



Academic Regulations for Students' Taught Postgraduate Programmes, Section 3: Academic Assessment

2013-2014 Academic Session

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Introduction to academic assessment

- i) These are the UCL over-arching regulations for the examination of students on modularised Masters Level degree programmes. Students registered on non-modularised taught postgraduate programmes should also consult the regulations for their programme of study.
- ii) For the purposes of these regulations, 'Assessment' refers to the summative academic assessment of any module whether by written examination and/or by coursework, or other means of academic assessment such as on-line tests, exhibitions, oral presentations or oral examinations, etc.

3.1 Forms of academic assessment

- i) Assessment is a general term used to describe the mechanism to measure student achievement. A variety of assessment methods may be applied to reflect an integrated curriculum design. At UCL there is an expectation that a mixture of formative and summative assessment methodologies will be applied to test different skills and to enable students to achieve the intended learning outcomes. Formative assessment can also provide experience of a programme's summative assessment.
- ii) **Summative assessment** provides a clear statement of achievement or failure that can be made in respect of an individual student's performance. The outcome of summative assessment is used to classify a degree award and is recorded on student transcripts.
- iii) **Formative assessment** provides feedback to individual students about their progress towards achieving the intended learning outcomes for specified modules. In addition, innovative formative assessment methodologies make an important contribution to the overall development of student skills and transferable knowledge.
- iv) Permitted forms of summative academic assessment are set out in UCL's Assessment Strategy.
- v) Permitted forms of summative e-assessment are set out in UCL's E-assessment Regulations.

These regulations should be read together with the following documents and programme specific regulations:

- i) UCL Assessment Strategy
- ii) UCL Learning and Teaching Strategy,

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- iii) UK Quality Assurance Agency Benchmark Statements,
- iv) The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)

(See links at the end of this section.)

3.1.1 Submission of Student Summative Assessed Academic Work and Anonymity

- i) Unseen summative written examinations must be assessed anonymously against candidate number.
- ii) A summative coursework element that constitutes more than 40% of a module must be submitted and assessed on an anonymous basis where possible.
- iii) Once marks have been finalized for an element of summative coursework, for example by agreement between first and second markers, anonymity may be lifted to facilitate feedback to students.
- iv) Anonymity may not be practical when assessing laboratory work, oral examinations, exhibitions, marking clinical work with patients, portfolios of work, dissertations and group work etc.
- v) Anonymity is required when a coursework element constitutes more than 40% or of a module.
- vi) Consideration by Boards of Examiners of all summative assessed marks, progression decisions and awards must be conducted anonymously.

Further guidance on submitting summative assessed academic work

- i) In this context a coursework element is either part of, or all of, a coursework component. For example, one essay weighted at 40% of a module has one component in the coursework element of the module, whilst 10 individual weekly problem sheets weighted, say 20% of a module are 10 components of the coursework element of that module.
- ii) Reports listing names and candidate numbers will be available via Portico to designated departmental/divisional staff in the first term.
- iii) The student SRN may be used as an anonymous identifier when departments/divisions wish to reserve use of candidate numbers for unseen written examinations.
- iv) Since students benefit from feedback on their coursework, anonymity is not required when the coursework element constitutes 40% or less of the assessment for a module.

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- v) Anonymity is required when a coursework element constitutes 40% or more of a module and SRN or candidate numbers may be used as appropriate. However, anonymity may be relaxed once marks have been agreed to facilitate feedback to students.
- vi) Candidate numbers should be used for all unseen written examinations and at meetings of Boards of Examiners.

3.1.2 Eligibility for Summative Assessment Criteria and Learning Agreements, Barring Students from Assessment, and Suspensions and Terminations of Studies on Grounds of Academic Insufficiency or Non-Attendance at Mandatory Faculty Interviews

- i) Students will be eligible for summative assessment if they have attended and pursued the module(s) to the satisfaction of the teaching department/division. The minimum requirement for 'satisfactory performance' is attendance of 70% of the module in terms of lectures, seminars, laboratory session and other forms of teaching and learning as specified by the department/division or faculty.
- ii) Students who are clearly falling short of any departmental/divisional requirements in any particular module(s) will be informed in writing that their performance is currently less than satisfactory, and that if the situation continues, they may be barred from the assessment of the module(s) in question together with the consequences that this may bring.
- iii) Students have the right to appeal against the decision to bar them from being assessed.

Further guidance on eligibility

- i) Departmental/divisional, programme and module literature given to students at the start of the session must set out the policy on satisfactory performance, together with clear definitions of what will constitute 'unsatisfactory performance'. If particular importance is attached to the attendance for certain elements, such as seminars for laboratory work, of a module, then the requirements must be set out clearly in the literature given to students.
- ii) Departments/divisions may stipulate a higher minimum requirement than attendance of 70% of the module if they wish to do so as long as this is communicated to the students.
- iii) Wherever it is practicable for them to do so, departments/divisions must have adequate mechanisms in place for regularly recording attendance at seminars, classes and tutorials, and the submission of required coursework and any other work and for the reporting by individual teachers of any

serious deficiencies to the departmental/divisional degree programme tutor (as appropriate), who are the designated departmental/divisional officers with overall responsibility for instigating the barring process.

- iv) Any communications informing students that their performance is currently less than satisfactory, should be sent to the relevant faculty tutor for information (and to the student's home department/division if it is not the department/division responsible for teaching the module(s) in question).
- v) Such warning must be given to students in sufficient time for them to be able to rectify the situation during the remainder of the session and certainly no later than half-way through the module(s) in question.
- vi) The faculty tutor (and, where relevant, the student's home department/division) may also decide at this point to interview the student concerned.

Right of appeal against a decision to bar a student from being academically assessed:

- vii) Students have the right to appeal against the decision to bar. Such appeals must be made by the student in writing, either to the home faculty tutor or the Dean of Students (Academic), as appropriate (see below), within seven days of the date of notification of the department's/division's or faculty's decision.
- viii) The home faculty tutor will deal with any appeal there may be against a departmental/divisional decision where progression is not at stake within five working days of receipt of the written appeal.
- ix) Appeals against a decision by the faculty tutor which results in non-progression or classification difficulties for the student will be dealt with by the Dean of Students (Academic) or another senior member of administrative or academic staff should there be any conflict of interest, within five working days of receipt of the written appeal.
- x) Should a student be dissatisfied with the outcome of their appeal, they may then go through UCL's Student Grievance Procedure, but they must accept that a final outcome is unlikely to be reached before they are due to take the examination(s) in question. (See link at the end of this section.)

3.1.3 Withdrawal from Examination

- i) Postgraduate students may withdraw from the entire examination (i.e. all modules) by notifying the Examinations Office in writing not less than seven days before the date of their first examination. They will not then be regarded as having made an attempt at the examination.

- ii) Notification of an intention to withdraw will only be accepted after the seven day deadline in the case of ill-health or bereavement.
- iii) Students must submit an application to withdrawn from examination to the Examinations via their home department/division.

Further guidance on withdrawal from examination

- i) Students are advised to seek guidance on any visa implications that may affect eligibility to stay in the UK before requesting withdrawal.
- ii) Students wishing to postpone examinations in one or more modules of the examination, but not all modules, should refer to the regulation on deferral below.

3.1.4 Late Assessment of One or More Elements of an Examination or Other Form of Assessment

- i) Students seeking late examination or other assessment of one or more modules, but not all of the modules they are registered for, must make an application to do so.
- ii) Students must give satisfactory reasons for seeking late assessment of elements for examination, by providing either medical certification or a letter of support from their home department with an application form.
- iii) Students must submit the application to the Examinations Office via their home department/division.

Further guidance on late assessments

- i) Satisfactory grounds for late assessment include: medical, bereavement (of a close relative), academic grounds and financial hardship. Any other grounds will be referred by the Examinations Office to the Dean of Students (Academic) for approval.
- ii) Application for late assessment of one or more written examinations(s) must be made at least one month prior to the commencement of the first examination.
- iii) Application for late assessment of a Report, Dissertation or Extended Essay must be made well in advance of the final date for submission as given in the regulations for the postgraduate degree concerned. Please note that should an application be refused, the student will be expected to submit by the due date in the programme regulations. If the student fails to submit then the Board of Examiners may award a mark of zero and the student will be treated as a re-entry candidate at the next occasion (for which a fee will be payable).

- iv) Students seeking late assessment including unseen examinations, coursework, any other form of assessment and the submission of their project report/ dissertation should follow the procedures set out in the Deferral of Examination Guidelines together with an application form. (See links at the end of this section.)

3.1.5 Authorised Absence From Examination Or Other Form Of Assessment

Students who are prevented owing to illness or the death of a near relative, or other cause judged sufficient by UCL, from completing an examination at the normal time, may at the discretion of the examiners either:

- i) Enter the examination in those elements in which they were not examined on the next occasion when the examination is held in order to complete the examination.
- Or
- ii) Be set a special examination in those elements of the examinations missed as soon as possible and/or be permitted to submit any work prescribed (e.g. report) at a date specified by the Board of Examiners concerned.

Further guidance on authorised absence from examination or assessment

- i) The special examination shall be in the same format as specified in the programme regulation(s) for the elements missed.
- ii) A written application by the student, countersigned by an appropriate member of academic staff from their home department/division, or an application from the home department/division on the student's behalf, should be forwarded to the Examinations Office for consideration by the Dean of Students (Academic).
- iii) The application must be submitted within seven days of the last day of the written examinations or of the submission date of the essay/report/dissertation concerned, and be accompanied by a medical certificate or other statement of the grounds on which the application is made.
- iv) Students should seek guidance as to any visa implications before making their application.

3.1.6 Unauthorised Absence from Examinations or Other Form of Academic Assessment

- i) If a student is absent from an examination or other form of assessment without permission, or, although present at an examination, either does not

attempt the paper or attempts so little that it cannot be assessed, and provides no evidence of extenuating circumstance, then the normal procedure is that the student is awarded a mark of zero for the missed/non-attempted examination.

- ii) In such cases students will not be deemed to have completed the module.

Further guidance on unauthorised absence from examinations and assessments

A mark of zero would be counted in any average and it would be treated as an attempt; the overall result for the course unit would be recorded on Portico as absent or incomplete, as appropriate.

3.1.7 Late Submission of Coursework

Where coursework is not submitted by a published deadline, the following penalties will apply:

- i) A penalty of 5 percentage marks should be applied to coursework submitted the calendar day after the deadline (calendar day 1).
- ii) A penalty of 15 percentage marks should be applied to coursework submitted on calendar day 2 after the deadline through to calendar day 7.
- iii) A mark of zero should be recorded for coursework submitted on calendar day 8 after the deadline through to the end of the second week of third term. Nevertheless, the assessment will be considered to be complete provided the coursework contains material that can be assessed.
- iv) Coursework submitted after the end of the second week of third term will not be marked and the assessment will be incomplete.
- v) Coursework submitted after solutions have been released will receive a mark of zero, and may not be formally marked, even when the coursework was submitted within seven calendar days of the deadline. Nevertheless, the assessment will be considered to be complete provided the coursework contains material that can be assessed.
- vi) In the case of dissertations and project reports submitted more than seven calendar days after the deadline, the mark will be recorded as zero but the assessment would be considered to be complete.
- vii) Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.
- vii) In the case of coursework that is submitted late and is also over length, then the greater of the two penalties shall apply.

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Further guidance on late submission of course work

- i) Students should formally notify tutors of any extenuating circumstances which may have affected their performance in examinations or other academic assessment. Students are primarily responsible for notifying extenuating circumstances that may have affected their performance.
- ii) In some circumstances tutors may formally notify the Board of Examiners of a student's extenuating circumstances when the task cannot be carried out by the student. However, students are primarily responsible for notifying extenuating circumstances and tutors are not obligated to formally notify a Board.
- iii) Student notification of extenuating circumstances. (See link at the end of this section.)
- iv) Tutor notification of extenuating circumstances. (See link at the end of this section.)

3.1.8 Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports

For submitted coursework, where a maximum length has been specified, the following procedure will apply:

- i) The length of coursework will be specified in terms of a word count or number of pages.
- ii) Assessed work should not exceed the prescribed length.
- iii) For work that exceeds the specified maximum length by less than 10% the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass.
- iv) For work that exceeds the specified maximum length by 10% or more, a mark of zero will be recorded.
- v) The method of measuring the length of coursework should be specified to students in writing. For example, a word count will depend on the software application and a page count on the margins, font and point size.
- vi) For discipline specific practices such as bibliographies, tables, pictures and graphs, departments/divisions should specify in writing to students whether these are recorded as part of the maximum length and how this will be determined.
- vii) In the case of coursework that is submitted late and is also over length, then the greater of the two penalties shall apply.

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3.1.9 No Attempt or Minimal Attempt of a Paper or Other Form of Summative Assessment

Students who do not attempt a paper or other form of assessment, or who make an attempt that is unassessable, will be awarded a mark of zero, will be deemed to have made an attempt at the assessment, but will not be deemed to have completed the module.

Links for Section 3.1

All links go to the UCL website, unless stated otherwise:

[UCL Assessment Strategy \(PDF\)](#)

[UCL Institutional Learning and Teaching Strategy](#)

[Subject Benchmark statements](#) – on the UK Quality Assurance website

[The Framework for Higher Education Qualifications](#) – on the UK Quality Assurance website

[UCL's Student Grievance Procedure](#)

[UCL Deferral of Examination Guidelines](#)

[UCL Deferral application form \(Word doc\)](#)

[Student notification of extenuating circumstances \(Word doc\)](#)

[Tutor notification of extenuating circumstances \(Word doc\)](#)

3.2 Re-entry to examinations or to other forms of academic assessment

- i) Students who fail an examination with a mark that cannot be condoned will be required to re-enter that examination at the next normal occasion except for MRes students who are enrolled on an integrated MRes/Doctoral programme who should be offered their taught element resit opportunity before or in August of the same year.
- ii) MRes students who fail the dissertation can resubmit the dissertation by the end of the first term of the following academic year.

Further guidance on re-entry to examinations or assessment

- i) A mark cannot be condoned if it is below 40 or if more than 25% of the taught elements have marks below 50, or if the Board of Examiners decides not to condone the mark.

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- ii) If a student fails the dissertation and resubmits by the end of the first term of the following academic year, the Board would then reconsider the award for these students in January.

3.2.1 Number of Permitted Attempts

- i) Students who, at their first entry, do not successfully pass an examination may re-enter for the examination or other forms of assessment on one more occasion.
- ii) This does not apply if they have been awarded a degree or been excluded from UCL on the grounds of academic insufficiency, or as a result of misconduct.

3.2.2 Students who have been Awarded a Degree

Students who have been awarded a degree will not be permitted to re-enter any failed module.

3.2.3 Repeating a Passed Module

Students who have passed a module cannot repeat the assessment for the module nor can they enter for the same assessment for another module which is deemed to overlap with the module examination which they have already taken and passed.

3.2.4 Re-Sit Marks

The higher of the marks achieved at the first attempt and the re-sit attempt will apply.

Further guidance on re-sit marks

Since passes in all modules are required for the award of a taught postgraduate degree, students re-sit failed modules at the next normal occasion. Boards of Examiners may award condoned passes for up to 25% of taught modules with marks in the range of 40 to 49 to allow an award to be made, in which case re-sits are neither necessary nor allowed.

3.2.5 Format of the Reassessment

Students will only re-sit the failed assessment components unless the regulations for their programme require that students must re-take all assessed components of a module.

Further guidance on the format of the reassessment

Students will be automatically re-entered for assessment components that they have failed to pass or complete, unless they have been granted an award with condoned passes, or have been excluded from UCL. If a student passes assessed coursework components but fails an examination, the normal expectation is that the

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student would only re-sit the examination. However, following academic advice, a recommendation may be made by the departmental/divisional programme tutor that a student can re-sit all assessment components of the module, including those previously passed. Evidence of support by the faculty tutor should be sent to the Examinations Office.

3.2.6 Syllabus for Re-entered Examinations or Other Form of Assessment

Students who re-enter for any part of academic assessment shall be subject to the programme regulations and syllabus current at their first attempt except where students have already been informed that they would be examined on the current syllabus. Students must re-enter for examination within a maximum period of two years of being in attendance for the first attempt.

3.2.7 Timing of Re-Entered Formal Written Examinations

Re-entry to an examination, or part of an examination or any other form of academic assessment, must be made at the next following assessment period for which the student is eligible, except for MRes programmes that are integral to a doctoral programme. Students on these programmes will be offered a resit opportunity before or in August of the same year.

Further guidance on timing of re-entered formal written examinations

- i) The assessment for a deferred module must be completed within two years of attending that module. This period of two years may be extended at the discretion of UCL by way of an approved suspension of regulations.
- ii) Applications for a suspension of regulations should be made in writing by the Departmental/Divisional Programme Tutor via the Faculty Office and submitted to the Examinations Office for consideration by the Dean of Students (Academic). (See link at the end of this section.)

3.2.8 The Substitution of Failed Module(s)

- i) Where a student is permitted repeat registration for all or part of a year, up to a maximum of thirty credits can be substituted for the original module(s) failed or not assessed, subject to Faculty approval.
- ii) Where a module is substituted for a module previously failed, the assessment for the new module shall be treated as second attempt and no further entry will be permitted, if it is subsequently failed.
- iii) Where a module is substituted for a module not previously examined, i.e. a module from which the student had withdrawn, entry to examination for the new module shall be treated as a first attempt and one further entry will be permitted

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Further guidance on the substitution of failed modules

All applications for the substitution of new modules are to be made by the Faculty to the Examinations Office. (See link at the end of this section.)

3.2.9 The Management of Failure to Pass the Taught Element of a Programme

If a student has failed the taught elements to the extent that condoned passes would be insufficient to obtain their qualification the following will apply:

- i) The failed elements must be re-taken at the next possible opportunity.
- ii) The Faculty Graduate Tutor will decide whether the Dissertation could be completed in the academic session or whether a student should interrupt and re-register in the following session to do so.

Link for Section 3.2

[UCL Examinations Office](#)

3.3 Appeal against the decision of a board of examiners

Students cannot contest the decision of a Board of Examiners on academic grounds.

Students can only contest the decision of a Board of Examiners on specific grounds as set out in the Grievance Procedures. (See link at the end of this section.)

Link for Section 3.3

[UCL Grievance Procedures](#)

3.4 Approved format for summative academic assessment

- i) The permitted formats of summative academic assessment are set out in UCL's Assessment Strategy. (See link at the end of this section.)
- ii) All Masters programmes academically assessed without an element of unseen written examination or other form of unseen assessment must include an oral examination for all students.
- iii) There are regulations for the format and procedures for summative e-assessment. (See link at the end of this section.)

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Links for Section 3.4

All links go to the UCL website, unless stated otherwise:

[UCL Assessment Strategy \(PDF\)](#)

[UCL summative e-assessment \(PDF\)](#)

3.5 Assessment in a language other than English

All assessed work, whether written papers or module work, shall be written in the English language unless:

- i) The purpose of the assessment is to test the ability of students in a language other than English.
- ii) In the case of specially approved programmes in UCL which teach modern languages, the programme has been specifically designed, for sound academic reasons, to include the possibility of completing a major part of the assessment in the language of study.
- iii) Where a programme has been specifically designed, for sound academic reasons, to include the possibility of completing a major part of the assessment in the language of study, at least 25% of the whole assessment of the programme shall be written in the English Language.

3.6 The conduct of examinations and other forms of assessment centrally managed by UCL

The regulations for the management of examinations are published in the Examination Guide for Candidates annually by UCL.

Students should take note of formal examination entry requirements set out in the Examination Guide for Candidates, including the need to provide proof of identity.

Link for Section 3.6

[UCL Examination Guide for Candidates \(PDF\)](#)

3.7 Examination timetable

It is the responsibility of a student to ensure that they know the date, time and location of each paper they are registered to take as set out in their individual examination timetable, and to note particularly the location of any intercollegiate examinations.

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Further guidance on the examinations timetable

- i) All students sitting centrally organised examinations will have access to a personalised timetable through Portico, detailing the date, time, duration, location and desk number for each of their examinations.
- ii) Students sitting for examinations arranged by departments, or by other institutions, are responsible for checking the examination timetable details with the party administering the examination.

3.8 Student conduct whilst under examination conditions

UCL expects students to follow the protocols set out in the Examination Guide for Candidates.

Further guidance on student conduct in examinations

Students should note the guidance provided in the Examination Guide for Candidates regarding examination misconduct, including misconduct relating to coursework or other forms of academic assessment, as well as for formal written examinations. (See link at the end of this section.)

Link for Section 3.8

[UCL Examination Guide for Candidates \(PDF\)](#)

3.9 Students arriving late for an examination or other form of academic assessment

- i) Students, arriving at the examination hall after an examination has started and within the first half-hour, must report to an invigilator to ensure that the time of arrival is noted and any instructions provided.
- ii) Students arriving within the first half-hour will be admitted to the examination hall and allowed to sit the examination but they will not be given any additional time and must finish at the same time as the other students.
- iii) Students arriving after the first half-hour will not be allowed into the examination hall and will be directed to their home department.
- iv) Students who arrive late and are granted the opportunity to sit the examination in their home department will be required to make a written statement of explanation for their late arrival and to confirm that they have not discussed the paper with anyone since the start of the examination.

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- v) Departments have a discretionary right on a case by case basis to allow students to sit the paper at that time, and will deduct thirty minutes from the total time allowed for the examination.
- vi) The decision of the home department is final and the Examinations Office cannot accommodate any student not permitted to sit by their department.
- vii) Students arriving at a home department after the time for the normal end of an examination will not be allowed to sit the paper.

3.10 The production of valid identification to enter examination halls

- i) Students must produce valid identification when entering examination halls.
- ii) Any student who fails to produce a valid UCL student identity card or cannot produce a passport or driving licence with a photograph will be required to sign a declaration form and a label will be attached to their script, advising the examiner that personal identification was not provided.

3.11 In the event of an emergency during examinations

In an emergency, students should be aware that examination conditions still apply and if requested to vacate the examination hall students must not communicate with any other student on any topic and must follow in full the instructions of examiners, supervisors, invigilators or other officers responsible for the conduct of examinations.

3.12 Ownership of examination or other form of academic assessment materials provided by UCL

All answer books and all other material provided by UCL must be submitted to the examination supervisors. Students may, however, take away the question paper unless the paper indicates that this is prohibited.

3.13 Special examination provision on grounds of specific learning difficulty (such as dyslexia, disability or ill health)

Students with a specific learning difficulty, disability or ill-health can apply for special assessment arrangements in their examinations.

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- i) Application for special examination provision on grounds of disability or ill-health should be made by completing an application form and submitting it, with suitable medical evidence, to the Examinations Office via the Student Disability Services. (See link at the end of this section.)
- ii) Students who require special examination arrangements as a result of dyslexia or other specific learning difficulty must register with Student Disability Services and are required to arrange an assessment appointment with the UCL Dyslexia Co-ordinator as soon as possible and no later than the end of the second term for the main summer term examination period, or six weeks before any examinations or tests, for which special arrangements are sought, outside of that period.

Link for Section 3.13

[UCL Special examination arrangements](#)

3.14 The publication of examination results

- i) Boards of Examiners are permitted to release unconfirmed provisional marks to students, prior to the formal publication of results by UCL.
- ii) Students will be informed when their examination results have been published on Portico.
- iii) All graduating students will be sent an official transcript, detailing their marks and award.

Further guidance on the publication of examination results

- i) Students will be informed by email to their UCL email address when their examination results have been published on Portico.
- ii) This will occur on a programme by programme basis as results are received and checked by the Examinations Office.
- iii) Once the marks have been released students will be able to access their results on the student records database, Portico, using their UCL username and password.
- iv) Graduating students will be sent an official transcript with their certificate within three months of their date of award. (Students can request additional copies of their transcripts for which a fee will be charged. (See link at the end of this section.)
- v) Students must ensure that their contact addresses are kept up to date, via Portico, as the contact address will be used for the despatch of transcripts and degree certificates.

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Link for Section 3.13

[UCL student transcripts](#)

3.15 Date of degree award

The date of award for Masters level programmes is the first of the following dates to fall after the last element of student assessment has been completed:

- i) 1 August
- ii) 1 November
- iii) 31 December
- iv) 1 March

3.16 Provision of a degree certificate

A UCL Degree Certificate will be sent to each successful student who is awarded a degree.

Students are responsible for ensuring that their contact addresses are kept up-to-date, via Portico, as the contact address will be used for the despatch of certificates.

3.17 Students with an outstanding debt to UCL

All students who will, if successful in their examinations, qualify for the award of a degree, should note that UCL will withhold the award in the case of any student who is in debt to UCL.

- i) Students should note that debt to UCL includes any payment due, including Tuition and Examination Fees, Fees for UCL Residential Accommodation and Fees to the UCL Library. (See links at the end of this section.)
- ii) No report will be made on the student's results' record until the debt has been settled in full and attendance at a Graduation Ceremony will not be permitted unless the whole debt has been cleared by the due date. (See link at the end of this section.)
- iii) All other students who are in debt to UCL will have their official results withheld and/or not be permitted to enrol at any future session until the debt has been settled in full.

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Links for Section 3.17

All links go to the UCL website, unless stated otherwise:

[UCL Current students: money](#)

[UCL Current students: examination fees](#)

[UCL Library Services](#)

[UCL Graduation Ceremonies](#)

3.18 Award of degrees

The Academic Committee of UCL is authorised to award degrees.

3.19 Revocation of degrees

UCL may revoke any degree awarded, if any of the following circumstances discovered at any time and proved to the satisfaction of UCL:

- i) There was an administrative error in the award made under the procedures required by UCL, including an error in calculating the results.
- ii) Subsequent to award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made determines that a student's or students' classification should be altered
- iii) The award has been cancelled owing to examination misconduct.