



UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education

UCL IOE Taught Postgraduate Regulations 2015-16

Effective from 1 September 2015 for new and continuing students.

1.1.1 Introduction

- 1 These Regulations govern the conduct and award of Master's Degrees, Postgraduate Diplomas and Certificates and Professional Diplomas and Certificates.
- 2 These Regulations are made subject to the *UCL Academic Manual*, the *UCL IOE Assessment Regulations for Students 2015-16* 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 *UCL IOE General Academic Regulations 2015-16*.
- 4 In these Regulations the terms Postgraduate Diploma and Postgraduate Certificate shall include respectively the Professional Diploma and Professional Certificate except where otherwise indicated.

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*.

- 2 Where appropriate, a PGCE or other approved teaching qualification, and/or relevant professional experience, may be required in addition to one or more of the Standard UCL Entry Requirements defined in the *UCL Academic Manual, Chapter 1: Admissions, Registration and Student Conduct*.
- 3 Applicants for admission may in addition be required to pass an approved English language test at a specified level and other tests prescribed by the Institute as a condition of registration for the degree. The normal level of pass required in the International English Language Testing System (IELTS) will be 7.0 overall, with a score no lower than 6.0 for writing and 6.5 for reading. The normal level of pass required in Test of English as a Foreign Language (TOEFL) will be 650 in the paper-based test or 280 in the computerised test or 114-115 in the internet-based test.

1.1.3 Qualifying Work required subject to Regulation 7

- 1 Candidates for admission holding a third class or Ordinary degree, or equivalent, shall normally be required to attain a satisfactory standard in one prescribed assignment. Candidates may also be required to satisfactorily complete a qualifying assignment where this is permitted in lieu of a recognised teaching qualification or professional experience.
- 2 The attainment of a satisfactory standard in at least two qualifying assignments shall normally be required of candidates for admission with a qualification below Ordinary degree level or equivalent.
- 3 A qualifying assignment shall normally take one or more of the following forms: an essay, a critical review, a written statement, an unseen written paper, a portfolio of materials, and/or a viva voce examination.
- 4 Qualifying assignments may not serve in lieu of a satisfactory result in an approved English language test in cases where specified evidence of English language proficiency at a level deemed appropriate by UCL is required.
- 5 Exceptionally, applicants for entry to a Masters degree programme who do not possess the required qualifications may, with the approval of the relevant Master's degree Programme Leader, substitute a Master's degree assignment successfully completed elsewhere for a qualifying assignment. In such cases, no transfer of credits in respect of that assignment shall be permitted.

1.1.4 Entry with Advanced Standing

- 1 The regulations governing 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*.

- 2 Credits granted by way of advanced standing may be counted towards an award. Where advanced standing is granted, the student may count towards his or her award a minimum of 30 credits and a maximum of 90 credits acquired through M Level study. Students registered for an MRes may be permitted to count credits acquired through Level 8 (D level) or Level 7 (M level) study. Students registered for taught Master's may be permitted to count Level 8 (D level), Level 7 (M level) and Level 6 (H level) credits, with a maximum of 30 credits to be at Level 6 (H level), subject to attainment of an A or B grade. Credits imported by way of advanced standing will normally be applied to the satisfaction of optional components within a programme, although the Head of Academic Department may allow credits to be applied to the satisfaction of compulsory components, in consultation with the Faculty Tutor

1.1.5 Registration

- 1 The regulations governing the registration of students are defined in the *UCL Academic Manual, Chapter 1: Admissions, Registration and Student Conduct*.

1.1.6 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*.
- 2 The programme of study for each degree shall include:
- (a) A taught component comprising courses of study in the named subject area which provide structured and progressive grounding relevant to the field of educational and social sciences; for the MRes, such courses will provide relevant and progressive research training and there will be grounding in relevant research methods and methodologies
 - (b) Elements designed to broaden candidates' knowledge, experience and understanding by equipping them with a range of transferable skills; and
 - (c) A research component, assessed by means of a significant piece of writing in the form of a report or dissertation, which enables the candidate to demonstrate initiative and creativity in formulating and carrying out a clearly planned and rigorously justified research project.

1.1.7 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*.

1.1.8 Attendance

- 1 The attendance requirements for UCL students are defined in the *UCL Academic Manual, Chapter 1: Admissions, Registration and Student Conduct*.

1.1.9 Assessment

- 1 In order to qualify for a Master's degree or a Postgraduate Diploma/Certificate award, a candidate must satisfy the examiners that s/he has attained a satisfactory standard in:
 - (a) The taught elements/courses of the approved programme of study; and
 - (b) The timing of the assessment of each element of a Master's degree programme shall be in accordance with schedules published annually by each Academic Department.
- 2 The timing of the assessment of each element of a Master's degree programme shall be in accordance with schedules published annually by each Academic Department.
- 3 Students will be eligible for assessment only in those courses for which they are formally registered at a point two months before the assessment in question.
- 4 Programme Leaders in conjunction with the UCL IOE Academic Administration Department shall issue an admissions notice and timetable to eligible candidates at least fourteen days before a written examination paper is due to be sat, and this admissions notice shall act as identification for attendance at these examinations.
- 5 Students not in attendance but eligible to be assessed must indicate their intention at least two months before the beginning of the term in which the assessment is to take place.
- 6 In exceptional circumstances, students may be granted permission to extend the deadline for assessment or to defer their assessment. Such requests must normally be made in accordance with *UCL IOE Policy and Procedures for Requests for Additional Time*.
- 7 Students who wish to withdraw their entry for formal assessment in relation to any element of their programme of study must inform the Programme Leader of the degree for which they are registered and, where appropriate, the tutor for the course element or course concerned if this falls outside the main degree subject. Such notification shall be provided in writing at least ten days before either the date of the written paper(s) or the last date for submission of coursework assignments, reports or dissertations.

- 8 Students who do not have 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.
- 9 A candidate who is prevented from completing an assessment or part of an assessment at the normal time by illness or by any other cause judged sufficient by the Head of the relevant UCL IOE Academic Department in line with the *UCL IOE Policy and Procedures for Requests for Additional Time*, may normally enter for formal assessment in relation to those elements-on the next occasion when the assessment is held. At the discretion of the Board of Examiners concerned, such a candidate may instead undertake a special assessment in those elements missed and/or be permitted to submit any prescribed assignment at a date specified by the Board. The special assessment shall be undertaken in the same mode of assessment as the assessment that was missed.
- 10 A candidate who does not at his or her first entry satisfy the examiners in the formal assessment deadlines for the resubmission of work for formal assessment or of examination re-sits shall be specified by the Academic Department in which the student is registered.
- 11 Where a student elects or is permitted to re-submit his or her coursework assignments or equivalent within the same academic year, or to re-sit an examination within the same academic year, such a resubmission or re-sit shall be regarded as the student's second and final attempt at that element of the programme of study.
- 12 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.
- 13 A student who fails an optional course on two occasions may, subject to the approval of the Head of Academic Department, register for a new optional course and may present him/herself for formal assessment in relation to that new course on no more than two occasions. No more than one new optional course 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.
- 14 A student who fails to satisfy the examiners in the report or dissertation element of the degree programme on two occasions shall not be permitted to continue with his or her programme of study, but may be awarded a Postgraduate Diploma/Postgraduate Certificate if he or she has attained a satisfactory overall standard in formal assessments leading to the award of the requisite number of credits.
- 15 The Board of Examiners may, at their absolute discretion, determine that a student should face a viva voce examination. Such an examination shall be conducted by no fewer than two examiners acting together. Where a viva voce examination is an examination element in its own right or makes a significant contribution to an element that forms part of the final assessment, one of those examiners must be an External Examiner.

- 16 Only the examiners and the candidate shall be present at the viva voce examination.

1.1.10 Awards

- 1 In order to be eligible for the award of a Master's degree, a Postgraduate Diploma or a Postgraduate Certificate, a candidate must, within the maximum period of registration, pass in degree elements amounting to at least the minimum number of credits specified in Regulation 4.1, of which the required elements of the course concerned shall form a part.
- 2 There are two grades of award in the Master's degree, Distinction and Pass. The marking scheme shall prescribe the conditions to be satisfied for each. A distinction may only be awarded on the basis of credits taken within UCL, including credits which have been undertaken as part of the PGCE course. Those who do not pass shall not be awarded the degree.