

Academic Regulations for Students' Taught Postgraduate Programmes, Section 1: Admission to UCL

2014-2015 Academic Session

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Links to recent changes and/or additions to the published regulations

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- 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.

Further guidance on postgraduate masters entrance requirements

Some programmes take into account individual professional and work experience for admissions purposes. Please refer to the prospectus or relevant department/ division for details of specific entry requirements. (See link at the end of this section.)

1.2.2

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- iii) Postgraduate Application Package
- iv) Applications for the EMPA are made via New York University and the MA History of Political Thought and Intellectual History are made via Queen Mary University of London respectively. (See links at the end of this section.)

Further information is available about making an application to study at UCL (see links at the end of this section).

1.3.2 Application Deadlines

The Friday of the first week in August (week 49) is UCL's general deadline for the receipt of applications for taught postgraduate programmes, however programme specific deadlines may apply.

Further guidance on application deadlines

- i) Information is available about programme specific application deadlines. (See link at the end of this section.)
- ii) Registration and enrolment for new students on postgraduate taught programmes starting in September must be completed by the Friday of week 7 or at the end of the second week of teaching if this is different.
- iii) Enrolment

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- ii) Affiliate students are expected to meet the English Language requirements. (See paragraph 1.2.5).
- iii) Details about the structure of Programmes for Affiliate students are set out in Section 2: General Regulations.

1.4.6 Applicants with Disabilities

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

Further guidance for applicants with criminal records

- 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 satisfactory references and a satisfactory criminal record check. Applicants are advised that the offer of a place is subject to satisfactory references and a satisfactory criminal record check.

Further guidance on the offer of a place

Departmental/divisional recommendations for the offer of a place are checked and authorised by Student and Registry Services.

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.

Applicants are advised to note paragraph 1.4.1 on declining results.

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.

Further guidance on the appeal of entry decisions

- i) Decisions on the admission of applicants by the authorised UCL officers are final and there is 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.

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.

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1.9 Dual registration

- i) Formal registration at UCL at another institution is permissible for affiliate students and students enrolled on joint or double/dual degree programmes delivered in collaboration with another institution
- ii) All other 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.

Further guidance on dual registration

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.