



UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education (IOE)

IOE Graduate and Taught Postgraduate Regulations 2017-18

Effective from 1 September 2017 for new and continuing students.

1. Introduction

- 1.1. The following regulations apply to students on graduate¹ and taught postgraduate² programmes at the IOE **in addition** to the main taught regulations in the UCL Academic Manual and in particular [Chapter 1: Admissions, Registration and Student Conduct](#) and [Chapter 4: Assessment Framework for Taught Programmes](#).

2. Assessment

2.1. Condonement

- 2.1.1. The condonement of failed grades is not permissible on IOE graduate and taught postgraduate programmes in 2017/18.

2.2. Late Submission Penalties

- 2.2.1. Students who fail to meet assessment deadlines will be penalised in accordance with the IOE penalties for late submission.
- 2.2.2. These penalties apply to all IOE graduate and taught postgraduate programmes and are a derogation of the UCL penalties as specified in Chapter 4 of the UCL Academic Manual.
- 2.2.3. Where a student is ill or has other Extenuating Circumstances (ECs) preventing them from meeting the published deadline, they should refer to the UCL Academic

¹ Professional Certificate, Graduate Certificate, and Graduate Diploma

² Postgraduate Certificate, Postgraduate Diploma and Masters

Manual [Chapter 4 Section 6: Extenuating Circumstances](#). If the EC is accepted, the student may be granted an extension or other mitigation affecting the deadline. If the deadline has already passed, the below penalties will not apply.

2.2.4. For all other students, the following penalties apply:

- a. The grade for coursework received up to two working days after the published date and time will be lowered by one grade (grades will not be lowered below the pass mark at this stage).
- b. The grade for coursework received more than two working days and up to five working days after the published date and time will be capped at the pass mark.
- c. Work submitted more than five working days after the published date and time will receive a fail grade.
- d. Programme/module teams must clearly communicate to students when coursework results will be published. Submissions will not be accepted or marked after this date. Students failing to meet this deadline will be required to resubmit the failed component(s).
- e. In the case of coursework that is submitted over- or under-length and is also late, the greater of any penalties will apply.

2.2.5. There is no technical support for online submissions at weekends or after working hours. As a consequence, penalties are based on the number of working days. Deadlines will be set with the following considerations in mind:

- a. A deadline set for a Thursday will begin to incur the higher penalties on a Monday.
- b. A deadline set for a Friday will begin to incur the higher penalties on a Tuesday, or longer in the case of bank holidays or UCL closure days.
- c. The deadline should be set using the relevant date, plus time in hours, minutes and seconds, and time zone should be stated.

2.2.6. Hard copy only submissions, such as artefacts and models, should not be scheduled at weekends. As a consequence, penalties are based on the number of working days. Deadlines should be set with the following considerations in mind:

- a. A deadline set for a Thursday will begin to incur the higher penalties on a Monday.
- b. A deadline set for a Friday will begin to incur the higher penalties on a Tuesday, or longer in the case of bank holidays or UCL closure days.

2.3. Word Count Penalties

- 2.3.1. Students who submit work for assessment that is over- or under-length will be penalised in accordance with the IOE word count penalties.
- 2.3.2. A minimum or maximum word count will be specified as part of the assessment criteria for a component or module. Abstract, footnotes, bibliography/references list, appendices, tables, figures will not be included in the word count.
- 2.3.3. Work that is above or below the word count by more than 10% will be reduced by one grade (no more than one grade will be deducted).
- 2.3.4. Where there is a word count range specified (e.g. 2,000-2,500 words), the length of the coursework must fall into this range. Penalties will apply where the word count falls above or below the range.
- 2.3.5. The mark will not be reduced below the pass mark.
- 2.3.6. In the case of coursework that is submitted over- or under-length and is also submitted late, the greater of any penalties will apply.

3. Awards

3.1. Credit Framework

- 3.1.1. IOE graduate and taught postgraduate programmes adhere to the credit framework as specified in the [Academic Manual Chapter 2: Qualifications and Credit Framework](#), except for 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.

3.2. Classification

- 3.2.1. There are three levels of classification in the Taught Postgraduate programmes: Distinction, Merit and Pass. [UCL Academic Manual, Chapter 4: Assessment Framework: Taught Programmes](#) prescribes the conditions to be satisfied for each.
- 3.2.2. The general approach to be taken is as follows:
 - a. The classification is calculated from the module grades;
 - b. A Distinction must be given to students who have at least two thirds of their credits at Grade A and a Merit must be given to students who have at least two thirds of their credits at Grade B;
 - c. There must be one grade per module;
 - d. The Board of Examiners confirms the classification.

- 3.2.3. The majority of IOE modules are 30 credit modules; the requirements are summarised based on this. If a student takes a module with fewer or more than 30 credits, the two thirds rule will still apply.

3.3. Awards of Merit or Distinction by programme

3.3.1. Graduate Certificate (60 credits)

For a Merit, a student must pass a minimum of 40 credits at B grade (at A grade for Distinction). Unless students take any 15 credit modules, this will mean that they need to pass both their modules at B or above (at A for Distinction).

| Graduate Certificate Level 6 | Minimum total credits | Likely number of modules (most are 30 credits) | Minimum number of modules at appropriate grade to secure classification |
|-------------------------------------|------------------------------|---|--|
| For Merit | 60 credits | 2 (30 credits) | 2 x 30 credits at Grade B |
| For Distinction | 60 credits | 2 (30 credits) | 2 x 30 credits at Grade A |

3.3.2. Graduate Diploma (120 credits)

For a Merit, a student must pass a minimum of 80 credits at B grade (at A grade for Distinction). Unless students take any 15 credit modules, this will mean that they need to pass 90 out of 120 credits at B or above (at A for Distinction).

NB. The Grad Dip Specialist Qualification in Habilitation and Disabilities of Sight (Children and Young People) consists of 180 credits so students would be required to pass a minimum of 120 credits at B (for Merit) and A (for Distinction).

| Graduate Diploma Level 6 | Minimum total credits | Likely number of modules (most are 30 credits) | Minimum number of modules at appropriate grade to secure classification |
|---------------------------------|------------------------------|---|--|
| For Merit | 120 credits | 4 (30 credits) | 3 x 30 credits at Grade B |
| For Distinction | 120 credits | 4 (30 credits) | 3 x 30 credits at Grade A |

3.3.3. PG Certificate (60 credits)

For a Merit, a student must pass a minimum of 40 credits at B grade (at A grade for Distinction). Unless students take any 15 credit modules this will mean that they need to pass both their modules at B or above (at A for Distinction).

| PG Certificate Level 7 | Minimum total credits | Likely number of modules (most are 30 credits) | Minimum number of modules at appropriate grade to secure classification |
|-------------------------------|------------------------------|---|--|
| For Merit | 60 credits | 2 (30 credits) | 2 x 30 credits at Grade B |
| For Distinction | 60 credits | 2 (30 credits) | 2 x 30 credits at Grade A |

3.3.4. PG Diploma (120 credits)

For a Merit, a student must pass a minimum of 80 credits at B grade (at A grade for Distinction). This will mean that they need to pass 90 out of 120 credits at B or above (at A for Distinction).

| PG Diploma Level 7 | Minimum total credits | Likely number of modules (most are 30 credits) | Minimum number of modules at appropriate grade to secure classification |
|---------------------------|------------------------------|---|--|
| For Merit | 120 credits | 4 (30 credits) | 3 x 30 credits at Grade B |
| For Distinction | 120 credits | 4 (30 credits) | 3 x 30 credits at Grade A |

3.3.5. Taught Masters (180 credits)

For a Merit, a student must pass a minimum of 120 credits at B grade (at A grade for Distinction). In addition, the dissertation (60 credits) or report (30 credits) must be at B grade (at A grade for Distinction).

| Taught Masters Level 7 | Minimum total credits | Likely number of modules (most are 30 credits except for dissertation) | Minimum number of modules at appropriate grade to secure classification |
|-------------------------------|------------------------------|---|--|
| For Merit | 180 credits | 6 (30 credits) | 4 x 30 credits (or Dissertation plus 2 x 30 credits) at Grade B |
| For Distinction | 180 credits | 6 (30 credits) | 4 x 30 credits (or Dissertation plus 2 x 30 credits) at Grade A |

3.4. Credits awarded via Accredited Prior Learning

- 3.4.1. It should be noted that as per section 6.4.7 of UCL Academic Manual Chapter 2, credits imported via the Accredited Prior Learning (APL) process from any institution other than UCL should be counted as part of the qualification requirements but should be excluded from the calculation of the classification.
- 3.4.2. Conversely, credits accrued at UCL and awarded via APL should be counted as part of the qualification requirements and included in the calculation of the classification.
- 3.4.3. NB. At the time of admission with APL, the student should be advised of the number of credits which they are required to pass in order to be eligible for an award, and the algorithm which will be used to calculate their classification. (See UCL Academic Manual, Chapter 1 section 1.6.3 RPL for Entry to Taught Postgraduate Programmes).

3.5. Students taking a module with a numeric marking scale

- 3.5.1. Where a student takes a module from a Faculty or Department operating a numeric marking scale, the Parent and Teaching Faculties must agree, in advance of the module teaching, the marking scale which will be used for the student/s concerned.

3.6. Eligibility for Merit and Distinction

- 3.6.1. The award of Merit and Distinction can be given at Prof Cert, Grad Cert, Grad Dip, PGCert, PGDip and Masters level. Classification at Merit and Distinction level can be given if a student exits at the PG Cert or PG Dip level but is not intended for those who, for instance, fail their Masters and are eligible for a PG Dip.
- 3.6.2. Any student studying for a Prof Cert, Grad Cert, Grad Dip, PGCert, PGDip or Masters is eligible for a Merit or Distinction if the regulations allow. NB. The PGCE and PGDE do not allow for a Merit or Distinction category and neither do their exit awards.
- 3.6.3. Students who are assessed for their final award from 2016/17 (and in subsequent years) are eligible for a Merit or Distinction. Any changes which apply in 2017/18 do not apply to students who have already been made an award in previous years.