



UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education

## UCL IOE Undergraduate Regulations 2015-16

Effective from 1 September 2015 for new and continuing students.

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### 1.1.1 Introduction

- 1 These Regulations govern the conduct and award of UCL IOE undergraduate degrees, including the BA, BSc, BA/BEEd top-up route and the Foundation Degree.
- 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*.

### 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 The normal minimum entrance qualifications for admission to UCL IOE Undergraduate programmes are:

**BA/BSc Psychology with Education:**

- A\*AA-AAA, to include at least one science subject (Psychology acceptable); and
- GCSEs English Language and Mathematics at grade B; and
- For UK-based students, a grade C or equivalent in a foreign language (other than Ancient Greek, Biblical Hebrew or Latin) is required.

**BA Education Studies:**

- BBB

**BSc Social Sciences:**

- AAB; and
- GCSEs in English Language and Mathematics at grade B or above; and
- For UK-based students, a grade C or equivalent in a foreign language (other than Ancient Greek, Biblical Hebrew or Latin) is required.

**BSc Social Sciences with Quantitative Methods**

- AAB, to include a Grade B in Mathematics for students wishing to study more than the compulsory Economics courses; and
- A pass in one further subject at AS level or equivalent; and
- For UK-based students, a grade C or equivalent in a foreign language (other than Ancient Greek, Biblical Hebrew or Latin) is required.

**BA/BEd Working with Children: Education and Wellbeing (Top-Up):**

- 240-credit Foundation Degree or other qualification judged to be equivalent by the Institute in a cognate area.

### 1.1.3 Entry with Advanced Standing

- 1 The thresholds and criteria for the Recognition of Prior Learning are defined in the *UCL Academic Manual, Chapter 2, Section 7: Recognition of Prior Learning*.
- 2 The application procedures for 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*.

### 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 By registering for a programme, a student is deemed to have entered for assessment in that programme.
- 2 The timing of the assessment of each element of an undergraduate degree programme shall be in accordance with schedules published annually by the Programme Leader in consultation with the UCL IOE Director of Undergraduate Studies and this in conjunction with Student and Registry Services.
- 3 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*.
- 4 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.
- 5 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 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.

- 6 A candidate who does not at his or her first entry satisfy the examiners in the formal assessment or part of the formal assessment for which he or she has entered may be re-assessed in that element of his or her programme of study on one further occasion only. Deadlines for the resubmission of work for formal assessment or of examination resits shall be specified by the Programme Leader of the programme for which the student is registered.
- 7 Where a student elects or is permitted to re-submit formally assessed work or to resit an examination within the same academic year, such a resubmission or resit 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 for which he or she is registered may not continue with the programme of study.
- 9 For the BA Education Studies, BEd and Foundation Degree, a student who fails an optional module on two occasions may, subject to the approval of the Director of Undergraduate Programmes, register for a new optional module and may present himself or herself for formal assessment in relation to that new course on no more than two occasions. No more than one new optional module 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.

### 1.1.9 Outcomes of Assessment

- 1 In determining the outcome of assessment for a candidate, the Board of Examiners will consider the following:
  - (a) whether the candidate has satisfied the attendance requirements set out in the relevant module and programme handbook; and
  - (b) whether the candidate has satisfied the assessment requirements set out in the relevant module and programme handbook; and
  - (c) For the award of BA Education Studies an outcome of Fail (F) with a percentage mark will be returned where the candidate has gained a mark of 39% or below overall in any element of the assessment which carries an individual pass requirement. Candidates who fail with a mark in the upper fail range (normally 33-39%) may, at the discretion of the Exam Board, be allowed to count this mark towards final degree classification, up to a maximum of 30 credits. For the awards of BA/BSc Psychology and BA/BSc Psychology with Education all requirements must be met
- 2 The Examiners will determine an outcome and a percentage mark for each module recorded as an integer between 0% and 100%, as follows:

- 2.1 an outcome of Pass (P) with a percentage mark will be returned where the candidate has gained a mark of 40% or above overall and in all the elements of assessment which carry an individual pass requirement.
- 2.2 an outcome of Absent (ABS) without a percentage mark will be returned where the candidate has not met the attendance requirements or has failed to be present for an assessment. This will count as an attempt at the assessment in question.
- 3 Unless otherwise specified in programme handbooks, students who re-sit assessment shall not receive an overall mark greater than 40% for that module.
- 4 It is not permitted to re-take passed assessments in order to achieve a higher grade.

### 1.1.10 Progression to a subsequent stage of a programme

- 1 The requirements for academic progress shall be stated in the programme specification.
- 2 The Board of Examiners will review the annual academic progress of each student.
- 3 A part-time student may be required to repeat or re-sit modules before registering for further modules in the same stage of the programme, where this is deemed appropriate in light of his/her academic performance.
- 4 In order to progress from the first to the second stage of a programme leading to the award of Foundation Degree, BA or BSc a student must:
  - a) Pass or be granted exemption from modules to the value of at least 90 credits; and
  - b) Pass or be granted exemption from any prerequisite modules deemed necessary for progression onto the second stage in the programme specification.
- 5 In order to progress from the second to the third stage of a programme leading to the award of BA or BSc a student must:
  - a) Pass or be granted exemption from modules from the second stage to the value of at least 90 credits; and
  - b) Pass or be granted exemption from any prerequisite modules deemed necessary for progression onto the third stage of the programme.

### 1.1.11 Awards

- 1 In order to be eligible for the award of a BA or BSc, a candidate must:

- a) Complete the programme and satisfy the requirements for attendance and submission of work for all modules;
  - b) Pass or be granted exemption from modules from the programme totalling 300 credits (Ordinary award) or 360 credits (Honours award), 60 of which must be passed at Level 6 or above for an Ordinary award, 90 of which must be passed at Level 6 or above for an Honours award.
- 2 In order to be eligible for the award of a BEd or BA (top-up route) a candidate must:
- a) Complete the programme and satisfy the requirements for attendance and submission of work for all modules;
  - b) Pass or be granted exemption from modules from the programme totalling 120 credits, all of which must be at Level 6 or above.
- 3 In order to be eligible for the award of a Foundation Degree, a candidate must:
- a) Complete the programme and satisfy the requirements for attendance and submission of work for all modules;
  - b) Pass or be granted exemption from modules from the programme totalling 240 credits, 90 of which must be taken at Level 5 or above.

### 1.1.12 Degree Classification

- 1 The classification of candidates for the award of Foundation Degree shall be as follows:
  - 70% or above Distinction
  - 60-69% Merit
  - 40-59% Pass
  - 0-39% Fail
  - 1.1 To be eligible for the award of Distinction, students must achieve a Distinction for modules totalling 160 credits, with at least half of these marks falling in the second year of the programme.
  - 1.2 To be eligible for the award of Merit, candidates must achieve a Merit for modules totalling 160 credits, with at least half of these marks falling in the second year of the programme.
  - 1.3 Students who successfully complete 120 credits but do not pass the entire programme are eligible for a Foundation Certificate.
- 2 The classification of candidates for the award of BA, BEd and BSc Honours shall be as follows, to be calculated as indicated in Paragraph 4 below:
  - 70% or above First Class Honours
  - 60-69% Upper Second Class Honours

- 50-59% Lower Second Class Honours
  - 40-49% Third Class Honours
- 3 For candidates for the award of BA/BEd (top-up), the final classification shall be calculated as follows:
- Mean of marks for 4 x level 6 modules
- 4 For candidates for the award of BA or BSc (excluding the top-up route), the final classification will be determined on the basis of a weighted average of modules taken at levels 5 and above, where level 5 credits are given a weighting of 2 and level 6 credits are given a weighting of 3. The following calculation will be applied:
- $\text{Marks} \times \text{relevant credit volumes} \times \text{weight} / \text{sum of credit volume} \times \text{weighting}$