Academic Regulations for Taught Postgraduate Programmes

Section 2: General Regulations

2014-2015 Academic Session

Contents

UCL Student and Registry Services Division
Academic Services Department

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

2.1.2 [Interruption of Study](#)

Additional items have been added to this regulation.

2.2 [Table of approved structures of postgraduate programmes (Masters Level)](#)

The regulations relating to pass/fail modules in taught programme diets has been moved to this section but in unchanged.

2.10.2 [Completion of Assessments](#)

The definition of being complete for a module has been re-drafted.

NB the criteria for the award of postgraduate degrees and the rules for the award of merit have been changed. These regulations will apply to all awards considered by Board of Examiners meetings taking place after 12 June 2015, with the exception of the LLM programme for which UCL approved local regulations apply.

2.10.4 [Criteria for the Award of a Postgraduate Certificate](#)

2.10.5 [Criteria for the Award of a Postgraduate Diploma](#)

2.10.6 [Criteria for the Award of a Masters](#)

Back to: [table of contents](#)

Introduction to General Regulations

The General Regulations apply to all University College London (UCL) taught master programme students, including students enrolled on MRes programmes and E

UCL Student and Registry Services Division
Academic Services Department

Further guidance on interruption of study

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

The Faculty must forward the form to the Student Records office within one month of effective date of interruption. If received later, the effective interruption date will be the date of receipt, not the date on the form.

Link for Section 2.1

Interruption of Study Application form (Word doc)

2.2   Table of approved structures of postgraduate programmes (Masters Level)

	120:60 Taught/Research Element UCL Credit Split	90:90 Taught/Research Element UCL Credit Split	Two Year Full-Time Taught Masters
Duration	One Calendar Year	One Calendar Year	Refer to specific programme regulations
Dissertation Word Length	10,000 to 12,000 words Or for MSc programmes: A research paper reporting original research results formatted for publication in a specified scientific journal and conforming to instructions for authors.	15,000 to 18,000 words	Programme structures should be determined based on either the one-third or one-half dissertation models for one year full-time programmes (outlined above).

Back to: table of contents

UCL Student and Registry Se

> **Please note that pass/fail modules in taught programme diets are only permissible if they have zero credit weighting**

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.

Further guidance on UCL approval for new modules and degree programmes

Further information is available about new programmes and module proposals. (See link at the end of this section.)

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 on PORTICO, UCL's student records system. Students should select

2.5   The selection of modules (including programmes with 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.

UCL Student and Registry Services Division
Academic Services Department

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.

Further guidance on inter-faculty transfers

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

changes should be consistent with the student's programme of study. The deadline for the transfer between modules is set by UCL.

Further guidance on changing module selection

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 have passed 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.

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

Further guidance on confirmation of student module selection

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

> Whole modules: end of October
> Half modules running in the first term: end of October
> Half modules running in the second/third terms: end of January
> 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,

Back to: table of contents

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

iv)　The award of distinction must be given to students on Postgraduate Certificate programmes if they have satisfied both of the following criteria:

　　a)　The overall weighted average mark over 60 credits is 70% or higher; and

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

2.10.5　Criteria for the Award of a Postgraduate Diploma[3]

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 must be given to students on Postgraduate Diploma programmes if they have satisfied both of the following criteria, but do not meet the criteria for an award of distinction:

　　a)　The overall weighted average mark over 120 credits is 60% or higher; and

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

iv)　The award of distinction must be given to students on Postgraduate Diploma programmes if they have satisfied both of the following criteria:

　　a)　The overall weighted average mark over 120 credits is 70% or higher; and

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

2.10.6　Criteria for the Award of a Masters Degree[4]

i)　For an award of a Masters54(Tc[i(e4)-5(rJWf1)-3(JEc)36an)-3( )84 ia-3(d) 120).94 343.73

UCL Student and Registry Services Division
Academic Services Department

Published

i) Rounding should be applied to obtain the integer weighted av

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 a Postgraduate Diploma (where one exists) rather than re-submit the dissertation for the Masters degree; or

b) Be awarded a Postgraduate Diploma following unsuccessful re-submission of a dissertation 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 Po

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:

2.12.6

UCL Student and Registry Se