ACADEMIC REGULATIONS FOR STUDENTS
UNDERGRADUATE PROGRAMMES

Section 1: Admission to UCL

2012-2013 Academic Session
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### SUMMARY OF RECENT CHANGES AND/OR ADDITIONS TO THE PUBLISHED REGULATIONS IN THIS SECTION

For Implementation with effect from the 2012-2013 academic session

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  i) For the admission of UK domicile applicants all UCL undergraduate programmes require a GCSE or equivalent pass in a language in common use i.e. in an extant language.

  ii) UK domicile students who do not have a GCSE or equivalent pass in a language in common use upon entry must select 0.5 course unit of an extant language offered in their programme diet.

  iii) In instances where programme diets do not offer such a choice students are expected to register for 0.5 course units in an extant language offered by the Language Centre and studied in their own time.
1.1 UCL UNDERGRADUATE PROGRAMME ENTRANCE REQUIREMENTS

1.1.1 A and AS Levels

i) UCL's standard minimum entry requirement is A level grades ABB, plus a pass in a further Advanced Subsidiary (AS) level subject. Some degree programmes will have higher entry requirements.

Guidance for students and staff:

i) UCL has a benchmark entry level of ABB at GCE A level and does not make offers of admission with any grades or scores lower than B. The list of preferred A levels is available on UCL’s Website.

ii) Applicants will not be admitted below the benchmark level without the advance approval of the Dean of Students (Academic) and cases for consideration should be submitted by Admissions Tutors to the Dean of Students (Academic), via Faculty Offices.

iii) The maximum permitted offers are three A*AA at A-level, plus a pass in a fourth AS level.

1.1.2 UK Domicile Applicants Extant Language Entry Criteria

i) For the admission of UK domicile applicants all UCL undergraduate programmes require a GCSE or equivalent pass in a language in common use i.e. in an extant language.

ii) UK domicile students who do not have a GCSE or equivalent pass in a language in common use upon entry must select 0.5 course unit of an extant language offered in their programme diet.

iii) In instances where programme diets do not offer such a choice students are expected to register for 0.5 course units in an extant language offered by the Language Centre and studied in their own time.

1.1.3 International Baccalaureate

The normal requirement for admission to UCL is the award of the Diploma achieved with good grades across individual subjects. UCL’s standard minimum requirement is 34 points overall, with a combined score of 16 achieved in three higher level subjects. A minimum of grades 6, 5, 5 across three subjects studied at higher level is required. Many degree programmes will have higher entry requirements than this; you will find details of the overall points score required on the subject entries in the UCL.

Guidance for students and staff:

Applicants will not be admitted below the benchmark level without the advance approval
of the Dean of Students (Academic) and cases for consideration should be submitted by Admissions Tutors to the Dean of Students (Academic), via Faculty Offices.

1.1.4 **Programme Specific Entry Requirements**

Applicants’ qualifications must satisfy the specific degree programme requirements which are outlined in the programme descriptions given in the Undergraduate 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. In particular applicants should note the entry criteria for Medicine, Intercalated BSc degrees, Fine Art and Law set out in the on-line prospectus.

1.1.5 **Vocational A and AS Levels**

One of the three GCE A levels may be substituted by a Vocational A level. The additional Advanced Subsidiary subject may be substituted by a Vocational AS level or the equivalent.

**Guidance for students and staff:**

Applicants should note that admission to UCL will not be admitted solely on the basis of Vocational A/AS levels.

1.1.6 **General Studies and Critical Thinking A and AS Level**

AS level General Studies is not recognised for admissions purposes. A level General Studies is only acceptable as an alternative to the additional Advanced Subsidiary level subject that is required.

**Guidance for students and staff:**

AS level Critical Thinking is not recognised by UCL for admissions purposes. A level Critical Thinking will only be acceptable as an alternative to the additional Advanced Subsidiary level subject required.

1.1.7 **GCSE and Equivalent Qualifications**

i) All UCL programmes require GCSE or equivalent passes in English Language and Mathematics at grade C or higher.

ii) Law, Medicine and Psychology programmes require additional GCSE passes in specific subjects or higher grades than C in English Language and/or Mathematics, as outlined in the programme descriptions given in the prospectus for the year of application.

**Guidance for students and staff:**
i) A list of qualifications accepted by UCL as GCSE equivalents can be found on the UCL Website.

ii) UCL values applicants who have developed key skills such as numeracy, communication, problem solving and the ability to work with others.

iii) Applicants may wish to include how they have developed these skills either through certificated awards, extra-curricular activities or work in their personal statement in their UCAS application.

1.1.8 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) 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 schooling in English.

ii) 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.

iii) UCL’s preferred English Language qualifications are GCSE English Language and the International English Language Testing System.

iv) UCL does accept a number of English Language qualifications and a list of these is available in the on-line prospectus.

v) Further information about the standard of English Language requirements is available from the UCL Website.

1.1.9 Programme Specific English Language Requirements

UCL has specified English language requirements for admission. These requirements can be found by following this link.

Guidance for students and staff:

i) Further information about the standard of English Language proficiency and how this is assessed is available from the UCL website.

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

iii) Applicants should be aware that UCL reserves the right to ask for higher English language requirements in individual cases.
1.1.10 University Preparatory Certificate for Science and Engineering

i) International applicants whose secondary education qualifications are not suitable for direct admission to leading UK universities may apply for a one-year programme for Science and Engineering offered by UCL.

ii) Successful completion of the one-year programme for Science and Engineering may be used to apply for an undergraduate programme of study at UCL or other university.

Guidance for students and staff:

Applications for this programme are managed by UCL’s Language Centre. Further information is available by following this link.

1.1.11 University Preparatory Certificate for Humanities

i) International applicants whose secondary education qualifications are not suitable for direct admission to leading UK universities may apply for a one-year programme for Humanities offered by UCL.

ii) Successful completion of the one-year programme for Humanities may be used to apply for an undergraduate programme of study at UCL or other university.

Guidance for students and staff:

Applications for this programme are managed by UCL’s Language Centre. Further information is available by following this link.

1.2 OTHER QUALIFICATIONS AND SPECIAL ENTRY CRITERIA

1.2.1 Recognised Qualifications

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 UCL’s website.

1.2.2 Applications for the MBBS (Bachelor Of Medicine and Bachelor of Surgery) Programme

In addition to making an application via UCAS, all applicants for the UCL MBBS programme must take the Biomedical Admissions Test (BMAT).

Guidance for students and staff:
Applicants for the MBBS should note that there are strict deadlines for their UCAS application, and their BMAT registration.

1.2.3 Applications for Law Undergraduate Programmes

In addition to making an application via UCAS, all applicants for UCL undergraduate Law programmes must take the National Admission Test for Law (LNAT).

Guidance for students and staff:

Applicants for Law degrees should note that there are strict deadlines for LNAT registration and subsequently taking the test.

1.2.4 Applications for Fine Art Undergraduate Programmes

Although UCAS has two applications routes for Fine Art programmes (Route A and Route B), UCL will only consider Route A applications. Route A applications are made at the identical time as all other UCL applications.

Guidance for students and staff:

Information about the UCAS application procedures and an explanation of the Route A and Route B applications is available from the UCAS Website.

1.2.5 Admission with Accreditation of 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), and for entry directly into the second year of the degree programme.

ii) Applicants wishing to be considered for admission on this basis, in addition to submitting an application through UCAS in the normal way, will need to submit information about their studies they wish to be considered for APL.

Guidance for students and staff:

i) In the first instance, applicants seeking admission with accredited prior learning should contact the relevant departmental Admissions Tutor for guidance.

ii) An administration fee may be charged for all such applications. For further information about the APL procedures see Appendix 1. An application form is also available (Appendix 2).

1.3 MAKING AN APPLICATION TO STUDY AT UCL

1.3.1 Full-Time Applications : UK

All full-time undergraduate applications to study at UCL, except for an Intercalated
BSc, must be submitted through UCAS and not directly to UCL. Applicants should complete their UCAS submission by the deadlines specified by UCAS.

Guidance for students and staff:

i) Regardless of where applicants are applying from, they must submit their UCAS application by the dates published by UCAS.

ii) Applications made after the deadline cannot be guaranteed equal consideration by UCL.

iii) Applicants for Medicine, intercalated BSc degrees, Fine Art and Law programmes should see the additional criteria for special admissions by reference to the on-line prospectus for the intended year of entry.

iv) Applications for part-time study should be made directly to UCL, via the relevant Faculty Office.

1.3.2 Socrates-Erasmus Programme Applications

In the first instance applicants wishing to study at UCL as a Socrates Programme exchange student must ensure that there is an appropriate institutional link in operation.

Guidance for students and staff:

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

ii) Submitted Socrates application forms must include an official institutional stamp and signature of the Socrates Co-ordinator 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) Further information about the Socrates-Erasmus Programme is available from UCL’s website.

1.4 GENERAL APPLICATION AND ADMISSION CRITERIA

1.4.1 Declining Examination Results

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

Guidance for students and staff:
i) Applicants should be aware that if they decline any of their A or AS level results, i.e. appeal against their marks, this might mean that they will be unable to meet UCL entry criteria and that any offers would be invalid, including re-marking completed after 31 August.

ii) Applicants are advised to check with the relevant Faculty Office before declining any of their A or AS level results.

1.4.2 Application for Deferred Entry

i) UCL will consider applications from applicants intending to spend a pre-university year in a constructive activity.

ii) Fine Art Programmes do not accept deferred entry UCAS applications.

Guidance for Students and Staff:

i) Applicants should state their reasons for wishing to defer entry on their UCAS application and they will then be considered a year ahead of the normal application timetable.

ii) All applicants considering applying for deferred entry are advised to check with the relevant Faculty Office about the acceptability of deferred entry application for the degree programme for which they are applying.

iii) Applicants should contact the department/division offering the programme being applied for if they need advice about how to contact the Faculty Office.

1.4.3 Applications for Part-Time Study

Applications for undergraduate admission on a part-time basis will only be considered for a small number of undergraduate degree programmes. At UCL all undergraduate degree programmes are mostly taught during the day.

Guidance for students and staff

i) All applicants considering applying for part-time study are advised to check with the relevant Faculty Office about the availability of this option for the degree programme for which they are applying.

ii) Applications for admission on a part-time basis should be submitted directly to UCL using the appropriate Faculty application form.

1.4.4 Applications from Students Registered at Other Higher Education Institutions

i) Undergraduate Affiliate Students must be students registered at other Higher Education Institutions.
Undergraduate Affiliate Students should have completed at least two years’ study at university and be fully enrolled at their home institution by the time they come to UCL.

Undergraduate Affiliate Students must satisfy UCL English Language requirements. During their period of affiliation, Undergraduate Affiliate Students may not qualify for a UCL Degree.

**Guidance for students and staff:**

i) In this context an Undergraduate Affiliate Student is a student from another university who has accepted an offer by UCL to enrol on an Undergraduate Affiliate Programme and register on modules that are academically assessed.

ii) 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.

iii) Departments/divisions may, at their discretion, accept an Undergraduate Affiliate Student who has not completed at least two year’s study at a university.

**1.4.5 Exemption from Dual Registration Regulations for Affiliate Students**

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

**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.

**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 needed, can be put in place.

**Guidance for students and staff:**

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

ii) UCL endeavours to ensure equal access to all facilities and has made reasonable adjustments to UCL buildings when possible, noting that there are restrictions that are beyond UCL’s control.
iii) Applicants with disabilities who consider that they have been unfairly treated should follow UCL’s grievance procedures.

1.4.7 Applicants Under the Age of 18

UCL will consider for admission to its programmes applicants who will reach the age of 18 during or after their expected period of attendance. If a young applicant is offered a place, UCL has set in place procedures to protect young applicants and young students and the arrangements prescribed will be put in place prior to them enrolling at UCL as a 'young student'.

**Guidance for students and staff:**

In considering such applications departments must adhere to the procedural guidelines for the admission of applicants under the age of 18.

1.4.8 Applicants Transferring from Other Higher Education Institutions

All applicants studying at another higher education institution, including those who wish to transfer to a full-time undergraduate degree programme at UCL, whether to commence a new programme of study, or to enter direct into the second year of a degree programme, must apply through UCAS.

**Guidance for students and staff:**

All applicants studying at another higher education institution who wish to transfer to UCL should also refer to item 1.9.

1.4.9 Criminal Records Bureau Checks

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. Queries regarding CRB disclosures for students should be referred to the Office of the Director of Registry and Academic Services, telephone: 020 7679 3203, email ras@ucl.ac.uk.

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.
reserves the right to bar applicants or de-register students who are given an unsatisfactory review by the Criminal Records Bureau.

1.4.10 Applicants with Criminal Records

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.

Guidance for students and staff:

i) Applicants who apply via UCAS or using a UCL direct application form are required to declare on their application forms whether they have any criminal convictions 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 and others as appropriate.

iii) Further information about UCL’s policy and procedures for applicants with criminal records is available on UCL’s Website.

1.5 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.

1.6 APPLICATION DECISIONS

1.6.1 Offer of a UCL Place Via UCAS

UCL endeavours to ensure that all applicants who have applied by the 15 October/15 January deadlines will receive a decision via UCAS by 31 March in the calendar year of proposed entry, or a calendar year ahead for deferred entry applicants.
Guidance for students and staff:

i) Applicants can follow the progress of their application via the UCAS on-line application tracking facility.

ii) Applicants are advised to consult the UCAS website for any changes in the deadline for the release of applications decisions.

1.6.2 UCL Offer of a Place

In addition to the UCAS decision a formal UCL offer will be made to the applicant by the relevant Faculty Tutor, together with formal notification of the applicant’s fee classification.

1.6.3 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 calendar year when the programme starts for the individual concerned.

Guidance for students and staff:

Applicants are advised to note item 1.4.1 ‘Declining examination results’. Applicants who have requested re-marking of an A level paper should be aware that, irrespective of the outcome, if the re-mark is not available by 31 August in the year of entry, they will not be eligible for admission.

1.7 ACCEPTING AN OFFER OF A PLACE

1.7.1 UK-Based Applicants

All applicants for full-time undergraduate degree programmes will be informed by UCAS of the date by which they have to make a formal response to the offers they have received, either accepting them firmly or on an insurance basis, or declining them.

Guidance for students and staff:

i) 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 on UCL’s Website.
1.7.2 Applicants from Other Higher Education Institutions (Affiliate Applicants including Affiliate Programme 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 offers formally.

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

Guidance for students and staff:

i) 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.

ii) 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.

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

iv) Further information about applying for student accommodation can be found on UCL’s Website.

1.7.3 Part-Time Applicants

Applicants for undergraduate part-time study should confirm their acceptance of an offer from UCL in writing directly to the relevant Faculty Office.

Guidance for students and staff:

Part time study 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.

1.7.4 Applicants for the University Preparatory Certificates for Science & Engineering and Humanities Programmes

Applicants for the University Preparatory Certificates for Science & Engineering and Humanities Programmes have until 7 July in the calendar year of a programme starting in September/October to decide upon their offers.

Guidance for students and staff:

Applicants accepting the offer of a place on these programmes return the acceptance form provided with their offer to the UCL Centre for Languages and International Education.

1.8 APPEAL OF ENTRY DECISIONS
UCL decisions on applications are final, and there is no right of appeal against them. 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 an undergraduate application should be addressed to the Faculty Tutor of the Faculty concerned. If the complaint is against the Faculty 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).

iv) Advice regarding the avoidance of potential conflicts of interest can be obtained by contacting the Curricular Development and Examiners Section by emailing examiners@ucl.ac.uk.

### 1.9 DUAL REGISTRATION

Students are not permitted to be formally registered for a 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:**

With the exception of affiliate students (see item 1.4.4), students may not be formally registered at UCL whilst registered with another Higher Education Institution including re-sitting examinations.

### 1.10 ADMISSION TO UCL

#### 1.10.1 Confirmation of an Offer Made by UCL Via UCAS

UCAS applicants who firmly accept an offer of a place at UCL have their places confirmed through UCAS as and when any conditions attached to the offer are satisfied.

**Guidance for students and staff:**

i) The A level results are received by UCL from the qualifications awarding bodies via UCAS usually on the second Sunday in August.
ii) These are loaded into UCL’s admissions system electronically.

iii) Admissions Tutors pass the decision made on the basis of these results to Faculty Offices and these are processed through UCAS after discussion with the Dean of Students (Academic).

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

1.10.2 Confirmation of an Offer Made by UCL Not Via UCAS

Applicants successfully applying for the University Preparatory Certificate for Science and Engineering (UPCSE), part-time Students, affiliate students and intercalating students who have received an offer of a place directly from UCL should confirm their acceptance in writing.

Guidance for students and staff:

Applicants should also refer to items 1.7.1 and 1.7.2 above for proof of identity and immigration requirements. Further details about UCL’s Points Based Immigration Policy are available from UCL’s Website.

1.10.3 Proof of Identity

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

1.10.4 UK/EU/EEA-Based Students

UK/EU/EEA Based Students are required to present an accepted 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, Armed Forces Identity Card or a European National Identity Card.

Or

ii) An original Birth Certificate, Adoption Certificate, Deed Poll 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.

1.10.5 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 by following the link.