



UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education (IOE)

UCL IOE Taught Postgraduate Regulations 2016-17

Effective from 1 September 2016 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 *IOE Assessment Regulations for Students 2016-17* 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 *IOE General Academic Regulations 2016-17*.
- 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 (as detailed on the UCL website at <http://www.ucl.ac.uk/prospective-students/graduate/life/international>) and other tests prescribed as a condition of registration for the degree.

1.1.3 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*.

1.1.4 Registration

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

1.1.5 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:
 - 2.1 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
 - 2.2 Elements designed to broaden candidates' knowledge, experience and understanding by equipping them with a range of transferable skills; and
 - 2.3 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.

1.1.6 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*.

1.1.7 Attendance

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

1.1.8 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 the taught elements/courses of the approved programme of study.
- 2 The timing of the assessment of each element of a Master's degree programme shall be in accordance with published schedules.
- 3 Students will be eligible for assessment only in those courses for which they are formally registered.
- 4 In exceptional circumstances, students may be granted special consideration due to extenuating circumstances as defined in the *UCL Academic Manual*.
- 5 Students who do not have authorised extenuating circumstances (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
- 6 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.
- 7 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.
- 8 A student who on two occasions fails or is absent from the assessment associated with a course required for the award (including the report or dissertation element) for which he or she is registered may not continue with the programme of study.

- 9 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.
- 10 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.
- 11 Only the examiners and the candidate shall be present at the viva voce examination.

1.1.9 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 the *UCL Academic Manual, Chapter 2: Qualifications and Credit Framework*, of which the required elements of the course concerned shall form a part. A student 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. Dissertation/report project credits may be used towards a PG Cert or PG Dip if the student meets the standard of programme-defined interim qualification learning outcomes.
- 2 There are three grades of award in the Master's degree, Distinction, Merit and Pass. *UCL Academic Manual, Chapter 4: Assessment Framework: Taught Programmes* prescribes the conditions to be satisfied for each. This should be read in conjunction with IOE guidance on interpreting the award criteria. A merit or 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.