

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

2013-2014 Academic Session

Contents

Links to recent changes and/or additions to the published regulations	2
1.0 General guidance on applications and admissions	3
1.1 Permitted modes of study for postgraduate taught programmes	4
1.2 UCL postgraduate masters level programme entrance requirements	4
1.3 Making an application to study at UCL	7
1.4 General application and admissions criteria	9
1.5 Application Decisions	12
1.6 Accepting or declining the offer of a place (non affiliate students)	13
1.7 Admission to UCL	14
1.8 Proof of identity	14
1.9 Dual registration	16

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

1.0 General guidance on applications and admissions

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 (together with the MRes specific regulations)

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) EMPA
- vi) International Masters
- vii) European Masters

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

Back to: [table of contents](#)

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 International Office (see link at the end of this section, Student and Student and Registry Services division in writing and will be dealt with on a case by case basis.

Links for Section 1.0

All links go to the UCL website, unless stated otherwise:

[European Credit Transfer and Accumulation System \(ECTS\)](#) on the European Commission website

[UCL International Office](#)

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 tim

and/or pass a qualifying examination before being registered for the degree programme.

iii)

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.

Further guidance on English Language Requirements

- 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 prospectus. (See link at the end of this section.)
- 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.

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.

Further guidance on programme specific English Language Requirements

- i) All applicants are advised to check any programme specific English Language requirements by referring to the prospectus.
- ii)

- i) Since APL implies a modification to a programme diet, APL must form part of the agreement between UCL and a student at the time of admission. The agreed programme diet should correspond to their being 180 UCL Credits for a Masters, 120 UCL Credits for a Postgraduate Diploma and 60 UCL Credits for a Postgraduate Certificate.
- ii) The same material cannot be used to obtain more than one award. Applicants who have left UCL with the Award of a Postgraduate Certificate or Diploma must surrender that award when either a Postgraduate Diploma or Masters has been successfully completed, unless their specific programme regulations state otherwise.
- iii) Further information is available about APL procedures together with an application form. (See links at the end of this section.)

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.

A full list of other UK and international qualifications is available from the prospectus. (See link at the end of this section.)

Links for Section 1.2

All links go to the UCL website, unless stated otherwise:

[UCL prospectus](#)

[UCL APL procedures \(PDF\)](#)

[UCL application form \(Word doc\)](#)

1.3 Making an application to study at UCL

1.3.1 Applying to UCL

Taught postgraduate programmes are made directly to UCL, with the exception of the EMPA and MA History of Political Thought and Intellectual History.

Further guidance on applying to UCL

There are three options for applications that are made directly to UCL:

- i) Apply Online
- ii) Downloadable Application Form

Back to: [table of contents](#)

UCL Student and Registry Services Division
Academic Services Department

- 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).

UCL Student and Registry Services Division
Academic Services Department

- 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 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 is available about UCL's policy and procedures for applicants with criminal records. (See link at the end of this section.)

Links for Section 1.4

All links go to the UCL website, unless stated otherwise:

[UCL prospectus](#)

[UCL Graduate Admissions policy](#)

[UCL's Student Disability Services](#)

[Disclosure and Barring Service](#) on the Gov.UK website

[QAA Framework for Higher Education Qualification](#) on the QAA website

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.

Further guidance on application outcomes

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 Student and Registry Services.

Back to: [table of contents](#)

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.

Back to: [table of contents](#)

1.8.1 UK/EU/EEA-

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) at another institution