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

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 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 (email studentrecords@ucl.ac.uk) and will be dealt with on a case by case basis. See paragraph 2.12 for the regulations for the structure of programmes for affiliate students.

These are the regulations for taught postgraduate programmes based on the 180 UCL Credits Scheme of Award.

There are special regulations for the following programmes:

> Master of Research (MRes)
> Fine Art and Master of Fine Art (MFA)
> Executive Master of Public Administration (EMPA)
> International Masters
> European Master and the LLM.

There are also special regulations for all taught postgraduate 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.

2.1   Period of registration and interruption 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.

Further guidance on period of registration

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

2.1.2   Interruption of Study

i)   Interruption of Study is for students who require a temporary break from their studies and plan to resume their studies at a future date.

ii)   Students holding a Tier 4 visa will be required to leave the UK for the duration of the interruption and re-apply for a new visa in order to return to UCL.

iii) Such students must comply with visa requirements to safeguard their immigration status and future entry to the UK. Under the Points Based Immigration System (PBIS) UCL is legally required to notify the immigration authorities of any changes to a student's status.

Further guidance on interruption of study

Applications for interruption of study should be made in advance of the proposed

Back to:

ii)

iii)   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 for

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Academic Services Department

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 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 must be made by the deadline specified by UCL.

Further guidance on the selection of modules

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.

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UCL Student and Registry Services Division

2.7.1   Inter-Faculty Degree Programme Transfers

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ii) If the coursework component represents less or 20% equal to 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

An unseen examination component is deemed complete if a student has submitted an answer tha4-3(b)6(m)i24 554.23 Tm[Unse)-4(e)-3(nC 7mBee)3(t)-3(th)-6(ic S)1( )8(arv)13(irk y

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UCL Student and Registry Services Division

ii) The mark for the dissertation, after rounding to the nearest integer, is 70% or greater; and

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

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

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 40–49). If resits are chosen, Withdrawing from a Module after the End of January should be noted (see paragraph 2.9.3). The Postgraduate Examination Regulations should also be noted.

iii) 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.

2.10.7 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 Taught Postgraduate Degrees

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

UCL Student and Registry Services Division

Further guidance on rights and entitlements of postgraduate affiliate students

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:

2.12.6 Postgraduate Affiliate Student Module Selection

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.

Further guidance on postgraduate affiliate student module selection

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

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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 ancilliary 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

Postgraduate affiliate students will be entitled to receive a transcript of their assessment achievement produced by the Student and Registry Services.

Any other certification required i.e. certification of UCL module credits/ ECTS for affiliate students will be produced by the Examinations Office.

Links for Section 2.12

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

UCL English Language requirements

UCL Examinations 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. Further information about Graduate Ceremonies is available. (See link at the end of this section.)

2.13.2 Academic Robes

It is mandatory for all UCL graduates to wear academic robes to the graduation
ceremonies. It is the1(ci/[ )]TJETBT1 0 0 1(r aca)-60 0 1sibi4)g65BT/F1 mBTdbi41()-6(d)-3(e)6(m)-