



## UCL Academic Manual

### Chapter 8: Derogations and Variations

#### UCL Institute of Education (IOE)

# UCL IOE Professional Certificate, Graduate Certificate and Graduate Diploma Regulations 2016-17

*Effective from 1 September 2016 for new and continuing students.*

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#### 1.1.1 Introduction

- 1 These Regulations govern the conduct and award of Professional Certificates, Graduate Certificates and Graduate Diplomas.
- 2 These Regulations are made subject to the *UCL Academic Manual*, the *IOE Assessment Regulations for Students 2016-17* 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 *IOE General Academic Regulations 2016-17*.

#### 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*. The requirements for individual programmes are set out in the UCL Prospectus.

### 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*.

### 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 total minimum number and level of credits required for each UCL qualification is defined in the *UCL Academic Manual, Chapter 2: Qualifications and Credit Framework*, except in the case of the Graduate Diploma: Specialist Qualification in Habilitation and Disabilities of Sight (Children and Young People), for which 180 credits is required.

### 1.1.6 Duration of Programme

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

### 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 Assessment

- 1 In order to qualify for a Professional Certificate, Graduate Certificate or Graduate Diploma award, a candidate must satisfy the examiners that s/he has attained a satisfactory standard in the required elements as outlined in the programme handbook.
- 2 The timing of the assessment of each element of the programme shall be in accordance with published schedules.

- 3 Students will be eligible for assessment only in those courses for which they are formally registered.
- 4 In exceptional circumstances, students may be granted special consideration due to extenuating circumstances as defined in the *UCL Academic Manual*.
- 5 Students who do not have authorised extenuating circumstances (permission for an extension, deferment or notice of withdrawal) and who do not submit to assessment at the proper time will normally be recorded as absent from it and this will count as an attempt.
- 6 A candidate who does not at his or her first entry satisfy the examiners in the formal assessment, shall have one opportunity to resit each component and will be given deadlines for the resubmission of work for formal assessment or of examination re-sits which shall be specified by the Academic Department in which the student is registered. The opportunity to resit assessed placements is not automatic and requires approval by the Board of Examiners. In the case of the Graduate Diploma: Specialist Qualification in Habilitation and Disabilities of Sight (Children and Young People), students would normally automatically be permitted to undertake a second placement unless there were serious concerns regarding health and safety or safeguarding issues.
- 7 Where a student elects or is permitted to re-submit his or her coursework assignments or equivalent within the same academic year, or to re-sit an examination within the same academic year, such a resubmission or re-sit shall be regarded as the student's second and final attempt at that element of the programme of study.
- 8 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.
- 9 Students are able to exit with a Graduate Certificate on successful completion of a minimum of 60 credits, except in the case of the Graduate Diploma: Specialist Qualification in Habilitation and Disabilities of Sight (Children and Young People), where a minimum of 90 credits needs to be completed .

### 1.1.9 Awards

- 1 In order to be eligible for the relevant award, within the maximum period of registration, a pass in elements amounting to at least the minimum number of credits specified in the *UCL Academic Manual, Chapter 2: Qualifications and Credit Framework*, of which the required elements of the course concerned shall form a part. A Graduate Diploma student may be awarded a Graduate Certificate if he or she has attained a satisfactory overall standard in formal assessments leading to the award of the requisite number of credits.
- 2 There are three grades of award in the Graduate Certificate and Graduate Diploma: Distinction, Merit and Pass. *UCL Academic Manual, Chapter 4: Assessment*

*Framework: Taught Programmes* prescribes the conditions to be satisfied for each. This should be read in conjunction with IOE guidance on interpreting the award criteria. A merit or distinction may only be awarded on the basis of credits taken within UCL.