for a Programme

Optional Course Units provide students with a choice of specified Course Unit options for their programme and are identified by the letter 'O' in the programme diet on PORTICO. Student selection of the optional Course Units is subject to the overarching rules for Course Units governing the programme

c) Elective Course Units for a Programme

xiii) Elective Course Units are not specified on a programme diet and are identified by the letter 'E' on PORTICO. Student selection of elective Course Units is subject to the overarching rules for Course Units governing the programme.

xiv) Students selecting optional or elective Course Units should, in the first instance, seek approval from the home Department/Division for their degree programme before enrolling on any Course Units that are not specified in the literature relating to their chosen programme.

xv) Students are required to select their Course Units for each session (an academic year) at the start of the session or in early January for Affiliate students starting in January.

xvi) Guidance for affiliate student Course Unit selection is set out in item 2.12.1

2.2.5 The Number of Course Units to be Selected in an Academic Year

i) UCL undergraduate programmes consist of a total of four Course Units in an academic year.

ii) All full-time students (except repeating students) [4] must enrol on a total of four Course Units and all students registered as part-time (except repeating students) must enrol on a total of two Course Units in an academic year.

[4] studentrecords@ucl.ac.uk

iii) With the exception of those who have received approval to re-attend a failed Course Unit or attending a substitute for a withdrawn or failed Course Unit, full-time students will not be permitted to register on more than a total of four Course Units in any one year.

iv) Part-time students will not be permitted to register on more than a total of two Course Units.

Guidance for students and staff:

i) In exceptional circumstances UCL may allow students to exceed this maximum.

ii) Where a student follows a Course Unit during the long vacation, the value of that Course Unit shall be assigned to either the previous or next year as appropriate, but overall in neither year may the total exceed the maximum of four Course Units.

iii) Permission to allow students to exceed the maximum requires a suspension of UCL regulations for students and can be granted on a case by case basis by the Dean of Students (Academic), supported by the Faculty Tutor.

iv) Any cases in support should be sent for consideration by the Dean of Students (Academic) via the Examinations Office. It should be noted that such requests are rarely approved.

v) Students are permitted to attend Course Units up to the value of one whole Course Unit, as a substituted Course Unit in addition to the four Course Units permissible in an academic session if they failed a Course Unit or withdrew from examination of a Course Unit in the preceding session.

2.2.6 Selection of Course Units from Outside of UCL: University of London Intercollegiate and Other Institutions

i) Students must select Course Units offered by UCL unless the option to select Course Units outside UCL is clearly specified in information on their programme of study.

ii) Where Course Units can be selected outside UCL the University of London, or other Higher Education provider, is responsible for the management of the student experience at the Course Unit level.

iii) This includes academic assessment, examination re-sits, disciplinary, appeal and grievance procedures.

iv) The University of London or other Higher Education provider is also responsible for notifying UCL of the students' academic achievement for their assessment record and transcript.

2.2.7 Change of Course Unit Selection

i) An application for changes in Course Unit selection requires UCL approval. Transfer between Course Units cannot be guaranteed.

ii) There must be places available and the changes must be consistent with the student's programme of study.

iii) The deadline for the transfer between Course Units is set by UCL.

Guidance for students and staff:

i) Students, who are in any doubt about the Course Units they have selected, should discuss the matter with their Personal Tutor immediately and Departmental/Divisional when appropriate. Information on Course Unit selection should have been recorded on PORTICO.[5]

ii) Unless stated to the contrary, it will be assumed that a change of Course Unit selection will be effective from the start of the current session.

iii) The usual deadlines for the completion of a change in Course Unit selection is the end of October for Course Units starting in the first term and end of January for Course Units starting in the second term.

iv) If there are changes after these deadlines the information should be sent to the Examinations Section.

2.2.8 Deadlines for the Completion of Changes of Course Unit Selections, including Students, Teaching and Home Department/Division Confirmation

i) UCL approval for a student's programme of study has been conferred once the deadlines, set by UCL for the completion of Course Unit selection, have passed.

ii) This includes any changes to Course Unit selection or a change of degree programme, either within the same Department/Division and Faculty or between two Departments/Divisions or Faculties.

iii) The requirements of the Scheme of Award must be satisfied at the time of transfer.

iv) Any amendment to a programme of study thereafter requires special permission from UCL.

Guidance for students and staff:

i) The usual deadlines for the completion of changes of Course Unit selection including student, teaching and home Department/Division confirmations are as set out in the guidance for item 2.2.4

[5] https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn

ii) The deadlines above are for the completion of this activity. Students will have earlier deadlines for Course Unit selection that will be notified to them by UCL annually.

2.3 CHANGE DEGREE PROGRAME

2.3.1 Change of Degree Programmes Within the Same Department/Division and Faculty

i) An application for a change of degree programme within the same Department/Division and Faculty requires UCL approval.

ii) Transfer from one degree programme to another cannot be guaranteed.

Students must be able to satisfy the entrance requirements for a proposed new programme, there must be places available on it, and it must be practical for the student to complete the new programme satisfactorily.

iii) In order for the change to be affected within a given academic year, the deadline for the completion of a change in a degree programme within the same Department/Division is set by UCL.

iv) The regulations for transfer between the BEng/MEng and BSc/MSci Programmes are set out in the Faculty of Mathematics[6] and Physical Sciences and Faculty of Engineering variations of the Academic Regulations for Students.

v) The requirements of the Scheme of Award must be satisfied at the time of transfer.

The deadline for transfer between BEng/MEng and BSc/MSci is 31 March of the third academic year of full-time study. The deadline for transfer between MEng/BEng and MSci/BSc is the last Friday in July in the third academic year of full-time study.

Guidance for students and staff:

i) Students, who are in any doubt as to the suitability of the programme of study they are following, should discuss the matter with their Personal Tutor and obtain the appropriate form to submit to the Departmental/Divisional Tutor and Faculty Tutor.

ii) Before deciding to change programme, students are advised to seek advice from any sponsors

iii) Unless stated to the contrary, it will be assumed that a change of programme will be effective as from the start of the current session.

[6] See Appendix 1 and Appendix 2 respectively

iv) The deadline for change of programme during the session is set out in item 2.2.4

v) Students should not assume a transfer will be approved and, until official approval is obtained, they will remain on the original degree programme but should try to follow the requirements of the new programme when ever possible.

vii) If the change in degree programme is approved, the Faculty Tutor should inform the Student Centre, who will amend the student's record. If the change of degree is immediate, this may entail changing the Course Units previously selected. Students should seek advice from their Departmental/Divisional Tutor.[7]

2.3.2 Change of Degree Programme Between Two Departments/Division or Faculties

i) An application for a change of degree programme between two Departments/Divisions or Faculties requires UCL approval

ii) Transfer from one degree programme to another cannot be guaranteed.

iii) Students must be able to satisfy the entrance requirements for a proposed new programme, there must be places available on it, and it must be practical for the student to complete the new programme satisfactorily.

iv) In order to be affected within a given academic year, the deadline for the completion of a change in a degree programme between two Departments/Divisions or Faculties is set by UCL.

Guidance for students and staff:

i) It is expected that, before a change is approved, there will have been consultation between both Departmental/Divisional Tutors.

ii) Students, who are in any doubt as to the suitability of the programme of study they are following, should discuss the matter with their Personal Tutor and obtain the appropriate form to submit to the Departmental/Divisional Tutor and Faculty Tutor.

iii) Before deciding to change programme, students are advised also to seek advice from any sponsors. Unless stated to the contrary, it will be assumed that a change of programme will be effective as from the start of the current session.

The deadline for change of programme during the session is the end of October. If the change of programme is immediate, this may affect Course Units selected and student should seek advice on this matter from their

[7] http://www.ucl.ac.uk/departments/a-z/

Departmental/Divisional Tutor.

iv) The Departmental/Divisional Tutor for the current degree programme should approve the change by signing the Change of Programme Form under the field 'losing' Department/Division.

v) They must then forward the form to the Departmental/Divisional Tutor of the department gaining the student to accept the transferring student on the new degree programme by signing under the field 'gaining' Department/Division

vi) Following approval by the Faculty the form should be submitted to the Student Centre, UCL Registry and Academic Services Division.

vii) It is responsibility of both the student and the gaining Faculty to inform sponsors of any change in their programme of study.

2.3.3 Changes to Programmes of Study when the Deadline has Passed

i) When the deadlines for changes to a programme of study has passed, any changes including Course Unit selection, withdrawal from Course Units, withdrawal from academic assessment of a Course Unit or a change of programme requires UCL approval.

ii) Approval of changes to a programme of study once the deadline for doing so has passed cannot be guaranteed.

Guidance for students and staff:

When the deadline for changes to a programme of study has passed, any change requires Faculty and UCL approval.

2.4 PROGRAMMES WITH AN EXTRA- MURAL INDUSTRIAL ATTACHMENT: MANDATORY AND ELECTIVE

2.4.1 BSc and BEng Extra-Mural Year Degree Programmes (Industrial Placement Sandwich Year)

i) Students registered on four-year degree BSc and BEng programmes where an extra-mural year is mandatory will have, as the third year of study, an extra-mural year on attachment to an organisation or institution approved by UCL as having a function relevant and suitable to their field of study.

ii) BSc and BEng students should have completed and passed at least seven Course Units before embarking upon an extra-mural year.

iii) The minimum period of attachment is one academic year (nine months). Students following an extra-mural year on attachment must submit a final report for examination to their UCL supervisor by no later than one week before the start of the final academic year, which shall be assigned a value of

one Course Unit.

2.4.2 BSc and BEng Student Elective Extra-Mural Year Degree Programmes (Industrial Placement Sandwich Year)

i) Students registered for BSc and BEng degrees in fields of study specified by UCL may, with the approval of UCL, elect to follow the Course Units over four academic years which shall include as the third year, an elective extra-mural year on attachment to an organisation or institution approved by UCL as having a function relevant and suitable to the field of study.

ii) BSc and BEng students should have completed and passed at least seven Course Units before embarking upon an extra-mural year.

iii) The minimum period of attachment is one academic year (nine months). Students following an extra-mural year on attachment must submit a final report for examination to their UCL supervisor by no later than one week before the start of the final academic year, which shall be assigned a value of one Course Unit.

Guidance for students and staff:

i) An extra-mural year is an Industrial Sandwich Year on attachment to an organisation or institution approved by the Department/Division on behalf of UCL as having a function relevant and suitable to the student's field of study.

ii) The plan of work for both mandatory and elective extra-mural years must be agreed by both the Departmental/Divisional Tutor and the Faculty Tutor and be supervised by the student's tutor. The final report will be graded by the student's tutor in consultation with the student's industrial supervisor.

iii) Students must register the name and contact details of their Industrial Supervisor with the relevant Departmental/Divisional Tutor who oversees the process and keeps the records.

2.4.3 Five-Year MEng and MSci Mandatory Extra-Mural Year Degree Programmes (Industrial Placement Sandwich Year)

i) Students registered on five-year MEng or MSci degree programmes where an extra-mural year is mandatory will have, as the fourth year, an extra-mural year on attachment to an organisation or institution approved by UCL as having a function relevant and suitable to the field of study.

ii) MEng and MSci students must have completed at least twelve and passed eleven Course Units before embarking upon an extra-mural year.

iii) Students following an extra-mural year on attachment must submit a final report on the extra-mural year which shall be assigned a value of one Course Unit.

iv) The minimum period of attachment is one academic year (nine months). Students following an extra-mural year on attachment must submit a final report for examination to their UCL supervisor by no later than one week before the start of the final academic year, which shall be assigned a value of one Course Unit.

2.4.4 Five-Year MSci and MEng Student Elective Extra-Mural Year Degree Programmes (Industrial Placement Sandwich Year)

ii) Students registered for the MSci or MEng degree, may, with the approval of UCL, elect to follow the Course Unit over five academic years, of which the fourth year shall be the extra-mural year.

ii) MEng and MSci students must have completed at least twelve passed eleven Course Units before embarking upon an extra-mural year.

Students following an extra-mural year on attachment must submit a final report on the extra-mural year which shall be assigned a value of one Course Unit.

iii) The minimum period of attachment is one academic year (nine months). Students following an extra-mural year on attachment must submit a final report for examination to their UCL supervisor by no later than one week before the start of the final academic year, which shall be assigned a value of one Course Unit.

Guidance for students and staff:

i) An extra-mural year is an Industrial Sandwich Year on attachment to an organisation or institution approved by the Department on behalf of UCL as having a function relevant and suitable to the student's field of study.

ii) The plan of work for the extra-mural year will be agreed by the Faculty Tutor and supervised by the student's tutor.

2.5 BA AND BSc YEAR ABROAD PROGRAMMES: MANDATORY AND ELECTIVE

2.5.1 BA AND BSc Mandatory Year Abroad Programmes

i) Students registered on BA or BSc degree programmes where a year abroad is mandatory will have, as the third year of study, a placement abroad on a programme of study approved by UCL.

ii) The minimum period of a placement is one academic year (nine months). Arrangements for the assessment of mandatory year abroad programmes vary on a Departmental basis.

Guidance for students and staff:

i) Some BA degree programmes in the Faculty of Arts and Humanities and

BSc degree programmes in the Faculty if Social and Historical Sciences have a year abroad requirement.

ii) Students registering on these degree programmes should be aware that the year abroad requirement together with any associated examination is integral to their programme of study and reference should therefore be made to the relevant degree programme regulations.

iii) Students who are required to spend a compulsory year abroad as part of their programme of study at UCL will be automatically registered on the Course Unit‘ Preparation for Study Abroad' and this will trigger the issue of their approval form.[8] This requirement is in addition to the mandatory four Course Units for that year.

2.5.2 BA and BSc Student Elective Year Abroad Programmes

i) Students registered on BA degree programmes may opt to spend a year abroad on a programme of study approved by UCL. Students registered on a four year programme will generally undertake the year abroad in their third year of study.

ii) Students registered on three-year BA degree programmes opting for a placement abroad will generally be restricted to a three month study period typically undertaken during the first term of the third year.

iii) The minimum period of a placement is three months.

iv) Arrangements for the assessment of mandatory year abroad programmes vary on a Departmental/Divisional basis

Guidance for students and staff:

i) Those wishing to choose an optional placement aboard should consult their department before applying to the Study Abroad Office.

ii) Those wishing to choose an optional placement abroad will be issued with an approval form when they return the initial application form to the Study Abroad Office. They are also required to register for a version of the zero-weighted Course Unit' Preparation for Study Abroad' (STAO001B) by the January course registration deadline.

iii) Students who wish to spend a year studying abroad are required to follow a preparation programme. Compliance with the preparation programme is monitored via the 'UCL Study Abroad Approval Unit', a document which will form a log of the preparation.

iv) The deadline for the submission of a completed approval form is likely to be the first day of the third term in the year of study before the year aboard. However, students are advised to check the date of the deadline with the

[8] http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/

Study Abroad Office by the end of the first term because late submission leads to disqualification from studying abroad.

2.5.3 Part-Time Students Registered on Extra-Mural Year Degree Programmes or Programmes with a Year Abroad: Mandatory or Optional

Students registered as part-time on a programme which requires students to follow an extra-mural year as detailed above shall be required to either:

i) Register as a full-time student for the duration of the extra-mural component.

Or

ii) Remain registered as a part-time student and complete the extra-mural component over a period of two years.

Guidance for students and staff:

i) Most of UCL's undergraduate programmes are offered to students on a full-time basis only. However, Departments/Divisions, with Faculty approval, may agree a part-time programme of study either for an individual or for a small number of degree programmes.

ii) Students should refer to Departmental/Divisional and Faculty literature for information on the structure of part-time programmes.

iii) Typically a programme of study on a part-time basis is double the length of time of the full-time programme equivalent.

iv) Part-time programmes of study are regulated by UCL's overarching Regulations for Students (this document) adjusted to take account of the part-time mode of study, Departmental/Divisional and Faculty regulations.

v) All regulatory questions regarding a part-time mode of study should be referred to the Dean of Students (Academic), via the Student Centre.[9]

2.5.4 Exemption from Undertaking a Mandatory Year Abroad

In exceptional circumstances, as determined by UCL, students registering for a degree with a mandatory year abroad may be granted exemption from the year's study abroad and be permitted to follow the Course Unit over three consecutive academic years.

Guidance for students and staff:

i) The case for individual students seeking exemption should be made by the Departmental Tutor to the Faculty Tutor in the first instance. If approved,

[9] http://www.ucl.ac.uk/ras/about/division/student_centre_folder/student_centre_about

the case should be submitted to the Dean of Students (Academic) for consideration via the Student Centre.

ii If exceptional circumstances are deemed by UCL to affect the student experience adversely, exemption from the year's study abroad may be granted and students may be permitted to follow programme of study over three or four consecutive years, all years being spent at UCL.

2.6 UCL ACADEMIC FIELDS OF STUDY FOR UNDERGRADUATE COURSE-UNIT SCHEME OF AWARD DEGREES

2.6.1 Identification and Determination of a Field of Study for UCL Undergraduate Degree Programmes

i) The field of study indicated in the title of a Course Unit degree programme shall be descriptive of the Course Units included in the curriculum of that degree programme.

ii) The Board of Examiners for each programme shall determine and recommend the field of study to be shown on the degree certificate which will be issued to each successfully awarded the degree.

Guidance for students and staff:

i) The field of study is the subject which appears on the degree certificate and the transcript, for example 'French' or 'Philosophy and Economics'. For a Course Unit degree, the field of study is determined by the programme's Board of Examiners on the basis of the Course Units completed.[10]

ii) The normal expectation is that the subject area will match the title of the degree programme that the student has been registered for. However, if a student fails to enrol for a compulsory Course Unit or an essential Course Unit as identified in the programme literature, or if such a Course Unit is failed, a degree with a different title may be awarded provided the minimum number of Course Units have been completed.

iii) Students are advised to consult Departmental/Divisional or Programme Tutors for advice on the Course Units which are required for any given field of study.

iv) Students may not request a particular degree title themselves, although an appropriate degree title may be provisionally agreed with a student prior to the examination.

v) Students who have any questions about the title of their award or their field of study should seek advice from their home Department/Division in the first instance.

[10] See Appendix 3

vi) The decision as to which title should be awarded on any given set of results remains with the Board of Examiners, subject to the approval of UCL Board of Examiners.

vii) Any field of study proposed by a Board of Examiners which does not conform to UCL norms requires UCL approval with the guidance of the UCL Board of Examiners, even if it has been agreed provisionally with the student and Department/Division at the time of application for entry to the final examination.[11]

2.6.2 Determining the Name of Awards with 'And' in the Title

i) 'Table A' specifies the minimum number of Course Units required to be completed in proportion for the designation 'and' to be applied.

ii) The subject to appear first in the degree title should be the one in which the candidate has achieved the greater number of passes.

Table A:		
For example French AND German:	**Three-year programme (12 Course Units)**	**Four year programmes (16 Course Units)**
Minimum number of Course Units for which students must enrol and attend:	6	8
Minimum number of Course Units to be completed:	5	6.5
Total number of Course Units to be completed:	11	14.5

2.6.3 Determining the Name of Awards with 'With' in the Title

i) 'Table B' specifies the minimum number of Course Units required to be completed in proportion for the designation 'with' to be applied.

ii) The subject to appear first in the degree title should be the one in which the candidate has achieved the greater number of passes

Table B:		
For example, BA Economics WITH German:	**Three-year programme (12 Course Units)**	**Four year programmes (16 Course Units)**

[11] A form is available for this purpose for initial completion by the Chair of the Board of examiners. See Appendix 11.

Minimum number of 'major' Course Units for which students must enrol and attend:	9	11
Minimum number of 'minor' Course Units to be completed:	3	4
Required number of 'major/minor' completed:	9/3	10/4
Total number of Course Units to be completed:	12	16

Guidance for students and staff:

For course-unit degrees with a year abroad language component, the 'and'/'with' rules should be predicated on the proportion of the 13 Course Units that are graded, excluding the three 'shell units' of pass/fail work taken during the year abroad.[12]

2.6.4 Exceptions to UCL Conventions for Determining the Title of an Award with 'And' or 'With' in the Title

Except where a single subject is appropriate, the subjects named in the field shall be determined according to Tables A and B above except where it is inappropriate to describe a curriculum in terms of one or two subjects or by a comprehensive title, when the degree will be awarded without reference to field of study.

2.7 PASS MARK FOR UNDERGRADUATE DEGREE PROGRAMMES

2.7.1 Pass Mark for Undergraduate Programmes (Except Masters Level MSci/MEng Degree Programmes)

The pass mark for undergraduate Course Units is 40% for all undergraduate students except for MSci/MEng students when enrolled on Masters level Course Units.

2.7.2 Pass Mark for Masters Level MSci/MEng Degree Programmes

In years one, two and three of MSci and MEng programmes, the pass mark is 40%. In year four students must select a minimum of three Course Units at Masters level for which the pass mark is 50%.

2.8 ACADEMIC PROGRESSION FOR UNDERGRADUATE STUDENTS

[12] In this context 'shell units' are Course Units set up to ensure that students have enrolled on the required four Course Units during their year abroad. The shell units are passed or failed and do not have a grade.

2.8.1 Undergraduate Programme Progression for 12 and 16 Course Unit Degree Programmes

i) Three-Year Degree Programmes

a) In order to progress from year one to the next academic year students must have passed at least three Course Units.

b) In order to progress from year two to the next academic year students must have passed at least a total of seven Course Units.

c) These are minimum progression requirements and some Department/Divisional, Faculty or Professional Body requirements may require a higher threshold.

ii) Four-Year Programmes

a) In order to progress from year one to the next academic year students must have passed at least three Course Units.

b) In order to progress from year two to the next academic year students must have passed at least a total of seven Course Units.

c) In order to progress from year three to the next academic session students must have passed at least a total of ten and a half Course Units.

d) These are minimum progression requirements and some Department/Divisional, Faculty or Professional Body requirements may require a higher threshold.

Guidance for Students and Staff:

This regulation sets out the UCL minimum. Faculties can vary these, having obtained approval from the UCL authorities.

2.8.2 Weighting of Academic Assessment for Progression and Award of Undergraduate Degrees Without a Year Abroad or Extra-Mural Year

Three-Year Programmes:

12 Course Unit programmes are weighted as follows: 1: 3: 5 (first; second; third year), subject to Faculty variation.

Four-Year programmes (Non-MSci/MEng programmes):

16 Course Unit programmes without a year abroad are weighted as follows: 1: 3: 5: 5 (first; second; third; fourth year), subject to Faculty variation.

2.8.3 Weighting of Academic Assessment For Progression and Award of Four-

Year Undergraduate Degrees with A Mandatory Year Aboard or Extra-Mural Year

Weighting Given for the Assessment of a Year Abroad Placement:

i) 16 Course Unit programmes are weighted as follows: 1: 3: 3: 5 (first; second; third; fourth year).

ii) If the year abroad is spent in the fourth year, the weighting is as 1: 3: 5: 3 (first; second; third; fourth year), subject to Faculty variation.

Weighting Given for the Assessment of a Year Abroad Project:

16 Course Unit programmes with a year abroad, which yields marks for the year abroad project only should be weighted as follows: 1: 3: 0: 5 (first; second; third; fourth year) with the mark for the year abroad project being counted in the final year marks and given a weighting of 5.

Guidance for students and staff:

i) Students should be aware the weightings set out above are UCL standard requirements and must be read in conjunction with Department/Division and/or Faculty regulations.

i) There are no Faculty variations for the Faculty of the Built Environment apart for the BSc Architecture and BSc Project Management for Construction that both require 12 Course Units to be passed and the BSc Project Management for Construction (sandwich) programme that requires 16 Course Units to be passed.

ii) There are no Faculty variations for the Faculty of Life Sciences except for the BSc degree in Speech Sciences. Students in other Faculties are advised to read these regulations together with the regulations for the award of a UCL Undergraduate Honours Degree for their programme.

iii) Faculty Variations are set out in the following appendices:

a) For the Faculty of Arts and Humanities variations please see Appendix 4.

b) For the Faculty of Biomedical Sciences variations please see Appendix 5.

c) For the Faculty of Engineering Sciences variations please see Appendix 6.

d) For the Faculty of Mathematical and Physical Sciences variations please see Appendix 7.

e) For the Faculty of Social and Historical Sciences variations please

see Appendix 8.

f) For BSc Speech Sciences please see Appendix 9.

2.8.4 Weighting of Marks Achieved for Re-Assessed Course Units for Progression and Award of Undergraduate Degrees

Marks achieved for re-taken or substitute Course Units will be weighted in accordance with the first attempt programme year weighting.

Guidance for students and staff:

For example, marks achieved for re-taken or substitute Course Units in 2012 will be weighted in accordance with the first attempt in 2011.

2.8.5 Undergraduate Programmes with Non-standard Progression Regulations

i) The Boards of Examiners of programmes with non-standard UCL progression regulations may require students to pass more than the UCL minimum.

ii) Students registered on three-year programmes failing such a requirement, but having completed 12 and passed 11 Course Units in a three-year programme, will be eligible for the award of an honours degree with a different field of study.

iii) Students registered on four-year programmes failing such a requirement, but having completed 16 and passed 14.5 Course Units in a four-year programme, will be eligible for the award of an honours degree with a different field of study.

2.8.6 Failure to Progress

Students who fail to meet the criteria for progressing from one year to the subsequent year have the following options, noting that option i) is most preferable academically.

i) To register as a part-time revision student and retake the Course Units failed.

ii) To re-sit as an unregistered student.

iii) To apply for exceptional permission to progress.

iv) To leave UCL.

Guidance for students and staff:

i) Students will automatically be registered for re-sits by the Examinations Office.

ii) Students are required to attend re-sits at the next possible opportunity.

iii) 'Revision Students' are those who have re-enrolled for up to the value two Course Units. Such students are deemed to be Part-Time Revision Students. Part-time Revision Students are eligible for part-time tuition fees. 'Resitting students' are those not currently enrolled who are intending to re-sit an examination.

iv) Registering as a revision student and retake the Course Units failed.

a) This option should be viewed as the default option.

b) Students and Departmental Tutors should note that option i) above has associated cost issues and that the substitution of courses for part-time revision students may only be made with the agreement of the Faculty Tutor.

c) Part-time revision students have only one attempt at the examination for a substituted course and those students failing to attend sufficient teaching and/or complete adequate coursework may be barred from examination and would therefore have no further opportunity to progress.

iii) Re-sitting as an unregistered student

Students should note that electing to re-sit as an unregistered student means that they have limited access to UCL's facilities such as the library and learning resources.

iv) Applying for exceptional permission to progress

a) Students considering an application for exceptional permission to progress should in the first instance discuss this course of action with the Departmental Tutor and take account of the regulations for extenuating circumstances.

b) Further information on what constitutes extenuating circumstances is set out in Appendix 13

c) Applications for exceptional permission to progress a student with a total of three passed Course Units should be made to the Faculty Tutor.

v) Leaving UCL

a) Students opting to leave UCL should discuss this course of action with their Departmental Tutor and Faculty Tutor as appropriate.

b) The Faculty should inform the Student Centre.

2.9 REQUIREMENTS FOR THE AWARD OF AN HONOURS DEGREE

2.9.1 Total Number of Course Units to be Completed for an Undergraduate Degree

Three-Year Programmes

i) Twelve Course Units must be completed on a three-year programme.

Four-Year Programmes

ii) Sixteen Course Units that must be completed on a four-year programme.

Guidance for students and staff:

i) Students are expected to register on a total of 12 Course Units on a three-year programme and 16 Course Units on a four-year programme.

ii) A Course Unit is completed when a student has been academically assessed in all of the examined elements relating to the Course Unit.

ii) A Course Unit is passed when a student has been academically assessed in all of the examined elements relating to the Course Unit and achieved a mark of 40% or more for the Course Unit as a whole.

i) **Being 'Complete' for Coursework**

a) Where the coursework component represents 20% or more of the overall Course Unit assessment, a threshold for completion, such as a requirement to submit at least a specified fraction of the coursework, must be set by a Department/Division as long as it has been clearly publicised to students enrolled on the Course Unit.

b) If the coursework component represents less than 20% of the overall Course Unit assessment, no coursework completion criteria need be set by the Department/Division.

c) In the event that any threshold set is not reached, the result for the component will be "incomplete" regardless of the mark obtained. Otherwise, the threshold criteria are met and the candidate is declared "complete" on the component.

d) If no coursework threshold criteria are set then the mark obtained by a student, including zero, is returned for this component and the overall mark calculated in the usual way and the candidate declared "complete" on the component.

ii) **Being 'Complete' for Unseen Examinations**

a) An unseen examination component is deemed complete if a student has submitted an answer that can be academically assessed. The mark awarded, however, might be zero. If a candidate makes little or no attempt at the examination, this will be deemed “incomplete” and the Course Unit as a whole will also be deemed “incomplete”.

b) With the exception of MSci and MEng year four master’s level Course Units, the pass mark of a Course Unit is 40%. The pass mark for MSci and MEng master’s level Course Units is 50%.

2.9.2 Minimum Number of Course Units to be Passed for the Consideration of the Award of an Honours Degree

Three-Year Programmes:

For the consideration of an award of an honours degree, a minimum of 11 Course Units should be passed on a three-year programme, except where local or professional requirements dictate a higher threshold.

Four-Year Programmes (Non-MSci/MEng programmes):

For the consideration of an award of an honours degree, a minimum of 14.5 Course Units should be passed on a four-year programme, except where local or professional requirements dictate a higher threshold.

MSci and MEng Programmes:

For consideration of an award of an MSci or MEng degree, a minimum 14.5 Course Units should be passed on a four-year programme and a minimum of 3 Course Units must be selected by students and completed at Masters level.

Guidance for students and staff:

The level of each Course Unit is specified as one of the following:

i) a) Basic/introductory (i.e. at a level below that of a normal first-year Course Unit).

b) First level (normally year 1).

c) Intermediate level (normally year 2).

d) Advanced level (normally year 3 and 4).

e) Masters level (normally year 4 of MSci/MEng degree programmes

ii) Advanced level also applies to Year 3 of 4 year programmes with a year abroad or extra-mural year* requirement and Year 4 of 5 year programmes with a year abroad or an extra-mural year requirement.

iii) An extra-mural year is an industrial placement sandwich year. Some programmes include an extra-mural year that allows suitably qualified students to spend a sandwich year in industry with a company or institution approved by the Faculty as having a function relevant and suitable to the field of study and programme of work approved by UCL

2.9.3 Period of Study for the Consideration for a UCL Undergraduate Honours Degree

Students will not be considered for the award of Honours on more than two occasions in respect of any one period of study for a UCL degree.

MSci/MEng Programmes

Students may be awarded a BSc/BEng if they have failed to meet the criteria for an MSci or MEng degree. To be awarded BSc the student must pass 11 Course Units with three Course Units passed at Advanced Level.

2.9.4 Award of Honours to Students Admitted with the Accreditation of Prior Learning (APL)

Students, accepted by UCL under the Regulations for Accreditation of Prior Learning (APL), may be granted exemption from certain Course Units and the corresponding examinations but will still be eligible for an award of an Honours Degree, if they have met the requirements of the programme of study in all other areas and have satisfied the Board of Examiners accordingly.

Guidance for students and staff:

i) Students admitted with APL who have not met the requirements of their programme of study but who have passed the minimum requirement Course Units, taking account of the APL with which they were admitted to UCL for a three-year or four-year programme, will be eligible for the award of an honours degree with a different field of study.

ii) Any variation to the consideration for the award of degree should be specified at the time APL is approved.[13]

2.9.5 The Classification of UCL Undergraduate Honours Degrees for Students Admitted with the Accreditation of Prior Learning (APL)

With the exception of students on the Intercalated BSc, when students are exempted from any course-unit examinations under the provisions of the General Regulations, the examiners will assess their class of Honours entirely upon their performance in the course-unit examinations in which they are examined. Any variation to the consideration for the award of degree should be specified at the time APL is approved.

[13] See Appendices 1 and 2 for APL policies and procedures

2.9.6 The Award of an Honours Degree for Students Failing to Pass Specified Course Units

For programmes where certain specified Course Units have to be passed, and where students have failed to pass the specified Course Unit but have passed the required number of units for the award of an honours degree, students will still be eligible for the award of an honours degree, but one with a different field of study, provided that:

i) The student has been notified in writing of any changes to the Scheme for the Award of Honours since the time of original registration for the programme.

ii) The student has been have indicated in writing that they understand that changes have been made to the Award of Honours as notified.

Guidance for students and staff:

i) Students, for whom the conditions set out above cannot be fulfilled, may be considered for Honours according to the Scheme for the Award of Honours in place at the time of entry or re-entry to the final examination.

ii) Consideration for Honours, with a different field of study, will be granted only when students have completed the required number of Course Units. The Board of Examiners, through the Chair of the Board, is responsible for confirming eligibility for an award of Honours with a different field of study.

2.10 CLASSIFICATION OF UNDERGRADUATE HONOURS DEGREES

2.10.1 The Classification of UCL Undergraduate Honours Degrees for Students (Not Admitted with the Accreditation of Prior Learning)

Students who have completed the requirements for a degree including those set out in the relevant Scheme of Award will, on the recommendation of the relevant Board of Examiners, be awarded either: i), or ii), or iii), or iv).

i) First Class Honours.

Or

ii) Second Class Honours (Upper Division).

Or

iii) Second Class Honours (Lower Division).

Or

iv) Third Class Honours.

2.10.2 The Award of a 12 Course-Unit Honours Degree

Students registered on 12 course-unit honours degree programme will be awarded an Honours Degree provided they:

i) Have completed 12 Course Units for the programme.

ii) Have a minimum of 11 Course Unit passes.

iii) Have at least 3 Course Units passed at advanced level.

2.10.3 The Award of a 12 Course-Unit Honours Degree (not MSci/MEng Programmes)

Students registered on 12 course-unit honours degree programme will be awarded an Honours Degree provided they:

i) Have completed 16 Course Units for the programme.

ii) Have a minimum of 14.5 Course Unit passes.

iii) Have at least 3 Course Units passed at advanced level.

2.10.4 The Award of a MSci and MEng Honours Degree

i) Have completed 16 Course Units for the programme.

ii) Have a minimum of 14.5 Course Unit passes.

iii) Have at least 3 Course Units passed at advanced level.

iv) Have at least 3 Course Units passed at Masters Level.

2.10.5 The Award of an Ordinary Degree

Ordinary degrees are not classified.

2.10.6 The Award of an Ordinary Degree: Twelve-Course Unit Programmes

Students registered on 12 course-unit programmes, who have failed to meet the requirements for an Honours Degree, will be awarded an Ordinary Degree provided they:

i) Have completed 11 Course Units for the programme

ii) Have a minimum of 10 Course Unit passes.

iii) Have at least 2 Course Units passed at advanced level.

2.10.7 The Award of an Ordinary Degree: Sixteen-Course Unit Programmes (not MSci/MEng Programmes)

Students registered on 16 course-unit programmes, who have failed to meet the criteria for an Honours Degree, will be awarded an Ordinary Degree provided they have:

i) Have completed 14.5 Course Units for the programme.

ii) Have a minimum of 13 Course Unit passes.

iii) Have at least 3 Course Units passed at advanced level.

2.10.8 The Award of BSc or BEng to Student Enrolled on MSci or MEng Programmes

Students registered on MSci or MEng programmes, who have failed to meet the criteria for a MSci or MEng Degree, will be awarded a BSc or BEng Degree provided they have:

i) Have completed 12 Course Units for the programme.

ii) Have a minimum of 11 Course Unit passes.

iii) Have at least 3 Course Units passed at advanced level.

Guidance for students and staff:

i) Non-classification means that students awarded an Ordinary Degree are deemed to have passed the requirements as set out above but will not have

ii) Students who are eligible for the award of an Ordinary Degree but who are entitled to a second attempt at the modules they have failed will be offered the option either to accept the award or to re-enter for the failed modules the following year.

iii) The Examinations Section will make the offer in writing and students must indicate their decision to accept or decline in writing.

iv) Once they have accepted the award of an Ordinary Degree, they cannot then re-sit in the future.

v) Failure in the re-entered modules will result in the automatic award of the Ordinary Degree.

2.11 THE STRUCTURE OF GRADUATE CERTIFICATE AND DIPLOMA PROGRAMMES (HIGHER EDUCATION LEVEL 6)

The structure of Graduate Certificates and Diploma Degree Programmes is:

	Graduate Certificate:	Graduate Diploma	Graduate Diploma (with APL)
HE Level	6	6	6
Duration	I year	2 years	I year
Total Number of Course Units to be selected	4.0	8.0	4.0
Learning Hours	1500	3000	1500
ECTS Value	60	120	60
Pass mark	40%	40%	40%
UCL Module Level	First or above	Intermediate or above	Intermediate or above
Condonable Fail	0.5 Course Unit within the applicable referral range	0.5 Course Unit within the applicable referral range	0.5 Course Unit within the applicable referral range
Completion	Students must complete all modules		
Scheme of Award	Overall average of 40%. Students must achieve a pass mark in 3.5 Course Units of which 0.5 Course Unit may be a condoned fail.	Overall average of 40%. Students must achieve a pass mark in 3.5 Course Units s of which 0.5 Course Unit may be a condoned fail.	Overall average of 40%. Students must achieve a pass mark in 3.5 Course Units of which 0.5 Course Units may be a condoned fail.
Progression or Exit	Graduate Certificate;– progress to Graduate Diploma if applicable; fail	Graduate Diploma; progress to BA/BSc if applicable; fail/	Graduate Diploma; progress to BA/BSc if applicable; fail

2.12 UNDERGRADUATE AFFILIATE STUDENT PROGRAMME REGULATIONS

Definition of an Affiliate Student

Affiliate students are students registered at other Higher Education Institutions

Academic Regulations for Affiliate Students

UCL Academic Regulations for Students apply to the management and assessment of Affiliate students whenever possible.

Affiliate Student Entry Criteria

Undergraduate Affiliate Students must:

i) Have completed at least two year's study at a university by the time they come to UCL.

ii) Satisfy UCL English Language requirements.

Guidance for students and staff:

Information about UCL language requirements is available in the on-line prospectus.14

Affiliate Students and UCL Degrees

Affiliate Students may not qualify for a UCL Degree.

Guidance for students and staff:

i) UCL Academic credits and ECTS are awarded for the successful completion of assessed Course Units.

ii) Certification of credits for Affiliate Students from the USA is managed by the Student Centre, Registry and Academic Services Division.

iii) Undergraduate Affiliate students usually study on a full-time basis and can register to study for an academic year or, if appropriate, for the term or terms in which the Course Units they are undertaking are offered.

iv) Further information and guidance for affiliate student Applications is available from the Study Abroad Team located in the Student Centre. 15

2.12.1 The Structure of Undergraduate Affiliate Student Programmes

Undergraduate Affiliate Student Programmes may have the following structures:

[14] http://www.ucl.ac.uk/prospective-students/undergraduate-study/
[15] http://www.ucl.ac.uk/prospective-students/undergraduate-study/application-and-entry/undergraduate-study/application-and-entry/international/

Time Spent at UCL	Number of Course Units to be Selected
Term 1 only	A minimum and maximum of two Course Units
Term 2 only	A minimum and maximum of two Course Units
Term 1 and 2	A minimum of two Course Unitsand maximum of four Course Units
Term 2 and 3	A minimum of two Course Unitsand maximum of four Course Units
Terms 1, 2 and 3	A minimum of two Course Unitsand maximum of four Course Units

Management of Affiliate Student Course Unit Selections

Affiliate students must select 50% of the required Course Units from their home Department/Division. The choice of all Course Units must be agreed by their home Department/Division.

Guidance for Students and staff:

i) Affiliate Students who have accepted an offer of a place at UCL should agree their Course Unit selections with their UCL home Department/Division before proceeding with Course Unit selection.

ii) Affiliate Students should also check whether their Course Unit selection needs their home institution approval.

iii) Departments/Divisions must ensure that Affiliate Students are enrolled on the correct programme route code and that a diet has been generated to enable Course Unit selection.

iv) All affiliate programmes diets must be included in the annual process of academic review and confirmed as being correct and available for the next academic session if required.

v) All Affiliate Student programmes will be given generic diets, allowing students to select a minimum of 2 Course Units for single term programmes and a minimum of 2 Course Units and maximum of 4 Course Units for two term and/or full academic year programmes.

vi) The home Department/Divisions of an Affiliate Student is responsible for

insuring that Course Unit selected includes 50% from their department.

vii) Full year Affiliate Students undertaking more than two Course Units who select Course Units from other Departments/Divisions are subject to the UCL norms for the approval of Course Unit selections by teaching and home Departments/Divisions.

viii) Affiliate Students who undertake the same Course Unit assessment as UCL students should be enrolled on the relevant Course Unit and not an ancillary version.

ix) Affiliate students, who have shared teaching but a different assessment pattern from UCL students enrolled on a Course Unit, must be enrolled on an ancillary version of the relevant Course Unit

2.12.2 Management of Affiliate Student Transcripts and Certificates

Affiliate students will be entitled to receive a transcript of their assessment achievement produced by UCL.

Guidance for Students and staff:

Any other certification required i.e. certification of UCL Course Unit credits/ECTS for affiliate students from the USA will be produced by the Student Centre.

2.13 GRADUATION CEREMONIES

2.13.1 Graduation Ceremonies

UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications.

Guidance for Students and staff:

Further information is available by following the link set out below.16

2.13.2 Academic Robes

It is mandatory for all UCL graduands to wear academic robes to the graduation ceremonies.

Guidance for students and staff:

It is the responsibility of students to obtain the appropriate robes from UCL's suppliers.[17]

[16] http://www.ucl.ac.uk/graduation/
[17] Further information about academic robes is available from http://www.ucl.ac.uk/graduation/robes