



Academic Regulations for Students' Taught Postgraduate Programmes, Section 1: Admission to UCL

2014-2015 Academic Session

Contents

Links to recent changes and/or additions to the published regulations	2
1.0 General guidance on applications and admissions	3
1.1 Permitted modes of study for postgraduate taught programmes	4
1.2 UCL postgraduate masters level programme entrance requirements	4
1.3 Making an application to study at UCL	7
1.4 General application and admissions criteria	9
1.5 Application Decisions	12
1.6 Accepting or declining the offer of a place (non affiliate students)	13
1.7 Admission to UCL	14
1.8 Proof of identity	14
1.9 Dual registration	16

Links to recent changes and/or additions to the published regulations

1.0 General guidance on applications and admissions

The General Regulations apply to University College London (UCL) postgraduate students commencing modularised masters programmes (programmes with a UCL credit value of 180 credits and 72 ECTS).

The General Regulations for Postgraduate Students are UCL's overarching regulations and all students, including those enrolled on non-modularised programmes, should read these regulations together with the regulations for their programme of study and with local regulations for the department/division and Faculty housing their programme of study and take account of their programme's scheme of award as detailed in their programme handbooks and departmental/divisional literature.

These are the regulations for the following degree programmes:

- i) Postgraduate Certificate
- ii) Postgraduate Diploma
- iii) MA
- iv) MSc
- v) MRes (together with the MRes specific regulations)

Special Regulations for the following taught postgraduate masters level programmes are available from the relevant UCL department/division.

- i) LLM
- ii) MFA
- iii) MArch
- iv) MCLinDent
- v) EMPA
- vi) International Masters
- vii) European Masters

The information in this publication is believed to be correct at the time of posting but subsequent amendments are possible. Amendments and new regulations will be indicated on the webpage and be incorporated into the main text for the next academic session.

Back to: [table of contents](#)

These regulations also broadly apply to affiliate students except where the nature of their programme study renders the regulations inapplicable. In such cases any issues arising should be referred to the International Office (see link at the end of this section, Student and Student and Registry Services division in writing and will be dealt with on a case by case basis.

Links for Section 1.0

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

[European Credit Transfer and Accumulation System \(ECTS\)](#) on the European Commission website

[UCL International Office](#)

1.1 Permitted modes of study for postgraduate taught programmes

Full-time students are enrolled on all modules within the normal time span of the programme, i.e. one calendar year for most masters programmes. Part-time students are enrolled on all modules over a period double the length of the normal time span of the programme, i.e. two calendar years for most masters degrees. Students enrolled on a flexible mode of study enrol on all modules over a period of up to 5 years.

1.2 UCL postgraduate masters level programme entrance requirements

1.2.1 Taught Programmes: Postgraduate Certificate, Postgraduate Diploma, MA, MSc, LLM, MFA, MArch, EMPA, MCLinDent, International Masters, European Masters

- i) UCL requires a UK Bachelor's degree in an appropriate subject, awarded with first or second-class Honours, or an overseas qualification of an equivalent standard from a university or educational institution of university rank.
- ii) For some taught programmes, an applicant whose qualifications, although otherwise acceptable, are of lower standard may be admitted if evidence of an adequate academic background and experience in an appropriate field can be shown. In certain instances, applicants may be required to pursue the programme over an extended period of time (including a qualifying year) and/or pass a qualifying examination before being registered for the degree programme.

Back to: [table of contents](#)

- iii) Applicants must meet any entry conditions set by UCL by the start of the academic year in which they expect to begin their studies.

Further guidance on postgraduate masters entrance requirements

Some programmes take into account individual professional and work experience for admissions purposes. Please refer to the prospectus or relevant department/ division for details of specific entry requirements. (See link at the end of this section.)

1.2.2 Research Degrees: MRes

A UK Bachelor's degree in an appropriate subject, awarded with first or upper second-class Honours, or an overseas qualification of an equivalent standard from a university or educational institution of university rank is required.

1.2.3 Programme Specific Entry Requirements

Applicants' qualifications must satisfy the specific degree programme entry requirements which are outlined in the programme descriptions given in the Postgraduate Prospectus for the year of application.

Further guidance on programme specific entry requirements

Applicants are advised to check for specific entry requirements in their chosen area of study before making an application to UCL by referring to the prospectus and by referring to the information for students on the relevant department/division web pages. (See link at the end of this section.)

1.2.4 International Qualifications

UCL will consider a wide variety of international qualifications for entry to its postgraduate programmes. The following equivalencies are used for students studying under the US/Canadian grade point average (GPA) marking scheme.

- i) First-Class Honours: GPA 3.6/4.0
- ii) Upper Second-Class Honours: GPA 3.3/4.0
- iii) Lower Second-Class Honours: GPA 3.0/4.0

Further guidance on international qualifications

Applicants should be aware that, in addition to the required grades, the acceptability of qualifications can be dependent on the type, content and length of the degree programme studied as well as the institution attended.

Back to: [table of contents](#)

1.2.5 English Language Requirements

All applicants whose first language is not English must be able to provide recent evidence that their spoken and written command of the English Language is adequate.

Further guidance on English Language Requirements

- i) This requirement is specified in order to ensure that the academic progress of applicants is not hindered by language difficulties and that applicants are able to benefit fully from their time at UCL.
- ii) UCL's preferred English Language qualifications are GCSE English Language and the International English Language Testing System. UCL does accept a number of English Language qualifications and a list of these is available in the prospectus. (See link at the end of this section.)
- iii) An example of recent evidence that an applicant's spoken and written command of the English Language is adequate would be a record of attendance certifying English Language skills.

1.2.6 Programme Specific English Language Requirements

All applicants whose first language is not English must be able to provide recent evidence that their spoken and written command of the English Language is adequate.

Further guidance on programme specific English Language Requirements

- i) All applicants are advised to check any programme specific English Language requirements by referring to the prospectus.
- ii) Applicants should be aware that UCL reserves the right to ask for higher English Language requirements in individual cases.

1.2.7 Admission with Accredited Prior Learning (APL) and Permitted Amendment to Programme Diets

- i) With the exception of UCL credits achieved within the past five years from the date of a new application, APL is not permitted for taught postgraduate programmes.
- ii) When a student has already passed a UCL compulsory module that is included in the diet of the programme for which they are applying, a substitute module will replace the passed module in the student's diet. However, this is limited to the substitution of 15 credits in total.

Further guidance on admission with APL and permitted amendment to programme diets

Back to: [table of contents](#)

- i) Since APL implies a modification to a programme diet, APL must form part of the agreement between UCL and a student at the time of admission. The agreed programme diet should correspond to their being 180 UCL Credits for a Masters, 120 UCL Credits for a Postgraduate Diploma and 60 UCL Credits for a Postgraduate Certificate.
- ii) The same material cannot be used to obtain more than one award. Applicants who have left UCL with the Award of a Postgraduate Certificate or Diploma must surrender that award when either a Postgraduate Diploma or Masters has been successfully completed, unless their specific programme regulations state otherwise.
- iii) Further information is available about APL procedures together with an application form. (See links at the end of this section.)

1.2.8 Other Qualifications and Special Entry

UCL specifies and recognises a range of other UK and international qualifications. Such applications are considered on a case-by-case basis.

A full list of other UK and international qualifications is available from the prospectus. (See link at the end of this section.)

Links for Section 1.2

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

[UCL prospectus](#)

[UCL APL procedures \(PDF\)](#)

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

1.3 Making an application to study at UCL

1.3.1 Applying to UCL

Taught postgraduate programmes are made directly to UCL, with the exception of the EMPA and MA History of Political Thought and Intellectual History.

Further guidance on applying to UCL

There are three options for applications that are made directly to UCL:

- i) Apply Online
- ii) Downloadable Application Form

Back to: [table of contents](#)

- iii) Postgraduate Application Package
- iv) Applications for the EMPA are made via New York University and the MA History of Political Thought and Intellectual History are made via Queen Mary University of London respectively. (See links at the end of this section.)

Further information is available about making an application to study at UCL (see links at the end of this section).

1.3.2 Application Deadlines

The Friday of the first week in August (week 49) is UCL's general deadline for the receipt of applications for taught postgraduate programmes, however programme specific deadlines may apply.

Further guidance on application deadlines

- i) Information is available about programme specific application deadlines. (See link at the end of this section.)
- ii) Registration and enrolment for new students on postgraduate taught programmes starting in September must be completed by the Friday of week 7 or at the end of the second week of teaching if this is different.
- iii) Enrolment of continuing students on postgraduate taught programmes with part-time or flexible modes of study must be complete by the Friday of week 9.

1.3.3 Erasmus Programme Applications

Applicants wishing to study at UCL as an Erasmus Programme exchange student must ensure that there is an appropriate institutional link in place.

Further guidance on Erasmus programme applications

- i) Erasmus Programme exchange applicants must ensure that there is an appropriate institutional link in place and should contact the relevant Erasmus Coordinator and/or International Relations Office at their home university.
- ii) Submitted Socrates-Erasmus application forms must include an official institutional stamp and signature of the Erasmus Coordinator of the applicant's home institution.
- iii) Successful selection by an applicant's home institution is not a guarantee of being accepted by UCL.
- iv) If successfully selected by their home institution, Erasmus applicants need to complete and submit a 'UCL Erasmus Application Form'.

Back to: [table of contents](#)

- v) Successful applicants will be registered at UCL as visiting Erasmus students (known as affiliates) and as such will not be eligible for the award of any UCL degree or other qualification.
- vi) Further information about the Erasmus Programme.

Links for Section 1.3

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

[New York University website](#)

[Queen Mary University of London website](#)

[UCL Application and Entry](#)

1.4 General application and admissions criteria

1.4.1 Declining Examination Results

Applicants who have accepted a place at UCL and who subsequently decline any of their Bachelor Degree results or results obtained for an equivalent qualification may render themselves ineligible to take up a place on a degree programme at UCL or, if they have already enrolled, liable for deregistration from UCL.

Further guidance for students and staff:

Applicants should be aware that if they decline any of their Bachelor Degree results or results obtained for an equivalent qualification, this may mean that they will be unable to meet UCL entry criteria and that any offers would be invalid.

1.4.2 Applications for Deferred Entry

- i) UCL will not accept applications for deferred entry to postgraduate programmes. Applicants must apply in the admissions cycle for which they seek entry.
- ii) However, once an offer of admission has been made, applicants may to seek to defer the place to the following year. Agreement to defer is considered on a case-by-case basis and approved or not by the admitting department/division.
- iii) Applicants holding an offer of admission may only apply for deferral for one year of entry. Applicants wishing to take a further year prior to admittance will be required to re-apply for admission and be considered in competition with other applicants.

Back to: [table of contents](#)

1.4.3 Applications for Part-Time Study

Applications for postgraduate admission on a part-time basis will be considered for programmes that offer a part time or modular/flexible option.

Further guidance on applications for part-time study

All applicants considering applying for part-time study are advised to refer to the prospectus or contact the relevant Faculty Office about the availability of a part-time option. (See link at the end of this section.)

1.4.4 Accuracy of Applicant Information

Information provided by applicants is expected to be accurate and UCL reserves the right to refuse admission or, if already registered, terminate registration, if information provided by an applicant is inaccurate or incomplete.

Further guidance on applications for part-time study

- i) If fraud is suspected, UCL will liaise, as appropriate, with relevant external bodies, including the police, and implement UCL's disciplinary procedures. (See link at the end of this section.)
- ii) Applicants should note that UCL reserves the right to terminate a registered student's attendance if information provided by them is inaccurate or incomplete.
- iii) More information is available about UCL's policy and procedures for fraudulent applications. (See link at the end of this section.)

1.4.5 Applicants from Students Registered at Other Higher Education Institutions (Affiliate Applicants)

- i) Applicants registered for qualifications in other Higher Education Institutions may apply to study at UCL for academic credits. Applicants applying to study at UCL from other institutions are called Affiliate Applicants.
- ii) Postgraduate Affiliate applicants should be enrolled on a programme in their home institution that is equivalent to the QAA Framework for Higher Education Qualification (FHEQ) level 7. (See link at the end of this section.)
- iii) Affiliate applicants must also satisfy UCL English Language requirements.

Further guidance on Affiliate Applicants

- i) Academic credits are awarded for the successful completion of assessed module units.

Back to: [table of contents](#)

- ii) Affiliate students are expected to meet the English Language requirements. (See paragraph 1.2.5).
- iii) Details about the structure of Programmes for Affiliate students are set out in Section 2: General Regulations.

1.4.6 Applicants with Disabilities

Applicants who have a disability should inform UCL of this on their application. This will ensure that any special requirements can be put in place.

Guidance for students and staff:

- i) UCL endeavours to ensure equal access to all facilities and to make reasonable adjustments to UCL buildings when and where possible.
- ii) Applicants with disabilities should contact UCL's Student Disability Services if they have any general queries about facilities at UCL before submitting their application. (See link at the end of this section.)

1.4.7 Criminal Records Disclosure

For a limited number of programmes, where students may potentially come into unsupervised contact with children and/or vulnerable adults, UCL will seek an enhanced disclosure certificate from the Disclosure and Barring Service. (See link at the end of this section.)

Further guidance on disclosing criminal records

- i) The Disclosure and Barring Service is the Government agency established to provide employers and others with information about any criminal convictions that an individual might possess. Queries regarding CRB disclosures for students should be referred to the Student Centre.
- ii) In addition to an enhanced criminal records review, some programmes require further checks under the provision of the Protection of Children Act and Protection of Vulnerable Adults Act.
- iii) Further details of these checks are available from the Disclosure and Barring Service. UCL reserves the right to bar applicants or de-register students who are given an unsatisfactory review by the Disclosure and Barring Service. (See link at the end of this section.)

1.4.8 Applicants with Criminal Records

- i) Disclosure of criminal records is mandatory and applicants with criminal records may be subject to some restrictions of activity to be decided on a case-by-case basis.

Back to: [table of contents](#)

- ii) Failure to disclose may result in de-registration from UCL.

Further guidance for applicants with criminal records

- i) Applicants are required to declare whether they have any criminal convictions on their application forms and are advised that the offer of a place is subject to a satisfactory criminal records declaration being submitted.
- ii) Where appropriate, details of criminal convictions may be made available to Personal Tutors and/or Heads of Department/Division.
- iii) Further information is available about UCL's policy and procedures for applicants with criminal records. (See link at the end of this section.)

Links for Section 1.4

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

[UCL prospectus](#)

[UCL Graduate Admissions Policy](#)

[UCL's Student Disability Services](#)

[Disclosure and Barring Service](#) on the Gov.UK website

[QAA Framework for Higher Education Qualification](#) on the QAA website

1.5 Application Decisions

1.5.1 Application Outcomes

- i) Upon receipt of a complete application, UCL will send a letter of acknowledgement that indicates the date by which a decision will be made.
- ii) Where there is a specific deadline for a programme of study, decisions may be notified after the closing date has passed.

Further guidance on application outcomes

If unclear, applicants should contact the relevant department/division to clarify the likely decision date.

1.5.2 Offer of a Place

Upon the recommendation of the relevant department/division, a formal UCL offer will be made to the applicant by Student and Registry Services.

Back to: [table of contents](#)

Further guidance on the offer of a place

Departmental/divisional recommendations for the offer of a place are checked and authorised by Student and Registry Services.

1.5.3 Conditional Offer of a Place

Conditional offers based on future examination performance may be issued by UCL. In such circumstances, all conditions must be fulfilled by 31 August in the year of entry.

Applicants are advised to note paragraph 1.4.1 on declining results.

1.5.4 Appeal of Entry Decisions

- i) UCL decisions on applications are final, and there is no right of appeal against them.
- ii) UCL will consider a complaint against any decision only if there is evidence of an irregularity in the processing of the application in question.

Further guidance on the appeal of entry decisions

- i) Decisions on the admission of applicants by the authorised UCL officers are final and there is no appeal against such decisions.
- ii) UCL will consider a complaint relating to an application for admission only if there is substantive evidence of an irregularity in the procedure under which the application has been processed.
- iii) For all applicants, in the first instance any complaint concerning a postgraduate application should be addressed to the Faculty Graduate Tutor of the Faculty concerned.

If the complaint is against the Faculty Graduate Tutor, it should be addressed to the Dean of Students (Academic) or another senior member of administrative or academic staff should there be any conflict of interest.

1.6 Accepting or declining the offer of a place (non affiliate students)

1.6.1 Deadlines for Accepting an Offer of a Place

All applicants for postgraduate degree programmes will be informed by UCL of the date by which they have to make a formal response to the offer they have received, either accepting the offer firmly or declining the offer.

Back to: [table of contents](#)

Further guidance on deadlines for accepting an offer of a place

- i) All applicants should be aware of the deadline both for applying for student accommodation and firm acceptance of an offer of admission in order to guarantee the allocation of a room.
- ii) Applicants should note that only those who have an offer of a place to study at UCL can apply for accommodation.
- iii) Further information is available about applying for student accommodation. (See link at the end of this section.)

1.6.2 Accepting an Offer of a Place: Applicants from Other Higher Education Institutions (Affiliate Applicants, including Applicants from Overseas)

- i) For programmes starting in September/October, affiliate applicants have until 31 July in the calendar year of a programme to accept their offer formally.
- ii) For programmes starting in January, affiliate applicants have until 30 November of the preceding calendar year to accept their offer formally.

Further guidance on accepting offers for Affiliate Applicants

Affiliate applicants confirm or decline their acceptance of an offer of a place to study at UCL by completing the Offer Reply Form sent to them with their offer letter.

Link for Section 1.6

[UCL student accommodation](#)

1.7 Admission to UCL

Applicants who have firmly accepted an offer of a place at UCL have their places confirmed by UCL as and when any conditions attached to the offer are satisfied.

If any conditions of any offer have not been met, applicants should contact the UCL Faculty that runs their chosen programme of study by telephone or email as soon as possible to ascertain whether they may still gain admission.

1.8 Proof of identity

All students will be required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment will not be confirmed

Back to: [table of contents](#)

1.8.1 UK/EU/EEA-Based Students

UK/EU/EEA Based students are required to present an accepted form of identification for verification before they can be enrolled. In the absence of this verification, enrolment will not be confirmed.

Further guidance on proof of identity for students based in the UK, EU and EEA

UCL's preferred form of identification is a valid passport. However, in the absence of a valid passport, the following will be accepted forms of identification for students who do not require a visa to study in the UK.

- i) A UK photo driving licence, a European National Identity Card or Armed Forces Identity Card; or:
- ii) An original birth certificate, adoption certificate or certificate of naturalisation.
- iii) If the family name or other personal details are different from those on the document provided, proof of the reason for any differences will be required at enrolment. This should be in the form of a marriage certificate/civil partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration.
- iv) No other forms of identification are acceptable.

1.8.2 Students Who Require a Visa to Study in the UK

- i) Under the Points-Based Immigration System, presentation of a valid passport is a mandatory requirement for students who require a visa to study in the UK, and no other forms of identification will suffice.
- ii) Enrolment will not take place without presentation of a valid passport and an appropriate visa.

Further guidance on students requiring visas to study in the UK

Further information is available about the UK Points-Based Immigration System on the Immigration and Visa pages of our website. (See link at the end of this section.)

Link for Section 1.8

[Immigration and visa pages](#)

1.9 Dual registration

- i) Formal registration at UCL at another institution is permissible for affiliate students and students enrolled on joint or double/dual degree programmes delivered in collaboration with another institution
- ii) All other students are not permitted to be formally registered for a programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

Further guidance on dual registration

Students can accept an offer of a place from UCL when they are still formally registered with another Higher Education Institution, or if they are re-sitting examinations. However, they may not formally register with UCL until they are no longer registered with another institution having graduated or left.