UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education

UCL IOE Foundation Degree Regulations 2015-16

Effective from 1 September 2015 for new and continuing students.

1.1.1 Introduction

1   These Regulations govern the conduct and award of UCL IOE Foundation Degree qualifications.

2   These Regulations are made subject to the UCL Academic Manual, the *UCL IOE Assessment Regulations for Students 2015-16*, the *UCL IOE Undergraduate Regulations 2015-16* and any other appropriate regulations, policies or procedures of UCL.

3   Terms used in these Regulations have the meanings assigned to them, where the context so permits, by the *UCL IOE General Academic Regulations 2015-16*.

1.1.2 Admission

1   The regulations governing the admission of students to UCL are defined in the *UCL Academic Manual, Chapter 1: Admissions, Registration and Student Conduct*.

2   The normal minimum entrance qualifications for admission to a UCL Foundation Degree are:

a)   A level or NVQ Level 3 qualification (or equivalent); and

b) Appropriate experience of at least two years of working with children or young people; and

c) Applicants must currently be working with children and/or young people for at least sixteen hours a week.

3 Satisfaction of the requirements under Regulation 3.3.2 does not in itself guarantee admission.

1.1.3 Entry with Advanced Standing

1 The regulations governing entry to UCL with the Recognition of Prior Learning (Advanced Standing) are defined in the *UCL Academic Manual, Chapter 1: Admissions, Registration and Student Conduct*.

2 Where advanced standing has been granted, the minimum period of registration may be shorter than the normal period of registration, but shall not in any case be less than one third of the normal period of full-time study or the part-time equivalent.

3 Advanced standing will not be granted in respect of the elements of the programme offered at Intermediate level at UCL.

4 Advanced standing will be granted only where the field of studies in which the credits were awarded will form part of a coherent programme of study within the student's chosen field of study at UCL.

1.1.4 Registration

1 The regulations governing the registration of students are defined in the *UCL Academic Manual, Chapter 1: Admissions, Registration and Student Conduct*.

1.1.5 Programme of Study

1 The minimum number and level of credits required for each UCL qualification are defined in the *UCL Academic Manual, Chapter 2: Qualifications and Credit Framework*.

2 The programme shall be designated by UCL as leading to the Foundation Degree in Arts (FdA) or the Foundation Degree in Science (FdSc), and the award for which a candidate is registered shall accord with such designation.

3 The programme of study for the Foundation Degree shall include:

a) Critical understanding of the concepts and principles of the area of study and the way in which these have been developed;

b)   Knowledge of the main methods of enquiry in the area of study and an ability to evaluate their application;

c)   Ability to apply underlying concepts and principles within a wider context; and

d)   Acquisition of skills relevant to employment.

1.1.6   Duration of Programme

1   The duration of a programme of study leading to each qualification is defined in the *UCL Academic Manual, Chapter 2: Qualifications and Credit Framework*.

2   The programme shall be not less than two years if undertaken on a full-time basis, and shall not normally exceed a maximum of four years from the initial date of registration.

3   Students shall not normally undertake more than half of the credits required for the award in a single year without the approval of the Head of Academic Department.

1.1.7   Attendance

1   The attendance requirements for UCL students are defined in the *UCL Academic Manual, Chapter 1: Admissions, Registration and Student Conduct*.

1.1.8   Study Outside UCL During Registration

1   Subject to the approval of the relevant Programme Leader and Head of Academic Department, a student may pursue studies at Certificate level amounting to no more than one 20 credit module or the equivalent at another approved institution, in lieu of an approved element of the first year of full-time Foundation Degree studies, or the part-time equivalent where applicable.

1.1.9   Assessment

1   In order to qualify for an award of Foundation Degree or Certificate, a candidate must satisfy the examiners that s/he has attained a satisfactory standard in all the elements of the approved programme of study as outlined in the programme regulations, and that he or she possesses command of an appropriate body of skills and knowledge; ability to use a range of techniques to analyse information and propose solutions to problems, especially in a work context; and ability to communicate information, arguments and analysis effectively.

2   The timing of the assessment of each element of the programme shall be in accordance with schedules published annually by each Academic Department.

3   Students will be eligible for assessment only in those courses for which they are formally registered at a point two months before the assessment in question.

4   Programme Leaders, in conjunction with Student and Registry Services, shall issue an admissions notice and timetable to eligible candidates at least fourteen days before a written examination paper is due to be sat, and this notice shall be used as identification at the examination.

5   Students not in attendance but eligible to be assessed must indicate their intention at least two months before the beginning of the term in which the assessment is to take place.

6   In exceptional circumstances, students may be granted permission to extend the deadline for assessment or to defer their assessment. Such requests must normally be made in accordance with the *UCL IOE Policy and Procedures for Requests for Additional Time.*

7   A candidate who does not at his or her first entry satisfy the examiners in the formal assessment or part of the formal assessment for which he or she has entered may be re-assessed in that element of his or her programme of study on one further occasion only. Deadlines for the resubmission of work for formal assessment or of examination resits shall be specified by the Programme Leader for the programme on which the student is registered.

8   Where a student elects or is permitted to re-submit his or her coursework assignments or equivalent within the same academic year, or to resit an examination within the same academic year, such a resubmission or resit shall be regarded as the student's second and final attempt at that element of the programme of study.

9   A student who, on two occasions fails or is absent from the assessment associated with a course required for the award for which he or she is registered may not continue with the programme of study. A student who fails an optional module on two occasions may, subject to the approval of the Director of Undergraduate Programmes, register for a new optional module and may present himself or herself for formal assessment in relation to that new course on no more than two occasions. No more than one new optional module may be studied and assessed on this basis, and a candidate who fails at the second attempt shall not be permitted to continue with his or her programme of study.

10 The form of re-assessment shall be identical to the form of assessment used on the occasion on which the student initially failed, irrespective of whether the form of assessment for the course or course element previously failed has changed since the time of the candidate's first assessment in it.

11 The Board of Examiners may at their absolute discretion determine that a student should face a viva voce examination. Such an examination shall be conducted by no fewer than two examiners acting together. Where a viva voce examination is

an examination element in its own right or makes a significant contribution to an element that forms part of the final assessment, one of those examiners must be an External Examiner.

12   Only the examiners and the candidate shall be present at the viva voce examination.

1.1.10   Aegrotat Provisions

1   Where a candidate for the Foundation Degree has completed the full programme of study for the award and is either:

a)   absent through illness or prevented by other causes judged sufficient by the UCL IOE Director of Undergraduate Studies from undertaking an element or elements of the formal assessment requirements of the final year of study; or

b)   although presenting him or herself for formal assessment considers that his or her performance has been adversely affected by illness or other causes judged sufficient may apply to the UCL IOE Director of Undergraduate Studies for consideration for the award of an Aegrotat degree. The Director of Undergraduate Studies will advise of the procedures to be followed in such cases.

1.1.11   Awards

1   In order to be eligible for the award of Foundation Degree, a candidate must, within the maximum period of registration, pass in degree elements amounting to at least 240 credits, of which the required elements of the programme concerned as outlined in the programme regulations shall form a part. To be eligible for the award of Certificate, a candidate must pass in degree elements amounting to 120 credits at Level 4 at the end of one year of full-time registration or part-time equivalent.

2   There are three grades of award in the Foundation Degree - Pass, Merit and Distinction. The marking scheme shall prescribe the conditions to be satisfied for each. A distinction may only be awarded on the basis of credits taken within UCL.