ACADEMIC REGULATIONS FOR STUDENTS: POSTGRADUATE
(MASTERS LEVEL)
TAUGHT PROGRAMMES

Section 2: General Regulations

2012-2013 Academic Session
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2.13.2 Academic Robes
2.7.1 Inter-Faculty Degree Programme 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) The student must have met the standard entrance requirements and must not have received a rejection to a previous application.

ii) A supportive reference, concentrating on attendance and engagement, from the faculty or department at which the student is currently or was last based, commenting upon the student's attendance and engagement.

iii) Detailed comparison of the degree programme and the modules taken showing the equivalence or otherwise in the accompanying case for APL.

iv) Confirmation that there is sufficient capacity within the gaining department/division in terms of student numbers.

Guidance for Students and Staff:

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. Having identified the substantive reason for the request to transfer, academic staff should note that items i), iii) and iv) above must be applied. Item Any other information in support of the transfer may also be included in the reference, see item iii) above.

2.7.2 Intra-Faculty Degree Programme Transfers

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

A form for intra-faculty transfers is available from this link.
**Guidance for students and staff:**

The General Regulations apply to all University College London (UCL) taught master programme students, including students enrolled on MRes programmes and Erasmus Mundus programme students when they are attending UCL.

The Academic Regulations for Students: Postgraduate (Masters Level) Taught are UCL’s overarching regulations and students and staff should read these regulations together with the regulations for their programme of study and with local regulations for the department 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 and will be dealt with on a case by case basis. The regulations for the structure of programmes for affiliate students are set out in item 2.12.

There are the regulations for the following degrees based on the 180 UCL Credits Scheme of Award:

- Postgraduate Certificate (PG Cert)
- Postgraduate Diploma (PG Dip)
- Master of Architecture (MArch)
- Master of Arts (MA)
- Master of Clinical Dentistry (MClindent)
- European Master of Science (Euro MSc)
- Master of Science (MSc)

There are special regulations for the following programmes:
Master of Research (MRes), Fine Art and Master of Fine Art (MFA), Master of Public Administration (MPA) and LLM. There are also special regulations for all masters programmes that are not 12 months in duration. Students and staff should refer to the regulations published by the department or division that delivers the relevant programme.

**UCL Credit and European Credits Transfer System (ECTS)**

2.5 UCL credits equates to 25 learning hours and 1 ECTS (European Credit Transfer Scheme). Further information about ECTS, the academic credits accrued by students upon successful completion of a Course Unit, and the European Credit Transfer Scheme can be found by following this link.

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 will be incorporated into the main text for the next academic session.
2. GENERAL REGULATIONS

2.1 PERIOD OF REGISTRATION AND INTERUPTION OF STUDIES

2.1.1 PERIOD OF 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) The approved mode of attendance for a Master’s degree is one calendar year of full-time study or two to five calendar years of part-time study.

Guidance for students and staff:

If students wish to change their mode of attendance, guidance should be sought from the Student Centre.

2.1.2 Interruption of Study

If a student requires a temporary break from their studies, permission must be sought to interrupt a programme of study for a maximum period of two consecutive years.

Guidance for students and staff:

i) Guidelines and an application form can be found in Appendix 10.

ii) Students should also seek guidance from the Student Finance Section regarding any fee implications if they interrupt.

iii) If students need to withdraw from Academic Assessment(s), an Interruption of Study should not be sought. Information regarding Withdrawal from Academic Assessment(s) can be found in sections 3.1.2 and 3.1.3 of the Postgraduate regulations.
### TABLE OF APPROVED STRUCTURES OF POSTGRADUATE PROGRAMMES (MASTERS LEVEL)

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<th>Approved Structures:</th>
<th>120:60 Taught/Research Element UCL Credit Split</th>
<th>90:90 Taught/Research Element UCL Credit Split</th>
<th>Two Year Full-Time Taught Masters</th>
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<tr>
<td><strong>Duration</strong></td>
<td>One Calendar Year</td>
<td>One Calendar Year</td>
<td>Refer to specific programme regulations</td>
</tr>
<tr>
<td><strong>Dissertation Word Length</strong></td>
<td>10,000 to 12,000 words</td>
<td>15,000 to 18,000 words</td>
<td>Programme structures should be determined based on either the one-third or one-half dissertation models for one year full-time programmes (outlined above).</td>
</tr>
<tr>
<td><strong>Dissertation/Project UCL Credit Value</strong></td>
<td>60 credits</td>
<td>90 credits</td>
<td>See above</td>
</tr>
<tr>
<td><strong>Dissertation/Project ECTS</strong></td>
<td>24 ECTS</td>
<td>36 ECTS</td>
<td>See above</td>
</tr>
<tr>
<td><strong>Total ECTS</strong></td>
<td>72 ECTS</td>
<td>72 ECTS</td>
<td>144 ECTS</td>
</tr>
<tr>
<td><strong>Dissertation/Project Learning Hours</strong></td>
<td>600 hours</td>
<td>900 hours</td>
<td>See above</td>
</tr>
<tr>
<td><strong>Total learning hours</strong></td>
<td>1800</td>
<td>1800</td>
<td>Refer to specific programme regulations</td>
</tr>
<tr>
<td><strong>Exit Award Possible</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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1 Such approved exit awards are available for students who do not undertake the research element of the programme for whatever reason, but who have successfully achieved 60 credits for a PG Cert and 120 Credits for a PG Dip.
2.3  **UCL APPROVAL FOR NEW MODULES AND NEW DEGREE PROGRAMMES**

i)  UCL approves all new modules and degree programmes proposed by departments/divisions and recommended by the faculty, having been scrutinised by a suitably qualified person external to UCL.

ii) Such approval is granted for new module and degree programmes, and amendments to existing modules and programmes, when the rationale provided meets UCL’s academic regulatory and strategic planning requirements.

**Guidance for students and staff:** Guidance, procedures and forms for new programmes and module proposals, and amendments to existing modules and programmes, can be accessed by following this [link](#).

**Postgraduate modules can be:**

i) **Compulsory Modules for a Programme:** Students registered on a programme must enrol on modules deemed compulsory for that programme of study. These modules are identified by the letter ‘C’ in the programme diet\(^2\) on PORTICO, UCL’s student records system. Students should select and confirm all compulsory modules as well as any available optional and electives module units. Students registered for programmes where all modules are compulsory are also required to confirm the modules for their programme of study, unless otherwise specified.

ii) **Optional Modules for a Programme:** Optional modules provide students with a choice of specified module options for their programme and are identified by the letter ‘O’ in the programme diet on PORTICO. Student selection of the optional modules is subject to the overarching rules for modules governing the programme.

iii) **Elective Modules for a Programme:** Elective modules are not specified in the programme diet and are identified by the letter ‘E’ on PORTICO. Student selection of elective modules is subject to the overarching rules for modules governing the programme.

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\(^2\) The term ‘Diet’ grammatically relates to a specific academic session. A programme diet is the combination of modules that can be selected from the body of learning required for a programme of study. Students are required to select their modules for each session (an academic year) at the start of the session or in early January for Affiliates starting in January.
2.4 PERMITTED MODES OF STUDY FOR POSTGRADUATE TAUGHT PROGRAMMES

Full-time Mode of Study

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 Mode of Study

i) Students are enrolled on all modules over a period double the length of the normal time span of the programme, which is two calendar years for most masters programmes.

ii) Students who are repeating a year can also be changed to part-time.

Flexible Mode of Study

Students are enrolled on all modules over a period of up to 5 years. Students registered as being on a flexible mode of study can take less than 5 years and this could, in theory, be within one calendar year for a masters degree.

Guidance for students and staff:

i) Students who were on a full-time mode of study who have failed but are paying for additional registration/teaching may have their mode of study amended as appropriate.

ii) Students enrolled on a flexible mode of study can be given advice by programme organisers about the recommended period of time in which to complete their studies.

iii) Decisions relating to the mode, or modes, of study offered by programmes are at the discretion of the programme organiser with the agreement of the Head of Department and Faculty.

2.5 THE SELECTION OF MODULES (INCLUDING PROGRAMMES WITH ALL COMPULSORY MODULES)

i) UCL decides the combinations of modules students may follow. Some degree programmes have all compulsory modules.

ii) Students are expected only to select modules offered by UCL, unless otherwise specified in the regulations for individual programmes of study.
iii) UCL departments are free to develop, not only combinations of modules 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 and UCL, form a coherent degree programme.

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

v) All module selections must be made by the deadline specified by UCL.

Guidance for students and staff:

The annual deadlines for the selection and UCL confirmation of modules are:

- Whole modules: End of October
- Half modules running in the first term: End of October
- Half modules running in the second/third term: End of January

Note: Students selecting optional or elective modules should, in the first instance, seek approval from the home department/division for their degree programme before enrolling on any modules that are not specified in the literature relating to their chosen programme.

2.6 SELECTION OF MODULES OUTSIDE UCL (UNIVERSITY OF LONDON AND OTHER UNIVERSITIES)

i) Students must only select modules offered by UCL unless the option to select modules outside UCL is clearly specified in information on their programme of study.

ii) Where modules can be selected outside UCL, the University of London, or other Higher Education provider, is responsible for the management of the student experience at the module level.

Guidance for students and staff:

i) When specified within the regulations for the programme of study, students can select modules from other educational institutions in place of UCL module units.
ii) Before students can select these courses, UCL approval must be granted to any student wishing to enrol on a module at another institution and evidence provided from the institution offering the module that they are willing to accept the student.

iii) Approval is usually restricted to another institution within the University of London. However it should be noted that, in some cases, agreements between UCL and other institutions are already in place.

iv) Departments/divisions, Faculties and the examinations section in the Registry and Academic Services division can give guidance on this. Cases in support for any such request should be made via the examinations section.

v) Approval is granted by the Dean of Students (Academic).

vi) For educational and administrative reasons, the institution providing the module (known as the principal provider) 'owns' the module unit, and is therefore responsible for awarding credit and has responsibility for quality assurance of the teaching and learning experience. It also takes the primary role in assessing and confirming student achievement on the particular module.

vii) Students should note that other institutions may operate different regulations for the award of credit, credit value and marking systems. They should also note that the academic year at other institutions may be different and their examinations may not necessarily take place during the normal UCL examination period.

2.7 CHANGE OF DEGREE PROGRAMME (BY STUDENT REQUEST)

2.7.1 Inter-Faculty Degree Programme 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) The student must have met the standard entrance requirements and must not have received a rejection to a previous application.

ii) A supportive reference, concentrating on attendance and engagement, from the faculty or department at which the student is currently or was last based, commenting upon the student’s attendance and engagement.
iii) Detailed comparison of the degree programme and the modules taken showing the equivalence or otherwise in the accompanying case for APL.

iv) Confirmation that there is sufficient capacity within the gaining department/division in terms of student numbers.

Guidance for Students and Staff:

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. Having identified the substantive reason for the request to transfer, academic staff should note that items i), iii) and iv) above must be applied. Any other information in support of the transfer may also be included in the reference, see item iii) above.

2.7.2 Intra-Faculty Degree Programme Transfers

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

Guidance for Students and Staff:

A form for intra-faculty transfers is available from this link.

2.8 CHANGE OF MODULE SELECTION

An application for changes in module selection requires UCL approval. Transfer between modules cannot be guaranteed. There must be places available and the changes should be consistent with the student’s programme of study. The deadline for the transfer between modules is set by UCL.

Guidance for students and staff:

i) Students who are in any doubt about the modules they have selected should discuss the matter with their Personal Tutor or Faculty Graduate Tutor immediately. Information on module selection should have been recorded on PORTICO and must be amended to reflect any change.

ii) Unless stated to the contrary, it will be assumed that a change of module selection will be effective as from the start of the current session.
2.9 DEADLINES FOR THE COMPLETION OF MODULE SELECTION INCLUDING STUDENT, TEACHING AND HOME DEPARTMENT

2.9.1 Confirmation of Student Module Selection

i) UCL approval for a student’s programme of study has been conferred once the deadlines, set by UCL, for the completion of module selection and any changes to module selection or a change of degree programme, either within the same department/division and faculty or between faculties have passed.

ii) Any amendment to a programme of study thereafter requires special permission from UCL.

Guidance for students and staff:
The usual deadlines for the completion of changes of module selection including student, teaching and home department confirmations are as follows:

i) Whole modules: End of October

ii) Half modules running in the first term: End of October

iii) Half modules running in the second/third terms: End of January

iv) The deadlines above are for the completion of this activity. Students will have earlier deadlines for the commencement of module selection that will be notified to them by UCL annually.

2.9.2 Changes to Programmes of Study when the Deadline has Passed

i) When the deadlines for changes to a programme of study have passed, any changes including module selection, withdrawal from a module unit, withdrawal from examination of a module unit, a change of programme requires UCL approval.

ii) Approval of changes to a programme of study once the deadline for doing so has passed cannot be guaranteed.

2.9.3 Withdrawing from a Module After the End of January

i) Students wishing to withdraw from a module after this point should seek advice from the Programme Organiser and/or the examinations section.
ii) Students who absent themselves without prior approval from any assessment will be marked as being absent and deemed to have made an attempt. Therefore any further attempt will be determined as a re-sit examination.

iii) Postgraduate students should refer to Academic Regulations for Students: Postgraduate (Masters Level) Taught Programmes Section 3: Academic Assessment for further information on withdrawal/deferral procedures.

2.10 COMPLETION OF POSTGRADUATE MASTERS LEVEL PROGRAMMES

2.10.1 Scheme of Award

In order to be considered for an award from UCL, students must satisfy the Board of Examiners that the academic requirements as set out below have been met in full, together with any other requirements associated with the programme as set out in the programme literature.

2.10.2 Completion of Assessments

For students on postgraduate taught courses, a module is complete when a student has been declared complete on all components for that module taking into account the following:

Coursework

i) Where the coursework component represents 20% or more of the overall module 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 and be clearly publicised to students enrolled on the module.

ii) If the coursework component represents less than 20% of the overall module assessment, no coursework completion criteria need be set by the department.

iii) 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.

iv) 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.
Unseen Examinations

v) 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 module as a whole will also be deemed “incomplete”.

2.10.3 Re-sit and Substitute Modules

i) The higher of the marks achieved at the first attempt and the re-sit attempt will apply.

ii) Marks of re-taken or substitute modules will be included in the calculation for the average mark of the weighting year from which they were originally taken rather than in the year that they were re-taken.

2.10.4 Criteria for the Award of a Postgraduate Certificate

i) For an award of a Postgraduate Certificate students must have completed 60 UCL credits or the equivalent 600 learning hours and obtained an overall average mark of 50% or greater.

ii) A maximum of 25% of the programme may be condoned at 40 – 49%.

iii) The award of distinction and merit cannot be given for Postgraduate Certificates.

2.10.5 Criteria for the Award of a Postgraduate Diploma

i) For an award of a Postgraduate Diploma students must have completed 120 UCL credits or the equivalent 1200 learning hours and obtained an overall average mark of 50% or greater.

ii) A maximum of 25% of the programme may be condoned at 40 – 49%.

iii) The award of merit cannot be given for Postgraduate Diplomas.

iv) The award of distinction must be given to students on Postgraduate Diploma programmes if they have satisfied all of the following criteria:
a) The overall average mark, based on 120 credits, is 70% or greater.

AND

b) There are no marks below 50%, no condoned marks, no re-sit marks, and all marks are first attempts.

Guidance for students and staff:

Regarding the award of distinction, if the overall mark is 69% (after rounding to the nearest integer) a candidate is in the borderline zone.

2.10.6 Criteria for the Award of a Masters Degree

i) For an award of a Masters degree students must have completed 180 UCL credits or the equivalent 1800 learning hours and obtained an overall average mark of 50% or greater which must include a mark of 50% or greater for the dissertation.

ii) A maximum of 25% of the programme’s taught element (i.e. excluding the dissertation) may be condoned at 40 – 49%.

iii) A student may be required to make specified amendments to their dissertation within one month provided that:

a) The amendments are minor and the dissertation is otherwise adequate.

AND

b) The student has satisfied all other requirements for the award of a Masters degree.

iv) For students commencing their studies on Masters programmes in or after September 2010, the award of merit must be given if they have satisfied all of the following criteria:

a) The overall average mark, based on 180 credits, is 60% or greater.

AND

b) The mark for the dissertation, after rounding to the nearest integer, is 65% or greater.

AND
c) There are no marks below 50%, no condoned marks, no re-sit marks, and all marks are first attempts.

**Guidance for students and staff:**

Regarding the award of merit, if the overall mark is 59% (after rounding to the nearest integer) a candidate is in the borderline zone.

v) The award of distinction must be given to students on Masters programmes if they have satisfied all of the following criteria:

a) The overall average mark, based upon 180 credits, is 70% or greater.

AND

b) The mark for the dissertation, after rounding to the nearest integer, is 70% or greater.

AND

c) There are no marks below 50%, no condoned marks, no re-sit marks, and all marks are first attempts.

**Guidance for students and staff:**

Regarding the award of distinction, if the overall mark is 69% (after rounding to the nearest integer) a candidate is in the borderline zone.

2.10.7 **Programmes of More Than One Year’s Duration**

i) Students registered on programmes of more than one year’s duration must satisfy the requirements specified in the programme literature with regard to progression between each year of the programme.

ii) For students progressing onto a Research Degree Programme from an associated MRes, which is an integral part of a doctoral programme, the length of the MRes programme should be extended to one calendar year and one month to allow Boards of Examiners time to determine awards prior to students registering on the associated EngD or PhD programme.

2.10.8 **Criteria for Award on Non-Modularised Postgraduate Masters Level Programmes, LLM, MFA, MArch, MClinDent and MPA**
Programmes

Special regulations apply for the award of the LLM, MFA, MArch MClinDent and MPA Degrees and reference should be made to the programme literature published by the relevant department/division.

Guidance for students and staff:

i) Rounding should be applied to obtain the integer marks given above (e.g. a mark of 64.4 should be rounded to 64%, and a mark of 64.5 should be rounded to 65%).

ii) Regarding condoned marks, students may choose to resit the failed module(s) (i.e. modules for which they received a mark of between 40–49). If resits are chosen, 2.9.3 above, should be noted. Section 3.2 of the Postgraduate Examination Regulations should also be noted.

iii) The policy for the consideration of borderline candidates is set out in Appendix 47.

iv) MRes students progressing onto an associated Research Degree Programme for which the MRes is an integral part of the doctoral programme should note the Academic Regulations for Research Degree Students.

2.11 TRANSFER TO EQUIVALENT MASTERS LEVEL PROGRAMMES ON ACADEMIC GROUNDS

i) Students should normally be awarded the qualification for which they are registered. However, there may be circumstances where a Masters degree or Postgraduate Diploma student does not wish to complete all the requirements for the award for which they are registered or they are unable to meet all the requirements prescribed for the award.

ii) Students showing indications early in their registration that they are unlikely to be able to meet the academic requirements of the programme should be advised to:

a) Leave the programme as early as possible.

   OR

b) Transfer to the equivalent Postgraduate Diploma or Postgraduate Certificate programme (where such programmes exist).
iii) Students on Masters programmes who fail the dissertation but satisfy the requirements prescribed in the scheme of award for the equivalent Postgraduate Diploma may:

a) Opt to be awarded the Postgraduate Diploma (where one exists) rather than re-submit the dissertation for the Masters degree.

OR

b) Be awarded the Postgraduate Diploma following unsuccessful re-submission for the Masters degree.

iv) Students who fail to satisfy the requirements for a Masters degree or Postgraduate Diploma but satisfy the requirements prescribed in the scheme of award for the equivalent Postgraduate Certificate may:

a) Opt to be awarded the Postgraduate Certificate rather than re-sit the failed/incomplete modules for the Masters degree or Postgraduate Diploma.

OR

b) Be awarded the Postgraduate Certificate following unsuccessful re-sit for the Masters degree or Postgraduate Diploma.

2.12 THE STRUCTURE OF PROGRAMMES FOR POSTGRADUATE AFFILIATE STUDENTS

2.12.1 Definition of a Postgraduate Affiliate Student

i) Postgraduate Affiliate Students are students registered at other Higher Education Institutions.

ii) Postgraduate Affiliate Students must be fully enrolled on a Masters level programme at their home institution before they come to UCL.

iii) During their period of affiliation, Postgraduate Affiliate Students may not qualify for a UCL Degree.

Guidance for students and staff:

i) In this context a Postgraduate Affiliate Student is a student from another university who has been accepted an offer by UCL to enrol on a postgraduate affiliate programme and register on modules that are academically assessed.
ii) Postgraduate Affiliate Students usually study on a full-time basis, although they may register on a part-time basis if this mode of study is available for their programme.

iii) Postgraduate Affiliate Students may have an enrolment period at UCL for one, two or three terms.

2.12.2 English Language Requirements for Postgraduate Affiliate Students

Postgraduate Affiliate Students must satisfy UCL English Language requirements.

Guidance for students and staff:

i) At the discretion of a department/division, students admitted via the Erasmus programme may not be required to satisfy UCL English Language requirements.

ii) Information about UCL language requirements is available by following this link.

2.12.3 Affiliate Student Exemption from Dual Registration Regulations

Postgraduate Affiliate Students are exempt from UCL’s Dual Registration regulations.

2.12.4 Rights and Entitlements of Postgraduate Affiliate Students

i) Fully enrolled Postgraduate Affiliate Students have the same rights and entitlements as all UCL postgraduate students.

ii) Postgraduate Affiliate Students are subject to UCL Academic Regulations for Graduate Students and all other terms and conditions of enrolment.

Guidance for students and staff:

i) Once fully enrolled, Postgraduate Affiliate Students have the same rights and entitlements as all UCL students and are therefore subject to UCL Academic Regulations for Students and all other terms and conditions of enrolment.

ii) Arrangements for re-assessment opportunities are managed by the Affiliate Student’s department/division and should be conducted as closely as possible to the UCL norms for re-assessment.

iii) Postgraduate Affiliate Students should seek advice from their
home institutions regarding their policy for the recognition of re-sit marks.

2.12.5 The Structure of Postgraduate Affiliate Student Programmes

Postgraduate affiliate student programmes may have the following structures:

<table>
<thead>
<tr>
<th>Time Spent at UCL</th>
<th>Generic Programme Diet Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Term 1 only</td>
<td>A minimum of 15 and a maximum of 60 credits</td>
</tr>
<tr>
<td>ii) Terms 2 and 3</td>
<td>A minimum of 15 and a maximum of 60 credits</td>
</tr>
<tr>
<td>iii) Terms 1, 2 and 3</td>
<td>A minimum of 15 and a maximum of 120 credits</td>
</tr>
</tbody>
</table>

2.12.6 CHANGE OF DEGREE PROGRAMME (BY STUDENT REQUEST)

Postgraduate Affiliate Students must select 50% of the required modules from their home department/division. The choice of all modules must be agreed by their home department/division.

Guidance for students and staff:

i) Postgraduate Affiliate Students who have accepted an offer of a place at UCL should agree their module selections with their home department/division before proceeding with module selection.

ii) All postgraduate 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.

iii) Department/divisions must ensure that Postgraduate Affiliate Students are enrolled on the correct programme route code and that a diet has been generated to enable module selection.

iv) The home department/division of a Postgraduate Affiliate student is responsible for ensuring that the modules selected include 50% from the home department/division.

v) Postgraduate Affiliate Students enrolling on modules from other departments are subject to the UCL norms for the approval of module selections by teaching and home departments/divisions.
vi)  Postgraduate Affiliate Students who undertake the same assessment for a module as UCL students should be enrolled on the main module and not an ancillary version. However, Postgraduate Affiliate Students who undertake different assessment from the parent module must be enrolled on an ancillary version of the parent module.

vi)  Departments/divisions should inform Postgraduate Affiliate Students when marks for academic assessment will be published if these are different from UCL norms.

2.12.7  The Management of Postgraduate Affiliate Student Transcripts and Certificates

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

Guidance for Students and staff:

Any other certification required i.e. certification of UCL module credits/ECTS for Affiliate Students from the USA will be produced by the Study Abroad Office.

2.13  GRADUATION CEREMONIES AND ACADEMIC ROBES

2.13.1  Graduation Ceremonies

UCL will organise Graduation Ceremonies and publish an annual deadline for ticket applications.

Guidance for students and staff:

Further information is available by following this link.

2.13.2  Academic Robes

It is mandatory for all UCL graduands to wear academic robes to the graduation ceremonies.

Guidance for students and staff:

It is the responsibility of students to obtain appropriate robes from UCL’s suppliers.