



UCL

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UCL Academic Manual 2023-24

Chapter 10: Short Course Framework

Annex 10.2

# UCL CLIE Undergraduate Preparatory Certificates

## Programme Regulations

Undergraduate Preparatory Certificate for Science and  
Engineering (UPCSE)

Undergraduate Preparatory Certificate for the Humanities  
(UPCH)

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# 1. Introduction

- 1.1. The Undergraduate Preparatory Certificate (UPC) focuses on developing the necessary skills and knowledge to undertake an undergraduate degree programme in the UK. Academic English skills and research skills are taught via the two compulsory subjects, and specialist knowledge is delivered by our experienced subject lecturers in two optional subjects.
- 1.2. Successful completion of Undergraduate Preparatory Certificate (UPC) leads to the award of the course certificate. The Undergraduate Preparatory Certificate (UPC) is accepted for undergraduate admission dependent on the performance in each module as specified by UCAS.
- 1.3. Undergraduate Preparatory Certificate (UPC) students are considered by UCL to be UCL students and the programme is primarily governed by UCL's undergraduate regulations with the derogations listed here.
- 1.4. These Programme Regulations provide supplemental regulatory information in accordance with the framework of the UCL Academic Manual for the delivery and support of students registered on the Undergraduate Preparatory Certificate (UPC).

## 2. Assessment Regulations

The regulations for assessment of Undergraduate Preparatory Certificate (UPC) subjects are detailed in the [Assessment Framework for Taught Programmes](#) but are also subject to programme specific regulations as detailed below.

The following sections of Chapter 4, Part A of the Academic Manual are not applicable to the Undergraduate Preparatory Certificate:

- Section 3: Module Assessment, points 3.6-3.10
  - Section 3.12 is applicable in conjunction with programme specific late submission regulations specified in 2.2.4 below
- Section 6: Progression & Award
- Section 7: Classification
- Section 8: Deferred Assessment
- Section 9: Consequences of Failure
- Section 10: Interim Qualifications
- Section 12: Award of Degrees

### 2.1 Attendance Requirements

- 2.1.1 UCL's attendance requirements are defined in Annex 3.2: UCL Student Attendance Policy.
- 2.1.2 Minimum attendance requirements are set at Faculty level and must be published in the Student Handbook or equivalent.
- 2.1.3 Students whose attendance falls below their faculty's minimum attendance requirement may be subject to the regulations in Chapter 6, Section 3: Academic Insufficiency Procedure, subject to faculty policy.

## 2.2 Marking and Assessment

2.2.1 The assessment marking procedures for Undergraduate Preparatory Certificate (UPC) modules complies with UCL's [Assessment Framework for Taught Programmes](#). UCL has an overarching comprehensive moderation of marking policy that informs the procedures for marking students' work adopted by Faculties and Departments/Divisions.

2.2.2 Undergraduate Preparatory Certificate (UPC) marking scheme and grade equivalence is as follows:

Mark	Grade Equivalence
76.00-100.00%	A*
70.00-75.00%	A
64.00-69.00%	B
56.00-63.00%	C
48.00-55.00%	D
40.00-47.00%	E
0.00-39.00%	F (Fail)

Any overall mark with decimal points will be rounded up or down as follows:

- 0.01-0.49% are rounded down
- 0.50-0.99% are rounded up

2.2.3 Final module mark on the upper 'borderline' of the UPC grade boundaries (e.g. 75.00%, 69.00%, 63.00%, 55.00% or 47.00%) may be reclassified at the bottom of the next (higher) grade boundary only if two or more of the marks awarded in module components weighted at 10% or more are higher than the original grade.

2.2.4 Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, students are required to submit all coursework by the published deadline date and time. Where there are no Extenuating Circumstances, the following penalties must apply to all components which are submitted after the published date and time:

2.2.4.1 If you submit a piece of coursework after the deadline, but within 24 hours of the deadline, your mark will be reduced by 5 percentage points (5 marks). This will apply even if the work is submitted 1 minute late.

2.2.4.2 If you submit a piece of coursework during the following six working days, your mark will be reduced by a further 5 percentage points (5 marks) per 24-hour working day. For example, if your essay is due by 16.00 on Tuesday and you submit it at 15.00 on Thursday, your essay will incur a 10-point penalty because you submitted within a second group of 24 hours after the deadline. If submitted at 16.30 on Thursday the penalty would be 15 points, and so on.

2.2.4.3 Coursework submitted later than seven working days after the deadline will be recorded as 0.00%.

2.2.5 Any breach of the examination regulations, including but not limited to academic malpractice, will be dealt with in accordance with Chapter 6, Section 9: Student Academic Misconduct Procedure.

## 2.3 Reassessment

2.3.1 Undergraduate Preparatory Certificate (UPC) students are permitted one attempt only at each assessment. Students who fail to achieve a percentage mark equal to or greater than the relevant pass mark shall not be permitted to re-sit any part of the assessment, except where a student has valid Extenuating Circumstances.

## 2.4 Minimum Requirements and Classification

2.4.1 In order to pass an Undergraduate Preparatory Certificate (UPC) module students must achieve a weighted average of 60.00% for the Academic English subject, a weighted average of 40.00% for all other subjects as a whole.

2.4.2 Please note that the above grades are the **minimum** pass requirements to gain the Undergraduate Preparatory Certificate.

2.4.3 Students who reach the level of 70.00% or above in **all four subjects** are awarded the Undergraduate Preparatory Certificate **with Distinction**.

## 2.5 Extenuating Circumstances

2.5.1 Undergraduate Preparatory Certificate (UPC) students with valid Extenuating Circumstances will be offered alternative assessment arrangements as agreed by the Chair of the Undergraduate Preparatory Certificate (UPC) Extenuating Circumstances Panel provided this can be achieved within a reasonable timescale for the student.

2.5.2 Where it is not possible to reschedule the assessment or to offer an alternative form of assessment for students with valid Extenuating Circumstances within the session, it may be possible for students to undertake the assessment in the following academic year.