ACADEMIC REGULATIONS FOR STUDENTS
TAUGHT POSTGRADUATE PROGRAMMES

Section 1: Admission to UCL

2012-2013 Academic Session
CONTENTS

ITEM ITEM HEADING PAGE
1. APPLICATIONS AND ADMISSIONS 4
1.1 PERMITTED MODES OF STUDY FOR POSTGRADUATE TAUGHT PROGRAMMES 5
1.2 UCL POSTGRADUATE MASTERS LEVEL PROGRAMME ENTRANCE REQUIREMENTS 5
1.2.1 Taught Programmes: Postgraduate Certificate, Postgraduate Diploma, MA, MSc, LLM, MFA, MArch, MPA, MClinDent 5
1.2.2 Research Degrees: MRes 5
1.2.3 Programme Specific Entry Requirements 6
1.2.4 International Qualifications 6
1.2.5 English Language Requirements 6
1.2.6 Programme Specific English Language Requirements 7
1.2.7 Admission with Accredited Prior Learning (APL) 7
1.2.8 Other Qualifications and Special Entry 8
1.3 MAKING AN APPLICATION TO STUDY AT UCL 8
1.3.1 Applying to UCL 8
1.3.2 Application Deadlines 9
1.3.3 Socrates-Erasmus Programme Applications 9
1.4 GENERAL APPLICATION AND ADMISSIONS CRITERIA 10
1.4.1 Declining Examination Results 10
1.4.2 Applications for Deferred Entry 10
1.4.3 Applications for Part-Time Study 10
1.4.4 Accuracy of Applicant Information 11
1.4.5 Applicants from Students Registered at Other Higher Education Institutions (Affiliate Applicants) 11

PG_Section_1_2012
1. APPLICATIONS AND ADMISSIONS

Guidance for students and staff:

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

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

These are the regulations for the following degree programmes:

i) Postgraduate Certificate
ii) Postgraduate Diploma
iii) MA
iv) MSc
v) MRes

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

i) LLM
ii) MFA
iii) March
iv) MClinDent
v) MPA

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

These regulations also broadly apply to affiliate students except where the nature of their programme study renders the regulations inapplicable. In such cases any issues arising should be referred to the Study Abroad section of UCL’s Registry and Academic Services division in writing and will be dealt with on a case by case basis. Contact details can be found on the UCL website.
1.1 PERMITTED MODES OF STUDY FOR POSTGRADUATE TAUGHT PROGRAMMES

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

1.2 UCL POSTGRADUATE MASTERS LEVEL PROGRAMME ENTRANCE REQUIREMENTS

1.2.1 Taught Programmes: Postgraduate Certificate, Postgraduate Diploma, MA, MSc, LLM, MFA, MArch, MPA, MClinDent

i) UCL requires a UK Bachelor’s degree in an appropriate subject, awarded with first or second-class Honours, or an overseas qualification of an equivalent standard from a university or educational institution of university rank.

ii) For some taught programmes, an applicant whose qualifications, although otherwise acceptable, are of lower standard may be admitted if evidence of an adequate academic background and experience in an appropriate field can be shown. In certain instances, applicants may be required to pursue the programme over an extended period of time (including a qualifying year) and/or pass a qualifying examination before being registered for the degree programme.

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

Guidance for students and staff:

Some programmes take into account individual professional and work experience for admissions purposes. Please refer to relevant department/division for details of specific entry requirements. The UCL online prospectus is available by following this link.

1.2.2 Research Degrees: MRes

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

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

Guidance for students and staff:

Applicants are advised to check for specific entry requirements in their chosen area of study before making an application to UCL by consulting the on-line prospectus and by consulting the information for students on the relevant department/division web pages.

1.2.4 International Qualifications

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

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

Guidance for students and staff:

Applicants should be aware that, in addition to the required grades, the acceptability of qualifications can be dependent on the type, content and length of the degree programme studied as well as the institution attended. Please refer to the country pages of the UCL website for details of qualification equivalencies.

1.2.5 English Language Requirements

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

Guidance for students and staff:

i) This requirement is specified in order to ensure that the academic progress of applicants is not hindered by language difficulties and that applicants are able to benefit fully from their time at UCL.

ii) UCL’s preferred English Language qualifications are GCSE English Language and the International English Language
Testing System. UCL does accept a number of English Language qualifications and a list of these is available in the on-line prospectus.

iii) An example of recent evidence that an applicant’s spoken and written command of the English Language is adequate would be a record of attendance certifying English Language skills.

iv) Further information about the standard of English Language requirements is available by following this link.

1.2.6 Programme Specific English Language Requirements

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

Guidance for students and staff:

i) All applicants are advised to check any programme specific English Language requirements by consulting the on-line prospectus.

ii) Applicants should be aware that UCL reserves the right to ask for higher English Language requirements in individual cases.

iii) Further information about the standard of English Language proficiency and how this is assessed is available by following this link.

1.2.7 Admission with Accredited Prior Learning (APL)

i) In a limited number of instances, applicants who apply to UCL may be considered for admission with accredited prior learning (APL).

ii) The APL criteria also apply to applicants who have left UCL with an award of a Postgraduate Certificate or Postgraduate Diploma.

iii) Admission with APL is at the discretion of the relevant department/division and faculty.

Guidance for students and staff:

i) In the first instance, applicants seeking admission with
accredited prior learning should contact the relevant department/division Admissions Tutor for guidance. Contact details for all UCL departments/divisions can be found by following this link.

ii) The APL criteria also apply to applicants who have left UCL with the award of a Postgraduate Certificate or Diploma.

iii) Admission is at the discretion of the relevant department/division and faculty to consider whether:

(a) The content of the previous award is suitable for exemption from a current graduate content of an existing or new masters level programme.

(b) The time that has elapsed since the completion of the Postgraduate Certificate or Postgraduate Diploma programme is acceptable (i.e. whether knowledge is still current and will not be a disadvantage when completing the dissertation component).

iv) An administration fee will be charged to all such applicants. Further information about the APL procedure is set out in Appendix 1.

1.2.8 Other Qualifications and Special Entry

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

Guidance for students and staff:

A full list of the other UK and international qualifications is available from the on-line prospectus.

1.3 MAKING AN APPLICATION TO STUDY AT UCL

1.3.1 Applying to UCL

All applications for Postgraduate Certificate; Postgraduate Diploma; MA; MSc; M(Res); LLM, MFA ;MArch, MClinDent, MPA programmes are made directly to UCL.

Guidance for students and staff:

Applications are made direct to UCL and three options are available:
i) Apply Online

ii) Downloadable Application Forms (.pdf)

iii) Postgraduate Application Package (sent on request)

Further information about making an application to UCL for a postgraduate programme is available by following this link.

1.3.2 Application Deadlines

UCL does not have a general specified deadline for the receipt of applications for masters programmes but programme specific deadlines may apply.

Guidance for students and staff:

Programme specific application deadlines are available by following this link. Applicants are advised to consult the relevant department/division for confirmation of application deadlines.

1.3.3 Socrates-Erasmus Programme Applications

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

Guidance for students and staff:

i) Socrates-Erasmus Programme exchange applicants must ensure that there is an appropriate institutional link in place and should contact the relevant Socrates-Erasmus Coordinator and/or International Relations Office at their home university.

ii) Submitted Socrates-Erasmus application forms must include an official institutional stamp and signature of the Socrates-Erasmus Coordinator of the applicant's home institution.

iii) Successful selection by an applicant’s home institution is not a guarantee of being accepted by UCL.

iv) If successfully selected by their home institution, Socrates-Erasmus applicants need to complete and submit a 'UCL Erasmus Application Form’. A copy of this form, when not available from the home institution Socrates-Erasmus Coordinator, is available by following this link.

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

vi) Further information about the Socrates-Erasmus Programme is available by following this link.

1.4 GENERAL APPLICATION AND ADMISSIONS CRITERIA

1.4.1 Declining Examination Results

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

Guidance for students and staff:

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

1.4.2 Applications for Deferred Entry

UCL will not accept applications for deferred entry to postgraduate programmes.

Guidance for students and staff:

i) Applicants for masters level cannot make an application for deferred entry and are expected to start their studies in the academic cycle related to their application.

ii) However, once an offer of a place has been made, applicants may seek to defer the place to the following year. Agreement to defer is considered on a case by case basis and approved or not by the relevant department/division. Students should be advised to check on any fee implications arising from deferral.

iii) Only one deferral is permitted and thereafter a re-application must be submitted.

1.4.3 Applications for Part-Time Study

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

Guidance for Students and Staff:
All applicants considering applying for part-time study are advised to check the on-line prospectus or with the relevant Faculty Office about the availability of this option for the degree programme for which they are applying.

1.4.4 Accuracy of Applicant Information

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

Guidance for students and staff:

i) If fraud is suspected, UCL will liaise, as appropriate, with relevant external bodies, including the police, and implement UCL’s disciplinary procedures.

ii) Applicants should note that UCL reserves the right to terminate a registered student’s attendance if information provided by them is inaccurate or incomplete.

iii) UCL’s policy and procedures for fraudulent applications can be accessed by following this link.

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

i) Applicants registered for qualifications in other Higher Education Institutions may apply to study at UCL for academic credits. Applicants applying to study at UCL from other institutions are called Affiliate Applicants.

ii) Postgraduate Affiliate applicants should be enrolled on a programme in their home institution that is equivalent to the QAA Framework for Higher Education Qualification (FHEQ) level 7. More information about the FHEQ is available by following this link.

iii) Affiliate applicants must also satisfy UCL English Language requirements.

Guidance for students and staff:

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

ii) Affiliate students are expected to meet the English Language requirements as set out in items 1.2.5 and 1.2.6 above.
iii) Details about the structure of Programmes for Affiliate students are set out in Section 2: General Regulations.

iv) Information about UCL’s English Language requirements can be accessed by following this link.

1.4.6 Applicants with Disabilities

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

Guidance for students and staff:

i) UCL endeavours to ensure equal access to all facilities and to make reasonable adjustments to UCL buildings when and where possible.

ii) Applicants with disabilities should contact UCL’s Disability Coordinator if they have any general queries about facilities at UCL before submitting their application.

iii) Applicants with disabilities who consider that they have been unfairly treated should follow relevant UCL’s grievance procedures available by following this link.

1.4.7 Criminal Records Bureau Check

For a limited number of programmes, where students may potentially come into unsupervised contact with children and/or vulnerable adults, UCL will seek an enhanced disclosure certificate from the Criminal Records Bureau (CRB).

Guidance for students and staff:

i) The Criminal Records Bureau is the Government agency established to provide employers and others with information about any criminal convictions that an individual might possess.

ii) In addition to an enhanced criminal records review, some programmes require further checks under the provision of the Protection of Children Act and Protection of Vulnerable Adults Act.

iii) Further details of these checks are available from the CRB website.

UCL reserves the right to bar applicants or de-register students, who are given an unsatisfactory review by the Criminal Records Bureau.
iv) Queries regarding CRB disclosures for students should be referred to the UCL Registry and Academic Services division.

1.4.8 Applicants with Criminal Records

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

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

Guidance for students and staff:

i) Applicants are required to declare whether they have any criminal convictions on their application forms and are advised that the offer of a place is subject to a satisfactory criminal records declaration being submitted.

ii) Where appropriate, details of criminal convictions may be made available to personal tutors and/or Heads of Department/Division.

iii) Further information about UCL’s policy and procedures for applicants with criminal records can be accessed by following this link.

1.5 APPLICATION DECISIONS

1.5.1 Application Outcomes

i) Upon receipt of a complete application, UCL will send a letter of acknowledgement that indicates the date by which a decision will be made.

ii) Where there is a specific deadline for a programme of study, decisions may be notified after the closing date has passed.

Guidance for students and staff:

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

1.5.2 Offer of a Place

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

Guidance for Students and Staff:
departmental/divisional recommendations for the offer of a place are checked and authorised by the Registry and Academic Services division.

1.5.3 Conditional Offer of a Place

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

**Guidance for students and staff:**

Applicants are advised to note item 1.4.1 above.

1.5.4 Appeal of Entry Decisions

i) UCL decisions on applications are final, and there is no right of appeal against them.

ii) UCL will consider a complaint against any decision only if there is evidence of an irregularity in the processing of the application in question.

**Guidance for students and staff:**

i) Decisions on the admission of applicants by the authorised UCL officers are final and there is normally no appeal against such decisions.

ii) UCL will consider a complaint relating to an application for admission only if there is substantive evidence of an irregularity in the procedure under which the application has been processed.

iii) For all applicants, in the first instance any complaint concerning a postgraduate application should be addressed to the Faculty Graduate Tutor of the Faculty concerned.

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

1.6 ACCEPTING OR DECLINING THE OFFER OF A PLACE (NON AFFILIATE STUDENTS)

1.6.1 Deadlines for Accepting an Offer of a Place

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

Guidance for students and staff:

i) All applicants should be aware of the deadline both for applying for student accommodation and firm acceptance of an offer of admission in order to guarantee the allocation of a room.

ii) Applicants should note that only those who have an offer of a place to study at UCL can apply for accommodation.

iii) Further information about applying for student accommodation can be found [here](#).

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

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

ii) For programmes starting in January, affiliate applicants have until 30 November of the preceding calendar year to accept their offer formally.

Guidance for students and staff:

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

1.7 ADMISSION TO UCL

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

Guidance for students and staff:

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

1.8 PROOF OF IDENTITY

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

1.8.1 UK/EU/EEA Based Students

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

**Guidance for students and staff:**

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

i) A UK photo driving licence, a European National Identity Card or Armed Forces Identity Card.

OR

ii) An original birth certificate, adoption certificate or certificate of naturalisation.

iii) If the family name or other personal details are different from those on the document provided, proof of the reason for any differences will be required at enrolment. This should be in the form of a marriage certificate/civil partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration.

iv) No other forms of identification are acceptable.

1.8.2 Students Who Require a Visa to Study in the UK

i) Under the Points-Based Immigration System, presentation of a valid passport is a mandatory requirement for students who require a visa to study in the UK, and no other forms of identification will suffice.

ii) Enrolment will not take place without presentation of a valid passport and an appropriate visa.

**Guidance for students and staff:**

Further details about the Points-Based Immigration System are available from this [link](#).
1.9 **DUAL REGISTRATION**

A student is not permitted to be formally registered for one programme of study at UCL at the same time as being formally registered (or re-sitting examinations) for another programme of study at UCL or any other Higher Education Institution.

**Guidance for students and staff:**

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