



# Academic Regulations for Students' Undergraduate Programmes, Section 2: General Regulations

## 2013-2014 Academic Session

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## **Links to Recent Changes and/or Additions to the Published Regulations**

- 2.1.2 [Interruption of Study](#)
- 2.4.1 [Inter-Faculty Degree Programme Transfers \(excluding MSci/ MEng to BSc/BEng transfers\)](#)
- 2.4.2 [Intra-Faculty Degree Programme Transfers](#)
- 2.4.3 [MSci/ MEng Programme Transfers \(including transfer to BSc/BEng programmes\)](#)
- 2.9 [Undergraduate Programme Progression for 12 and 16 Course Unit Degree Programmes](#)

## **Introduction to these regulations**

These General Regulations apply to all University College London (UCL) undergraduate students, including students enrolled on Erasmus programmes when they are attending UCL.

The General Regulations for Undergraduate Students are UCL's overarching regulations and students 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 programme handbooks and departmental/divisional literature.

These regulations also broadly apply to affiliate students except where the nature of their programme of study renders the regulations inapplicable. In such cases any issues arising should be referred to the Study Abroad team in the Student Centre, (email: [affiliatestudents@ucl.ac.uk](mailto:affiliatestudents@ucl.ac.uk)) and will be dealt with on a case by case basis. The regulations for the structure of programmes for affiliate students can be found in item 2.13.

These are the regulations for the following degrees based on the Course Unit Scheme of Award:

- Graduate Certificate
- Graduate Diploma
- Bachelor of Arts (BA)
- Bachelor of Science (BSc)
- Bachelor of Science (Econ) (BSc (Econ))
- Bachelor of Engineering (BEng)
- Bachelor of Arts and Science (BASc)
- Master of Engineering (MEng)
- Master of Science (MSci)
- There are special regulations for the following programmes:

English, Fine Art and Bachelor of Fine Art (BFA), LLB, MPharm, Intercalated Degrees and the MB, BS degree programme. Students and staff should refer to the regulations published by the department/division that delivers the relevant programme.

## **Course Units and European Credit Transfer and Accumulation System (ECTS) and Annual Learning Hours**

For 12 and 16 Course-Unit Degree Programmes a course unit equates to 375 learning hours and 15 ECTS (European Credit Transfer and Accumulation Scheme). Further information is available about ECTS, the academic credits accrued by students upon successful completion of a course unit by accessing the link at the

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end of this section. The learning hours for undergraduate degrees are 1,500 hours per year.

The information in this publication is believed to be correct at the time of posting but subsequent amendments are possible.

## **Links for introduction**

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

[Affiliate Study at UCL](#)

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

## **2.1 Period of Registration and Interruption of Study**

### **2.1.1 The Academic Year and the Period of Student Registration**

- i) The academic year starts on the first day of September and ends on the last day of August in the following year.
- ii) An approved programme of study for a first degree must extend over at least three academic years and should be continuously pursued. Students must enrol within the first few weeks of the academic year. Deadlines for enrolment and re-enrolment are published annually.

#### **Further guidance on the academic year and period of student registration**

Most undergraduate programmes of study follow an annual standard pattern of 12, 11 and 7 week terms.

### **2.1.2 Interruption of Study**

- i) Interruption of Study is for students who require a temporary break from their studies and plan to resume their studies at a future date
- ii) Students holding a Tier 4 visa will be required to leave the UK for the duration of the interruption and re-apply for a new visa in order to return to UCL.
- iii) Such students must comply with visa requirements to safeguard their immigration status and future entry to the UK. Under the Points Based Immigration System (PBIS) UCL is legally required to notify the immigration authorities of any changes to a student's status.

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### **Further guidance on interruption of study**

Applications for interruption of study should be made in advance of the proposed interruption (see link at the end of this section to download application form). Retroactive interruptions going back more than a month from when the interruption is received by Student and Registry Services require the approval of the Dean of Students (Academic).

- i) Applications for first interruptions of up to one calendar year require departmental/divisional and Faculty approval. The Faculty will notify Student Records.
- ii) Applications for repeat interruptions or those in excess of one calendar year will require the approval of the Dean of Students (Academic), in addition to that of the department/division and Faculty.
- iii) The Faculty must forward the form to the Student Records office within one month of effective date of interruption. If received later, the effective interruption date will be the date of receipt, not the date on the form.

### **2.1.3 Resuming Studies After a Period of Interruption**

- i) Students must email their Faculty one month prior to the expected date of return to confirm that they intend to re-enrol. Their Faculty must then confirm their intention to re-enrol to the Student Records office (email [studentrecords@ucl.ac.uk](mailto:studentrecords@ucl.ac.uk)) in advance of the return date so that UCL can re-instate the student's record. Students will not be able to re-enrol until Student Records have received this confirmation from the Faculty and have re-instated the student's record.
- ii) Before they can re-enrol students must have paid the appropriate fees, or provided evidence of sponsorship, to the Student Fees office (Tel: 020 7679 4125/4128 or email [fees@ucl.ac.uk](mailto:fees@ucl.ac.uk)).
- iii) Students must re-enrol within two weeks of their date of return. Failure to re-enrol may result in the closure of a student's record.
- iv) Students re-enrolling in September and October will need to re-enrol on-line via PORTICO. It is their responsibility to contact Information Systems (see link at the end of this section) to ensure that their username and password are correct.
- v) Students re-enrolling during the months November to August will need to re-enrol in person at the Student Centre. Visa national students need to bring their passport and current visa with them when they come to enrol.

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## **Links for Section 2.1**

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

[Download application form for interruption of study \(Word doc\)](#)

[UCL Information Services Division](#)

## **2.2 UCL Approval for New Course Units and New Programmes**

- i) All new course units and degree programmes proposed by departments/divisions and recommended by the Faculty must be submitted for formal approval by UCL.
- ii) All new degree programmes must be scrutinised by a suitably qualified person external to UCL.
- iii) UCL approval is granted for new course units and degree programmes, and amendments to existing course units and programmes, when the rationale provided meets UCL's academic regulatory, financial and strategic planning requirements.

### **Further guidance on UCL approval for new course units and programmes**

- i) Guidance, procedures and forms for new and amendments to programmes and course unit proposals, can be accessed via Student and Registry Services website. (See link at the end of this section).
- ii) Also available are the dates and deadlines for the annual academic review period and the submission of new course unit proposals and programme amendments.

### **Link for Section 2.3**

[Student and Registry Services website](#)

## **2.3 The Selection of Course Units (Including Programmes with all compulsory course units)**

### **2.3.1 The Selection of course units for an undergraduate degree programme**

- i) UCL decides the combinations of course units students may follow.

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- ii) Students are expected only to select course units offered by UCL unless otherwise specified in the regulations for individual degree programmes.
- iii) Some degree programmes have all compulsory course units.

### **2.3.2 Determination of Course Unit Combinations**

UCL departments/divisions are free to develop, not only combinations of course units which form, or fall within one or more of the conventional subjects, but also combinations which fall across the boundaries of Faculties, but which still, in the opinion of the department/division and UCL, form a coherent degree programme.

### **2.3.3 Confirmation of Course Unit Selection**

Confirmation of course unit selection by both the teaching and home departments/divisions (when these are not the same) is the indication of UCL approval that the course units selected have met the requirements for an individual programme of study.

### **2.3.4 Deadlines for Course Unit Selection**

Course units selection must be made by students and confirmed by the deadline specified by UCL.

#### **Further guidance on deadlines**

- i) The annual deadlines for the selection and UCL confirmation of course units are:
  - a) Whole course units: end of October
  - b) Half course units running in the first term: end of October
  - c) Half course units running in the second/third term: end of January
- ii) The above deadlines are for the completion of this activity.
- iii) Students will have earlier deadlines for course unit selection that will be notified to them by UCL annually.
- iv) UCL undergraduate students select and enrol on the agreed course units for their degree programme via PORTICO, UCL's student record database (see link at the end of this section).
- v) Course unit selection is available at certain times of the year and students will be notified when it is time to make course unit selections.

- vi) All selections are provisional until they have been confirmed both by teaching and home departments/divisions, when these are not the same. A **‘teaching’ department/division** is the department/division that is responsible for the delivery of a course unit to students and is responsible for the assessment of students enrolled on the course unit. A **‘home’ department/division** is the department/division responsible for the programme on which a student is registered. In many cases the teaching and home department/division are the same.
- vii) Confirmation of course unit selection by both the teaching and home departments/divisions is the indication of UCL approval that those selected have met the requirements for a degree programme.
- viii) If approval is not given, students should seek academic advice from their Personal Tutor or other staff in the home department/division.
- ix) Undergraduate course units in a programme diet can be identified as being:
  - a) **Compulsory course units for a programme:** Students registered on a programme must enrol on course units seemed compulsory for that programme of study. These course units are identified by the letter ‘C’ in the programme diet on PORTICO, UCL’s student records system (see link at the end of this section).
  - b) **Optional course units for a programme:** Optional course units provide students with a choice of specified course unit options for their programme and are identified by the letter ‘O’ in the programme diet on PORTICO (see link at the end of this section). Student selection of the optional course units is subject to the overarching rules for course units governing the programme.
  - c) **Elective Course Units for a Programme:** Elective Course Units are not specified on a programme diet and are identified by the letter ‘E’ on PORTICO (see link at the end of this section). Student selection of elective course units is subject to the overarching rules for Course Units governing the programme.
- x) Students selecting optional or elective course units should, in the first instance, seek approval from the home department/division for their degree programme before enrolling on any course units that are not specified in the literature relating to their chosen programme.
- xi) Students are required to select their course units for each session (an academic year) at the start of the session or in early January for Affiliate students starting in January.

### **2.3.5 The Number of Course Units to be Selected in an Academic Year**

- i) UCL undergraduate programmes consist of a total of four course units in an academic year.
- ii) All full-time students (except repeating students) must enrol on a total of four course units and all students registered as part-time (except repeating students) must enrol on a total of two course units in an academic year.
- iii) With the exception of those who have received approval to re-attend a failed course unit or attending a substitute for a withdrawn or failed course unit, full-time students will not be permitted to register on more than a total of four course units in any one year.
- iv) Students cannot enrol on a course unit or intercollegiate course where the academic assessment is deemed to overlap with any course unit assessment which they have already taken and passed.
- v) Part-time students will not be permitted to register on more than a total of two course units.

#### **Further guidance on the number of course units to be selected**

- i) In exceptional circumstances UCL may allow students to exceed this maximum.
- ii) Where a student follows a course unit during the long vacation, the value of that course unit shall be assigned to either the previous or next year as appropriate, but overall in neither year may the total exceed the maximum of four course units.
- iii) Permission to allow students to exceed the maximum requires a suspension of UCL regulations for students and can be granted on a case by case basis by the Dean of Students (Academic), supported by the Faculty Tutor, except where substitution of course units has been agreed
- iv) Any cases in support should be sent for consideration by the Dean of Students (Academic) via the examinations office. It should be noted that such requests are rarely approved.
- v) Students are permitted to attend course units up to the value of one whole course unit, as a substituted course unit in addition to the four course units permissible in an academic session if they failed a course unit or withdrew from examination of a Course Unit in the preceding session.

### **2.3.6 Selection of Course Units from Outside of UCL: University of London Intercollegiate and Other Institutions**

- i) Students must select course units offered by UCL unless the option to select course units outside UCL is clearly specified in information about their degree programme.
- ii) Where course units can be selected outside UCL, the University of London or other Higher Education provider, is responsible for the management of the student experience for that course unit.
- iii) This includes academic assessment, examination re-sits, disciplinary, appeal and grievance procedures.
- iv) The University of London or other Higher Education provider is also responsible for notifying UCL of the students' academic achievement for their assessment record and transcript.

### **2.3.7 Change of Course Unit Selection**

- i) An application for changes in course unit selection requires UCL approval. Transfer between course units cannot be guaranteed.
- ii) There must be places available and the changes must be consistent with the student's programme of study.
- iii) The deadline for the transfer between course units is the end of October for course units starting in the first term and the end of January for course units starting in the second term.

#### **Further guidance on changing course unit**

- i) Students, who are in any doubt about the course units they have selected, should discuss the matter with their Personal Tutor immediately and Departmental/Divisional Tutor when appropriate. Information on course unit selection is recorded on PORTICO (see link at the end of this section).
- ii) Unless stated to the contrary, it will be assumed that a change of course unit selection will be effective from the start of the current session.
- iii) If there are changes after these deadlines the information should be sent to the Examinations Office as soon as possible (see link at the end of this section).

### **2.3.8 Deadlines for the Completion of Changes of Course Unit Selections, including Students, Teaching and Home Department/Division Confirmation**

- i) UCL approval for a student's programme of study has been conferred once the deadlines, set by UCL, for the completion of course unit selection have passed.
- ii) This includes any changes to course unit selection within the same department/division and faculty or between two departments/divisions or faculties.
- iii) The requirements of the relevant degree programme Scheme of Award must be satisfied at the time of transfer.
- iv) Any amendment to an individual programme of study thereafter requires special permission from UCL.

### **Links for Section 2.3**

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

[PORTICO – the UCL Student Information Service](#)

[UCL Examinations](#)

## **2.4 Change of student registration on a degree programme**

### **2.4.1 Inter-Faculty Degree Programme Transfers (Excluding MSci/MEng to BSc/BEng transfers)**

For inter-faculty transfers, the following criteria will apply and will be used by the Dean of Students (Academic) when making a decision.

- i) Students must have met the standard A-level/IB entrance requirements and must not have received a rejection to a previous application.
- ii) Students must have achieved, in their current or most recent studies, at least a 2:1 performance as determined by the Harmonised Scheme of Award and any additional requirements of the receiving faculty.
- iii) A supportive reference, concentrating on attendance and engagement, from the faculty or department/division at which the student is currently or was last based, commenting upon the student's attendance and engagement,

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- iv) Detailed comparison of the degree programme and the course units taken showing the equivalence or otherwise in the accompanying case for APL.
- v) Confirmation that there is sufficient capacity within the gaining department/division in terms of student numbers.
- vi) Students should not assume a transfer will be approved and, until official approval is obtained, they will remain on the original degree programme.

### **Further guidance on inter-faculty degree programme transfers**

- i) When considering a request to transfer to another programme academic staff should, in the first instance, identify what is the main driver for the request, i.e., was a poor decision made about the initial choice of degree or is the subject beyond the student's academic capability, etc.
- ii) Having identified the substantive reason for the request to transfer, academic staff should note that items i), iv) and v) above must be applied.
- iii) Item ii) is UCL's default position and the reference accompanying the request must include comment upon attendance and the level of engagement with their studies.
- iv) Any other information in support of the transfer may also be included in the reference, see item iii) above.
- v) Although students should not assume a transfer will be approved they should try to follow the requirements of the new programme whenever possible.
- vi) The programme transfer form should be completed for all applications to transfer degree programmes. (See link at the end of this section.)

### **2.4.2 Intra-Faculty Degree Programme Transfers (Excluding MSci/MEng to BSc/BEng Transfers)**

For intra-faculty transfers the above criteria should also apply and be considered by the Faculty Tutor. However, if a student does not satisfy one or more of the criteria, a case should be made to the Dean of Students (Academic).

The programme transfer form should be completed for all applications to transfer degree programmes. (See link at the end of this section.)

### **2.4.3 MSci/ MEng Programme Transfers (including transfer to BSc/BEng programmes)**

- i) The deadline to transfer to MSci/ MEng programmes is the last day of term two, in the third year of a BEng/BSc programme.

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- ii) The deadline to transfer from MSci/ MEng programmes to BEng/BSc programmes in the last Friday in July.
- iii) Students and staff should consult the relevant Faculty Office(s) for the requirements for MSci/MEng programme transfers.

#### **Further guidance on MSci/MEng programme transfers**

- i) Where exceptional permission has been given for transfer to BEng or BSc and when the deadlines have passed the date of award will be 1st August of the following year.
- ii) Students who transfer to BEng/BSc programmes after the last Friday in July can only attend a graduation ceremony in the following year.

#### **2.4.4 Changes to Student Registration on a Degree Programme when the Deadline has Passed**

- i) When the deadlines for changes to student registration on a degree programme of study has passed, any changes including course unit selection, withdrawal from course units, withdrawal from academic assessment or a change of registration on a degree programme requires faculty and UCL approval.
- ii) Approval of changes to student registration on a degree programme cannot be guaranteed once the deadline for doing so has passed.

#### **Link for Section 2.5**

[UCL Green Form for Changes of Course Units \(PDF\)](#)

## **2.5 Programmes with an extra-mural industrial attachment: mandatory and elective**

### **2.5.1 Four-Year Extra-Mural Year Degree Programmes (Industrial Placement Sandwich Year)**

- i) Students registered on four-year degree BSc and BEng degree programmes where an extra-mural year is mandatory will have, as the third year of study, an extra-mural year on attachment to an organisation or institution approved by UCL as having a function relevant and suitable to their field of study.
- ii) BSc and BEng students should have completed and passed at least seven course units before embarking upon an extra-mural year.

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- iii) The minimum period of attachment is one academic year (nine months). Students following an extra-mural year on attachment must submit a final report for assessment to their UCL supervisor no later than one week before the start of the final academic year. The extra-mural year shall be assigned a value of one course unit.

### **2.5.2. Five-Year MEng and MSci Mandatory Extra-Mural Year Degree Programmes (Industrial Placement Sandwich Year)**

- i) Students registered on five-year MEng or MSci degree programmes where an extra-mural year is mandatory will have, as the fourth year, an extra-mural year on attachment to an organisation or institution approved by UCL as having a function relevant and suitable to the field of study.
- ii) MEng and MSci students must have completed at least twelve and passed eleven course units before embarking upon an extra-mural year.
- iii) Students following an extra-mural year on attachment must submit a final report on the extra-mural year which shall be assigned a value of one course unit.
- iv) The minimum period of attachment is one academic year (nine months). Students following an extra-mural year on attachment must submit a final report for examination to their UCL supervisor no later than one week before the start of the final academic year. The extra-mural year shall be assigned a value of one Course Unit.

#### **Further guidance on programmes with extra-mural industrial attachment**

- i) An extra-mural year is an industrial 'sandwich' year on attachment to an organisation or institution approved by the department/division on behalf of UCL as having a function relevant and suitable to the student's field of study.
- ii) The plan of work for both mandatory and elective extra-mural years must be agreed by both the Departmental/Divisional Tutor and the Faculty Tutor and be supervised by the student's tutor. The final report will be graded by the student's tutor in consultation with the student's industrial supervisor.
- iii) Students must register the name and contact details of their Industrial Supervisor with the relevant Departmental/Divisional Tutor who oversees the process and keeps the records.

## **2.6 BA and BSc study year abroad degree programmes: mandatory, elective and exemptions**

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## **2.6.1 Study Year Abroad Degree Programmes**

### **BA and BSc Mandatory Study Year Abroad Programmes**

- i) Students registered on BA or BSc degree programmes where a study year abroad is mandatory will have, as the third year of study, a placement abroad on a programme of study approved by UCL.
- ii) The minimum period of a study year abroad placement is one academic year (nine months).
- iii) Arrangements for the assessment of mandatory year abroad programmes vary on a departmental/divisional basis.

### **Four-Year BA and BSc Student Elective Year Abroad Programmes**

- i) Students registered four-year BA and BSc degree programmes may opt to spend a year abroad on a programme of study approved by UCL.
- ii) Students registered on a four-year programme will generally undertake the year abroad in their third year of study.

### **Three-year BA and BSc Student Elective Placements**

- i) Students registered on three-year BA degree programmes opting for a placement abroad will generally be restricted to a three month study period typically undertaken during the first term of the third year.
- ii) The minimum period of a placement is three months.

### **Further guidance on studying abroad**

- i) Some BA degree programmes in the Faculty of Arts and Humanities and BA and BSc degree programmes in the Faculty of Social and Historical Sciences have a year abroad requirement.
- ii) Students registering on these degree programmes should be aware that the year abroad requirement together with any associated examination is integral to their programme of study and reference should therefore be made to the relevant degree programme regulations.
- iii) Students who are required to spend a compulsory year abroad as part of their programme of study at UCL will be automatically registered on the Course Unit 'Preparation for Study Abroad' and this will trigger the issue of their approval form. (See link at the end of this section). This requirement is in addition to the mandatory four Course Units for that year.
- iv) Arrangements for the assessment of elective year abroad programmes vary on a departmental/divisional basis.

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- v) Students wishing to choose an optional placement abroad should consult their department/division before applying to the Study Abroad Office.
- vi) Students wishing to choose an optional placement abroad will be issued with an approval form when they return the initial application form to the Study Abroad Office. They are also required to register for a version of the zero-weighted course unit 'Preparation for Study Abroad' (STAO001B) by the January course registration deadline.
- vii) Students wishing to spend a year studying abroad are required to follow a preparation programme. Compliance with the preparation programme is monitored via the 'UCL Study Abroad Approval Unit', a document which will form a log of the preparation.
- viii) The deadline for the submission of a completed approval form is likely to be the first day of the third term in the year of study before the year abroad. However, students are advised to check the date of the deadline with the Study Abroad Office by the end of the first term because late submission leads to disqualification from studying abroad. (See link at the end of this section).

### **2.6.2 Exemption from Undertaking a Mandatory Study Year Abroad**

In exceptional circumstances, as determined by UCL, students registering for a degree with a mandatory year abroad may be granted exemption from the year's study abroad and be permitted to follow the programme of study over three consecutive academic years.

#### **Further guidance on exemptions from studying abroad**

- i) The case for individual students seeking exemption should be made by the Departmental/Divisional Tutor to the Faculty Tutor in the first instance. If approved, the case should be submitted to the Dean of Students (Academic) for consideration via the Student Centre. (See link at the end of this section).
- ii) If exceptional circumstances are deemed by UCL to affect the student experience adversely, exemption from the year's study abroad may be granted and students may be permitted to follow programme of study over three or four consecutive years, all years being spent at UCL.

### **Links for Section 2.6**

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

[UCL Students Abroad](#)

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[UCL Student Centre website](#)

## **2.7 The identification and determination of a field of study for undergraduate course-unit scheme of award degrees**

- i) The field of study indicated in the title of a course unit degree programme shall be descriptive of the course units included in the curriculum of that degree programme.
- ii) The Board of Examiners for each programme shall determine and recommend the field of study to be shown on the degree certificate which will be issued to each successfully awarded the degree.

### **Further guidance on the identification and determination of a field of study for undergraduate course-unit scheme of award degrees**

- i) The field of study is the subject which appears on the degree certificate and the transcript, for example 'French' or 'Philosophy and Economics'. For a Course Unit degree, the field of study is determined by the programme's Board of Examiners on the basis of the course units completed.
- ii) The normal expectation is that the subject area will match the title of the degree programme that the student has been registered for. However, if a student fails to enrol for a compulsory Course Unit or an essential course unit as identified in the programme literature, or if such a course unit is failed, a degree with a different title may be awarded provided the minimum number of course units have been completed.
- iii) Students are advised to consult Departmental/Divisional or Programme Tutors for advice on the course units which are required for any given field of study.
- iv) Students may not request a particular degree title themselves, although an appropriate degree title may be provisionally agreed with a student prior to the examination.
- v) Students who have any questions about the title of their award or their field of study should seek advice from their home department/division in the first instance.
- vi) The decision as to which title should be awarded on any given set of results remains with the Board of Examiners, subject to the approval of UCL Board of Examiners.

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## 2.8 Pass mark for undergraduate degree programmes

### Pass Mark for Undergraduate Programmes (Except Masters Level MSci/ MEng Degree Programmes)

The pass mark for undergraduate course units is 40% for all undergraduate students except for MSci/ MEng students when enrolled on Masters level course units.

### Pass Mark for Masters Level MSci/ MEng Degree Programmes

In years one, two and three of MSci and MEng programmes, the pass mark is 40%. In year four students must select a minimum of three course units at Masters level for which the pass mark is 50%.

## 2.9 Academic progression for undergraduate students

### 2.9.1 Undergraduate Programmes with Standard Progression Regulations

These are minimum progression requirements and some departmental/ divisional, Faculty or Professional Body requirements may require a higher threshold.

Progression can only take place when a full set of results is available including any referred or deferred assessment results and marks provided by other institutions.

#### Three-Year Degree Programmes

**In order to progress from Year 1**, students must have passed at least 3.0 course units. Students must also have satisfied UCL's foreign language requirements in order to progress to Year 2. (See link at the end of this section.)

At the discretion of the Faculty Tutor, upon the recommendation of the relevant Board of Examiners, students may progress if they have failed to meet the progression threshold by 0.5 course units and, therefore, have passed 2.5 course units.

**In order to progress from Year 2**, students must be complete in the 4.0 course units from Year 1 and have passed at least 7.0 course units.

Students who have not completed 4.0 course units from year one may ask their Departmental/Divisional Tutor to obtain Faculty approval to seek a suspension of regulations from the Dean of Students (Academic) to allow a third attempt at a time

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other than the next normal occasion. Otherwise, such students will never complete the number of course units required to graduate with a classified degree.

At the discretion of the Faculty Tutor, upon the recommendation of the relevant Board of Examiners, students may progress if they have failed to meet the progression threshold by 0.5 course units and, therefore, have passed 6.5 course units, provided all Year 1 progression requirements have been met including passing at least 3.0 course units from Year 1.

These are minimum progression requirements and some departmental/divisional, Faculty or Professional Body requirements may require a higher threshold.

Progression can only take place when a full set of results is available including any referred or deferred assessment results and marks provided by other institutions.

### **Four-Year Programmes: Study Year Abroad Programmes**

In order to progress from Year 1, students have passed at least 3.0 Course Units. UK domicile students must also have satisfied UCL's GCSE foreign language requirements in order to progress to Year 2. (See link at the end of this section.)

At the discretion of the Faculty Tutor, upon the recommendation of the relevant Board of Examiners, students may progress if they have failed to meet the progression threshold by 0.5 course unit and, therefore, have passed 2.5 course units.

In order to progress from Year 2, students must be complete in the 4.0 course units from Year 1 and have passed at least 7.0 course units.

Students should have qualified for progression prior to their year abroad. If the student is eligible for referred assessment this must take place, and be passed, prior to the student leaving for the year abroad. If the student is to re-sit the assessment this must take place at the next opportunity i.e. during the year abroad.

In order to progress from Year three, students must be complete in 12.0 course units, have passed at least 11.0 course units, and have met all Year 2 progression requirements.

All progression decisions at the end of Year 3 are provisional. Progression from Year 3 will not be confirmed until all marks are available and have been ratified by a Board of Examiners. Progression may therefore be confirmed at the start of Year 4.

### **Four-Year Programmes: MSci and MEng Programmes**

**In order to progress from Year 1**, students must have passed at least 3.0 Course Units. Students must also have satisfied UCL's foreign language requirements in order to progress to Year 2. (See link at the end of this section).

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## **UCL Student and Registry Services Division**

Academic Services Department

At the discretion of the Faculty Tutor, upon the recommendation of the relevant Board of Examiners, students may progress if they have failed to meet the progression threshold by 0.5 course units and, therefore, have passed 2.5 course units.

**In order to progress from Year 2**, students must be complete in the 4.0 Course Units from Year 1 and have passed at least 7.0 course units.

Students who have not completed 4.0 course units from Year 1 may ask their Departmental/Divisional Tutor to seek a suspension of regulations from the Dean of Students (Academic) to allow a third attempt at a time other than the next normal occasion. Otherwise, such students will never complete the number of course units required to graduate with a classified degree.

At the discretion of the Faculty Tutor, upon the recommendation of the relevant Board of Examiners, students may progress if they have failed to meet the progression threshold by 0.5 course unit and, therefore, have passed 6.5 course units; provided all Year 1 progression requirements have been met including passing at least 3.0 course units from Year 1.

**In order to progress from Year 3**, students must be complete in the 4.0 course units from Year 1 and the 4.0 course units from Year 2, and have passed at least 11.0 Course Units.

Students who have not completed the 4.0 course units from year one and the 4.0 course units from Year 2, may ask their Departmental/Divisional Tutor to seek a suspension of regulations from the Dean of Students (Academic) to allow a third attempt at a time other than the next normal occasion. Otherwise, such students will never complete the number of course units required to graduate with a departmental classified degree.

At the discretion of the Faculty Tutor, upon the recommendation of the relevant board of Examiners, students may progress if they have failed to meet the progression threshold by 0.5 course units and, therefore, have passed 10.5 course units, provided all Year 2 progression requirements have been met including passing a total of at least 6.5 course units from Year 1 and Year 2.

### **Further guidance on Undergraduate Programmes with Standard Progression Regulations**

The options to satisfy UCL's modern foreign language (MFL) requirements are:

- i) Have a C grade or higher in GCSE, or equivalent, in a modern foreign language; or
- ii) Attendance at a Summer School arranged by UCL prior to enrolment; or

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- iii) Select a 0.5 course unit in a modern foreign language as an elective course unit choice in year one; or
- iv) Enrol on a non-credit bearing 0.5 course unit in a modern foreign language in cases where a credit bearing 0.5 course unit cannot be accommodated in a student's diet; or
- v) Enrol in an evening class in a modern foreign language taught by the UCL Centre for Language and International Education over terms 1 and 2, but only when a non-credit bearing 0.5 course unit is incompatible with the student's timetable.
- vi) The language requirement must be completed before entry (options i) and ii) or during year one of an undergraduate programme (options iii) to v).
- vii) Options i) to v) are hierarchical. Consequently, option iv) cannot be chosen unless option iii) is not possible, and option v) cannot be chosen unless option iv) is not possible.
- viii) GCSE passes in, or enrolment on a 0.5 course unit in Ancient Greek, Hebrew or Latin will not satisfy the GCSE modern foreign language progression criteria.
- ix) Students taking one of options iii) to v) must complete the 0.5 course unit but need not pass the course. However students taking option iii) will carry the consequences of a fail in the calculation for honours.
- x) Students taking option iv) must complete formative assessments but are excused the summative assessment in the third term.
- xi) The fee for option v) will be met centrally by UCL through payment to the Centre of Languages and International Study.
- xii) The GCSE progression requirement does not take account of proficiency in a heritage language and such cases should be referred to the Dean of Students (Academic), via the Examinations Office. (See link at the end of this section).
- xiii) In exceptional circumstances the MFL progression requirements may be suspended if they are deemed to place an unreasonable burden on the student. Such cases should be referred to the Dean of Students (Academic), via the Examinations Office. (See link at the end of this section).

## **2.9.2 Undergraduate Programmes with Non-standard Progression Regulations**

- i) The Boards of Examiners of programmes with non-standard UCL progression regulations may require students to pass more than the UCL minimum.
- ii) Students registered on three-year programmes failing such a requirement, but having completed 12 and passed 11 course units in a three-year programme, will be eligible for the award of an honours degree with a different field of study.
- iii) Students registered on four-year programmes failing such a requirement, but having completed 16 and passed 14.5 course units in a four-year programme, will be eligible for the award of an honours degree with a different field of study.
- iv) Students registered on programmes with non-standard progression regulations are required to meet the foreign language progression criteria sent.

## **2.9.3 Failure to Meet Progression Criteria**

- i) Students who have not met the conditions to progress are entitled to the re-sit opportunities as set out in Section 3 of the Academic Regulations.
- ii) Students on the MSci/ MEng programmes who fail to meet the progression requirements to enter Year 4 may choose to graduate BEng /BSc provided they have met all the requirements to graduate from these programmes.
- iii) When there are extenuating circumstances, and upon the recommendation of a Board of Examiners, Faculty Tutors may make a case to the Dean of Students (Academic), via the Director of Student Administration, to seek suspension of the progression regulations.
- iv) Students who fail to meet the criteria for progressing from one year to the subsequent year have the following options, noting that option a) is most preferable academically.
  - a) To register as a revision student and retake the course units failed.
  - b) To re-sit as an unregistered student.
  - c) To apply for exceptional permission to progress.
  - d) To leave UCL.

### **Further guidance on failure to meet progression criteria**

- i) Students will automatically be registered for re-sits by the Examinations Office. (See link at the end of this section).
- ii) Students are required to attend re-sits at the next possible opportunity.
- iii) 'Revision Students' are those who have re-enrolled. The fees for such students are charged on a pro-rata basis. 'Resitting students' are those not currently enrolled who are intending to re-sit an examination.
- iv) Registering as a revision student and retake the course units failed.
  - a) This option should be viewed as the default option.
  - b) Students and Departmental/Divisional Tutors should note that option i) above has associated cost issues and that the substitution of courses for part-time revision students may only be made with the agreement of the Faculty Tutor.
  - c) Revision students have only one attempt at the examination for a substituted course and those students failing to attend sufficient teaching and/or complete adequate coursework may be barred from examination and would therefore have no further opportunity to progress.
- v) Re-sitting as an unregistered student – Students should note that electing to re-sit as an unregistered student means that they have limited access to UCL's facilities such as the library and learning resources.
- vi) Applying for exceptional permission to progress
  - a) Students considering an application for exceptional permission to progress should in the first instance discuss this course of action with the Departmental/Divisional Tutor and take account of the regulations for extenuating circumstances.
  - b) Further information on what constitutes extenuating circumstances is available. (See link at the end of this section).
  - c) Applications for exceptional permission to progress a student with a total of 2.5 passed course units should be made to the Faculty Tutor.
- vii) Leaving UCL
  - a) Students opting to leave UCL should discuss this course of action with their Departmental/Divisional Tutor and Faculty Tutor as appropriate.
  - b) The Faculty should inform the Student Centre.

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## **Links for Section 2.9**

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

[Foreign language requirements](#)

[Examinations Office](#)

[Extenuating circumstances \(PDF\)](#)

## **2.10 Requirements for the award of an honours degree**

### **2.10.1 Total Number of Course Units to be Completed for an Undergraduate Degree**

#### **Three-Year Programmes**

Twelve course units must be completed on a three-year programme.

#### **Four-Year Programmes**

Sixteen course units must be completed on a four-year programme.

### **2.10.2 Course Unit Registration and Completion**

- i) Students are expected to register on a total of 12 course units on a three-year programme and 16 course units on a four-year programme.
- ii) A course unit is completed when a student has been academically assessed in all of the examined components relating to the course unit.
- iii) A course unit is passed when a student has been academically assessed in all of the examined components relating to the course unit and achieved a mark of 40% for the course unit as a whole.
- iv) Being 'Complete' for Coursework
  - a) Where the coursework component represents more than 20% of the overall course unit assessment, a threshold for completion, such as a requirement to submit at least a specified fraction of the coursework, must be set by a department/division and must be clearly publicised to students enrolled on the course unit.
  - b) If the coursework component represents 20% or less of the overall course unit assessment, no coursework completion criteria need be set by the department/division.

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- c) In the event that any threshold set is not reached, the result for the component will be “incomplete” regardless of the mark obtained. Otherwise, the threshold criteria are met and the candidate is declared “complete” on the component.
- d) If no coursework threshold criteria are set then the mark obtained by a student, including zero, is returned for this component and the overall mark calculated in the usual way and the candidate declared “complete” on the component.
- v) Being ‘Complete’ for Unseen Examinations
  - a) An unseen examination component is deemed complete if a student has submitted an answer that can be academically assessed. The mark awarded, however, might be zero. If a candidate makes little or no attempt at the examination, this will be deemed “incomplete” and the course unit as a whole will also be deemed “incomplete”.
  - b) With the exception of MSci and MEng year four master’s level course units, the pass mark of a course unit is 40%. The pass mark for MSci and MEng master’s level course units is 50%.

### **2.10.3 Minimum Number of Course Units to be Passed for the Consideration of the Award of an Honours Degree**

#### **Three-Year Programmes**

For the consideration of an award of an honours degree, a minimum of 11 course units should be passed on a three-year programme with three course units passed at advanced level, except where local or professional requirements dictate a higher threshold.

#### **Four-Year Programmes (Non-MSci/ MEng programmes)**

For the consideration of an award of an honours degree, a minimum of 14.5 course units should be passed on a four-year programme with three course units passed at advanced level, except where local or professional requirements dictate a higher threshold.

#### **Four-Year Programmes: MSci and MEng Programmes**

For consideration of an award of an MSci or MEng degree, a minimum 14.5 course units should be passed on a four-year programme, with three course units passed at advanced level, and a minimum of three course units must be passed at Masters level.

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### **Further guidance on passing course units**

The level of each course unit is specified as one of the following:

- Basic/introductory (i.e. at a level below that of a normal first-year course unit).
- First level (normally Year 1).
- Intermediate level (normally Year 2).
- Advanced level (normally Year 3 and 4).
- Masters level (normally Year 4 of MSci/ MEng degree programmes)

An extra-mural year is an industrial placement sandwich year. Some programmes include an extra-mural year that allows suitably qualified students to spend a sandwich year in industry with a company or institution approved by the Faculty as having a function relevant and suitable to the field of study and programme of work approved by UCL.

#### **2.10.4 Weighting of Academic Assessment for Progression and Award of Undergraduate Degrees Without a Year Abroad or Extra-Mural Year**

##### **Three-Year Programmes**

12 course unit programmes are weighted as follows: 1: 3: 5 (first; second; third year), subject to Faculty variation.

##### **Four-Year programmes (Non-MSci/ MEng programmes)**

16 course unit programmes without a year abroad are weighted as follows: 1: 3: 5: 5 (first; second; third; fourth year), subject to Faculty variation.

#### **2.10.5 Weighting of Academic Assessment for Progression and Award of Four- Year Undergraduate Degrees with a Mandatory Year Abroad or Extra-Mural Year Weighting Given for the Assessment of a Year Abroad Placement**

- i) 16 course unit programmes are weighted as follows: 1: 3: 3: 5 (first; second; third; fourth year), subject to Faculty variation.
- ii) If the year abroad is spent in the fourth year, the weighting is as 1: 3: 5: 3 (first; second; third; fourth year), subject to Faculty variation.

#### **2.10.6 Weighting Given for the Assessment of a Year Abroad Project**

16 course unit programmes with a year abroad, which yields marks for the year abroad project only should be weighted as follows: 1: 3: 0: 5 (first; second; third;

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fourth year) with the mark for the year abroad project being counted in the final year marks and given a weighting of 5.

### **Further guidance on weighting given for year abroad project**

- iii) Students should be aware the weightings set out above are UCL standard requirements and must be read in conjunction with department/division and/or Faculty regulations.
- iv) There are no Faculty variations for the Faculty of the Built Environment except for the BSc Architecture and BSc Project Management for Construction that both require 12 course units to be passed and the BSc Project Management for Construction (sandwich) programme that requires 16 course units to be passed.
- v) There are no Faculty variations for the Faculty of Life Sciences except for the BSc degree in Speech Sciences. Students in other Faculties are advised to read these regulations together with the regulations for the award of a UCL Undergraduate Honours Degree for their programme.
- vi) Faculty Variations are set out in the following appendices:
  - a) Faculty of Biomedical Sciences
  - b) Faculty of Engineering Sciences
  - c) Faculty of Mathematical and Physical Sciences
  - d) Faculty of Social and Historical Sciences
  - e) BSc Speech Sciences

(See links at the end of this section.)

### **2.10.7 Weighting of Marks Achieved for Re-Assessed Course Units for Progression and Award of Undergraduate Degrees**

Marks achieved for re-taken or substitute course units will be weighted in accordance with the first attempt programme year weighting.

### **2.10.8 Period of Study for the Consideration for a UCL Undergraduate Honours Degree**

Students will not be considered for the award of Honours on more than two occasions in respect of any one period of study for a UCL degree.

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## **2.10.9 MSci/ MEng Programmes**

Students may be awarded a BSc/BEng if they have failed to meet the criteria for an MSci or MEng degree. To be awarded BSc/BEng the student must pass 11 Course Units with three course units passed at Advanced Level.

## **2.10.10 Award of Honours to Students Admitted with the Accreditation of Prior Learning (APL)**

Students, accepted by UCL under the Regulations for Accreditation of Prior Learning (APL), may be granted exemption from certain course units and the corresponding examinations but will still be eligible for an award of an Honours Degree, if they have met the requirements of the programme of study in all other areas and have satisfied the Board of Examiners accordingly.

### **Further guidance on honours awarded to students with APL**

- i) Students admitted with APL who have not met the requirements of their programme of study but who have passed the minimum requirement course units, taking account of the APL with which they were admitted to UCL for a three-year or four-year programme, will be eligible for the award of an honours degree with a different field of study.
- ii) Any variation to the consideration for the award of degree should be specified at the time APL is approved.
- iii) APL procedures and form are available from the student and Registry Services website. (See link at the end of this section)

## **2.10.11 The Classification of UCL Undergraduate Honours Degrees for Students Admitted with the Accreditation of Prior Learning (APL)**

With the exception of students on the Intercolated BSc, when students are exempted from any course-unit examinations under the provisions of the General Regulations, the examiners will assess their class of Honours entirely upon their performance in the course-unit examinations in which they are examined. Any variation to the consideration for the award of degree should be specified at the time APL is approved.

## **2.10.12 The Award of an Honours Degree for Students Failing to Pass Specified Course Units**

For programmes where certain specified course units have to be passed, and where students have failed to pass the specified course unit but have passed the required number of units for the award of an honours degree, students will still be eligible for the award of an honours degree, but one with a different field of study, provided that:

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- i) The student has been notified in writing of any changes to the Scheme or the Award of Honours since the time of original registration for the programme.
- ii) The student has indicated in writing that they understand that changes have been made to the Award of Honours as notified.

### **Further guidance on awarding honours for students failing to pass course units**

- i) Students, for whom the conditions set out above cannot be fulfilled, may be considered for Honours according to the Scheme for the Award of Honours in place at the time of entry or re-entry to the final examination.
- ii) Consideration for Honours, with a different field of study, will be granted only when students have completed the required number of course units. The Board of Examiners, through the Chair of the Board, is responsible for confirming eligibility for an award of Honours with a different field of study.

### **Links for Section 2.10**

[Faculty Variations: Biomedical Sciences \(PDF\)](#)

[Faculty Variations: Engineering Sciences \(PDF\)](#)

[Faculty Variations: Mathematical and Physical Sciences \(PDF\)](#)

[Faculty Variations: Social and Historical Sciences \(PDF\)](#)

[Faculty Variations: Speech Sciences \(PDF\)](#)

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

[APL form \(Word doc\)](#)

## **2.11 Classification and award of undergraduate honours degrees**

### **2.11.1 The Classification of UCL Undergraduate Honours Degrees for Students (Not Admitted with the Accreditation of Prior Learning)**

Students who have completed the requirements for a degree including those set out in the relevant Scheme of Award will, on the recommendation of the relevant Board of Examiners, be awarded either: i), or ii), or iii), or iv).

- i) First Class Honours; or

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- ii) Second Class Honours (Upper Division); or
- iii) Second Class Honours (Lower Division); or
- iv) Third Class Honours.

## **2.11.2 The Award of Honours Degrees**

### **Three Year Degree Programmes**

Students registered on a three year honours degree programme will be awarded an Honours Degree provided they:

- i) Have completed 12 course units for the programme
- ii) Have a minimum of 11 course unit passes
- iii) Have at least 3 course units passed at advanced level

### **Four Year Degree Programme (not MSci/ MEng Programmes)**

Students registered on four-year honours degree programme will be awarded an Honours Degree provided they:

- i) Have completed 16 course units for the programme.
- ii) Have a minimum of 14.5 course unit passes.
- iii) Have at least 3 course units passed at advanced level.

### **MSci or MEng Degree Programmes**

- i) Have completed 16 course units for the programme.
- ii) Have a minimum of 14.5 course unit passes.
- iii) Have at least 3 course units passed at advanced level.
- iv) Have at least 3 course units passed at masters Level.

## **2.11.3 The Award of an Ordinary Degree**

Ordinary degrees are not classified.

### **Three-Year Programmes**

Students registered on 12 course-unit programmes, who have failed to meet the requirements for an Honours Degree, will be awarded an Ordinary Degree provided they:

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- i) Have completed 11 course units for the programme
- ii) Have a minimum of 10 course unit passes
- iii) Have at least 2 course units passed at advanced level.

#### **Four-Year Programmes (not MSci/ MEng Programmes)**

Students registered on 16 course-unit programmes, who have failed to meet the criteria for an Honours Degree, will be awarded an Ordinary Degree provided they have:

- i) Have completed 14.5 course units for the programme.
- ii) Have a minimum of 13 course unit passes.
- iii) Have at least 3 course units passed at advanced level.

#### **2.11.4 The Award of BSc or BEng to Student Enrolled on MSci or MEng Programmes**

- i) Students registered on MSci or MEng programmes, who have failed to meet the criteria for a MSci or MEng Degree, will be awarded a BSc or BEng Degree provided they have:
  - a) Have completed 12 course units for the programme.
  - b) Have a minimum of 11 course unit passes.
  - c) Have at least 3 course units passed at advanced level.
- ii) Students who are eligible for the award of an Ordinary Degree but who are entitled to a second attempt at the course units they have failed will be offered the option either to accept the award or to re-enter for the failed course units the following year.
- iii) The Examinations Office will make the offer in writing and students must indicate their decision to accept or decline in writing.
- iv) Once they have accepted the award of an Ordinary Degree, they cannot then re-sit in the future.
- v) Failure in the re-entered course units will result in the automatic award of the Ordinary Degree.

**Further guidance on awarding BSc or BEng to MSci or MEng students**

Students should be made aware that, if they are eligible to re-enter and pass failed course units they could be considered for Honours and they should seek advice from their personal or programme tutor before accepting an Ordinary Degree.

**2.12 The structure of graduate certificate and graduate diploma programmes (higher education level 6)**

**Graduate Certificate and Graduate Diploma are undergraduate programmes.**

	<b>Graduate Certificate</b>	<b>Graduate Diploma</b>	<b>Graduate Diploma (with APL)</b>
<b>HE Level</b>	6	6	6
<b>Duration</b>	1 year	2 years	1 year
<b>Total Number of Course Units to be selected</b>	4.0	8.0	4.0
<b>Learning Hours</b>	1500	3000	1500
<b>ECTS Value</b>	60	120	60
<b>Pass mark</b>	40%	40%	40%
<b>UCL Course unit Level</b>	First or above	Intermediate or above	Intermediate or above
<b>Condonable Fail</b>	0.5 course unit within the applicable referral range	0.5 course unit within the applicable referral range	0.5 course unit within the applicable referral range
<b>Completion</b>	Students must complete all course units	Students must complete all course units	Students must complete all course units

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<b>Scheme of Award</b>	Overall average of 40%. Students must achieve a pass mark in 3.5 course units of which 0.5 course unit may be a condoned fail.	Overall average of 40%. Students must achieve a pass mark in 3.5 course units of which 0.5 course unit may be a condoned fail.	Overall average of 40%. Students must achieve a pass mark in 3.5 course units of which 0.5 course units may be a condoned fail.
<b>Progression or Exit</b>	Graduate Certificate;— progress to Graduate Diploma if applicable; fail	Graduate Diploma; progress to BA/BSc if applicable; fail/	Graduate Diploma; progress to BA/BSc if applicable; fail

## **2.13 Undergraduate Affiliate Student Programme regulations**

### **2.13.1 Definition of an Affiliate Student**

Affiliate students are students registered at other Higher Education Institutions.

### **2.13.2 Academic Regulations for Affiliate Students**

UCL Academic Regulations for Students apply to the management and assessment of affiliate students whenever possible.

### **2.13.3 Affiliate Student Entry Criteria**

Undergraduate affiliate students must:

- i) Have completed at least two year's study at a university by the time they come to UCL.
- ii) Satisfy UCL English Language requirements.

#### **Further guidance on affiliate student entry criteria**

Information about UCL language requirements is available in the prospectus. (See link at the end of this section).

### **2.13.4 Affiliate Students and UCL Degrees**

Affiliate Students do not qualify for a UCL Degree.

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### **Further guidance on affiliate students and UCL degrees**

- i) UCL Academic credits and ECTS are awarded for the successful completion of assessed course Units.
- ii) Certification of credits for affiliate students is managed by the Examinations Office. (See link at the end of this section.)
- iii) Undergraduate Affiliate students usually study on a full-time basis and can register to study for an academic year or, if appropriate, for the term or terms in which the course Units they are undertaking are offered.
- iv) Further information and guidance for affiliate student Applications is available from the Admissions Office, located in the Student Centre. (See links at the end of this section.)

### **2.13.5 The Structure of Undergraduate Affiliate Student Programmes**

Undergraduate Affiliate Student Programmes may have the following structures:

<b>Time Spent at UCL</b>	<b>Number of Course Units to be Selected</b>
Term 1 only	A minimum and maximum of two course units
Term 2 only	A minimum and maximum of two course units
Term 1 and 2	A minimum of two course units and maximum of four course units
Term 2 and 3	A minimum of two course units and maximum of four course units
Terms 1, 2 and 3	A minimum of two course units and maximum of four course units

### **2.13.6 Management of Affiliate Student Course Unit Selections**

Affiliate students must select 50% of the required course units from their home department/division. The choice of all course units must be agreed by their home department/division.

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### **Further guidance on managing affiliate student course unit selections**

- i) Affiliate students who have accepted an offer of a place at UCL should agree their Course unit selections with their UCL home department/division before proceeding with course unit selection.
- ii) Affiliate students should also check whether their course unit selection needs their home institution approval.
- iii) Departments/divisions must ensure that affiliate students are enrolled on the correct programme route code and that a diet has been generated to enable course unit selection.
- iv) All affiliate programmes diets must be included in the annual process of academic review and confirmed as being correct and available for the next academic session if required.
- v) All affiliate student programmes will be given generic diets, allowing students to select a minimum of 2 course units for single term programmes and a minimum of 2 course units and maximum of 4 course units for two term (Term 1 and 2) and/or full academic year programmes.
- vi) The home department/division of an affiliate student is responsible for ensuring that course units selected include 50% from their department/division.
- vii) Full year affiliate students undertaking more than two course units who select course units from other departments/divisions are subject to the UCL norms for the approval of course unit selections by teaching and home departments/divisions.
- viii) Affiliate students who undertake the same course unit assessment as UCL students should be enrolled on the relevant course unit and not an ancillary version.
- ix) Affiliate students, who have shared teaching but a different assessment pattern from UCL students enrolled on a course unit, must be enrolled on an ancillary version of the relevant course unit.

### **2.13.7 Management of Affiliate Student Transcripts and Certificates**

Affiliate students will be entitled to receive a transcript of their assessment achievement produced by UCL.

Any other certification required i.e. certification of UCL course unit credits/ECTS for affiliate students from the USA will be produced by the Student Centre.

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## **Links for Section 2.13**

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

[UCL Examinations Office](#)

[Affiliate study at UCL](#)

[UCL Student Centre](#)

[Prospectus](#)

## **2.14 Graduation Ceremonies**

### **2.14.1 Graduation Ceremonies**

UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications. Further information about Graduation Ceremonies is available from the Graduation Ceremonies website.

### **2.14.2 Academic Robes**

It is mandatory for all UCL graduates to wear academic robes to the graduation ceremonies. It is the responsibility of students to obtain the appropriate robes from UCL's suppliers.

## **Links for Section 2.14**

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

[Graduation Ceremonies website](#)

[Graduation robes: dressing for the occasion](#)