



UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education (IOE)

UCL IOE Undergraduate Regulations 2016-17

Effective from 1 September 2016 for new and continuing students.

1.1.1 Introduction

- 1 These Regulations govern the conduct and award of IOE undergraduate degrees: **BA Education Studies, BA/BSc Psychology with Education, BA/BEd top-up route** and the **Foundation Degree**. Regulations governing BSc Social Sciences and BSc Social Sciences with Quantitative Methods are defined elsewhere in the main Academic Manual, mainly in Chapters 1, 2 and 4.
- 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 thresholds and criteria for the Recognition of Prior Learning are defined in the *UCL Academic Manual, Chapter 2, Section 7: Recognition of Prior Learning*.
- 2 The application procedures for 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*.

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*.

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 By registering for a programme, a student is deemed to have entered for assessment in that programme.
- 2 The timing of the assessment of each element of an undergraduate degree programme shall be in accordance with schedules published annually by the Programme Leader in consultation with the IOE Director of Undergraduate Studies and this in conjunction with Student and Registry Services.

- 3 In exceptional circumstances students may be granted special consideration due to extenuating circumstances as defined in the *UCL Academic Manual, Chapter 4 Assessment Framework for Taught Programmes*.
- 4 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.
- 5 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 of the programme for which the student is registered.
- 6 Where a student elects or is permitted to re-submit formally assessed work 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.
- 7 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.
- 8 For the **BA Education Studies, BEd and Foundation Degree**, 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.

1.1.9 Outcomes of Assessment

- 1 In determining the outcome of assessment for a candidate, the Board of Examiners will consider the following:
 - 1.1 whether the candidate has satisfied the attendance requirements set out in the relevant module and programme handbook; and
 - 1.2 whether the candidate has satisfied the assessment requirements set out in the relevant module and programme handbook; and
 - 1.3 An outcome of Fail will be recorded where the candidate has gained a mark of 39.9% or below overall for a module.
 - 1.4 For the **BA Education Studies** programme, candidates who fail a module with a mark in the upper fail range (33-39.9%) may, at the discretion of

the Board of Examiners, be allowed to count this mark towards their final degree classification, up to a maximum of 30 credits.

- 1.5 For the awards of **BA/BSc Psychology, BA/BSc Psychology with Education, Foundation Degree and BEd(Top-Up)** all modules must be passed to progress.
- 2 The Examiners will determine an outcome and a percentage mark for each module recorded as an integer between 0% and 100%, as follows:
 - 2.1 an outcome of Pass with a percentage mark will be returned where the candidate has gained a mark of 40% or above overall and in all the elements of assessment which carry an individual pass requirement.
 - 2.2 an outcome of Absent without a percentage mark will be returned where the candidate has not met the attendance requirements or has failed to be present for an assessment. This will count as an attempt at the assessment in question.
- 3 Students who re-sit assessment shall not receive an overall mark greater than 40% for that component.
- 4 It is not permitted to re-take passed assessments in order to achieve a higher grade.

1.1.10 Progression to a subsequent stage of a programme

- 1 The Board of Examiners will review the annual academic progress of each student.
- 2 A part-time student may be required to repeat or re-sit modules before registering for further modules in the same stage of the programme, where this is deemed appropriate in light of his/her academic performance.
- 3 In order to progress from the first to the second stage of a programme leading to the award of **Foundation Degree** or **BA Education Studies** a student must:
 - 3.1 Pass or be granted exemption from modules to the value of at least 90 credits; and
 - 3.2 Pass or be granted exemption from any prerequisite modules deemed necessary for progression onto the second stage in the programme specification.
- 4 In order to progress from the second to the third stage of a programme leading to the award of **BA Education Studies** a student must:
 - 4.1 Pass or be granted exemption from modules from the second stage to the value of at least 90 credits; and

- 4.2 Pass or be granted exemption from any prerequisite modules deemed necessary for progression onto the third stage of the programme.
- 5 **BA/BSc Psychology** and **BA/BSc Psychology with Education** students must pass or be granted exemption from 120 credits each year, to progress from one stage to the next.

1.1.11 Awards

- 1 In order to be eligible for the award of a **BA or BSc**, a candidate must:
 - 1.1 Complete the programme and satisfy the requirements for attendance and submission of work for all modules;
 - 1.2 Pass or be granted exemption from modules from the programme totalling a minimum of 300 credits (Ordinary award) or 360 credits (Honours award), 60 of which must be passed at Level 6 or above for an Ordinary award, 90 of which must be passed at Level 6 or above for an Honours award.
- 2 In order to be eligible for the award of a **BEd or BA (top-up route)** a candidate must:
 - 2.1 Complete the programme and satisfy the requirements for attendance and submission of work for all modules;
 - 2.1 Pass or be granted exemption from modules from the programme totalling 120 credits, all of which must be at Level 6 or above.
- 3 In order to be eligible for the award of a **Foundation Degree**, a candidate must:
 - 3.1 Complete the programme and satisfy the requirements for attendance and submission of work for all modules;
 - 3.2 Pass or be granted exemption from modules from the programme totalling 240 credits, at least 90 of which must be taken at Level 5 or above.

1.1.12 Interim qualifications

- 1 In order to be eligible for the award of an Honours Degree, a Diploma of Higher Education or a Certificate of Higher Education, a candidate must, within the maximum period of registration, pass in degree 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.

1.1.13 Degree Classification

- 1 The classification of candidates for the award of **Foundation Degree** shall be as follows:
 - 1.1 To be eligible for the award of Distinction, students must achieve a Distinction (70% or above) for modules totalling 160 credits, with at least half of these marks falling in the second year of the programme.
 - 1.2 To be eligible for the award of Merit, candidates must achieve a Merit (60-69.9%) for modules totalling 160 credits, with at least half of these marks falling in the second year of the programme.
 - 1.3 40-59.9% Pass
 - 1.4 0-39.9% Fail
 - 1.5 Students who successfully complete 120 credits but do not pass the entire programme are eligible for a Certificate of Higher Education.
- 2 The classification of candidates for the award of **BA, BEd and BSc Honours** shall be as follows, to be calculated as indicated in Paragraphs 3 & 4 below:
 - 2.1 70% or above First Class Honours
 - 2.2 60-69.9% Upper Second Class Honours
 - 2.3 50-59.9% Lower Second Class Honours
 - 2.4 40-49.9% Third Class Honours
- 3 For candidates for the award of **BA/BEd (top-up)**, the final classification shall be calculated as follows:
 - 3.1 Mean of marks for 4 x level 6 modules
- 4 For candidates for the award of **BA or BSc** (excluding the top-up route), the final classification will be determined on the basis of a weighted average of modules taken at levels 5 and above, where level 5 credits are given a weighting of 2 and level 6 credits are given a weighting of 3.