

**ACADEMIC  
REGULATIONS  
2006-2007**

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These College Regulations have been made by the Academic Board under the provisions of the University of London's Ordinances 13-15, which authorises Colleges to award degrees of the University. The Regulations for University-based programmes of study are listed in this Index in *italics*. General and Examination Regulations apply to all students of the Colleges, irrespective of their programme of study.

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Please note that the Academic Regulations are also available on the College Intranet at:

<http://qm-web.admin.qmul.ac.uk/registry/>

If the regulations for the postgraduate programme of study you require are not listed here please contact the Academic Secretariat.

Please note that the post of Academic Registrar has been replaced by the Academic Secretary. Where the Regulations suggest that the Academic Registrar should be consulted, please consult the Academic Secretary.

# **GENERAL AND EXAMINATION REGULATIONS**

## **1 GENERAL REGULATIONS**

- 1.1 These Regulations apply to all students of the College as described in Ordinance D1, namely:
- [a] any person registered as a student of the University of London by virtue of the programme of study s/he is following at the College;
  - [b] any person registered for a programme of study leading to an award of the College;
  - [c] any person following a full-time regular course of study or research at the College;
  - [d] any other person whom the Academic Board declares to be a student of the College.
- 1.2 Students are required to conform to these General Regulations, and to any other Regulations and Rules made by the College from time to time under the provisions of Ordinance A3 (for example, Rules for users of the Library).
- 1.3 Students shall be subject to the College Code of Student Discipline (enacted by the Council under the provisions of Statute 32) for as long as they are students of the College.
- 1.4 Any complaint by a student against the College or concerning the College shall be conducted in accordance with the procedure laid down by the Council.

## **2 ADMISSION**

- 2.1 In order to be admitted as a student of the College, a candidate shall be required to demonstrate a proficiency in the English language, and to:
- [a] satisfy the General Entrance Requirements of the College (and the University, where applicable);
  - [b] satisfy the entrance requirements specific to the programme of study concerned.
- The Academic Board may waive the requirement of [a] and/or [b] in specific cases.
- 2.2 An applicant for a first degree programme who, in the judgement of the Academic Board
- [a] has a prior qualification equivalent to the first year of a three- or four-year programme of study, may be exempted from attendance in the first year, and the examinations thereof, and admitted with Advanced Standing direct to the second year of the programme of study.
  - [b] has a prior qualification equivalent to the first two years of a four-year programme of study, may be exempted from attendance in the first two years, and the examinations thereof, and admitted with Advanced Standing direct to the third year of the programme of study.
- 2.3 Except with the permission of the Academic Board, a person who is currently registered for a degree, diploma or certificate of any institution may not concurrently be registered for a qualification of the University of London or of the College.
- 2.4 Any student who secures admission to the College on the basis of qualifications, documents or statements which are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

### **3 ENROLMENT**

- 3.1 Students shall enrol at the beginning of their programme of study at the College, and shall thereafter re-enrol at the beginning of each subsequent academic year of attendance at the College throughout their programme of study. Except in circumstances approved by the Academic Board, students who are not enrolled may not use College facilities. The College reserves the right to charge a late enrolment fee to any student who fails to enrol by the published deadline.
- 3.2 In order to complete enrolment, students shall make satisfactory arrangements for the payment of their tuition fees for the relevant academic year (see §4.2). Students who are unable to make such arrangements to the satisfaction of the Academic Registrar shall not normally be enrolled.
- 3.3 The name by which a student is enrolled shall be the name under which any letter, certificate or award is issued in respect of that student. Students may be required to produce documentary evidence of identity prior to initial enrolment. Any request to record a change of name must be made to the Academic Registrar, and must be supported by relevant documentary evidence.
- 3.4 Students are required to notify the Registry, on enrolment, of their permanent and term-time addresses, and to inform the Registry in writing of any subsequent changes of address.
- 3.5 Students shall carry their Student Cards at all times when on College premises (which includes the Students' Union), or when participating in College or Students' Union activities. The College reserves the right to exclude from any College building or activity any students who are unable, on demand, to produce their current Student Cards to a member of staff of the College.

### **4 FEES**

- 4.1 College tuition fees are inclusive of Registration and Examination Fees. The College reserves the right to increase fees at any time without prior notice. Fees are not normally refundable.
- 4.2 Students shall make satisfactory arrangements for the payment of their tuition fees at the beginning of the academic year as a precondition of enrolment. Such arrangements shall normally be either by paying the fees in full, by providing documentary evidence that the fees will be paid on demand by an approved sponsor on behalf of the student, or by signing a direct debit mandate.
- 4.3 Tuition fees are due at the beginning of each academic year. Students who are unable to make satisfactory arrangements for the payment of their tuition fees as specified in §4.2 may be provisionally enrolled for a period not exceeding one term, during which time they may attend classes and use such College facilities as the Council may determine. If at the end of this period a student has not made satisfactory arrangements for the payment of his/her fees, his/her registration shall be terminated, and s/he will accordingly cease to be a student.
- 4.4 In exceptional circumstances, the Academic Registrar may approve arrangements whereby a self-financing student may pay his/her tuition fees by instalments. Any student who defaults upon agreed instalments of tuition fees shall immediately become liable for the full outstanding balance of the fees; in default of payment, the student shall be liable to have his/her registration terminated, and accordingly cease to be a student.
- 4.5 Students are required to pay promptly upon demand all charges, fees or debts incurred in the course of their study or residence at the College. These include, for example, residence fees, Library fines, and field course charges. Ordinance D3, enacted under the provisions

of Statute 31.3, provides for students who are in debt to the College, after being given due warning, to have their registration terminated.

## **5 PROGRAMME OF STUDY**

### **General**

- 5.1 The length of a programme of study shall be specified in the Regulations for that programme.
- 5.2 The Academic Board may accept work undertaken at other institutions within or outside the University, and credit it towards the requirements of a qualification of the University of London or of the College, provided that
- [a] the amount of such credit does not normally exceed one-half of the normal programme of study;
  - [b] such credit is not counted towards more than one qualification at the same academic level.
- 5.3 A student may, in accordance with procedures approved by the Academic Board, be permitted to spend up to one year of his/her programme of study, other than the first year or the final semester, in another institution of university status in the United Kingdom or abroad, and count the courses taken at the other institution towards an award of the University or the College.
- 5.4 A student may be permitted to interrupt a programme of study for up to two years on the grounds of illness or other good cause with the permission of the Academic Registrar. Interruptions in excess of two years shall only be permitted with the approval of the Academic Board.
- 5.5 The College reserves the right to require students to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study at the College.
- 5.6 Students on medical and dental courses are required to inform the College Health Centre if they are, or have reason to believe they may be, infectious carriers of Hepatitis B.

### **Attendance**

- 5.7 Students may not be absent from the College during term-time without the agreement in advance of their Head of Department.
- 5.8 Students are expected to attend regularly the lectures, seminars, practicals and other classes associated with their programme of study, and to submit all required work by the published deadlines. Where the reason for absence, or the failure to submit by the deadline is due to illness or other such cause, appropriate certificate(s) shall be provided. A student who is persistently absent from the classes for a particular course unit, or continually fails to submit work by the relevant date without good reason may be de-registered from the relevant course unit.
- 5.9 Students, other than those on the MBBS or BDS programme, whose general attendance and/or submission of work is not considered satisfactory by the Head of Department may be reported to the Principal, with the recommendation that their registration be terminated. Except in cases of prolonged and unauthorised absence from the College, the Head of Department shall normally give such students a formal, written warning, and an opportunity to improve their performance, before making such a recommendation. The Principal shall give students an opportunity to make representations before taking a final decision on the matter.



- 5.10 Students on the MBBS or BDS programmes whose general attendance and/or submission of work is not considered satisfactory may be reported to the Progress Committee. Except in cases of prolonged and unauthorised absence from the College, such students shall normally be given a formal, written warning and an opportunity to improve their performance, before reporting them to the Committee. The Progress Committee shall give students an opportunity to make representations before taking a final decision on the matter.

## **6 EXAMINATIONS**

- 6.1 Students are required to register for the examinations associated with their programme of study by the published deadline. Students who have not registered for a particular examination shall not normally be permitted to sit that examination.
- 6.2 Students shall not be admitted to an examination unless they have complied with all the regulations of the University and/or the College related to that examination.
- 6.3 The Academic Registrar may approve arrangements for a candidate who is ill or otherwise disabled to take his/her examination under special conditions.
- 6.4 Where a candidate has been prevented by illness or other cause from taking or completing an examination, the relevant Board of Examiners may, subject to the Regulations for that particular programme of study, either:
- [a] permit the candidate to sit the relevant examination(s) at the next available time, or
  - [b] approve special examination(s) in those elements in which the candidate has not been examined as soon as possible, or
  - [c] in the case of a candidate in his/her final year, offer the candidate an Aegrotat degree, where this is permitted in the Regulations for the programme of study.

### **Re-entry**

- 6.5 A candidate who, at first entry, does not complete successfully an examination, may re-enter for that examination on such conditions as may be prescribed by the Regulations for that particular qualification. Such re-entry shall normally be at the next occasion on which that examination is offered. A candidate who does not re-enter for the examination at the next available occasion shall only be permitted to re-enter on a subsequent occasion with the permission of the relevant Examination Board.
- 6.6 The organisation and conduct of examinations and in-course assessments shall be governed by the Examination & Assessment Regulations.
- 6.7 The consideration of an allegation of an examination offence shall be governed by the Regulations Covering Examination Offences.
- 6.8 The consideration of a request for a review of an Examination Board decision, or of the decision of the Progress Committee made in respect of a student who has failed examinations, shall be governed by the Regulations Covering the Review of Examination Board Decisions.

## **7 PROGRESSION AND AWARDS**

- 7.1 The conditions under which a student may proceed from one stage of a programme of study to the next shall be specified in the relevant Regulations for that programme.
- 7.2 To be admitted to any award of the University or the College, a candidate must have completed the programme of study prescribed in the Regulations for that particular award

for which s/he is registered, and satisfied the Examination Board in the related examinations.

- 7.3 A student who has been awarded a qualification of the College or the University may not subsequently present him/herself for re-examination for that award in the same subject or branch of study.
- 7.4 A student who is in debt to the College shall not be entitled to receive examination results, to progress from one year to the next, or to receive any award of the College or the University.

*Last amended 2000*

#### Schedule 1: Admission Requirements

*These requirements, made in accordance with the provisions of Ordinance 15 of the University of London, represent the minimum standards for admission to a programme of study at the College. Individual programmes of study may have more demanding requirements for admission. The demand for places is such that possession of the minimum qualifications does not guarantee entry to a programme.*

#### 1 First Degree Programmes of Study

1.1 Candidates for admission to a programme of study at the College leading to the award of a first degree of the University of London shall be required to meet the General Entrance Requirements as specified in §1.2 below, and any additional entrance requirements specific to their intended programme of study.

1.2 The General Entrance Requirements for admission shall be one of the following:

- [a] passes in the General Certificate of Education or the General Certificate of Secondary Education:
- [i] in 5 subjects (2 of which shall be at Advanced Level);
  - [ii] in 4 subjects (3 of which shall be at Advanced Level);

provided that no subject shall be offered at more than one level, and passes in the General Certificate of Education and the General Certificate of Secondary Education shall only be counted if they are at Grade C and above;

- [b] passes in five subjects at the higher grade of the Scottish Certificate of Education with grades of BCCCC; or passes in 2 subjects in the Certificate of Sixth Year Studies together with passes in 3 subjects in the Higher Grade of the SCE.
- [c] the Leaving Certificate of the Department of Education, Republic of Ireland in 5 subjects at the Higher (or Honours) Level obtained at one sitting, with grades of BCCCC.
- [d] the General National Vocational Qualification [GNVQ] in an appropriate subject with a pass at Merit level.
- [e] the International Baccalaureate Diploma.
- [f] the European Baccalaureate Diploma.
- [g] a Diploma, Higher Diploma or Higher Certificate awarded by the Business & Technician Education Council.
- [h] a degree awarded by a university of the United Kingdom or by the Council for National Academic Awards.

- [i] an Access course approved by the Academic Board as an appropriate preparation for admission to the College.
- [j] a qualification generally recognised by the Academic Board as being equivalent to one of the above qualifications.
- [k] any other qualification recognised by the Academic Board as an appropriate basis for first degree studies.

Individual candidates may be required to provide evidence of their command of both spoken and written English.

- 1.3 The Academic Registrar shall be responsible for maintaining a list of approved qualifications referred to in §1.2[k], and for maintaining a record of those qualifications recognised as equivalent for the purposes of admissions to first degree programmes under §1.2[j].
- 1.4 Candidates who are over the age of 21 at the time of the commencement of their programme of study may be excepted from meeting the General Entrance Requirement, following interview and any appropriate entrance tests or examinations, on the recommendation of the relevant Academic Dean.
- 1.5 In exceptional circumstances, the Academic Board (or an officer authorised by the Board) may admit candidates who are under the age of 21 at the time of the commencement of their programme, and who do not meet the General Entrance Requirements provided that such cases are reported to the Board or to its relevant committee.
- 1.6 Candidates for admission to a first degree programme with advanced standing or with credit exemption shall be admitted under such circumstances, and with such conditions as the Academic Registrar, following consultation with the Academic Dean, shall decide. This shall not normally be direct to the final year of a degree programme. Such conditions shall be reported to the Academic Board or its relevant committee on a regular basis.

*Taught Masters Degrees and Postgraduate Diplomas*

- 2.1 Candidates for admission to a programme of study at the College leading to the award of a Master's degree of the University of London or a Postgraduate Diploma of the College shall be required to meet the General Entrance Requirements as specified in §2.2 below, and any additional entrance requirements specific to their intended programme of study.
- 2.2 The General Entrance Requirements for admission to a postgraduate taught programme shall be one of the following:
  - [a] a degree awarded by a university in the United Kingdom or by the Council for National Academic Awards normally with first class or second class Honours;
  - [b] a professional qualification deemed by the Academic Board to be of an equivalent standard to [a] above;
  - [c] a registrable qualification appropriate to the programme to be followed awarded by a UK university in Medicine, Dentistry or Veterinary Studies, or a qualification of an equivalent standard appropriate to the programme to be followed by a university outside the UK;
  - [d] other qualifications, including work experience, deemed by the Academic Board to be an appropriate preparation for the proposed postgraduate programme.
- 2.3 A candidate possessing alternative qualifications may also be considered for registration, although the Academic Board may require such a candidate to undertake courses

additional to those required under these Regulations and/or may prescribe a qualifying examination.

2.4 A candidate may also be required to provide evidence of competence in written and spoken English.

3 *Other Programmes of Study*

The admission requirements for research degrees are included in the Regulations for the Degrees of MPhil and PhD. The admission requirements for Certificates appear in the individual programme regulations.

# **EXAMINATION AND ASSESSMENT REGULATIONS**

## **THEORY EXAMINATIONS**

### **Arrival and Departure**

- 1 Details of the examinations will be published within the College and posted to candidates not in attendance. Candidates are responsible for informing themselves of the time and place of their examinations.
- 2 Candidates should arrive at the examination room in good time so that they can consult the seating lists displayed outside the examination room. Candidates will normally be admitted to the room five minutes before the due starting time so that they can find their desks. Candidates must not sit at any desk other than the one allocated without the permission of an invigilator.
- 3 The examination shall be started at the prescribed time. If for any reason this is not possible, the invigilator shall submit a report to the Academic Registrar on the reasons for the delay. Once the examination has commenced, candidates are under examination conditions until the examination has been terminated by the invigilator, or the candidate has completed his/her attempt at the paper and has left the room.
- 4 Candidates shall be admitted to the examination room up to 30 minutes after the start of the examination, but not normally thereafter. The invigilator shall have discretion to admit a candidate who arrives more than 30 minutes late if there are extenuating circumstances for lateness, provided that no candidate has yet left the room. No additional time shall be allowed to latecomers except with the permission of the Academic Registrar.
- 5 Candidates shall not normally be allowed to leave the examination room within the first 30 minutes or the final 15 minutes of the examination. If an invigilator permits a candidate to leave the room within these periods, on the grounds of illness or similar cause, s/he shall make a report to the Academic Registrar.
- 6 Students may not bring into the examination room any equipment, other than writing implements, which is not authorised in the rubric of the question paper, except with the advance permission of the Academic Registrar (for example, mobile phones, cameras, etc). Briefcases, bags and coats shall be left outside the examination room, or in a space within the room designated by the invigilator. Instrument cases and handbags brought into the examination room may be inspected by the invigilator.
- 7 Candidates are required to bring with them all writing aids and drawing materials necessary for the examination.
- 8 At the beginning of the examination, candidates shall place their Student Membership Cards on their desks as instructed by the invigilator so that the attendance list can be checked.

### **During the Examination**

- 9 Candidates may not make use of, or have in their possession, any book, manuscript, dictionary, calculator or other extraneous aid or materials not specifically mentioned in the rubric of the examination paper. Any candidate in possession of, or using, unauthorised materials at any time whilst under examination conditions (even if not physically in the examination room) shall be guilty of an examination offence.
- 10 Mathematical tables will be provided where appropriate. The use of electronic calculators may be permitted in certain examinations, and candidates will be informed in advance where this will apply. Candidates are required to comply with any requirements laid down by the Examination Board as to the type of calculator that may be used. Where no specific guidance is given on this matter, calculators must be of the hand-held type, quiet in

operation and compact, and must have their own power supply. The use of prepared programs and stored information is NOT allowed. Candidates are responsible for ensuring that their machines are in working order, and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination. When candidates use electronic calculators at examinations they must state clearly on their examination scripts the name and type of machine used. The unauthorised use of material stored in a pre-programmable memory shall constitute an examination offence.

- 11 Candidates shall do all their work, including rough work, on the stationery provided. Work which is not intended to be assessed should be clearly crossed through. Candidates may not remove any examination stationery, used or unused, from the examination room. Question papers may be taken out of the examination room after the end of the examination except where this is prohibited by the Examination Board and candidates have been instructed accordingly by the invigilator.
- 12 Candidates shall not communicate with any person other than an invigilator. A candidate wishing to attract the attention of an invigilator shall do so without causing a disturbance.
- 13 Any candidate who causes a disturbance in an examination room may be required to leave the room, and shall be reported to the Academic Registrar.
- 14 Candidates may not leave their seats without the permission of an invigilator unless they have completed the examination. Candidates who complete their attempt at the paper before the end of the examination may leave the room quietly after handing in their answer script, except during the first 30 minutes and the final 15 minutes of the examination.
- 15 Candidates who wish to leave the room temporarily may do so with the permission of the invigilator, provided they are accompanied by an attendant.
- 16 Candidates may not smoke, or bring food or drink into an examination room.
- 17 Candidates must write legibly. Any part of a script which is considered by the examiners to be illegible will be awarded no marks.
- 18 All answers must be written in English except where specifically required by the question paper. The use of English-foreign language dictionaries is prohibited except where this is specifically authorised in the rubric of the question paper.

#### **End of the Examination**

- 19 At the end of the examination, candidates shall stop writing promptly when directed, and remain quietly in their seats until all the scripts have been collected, and they have been given permission to leave.
- 20 Candidates are responsible for ensuring:
  - [a] that all their answer scripts are clearly labelled with their number or name (as directed), and are firmly tied together;
  - [b] that all answers are clearly labelled with the number of the question;
  - [c] that the information required on the front cover of the answer script(s) is given in full;
  - [d] that all completed answer scripts are handed to the invigilator: any script or part thereof which is not handed in by the end of the examination shall normally not be marked.

### **Examination Offences**

- 21 A breach of any section of the Examination & Assessment Regulations is an examination offence, and will be dealt with in accordance with the Regulations Covering Examination Offences.
- 22 If an invigilator suspects a candidate of cheating, s/he shall inform the candidate; endorse the candidate's answer script with his/her initials, and a brief note of the circumstances, and impound any prohibited material. The candidate shall then be permitted to continue the examination, using a new answer book if necessary. The invigilator shall immediately inform the Academic Registrar, and shall prepare a written report of the incident as soon as possible after the end of the examination. The Academic Registrar shall be responsible for investigating the incident in accordance with the Regulations Covering Examination Offences.

CANDIDATES ARE REMINDED THAT CHEATING IN AN EXAMINATION IS AN EXTREMELY SERIOUS OFFENCE, AND ANY CANDIDATE FOUND TO HAVE CHEATED OR ATTEMPTED TO CHEAT IN AN EXAMINATION MAY BE DISQUALIFIED FROM THE EXAMINATION AND EXCLUDED FROM ALL FUTURE EXAMINATIONS OF THE COLLEGE AND/OR THE UNIVERSITY.

### **Extenuating Circumstances**

- 23 An Examination Board may consider extenuating circumstances in mitigation of poor performance, absence from an examination, or failure to submit work by the required deadlines. It is the candidate's responsibility to submit information relating to extenuating circumstances in writing to his/her adviser/tutor, accompanied by appropriate documentary evidence (such as a medical certificate) within seven days of the examination concerned. This information will then be considered by the Examination Board which is responsible for assessing the relevant examination. Information submitted after this time shall not normally be considered unless there is good reason why it could not have been made available at the appropriate time. In the event of long term extenuating circumstances, the candidate must submit information to each meeting of the Examination Board for the period in question.

### **PRACTICAL EXAMINATIONS**

- 24 Practical examinations are the responsibility of the relevant department, which will publish the arrangements, and the rules under which the examinations will be conducted, at least three weeks before the date of the examination.

### **PROJECTS, DISSERTATIONS AND COURSE ASSESSMENT**

- 25 Projects, dissertations and all material submitted for assessment, including coursework which does not count towards the final mark for the course unit/module, shall be the candidate's own work (except where group work specifically forms part of the assignment). Brief quotations from the published or unpublished work of other persons may be used, but must always be attributed, both at the appropriate point in the text, and in the bibliography at the end of the piece of work. Extensive quotations; close paraphrasing; copying from the work of another person, including another student; or using the ideas of another person, without proper acknowledgement, constitutes plagiarism, which is an examination offence, and shall be dealt with in accordance with the Regulations Covering Examination Offences.
- 26 Falsification of the results of experimental work, or the fraudulent reporting of non-existent source materials or experiments, is an examination offence, and shall be dealt with in accordance with the Regulations Covering Examination Offences.

## **REGULATIONS COVERING EXAMINATION OFFENCES**

[Throughout this Regulation, the term 'Head of Department' includes Heads of Schools, except in the School of Medicine and Dentistry, where the Warden is the responsible officer.]

- 1 Introduction

The Examination & Assessment Regulations provide that:

  - [a] "a breach of any section of the Examination & Assessment Regulations is an examination offence, and will be dealt with in accordance with the Regulations Covering Examination Offences"[§21]; and that
  - [b] allegations of plagiarism, the falsification of the results of experimental work, or the fraudulent reporting of non-existent source materials or experiments shall be dealt with in accordance with the Regulations Covering Examination Offences.
- 2 **Allegations of Examination Offences in Theory Examinations**
  - 2.1 The Examination & Assessment Regulations provide that an invigilator who suspects a candidate of cheating shall immediately inform the Academic Registrar, who shall be responsible for investigating the incident in accordance with the Regulations Covering Examination Offences.
  - 2.2 The Academic Registrar shall (where possible) interview the candidate(s) and invigilator(s) concerned, and any other person that s/he deems appropriate. Where, as a result of this investigation, the Academic Registrar concludes that there is no case to answer, s/he shall make a report to this effect to the Chairman of the appropriate Examination Board, and shall notify the candidate that the matter is closed.
  - 2.3 Where the investigation reveals an offence of a technical nature, the Academic Registrar, after consultation with the Chairman of the appropriate Examination Board, may decide that no further action shall be taken. The Academic Registrar shall then notify the candidate to this effect, and the matter shall be regarded as closed.
  - 2.4 Where the investigation reveals *prima facie* evidence of a breach of the Examination & Assessment Regulations, the Academic Registrar shall refer the matter to the Chairman of the Examination Offences Panel, and shall notify the candidate to this effect.
- 3 **Allegations of Plagiarism in Major Items of Assessed Coursework, including Projects**
  - 3.1 This section relates to items of assessed coursework and examinations other than College theory examinations which contribute more than 20% towards a candidate's overall mark in any course unit, module or programme of study.
  - 3.2 Where a member of staff suspects that an examination offence has been committed, s/he shall immediately inform the Head of the Department responsible for that unit, module or programme, who shall arrange for the allegation to be investigated. Where, as a result of this investigation, the Head of Department concludes that there is no case to answer, s/he shall notify the candidate that the matter is closed.
  - 3.3 Where the investigation reveals an offence of a technical nature, the Head of Department, after consultation with the Academic Registrar, may decide that no further action shall be taken, and shall then notify the candidate to this effect, and the matter shall be regarded as closed.
  - 3.4 Where the investigation reveals *prima facie* evidence of a breach of the Examination & Assessment Regulations, the Head of Department shall notify the Academic Registrar, who shall refer the matter to the Chairman of the Examination Offences Panel, and shall notify the candidate to this effect.



#### **4 Other Items of Coursework**

- 4.1 This section relates to items of coursework which do not contribute, or contribute 20% or less, towards a candidate's overall mark in any course unit, module or programme of study.
- 4.2 Where a member of staff suspects that an examination offence has been committed, s/he shall immediately inform the Head of the Department responsible for that unit or programme, who shall arrange for the allegation to be investigated. Where, as a result of this investigation, the Head of Department concludes that there is no case to answer, s/he shall notify the candidate that the matter is closed.
- 4.3 Where the investigation reveals an offence of a minor or technical nature, the Head of Department, may decide that no further action shall be taken, and shall then notify the candidate to this effect, and the matter shall be regarded as closed.
- 4.4 Where the investigation reveals *prima facie* evidence of a breach of the Examination & Assessment Regulations, the Head of Department may either deal with the issue summarily, or report it to the Academic Registrar to be referred to the Chairman of the Examination Offences Panel.
- 4.5 If the Head of Department elects to deal with the issue, s/he shall notify the Academic Registrar. The Head of Department shall give the candidate an opportunity to explain the circumstances and to present any argument in mitigation. If the Head of Department is then satisfied that an examination offence has been committed, s/he may impose one of the following penalties:
- [a] give the candidate a formal warning
  - [b] require the candidate to resubmit the relevant piece(s) of work by a specified deadline
  - [c] return a mark of 0 for the relevant piece(s) of work.
- 4.6 A candidate may appeal in writing to the Academic Registrar against the penalty imposed by the Head of Department within ten days of the notification of the penalty. The Academic Registrar shall refer such cases to the Chairman of the Examination Offences Panel, whose decision shall be final.

#### **5 Examination Offences Panel**

- 5.1 There shall be an Examination Offences Panel, which shall be responsible for determining whether an examination offence has been committed and for determining the penalty. The Chairman of the Panel shall have authority to act on behalf of the Panel in cases where the offence has been admitted.
- 5.2 The Examination Offences Panel shall consist of:
- [a] a Chairman, who shall be appointed by the Academic Board from among the academic staff, and shall hold office for a period of three years. If for any reason the Chairman is unable to act, the Principal shall appoint an Acting Chairman.
  - [b] a member of the academic staff of a cognate department to that of the candidate (normally in the same faculty), nominated by the Academic Dean of that Faculty. Where a Panel is to consider two or more related cases involving candidates from more than one faculty, the Academic Registrar shall determine, in consultation with the Chairman of the Panel, which Academic Dean shall be invited to nominate;
  - [c] a member of the academic staff of the Faculty of Laws drawn from a panel established by the Academic Board for this purpose;
  - [d] one full-time student drawn by lot from a panel consisting of the student members of the Academic Board and three full-time students nominated annually by the Students' Union Executive.

At the discretion of the Principal, the Panel may also include a member of the academic staff of another college of the University of London, drawn by lot from a panel established by the Academic Board for this purpose.

- 5.3 The Chairman of the Examination Offences Panel shall be responsible for
- chairing meetings of the Panel;
  - at his/her discretion, acting on behalf of the Panel in determining the penalty in cases where the offence has been admitted;
  - considering appeals against a penalty imposed by a Head of Department in connection with an examination offence.
- 5.4 The Examination Offences Panel shall be responsible for determining its own procedures. The candidate may be assisted or represented by any person, and both the candidate and the Panel may submit written evidence and call witnesses. If the Panel determines that an examination offence has been committed, the candidate shall have the right to address the Panel in mitigation. The Academic Registrar or his/her nominee shall be secretary to the Panel.
- 5.5 In the event of the Panel being equally divided, the Chairman shall have a second and casting vote.

## **6 Penalties**

- 6.1 When acting on behalf of the Panel, the Chairman of the Examination Offences Panel shall have authority to impose one or more of the following penalties:
- [a] a formal reprimand;
  - [b] failure in the item of assessment in which the offence occurred;
  - [c] failure in the unit of which the assessment forms a part, with the maximum mark on any resit/retake being limited to a bare pass;
  - [d] failure in the unit of which the assessment forms a part, and a bar on re-sitting/retaking the unit;
  - [e] failure in the unit, with the maximum mark on any resit/retake being limited to a bare pass, and the withholding of marks for all units taken in that diet of examinations for a specified period of time not exceeding one year;
  - [f] invalidation of the whole diet of examinations, but with no limit on the mark that may be awarded on a resit, irrespective of the regulations for that programme of study;
  - [g] invalidation of the whole diet of examinations, with the maximum mark on any resists/retakes being limited to a bare pass.

Where the penalty involves failure in the unit, the Chairman may require that the resulting mark of '0' be taken into account by the Examination Board when it is considering the candidate for the award of a qualification.

- 6.2 The Examination Offences Panel shall have authority to impose one or more of the following penalties:
- [a] a formal reprimand;
  - [b] failure in the item of assessment in which the offence occurred;
  - [c] failure in the unit of which the assessment forms a part, with the maximum mark on any resit/retake being limited to a bare pass;
  - [d] failure in the unit of which the assessment forms a part, and a bar on re-sitting/retaking the unit;
  - [e] failure in the unit, with the maximum mark on any resit/retake being limited to a bare pass, and the withholding of marks for all units taken in that diet of examinations for a specified period of time;
  - [f] invalidation of the whole diet of examinations, but with no limit on the mark that may be awarded on a resit, irrespective of the regulations for that programme of study;
  - [g] invalidation of the whole diet of examinations, with the maximum mark on any re-sits/retakes being limited to a bare pass;

- [h] recommendation to the Principal that the student be expelled from the College.

Where the penalty involves failure in the unit, the Panel may require that the resulting mark of '0' be taken into account by the Examination Board when it is considering the candidate for the award of a qualification.

- 6.3 Where the penalty involves failure in the unit, but the candidate is not prohibited from resitting or retaking the unit, any such further attempt will be in the subsequent academic year.

## **7 Appeals**

- 7.1 A candidate shall have the right to appeal against a decision of the Panel, or of its Chairman, in writing to the Chairman of the Examination Offences Appeal Panel within ten days of receiving notification of the decision on one or both of the following grounds:

- [a] that the hearing was not held in accordance with these Regulations;
- [b] where the penalty involves the withholding of marks for all units taken in that diet of examinations for a specified time or failure in the whole diet of examinations, or a recommendation to the Principal that the student be expelled from the College, that the penalty was excessive in relation to the offence.

The Chairman shall have authority to reject an appeal on the grounds:

- [a] that it has not been made in accordance with the provisions of this Regulation;
- [b] where the appeal is based on the argument that the penalty is excessive in relation to the offence, that there is no merit in the argument, and the penalty is in line with recommendations made by the Academic Board.

- 7.2 Appeals shall be considered by an Examination Offences Appeal Panel, consisting of the Chairman, a member of academic staff drawn by lot from a panel established by the Academic Board for this purpose, and a member of the academic staff with responsibilities for student welfare.

- 7.3 If the Review Panel supports an appeal made under §7.1[a] above, it shall instruct the Academic Registrar to arrange for a rehearing before a new Examination Offences Panel. If the Review Panel supports an appeal made under §7.1[b] above, it shall proceed to review the penalty.

- 7.4 The decision of the Review Panel shall be final, and not subject to further appeal.

- 8 The Academic Registrar shall present an annual report to the Academic Board on all cases of cheating, however resolved.

# **REGULATIONS COVERING THE REVIEW OF EXAMINATION BOARD DECISIONS**

## **General**

- 1 These Regulations cover
  - [a] requests from students for a review of the decision of an examination board, *and*
  - [b] requests from students on the MBBS and BDS programmes of study for a review of the decision of the Progress Committee, where that decision arises from the students' failure to satisfy the examiners in any part of the programme.
  
- 2 In these Regulations
  - 'Academic Registrar' shall include any member of Registry staff designated by the Academic Registrar to act for him/her, either with delegated authority, or in an individual case.
  - the words 'Examination Board' shall be taken to include the Progress Committee, where the student is requesting a review of a decision of the Progress Committee in accordance with paragraph 1[b].

## **Examination Review Panel**

- 3 The Examination Review Panel shall consist of:
  - The Chair, being a senior member of academic staff appointed by the Academic Board to serve for a period of 3 years;
  - One member of academic staff drawn from a panel appointed for this purpose by the Academic Board;
  - One member of academic staff currently serving as senior tutor;
  - One student, being a member of the executive of the Students' Union nominated by the President of the Students' Union;
  - One lay member of Council nominated by the Chairman of Council.With the exception of the Chair, the Examination Review Panel shall be individually constituted for each case, except where the Chair and the Academic Registrar determine, in discussion, that two or more cases are related. The quorum of the Panel shall be three.
  
- 4 No member of the Panel shall have had direct prior involvement with the case that is under consideration. If the Chair has had direct prior involvement in a case, other than as specified in paragraph 11 of these Regulations, the Principal shall appoint another senior member of academic staff to act as Chair in that instance.
  
- 5 The Academic Registrar or his/her nominee shall act as secretary of the Examination Review Panel.

## **Grounds for a Review of an Examination Board Decision**

- 6 Any request for a review under this Regulation shall be made in writing by the student concerned to the Academic Registrar. The request shall normally be made within 21 days of the publication of the results of which a review is requested, although the Academic Registrar shall have discretion to consider requests received after this period where the student demonstrates good reason for the delay.
  
- 7 Requests for a review shall give the student's full name, programme and year of study, details of the decision of which a review is requested, and the grounds for the request.
  
- 8 Requests for review may be made on one or more of the following grounds:
  - [a] That the result as published was affected by an administrative error;
  - [b] That the examinations and/or the meeting of the Examination Board were not conducted in accordance with the appropriate Regulations and procedures of the College;
  - [c] That the student's performance was adversely affected by illness or other relevant factors which either the student had, for good reason, been unable to make known to the

Examination Board at the appropriate time in accordance with the Examination and Assessment Regulations, or which the Examination Board had failed properly to take into account.

- 9 In paragraph 8[c], 'good reason' requires a student to demonstrate circumstances outside his/her control that prevented the relevant factors being disclosed to the Examination Board at the appropriate time. Personal embarrassment, or an unwillingness to disclose personal circumstances, will not, save in exceptional circumstances, count as a 'good reason' for the purposes of this Regulation.

#### **Procedures for Consideration of Requests for Reviews**

- 10 The Academic Registrar shall be responsible for investigating the request to determine whether there is a *prima facie* case to lay before a Panel. The request shall be that initially submitted by the student. Subsequent documentation shall not be accepted, unless it forms written proof of points covered in the initial submission (e.g. a medical certificate).
- 11 In considering the request, the Academic Registrar shall normally interview the student concerned where possible, consult the Chairman of the relevant Examination Board and the relevant course/programme organiser, and shall examine the records of the Examination Board and any other appropriate records. The Academic Registrar shall then present his/her findings to the Chair of the Examination Review Panel, and they shall jointly determine whether there is a *prima facie* case for a review. The intention shall be to provide the student with a written decision within 21 days of the receipt of the original request.
- 12 Any request for a review may be rejected on the grounds that there is no *prima facie* case, where it is determined that the request is:  
Frivolous or vexatious.  
In the case of requests based on extenuating circumstances which have not previously been disclosed, fails to give any reason why the information was not made available earlier, or relies on reasons that a Panel has, in previous cases, ruled to be inadequate.
- 13 Where it is determined that there is no *prima facie* case, the Academic Registrar shall write to the student giving full reasons for the decision. Any appeal against this decision should be made in accordance with paragraph 22 of these Regulations.
- 14 Where it is determined that there is a *prima facie* case, and the grounds for the request are of an administrative or regulatory nature, the Academic Registrar, in consultation with the Chair of the relevant Examination Board, may take appropriate action to remedy the situation without calling a Panel. In all other cases where it is determined that there is a *prima facie* case, the matter shall be referred to an Examination Review Panel.
- 15 Where the Academic Registrar and the Chair of the Examination Review Panel are unable to agree on whether there is a *prima facie* case, the matter shall be referred to an Examination Review Panel.

#### **Examination Review Panel**

- 16 The student shall be given not less than ten days notice in writing of the date, time and location of the meeting of the Examination Review Panel.
- 17 No member of an Examination Board whose decision is under review shall be a member of the Examination Review Panel.
- 18 The Examination Review Panel shall have available to it the student's request for a review and any supporting evidence; copies of the relevant Regulations and marksheets; and copies of any other relevant information or statements, including a written report from the Chair of the relevant Examination Board. The Panel shall have the right to consult a

candidate's answer scripts, where it deems this relevant, but it shall not review any aspect of an Examination Board decision which is solely a matter of academic judgement of an examiner or of the Examination Board. Save as otherwise provided for in these Regulations, all papers and proceedings of a Review Panel shall be confidential to its members and officers.

- 19 The Chair of the Examination Review Panel shall determine its procedures. The student shall be invited to attend the meeting, and may be accompanied by a friend who shall be entitled to assist or speak on his/her behalf. The student and/or friend shall be invited to speak to the request for a review. The members of the Panel may then ask the student any questions relevant to the case. The student may then make a final statement before retiring whilst the Panel considers its decision.
- 20 The Panel may invite the Chair of the Examination Board to present information to the Panel in person, but the student shall not normally be present when this occurs.
- 21 The Panel shall inform the student of its decision, and the reasons for it. If a Panel upholds the request for the review, it shall refer the matter back to the Examination Board, together with its reasons for so doing. Where a decision is referred back to an Examination Board, the Chair of the Examination Board shall consult with the relevant course/programme organiser, the Academic Registrar, and the relevant External Examiners(s) as to the appropriate action to be taken. Where there is agreement, and the action is to the benefit of the student, the Chair of the Examination Board shall be entitled to act on behalf of the Board. In all other cases, the Examination Board shall be reconvened to reconsider the student's case.
- 22 A student who is dissatisfied with the outcome of a request for the review of an examination board decision may appeal under stage 4 of the Complaints Procedure on the grounds that the review failed to follow the procedures laid down in these Regulations. A student who is dissatisfied with the outcome of an appeal has the right to make an appeal to the Office of the Independent Adjudicator for Higher Education stage 5 of the Complaints Procedure.

**Further Information:** *These Notes do not form part of the Regulations*

- 1 The following are sources of advice to students who are considering requesting a review of an examination board decision:
  - [a] **The Students' Union** – particularly the Vice-President (Education and Representation), will be able to advise you on how to submit a request for the review of an examination board decision. A member of the Students' Union will also be willing to accompany you to the meeting of the Panel.
  - [b] **the Advice and Counselling Service**
  - [c] **your department** – the papers and discussions of examination boards are strictly confidential, and therefore your adviser/tutor, departmental senior tutor, or Head of Department will not be able to give you the detailed reasons for the board's decision. However they will be able to tell you the marks for the individual units in your final year, and explain in a general way why you have not performed as well as you expected.
  - [d] **the Dean (Student Affairs)** – as [b] above, for students in the SMD.

Students who are required to travel a considerable distance to attend a meeting of an Examination Review Panel may apply for assistance from the Student Hardship Fund.

*[Approved By Academic Board and Council, December 2000]*

## **COURSE UNIT REGULATIONS FOR FIRST DEGREES for the degrees of BA, BSc, BSc(Econ), BEng, BSc(Eng), MEng and MSci (other than the degrees listed below)**

*to apply from 1 September 2005 to students who entered the Course-Unit Scheme from 1 September 2004 onwards (excluding those students admitted with advanced standing in September 2004. These students will be assessed under the former course unit regulations, along with the rest of their cohort)*

*These Regulations apply to all first degrees based on course units: the degrees of BA (apart from joint degrees of BA involving Law); BEng; BSc; BSc (Econ); BSc (Eng); MEng and MSci.*

### **Definition of Terms**

In these Regulations the following terminology will apply:

#### ***courses and course-units***

**course** a prescribed unit of teaching and study which is separately examined and to which a course-unit value has been assigned.

#### **course-unit**

the credit value of a course, based on 8 course-units being the normal load for a full-time student over one academic year; abbreviated to 'cu'.

**level** the academic standing of a course in the context of its discipline: each course will be ascribed a level on the following scale:

- 0 Foundation (pre-degree level)
- 1 Introductory
- 2 Intermediate
- 3 Final
- M First degree Masters (previously referred to as level 4)

#### **examinations**

##### **course examination**

assessment of the performance of a student on a course, which may include a variety of forms, including assessed coursework, a written examination or a project report. A candidate may make no more than three attempts at the examination on any course.

##### **required coursework**

coursework that a student is required to complete to a satisfactory standard, and to submit, but which does not contribute to the outcome of the course examination.

##### **assessed coursework**

coursework that a student is required to complete and submit, and which contributes (either in whole or in part) to the outcome of the course examination.

##### **written examination**

a timetabled summative examination, following the completion of teaching on a course, which

contributes (either in whole or in part) to the outcome of the course examination.

##### **project report**

the report or dissertation submitted by a candidate as the principal or sole means of assessment following a course which consists wholly or primarily of independent research or experimental work.

**first sit**

when a student who is due to sit a course examination for the first time is absent from that examination due to extenuating circumstances acceptable to the examination board, the student is entitled to sit the examination at the next available opportunity, as if for the first time, as a *first sit*.

**resit** the repeat of all or part of a course examination following failure at a previous attempt, which does not involve the repeat of any attendance on the course. Resits do not count towards the number of course-units for which a student must normally be registered in an academic year.

**retake**

the repeat of a course examination following failure at a previous attempt, which involves attendance at all elements of the course, and the submission of all coursework, whether assessed or not. Retakes count towards the 8 course units for which a candidate must normally be registered in an academic year.

***programme of study*****degree programme**

a programme of study fulfilling the requirements for the award of a degree under these Regulations to which a student is admitted, which may have one or more pathways.

**pathway**

a specific combination of courses within a degree programme leading to a named degree under these Regulations.

**developmental year**

a period of time, usually one academic year of full-time study, during which a student is normally required to be registered for courses to the value of 8cu (except for students on an extra-mural year as specified in §§3.7-3.8). A developmental year for part-time students normally lasts two academic years.

**College mark**

the weighted average of a student's performance over the whole of his/her period of study, on which the classification of the final degree will be based. The College mark is calculated by aggregating the marks for each of the courses taken during the programme of study (with appropriate weighting according to the developmental year) and dividing by 24 for Bachelor degrees (26 in the case of programmes with an extra-mural year) or 32 for MSci/MEng. In calculating the aggregate mark, a course that has been retaken may be counted only once.

**field of study**

a description of the courses passed by a student, which is represented in the title of the degree awarded to that student.

**1 General**

1.1 The Academic Board has authorised the following Degree Examination Boards to act on its behalf on all matters concerned with the assessment, progression and award of the degree in the following degree programmes under these Regulations:

**Arts Board**

for all degree programmes leading to the Degree of BA (with the exception of the BAs in Law & Economics, Law & German and Law & Politics)

**Engineering Board**

For all degree programmes leading to the Degrees of BEng, BSc(Eng), and MEng



## **Science Board**

for all degree programmes leading to the Degrees of BSc, BSc (Econ) and MSci.

- 1.2 Each Degree Examination Board shall establish one or more Subject Examination Boards to be responsible for individual subjects or groups of subjects. Each Subject Examination Board shall be responsible for awarding marks for those courses that fall within its area of responsibility; and for determining issues of progression, and making recommendations for the award of the degree in respect of such candidates as have been allocated to it.

## **2 Admission**

- 2.1 All candidates must satisfy the general entry requirements or be exempted therefrom.
- 2.2 The College may also require candidates to satisfy additional entry requirements relating to their intended degree programme.
- 2.3 Graduates of UK and other universities and those holding qualifications approved for this purpose by the Academic Board may apply to be admitted with Advanced Standing (see §2.2 of the General Regulations). Students admitted with Advanced Standing shall be granted exemption from a specified number of course-units and a shortened period of study. Such exemption shall not exceed 8 course-units for students entering the second developmental year of a three-year degree programme, and shall not exceed 16 course-units for students entering the third developmental year of a four-year degree programme. Graduates of the University of London admitted with Advanced Standing shall be required to follow a pathway significantly different from that of their previous degree. Except with the permission of the Academic Board, or as provided in §2.5, a student shall not normally be admitted direct to the final developmental year of a degree programme.
- 2.4 Students who have successfully completed part of their studies for a first degree of another university may apply to be admitted with Advanced Standing under the provisions of §2.3, and may be credited with course-units on account of the work which they have done and the examinations that they have passed. Except with the permission of the Academic Board, or as provided in §2.5, a student shall not normally be admitted direct to the final developmental year of a degree programme.
- 2.5 Students who are registered for a first degree of the University of London under other Regulations may apply to transfer to registration under these Regulations prior to the commencement of their final developmental year. Such students may be credited with course-units on account of the work which they have done and the examinations which they have passed.
- 2.6 Students who are admitted with Advanced Standing shall have the assessment of their previous work, for which they have been given exemption from a period of study and credited with course-units, included in their profile when they come to be classified for Honours. The assessment of such work shall normally be made at the time of the student's admission to the programme of study.

## **3 Programme of Study**

- 3.1 Save as provided in §§2.3-2.5 above, and §§3.7-3.8 and §§8-11 below, the minimum period of study shall be three developmental years. The period of study shall be continuous unless the student has been given permission to interrupt in accordance with §5.4 of the General Regulations.
- 3.2 A student shall normally register for courses to the value of 8 course-units in each developmental year. Where a student is proceeding by part-time study, this shall normally involve registration for courses to the value of 4 course-units in each academic year, or such number of course-units as are required to bring the total of courses in that

developmental year to 8 course-units. A student may transfer from full-time to part-time study or vice versa only at the end of a developmental year.

- 3.3 Exceptionally, a student may be permitted to register for courses to the value of more than 8 course-units in a developmental year with the permission of the Head of the Department responsible for the student's degree programme and the Academic Registrar.
- 3.4 The combination of courses for which a student is registered shall be determined by the Department responsible for his/her degree programme, and must form a coherent programme for the degree. Where a student is registered on a specified pathway, the courses for which a student is registered must conform to the requirements of that pathway unless permission to the contrary has been granted by the Head of the Department responsible for that degree programme.
- 3.5 A student may be permitted by the Academic Registrar to take courses at another College of the University.
- 3.6 Where a student follows a course during the long vacation, the value of that course shall be assigned to either the previous or the following year as appropriate, but in neither year may the total number of units taken normally exceed the maximum of 8 course-units.

### **Extra-mural years**

- 3.7 A student registered for the BSc, BSc(Eng) or BEng degree may, with the approval of the Department responsible for his/her degree programme, elect to follow the programme over four developmental years, of which one year shall be an extra-mural year on attachment to an organisation or institution approved by the Academic Board as having a function relevant and suitable to the field of study. A student registered for the MEng or MSci degree may similarly elect to follow the programme over five developmental years, of which one year shall be an extra-mural year. The plan of work for this year shall be agreed by the Department and supervised by the student's adviser/tutor. The student shall submit, by a date to be determined by the relevant subject Examination Board, a report on the extra-mural year which shall be assigned a value of 2 course-units.
- 3.8 A student registered for the BA Degree in one or more modern languages shall normally follow the programme over four developmental years, of which one year, normally the third, shall be an extra-mural year spent in a country or countries appropriate to the language(s) being studied. The plan of work for this year shall be agreed by the Department and supervised by the student's adviser/tutor. The student shall submit, by a date to be determined by the relevant Subject Examination Board, a Year Abroad Assessment on the extra-mural year, to which shall be assigned a value of 2 course-units.

### **Progression**

- 3.9 Students registered for a Bachelors Degree shall be required to have passed courses to the value of 6 course-units (excluding any units at level 0) to progress from developmental year 1 to year 2, and courses to the value of 12 course-units (excluding any units at level 0) to progress from developmental year 2 to year 3. Students registered for the degree of MEng or MSci shall be required to have passed courses to the value of 7 course-units (excluding any units at level 0) to progress from year 1 to year 2, and courses to the value of 14 course-units (excluding any units at level 0) to progress from year 2 to 3. Exceptionally, a Subject Examination Board may permit a student who has passed one course-unit less than the requirement, but has achieved an overall average of 40% in the relevant number of courses required for progression to progress to the subsequent developmental year. The Academic Board may approve pathways that involve more demanding requirements for progression.
- 3.10 Students registered for the degree of MEng shall be required to have passed courses to the value of at least 21 course-units to progress from the third to the fourth developmental year,

and students registered for the degree of MSci shall be required to have passed courses to the value of at least 20 course-units to progress from the third to the fourth developmental year. A student who does not satisfy these conditions shall normally be required to transfer to a programme leading to the Degree of BEng or BSc, as appropriate. Courses that do not form part of the relevant BEng/BSc degree programme may not normally be counted towards the requirements for that degree. Exceptionally, the Subject Examination Board may permit a student to remain registered for the four year programme, and resit failed units on not more than two further occasions.

- 3.11 Students on degree programmes leading to the Degree of BA in one or more modern languages who have undertaken an extra-mural year under the provision of §§3.8 shall be required to have submitted a Year Abroad Assessment of a standard acceptable to the relevant Subject Examination Board in order to progress from the extra-mural year to the subsequent developmental year of the programme.
- 3.12 A student who has met the requirements for progression from one year to the next as outlined in §3.9, but has failed to meet the progression requirements for his/her particular pathway due to failure in a key course(s) may, subject to the approval of the relevant Subject Examination Board either:
- [a] transfer to another pathway for which s/he has met the requirements, *or*
  - [b] retake the key course(s) as part of the diet of 8 course-units for the subsequent academic year (only one mark for courses that have been retaken being counted in the calculation of the aggregate), *or*
  - [c] elect not to progress, but to retake the key course(s) by part-time study and, if successful, return to full-time study on his/her chosen pathway the following academic year.

#### **4 Courses and Course Examinations**

- 4.1 The Academic Board shall be responsible for approving courses and determining their course-unit value, their level, and the method of examination. A course may be offered in collaboration with one or more colleges of the University.
- 4.2 A student who submits assessed coursework after the due deadline (without having obtained an extension of time) may be penalised by being given a reduced mark for the work, in line with the procedure published by the department responsible for teaching that course at the beginning of the academic year. A student whose attendance on a course is unsatisfactory may be considered for de-registration from that course by the department provided that this follows due process, including permitting the student to present his/her reasons for absence and to answer any complaints orally or in writing. A student who has been de-registered from a course may not participate further in the work of that course, or sit the examination, and will receive a mark of 0F for the course.
- 4.3 Examiners may set comprehensive papers intended to test candidates' knowledge of the whole or part of their degree programme. Such papers shall cover fields appreciably wider than the examination on individual courses. Examiners may also test any candidate by means of an oral examination which may cover any part of the candidate's entire degree programme.
- 4.4 The separate parts of an examination on any course may be held during the course or at any time after the end of the prescribed period of study. The timing of examinations shall be determined by the Academic Board.

4.5 Student performance on courses shall be assessed as follows:

Grade A	$\geq 70\%$
Grade B	60% - <70%
Grade C	50% - <60%
Grade D	45% - <50%
Grade E	40% - <45%
Fail	<40%

4.6 A candidate entering an examination for a course must be examined in all parts of the examination prescribed for that course. A candidate who fails to take any examination or to meet any course requirement prescribed for a course, without adequate cause acceptable to the Subject Examination Board, will be deemed to have failed that course, and a mark of 0 will be awarded.

4.7 A candidate who has passed a course examination may not repeat that examination, or enter the examination for any other course which is deemed to have a significant overlap.

4.8 A candidate who has failed the course examination on a course may resit that examination, or such parts of it as may be required by the Subject Examination Board, normally on the next occasion that it is offered, subject to no candidate being permitted to attempt the examination on more than three occasions. The form and timing of the resit examination shall be at the discretion of the Subject Examination Board. Exceptionally, the relevant Subject Examination Board may permit a student to defer a resit to a subsequent occasion. The maximum mark attainable in any course examination which has involved a resit shall be 40%.

4.9 A candidate who has failed the course examination on a course may be required by the relevant Subject Examination Board to retake the whole course (including the submission of all coursework, whether assessed or not), normally at the next opportunity. A candidate who is required to retake a course may not elect to resit the course examination as an alternative. The retake will count towards the maximum of three attempts at the examination on that course. The mark attainable in a retake will not be limited to 40%.

4.10 Notwithstanding §§4.8 - 4.9, the written examination in a course will normally be offered for only one year after the course has ceased to be taught.

4.11 A candidate who, through illness or other cause acceptable to the Subject Examination Board, is prevented from attending any written examination shall be permitted a first sit in the relevant examination at the next available opportunity. The Subject Examination Board shall, except in the case of final-year course examinations, have discretion to make arrangements for such examination(s) to be held at an earlier date.

## **5 Degree Requirements and Consideration for Honours**

5.1 Save as provided in §5.7 below, to be admitted to a degree a candidate must

[e] have been registered on a degree programme under these Regulations for a minimum period of three developmental years (except for candidates admitted with Advanced Standing); have completed courses to the value of normally not less than 24 course-units; and have satisfied the examiners in courses to a value of at least 18 course-units, no more than two of which shall be at level 0, *or*

[f] in the case of candidates who have taken an extra-mural year under the provisions of §§3.7, have been registered on a degree programme under these Regulations for a minimum period of four developmental years (except for candidates admitted with Advanced Standing), have completed courses to the value of normally not less than 26

course-units; and have satisfied the examiners in courses to a value of at least 20 course-units, no more than two of which shall be at level 0, or

- [g] have completed one of the degree programmes listed below, in which case the provision(s) of the relevant Supplementary Regulations shall apply:
- [1] Accelerated and Intercalated Degrees of BSc Degree [see §8];
  - [2] Intercalated BMedSci Degree for candidates transferring from MBBS or BDS or BVetMed registration and for candidates from other UK universities and universities in the EC/ EFTA [see §9];
  - [3] MSci Degree [see §10];
  - [4] BSc(Eng), BEng Degrees and MEng Degrees [see §11];
  - [5] Four-year BEng and BSc Degrees [see §12]

5.2 A candidate who meets the requirements for admission to a degree as specified in §5.1 above shall normally be classified in accordance with the provisions of §§5.3ff. A candidate may request postponement of classification for a year under the following circumstances:

- [a] the candidate has, during his/her period at the College, transferred from one degree programme to commence another *de novo*; only the courses taken in association with the second degree programme will count towards the requirements for the degree, or be taken into account in the calculation of the College mark, except with the permission of the Academic Board, or unless such courses also form part of the second degree programme.
- [b] the candidate's overall performance has been significantly affected by absence from final year examination(s) for reasons acceptable to the Subject Examination Board; the candidate may therefore request to be permitted to have first sits in the examinations that have been missed so that classification may be based on the candidate's whole profile.
- [c] the candidate has, due to failure in core final year courses, been unable to meet the requirements of the pathway on which s/he is registered; the candidate may request the Subject Examination Board for permission to resit the failed units on one occasion only at the next available opportunity where such a resit may result in the candidate satisfying the requirements of that pathway.

### **Classification for the Bachelors Degree**

5.3 Classification shall be based on a candidate's whole profile (except for courses excluded under the provisions of §5.2[a]), including the assessment of previous work for candidates given exemption under §§2.3-2.5, with progressive weighting for courses taken in later developmental years, which shall lead to a College mark on a percentage scale.

5.4 In order to be eligible for the award of Honours, a candidate must have passed courses to the value of 18 course-units (20 course-units in the case of candidates who have taken a year abroad under the provisions of §§3.7-3.8), none of which shall be at level 0, and have achieved a College mark of normally not less than 45%.

Classification for Honours shall have regard to the following scale:

College mark	>= 70%	First Class Honours
	60% - <70%	Second Class Honours, Upper Division
	50% - <60%	Second Class Honours, Lower Division
	45% - <50%	Third Class Honours

5.5 A candidate who has met the requirements of §5.4 above, but whose College mark falls below 45% shall normally be eligible only for the award of a Pass Degree.

- 5.6 A candidate who meets the requirement for the award of a degree under §5.1, but who fails to pass sufficient courses above level 0 to meet the requirements of §5.4, shall be eligible for the award of a Pass Degree. The candidate may either
- [h] opt to receive the Pass Degree, *or*
  - [i] resit failed courses (subject to §4.8) in an attempt to meet the requirements for Honours.

- 5.7 A candidate who fails to meet the requirements for the award of a degree under the provisions of §5.1, but has passed courses to the value of at least 16 course-units above level 0, and has achieved a College mark of at least 40%, and whose performance has been adversely affected by illness or other cause acceptable to the Subject Examination Board, may, on the recommendation of the examination board, and with the approval of the relevant Degree Examination Board, be offered a Pass Degree. Such a candidate may either
- [j] opt to receive the Degree, *or*
  - [k] resit failed courses (subject to §4.8) in an attempt to meet the requirements for Honours.

### **Field of Study**

- 5.8 The field of study shall be descriptive of the courses passed by the student in the course of his/her degree programme, and shall be determined by the Subject Examination Board in accordance with the following guidelines. The field of study shall not include more than two subjects, except where it represents the title of an approved degree programme.

#### Degrees other than Accelerated or Intercalated Degrees of BSc

- 5.9 Except where a single subject is appropriate, the subjects named in the field shall normally be determined as follows:
- [l] where appropriate, comprehensive titles will be used, for example, Biological Sciences;
  - [m] where two subjects have approximately equal importance and the subject mentioned second has a minimum value of 8 course-units or one-third of the curriculum, whichever is the less, the conjunction 'and' will be used;
  - [n] where a subject has been taken with an essential supporting subject, 'with' will be used: the main subject will have a minimum value of 12 course-units, or one-half of the curriculum, whichever is the less; and the supporting subject a minimum value of 6 course-units, or one-quarter of the curriculum, whichever is the less;
  - [o] where it is inappropriate to describe a curriculum in terms of by a comprehensive title or 1 or 2 subjects, the degree will be awarded without reference to a field of study.

#### Accelerated and Intercalated Degrees of BSc

- 5.10 The field of study will be determined as follows:
- [p] where at least 5 course-units have been gained in an appropriate subject: that subject *with* Basic Medical Sciences;
  - [q] where 4 course-units have been gained in an appropriate subject(s): Basic Medical Sciences *with* the subject(s);
  - [r] in all other cases the field shall be Biomedical Sciences or Clinical Sciences.

## **6 Aegrotat Provisions**

- 6.1 A candidate who has completed his/her full period of study and
- [s] has been absent from examinations during his/her final year, due to illness or other cause judged sufficient by the relevant Subject Examination Board, or
  - [t] though present at the examination, considers that his/her performance has been adversely affected by any of the above reasons, may apply to the Academic Registrar to be considered for a degree under the Aegrotat Provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted by the specified deadline.
- 6.2 If a candidate has satisfied the requirements for the award of a degree as laid down in §§5.1, the Subject Examination Board shall proceed to classify the degree in accordance with the approved procedures, and shall not consider the candidate for the award of an

Aegrotat degree. The examination board shall have discretion to make allowance for the effect of a candidate's absence(s) from final written examinations when calculating the candidate's College mark, provided this does not involve courses to the value of more than 2 course-units.

- 6.3 If a candidate has not met the requirements for the award of a degree as laid down in §§5.1, the Subject Examination Board shall consider the work that the candidate has submitted in the course examinations or in such part of the examinations as s/he has attended (if any), records of the candidate's performance during the degree programme, and assessment provided by the candidate's teachers, to determine whether evidence has been shown to their satisfaction that, had s/he completed the examination(s) in normal circumstances, the candidate would clearly have reached a standard (and completed the necessary course-units) which would have qualified him/her for the award of the degree. If the Subject Examination Board is satisfied that the candidate would have achieved degree standard, it shall offer the candidate an Aegrotat Degree.
- 6.4 On receipt of the offer of an Aegrotat Degree, the candidate may either  
[u] accept the offer, in which case the degree will be conferred, or  
[v] decline the offer, and re-enter the examinations for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter course examinations shall cease to be eligible for an Aegrotat Degree in respect of the examinations on which his/her original application was based.
- 6.5 A candidate who under §6.4 has accepted the award of an Aegrotat Degree will not be eligible thereafter to re-enter the examination for a classified degree.

## **7 Degree Certificates**

- 7.1 A certificate under the seal of the University will be issued to each candidate who is awarded a degree. The certificate will record the field of study, where appropriate. The date of the award of the degree shall be determined by the Academic Board.

### ***Supplementary Regulations***

## **8 Accelerated and Intercalated Degrees of BSc**

- 8.1 The College may accept for the Degree of BSc:  
[w] persons who hold an MBBS, BDS or BVetMed Degree of the University of London awarded not more than three years prior to registration for the BSc Degree;  
[x] persons who have successfully completed at least six terms of the course for the MBBS, BDS or BVetMed Degree at the University provided that registration is transferred to the BSc Degree without a break in studies;  
[y] persons who have successfully completed the first two years of the MBBS, BDS or BVetMed (or equivalent) Degrees at another university in the United Kingdom provided there is no break in studies between the course at the other university and the beginning of the course for the BSc Degree;  
[z] persons who have successfully completed the pre-clinical element of the MBBS, BDS or BVetMed (or equivalent) Degrees at a university or institution of equivalent standing in another EU country provided there is no break in studies between the course at the other institution, of which a minimum of two years must have been completed, and the course for the BSc Degree; the course followed prior to registration for the BSc degree is of equivalent standing in content and level of achievement to that of the first two years of the relevant degree offered at the College; and the other institution has appropriate mechanisms in place to monitor the quality of its awards.
- 8.2 The Degree Programme will extend over one academic year, during which students must complete courses to the value of eight course units, and pass courses to the value of six course units, none of which shall be at level zero.

## **9 Intercalated BMedSci Degree**

9.1 The College may accept for the BMedSci Degree:

- [aa] a student who has successfully completed at least six terms of the course for the MBBS Degrees, the BDS Degree or the BVetMed Degree at this University;
- [bb] a student who has successfully completed the first two years of the MBBS, BDS or BVetMed (or equivalent) Degrees at another university in the United Kingdom or at a university or institution of equivalent standing in another EU country provided:
  - [i] there is no break in studies between the course at the other institution and the BMedSci course;
  - [ii] the course followed prior to registration for the BSc Degree is of equivalent standing in content and level of achievement to that of the first two years of the MBBS or BDS Degrees offered at the College; and
  - [iii] the other institution has appropriate mechanisms in place to monitor the quality of its awards.

9.2 A student registered under the provision of §9.1 above will be eligible for the award of a BMedSci Degree under these regulations provided that:

- [cc] the course of intercalated study has lasted for at least one academic year, during which the student has satisfactorily completed courses to the value of at least 6 course-units (and normally 8 course-units), none of which shall be at level 0, and has passed in courses to the value of at least 6 course-units;
- [dd] a substantial component of the examination is based on a project(s).

## **10 MSci Degree**

10.1 Transfer between BSc and the MSci in either direction will normally take place at the end of the first and second years, so far as the respective curricula make this practicable.

10.2 A candidate for the Degree of MSci must

- [ee] have been registered on a degree programme for a minimum period of four developmental years, except for candidates admitted with Advanced Standing;
- [ff] have completed courses to the value of 32 course-units, and have satisfied the examiners in courses to a value of at least 28 course-units, none of which shall be at level 0, within an approved pathway, and at least 4 of which shall be in respect of final-year work. Normally courses to the value of at least 2 course-units shall be in respect of project work.

10.3 A candidate who fails to achieve the required number of course-units at the end of the MSci degree programme may opt:

- [gg] to resit failed courses and present for the Degree of MSci on not more than two further occasions, or
- [hh] to transfer to the Degree of BSc, in which case courses taken in the final year will be discounted for the purposes of classification.

A candidate who opts for [a] and who fails to satisfy the MSci examiners after the first or second resit may subsequently be considered for the award of BSc under [b] above.

10.4 Candidates who have completed the requirements for an MSci will be classified for Honours on the same basis as candidates for the BSc Degree [see §5.4].

## **11 BSc(Eng), BEng Degrees and MEng Degrees**

BSc(Eng) and BEng Degrees

11.1 In order to qualify for the BSc(Eng) or BEng Degree a candidate must have completed courses to the value of normally not less than 24 course-units, and have satisfied the examiners in courses to a value of at least 18 course-units within an approved pathway, which will normally include 2 course-units in respect of project work.

MEng Degree



- 11.2 Transfer between BSc(Eng), BEng and MEng in either direction will be possible at the end of the first and second developmental years, so far as the respective curricula make this practicable. Students may be permitted to transfer from the MEng to the BEng or BSc (Eng) after the end of the second developmental year, subject to any courses that do not form part of the relevant BEng or BSc(Eng) degree programme being discounted for the purposes of meeting the requirements of that degree.
- 11.3 A candidate for the Degree of MEng must
- [ii] have been registered on a degree programme for a minimum period of four developmental years, except for candidates admitted with Advanced Standing.
  - [jj] have completed courses to the value of at least 32 course-units and satisfied the examiners in courses to a value of at least 28 course-units within an approved pathway, none of which shall be at level 0, and at least 4 of which shall normally be in respect of project work.
- 11.4 A candidate who fails to achieve the required number of course-units at the end of the MEng degree programme may opt:
- [kk] to resit failed course-units and present for the Degree of MEng on not more than two further occasions, or
  - [ll] to transfer to the degree of BEng or BSc(Eng), in which case courses taken for the first time in the final developmental year will be discounted.

A candidate who opts for [a] who fails to satisfy the MEng examiners after the first or second repeat of failed course-units may be considered for the award of BEng or BSc(Eng) under [b].

## **12 Foundation year of Extended Degree Programmes in Science and Engineering**

- 12.1 The foundation year of extended degree programmes in science and engineering is designed for students who satisfy the general entry requirements, but do not satisfy the special entry requirements for their chosen degree programme. Such students may be admitted to the foundation year (year 0), and will be required to pass courses to the value of 6 course-units (including any requirements of their chosen pathway) for progression to year 1 of their chosen programme. A student who fails the requirements for progression may, at the discretion of the relevant progression board, be permitted to take resit examinations in not more than two courses prior to the start of the following academic year.
- 12.2 None\_of the courses taken during this foundation year may be counted towards the requirements for the degree under § 5.

*Approved by Academic Board, 1 December 2005*

## **COURSE UNIT REGULATIONS FOR FIRST DEGREES for the degrees of BA, BSc, BSc(Econ), BEng, BSc(Eng), MEng and MSci (other than the degrees listed below)**

*to apply to students starting a programme of study before September 2004 (including those students admitted in September 2004 with advanced standing)*

*These Regulations apply to all first degrees based on course units: the degrees of BA (apart from joint degrees of BA involving Law); BEng; BSc; BSc (Econ); BSc (Eng); MEng and MSci.*

### **Definition of Terms**

In these Regulations the following terminology will apply:

*courses and course-units*

**course** a prescribed unit of teaching and study which is separately examined and to which a course-unit value has been assigned.

#### **course-unit**

the credit value of a course, based on 8 course-units being the normal load for a full-time student over one academic year.

**level** the academic standing of a course in the context of its discipline: each course will be ascribed a level on the following scale:

- 0 Foundation (pre-degree-level)
- 1 Introductory
- 1/2 Joint level spanning both 1 and 2
- 2 Intermediate
- 2/3 Joint level spanning both 2 and 3; this is also used to represent Advanced Level (post level 1)  
in a discipline which is not structured on a hierarchical basis
- 3 Final
- 3/4 Joint level spanning both 3 and 4
- 4 First degree Masters

*examinations*

#### **course examination**

assessment of the performance of a student on a course, which may include a variety of forms, including assessed coursework, a written examination or a project report. A candidate may make no more than three attempts at the examination on any course.

#### **assessed coursework**

coursework that a student is required to complete and submit, and which contributes (either in whole or in part) to the outcome of the course examination.

#### **written examination**

a timetabled summative examination, following the completion of teaching on a course, which contributes (either in whole or in part) to the outcome of the course examination.

#### **project report**

the report or dissertation submitted by a candidate as the principal or sole means of assessment following a course which consists wholly or primarily of independent research or experimental work.

#### **resit**

the repeat of the written examination or the resubmission of a project report following failure at a previous attempt, which does not involve the repeat of any associated coursework or experimental work. Resits do not count towards the 8 course-units for which a student must normally be registered in an academic year.

**retake**

the repeat of a course following failure at a previous attempt, which involves attendance at all elements of the course, and the submission of all coursework, whether assessed or not. Retakes count towards the 8 course-units for which a student must normally be registered in an academic year.

*programme of study***degree programme**

a programme of study fulfilling the requirements for the award of a degree under these Regulations to which a student is admitted, which may have one or more pathways.

**pathway**

a specific combination of courses within a degree programme leading to a named degree under these Regulations.

**developmental year**

a period of time within a degree programme during which a student is required to be registered for courses to the value of 8cu. A developmental year for full-time students normally lasts one academic year, and for part-time students normally lasts two academic years.

**field of study**

a description of the courses passed by a student, which is represented in the title of the degree awarded to that student.

**1 General**

- 1.1 The Academic Board has authorised the following Degree Examination Boards to act on its behalf on all matters concerned with the assessment, progression and award of the degree in the following degree programmes under these Regulations:

**Arts Board**

for all degree programmes leading to the Degree of BA (with the exception of the BA in Law & Economics, Law & German and Law & Politics)

**Engineering Board**

For all degree programmes leading to the Degrees of BEng, BSc (Eng), and MEng

**Science Board**

for all degree programmes leading to the Degrees of BSc, BSc (Econ) and MSci.

- 1.2 Each Degree Examination Board shall establish one or more Subject Examination Boards to be responsible for individual subjects or groups of subjects. Each Subject Examination Board shall be responsible for awarding marks for those courses that fall within its area of responsibility; and for determining issues of progression, and making recommendations for the award of the degree in respect of such candidates as have been allocated to it.

**2 Admission**

- 2.1 All candidates must satisfy the general entry requirements or be exempted therefrom.
- 2.2 The College may also require candidates to satisfy additional entry requirements relating to their intended degree programme.
- 2.3 Graduates of UK and other universities and those holding qualifications approved for this purpose by the Academic Board may apply to be admitted with Advanced Standing (see §2.2 of the General Regulations). Students admitted with Advanced Standing shall be granted exemption from a specified number of course-units and a shortened period of study. Such exemption shall not exceed 8 course-units for students entering the second

developmental year of a degree programme, and shall not exceed 16 course-units for students entering the third developmental year of a four-year degree programme. Graduates of the University of London admitted with Advanced Standing shall be required to follow a pathway significantly different from that of their previous degree. Except with the permission of the Academic Board, or as provided in §2.5, no student shall be admitted direct to the final developmental year of a degree programme.

- 2.4 Students who have successfully completed part of their studies for a first degree of another university may apply to be admitted with Advanced Standing under the provisions of §2.3, and may be credited with course-units on account of the work which they have done and the examinations that they have passed. Except with the permission of the Academic Board, or as provided in §2.5, no student shall be admitted direct to the final developmental year of a degree programme.
- 2.5 Students who are registered for a first degree of the University of London under other Regulations may apply to transfer to registration under these Regulations prior to the commencement of their final developmental year. Such students may be credited with course-units on account of the work which they have done and the examinations which they have passed.

### **3 Programme of Study**

- 3.1 Save as provided in §§2.3-2.5 above, and §8 below, the minimum period of study shall be three developmental years. The period of study shall be continuous unless the student has been given permission to interrupt in accordance with §5.4 of the General Regulations.

A student shall normally register for courses to the value of 8 course-units in each developmental year. Where a student is proceeding by part-time study, this shall normally involve registration for courses to the value of 4 course-units in each academic year. A student may transfer from full-time to part-time study or vice versa only at the end of a developmental year.

Exceptionally, a student may be permitted

- [a] to register for courses to the value of more than 8 course-units in a developmental year with the permission of the Head of the Department responsible for the student's degree programme and the Academic Registrar.
- [b] to register for courses to the value of less than 8 course-units, or to withdraw from courses for which s/he is already registered, with the permission of the Head of the Department responsible for his/her degree programme, provided that the total value of the courses for which a student is registered in any academic year shall not be less than 6 course-units (full-time students) or 3 course-units (part-time students).
- 3.4 The combination of courses for which a student is registered shall be determined by the Department responsible for his/her degree programme, and must form a coherent programme for the degree. Where a student is registered on a specified pathway, the courses for which a student is registered must conform to the requirements of that pathway unless permission to the contrary has been granted by the Head of the Department responsible for that degree programme.
- 3.5 A student may be permitted by the Academic Registrar to take courses at another College of the University.
- 3.6 Where a student follows a course during the long vacation, the value of that course shall be assigned to either the previous or the following year as appropriate, but in neither year may the total number of units taken normally exceed the maximum of 8 course-units.

**Extra-mural year: BEng, BSc, BSc (Eng), MEng and MSci degrees**

- 3.7 A student registered for the BSc, BSc (Eng) or BEng Degree may, with the approval of the Department responsible for his/her degree programme, elect to follow the course over four developmental years, of which one year shall be an extra-mural year on attachment to an organisation or institution approved by the Academic Board as having a function relevant and suitable to the field of study. A student registered for the MEng degree or MSci may similarly elect to follow the course over five developmental years, of which one year shall be the extra-mural year. The plan of work for this year shall be agreed by the Department and supervised by the student's adviser/ tutor. The student shall submit, by a date to be determined by the relevant Subject Examination Board, a report on the extra-mural year, which shall be assigned a value of 2 course-units.

**Extra-mural year: BA in one or more Modern Languages**

- 3.8 A student registered for the BA Degree in one or more modern languages shall normally follow the course over four developmental years, of which one year, normally the third, shall be an extra-mural year spent in a country or countries appropriate to the language(s) being studied. The plan of work for this year shall be agreed by the Department and supervised by the student's adviser/tutor. The student shall submit, by a date to be determined by the relevant Subject Examination Board, a Year Abroad Project on the extra-mural year, which shall be assigned a value of 2 course-units.

**Progression**

- 3.9 Students registered for a Bachelors Degree shall be required to have passed courses to the value of 6 course-units (excluding any units at level 0) to progress from developmental year 1 to year 2, and courses to the value of 12 course-units (excluding any units at level 0) to progress from developmental year 2 to year 3. Students registered for the degree of MEng or MSci shall be required to have passed courses to the value of 7 course-units (excluding any units at level 0) to progress from year 1 to year 2, and courses to the value of 14 course-units (excluding any units at level 0) to progress from year 2 to 3. Exceptionally, a Subject Examination Board may permit a student who has passed one course-unit less than the requirement, but has achieved an overall average of 40% in the relevant number of courses required for progression to progress to the subsequent developmental year. The Academic Board may approve pathways that involve more demanding requirements for progression.
- 3.10 Students registered for the degree of MEng shall be required to have passed courses to the value of at least 21 course-units to progress from the third to the fourth developmental year, and students registered for the degree of MSci shall be required to have passed courses to the value of at least 20 course-units to progress from the third to the fourth developmental year. A student who does not satisfy these conditions shall normally be required to transfer to a programme leading to the Degree of BEng or BSc, as appropriate. Courses that do not form part of the relevant BEng/BSc degree programme may not normally be counted towards the requirements for that degree. Exceptionally, the Subject Examination Board may permit a student to remain registered for the four year programme, and resit failed units on not more than two further occasions.
- 3.11 Students on degree programmes leading to the Degree of BA in one or more modern languages who have undertaken an extra-mural year under the provision of §3.8 shall be required to have submitted a Year Abroad Project of a standard acceptable to the relevant Subject Examination Board in order to progress from the extra-mural year to the subsequent developmental year of the programme.

**4 Courses and Course Examinations**

- 4.1 The Academic Board shall be responsible for approving courses and determining their course-unit value, their level, and the method of examination. A course may be offered in collaboration with one or more colleges of the University.

- 4.2 A student whose attendance on a course or submission of coursework is unsatisfactory may be de-registered from that course by the Head of the Department responsible for the teaching of that course. A student who has been de-registered from a course may not participate further in the work of that course, or sit the examination, and will receive no mark for the course.
- 4.3 Examiners may set comprehensive papers intended to test a candidate's knowledge of the whole or part of his/her degree programme. Such papers shall cover fields appreciably wider than the examination on individual courses. Examiners may also test any candidate by means of an oral examination which may cover any part of the candidate's entire degree programme.
- 4.4 The separate parts of an examination on any course may be held during the course or at any time after the end of the prescribed period of study. The timing of examinations shall be determined by the Academic Board.
- 4.5 Student performance on courses shall be assessed as follows:
- |         |                |
|---------|----------------|
| Grade A | $\geq 70\%$    |
| Grade B | $60\% - <70\%$ |
| Grade C | $50\% - <60\%$ |
| Grade D | $45\% - <50\%$ |
| Grade E | $40\% - <45\%$ |
| Fail    | $<40\%$        |
- 4.6 A candidate entering an examination for a course must be examined in all parts of the examination prescribed for that course. A candidate who fails to take any examination or to meet any course requirement prescribed for a course, without adequate cause acceptable to the Subject Examination Board, will be deemed to have failed that course, and a mark of 0 will be awarded.
- 4.7 A candidate who has passed a course examination may not repeat that examination, nor enter the examination for any other course which is deemed to have a significant overlap.
- 4.8 A candidate who has failed the course examination on a course may resit that examination, or such parts of it as may be required by the Subject Examination Board, normally on the next occasion that it is offered, subject to no candidate being permitted to attempt the examination on more than three occasions. The form and timing of the resit examination shall be at the discretion of the Subject Examination Board. Exceptionally, the relevant Subject Examination Board may permit a student to defer a resit to a subsequent occasion. The maximum mark attainable in any course examination which has involved a resit shall be 40%.
- 4.9 A candidate who has failed the course examination on a course may be required by the relevant Subject Examination Board to retake the whole course (including the submission of all coursework, whether assessed or not), normally at the next opportunity. A candidate who is required to retake a course may not elect to resit the course examination as an alternative. The retake will count towards the maximum of three attempts at the examination on that course. The mark attainable in a retake will not be limited to 40%.
- 4.10 Notwithstanding §§4.8 - 4.9, the written examination in a course will normally be offered for only one year after the course has ceased to be taught.
- 4.11 A candidate who, through illness or other cause acceptable to the Subject Examination Board, is prevented from attending any written examination in any year other than the final year of his/her degree programme, may be permitted to sit the relevant examination as if for the first time at the next available opportunity. The Subject Examination Board shall have

discretion to make arrangements for such examination(s) to be held at an earlier date. A final-year candidate shall normally be required to sit the relevant examinations, as if for the first time, in the following summer.

## **5 Degree Requirements and Consideration for Honours**

5.1 Save as provided in §5.6 below, to be admitted to a degree a candidate must

- [a] have been registered on a degree programme under these Regulations for a minimum period of three developmental years (except for candidates admitted with Advanced Standing), have completed courses to the value of normally not less than 24 course-units; and have satisfied the examiners in courses to a value of at least 18 course-units, no more than two of which shall be at level 0, *or*
- [b] in the case of candidates who have taken an extra-mural year under the provisions of §§3.7 or 3.8, have been registered on a degree programme under these Regulations for a minimum period of four developmental years (except for candidates admitted with Advanced Standing), have completed courses to the value of normally not less than 26 course-units; and have satisfied the examiners in courses to a value of at least 20 course-units, no more than two of which shall be at level 0, *or*
- [c] have completed one of the degree programme listed below, in which case the provision(s) of the relevant Supplementary Regulations shall apply:
  - [1] Accelerated and Intercalated Degrees of BSc Degree [see §8];
  - [2] Intercalated BMedSci Degree for candidates transferring from MBBS or BDS or BVetMed registration and for candidates from other UK universities and universities in the EC/ EFTA [see §9];
  - [3] MSci Degree [see §10];
  - [4] BSc(Eng), BEng Degrees and MEng Degrees [see §11];
  - [5] Four-year BEng and BSc Degrees [see §12]

### **Classification for Honours**

5.2 In order to be eligible for the award of Honours, a candidate must

- [a] have passed courses to the value of 18 course-units (20 course-units in the case of candidates who have taken an extra-mural year), none of which shall be at level 0, *and*
- [b] have achieved a College mark of normally not less than 45%.  
Classification for Honours shall have regard to the following scale:

College mark	>= 70%	First Class Honours
	60% - <70%	Second Class Honours, Upper Division
	50% - <60%	Second Class Honours, Lower Division
	45% - <50%	Third Class Honours

### **Pass Degree**

5.3 A candidate who has met the requirements of §5.2[a] above, but whose College mark falls below 45% shall normally be eligible only for the award of a Pass Degree.

5.4 A candidate who meets the requirement for the award of a degree under §5.1, but who fails to pass sufficient courses above level 0 to meet the requirements of §5.2[a], shall be eligible for the award of a Pass Degree. The candidate may either

- [a] opt to receive the Pass Degree, *or*
- [b] resit failed courses (subject to §4.8) in an attempt to meet the requirements for Honours.

5.5 A candidate who fails to meet the requirements for the award of a degree under the provisions of §5.1, but has passed courses to the value of at least 16 course-units above level 0, and has achieved a College mark of at least 40% may, on the recommendation of

the relevant Subject Examination Board, and with the approval of the relevant Degree Examination Board, be offered a Pass Degree. Such a candidate may either

- [a] opt to receive the Degree, *or*
- [b] resit failed courses (subject to §4.8) in an attempt to meet the requirements for Honours.

- 5.6 A candidate who has transferred between degree programmes without extending his/her overall period of study will be assessed on the totality of courses studied at the College. Where a candidate transfers from one degree programme to commence another *de novo*, only the courses taken in association with the second degree programme will count towards the requirements for the degree, or be considered in the classification of his/her overall performance, except with the special permission of the Academic Board.
- 5.7 A student who has been exempted from any course examinations under the provisions of §§2.3 - 2.6 will have his/her class of Honours assessed upon his/her performance in the course examinations in which s/he has been examined at the College except as provided in §5.2 of the General Regulations.
- 5.8 With the exception of candidates granted Postponement of Honours under §5.12, all candidates who complete the degree requirements will be given consideration for Honours. No candidate may be considered for the award of Honours on more than one occasion in respect of any one period of study for a degree under these Regulations.

#### **Field of Study**

- 5.9 The field of study shall be descriptive of the courses passed by the student in the course of his/her degree programme, and shall be determined by the Subject Examination Board in accordance with the following guidelines. The field of study shall not include more than two subjects, except where it represents the title of an approved degree programme.

#### Degrees other than Accelerated or Intercalated Degrees of BSc

- 5.10 Except where a single subject is appropriate, the subjects named in the field shall normally be determined as follows:
- [a] where appropriate, comprehensive titles will be used, for example, Biological Sciences;
  - [b] where two subjects have approximately equal importance and the subject mentioned second has a minimum value of 8 course-units or one-third of the curriculum, whichever is the less, the conjunction 'and' will be used;
  - [c] where a subject has been taken with an essential supporting subject, 'with' will be used: the main subject will have a minimum value of 12 course-units, or one-half of the curriculum, whichever is the less; and the supporting subject a minimum value of 6 course-units, or one-quarter of the curriculum, whichever is the less;
  - [d] where it is inappropriate to describe a curriculum in terms of by a comprehensive title or 1 or 2 subjects, the degree will be awarded without reference to a field of study.

#### Accelerated and Intercalated Degrees of BSc

- 5.11 The field of study will be determined as follows:
- [a] where at least 5 course-units have been gained in an appropriate subject: that subject *with* Basic Medical Sciences;
  - [b] where 4 course-units have been gained in an appropriate subject(s): Basic Medical Sciences *with* the subject(s);
  - [c] in all other cases the field shall be Biomedical Sciences or Clinical Sciences.

#### **Postponement of Honours**

- 5.12 A candidate entering for examinations at which s/he will, if successful, complete his/her degree requirements may apply to postpone being considered for the award of Honours. Permission to postpone Honours will normally only be given where a candidate has changed his/her degree programme, and seeks to achieve a degree based primarily upon his/her new programme. Such a candidate will be required to continue for a further year of full-time study, during which s/he shall be required to complete further courses valued at not



less than 6 course-units. The candidate will then be considered for Honours at the end of the additional year, when account will be taken of his/her performance in accordance with the provisions of §5.6.

## **6 Aegrotat Provisions**

- 6.1 A candidate who has completed his/her full period of study and
- [a] has been absent from examinations during his/her final year, due to illness or other cause judged sufficient by the relevant Subject Examination Board, or
  - [b] though present at the examination, considers that his/her performance has been adversely affected by any of the above reasons, may apply to the Academic Registrar to be considered for a degree under the Aegrotat Provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted within 2 weeks from the last course examination to which the application refers.
- 6.2 If a candidate has satisfied the requirements for the award of a degree as laid down in §§5.1, the Subject Examination Board shall proceed to classify the degree in accordance with the approved procedures, and shall not consider the candidate for the award of an Aegrotat degree.
- 6.3 If a candidate has not met the requirements for the award of a degree as laid down in §§5.1, the Subject Examination Board shall consider the work that the candidate has submitted in the course examinations or in such part of the examinations as s/he has attended (if any), records of the candidate's performance during the degree programme, and assessment provided by the candidate's teachers, to determine whether evidence has been shown to their satisfaction that, had s/he completed the examination(s) in normal circumstances, the candidate would clearly have reached a standard (and completed the necessary course-units) which would have qualified him/her for the award of the degree. If the Subject Examination Board is satisfied that the candidate would have achieved degree standard, it shall offer the candidate an Aegrotat Degree.
- 6.4 On receipt of the offer of an Aegrotat Degree, the candidate may either
- [a] accept the offer, in which case the degree will be conferred, or
  - [b] decline the offer, and re-enter the examinations for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter course examinations shall cease to be eligible for an Aegrotat Degree in respect of the examinations on which his/her original application was based.
- 6.5 A candidate who under §6.4 has accepted the award of an Aegrotat Degree will not be eligible thereafter to re-enter the examination for a classified degree.

## **7 Degree Certificates**

- 7.1 A certificate under the seal of the University will be issued to each candidate who is awarded a degree. The certificate will record the field of study, where appropriate. The date of the award of the degree shall be determined by the Academic Board.

### *Supplementary Regulations*

## **8 Accelerated and Intercalated Degrees of BSc**

- 8.1 The College may accept for the Degree of BSc:
- [a] persons who hold an MBBS, BDS or BVetMed Degree of the University of London awarded not more than three years prior to registration for the BSc Degree;
  - [b] persons who have successfully completed at least six terms of the course for the MBBS, BDS or BVetMed Degree at the University provided that registration is transferred to the BSc Degree without a break in studies;
  - [c] persons who have successfully completed the first two years of the MBBS, BDS or BVetMed (or equivalent) Degrees at another university in the United Kingdom provided

there is no break in studies between the course at the other university and the beginning of the course for the BSc Degree;

- [d] persons who have successfully completed the pre-clinical element of the MBBS, BDS or BVetMed (or equivalent) Degrees at a university or institution of equivalent standing in another EU country provided there is no break in studies between the course at the other institution, of which a minimum of two years must have been completed, and the course for the BSc Degree; the course followed prior to registration for the BSc degree is of equivalent standing in content and level of achievement to that of the first two years of the relevant degree offered at the College; and the other institution has appropriate mechanisms in place to monitor the quality of its awards.

- 8.2 The Degree Programme will extend over one academic year, during which students must complete courses to the value of eight course units, and pass courses to the value of six course units, none of which shall be at level zero.

## **9 Intercalated BMedSci Degree**

- 9.1 The College may accept for the BMedSci Degree:

- [a] a student who has successfully completed at least six terms of the course for the MBBS Degrees, the BDS Degree or the BVetMed Degree at this University;
- [b] a student who has successfully completed the first two years of the MBBS, BDS or BVetMed (or equivalent) Degrees at another university in the United Kingdom or at a university or institution of equivalent standing in another EU country provided:
  - [i] there is no break in studies between the course at the other institution and the BMedSci course;
  - [ii] the course followed prior to registration for the BSc Degree is of equivalent standing in content and level of achievement to that of the first two years of the MBBS or BDS Degrees offered at the College; and
  - [iii] the other institution has appropriate mechanisms in place to monitor the quality of its awards.

- 9.3 A student registered under the provision of §9.1 above will be eligible for the award of a BMedSci Degree under these regulations provided that:

- [a] the course of intercalated study has lasted for at least one academic year, during which the student has satisfactorily completed courses to the value of at least 6 course-units (and normally 8 course-units), none of which shall be at level 0, and has passed in courses to the value of at least 6 course-units;
- [b] a substantial component of the examination is based on a project(s).

## **10 MSci Degree**

- 10.1 Transfer between BSc and the MSci in either direction will normally take place at the end of the first and second years, so far as the respective curricula make this practicable.

- 10.2 A candidate for the Degree of MSci must

- [a] have been registered on a degree programme for a minimum period of four developmental years, except for candidates admitted with Advanced Standing;
- [b] have completed courses to the value of 32 course-units, and have satisfied the examiners in courses to a value of at least 28 course-units, none of which shall be at level 0, within an approved pathway, and at least 4 of which shall be in respect of final-year work. Normally courses to the value of at least 2 course-units shall be in respect of project work.

Exceptionally, candidates who have satisfied examiners in courses to the value of 26 course-units may be considered for the award of the degree.

- 10.3 A candidate who fails to achieve the required number of course-units at the end of the MSci degree programme may opt:

- [a] to resit failed courses and present for the Degree of MSci on not more than two further occasions, or
- [b] to transfer to the Degree of BSc, in which case courses taken for the first time in the final year will be discounted.

A candidate who opts for [a] and who fails to satisfy the MSci examiners after the first or second resit may subsequently be considered for the award of BSc under [b] above.

10.4 Candidates who have completed the requirements for an MSci will be classified for Honours on the same basis as candidates for the BSc Degree [see §5.4].

11 BSc(Eng), BEng Degrees and MEng Degrees  
BSc(Eng) and BEng Degrees

11.1 In order to qualify for the BSc(Eng) or BEng Degree a candidate must have completed courses to the value of normally not less than 24 course-units, and have satisfied the examiners in courses to a value of at least 18 course-units within an approved pathway, which will normally include 2 course-units in respect of project work.

### **MEng Degree**

11.2 Transfer between BSc(Eng), BEng and MEng in either direction will be possible at the end of the first and second developmental years, so far as the respective curricula make this practicable. Students may be permitted to transfer from the MEng to the BEng or BSc (Eng) after the end of the second developmental year, subject to any courses that do not form part of the relevant BEng or BSc(Eng) degree programme being discounted for the purposes of meeting the requirements of that degree.

11.3 A candidate for the Degree of MEng must

- [a] have been registered on a degree programme for a minimum period of four developmental years, except for candidates admitted with Advanced Standing.
- [b] have completed courses to the value of at least 32 course-units and satisfied the examiners in courses to a value of at least 28 course-units within an approved pathway, none of which shall be at level 0, and at least 4 of which shall normally be in respect of project work.

11.4 A candidate who fails to achieve the required number of course-units at the end of the MEng degree programme may opt:

- [a] to resit failed course-units and present for the Degree of MEng on not more than two further occasions, or
- [b] to transfer to the degree of BEng, in which case courses taken for the first time in the final developmental year will be discounted.

A candidate who opts for [a] who fails to satisfy the MEng examiners after the first or second repeat of failed course-units may be considered for the award of BEng under [b].

## **12 Four-year BEng, BSc(Eng) and BSc Degrees in Science and Engineering**

12.1 The four-year Bachelors degree programmes in science and engineering are designed for students who satisfy the general entry requirements, but do not satisfy the special entry requirements for their programme. Such students may be admitted to the four-year programme in science and engineering. None of the courses taken during year 0 may be counted towards the requirements for the degree under § 5.

12.2 Students on four-year Bachelors degree programmes in science and engineering shall be required to have passed courses to the value of 6 course-units (including any requirements of their chosen pathway) to progress from developmental year 0 to year 1. A student who fails the requirements for progression may, at the discretion of the relevant progression board, be permitted to take resit examinations in not more than two courses prior to the start of the following academic year. Notwithstanding the provisions of § 4.8, the marks attainable in year 0 resits shall not be limited to 40%.

### **Classification for Honours**

The method by which a candidate will be classified for Honours shall be as follows:

**BA Degree** – The average course-unit mark, based on the candidate's best courses to the value of at

least 18 course-units over all years (which must include courses to the value of at least 6 course-units from the final year, including the final-year project if required by the degree programme). Weighting may be used. In borderline cases, the breadth and level of a candidate's performance in courses not included in the classification formula will be taken into account.

**BEng Degree** – An average of a candidate's whole profile, with some weighting in respect of courses taken in later years.

**BSc Degree** - *[other than the BSc in Basic Medical Sciences]* The average course-unit mark, based on the

candidate's best courses to the value of 12 course-units taken in the final two years (which must include courses to the value of at least 6 course-units from the final year, including the final-year project if required by the degree programme). *[BSc in Basic Medical Sciences]* - Classification will be based on the results of the final year only.

**BSc (Econ) Degree** - The average course-unit mark, based on the candidate's best courses to the value of 12 course-units taken in the final two years (excluding any courses at level 0), plus some allowance for performance in first-year courses.

**MEng Degree** – An average of the candidate's whole profile, with some weighting in respect of courses taken in later years.

**MSci Degree** – The average course-unit mark, based on the candidate's best courses to the value of 28

course-units. Most weight will be given to courses (including the final-year project, if required) taken in later years, or at a higher level.

## **SPECIAL REGULATIONS FOR FIRST DEGREES**

### **BA in Journalism and Contemporary History (joint with City University)**

#### **1 Introduction**

- 1.1 These Regulations apply to students enrolled on the programme of study leading to the Degree of BA in Journalism & Contemporary History, offered jointly by City University [hereinafter referred to as City] and Queen Mary, University of London [hereinafter referred to as QM].
- 1.2 The general management of the programme of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Course Management Committee, established in accordance with the Memorandum of Co-operation between City and QM. The day-to-day management of the programme shall be the responsibility of the Programme Director.
- 1.3 Decisions concerning the performance and progression of students on this programme of study, and the responsibility for recommending the award of degrees, shall be the responsibility of the joint examination board, established in accordance with the Memorandum of Co-operation between City and QM.

- 1.4 In these Regulations:
- [a] 'City unit' refers to a unit on the programme provided by, and taught at, City University. The total diet of 'City units' in any one year will be approximately half of the normal full-time load for a student.
  - [b] 'QM unit' refers to a unit on the programme provided by, and taught at, QM. The total diet of 'QM units' in any one year will be approximately half of the normal full-time load for a student.
  - [c] 'institution' refers to the institution responsible for teaching the unit in question, either City or QM.

## **2 Admission**

- 2.1 In order to be eligible for admission to the programme, a candidate shall:
- [a] *either* have obtained passes in at least 5 subjects at GCSE/GCE, of which at least two must be at Advanced Level,  
*or* have obtained qualifications deemed by the Course Management Committee to be of equivalent standing,  
*or* have qualifications and/or experience deemed by the Course Management Committee to be an appropriate preparation for the course.  
The Course Management Committee shall have the discretion, which may be delegated to an admissions tutor, to waive this requirement in exceptional cases.
  - [b] be able to demonstrate proficiency in the English language.
- 2.2 Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

## **3 Programme of Study**

- 3.1 The minimum period of study shall be three academic years. The period of study shall normally be continuous.
- 3.2 A student shall be required to register in each academic year for units to the value of 4 (for cohorts entering from September 2003) (3 for previous cohorts) City units and 4 QM units, chosen from a list published annually by the Course Management Committee. Each student's choice of units must be approved by his/her advisers.
- 3.3 A student may, with the approval of the Programme Director, elect to follow the course over four academic years, of which one year shall be an extra-mural year on attachment to an organisation or institution approved by the Course Management Committee as having a function relevant and suitable to the field of study. The plan of work for this year must be agreed in advance by the student's advisers. Students electing during the extra-mural year to follow a course of study at a university abroad which has an exchange agreement with City, will obtain 30 extra credits which will be shown on their final transcript, but will not be taken into consideration for the classification of their degree.

## **4 Enrolment and Attendance**

- 4.1 Students are required to enrol at the beginning of their programme of study at both City and QM, and to confirm their enrolment at the beginning of each subsequent year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, may be required to withdraw from the programme of study.
- 4.2 Students may not be absent from the College during term-time without the agreement in advance of the Programme Director.

- 4.3 A student whose general attendance and/or submission of work is not considered satisfactory by both the Programme Director and the Deputy Programme Director may have his/her registration terminated. Neither institution may terminate a student's registration without the agreement of the programme director and deputy at both institutions.
- 4.4 Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

## **5 Assessment**

- 5.1 Students are required to register each year for their examinations by the published deadline(s). Students who fail to register for a particular examination shall not normally be permitted to sit that examination.
- 5.2 The Academic Registrar may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 5.3 A student must complete all parts of the assessment for a unit in order to receive a final mark for that unit. A student who fails to complete part of the assessment, or to meet any prescribed course requirement, without reasons acceptable to the examination board, will be deemed to have failed the unit, and a mark of 0 will be awarded.
- 5.4 The pass mark for all units shall be 40%. Grades will be awarded on the following basis: A ( $\geq 70\%$ ); B (60% -  $<69\%$ ); C (50% -  $<59\%$ ); D(45%-  $<49\%$ ); E (40% -  $<44\%$ ).
- 5.5 A student who has passed a QM unit may not repeat any part of the assessment for that unit.
- 5.6 Where the examination board deems that a student has failed to pass a unit, the board may either:  
[a] require the student to resit the whole assessment for the unit, or  
[b] require the student to resit only the parts of the assessment that s/he has failed.
- 5.7 The method and the timing of resit examinations shall be at the discretion of the examination board. Students shall be required to resit failed unit(s) at the next available opportunity except that, in exceptional circumstances, the Chair of the examination board shall have discretion to permit a student to defer his/her resit(s) by not more than one academic year.
- 5.8 The maximum mark attainable for any resit shall be 40%.
- 5.9 A student who has failed a unit on two occasions may, exceptionally, be allowed a third and final attempt at the discretion of the board of examiners. Normally a third attempt will only be allowed where there is evidence that the student's performance has been adversely affected by circumstances outside his/her control.
- 5.10 A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time. Exceptionally, the examination board may arrange a special examination, to be held before the next available time, except where the student is in the final year.
- 5.11 The organisation and conduct of assessments for each unit on the programme shall be governed by the Regulations of the institution responsible for teaching that unit.

- 5.12 The consideration of any allegation of an examination offence shall be governed by the Regulations of the institution responsible for teaching that unit.
- 5.13 The consideration of a request for a review of an Examination Board decision shall be governed by the Regulations Covering the Review of Examination Board Decisions.

## **6 Progression**

To progress from one year to the next, students shall be required to pass 2 of the 4 Contemporary History units, and normally all the Journalism units. The examination board may, however, permit a student to progress provided that the student has failed no more than one Journalism unit, and the unit is not considered to be a core unit, and the student has passed all four history units, A student who is permitted to progress carrying a fail may elect either to resit the failed unit at the next available opportunity, or to retain the failed unit in his/her profile.

## **7 Degree Requirements and Consideration for Honours**

- 7.1 To be admitted to a degree a student must have
- a. been registered on the programme for a minimum period of three academic years
  - b. passed a total of at least 10 Contemporary History and normally 12 Journalism units, subject to the examination board having the discretion to condone failure in not more than two non final-year Journalism units (see paragraph 6)
  - c. passed all the final-year courses in both Journalism and Contemporary History.
- 7.2 Classification for Honours shall be based upon the marks of all three years, with the following weightings: Year One: One Seventh, Year Two: two sevenths, Year Three: four sevenths. Journalism and History will carry equal weight in the classification. A student whose overall average is below 40% shall not normally be eligible for the award of the degree with Honours.
- 7.3 A student who is in debt to either institution shall not be entitled to receive examination results, to progress from one year to the next, or to receive any award of the College or the University.

### **Aegrotat Provisions**

- 7.4 A candidate who has completed his/her full period of study and has been absent from examinations during his/her final year due to illness or other cause judged sufficient by the relevant Subject Examination Board, may apply to the Academic Registrar to be considered for a degree under the Aegrotat Provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted within 2 weeks from the last examination to which the application refers.
- 7.5 In considering an application for the award of an aegrotat degree, the examination board shall consider the work that the student has submitted during the year and in such part of the examinations as s/he has attended (if any), and records of the candidate's performance during previous years of the programme, to determine whether there is adequate evidence that, had the student completed the examination(s) in normal circumstances, s/he would clearly have reached a standard for the award of the degree. If the board is so satisfied, it shall offer the student an Aegrotat Degree.
- 7.6 On receipt of the offer of an Aegrotat Degree, the candidate may either accept the offer, in which case the degree will be conferred, or decline the offer, and re-enter the examinations for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter the examinations shall cease to be eligible for an Aegrotat Degree in respect of the examinations on which the original application was based.

- 7.7 A candidate who has accepted the award of an Aegrotat Degree will not be eligible thereafter to re-enter the examination for a classified degree.

## **BA in Law and Economics**

### **1 General Information**

These Regulations shall be read in conjunction with the provisions of the General Regulations.

### **2 Conditions of Admission**

Before admission to the course of study a candidate must satisfy the General Entrance Requirements of the University or be exempted from those requirements.

### **3 Course of Study and Examinations - General**

3.1 The course of study for the degree normally extends over three consecutive years.

3.2 The examination for the degree of BA comprises an Intermediate examination taken at the end of the first year and a Final examination in two parts: Part I taken at the end of the second year and Part II at the end of the third year. A candidate must follow the prescribed courses of study in each year of the course; further details are given in §§ 8-10. A candidate must complete the Intermediate examination before entering on the course for the Part I examination and must complete the Part I examination before entering on the course for the Part II examination.

### **4 Dates of Examinations**

The examinations will be held once in each year in May/June. A candidate who is referred at the examination in May/June in either of the subjects [i] and [ii] in §§8 or 9 may present him/herself at the examination held in September in accordance with the Special Regulations for the LLB degree.

### **5 Entry to Examinations**

A candidate for the Intermediate, Part I or Part II examination shall complete the appropriate entry form, and in the case of Part I and Part II examinations, shall state on this form the papers which s/he is offering.

### **6 Fees for Examinations**

While a student is registered and in attendance at the College s/he is not required to pay separate fees for entry or re-entry to an examination. All other students are required to pay fees on entry or re-entry to an examination.

### **7 Method of Examination**

7.1 The Intermediate examination will be conducted by written papers. The Part I and Part II examinations will be conducted by written papers except that:

- [i] a candidate in the Part II examination may submit a dissertation as permitted by §10.4;
- [ii] an essay or assessed course work may be required in lieu of or in addition to written papers in particular subjects either [a] in accordance with the special regulations for the LLB degree or [b] if such essay or course work is specified for a subject approved under the course unit regulations.

7.2 Where an essay or assessed course work is permitted or prescribed in accordance with §7.1, details will be published in October of each year (or in January in the case of a half subject available in the second semester).

In all examinations the examiners shall also be at liberty to test any candidate by means of oral questions.



7.4 Candidates may be permitted to take into the examination room and use such materials as may from time to time be prescribed by the Board of Examiners. The Board will in October of each year prescribe:

- [i] the papers for which material may be taken in and used,
- [ii] the materials which may be so taken in and used.

## 8 Intermediate Examination

8.1 The subjects and courses of study for the Intermediate examination are:-

- [i] Public Law
- [ii] Law of Contract
- [iii] Subjects or half subjects so as to total two subjects from a list approved by the Head of the Department of Economics.

8.2 The course of study for the Intermediate examination will extend over one academic year and one three-hour paper shall be set in each full subject of the examination, and one two-hour paper in each half subject.

8.3 Subject to §8.4, a candidate who enters for the Intermediate examination must satisfy the examiners in all subjects in order to pass the examination.

8.4 A candidate who enters for the Intermediate examination and who fails to reach the minimum standard in only one subject or in one or two half subjects may be referred, i.e. s/he may on the recommendation of the examiners be permitted to present him/herself for re-examination in that subject or half subject or those half subjects alone.

8.5 The examiners will recommend that a candidate be referred only if his/her failure in the one subject or in the one or two half subjects is not serious and his performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject, half subject or half subjects for examination on two further occasions only. A candidate who is referred in two half subjects must offer both half subjects on the same further occasion, but, if s/he then satisfies the examiners in only one half subject, shall be required to sit only the other half subject on the second further occasion.

8.6 A candidate will not be permitted to embark on the course for or to enter for Part I of the Final examination until he has completed the whole of the Intermediate examination including any subject in which he has been referred.

## 9 Part I Examination

9.1 The subjects and courses of study for the Part I examination are:-

- [i] Administrative Law (half subject) and Law of the European Union (half subject)
- [ii] *Either* ONE full subject *or* TWO half subjects (see §9.2).
- [iii] Subjects or half subjects so as to total two subjects from a list approved by the Head of the Department of Economics.

9.2 The subjects referred to in §9.1 [ii] are to be chosen from a list approved by the Head of the Department of Law.

9.3 The course of study for the Part I examination will extend over one academic year and shall normally be followed in the session next after that in which the candidate completes the Intermediate examination.

9.4 Subject to §7.1 one three-hour written paper shall normally be set in each full subject and one two-hour written paper shall normally be set in each half subject; where assessed course work is required under § 7.1 a shorter written paper may be set.

- 9.5 Subject to §9.6, a candidate who enters for the Part I examination must satisfy the examiners in all subjects in order to pass the examination.
- 9.6 A candidate who enters for the Part I examination and who fails to reach the minimum standard in only one subject or in one or two half subjects may be referred, i.e. s/he may on the recommendation of the examiners be permitted to present him/herself for re-examination in that subject or half subject or in those half subjects alone.
- 9.7 The examiners will recommend that a candidate be referred only if his/her failure in the one subject or in the one or two half subjects is not serious and his/her performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject, half subject or half subjects for examination on two further occasions only. A candidate who is referred in two half subjects must offer both half subjects on the same further occasion, but, if s/he then satisfies the examiners in only one half-subject, shall be required to sit only the other half subject on the second further occasion.
- 9.8 A candidate will not be permitted to embark on the course for or to enter for Part II of the Final examination until s/he has completed the whole of the Part I examination including any subject or half subjects in which s/he has been referred.

## **10 Part II Examination**

- 10.1 The subjects and courses of study for the Part II examination are full subjects and half subjects listed in § 10.2 so as to total four subjects subject to the restrictions specified in §10.3.
- 10.2 The subjects and half subjects referred to in §10.1 are to be chosen from lists approved by the Heads of the Departments of Economics and Law, as appropriate.
- 10.3 A candidate may not:-  
[i] offer any full subject or half subject which s/he has offered at Part I  
[ii] offer any half subject which forms part of any full subject which s/he has offered at Part I  
[iii] offer any full subject which comprises within it any half subject which s/he has offered at Part I  
[iv] offer any half subject listed in §23 of the special regulations for the LLB degree unless s/he has offered the first part of that subject at Part I
- 10.4 A candidate may, with the approval of the Head of the Department of Law, be permitted to follow a course in legal research and writing and submit a dissertation of prescribed length (not substantially overlapping with any subject previously or concurrently offered by the candidate) in lieu of one full subject required by §10.1. Details shall be published each year specifying the latest date by which a candidate may notify his/her wish to submit such a dissertation and by which the approval of the Head of the Department of Law shall be given or refused.
- 10.5 The course of study for the Part II examination will extend over one academic year and shall normally be followed in the session next after that in which the candidate completes the Part I examination.
- 10.6 Subject to §7.1 one three-hour paper shall normally be set in each full subject and one two-hour paper shall normally be set in each half-subject; where assessed course-work is required under §7.1 a shorter written paper may be set.
- 10.7 A candidate who enters for the Part II examination must satisfy the examiners in all subjects in order to pass the examination.

- 10.8 A candidate who does not satisfy the examiners in all subjects (or who is absent from some or all of the written papers and is not recommended for a classified or aegrotat degree under §13), but who satisfies the examiners with respect to a dissertation submitted in accordance with §10.4, shall, if s/he re-enters the examination, be credited with the mark previously obtained in the dissertation.

a A candidate who does not pass the examination and who does not satisfy the examiners in dissertation submitted in accordance with §10.4 shall, in addition to re-entering for the written papers, be permitted either to revise and resubmit the original dissertation or to submit a new dissertation under the conditions specified under the said § 10.4.

**11 Notification of Results**

Provisional lists of successful candidates will be published by the Academic Registrar.

**12 Pass List**

Successful candidates at the Final examination shall be awarded either First Class Honours, Second Class Honours, Third Class Honours or Pass. The Second Class Honours list will be sub-divided into an Upper and Lower Division.

**13 Aegrotat Degree**

A candidate who has completed his/her course of study and who, through illness or other cause judged sufficient by the Examination Board, has *either* been absent from the whole or part of the examinations at the end of his/her final year *or*, though present at the whole of the examinations at the end of the final year, considers that his/her performance has been adversely affected by the above causes, may be considered for the award of an aegrotat or classified degree under the following regulations:

- 13.1 An application for consideration must be made by the College on his/her behalf within seven days from the last day of the examination and must be accompanied by a medical certificate or other statement of the grounds on which the application is made and by records of the candidate's performance during the course and by assessments provided by the candidate's teachers.
- 13.2 If the Examiners are able to determine on the basis of examination evidence that a candidate who has been present for all papers or who has been absent from one or two papers or the equivalent of one or two papers has reached the standard required for the award of a degree with a Pass or Honours classification, they shall recommend the award of a degree and shall not consider the candidate for the award of an aegrotat degree. The Examiners shall not recommend the award of a class of degree higher than the overall level which the candidate has achieved in the work actually presented.
- 13.3 In the case of a candidate not recommended for a classified degree under §13.2 the examiners, having considered the work which the candidate has submitted at the examination or in such part of the examination as s/he has attended, if any; records of the candidate's performance during the course; and assessments provided by the candidate's teachers, will determine whether evidence has been shown to their satisfaction that, had s/he completed the examination in normal circumstances, the candidate would clearly have reached a standard which would have qualified him/her for the award of the degree.
- 13.4 A candidate on whose behalf an application has been made under §13.1 above will be informed whether the Examiners have determined that s/he is eligible to apply for the award of an aegrotat degree and that, if so, may either:
- [i] apply for the award of the aegrotat degree; or
  - [ii] not apply but re-enter for the same examination at a later date.

- 13.5 A candidate who under §13.4 above has applied for the award of an aegrotat degree will be informed that the degree has been conferred and will not be eligible thereafter to re-enter for the examination for the classified degree.
- 13.6 On re-entry for the classified degree a candidate who under §13.4 above has been informed that s/he is eligible to apply for the award of an aegrotat degree ceases to be eligible so to apply.
- 13.7 An aegrotat degree will be awarded without distinction or class.
- 13.8 Holders of an aegrotat degree are not permitted to re-enter for the same examination, but they may apply for permission to proceed to a second or higher degree on complying with the regulations for such degrees.

## **BA in Law and German**

### **1 Conditions of Admission**

Before admission to the course of study for the examinations for the degree of BA in Law and German a candidate must satisfy the general entrance requirements in one of the ways provided for in the regulations, and shall be required to demonstrate proficiency in the German language.

### **2 Course of Study and Examinations - General**

2.1 The course of study for the degree normally extends over four consecutive years.

2.2 The examination for the degree of BA comprises an Intermediate examination taken at the end of the first year, and a Final examination in three parts: Part I A, taken at the end of the second year; Part I B, taken at the end of the third year; and Part II, taken at the end of the fourth year. There will also be further examinations during or at the end of the third year conducted wholly or partly by a German University designated for the purposes of these regulations. A candidate must follow the prescribed courses of study in each year of the course; further details are given in §§7-10. A candidate must complete the Intermediate examination before being permitted to enter for the Part I A examination, and must complete the Part I A examination before being permitted to proceed to the German University. A candidate must complete the Part I B examination and the examinations of the German University within two years of completing the Part I A examinations and must complete the said examinations before being permitted to enter for the Part II examination under these regulations. The classification for Honours will be based on the candidate's performance at Part I A and B and Part II of the Final examination, but the examiners shall have regard also to meritorious results in the examinations of the German University. The Intermediate examination shall be a Pass examination only.

2.3 The courses of study and examinations at the German University shall be governed by the regulations of that university, save that a candidate shall not select courses which correspond to or substantially overlap courses offered by the candidate at the Intermediate or Part I A examination. A candidate's choice of subjects must be approved by the Head of the Department of Law and the Head of the School of Modern Languages.

### **3 Dates of Examinations**

The examinations will be held once in each year in May/June. A candidate who is referred at the examination in May/June in either of the subjects [i] and [ii] in §7 or in any of the subjects [i], [ii] or [iii] in §8 may present him/herself at the examination held in September in accordance with the special regulations for the LLB degree.

### **4 Entry to Examinations**

A candidate for the Intermediate, Part I or Part II examination shall complete the appropriate entry form, and in the case of Part I and Part II examination shall state on this form the papers which s/he is offering.

## **5 Fees for Examinations**

While a student is registered and in attendance at the College s/he is not required to pay separate fees for entry or re-entry to an examination. All other students are required to pay fees on entry or re-entry to an examination.

## **6 Method of Examination**

6.1 The examinations will be conducted by written papers except that [i] a candidate in the Part II examination may submit a dissertation as permitted by §10.4, and [ii] an essay or assessed course work or oral examinations may be required in lieu of or in addition to written papers in particular subjects either [a] in accordance with the special regulations for the LLB degree or [b] if such essay, course work or oral examination is specified for a subject approved under the course unit regulations.

6.2 The written papers will be of such length as is prescribed under the regulations for the LLB degree or those for course unit degrees.

6.3 Where an essay or assessed course work is permitted or prescribed in accordance with §6.1, details will be published in October of each year (or in January in the case of a half subject available in the second semester).

6.4 In all examinations the examiners shall also be at liberty to test any candidate by means of oral questions.

6.5 Candidates may be permitted to take into the examination room and use such materials as may from time to time be prescribed by the Board of Examiners. The Board will in October of each year prescribe [i] the papers for which material may be taken in and used, and [ii] the materials which may be so taken in and used.

## **7 Intermediate Examination**

7.1 The subjects and courses for the Intermediate examination are [i] Law of Contract; [ii] Public Law; [iii] German Language I; [iv] One whole subject or two half subjects prescribed from time to time by the School of Modern Languages under the regulations for course unit degrees.

7.2 The course of study for the Intermediate examination will extend over one academic year.

7.3 Subject to §7.4, a candidate who enters for the Intermediate examination must satisfy the examiners in all subjects in order to pass the examination.

7.4 A candidate who enters for the Intermediate examination and who fails to reach the minimum standard in only one subject may be referred, i.e. s/he may on the recommendation of the examiners be permitted to present him/herself for re-examination in that subject alone.

7.5 The examiners will recommend that a candidate be referred only if his/her failure in the one subject is not serious and his performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject for examination on two further occasions only.

7.6 A candidate will not be permitted to embark on the course for or to enter for Part I of the Final examination until s/he has completed the whole of the Intermediate examination including any subject in which s/he has been referred.

## **8 Part IA Examination**

8.1 The subjects and courses of study for the Part IA examination are [i-ii] Subjects and half-subjects so as to total two subjects (see §8.2); [iii] The half-subject European Comparative

Law (A) European Legal Systems; [iv] The half-subject German Language II; [v] One whole subject or two half subjects prescribed from time to time by the School of Modern Languages under the regulations for course unit degrees.

- 8.2 The subjects specified in §8.1. are to be chosen from a list approved by the Head of the Department of Law.
- 8.3 The course of study for the Part I examination will extend over one academic year and shall normally be followed in the session next after that in which the candidate completes the Intermediate examination.
- 8.4 Subject to §8.5, a candidate who enters for the Part I examination must satisfy the examiners in all subjects in order to pass the examination.
- 8.5 A candidate who enters for the Part I examination and who fails to reach the minimum standard in only one subject or in one or two half subjects may be referred, i.e. s/he may on the recommendation of the examiners be permitted to present him/herself for re-examination in that subject or half subject or in those half subjects alone.
- 8.6 The examiners will recommend that a candidate be referred only if his/her failure in the one subject or in the one or two half subjects is not serious and his/her performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject, half subject or half subjects for examination on two further occasions only. A candidate who is referred in two half subjects must offer both half subjects on the same further occasion, but, if s/he then satisfies the examiners in only one half-subject, shall be required to sit only the other half subject on the second further occasion.
- 8.7. A candidate will not be permitted to proceed to, or to enter for the examinations of, the German University or to embark on the course for or to enter for Part II of the Final examination until s/he has completed the whole of the Part IA examination including any subject or half subjects in which s/he has been referred. A candidate will not normally be permitted to embark on the course for or to enter for Part II of the Final LLB examination until s/he has completed the examinations of the German University, but may be permitted to embark on the course provisionally pending completion of the examinations of the German University by no later than November 30.

## **9 Part IB Examination**

The subject and course of study for the Part IB examination is a project equivalent to a half subject approved by the Head of the School of Modern Languages, to be undertaken during the period in Germany in accordance with arrangements made before embarking on the course of study in the German university

## **10. Part II Examination**

- 10.1 The subjects and courses of study for the Part II examination are [i] German Language III; [ii] Subjects and half subjects from those listed in §§10.2 and 10.3 so as to total three subjects, provided that at least one subject is (or two half subjects are) selected from those listed in §10.2
- 10.2 The subjects referred to in §10.1 are to be chosen from a list approved by the Heads of the Department of Law and the Head of the School of Modern Languages.
- 10.3 The subjects referred to in §10.1 are subjects and half subjects from time to time prescribed by the School of Modern Languages under the regulations for course unit degrees.
- 10.4 A candidate may, with the approval of the Head of the Department of Law, be permitted to follow a course in legal research and writing and submit a dissertation of prescribed length

(not substantially overlapping with any subject previously or concurrently offered by the candidate) in lieu of one full subject required by §10.1[iii]. Details shall be published each year specifying the latest date by which a candidate may notify his/her wish to submit such a dissertation and by which the approval of the Head of the Department of Law shall be given or refused.

- 10.5 The course of study for the Part II examination will extend over one academic year and shall normally be followed in the session next after that in which the candidate completes the Part I examination.
- 10.6 A candidate who enters for the Part II examination must satisfy the examiners in all subjects in order to pass the examination.
- 10.7 A candidate who does not satisfy the examiners in all subjects (or who is absent from some or all of the written papers and is not recommended for a classified or aegrotat degree under §13), but who satisfies the examiners with respect to a dissertation submitted in accordance with §10.4, shall, if he re-enters the examination, be credited with the mark previously obtained in the dissertation.
- 10.8 A candidate who does not pass the examination and who does not satisfy the examiners in a dissertation submitted in accordance with §10.4 shall, in addition to re-entering for the written papers, be permitted either to revise and resubmit the original dissertation or to submit a new dissertation under the conditions specified under the said §10.4

## **11 Notification of Results**

Provisional lists of successful candidates will be published by the Academic Registrar.

## **12 Pass List**

Successful candidates at the Final examination shall be awarded either First Class Honours, Second Class Honours, Third Class Honours or Pass. The Second Class Honours list will be sub-divided into an Upper and Lower Division.

## **13 Aegrotat Degree**

A candidate who has completed his/her course of study and who, through illness or other cause judged sufficient by the Examination Board, has *either* been absent from the whole or part of the examinations at the end of his/her final year *or*, though present at the whole of the examinations at the end of the final year, considers that his/her performance has been adversely affected by the above causes, may be considered for the award of an aegrotat or classified degree under the following regulations:

- 13.1 An application for consideration must be made by the College on his/her behalf within seven days from the last day of the examination and must be accompanied by a medical certificate or other statement of the grounds on which the application is made and by records of the candidate's performance during the course and by assessments provided by the candidate's teachers.
- 13.2 If the Examiners are able to determine on the basis of examination evidence that a candidate who has been present for all papers or who has been absent from one or two papers or the equivalent of one or two papers has reached the standard required for the award of a degree with a Pass or Honours classification, they shall recommend the award of a degree and shall not consider the candidate for the award of an aegrotat degree. The Examiners shall not recommend the award of a class of degree higher than the overall level which the candidate has achieved in the work actually presented.
- 13.3 In the case of a candidate not recommended for a classified degree under §13.2 the examiners, having considered the work which the candidate has submitted at the examination or in such part of the examination as s/he has attended, if any; records of the

candidate's performance during the course; and assessments provided by the candidate's teachers, will determine whether evidence has been shown to their satisfaction that, had s/he completed the examination in normal circumstances, the candidate would clearly have reached a standard which would have qualified him/her for the award of the degree.

- 13.4 A candidate on whose behalf an application has been made under §13.1 above will be informed whether the Examiners have determined that s/he is eligible to apply for the award of an aegrotat degree and that, if so, may either:
- [i] apply for the award of the aegrotat degree; or
  - [ii] not apply but re-enter for the same examination at a later date.
- 13.5 A candidate who under §13.4 above has applied for the award of an aegrotat degree will be informed that the degree has been conferred and will not be eligible thereafter to re-enter for the examination for the classified degree.
- 13.6 On re-entry for the classified degree a candidate who under §13.4 above has been informed that s/he is eligible to apply for the award of an aegrotat degree ceases to be eligible so to apply.
- 13.7 An aegrotat degree will be awarded without distinction or class.
- 13.8 Holders of an aegrotat degree are not permitted to re-enter for the same examination, but they may apply for permission to proceed to a second or higher degree on complying with the regulations for such degrees.

## **BA in Law and Politics**

### **1 General Information**

These Regulations shall be read in conjunction with the provisions of the General Regulations.

### **2 Conditions of Admission**

Before admission to the course of study for the examinations for the degree of BA in Law and Politics a candidate must satisfy the general entrance requirements or be exempted from those requirements as permitted by the Regulations.

### **3 Course of Study and Examinations - General**

3.1 The course of study for the degree normally extends over three consecutive years.

3.2 The examination for the degree of BA comprises an Intermediate examination taken at the end of the first year and a Final Examination in two parts, Part I taken at the end of the second year and Part II at the end of the third year. A candidate must follow the prescribed courses of study in each year of the course. Further details are given in §§8-10. A candidate must complete the Intermediate examination before entering on the course for the Part I examination and must complete the Part I examination before entering on the course for the Part II examination.

### **4 Dates of Examinations**

The examinations will be held once in each year in May/June. A candidate who is referred at the examination in May/June in either of the subjects [i] and [ii] in §8 or in §9 may present himself at the examination held in September in accordance with the special regulations for the LLB degree.

### **5 Entry to Examinations**

A candidate for the Intermediate, Part I or Part II examination shall complete the appropriate entry form, and in the case of Part I and Part II examination shall state on this form the papers which s/he is offering.



## **6 Fees for Examinations**

While a student is registered and in attendance at the College s/he is not required to pay separate fees for entry or re-entry to an examination. All other students are required to pay fees on entry or re-entry to an examination.

## **7 Method of Examination**

7.1 The Intermediate examination will be conducted by written papers. The Part I and Part II examinations will be conducted by written papers except that:

- [i] a candidate in the Part II examination may submit a dissertation as permitted by §10.4
- [ii] an essay or assessed course work may be required in lieu of or in addition to written papers in particular subjects either [a] in accordance with the special regulations for the LLB degree or [b] if such essay or course work is specified for a subject approved under the course unit regulations.

7.2 Where an essay or assessed course work is permitted or prescribed in accordance with §7.1, details will be published in October of each year (or in January in the case of a half subject available in the second semester).

7.3 In all examinations the examiners shall also be at liberty to test any candidate by means of oral questions.

7.4 Candidates may be permitted to take into the examination room and use such materials as may from time to time be prescribed by the Board of Examiners. The Board will in October of each year prescribe [i] the papers for which material may be taken in and used, and [ii] the materials which may be so taken in and used.

## **8 Intermediate Examination**

8.1 The subjects and courses of study for the Intermediate examination are:-

- [i] Public Law
- [ii] Law of Contract
- [iii] Introduction to Politics
- [iv] *Either* ONE full subject *or* TWO half subjects from those offered by the Department of Political Studies and approved from time to time under the Regulations for Course-unit degrees, subject to the conditions and restrictions contained in the said Regulations.

8.2 The course of study for the Intermediate examination will extend over one academic year and one three-hour paper shall be set in each of the subjects of the examination.

8.3 Subject to §8.4, a candidate who enters for the Intermediate examination must satisfy the examiners in all subjects in order to pass the examination.

8.4 A candidate who enters for the Intermediate examination and who fails to reach the minimum standard in only one subject may be referred, i.e. s/he may on the recommendation of the examiners be permitted to present him/herself for re-examination in that subject alone.

8.5 The examiners will recommend that a candidate be referred only if his/her failure in the one subject is not serious and his performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject for examination on two further occasions only.

- 8.6 A candidate will not be permitted to embark on the course for or to enter for Part I of the Final examination until s/he has completed the whole of the Intermediate examination including any subject in which he has been referred.

## **9 Part I Examination**

- 9.1 The subjects and courses of study for the Part I examination are:-
- [i] Administrative Law (half subject) and Law of the European Union (half subject)
  - [ii] *Either ONE full subject or TWO half subjects (see § 9.2).*
  - [iii] Full subjects and/or half subjects, so as to total two subjects, taken from those offered by the Department of Political Studies and approved from time to time under the regulations for course unit degrees, subject to the conditions and restrictions contained in those regulations.
- 9.2 The subjects referred to in § 9.1 [ii] are to be chosen from a list approved by the Head of the Department of Law.
- 9.3 The course of study for the Part I examination will extend over one academic year and shall normally be followed in the session next after that in which the candidate completes the Intermediate examination.
- 9.4 Subject to §7.1 one three-hour written paper shall normally be set in each full subject and one two-hour written paper shall normally be set in each half subject; where assessed course work is required under §7.1 a shorter written paper may be set.
- 9.5 Subject to §9.6, a candidate who enters for the Part I examination must satisfy the examiners in all subjects in order to pass the examination.
- 9.6 A candidate who enters for the Part I examination and who fails to reach the minimum standard in only one subject or in one or two half subjects may be referred, i.e. s/he may on the recommendation of the examiners be permitted to present him/herself for re-examination in that subject or half subject or in those half subjects alone.
- 9.7 The examiners will recommend that a candidate be referred only if his/her failure in the one subject or in the one or two half subjects is not serious and his/her performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject, half subject or half subjects for examination on two further occasions only. A candidate who is referred in two half subjects must offer both half-subjects on the same further occasion, but, if s/he then satisfies the examiners in only one half-subject, shall be required to sit only the other half subject on the second further occasion.
- 9.8 A candidate will not be permitted to embark on the course for or to enter for Part II of the Final examination until s/he has completed the whole of the Part I examination including any subject or half subjects in which s/he has been referred.

## **10 Part II Examination**

- 10.1 The subjects and courses of study for the Part II examination are full subjects and half subjects (see §10.2) so as to total four subjects subject to the restrictions specified in §10.3.
- 10.2 The subjects referred to in §10.1 are to be chosen from a list approved by the Heads of the Department of Law and Politics, as appropriate.
- 10.3 A candidate may not:-
- [i] offer any full subject or half subject which he has offered at Part I
  - [ii] offer any half subject which forms part of any full subject which he has offered at Part I

- [iii] offer any full subject which comprises within it any half subject which he has offered at Part I
  - [iv] offer any half subject listed in §23 of the special regulations for the LLB degree unless s/he has offered the first part of that subject at Part I
- 10.4 A candidate may, with the approval of the Head of the Department of Law, be permitted to follow a course in legal research and writing and submit a dissertation of prescribed length (not substantially overlapping with any subject previously or concurrently offered by the candidate) in lieu of one full subject required by §10.1. Details shall be published each year specifying the latest date by which a candidate may notify his wish to submit such a dissertation and by which the approval of the Head of the Department of Law shall be given or refused.
- 10.5 The course of study for the Part II examination will extend over one academic year and shall normally be followed in the session next after that in which the candidate completes the Part I examination.
- 10.6 Subject to §7.1 one three-hour paper shall normally be set in each full subject and one two-hour paper shall normally be set in each half-subject; where assessed course-work is required under §7.1 a shorter written paper may be set.
- 10.7 A candidate who enters for the Part II examination must satisfy the examiners in all subjects in order to pass the examination.
- 10.8 A candidate who does not satisfy the examiners in all subjects (or who is absent from some or all of the written papers and is not recommended for a classified or aegrotat degree under §13), but who satisfies the examiners with respect to a dissertation submitted in accordance with §10.4, shall, if s/he re-enters the examination, be credited with the mark previously obtained in the dissertation.
- 10.9 A candidate who does not pass the examination and who does not satisfy the examiners in a dissertation submitted in accordance with §10.4 shall, in addition to re-entering for the written papers, be permitted either to revise and resubmit the original dissertation or to submit a new dissertation under the conditions specified under the said §10.4.
- 11 Notification of Results**  
Provisional lists of successful candidates will be published by the Academic Registrar.
- 12 Pass List**  
Successful candidates at the Final examination shall be awarded either First Class Honours, Second Class Honours, Third Class Honours or Pass. The Second Class Honours list will be sub-divided into an Upper and Lower Division.
- 13 Aegrotat Degree**  
A candidate who has completed his/her course of study and who, through illness or other cause judged sufficient by the Examination Board, has *either* been absent from the whole or part of the examinations at the end of his/her final year *or*, though present at the whole of the examinations at the end of the final year, considers that his/her performance has been adversely affected by the above causes, may be considered for the award of an aegrotat or classified degree under the following regulations:
- 13.1 An application for consideration must be made by the College on his/her behalf within seven days from the last day of the examination and must be accompanied by a medical certificate or other statement of the grounds on which the application is made and by records of the candidate's performance during the course and by assessments provided by the candidate's teachers.

- 13.2 If the Examiners are able to determine on the basis of examination evidence that a candidate who has been present for all papers or who has been absent from one or two papers or the equivalent of one or two papers has reached the standard required for the award of a degree with a Pass or Honours classification, they shall recommend the award of a degree and shall not consider the candidate for the award of an aegrotat degree. The Examiners shall not recommend the award of a class of degree higher than the overall level which the candidate has achieved in the work actually presented.
- 13.3 In the case of a candidate not recommended for a classified degree under §13.2 the examiners, having considered the work which the candidate has submitted at the examination or in such part of the examination as s/he has attended, if any; records of the candidate's performance during the course; and assessments provided by the candidate's teachers, will determine whether evidence has been shown to their satisfaction that, had s/he completed the examination in normal circumstances, the candidate would clearly have reached a standard which would have qualified him/her for the award of the degree.
- 13.4 A candidate on whose behalf an application has been made under §13.1 above will be informed whether the Examiners have determined that s/he is eligible to apply for the award of an aegrotat degree and that, if so, may either:
- [i] apply for the award of the aegrotat degree; or
  - [ii] not apply but re-enter for the same examination at a later date.
- 13.5 A candidate who under §13.4 above has applied for the award of an aegrotat degree will be informed that the degree has been conferred and will not be eligible thereafter to re-enter for the examination for the classified degree.
- 13.6 On re-entry for the classified degree a candidate who under §13.4 above has been informed that s/he is eligible to apply for the award of an aegrotat degree ceases to be eligible so to apply.
- 13.7 An aegrotat degree will be awarded without distinction or class.
- 13.8 Holders of an aegrotat degree are not permitted to re-enter for the same examination, but they may apply for permission to proceed to a second or higher degree on complying with the regulations for such degrees.

## **BSc in Computer Science by Distance Learning**

### **Admission**

- 1.1 All candidates must satisfy the General Entrance Requirements or be exempted therefrom.
- 1.2 The College may grant alternative credit, recognising a student's previously-obtained qualification(s) in a particular area as exempting him/her from a specific module(s), provided no candidate shall receive more than 4 modules of alternative credit towards the award of a diploma or 6 modules of alternative credit towards the award of a degree.
- 1.3 Notwithstanding the provisions of §1.2 above, a student who has previously been awarded a Certificate or Diploma, and is subsequently re-admitted within 4 years of that award to study for a degree, will be eligible for alternative credit without limitation, subject to the syllabuses of the modules previously taken still being relevant.
- 1.4 Candidates with appropriate prior qualifications may be granted admission with advanced standing directly to level B or to level C, in which case the number of modules that they shall be required to take shall be correspondingly reduced. A candidate admitted directly to level B may receive no more than 2 modules of alternative credit towards the diploma or 4

modules of alternative credit towards the degree. A candidate admitted directly to level C shall not be entitled to receive any modules of alternative credit.

## 2 Programme of Study

2.1 The programme of study for the degree extends over a minimum of 3 academic years of full-time study, or the equivalent period of part-time study. There is no maximum period of study, but students will normally be expected to complete the requirements for the degree within 8 years of initial registration. Candidates admitted with advanced standing will have the minimum period of study correspondingly reduced.

2.2 The programme consists of 24 modules, each of which is rated at 15 credits:

<b>Level A</b>	1	Foundations of Computing – core areas
	2	Foundations of Computing – introduction to theory
<b>Level B</b>	3	Languages, Automation, Computation
	4	Systems Design
	5	Algorithms I
	6	Artificial Intelligence
	7	Logic
	8	Discrete Mathematics
	9	Information Systems Analysis
	10	Programming I
		<i>Transition Module I</i>
<b>Level C</b>	11	Computability
	12	Databases
	13	Networks and Communications
	14	Multimedia Systems
	15	Programming II
	16	Human Computer Interaction
	17	Computer Systems I
	18	Project I
		<i>Transition Module II</i>
<b>Level D</b>	19	Algorithms II
	20	Information Retrieval
	21	Computer Systems II
	22	Project II

2.3 Students may progress through the degree at their own pace, but it is expected that each student will normally attempt two modules each semester. Students will be required to attempt at least one module in each semester unless they have exceptionally been given permission by the Academic Registrar to interrupt study.

2.4 Students are required to attend the full-time residential programmes as specified in the programme handbook.

## 3 Examinations and Assessments

3.1 Each module will be assessed, the nature of the assessment depending on the subject material of the module. The assessment requirements of each module are given in the programme handbook.

3.2 In order to receive credit for a module, students must complete all elements of the assessment unless they have been granted alternative credit (see §1.2), or have been exempted from it by the examiners (see §6.2).

3.3 Where formal invigilated written examinations are required, these will be held as specified in the programme handbook. Provision is made for re-sit examinations.

- 3.4 A student who has failed a module may re-sit the assessments associated with that module on up to two occasions as specified in the programme handbook.
- 3.5 Where the failure is due to insufficiency in only some of the elements of the assessment for the module, the examiners may exempt the student from those elements that have been passed, and require him/her to re-sit only those elements that were failed.
- 3.6 A student may not re-sit a module that s/he has passed in order to improve his/her mark.
- 3.7 The Examinations associated with each transition module may be taken either at a single sitting or in two successive parts.

#### **4 Progression**

- 4.1 A student must pass both modules at Level A in order to progress to Level B.
- 4.2 A student must pass 6 modules at Level B, and Transition Module I, in order to progress to Level C. Only one alternative credit may be counted towards the progression requirements.
- 4.3 A student must pass 5 modules at Level C, and Transition Module II, in order to progress to level D.

#### **5 Awards**

To be eligible for the award of the Honours degree, a student must have:

- [a] completed 24 modules, and passed at least 20 modules. Students admitted with advanced standing to level B must have completed 22 modules and passed at least 18 modules; students admitted with advanced standing to level C must have completed 13 modules and passed at least 11 modules. Alternative credit may be counted only at levels A and B.
  - [b] passed the Level D project, one other module at Level D, and at least a further 7 modules at Level C or D.
- 5.2 The classification of the degree will be based upon the student's performance over the best 10 modules, which must include at least 7 modules at Level C or D.
  - 5.3 To be eligible for the award of the Ordinary degree, a student must have:
    - [a] completed 20 modules, and passed 17 modules. Students admitted with advanced standing to level B must have completed 18 modules and passed at least 15 modules; students admitted with advanced standing to level C must have completed 11 modules and passed at least 9 modules. Alternative credit may be counted only at levels A and B.
    - [b] passed at least 7 modules at Level C or D.
  - 5.4 To be eligible for the award of the Diploma of Higher Education, a student must have completed 16 modules and passed at least 13, including at least 4 at Level C or D. The Diploma of Higher Education will not be available to students admitted with advanced standing.
  - 5.5 To be eligible for the Certificate of Higher Education, a student must have completed 8 modules and passed at least 6. The Certificate of Higher Education will not be available to students admitted with advanced standing.
  - 5.6 A student will only be awarded an intermediate qualification (Certificate, Diploma or Ordinary Degree) if s/he indicates that s/he does not wish to undertake further studies.

#### **6 Non-completion of Assessment**

- 6.1 A student who is absent from, or fails to complete, the assessment for any module due to reasons acceptable to the examiners (for example illness), shall be entitled to present for that assessment, as if for the first time, at the next available opportunity. In exceptional

circumstances, the examiners shall have discretion to permit the student to present for the assessment at an earlier date.

- 6.2 Where a student is unable to complete the assessment for any module due to reasons acceptable to the examiners, and the examiners are satisfied that they have sufficient evidence of the attainment of the student from other assessments completed for that module, they may exempt the student from being required to complete the remainder of the assessment at a later date, provided that the assessments from which the student is excused do not exceed 25% of the totality of the marks for the module.

## **Bachelor of Dental Surgery [BDS]**

*These BDS Regulations apply to students admitted to the BDS programme on and after September 1999 For regulations for students who started before 1999 please contact the Quality Assurance Unit.*

### **1 Introduction and definitions**

The following words have specific meanings:

**stage**- a discrete period of study. There are 3 Stages, the first Stage occupies three months; the second Stage four calendar years; the third Stage six months.

**core studies** – compulsory parts of a Stage arranged as modules and threads.

**module** - a discrete portion of the programme of study within a stage.

**dental module (DM)** - a module during which a number of topics are combined to provide teaching and learning that is integrated both vertically and horizontally. There are 10 DMs in the programme of study leading to the degree of BDS:

- Fundamentals of Dentistry
- The Oral Cavity
- Human Health and Disease
- Plaque Related Diseases
- Prosthodontics
- Growth and Ageing
- Child Oral Health
- Occlusion
- Endodontics
- Preparation for Vocational Training (PVT)

**thread** – a subject discipline which relates closely to the practice of dentistry. The threads run through the DMs and include:

- Basic Sciences and Pathology
- Prevention
- Communication Skills, Human Sciences and Ethics and Law
- Dental Material Science
- Dental Public Health, Critical Appraisal and Dental Statistics
- Pain and pain control, including dental therapeutics
- Team Dentistry, Health and Safety, Personal and Professional Development
- Imaging and Information Technology
- Planning Dental Care

**selected study modules and electives [SSMs]** – modules which provide opportunities for choice of study area, for study in depth and for study periods spent outside the school. The range of SSMs available may vary from year to year. A full list will be published annually which will form the

basis for discussions between a candidate and his/her tutor, who will ensure that the selection of SSMs over the programme as a whole represents a balanced portfolio of study. SSMs will be assessed as part of continuous assessment.

## **2 Exemptions**

- 2.1 A student who has pursued, in this or another university or institution of similar standing in the United Kingdom, a programme of study which covers the material contained in Stage 1, Stage 2A and Stage 2B and has passed the examinations thereon, may be admitted directly into the remainder of Stage 2 of this programme.
- 2.2. No exemption will be granted from any part of the programme for Stage 2C, 2D and Stage 3 or examinations for Parts 3,4, or 5 covered by these Regulations. Some exemptions may be granted for the assessment of SSMs.

## **3 Programme of Study**

The programme of study for the degree of BDS extends over a minimum of 56 months, and comprises three Stages. The main components of each Stage being :

### **Stage 1 (12 weeks):** Fundamentals of Dentistry

Core studies – introduction to basic skills and concepts to include Cell Biology, Information Technology Skills and People Based Dentistry, with an element of early clinical experience. No SSMs.

### **Stage 2 (4 years):**

#### **Stage 2A (30 weeks):**

Core studies - dental modules and associated threads of Oral Cavity, Human Health and Disease and Introduction to Plaque Related Diseases. There is also an element of clinical experience. This will include SSMs.

#### **Stage 2B (44-46 weeks):**

Core studies - dental modules and associated threads of Oral Cavity, Human Health and Disease and Plaque Related Diseases, Prosthodontics and Child Oral Health. There is an increasing proportion of clinical experience. This will include SSMs.

#### **Stage 2C (44-46 weeks):**

Core studies - dental modules and associated threads of Oral Cavity, Human Health and Disease, Plaque Related Diseases, Prosthodontics, Child Oral Health, Growth and Ageing, Occlusion and Endodontics. The emphasis is on integrated clinical study. This will include SSMs.

#### **Stage 2D (44-46 weeks):**

Core studies - dental modules and associated threads of Oral Cavity , Plaque Related Diseases, Prosthodontics, Child Oral Health and Endodontics. The emphasis is on integrated clinical study. This will include SSMs and an elective period.

### **Stage 3 (24 weeks): Preparation for Vocational Training (PVT)**

The emphasis is on integrated clinical practice involving all previous DMs and threads. This may include SSMs.

## **4 Attendance**

Candidates are required to attend all teaching, and to submit work by the prescribed deadlines. Candidates whose attendance and/or quality of work is judged unsatisfactory by the School may have their registration terminated by the School.

## **5 Examinations: General**

- 5.1 The examination for the Degree of BDS shall be in five Parts. Each Part will be in Sections (A and B), each of which will comprise one or more compulsory assessments.



- 5.2 Each Section A examination will assess the appropriate core DMs' and threads' knowledge, and its application to dental problem solving and patient care. Assessment will normally include written paper(s) and continuous assessment. There may be limited compensation<sup>1</sup> between the elements within each Section A
- 5.3 Each Section B examination will assess the core clinical, communication and other practical skills, and the related knowledge and attitudes. In this way, the progressive development of practical, professional competence will be assessed across the programme. Continuous assessment may form a component of Section B. There may be limited compensation between the elements within each Section B. Compensation will not be permitted between Section A and Section B in any Part of the examination.
- 5.4 A candidate who fails in any paper in Section A, or fails Section B, may (at the discretion of the examiners) attempt that failed element, normally on only one further occasion, at the next available opportunity, following further study and/or attendance as the examiners may prescribe. A candidate who fails to satisfy the examiners at the second attempt will normally be required to withdraw from the programme of study, although in exceptional circumstances the School may permit a candidate a third and final attempt.

## 5.5 Continuous Assessment

Where continuous assessment forms a component of any part of an examination, a candidate who fails in that component will be deemed to have failed in the whole Part, and will therefore be excluded from all other examinations at that sitting. In such cases the examiners may either:

- [a] permit the candidate to attempt the re-sit examinations for that Part at the next available opportunity with or without submitting further coursework;
  - [b] permit the candidate to repeat the whole Stage, and the related examinations, with attendance, or;
  - [c] require the candidate to withdraw from the whole course.
- 5.5.2 The contribution of continuous assessment for each part will vary according to the Part of the Examination, but will not be less than 20%, nor greater than 50%.
- 5.5.3 Notwithstanding §5.5.1 above, where a candidate has been unable to complete the minimum requirement of continuous assessment due to acceptable medical or other reasons, the examiners shall have discretion to waive the minimum requirement subject to:
- [a] the candidate having completed sufficient in-course assessments to satisfy the examiners that s/he has achieved an adequate command of the material;
  - [b] the quality of the completed in-course assessments being of a satisfactory standard, and
  - [c] the candidate passing any related course work or written element.

## 5.6 Progress Review

The School will review the progress of each candidate in terms of his/her academic progress, professional standards and clinical practice in December of each year. Candidates whose performance is unsatisfactory will be warned and, if performance does not improve, may be required to terminate their studies.

## 5.7 Distinctions

- 5.7.1 At the discretion of the examiners, a candidate may be awarded the Degree of BDS 'with Distinction'. Distinctions will be made on the basis of the aggregate marks achieved for each Part of the Degree (plus an oral examination, and / or additional assessment, at the

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<sup>1</sup> 'Limited compensation' is taken to mean that once a threshold mark is achieved in a Section A paper, including the continuous assessment component (which may be considered a notional 'paper'), marks may be transferred from one passing paper to one failing paper. If threshold is not reached, then the paper is failed. Compensation would only apply at the first attempt.

discretion of the examiners)<sup>2</sup>. Any candidate who fails any Part of the Degree will not be eligible for the award of the Degree with distinction.

- 5.7.2 At the discretion of the examiners, a candidate may be awarded a Pass with Merit in any Part of the examinations on the basis of gaining an aggregate mark of at least 70% for the examinations for that Part.

## **6 Examinations**

### **6.1 Part 1 Examinations**

#### **6.1.1 Section A:**

**Ai Written paper - Fundamentals of Dentistry.** Topics to be assessed include all those covered in Stage 1.

**Aii Written paper - Oral Cavity 1 and Human Health and Disease 1.** Questions may be based on problem scenarios and topics to be assessed include all those covered in first six months of Stage 2A.

**Aiii Continuous Assessment from Stage 1 and to June of Stage 2A including SSMs.**

- 6.1.2 Section B - Clinical, Communication and Practical Skills. This examination will cover all topics included in Stage 1 and to June of Stage 2A of the course.

- 6.1.3 Only candidates who have passed Part 1 will be permitted to proceed further on the programme of study.

### **6.2 Part 2 Examinations**

#### **6.2.1 Section A:**

**Ai Written paper - Plaque Related Diseases 1.** Questions may be based on problem scenarios and topics to be assessed include all those covered in last part of Stage 2A and Stage 2B of the course.

**Aii Written paper - Human Health and Disease 2.** Questions may be based on problem scenarios and topics to be assessed include all those covered in last part of Stage 2A and Stage 2B of the course.

**Aiii Written paper – Human Science and Medical Ethics.** Questions may be based on problem scenarios and topics to be assessed include all those covered in Stage 1 and Stage 2A and 2B of the course.

**Aiv Continuous Assessment from end of Stage 2A and Stage 2B including SSMs.**

- 6.2.2 **Section B - Clinical, Communication and Practical Skills.** This examination may cover all topics included at the end of Stage 2A and Stage 2B of the course.

- 6.2.3 Candidates who fail Part 2 may, at the discretion of the examiners, be permitted to proceed to the first 3 months of the following stage pending the outcome of the resit examinations, but will not be permitted to proceed further until they have satisfied the examiners in all elements of Part 2.

### **6.3 Part 3 Examinations**

#### **6.3.1 Section A:**

**Ai Written paper- Oral Cavity 2 and Plaque Related Diseases 2-** Questions may be based on problem scenarios and topics to be assessed include all those covered in Stage 2C of the course.

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<sup>2</sup> Note that it will no longer be possible to award distinctions for the constituent disciplines/specialities embodied in the BDS degree. It is proposed that a revised system of prizes should maintain this tradition for the future. Such prizes are not the subject of these regulations

**Aii Written paper - Human Health and Disease 3** - Questions may be based on problem scenarios and topics to be assessed include all those covered in Stage 2C of the course

**Aiii Written paper - Growth and Ageing, Endodontics and Occlusion** - Questions may be based on problem scenarios and topics to be assessed include all those covered in Stage 2C of the course.

**Aiv Continuous Assessment from Stage 2C including SSMs.**

6.3.2 **Section B - Clinical, Communication and Practical Skills.** This examination may include an Objective Structured Clinical Examination (OSCE) and cover topics included in Stage 1 and Stage 2A, 2B and 2C of the course.

6.3.3 Candidates who fail Part 3 may, at the discretion of the examiners, be permitted to proceed to the first 3 months of the following stage pending the outcome of the resit examinations, but will not be permitted to proceed further until they have satisfied the examiners in all elements of Part 3.

#### **6.4 Part 4 Examinations**

##### **6.4.1 Section A:**

**Ai Written paper - Integrated Clinical Studies I (including Prosthodontics and appropriate elements of other threads/modules).** Questions will focus on key knowledge and its application. Topics to be assessed include all those covered in Stage 2 of the course.

**Aii Written paper - Integrated Clinical Studies II (Oral Cavity and appropriate elements of other threads/modules).** Questions may be based on problem scenarios. Topics to be assessed include all those covered in Stage 2 of the course

**Aiii Written paper - Integrated Clinical Studies III (Child Oral Health and appropriate elements of other threads/modules).** Questions may be based on problem scenarios. Topics to be assessed include all those covered in Stage 2 of the course

**Aiv Continuous Assessment from Stage 2D including SSMs .**

6.4.2 Section B -Clinical, Communication and Practical Skills, drawing on skills achieved during the whole of the programme, and particularly Stage 2.

6.4.3 Candidates who fail Part 4 may, at the discretion of the examiners, be permitted to proceed to the first 3 months of the following stage pending the outcome of the resit examinations, but will not be permitted to proceed further until they have satisfied the examiners in all elements of Part 4.

#### **Part 5 Examinations**

##### **6.5.1 Section A:**

**Ai Written paper - Integrated Clinical Practice. Questions may be based on problem scenarios.** Topics to be assessed include all those covered in Stage 2 and 3 of the course. A sub section of the examination will examine core elements that underlie Professional Practice.

**Aii Case presentation** examination of at least one completed case during Stage 2 and 3 of the course by structured examination at which a patient may be present.

**Aiii Continuous Assessment from Stage 3 including SSMs.**

6.5.2 Section B - Clinical Skills, drawing on skills achieved during the whole of the programme, and particularly Stage 3. This examination may take the form of an Objective Structured Clinical Examination

6.5.3 Candidates must have successfully completed all Parts of the examination before the award of the Degree of BDS.

6.5.4 A candidate who fails to satisfy the examiners in any paper in Section A or fails Section B of the Part 5 examinations may, subject to the approval of the School, present him/herself for re-examination in the failed elements. Permission to re-sit any paper may be made subject to the candidate following additional studies. A candidate who fails to satisfy the examiners in the re-sit examinations may exceptionally be permitted to re-sit all, or individual, Part 5 elements on one further occasion only at the next opportunity (with or without further attendance), or may be required to withdraw from the programme.

## 7 Dates of Examinations

Part 1 will be in the summer of each year of study with resits in September. Parts 2-4 in November/December of each year with resits in March/April. Part 5 will be in the summer of each year with resits in November. Part 5 will be completed before the end of December of fifth year of study.

## 8 Intercalated pathways

Students who have been selected to study for an intercalated BSc are eligible to do so at the end of the Stage 2B.

## 9 Registration

A candidate on whom the degree of BDS has been conferred will not be recommended for full registration by the General Dental Council until s/he has successfully met the criteria for professional development and undergraduate study the College regards as acceptable

*Amended November 2000*

## **Bachelor of Medicine & Bachelor of Surgery [MBBS]**

*These Regulations apply to students admitted to the MBBS programme on and after September 1999. For regulations for student admitted to the MBBS programme before September 1999 please contact the Quality Assurance Unit.*

### 1 Introduction and definitions

The following words have specific meanings:

**stage** - a discrete period of the programme of study, during which the curriculum will normally cover a particular theme. There are 5 stages in the programme of study leading to the Degree of MBBS, each of which will include core studies and may include a choice of selected study modules.

**core studies** – compulsory parts of a stage arranged as systems and threads.

**system<sup>3</sup>** – a key subject/speciality of clinical medicine and its related disciplines. There are 5 systems:

Cardiorespiratory System

Metabolism

Locomotor System

Human Development

Brain and Behaviour

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<sup>3</sup> A fuller description of the disciplines/specialities embodied in these systems is attached in Annex 1

In parallel with these five systems, a sixth element of the course (Review and Integration / Integrated Clinical Studies) deals with relationships between systems and with fully integrated study.

**thread** – a subject discipline which relates closely to the practice of clinical medicine. The threads include:

Basic Medical Science (biochemistry, basic pharmacology, physiology, clinical anatomy)

Clinical Pharmacology and Therapeutics

Epidemiology and Public Health

Medical Imaging

Occupational Health

Pathology

Professional Practice (including: Clinical and Communication Skills; Critical Appraisal and Medical Statistics; Ethics and Law as applied to Medicine; Human Sciences, including Psychology and Sociology; Medicine in Society)

These threads are both integrated with the systems and present as discrete elements throughout the course.

**selected study modules [SSMs]** – modules, normally of 2 weeks (or equivalent) duration, which provide opportunities for choice of study area, and for study in depth, in accordance with a *Scheme for Selected Study*. Two SSMs may be combined into a single module of double weighting in terms of assessment. SSMs will comprise not more than 30% of the curriculum. The range of SSMs available to students during a particular stage may vary from year to year, but a full list will be published annually.

**Scheme for Selected Study** – published guidelines for the choice of SSMs, which will form the basis for discussions between a candidate and his/her tutor, who will ensure that the selection of SSMs over the programme as a whole represents a balanced portfolio of study.

**elective** – an 8-week period spent on an approved programme of activity or study related to the candidate's programme.

**continuous assessment** – in-course assessments and assessed course work.

## 2 Exemptions

A student who has pursued, in this or another university or institution of similar standing in the United Kingdom, a programme of study which covers the material contained in the first two academic years of this programme and has passed the examinations thereon, may be admitted directly to the third year at Stage 3.

A dentist who is qualified to at least primary FDS level, and who has satisfied the examiners in those topics examined in Parts 1 and 2 of these MBBS regulations which did not form part of his/her BDS/FDS programme, may be admitted directly to the third year at Stage 3.

No exemption will be granted from any part of the programme for Stages 3-5 or examinations for Parts 3,4, or 6 covered by these Regulations. Some exemptions may be granted for Part 5, the final assessment of SSMs.

## 3 Programme of Study

The programme of study for the Degree of MBBS extends over a minimum of 56 months, and comprises five stages.

### Stage 1A (12 weeks): Fundamentals of Medicine

Core studies – introduction to basic skills and concepts, with an element of early clinical experience. No SSMs.

**Stage 1B (24 weeks): Systems in Health**

Core studies - on each of the five systems and associated threads; period of review and integration. There is also an element of early clinical experience. Two periods of SSM study.

**Stage 2 (38 weeks): Systems in Disease**

Core studies - sections on each of the five systems and associated threads; period of review and integration; early clinical experience. Two periods of SSM study.

**Stage 3 (41 weeks): Integrated Clinical Studies**

Core studies - periods of clinical experience on all systems, particularly Cardiorespiratory System and Metabolism, the emphasis being on integrated clinical study, including thread topics. Two periods of SSM study.

**Stage 4 (41 weeks): Specialities**

Core studies - clinical experience, predominantly Human Development, Brain and Behaviour and Locomotor Systems, accompanied by threads topics; review and integration. Two periods of SSM study. A further SSM period overlaps with the start of Stage 5.

**Stage 5 (40 weeks): Preparation for Clinical Practice**

Core studies include – two Shadow House Officer attachments; one Primary Care attachment; one training ward attachment; review and integration. The core studies emphasise integrated clinical practice involving all systems and threads. Two periods of SSM study plus an 8-week elective period.

**4 Attendance**

Candidates are required to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Candidates whose attendance and/or quality of work is judged unsatisfactory may have their registration terminated by the School.

**5 Examinations: General**

5.1 The examination for the Degree of MBBS shall be in six Parts. Parts 1, 2, 3, 4 and 6 will examine core studies. Part 5 will examine Selected Study Modules.

**5.2 Core Studies (Parts 1 to 4, and Part 6)**

5.2.1 Each Part shall be in two Sections (A and B) and each Section shall comprise one or more compulsory assessments.

5.2.2 Each Section A examination will assess the appropriate core systems' and threads' knowledge, and its application to medical problem solving and patient care. Each Section A will normally include written paper(s) and continuous assessment.

5.2.3 Limited compensation<sup>4</sup> may apply between all elements within each Section A

5.2.4 Each Section B examination will assess the core clinical, communication and other practical skills, and the related knowledge and attitudes. In this way, the progressive development of practical, professional competence will be assessed across the programme. Continuous assessment will not normally form a component of any Section B

5.2.5 Compensation will not be permitted between Section A and Section B in any Part of the Examination.

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<sup>4</sup> 'Limited compensation' is taken to mean that once a threshold mark is achieved in a Section A paper, including the continuous assessment component (which (which may be considered a notional 'paper') marks may be transferred from a passing paper to a failing paper. If threshold is not reached, then the paper is failed. Compensation would only apply at the first attempt.

- 5.2.6 A candidate who fails in any paper in Section A, or fails Section B, may (at the discretion of the examiners) attempt that failed element, normally on only one further occasion, at the next available opportunity, following further study and/or attendance as the examiners may prescribe. A candidate who fails to satisfy the examiners at the second attempt will normally be required to withdraw from the programme of study, although in exceptional circumstances the School may permit a candidate a third and final attempt.<sup>5</sup>

### 5.3 Continuous Assessment

Where continuous assessment forms a component of Section A, any candidate who has not completed the minimum requirement to the satisfaction of the examiners will be failed in that component, and may be excluded from the relevant written examination. A candidate who has been excluded from the examinations for the non-completion of continuous assessment may be required to repeat the Stage, with attendance, or may have his/her registration terminated (see §4). The School will publish the minimum requirements for continuous assessment at the beginning of each academic year.

The contribution of continuous assessment to the overall mark for Section A will vary according to the Part of the Examination, but will not be less than 30%, nor greater than 50%.

Notwithstanding §5.3.1 above, where a candidate has been unable to complete the minimum requirement of continuous assessment due to acceptable medical or other reasons, the examiners shall have discretion to waive the minimum requirement subject to:

- [a] the candidate having completed sufficient in-course assessments to satisfy the examiners that s/he has achieved an adequate command of the material;
- [b] the quality of the completed in-course assessments being of a satisfactory standard, and
- [c] the candidate passing any related course work or written element.

### 5.4 The Assessment of Selected Study Modules

Part 5 shall be the assessment of the Selected Study Modules [SSMs] taken over the whole programme of study. Details of the Part 5 assessment appear in §6.5.

Candidates are required to build a selection of SSMs, over the programme, in accordance with the *Scheme for Selected Study*.

Candidates must demonstrate a satisfactory record of achievement (with or without compensation, as described in §6.5.1):

- [a] in all SSMs taken in the first two years prior to entry to the Part 2 examinations; and
- [b] in all SSMs taken in the first four years prior to entry to the Part 4 examinations,

A candidate whose performance in SSMs fails to meet these requirements will not be permitted to take the relevant Part until s/he has redeemed the situation, as described in §6.5.2. Where a candidate's failure to achieve the required record of achievement is solely due to extenuating circumstances, the examiners shall have discretion to waive the requirement for the purposes of progression only, subject no candidate having more than one SSM outstanding at any point in the programme.

- 5.4.4 If a candidate is delayed by more than 12 months from entering the final examinations for Part 2 or Part 4 as a result of an unsatisfactory record of achievement in SSMs (other than by reason of extenuating circumstances acceptable to the examiners), s/he shall be required to withdraw from the programme of study. (See also §6.5.5).

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<sup>5</sup> See §6.5 and §6.6 for more specific details of re-sit and progression arrangements for Parts 5 and 6

## **5.5 Distinctions and Merits**

- 5.5.1 At the discretion of the examiners, a candidate may be awarded the Degree 'with Distinction'<sup>6</sup>. Distinctions will be made on the basis of the aggregate marks achieved for each Part of the Degree (plus an oral examination, and/or additional assessment, at the discretion of the examiners). Any candidate who fails any Part of the Degree may not be awarded a distinction.<sup>7</sup>
- 5.5.2 At the discretion of the examiners, a candidate may be awarded a Pass 'with Merit' for any Part of the Degree.

## **5.6 'Exit with Grace'**

- 5.6.1 If, following the successful completion of Parts 1, 2 and 3 of the Degree of MBBS, together with the successful completion of the Selected Study components of Stages 1 to 3 inclusive, a student withdraws from the MBBS Programme, s/he will be eligible for consideration for the award of the Degree of BSc in Medical Studies. This will be an unclassified honours degree.

## **6 Examinations**

### **6.1 Part 1 Examinations**

#### **6.1.1 Section A:**

**Ai Written paper - Key Knowledge and its Application.** Topics to be assessed include all those covered in Stages 1a and 1b of the course.

**Aii Written paper - Systems in Health - A Clinical Perspective.** Questions may be based on problem scenarios and topics to be assessed include all those covered in Stages 1a and 1b of the course.

**Aiii Continuous Assessment from Stages 1a and 1b.**

- 6.1.2 **Section B - Clinical, Communication and Practical Skills.** This examination will cover all topics included in Stages 1a and 1b of the course.

- 6.1.3 Only candidates who have passed Part 1 will be permitted to proceed to the second year of the course.

### **6.2 Part 2 Examinations**

- 6.2.1 To be eligible for entry to Part 2, a candidate must present a satisfactory record of achievement in the SSMS associated with Stages 1b and 2 of the programme.

#### **6.2.2 Section A:**

**Ai Written paper - Key Knowledge and its Application.** Topics to be assessed include all those covered in Stage 2 of the course.

**Aii Written paper - Systems in Disease.** Questions may be based on problem scenarios and topics to be assessed include all those covered in Stages 1 and 2 of the course.

**Aiii Continuous Assessment from Stage 2.**

- 6.2.3 **Section B - Clinical, Communication and Practical Skills.** This examination will cover topics included in Stages 1 and 2 of the course.

- 6.2.4 Only candidates who have passed Part 2 will be permitted to proceed to the third year of the course.

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<sup>6</sup> At present it is not possible, within the Ordinances of the University of London, to award the MBBS with distinction. At the invitation of the Medical Studies Committee, the School of Medicine and Dentistry will try to secure the agreement of the constituent colleges to amend the Ordinances. It is proposed that this statement remain in the regulations until the outcome of these negotiations is clear.

<sup>7</sup> Note that it will no longer be possible to award distinctions for the constituent disciplines / specialities embodied in the MBBS Degree. It is proposed that a revised system of prizes should maintain this tradition for the future. Such prizes are not the subject of these Regulations.



### 6.3 Part 3 Examinations

#### 6.3.1 Section A:

**Ai Written paper - Integrated Clinical Studies I (including the Cardiorespiratory System, Metabolism System, and appropriate elements of other systems).** Questions will focus on key knowledge and its application. Topics to be assessed include all those covered in Stage 3 of the course.

**Aii Written paper - Integrated Clinical Studies II (including the Cardiorespiratory System, Metabolism System, and appropriate elements of other systems).** Questions may be based on problem scenarios. Topics to be assessed include all those covered in Stages 1, 2 and 3 of the course.

**Aiii Continuous Assessment from Stage 3.**

6.3.2 **Section B - Clinical Skills**, including clinical and communication skills and related knowledge. This examination will cover topics included in Stages 1-3 of the course.

6.3.3 Only candidates who have passed Part 3 will be permitted to proceed to the fourth year of the course.

### 6.4 Part 4 Examinations

6.4.1. To be eligible for entry to Part 4, a candidate must present a satisfactory record of achievement in the SSMs associated with Stages 1 - 4 of the programme.

#### 6.4.2 Section A:

**Ai Written paper - Locomotor System and Brain and Behaviour.** Questions may be based on problem scenarios. Topics to be assessed include all those covered in Stage 4 of the course.

**Aii Written paper - Human Development.** Questions may be based on problem scenarios. Topics to be assessed include all those covered in Stage 4 of the course.

**Aiii Continuous Assessment from Stage 4.**

6.4.3 **Section B - Clinical Skills**, including clinical and communication skills and related knowledge. This examination will cover topics included in Stages 1-4 of the course.

6.4.4 Only candidates who have passed Part 4 will be permitted to proceed to the final year of the course.

### 6.5 Part 5: The Final Assessment of Selected Study Modules

6.5.1 Individual SSMs may be assessed by continuous assessment; by a final report, or by a combination of continuous assessment and final examination. Candidates who fail to complete the assessment for each SSM by the end of the timetabled period of that module will normally be failed in that module. Performance in an SSM will be graded on the scale of A to E: grades A to C are passing grades, grade D is a marginal fail that can be compensated by a grade of A or B in another SSM, and grade E is a clear fail.

6.5.2 Candidates who fail an SSM may (at the discretion of the examiners) re-submit course work or repeat the assessment at a subsequent sitting, with attendance if required by the examiners, or may elect to take a different SSM as an alternative.<sup>8</sup>

6.5.3 In order to satisfy the requirements of Part 5, candidates must have passed all SSMs (overall, or with compensation) as required by the *Scheme for Selected Study* by the end of the first term of Stage 5. Candidates who have failed the requirements for Part 5 by the due date must normally redeem any deficit as described in §6.5.2.

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<sup>8</sup> September re-sit examinations will not normally be held for SSM assessments.

- 6.5.4 Candidates who have failed to achieve the above requirement, but who, in the opinion of the examiners, will be able to remedy their shortfall prior to sitting Part 6, may, notwithstanding §6.5.3, be permitted to proceed with the programme. The examiners may permit a candidate to make use of the elective period to remedy any deficit in the SSMs.
- 6.5.5 In exceptional circumstances, the examiners may reduce the requirements specified in §6.5.3 by not more than one SSM provided the candidate has passed all Parts 1 to 4 of the Degree.
- 6.5.6 If a candidate is delayed by more than 12 months from completing the requirements for the award of Part 5, as a result of an unsatisfactory record of achievement in SSMs (other than by reason of extenuating circumstances acceptable to the examiners), s/he shall be required to withdraw from the programme of study.
- 6.5.7 For each candidate awarded the Degree of MBBS a transcript of the SSMs successfully completed, giving the grades attained, will be provided.

## **6.6 Part 6 Examination**

- 6.6.1 To be eligible for entry to Part 6, a candidate must have satisfied the requirements of Part 5 (unless this has been waived by the examiners in accordance with §6.5.4), and have presented a satisfactory report on the elective period (unless this has been waived by the examiners).

The examiners may permit a candidate to make use of the elective period to remedy any deficit in the core studies for Part 6.

### **6.6.2 Section A:**

**Ai Written paper - Integrated Clinical Practice.** Questions may be based on problem scenarios. Topics to be assessed cover all those included in Stages 1- 5 of the course. A sub-section of the paper will examine the core elements that underlie Professional Practice.

**Aii Continuous Assessment from Stage 5.**

- 6.6.3 **Section B - Clinical Skills**, drawing on skills achieved during the whole of the programme, and particularly Stage 5. This examination may take the form of an Objective, Structured Clinical Examination and/or observed long case.
- 6.6.4 A candidate who fails to satisfy the examiners in any paper in Section A or fails Section B of the Part 6 examinations may, subject to the approval of the School, present him/herself for re-examination in the failed elements. Permission to re-sit any paper may be made subject to the candidate following additional studies. A candidate who fails to satisfy the examiners in the re-sit examinations may exceptionally be permitted to re-sit all, or individual, Part 6 papers on two further occasions only at the next opportunity (with or without further attendance), or may be required to withdraw from the programme.
- 6.6.5 Candidates must have successfully completed all Parts of the Examination before the award the Degree of MBBS.

## **7 Dates of Examinations**

Parts 1 to 4 and Part 6 will be in the summer term of each year of study, with re-sits in August or September (or November/December in the case of Part 6) of the same year. Part 5 will be completed before the end of December of the fifth year of study.

## **8 Intercalated Pathways**

Students who have been selected to study for an intercalated BSc are eligible to do so at the end of the sixth, ninth or twelfth term. Students who have been selected to study for a BMedSci may do so after the twelfth term.

## 9 Registration

A candidate (other than a fully registered medical practitioner) on whom the Degree of MBBS has been conferred will not be entitled to full registration by the General Medical Council until s/he has:

- [a] held approved hospital pre-registration house appointments for a period of twelve months which satisfy the requirements of the Medical Acts and the Regulations of the General Medical Council; and
- [b] obtained a Certificate of Experience signed on behalf of the College certifying that s/he has rendered satisfactory service for the required period in a combination of posts which the College regards as acceptable.

A further, postgraduate stage could be appended to these regulations, as a provision for greater involvement in the pre-registration, house officer (PRHO) year. Were this to be the case, the following would be added to the end of §3:

**Stage 6 Pre-registration** - postgraduate study and professional development.

The following would also be added to §9:

- [c] has successfully met criteria for professional development and postgraduate study which the College regards as acceptable.

### **ANNEX 1: Subjects and disciplines embodied within the systems and integrated clinical study.**

<b>Cardiorespiratory System:</b>	Haematology / Lymphatics Cardiology Respiratory medicine Ear, Nose & Throat
<b>Metabolism:</b>	Alimentary Endocrinology, diabetes and metabolic medicine Nephrology Nutrition Urology
<b>Locomotor System:</b>	Musculo-skeletal Rheumatology Orthopaedics and Trauma Dermatology Disability / Rehabilitation
<b>Brain and Behaviour:</b>	Neurosciences - neurology Psychiatry Psychology Ophthalmology
<b>Human Development:</b>	Reproductive medicine (embryology, obstetrics) Gynaecology Neonatology Child Health - growth and development GU Medicine Breast Genetics
<b>Integrated Clinical Studies:</b>	General Medicine General Surgery

Anaesthetics  
Emergency Medicine  
General Practice and Primary Care  
Care of the Elderly  
Infection  
Oncology

*The threads disciplines, as described in §1, are both integrated within these systems and present as discrete elements throughout the course.*

## **Regulations For The Degree Of MBBS (5-Year Programme)**

(First published 1999, revised April 2006)

[These Regulations apply to students admitted to the 5-Year MBBS programme on and after September 2006]

### **1. Introduction and definitions**

The following words have specific meanings:

**Stage** - a discrete period of the programme of study, during which the curriculum will normally cover a particular theme. There are 5 Stages in the programme of study leading to the Degree of MBBS, each of which will include core studies and may include a choice of Selected Study Modules.

**core studies** – compulsory parts of a Stage arranged as studies of systems and people and populations.

**system** – a key subject/speciality of clinical medicine<sup>9</sup> and its related disciplines, including the basic and clinical medical sciences<sup>10</sup>. There are 5 systems:

Cardiorespiratory System  
Metabolism  
Locomotor System  
Human Development  
Brain and Behaviour

In parallel with these five systems, a sixth element of the course (Review and Integration / Integrated Clinical Studies) deals with relationships between systems and with fully integrated study.

**people and populations** - subjects/disciplines important to an understanding of health and disease in individuals and in communities, together with the skills of good medical practice. These include:

Clinical and Communication Skills  
Critical Appraisal and Medical Statistics  
Ethics and Law as applied to Medicine  
Epidemiology  
Human Sciences, including Psychology and Sociology  
Occupational Health  
Public Health  
Medicine in Society and Inter-professional studies.

These are included within the systems and also in specific course elements (for example, Human Sciences and Public Health, Clinical Method, Personal and Professional

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<sup>9</sup> The key subject/speciality of clinical medicine covered in each system are listed in Annex 1.

<sup>10</sup> The disciplines related to the key subject/ discipline of clinical medicine are listed in Annex 2.

Development, Inter-professional Learning, and Medicine in Society).

**Selected Study Modules [SSMs]** – modules, normally of 2 weeks (or equivalent) duration, which provide opportunities for choice of study area, and for study in depth, in accordance with a *Scheme for Selected Study*. Two SSMs may be combined into a single module of double weighting in terms of assessment. SSMs will comprise not more than 30% of the curriculum. SSMs in Stage 5 will be of one month's duration. The range of SSMs available to students during a particular Stage may vary from year to year, but a full list will be published annually. SSMs are also known as 'Student Selected Components' (SSCs), but the term SSMs is retained in these Regulations.

**Scheme for Selected Study** – published guidelines for the choice of SSMs, which give details of the progression requirements for the SSM programme and will ensure that the selection of SSMs over the programme as a whole represents a balanced portfolio of study.

**elective** – a period of up to 6-weeks spent on an approved programme of activity or study related to the candidate's programme.

**continuous assessment** – in-course assessments and assessed course work in the core studies curriculum that count towards the assessment of that Stage.

## 2. Exemptions

- 2.1 A student who has pursued, in this or another university or institution of similar standing in the United Kingdom, a programme of study which covers the material contained in the first two academic years of this programme and has passed the examinations thereon, may be admitted directly to the third year at Stage 3.
- 2.2 A dentist who is qualified to full MFDS level, and who has satisfied the examiners in those topics examined in Parts 1 and 2 of these MBBS regulations that did not form part of his/her BDS/MFDS programme, may be admitted directly to the third year at Stage 3.
- 2.3 No exemption will be granted from any part of the programme for Stages 3-5 or examinations for Parts 3, 4, or 6 covered by these Regulations. Some exemptions may be granted for Part 5, the final assessment of SSMs.

## 3. Programme of Study

The programme of study for the Degree of MBBS extends over a minimum of 56 months, and comprises five Stages.

### **Stage 1a (12 weeks): Fundamentals of Medicine**

Core studies – introduction to basic skills and concepts, with an element of early clinical experience. No SSMs.

### **Stage 1b (25 weeks): Systems in Health**

Core studies - sections on each of the five systems, people and populations studies, including a community placement and review and integration. Two 2-week periods of SSM study.

### **Stage 2 (37 weeks): Systems in Disease**

Core studies - sections on each of the five systems, people and populations studies, including a community placement and review and integration. Two 2-week periods of SSM study.

### **Stage 3 (41 weeks): Integrated Clinical Studies**

Core studies - periods of integrated clinical experience on all systems, particularly

Cardiorespiratory System and Metabolism, the emphasis being on integrated clinical studies. A period of people and populations studies and of review and integration. Two periods of SSM study.

#### **Stage 4 (41 weeks): Specialities**

Core studies - clinical experience, predominantly Human Development, Brain and Behaviour and Locomotor Systems, accompanied by people and population studies and review and integration. Two periods of SSM study, which may be combined for the production of a dissertation.

#### **Stage 5 (39 weeks): Preparation for Clinical Practice**

Core studies include – one attachment in Medicine and another in Surgery; one attachment in Primary Care and another in Health Care of the Elderly. Periods of review and integration may also be included. The core studies emphasise integrated clinical practice involving all systems and related disciplines, and will involve a period of intensive preparation for the House Officer post. Two periods of SSM study plus a 6-week elective period.

### **4. Attendance and professional attitude and conduct**

- 4.1 Candidates are required to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Candidates are also expected to demonstrate the highest standards of professional attitude and conduct throughout the programme.
- 4.2 Professional behaviour encompasses personal honesty and integrity, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene.
- 4.3 Professional attitude and conduct may be assessed at various points in the course using a variety of assessment, appraisal, self-evaluation and reporting techniques. A candidate whose professional behaviour is deemed to be less than satisfactory may be required to attend a specific remedial programme or be referred for counseling or health care, or be required to repeat a Stage of the programme to demonstrate improved performance.
- 4.4 Candidates whose attendance, professional attitude and conduct and/or quality of work are formally assessed as unsatisfactory may have their registration terminated.

### **5. Examinations: General**

- 5.1 The examination for the Degree of MBBS shall be in six Parts. Parts 1, 2, 3, 4 and 6 will examine core studies. Part 5 will examine Selected Study Modules.
- 5.2 **The Assessment of Core Studies (Parts 1 to 4, and Part 6)**
  - 5.2.1 Each Part shall be in two Sections (A and B) and each Section shall comprise one or more compulsory assessments.
  - 5.2.2 Each Section A examination will assess the appropriate core knowledge, and its application to medical problem solving, patient care and to factors influencing health and disease. Each Section A will normally include written paper(s) and continuous assessment.
  - 5.2.3 To pass Section A, candidates will normally be expected to satisfy the examiners separately in each written paper and in continuous assessment. However, limited

5.2.4 compensation<sup>11</sup> between elements of Section A (see §5.2.7) may be permitted in some Parts of the degree, but only at the first attempt.

5.2.5 Each Section B examination shall assess the core clinical, communication and other practical skills, and the related knowledge and attitudes. In this way, the progressive development of practical, professional competence will be assessed across the programme. Section B may be divided into sub-sections and marks from sub-sections weighted and combined to give an overall mark. Continuous assessment will not normally form a component of any Section B.

5.2.6 Compensation will not be permitted between Section A and Section B in any Part of the Examination.

5.2.7 A candidate who fails in Section A, or fails in Section B, may (at the discretion of the examiners) attempt that failed Section (or such elements of that Section as may be required by the mark scheme), normally on one further occasion, following further study and/or attendance as the examiners may prescribe. A candidate who fails to satisfy the examiners at the second attempt will normally be required to withdraw from the programme of study, although in exceptional circumstances the School may permit a candidate a third and final attempt.

There shall be Mark Schemes for each Part that shall specify:

- 5.2.8
- i) the minimum requirements for satisfactory performance in continuous assessment.
  - ii) whether limited compensation is permitted between any or all sub-sections of Section A, and the mechanism of any such compensation.
  - iii) the requirement for re-sit examinations in the event that a candidate fails to satisfy the examiners.

The Board of Examiners shall approve Mark Schemes and the above information (§5.2.7) published not later than the beginning of the Stage to which they apply.

### 5.3 Continuous Assessment

5.3.1 Where continuous assessment forms a component of Section A, any candidate who has not completed the minimum requirement to the satisfaction of the examiners will be failed in that component and will fail Section A (and may be excluded from the relevant Section A and B examinations). A candidate who has been excluded from the examinations for the non-completion of continuous assessment may be required to repeat the Stage (or part of Stage), with attendance, or may have his/her registration terminated (see §4).

5.3.2 Notwithstanding §5.3.1 above, where a candidate has been unable to complete the minimum requirement of continuous assessment due to acceptable medical or other reasons, the examiners shall have discretion to waive the minimum requirement subject to:

- [a] the candidate having completed sufficient in-course assessments to satisfy the examiners that s/he has achieved an adequate command of the material;
- [b] the quality of the completed in-course assessments being of a satisfactory standard; and

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<sup>3</sup> 'Limited compensation' may be permitted in Section A only for some Parts of the degree. The Mark Scheme for the relevant Part will state whether compensation will apply and will give details of the mechanism for weighting and combining marks from Section A Papers. In limited compensation a threshold mark must first be achieved in all Examination Papers for Section A (including continuous assessment which shall be considered a notional 'Paper'). If threshold is not reached in any paper, then the paper (and Section A) is failed. Where ONE Paper ONLY has a mark between threshold and the pass standard and the mark for Section A overall is a pass, then Section A shall be 'passed by compensation'. Compensation will only apply at the first attempt.

[c] the candidate passing any specified course work or written element.

#### **5.4 The Assessment of Selected Study Modules**

5.4.1 Part 5 shall be the assessment of the Selected Study Modules [SSMs] taken over the whole programme of study. Details of the Part 5 assessment appear in §6.5.

5.4.2 Candidates are required to build a selection of SSMs, over the programme, in accordance with the Scheme for Selected Study.

5.4.3 Candidates must pass (with or without compensation, as described in §6.5.1):

- [a] in all SSMs taken in Stages 1 and 2 prior to entry to Stage 3 of the programme;
- [b] in all SSMs taken in Stages 1 to 4 prior to entry to Stage 5 of the programme
- [c] in all SSMs taken in Stages 1 to 5 (taking into account §6.5.6) for the award of Part 5 MBBS

5.4.4 A candidate whose performance in SSMs fails to meet requirement [a] will not be permitted to commence Stage 3 of study until s/he has redeemed the situation, as described in §6.5.2. A candidate who fails to meet requirement [b] will not be permitted to commence Stage 5 of study until s/he has redeemed the situation, as described in §6.5.2<sup>12</sup>. A candidate who fails to meet requirement [c] may be permitted to take Part 6 MBBS, but the award of the degree will be withheld until the requirements for Part 5 are met (as described in §6.5.2 and/or §6.5.4 and taking into account §6.5.6).

5.4.5 Where a candidate's failure to achieve the required record of achievement is solely due to extenuating circumstances, the examiners shall have discretion to waive the requirement for the purposes of progression only, subject to no candidate having more than one SSM outstanding at any point in the programme.

5.4.6 If a candidate is delayed by more than 12 months from entering Stage, 3, or entering Stage 5, or from completing Stage 5, because of an unsatisfactory record of achievement in SSMs (other than by reason of extenuating circumstances acceptable to the examiners), s/he shall be required to withdraw from the programme of study.

#### **5.5 Distinctions and Merits**

5.5.1 At the discretion of the examiners, a candidate may be awarded the Degree 'with Distinction'. Distinctions are a University of London award and will be cited on the degree certificate. Distinctions are awarded on the basis of sustained excellence over a period of time. Any candidate who fails any Part of the Degree may not be awarded a Distinction.

5.5.2 Three Distinctions will operate in the 5-year MBBS programme from 2003-04, until further notice:

- 'Distinction in Medical Sciences' for excellence in Parts 1 and 2
- 'Distinction in Clinical Science' for excellence in Parts 3 and 4
- 'Distinction in Clinical Practice' for excellence at Part 6.

5.5.3 At the discretion of the examiners, a candidate may be awarded a Pass 'with Merit' for any Part of the Degree. Merits are a Queen Mary, University of London award and will be cited in degree transcripts but not on degree certificates.

#### **5.6 'Exit with Grace'**

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<sup>12</sup> It should also be noted that, under College Regulations, a candidate must be 'in good standing' in order to undertake an intercalated degree. Therefore the SSM hurdles at the end of Stage 2 and the end of Stage 4, as well as the relevant Part of the MBBS degree must be passed before a student may intercalate an additional programme of study.



If, following the successful completion of Parts 1, 2 and 3 of the Degree of MBBS, together with the successful completion of the Selected Study components of Stages 1 to 3 inclusive, a student withdraws from the MBBS Programme, s/he will be eligible for consideration for the award of the Degree of BSc in Medical Studies. This will be an unclassified honours degree.

## **6. Examinations**

### **6.1 Part 1 Examinations**

#### **6.1.1 Section A:**

**Ai Written paper - Key Knowledge and its Application.** Topics to be assessed include all those covered in Stages 1a and 1b of the programme.

**Aii Written paper - Systems in Health - A Clinical Perspective.** Questions may be based on problem scenarios and topics to be assessed include all those covered in Stages 1a and 1b of the programme.

**Aiii Continuous Assessment from Stages 1a and 1b.**

#### **6.1.2**

**Section B - Clinical, Communication and Practical Skills.** This examination will cover all topics included in Stages 1a and 1b of the programme.

#### **6.1.3**

Only candidates who have passed Part 1 will be permitted to proceed to the second year of the programme.

### **6.2 Part 2 Examinations**

#### **6.2.1 Section A:**

**Ai Written paper - Key Knowledge and its Application.** Topics to be assessed include all those covered in Stages 1 and 2 of the programme.

**Aii Written paper - Systems in Disease.** Questions may be based on problem scenarios, and topics to be assessed include all those covered in Stages 1 and 2 of the programme.

**Aiii Continuous Assessment from Stage 2.**

#### **6.2.2**

**Section B - Clinical, Communication and Practical Skills.** This examination will cover topics included in Stages 1 and 2 of the programme.

#### **6.2.3**

Only candidates who have passed Part 2 will be permitted to proceed to the third year of the programme.

#### **6.2.4**

Only candidates with a satisfactory record of achievement in SSMs associated with Stages 1b and 2 of the programme will be permitted to proceed to the third year of the programme.

### **6.3 Part 3 Examinations**

#### **6.3.1 Section A:**

**Ai Written paper - Integrated Clinical Studies I.** Questions will focus on key knowledge and its application and may be based on problem scenarios. Topics to be assessed include all those covered in Stages 1 to 3 of the programme, with an emphasis on Stage 3.

**Aii Written paper - Integrated Clinical Studies II.** An assessment of problem-solving and data interpretation skills and knowledge. Topics to be assessed include all those covered in Stages 1 to 3 of the programme, with an emphasis on Stage 3. The examination may be station-based.

### **Aiii Continuous Assessment from Stage 3.**

6.3.2

**Section B - Clinical Skills** (including clinical and communication skills and related knowledge). This examination will cover topics included in Stages 1 to 3 of the programme and may take the form of an Objective, Structured Clinical Examination or similar objective assessment of clinical competencies.

6.3.3

Only candidates who have passed Part 3 will be permitted to proceed to the fourth year of the programme.

## **6.4 Part 4 Examinations**

### **6.4.1 Section A:**

**Ai Written paper - Specialities I.** Questions will focus on key knowledge and its application and may be based on problem scenarios. Topics to be assessed include all those covered in Stages 1 to 4 of the programme, and will focus on Brain and Behaviour, Human Development, and Locomotor Systems, and Review and Integration.

**Aii Written paper - Specialities II.** An assessment of problem-solving and data interpretation skills and knowledge. Topics to be assessed include all those covered in Stages 1 to 4 of the programme, with an emphasis on Stage 4. The examination may be station-based.

### **Aiii Continuous Assessment from Stage 4.**

6.4.2

**Section B - Clinical Skills** (including clinical and communication skills and related knowledge). This examination will cover topics included in Stages 1-4 of the programme and may take the form of an Objective, Structured Clinical Examination or similar objective assessment of clinical competencies.

6.4.3

6.4.4

Candidates who have failed Part 4 at the first attempt may be required by the examiners to make use of the elective period for remedial study and re-sit examinations. On the successful completion of Part 4, such candidates may be permitted to enter Stage 5 with a delay of no more than 4 weeks.

6.4.5

Only candidates who have passed Part 4 will be permitted to proceed to the final year of the programme.

Only candidates with a satisfactory record of achievement in SSMs associated with Stages 1, 2, 3 and 4 of the programme will be permitted to proceed to the fifth year of the programme.

## **6.5 Part 5: The Final Assessment of Selected Study Modules**

6.5.1 Individual SSMs may be assessed by continuous assessment, by a final report, or by a combination of continuous assessment and final examination. Candidates who fail to complete the assessment for each SSM by the end of the timetabled period of that module will normally be failed in that module. Performance in an SSM will be graded on the scale of A to E: grades A to C are passing grades, grade D is a marginal fail that can be compensated by a grade of A or B in another SSM, and grade E is a clear fail.

6.5.2 Candidates who fail an SSM may (at the discretion of the examiners) re-submit course work or repeat the assessment at a subsequent sitting, with attendance if required by the examiners, or may elect to take a different SSM as an alternative. September re-sit examinations will not normally be held for SSM assessments.

6.5.3 In order to satisfy the requirements of Part 5, candidates must have passed all SSMs (overall, or with compensation) as required by the *Scheme for Selected Study* by the end

of Stage 5. Candidates who have failed the requirements for Part 5 by the due date must normally redeem any deficit as described in §6.5.2.

- 6.5.4 The examiners may require a candidate to make use of the elective period to remedy any deficit in the SSMS.
- 6.5.5 Candidates who have failed to achieve the above requirements, but who, in the opinion of the examiners, are close to completion of Part 5 may, notwithstanding §6.5.3, be permitted to proceed with the Part 6 examinations. (But see also §6.6.1.)
- 6.5.6 In exceptional circumstances, the examiners may reduce the requirements specified in §6.5.3 by not more than one SSM, provided the candidate has passed all of Parts 1 to 4 of the Degree.
- 6.5.7 If a candidate is delayed by more than 12 months from completing the requirements for the award of Part 5, as a result of an unsatisfactory record of achievement in SSMS (other than by reason of extenuating circumstances acceptable to the examiners), s/he shall be required to withdraw from the programme of study.
- 6.5.8 For each candidate awarded the Degree of MBBS a transcript of the SSMS successfully completed, giving the grades attained, will be provided.

## **6.6 Part 6 Examination**

- 6.6.1 To be eligible for the award of the MBBS degree, a candidate must have satisfied the requirements of Part 5 and Part 6. Candidates must also have presented a satisfactory report on the elective period (unless this has been waived by the examiners in accordance with §6.5.4 ).

### **Section A:**

- 6.6.2 **Ai Written paper - Integrated Clinical Practice.** Questions may be based on problem scenarios. Topics to be assessed cover all those included in Stages 1- 5 of the course.
- 6.6.3 **Aii Continuous Assessment from Stage 5.**
- 6.6.4 **Section B - Clinical Skills** (including clinical and communication skills and related knowledge). This examination will draw on skills achieved during the whole of the programme, and particularly Stage 5. This examination may take the form of an Objective, Structured Clinical Examination or similar objective assessment of clinical competencies.
- 6.6.5 A candidate who fails to satisfy the examiners in Section A or fails Section B of the Part 6 examinations may, subject to the approval of the School, present him/herself for re-examination in the failed elements. Permission to re-sit any Part 6 paper may be made subject to the candidate following additional studies. A candidate who fails to satisfy the examiners in the re-sit examinations may exceptionally be permitted to re-sit all, or individual, Part 6 papers on two further occasions only at the next opportunity (with or without further attendance), or may be required to withdraw from the programme.

Candidates must have successfully completed all Parts of the Examination before the award of the Degree of MBBS.

## **7. Dates of Examinations**

Parts 1 to 4 will be in the summer term of each year of study, with re-sits in August to October of the same year. Part 5 will be completed in the late spring/early summer of the fifth year of study. Part 6 will be in the course of the final year with a re-sit following a period of remedial study and practice. The exact timing of the final examinations and re-sit

may alter with developments the NHS Foundation Years. Part 6 may then be in the period January to June of Stage 5.

## **8. Intercalated Pathways**

Students who have been selected to study for an intercalated BSc/BMedSci are normally eligible to do so at the end of the twelfth term. Students may, exceptionally, be permitted to intercalate on an appropriate programme at the end of the sixth or ninth term.

## **9. Registration**

A candidate (other than a fully registered medical practitioner) on whom the Degree of MBBS has been conferred will not be entitled to full registration by the General Medical Council until s/he has:

- [a] held approved hospital pre-registration house appointments for a period of twelve months that satisfy the requirements of the Medical Acts and the Regulations of the General Medical Council; and
- [b] obtained a Certificate of Experience from the College in relation to their PRHO year.

### **ANNEX 1: The grouping of clinical medical specialities and subjects into Systems and Integrated Clinical Study.**

#### **Cardiorespiratory System:**

Haematology / Lymphatics  
Cardiology  
Respiratory medicine  
Ear, Nose & Throat (may also be included in Integrated Clinical Studies and Review and Integration)

#### **Metabolism:**

Alimentary  
Endocrinology, diabetes and metabolic medicine  
Nephrology  
Nutrition  
Urology

#### **Locomotor System:**

Musculo-skeletal  
Rheumatology  
Orthopaedics and Trauma  
Dermatology  
Disability / Rehabilitation

#### **Brain and Behaviour:**

Neurosciences - neurology  
Psychiatry  
Psychology  
Ophthalmology

#### **Human Development:**

Reproductive medicine (embryology, obstetrics)  
Gynaecology  
Neonatology, Breast

Child health, growth and development  
Genito-urinary Medicine  
Genetics

**Integrated Clinical Studies:**

General Medicine  
General Surgery  
Anaesthetics  
Emergency Medicine  
General Practice and Primary Care  
Care of the Elderly  
Infection  
Oncology

**ANNEX 2: The disciplines related to clinical medical specialities and subjects**

These disciplines are generally integrated within the Systems or Integrated Clinical Studies or Review and Integration, but may appear as discrete elements or short courses throughout the programme.

Basic Medical Science (biochemistry, basic pharmacology, physiology, clinical anatomy)  
Clinical Pharmacology and Therapeutics  
Medical Imaging  
Pathology

**Bachelor of Medicine & Bachelor of Surgery [MBBS] Graduate Entry Programme [GEP]**

**1. Introduction and definitions**

The following words have specific meanings:

**stage** - a discrete period of the programme of study, during which the curriculum will normally cover a particular theme. There are 4 stages in the programme of study leading to the Degree of MBBS, each of which will include core studies and may include a choice of selected study modules.

**core studies** – compulsory parts of a stage arranged as studies of *systems* and *people and populations*.

**system** – a key subject/speciality of clinical medicine<sup>13</sup> and its related disciplines, including the basic and clinical medical sciences<sup>14</sup>. There are 5 systems:

Cardiorespiratory System  
Metabolism  
Locomotor System  
Human Development  
Brain and Behaviour

In parallel with these five systems, a sixth element of the course (Review and Integration / Integrated Clinical Studies) deals with relationships between systems and with fully integrated study.

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<sup>13</sup> The key subject/speciality of clinical medicine covered in each system are listed in Annex 1.

<sup>14</sup> The disciplines related to the key subject/ discipline of clinical medicine are listed in Annex 2.

**people and populations** - subjects/disciplines important to an understanding of health and disease in individuals and in communities, together with the skills of good medical practice. These include:

Clinical and Communication Skills;  
Critical Appraisal and Medical Statistics;  
Ethics and Law as applied to Medicine;  
Epidemiology  
Human Sciences, including Psychology and Sociology  
Occupational Health  
Public Health  
Medicine in Society and Inter-professional studies.

These are included within in the systems and also in specific course elements (which may be labelled Human Sciences and Public Health, Clinical Method, Personal and Professional Development, Training Ward -INSTEP and Medicine in Society).

**Selected study modules [SSMs]** – modules, normally of 2 weeks or 4 weeks total study time, which provide opportunities for study in depth in a chosen area, in accordance with a *Scheme for Selected Study*. SSMs in GEP Stage 4 will be of one month's duration. The range of SSMs available to students during a particular stage may vary from year to year, but a full list will be published annually

**Scheme for Selected Study** – published guidelines for the choice of SSMs, which will form the basis for discussions between a candidate and his/her tutor, who will ensure that the selection of SSMs over the programme as a whole represents a balanced portfolio of study.

**continuous assessment** – in-course assessments and assessed course work in the core studies curriculum, which count towards the assessment of that stage.

## **2. Entry requirements and exemptions**

- 2.1 The minimum academic qualification for entry to Stage 1 of the programme is an upper-second class Honours Degree in a science-based discipline. Certain other qualifications may permit entry directly into Stage 2 of the programme as described in 2.2 and 2.3, below.
- 2.2 A student who has pursued, in this or another university or institution of similar standing in the United Kingdom, a programme of study which covers the material contained in the first academic year of this programme and has passed the examinations thereon, may be admitted directly to the second year at GEP Stage 2.
- 2.3 A dentist who is qualified to full MFDS level, and who has satisfied the examiners in those topics examined in GEP Parts 1 of these regulations which did not form part of his/her BDS/FDS programme, may be admitted directly to the second year at GEP Stage 2.
- 2.4 No exemption will be granted from any part of the programme for GEP Stages 2-4 or examinations for GEP Parts 2 to 5 covered by these Regulations.

## **3. Programme of Study**

The Graduate Entry Programme of study for the Degree of MBBS, extends over a minimum of 44 months, and comprises four stages.

### **GEP Stage 1: Systems in Health and Disease (39 weeks)**

Core studies - sections on each of the five systems plus people and populations studies, including a community placement and review and integration. There are no SSMs. This stage includes learning about other disciplines, concepts of teamwork, behavioural sciences, public health, epidemiology, communication skills and practical skills.

### **GEP Stage 2: Integrated Clinical Studies (41 weeks)**

Core studies - periods of integrated clinical experience on all systems, particularly Cardiorespiratory System and Metabolism, the emphasis being on integrated clinical studies. A period of people and populations studies and of review and integration. Inter-professional learning. Two 2-week SSMS

### **GEP Stage 3: Specialities (41 weeks)**

Core studies - clinical experience, predominantly Human Development, Brain and Behaviour and Locomotor Systems, accompanied by people and population studies and review and integration. Two 2-week periods of SSM study, which may be combined for the production of a dissertation.

### **GEP Stage 4 (22 weeks): Preparation for Clinical Practice**

Core studies include – one attachment in Medicine and another in Surgery; one attachment in Primary Care and another in Health Care of the Elderly; one training ward attachment; review and integration. The core studies emphasise integrated clinical practice involving all systems and related disciplines and will involve acting as a shadow House Officer. One 4-week SSM.

#### **4. Attendance**

Candidates are required to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Candidates whose attendance and/or quality of work is judged unsatisfactory may have their registration terminated.

#### **Examinations: General**

- 5.1 The examination for the Degree shall be in five Parts. GEP Part 1 will assess core MBBS studies and inter-professional learning. GEP Parts 2, 3 and 5 will examine core MBBS studies only. GEP Part 4 is the final assessment of SSMS.
- 5.2 **The Assessment of Core Studies (GEP Parts 1-3 and GEP Part 5)**
  - 5.2.1 Each Part shall be in two Sections (A and B) and each Section shall comprise one or more compulsory assessments.
  - 5.2.2 Each Section A examination will assess the appropriate core knowledge, and its application to medical problem solving, patient care and to factors influencing health and disease. Each Section A will normally include written paper(s) and continuous assessment.
  - 5.2.3 To pass Section A candidates will normally be expected to satisfy the examiners separately in each written paper and in continuous assessment. However, limited compensation<sup>15</sup> between elements of Section A (see §5.2.7) may be permitted in some Parts of the degree, but only at the first attempt
  - 5.2.4 Each Section B examination shall assess the core clinical, communication and other practical skills, and the related knowledge and attitudes. In this way, the progressive development of practical, professional competence will be assessed across the programme. Continuous assessment will not normally form a component of any Section B.
  - 5.2.5 Compensation will not be permitted between Section A and Section B in any Part of the Examination.

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<sup>15</sup> 'Limited compensation' is taken to mean that once a threshold mark is achieved in all Section A papers, including the continuous assessment component (which may be considered a notional 'paper'), marks may be transferred from passing to ONE failing paper. If threshold is not reached, in any paper then the paper (and Section A) is failed. Compensation would only apply at the first attempt.

- 5.2.6 A candidate who fails in Section A, or fails in Section B, may (at the discretion of the examiners) attempt that failed Section (or such elements of that Section as may be required by the mark scheme), normally on one further occasion, following further study and/or attendance as the examiners may prescribe. A candidate who fails to satisfy the examiners at the second attempt will normally be required to withdraw from the programme of study, although in exceptional circumstances the School may permit a candidate a third and final attempt.
- 5.2.7 There shall be mark schemes for each Part which shall specify:
- i) The minimum requirements for satisfactory performance in continuous assessment.
  - ii) Whether limited compensation is permitted between any or all sub-sections of Section A and the mechanism of any such compensation.
  - iii) The requirement for re-sit examinations in the event that a candidate fails to satisfy the examiners.

*The Board of Examiners shall approve Mark Schemes and the above information (§5.2.7) published not later than the beginning of the Stage to which they apply.*

### **5.3 Continuous Assessment**

- 5.3.1 Where continuous assessment forms a component of Section A, any candidate who has not completed the minimum requirement to the satisfaction of the examiners will be failed in that component and will fail Section A (and may be excluded from the relevant Section A and B examinations). A candidate who has been excluded from the examinations for the non-completion of continuous assessment may be required to repeat the Stage (or part of Stage), with attendance, or may have his/her registration terminated (see §4).
- 5.3.2 Notwithstanding §5.3.1 above, where a candidate has been unable to complete the minimum requirement of continuous assessment due to acceptable medical or other reasons, the examiners shall have discretion to waive the minimum requirement subject to:
- [a] the candidate having completed sufficient in-course assessments to satisfy the examiners that s/he has achieved an adequate command of the material;
  - [b] the quality of the completed in-course assessments being of a satisfactory standard, and
  - [c] the candidate passing any specified course work or written element.

### **5.4 The Assessment of Selected Study Modules**

- 5.4.1 GEP Part 4 shall be the assessment of the Selected Study Modules [SSMs] taken over the whole programme of study. Details of the GEP Part 4 assessment appear in §6.4.
- 5.4.2 Candidates are required to build a selection of SSMs, over the programme, in accordance with the *Scheme for Selected Study*.
- 5.4.3 Candidates must demonstrate a satisfactory record of achievement (with or without compensation, as described in §6.4.1) in all SSMs taken prior to entry to Stage 4 of the programme.

A candidate whose performance in SSMs fails to meet these requirements will not be permitted to commence Stage 4 until s/he has redeemed the situation, as described in §6.4.2. Where a candidate's failure to achieve the required record of achievement is solely due to extenuating circumstances, the examiners shall have discretion to waive the



requirement for the purposes of progression only, subject to no candidate having more than one SSM outstanding at any point in the programme.

- 5.4.4 If a candidate is delayed by more than 12 months from entering Stage 4 because of an unsatisfactory record of achievement in SSMs (other than by reason of extenuating circumstances acceptable to the examiners), s/he shall be required to withdraw from the programme of study. (See also §6.5.5).

## 5.5 Distinctions and Merits

- 5.5.1 At the discretion of the examiners, a candidate may be awarded the Degree 'with Distinction'. Distinctions are a University of London award and will be cited the degree certificate. Distinctions are awarded on the basis of sustained excellence over a period of time. Any candidate who fails any Part of the Degree may not be awarded a distinction.
- 5.5.2 For the Graduate Entry Programme two Distinctions will operate from 2003-04, until further notice:
- i) 'Distinction in Clinical Sciences' for excellence in Parts 2 and 3
  - ii) 'Distinction in Clinical Practice' for performance at Part 5.

Although not currently offered, a 'Distinction in Selected Study' could be introduced without further amendment to these regulations. This would be based on excellence at GEP Part 4

- 5.5.3 At the discretion of the examiners, a candidate may be awarded a Pass 'with Merit' for any Part of the Degree. Merits are a Queen Mary, University of London award and will be cited in degree transcripts, but not on degree certificates.

## 6. Examinations

### 6.1 GEP Part 1 Examinations

#### 6.1.1 Section A:

**Ai Written paper - Key Knowledge and its Application.** Topics to be assessed include all those covered in Stage 1 of the programme.

**Aii Written paper - Systems in Health - A Clinical Perspective.** Questions may be based on problem scenarios and topics to be assessed include all those covered in Stage 1 of the programme.

**Aiii Continuous Assessment from Stage 1.**

- 6.1.2 **Section B - Clinical, Communication and Practical Skills** This examination will cover all topics included in Stage 1 of the programme.

- 6.1.3 Only candidates who have passed GEP Part 1 will be permitted to proceed to Stage 2 of the programme.

### 6.2 GEP Part 2 Examinations

#### Section A:

- 6.2.1 **Ai Written paper - Integrated Clinical Studies I.** Questions will focus on key knowledge and its application and may be based on problem scenarios. Topics to be assessed include all those covered in Stages 1 and 2 of the programme, with an emphasis on Stage 2.

**Aii Written paper - Integrated Clinical Studies II.** An assessment of problem-solving and data interpretation skills and knowledge. Topics to be assessed include all those covered in Stages 1 and 2 of the programme, with an emphasis on Stage 2. The examination may be

station-based

**Aiii Continuous Assessment from Stage 3.**

6.2.2 **Section B** - Clinical Skills, including clinical and communication skills and related knowledge. This examination will cover topics included in Stages 1 and 2 of the programme.

6.2.3 Only candidates who have passed Part 2 will be permitted to proceed to Stage 3 of the programme.

**6.3 GEP Part 3 Examinations**

**6.3.1 Section A**

**Ai Written paper - Specialities I.** Questions will focus on key knowledge and its application and may be based on problem scenarios. Topics to be assessed include all those covered in Stages 1 to 3 of the programme and will focus on Brain and Behaviour, Human Development, and Locomotor Systems, and Review and Integration.

**Aii Written paper - Specialities II.** An assessment of problem-solving and data interpretation skills and knowledge. Topics to be assessed include all those covered in Stages 1 to 3 of the programme, with an emphasis on GEP Stage 3. The examination may be station-based

**Aiii Continuous Assessment from Stage 3.**

6.3.2 **Section B** - Clinical Skills, including clinical and communication skills and related knowledge. This examination will cover topics included in Stages 1-3 of the programme.

6.3.3 Only candidates who have passed Part 3 will be permitted to proceed to Stage 4 of the programme.

6.3.4 Only candidates with a satisfactory record of achievement in SSMs associated with Stages 1 to 3 of the GEP programme will be permitted to proceed to Stage 4, the final year of the programme.

**6.4 GEP Part 4: The Final Assessment of Selected Study Modules**

6.4.1 Individual SSMs may be assessed by continuous assessment; by a final report, or by a combination of continuous assessment and final examination. Candidates who fail to complete the assessment for each SSM by the end of the timetabled period of that module will normally be failed in that SSM. Performance in an SSM will be graded on the scale of A to E: grades A to C are passing grades, grade D is a marginal fail that can be compensated by a grade of A or B in another SSM, and grade E is a clear fail.

6.4.2 Candidates who fail an SSM may (at the discretion of the examiners) re-submit course work or repeat the assessment at a subsequent sitting, with attendance if required by the examiners, or may elect to take a different SSM as an alternative. Re-sit examinations will not normally be held for SSM assessments.

6.4.3 In order to satisfy the requirements of GEP Part 4, candidates must normally have passed all SSMs as required by the *Scheme for Selected Study* by the end of the first term of GEP Stage 4.

6.4.4 If a candidate is delayed by more than 12 months from completing the requirements for the award of GEP Part 4, as a result of an unsatisfactory record of achievement in SSMs (other than by reason of extenuating circumstances acceptable to the examiners), s/he shall be required to withdraw from the programme of study.

## 6.5 GEP Part 5 Examination

6.5.1 To be eligible for the award of GEP Part 5, a candidate must have satisfied the requirements of GEP Part 4.

### 6.5.2 Section A:

**Ai Written paper - Integrated Clinical Practice.** Questions may be based on problem scenarios. Topics to be assessed cover all those included in Stages 1- 4 of the programme.

**Aii Continuous Assessment from Stage 4.**

6.5.3 **Section B - Clinical Skills**, drawing on skills achieved during the whole of the programme, and particularly GEP Stage 4. This examination may take the form of an Objective, Structured Clinical Examination or similarly objective assessment of clinical competencies.

6.5.4 Notwithstanding §5.2.6. a candidate who fails to satisfy the examiners in any paper in Section A or fails Section B of the GEP Part 5 examinations may present him/herself for re-examination in the failed elements. A candidate who fails to satisfy the examiners in the re-sit examinations may exceptionally be permitted to re-sit all, or individual, GEP Part 5 papers on two further occasions only at the next opportunity (with or without further attendance), or may be required to withdraw from the programme.

6.5.5 Candidates must have successfully completed all Parts of the Examination before the award the Degree of MBBS, Graduate Entry Programme

## 7. Dates of Examinations

GEP Parts 1 to 3 and will be in the summer term of each year of study, with re-sits in August or September of the same year. GEP Part 5 will be in the Spring term of the fourth year of study. Re-sits will be in the summer term. GEP Part 4 (SSMs) will be completed before the end of December of the fourth year of study.

## 8. Registration<sup>16</sup>

A candidate (other than a fully registered medical practitioner) on whom the Degree of MBBS has been conferred will not be entitled to full registration by the General Medical Council until s/he has:

- [a] held approved hospital pre-registration house appointments for a period of twelve months which satisfy the requirements of the Medical Acts and the Regulations of the General Medical Council; and
- [b] obtained a Certificate of Experience signed on behalf of the College certifying that s/he has rendered satisfactory service for the required period in a combination of posts which the College regards as acceptable.

## ANNEX 1: Key Subjects / disciplines embodied within the Systems and Integrated Clinical Study.

**Cardiorespiratory System:** Haematology / Lymphatics

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<sup>16</sup> A further, postgraduate stage could be appended to these regulations, as a provision for greater involvement in the pre-registration, house officer (PRHO) year. Were this to be the case, the following would be added to the end of §3: **Stage 6 Pre-registration** - postgraduate study and professional development. The following would also be added to §9: [c] has successfully met criteria for professional development and postgraduate study which the College regards as acceptable.:

Cardiology  
*Respiratory medicine*  
Ear, Nose & Throat (may also be included in Integrated Clinical Studies and Review and Integration)

**Metabolism:** Alimentary  
Endocrinology, diabetes and metabolic medicine  
Nephrology  
Nutrition  
Urology

**Locomotor System:** Musculo-skeletal  
Rheumatology  
Orthopaedics and Trauma  
Dermatology  
Disability / Rehabilitation

**Brain and Behaviour:** Neurosciences - neurology  
Psychiatry  
Psychology  
Ophthalmology

**Human Development:** Reproductive medicine (embryology, obstetrics)  
Gynaecology  
Neonatology  
Child Health - growth and development  
GU Medicine  
Breast  
Genetics

**Integrated Clinical Studies:** General Medicine  
General Surgery  
Anaesthetics  
Emergency Medicine  
General Practice and Primary Care  
Care of the Elderly  
Infection  
Oncology

## **ANNEX 2: The disciplines related to the key subject/ discipline of clinical medicine**

These disciplines are generally integrated within the Systems or Integrated Clinical Studies or Review and Integration, but may appear as discrete elements or short courses throughout the programme.

Basic Medical Science (biochemistry, basic pharmacology, physiology, clinical anatomy)  
Clinical Pharmacology and Therapeutics  
Medical Imaging  
Pathology

# **REGULATIONS FOR THE DEGREE OF MBBS Graduate Entry Programme [GEP]**

*(April 2006 for 2006 entry).*

*Note: while these Regulations are for students entering the programme on or after September 2006, any student commencing the programme prior to September 2006 may elect to transfer to these new Regulations at the commencement of GEP Stage 4, the final year of study.*

## **1. Introduction and definitions**

The following words have specific meanings:

**stage** - a discrete period of the programme of study, during which the curriculum will normally cover a particular theme. There are 4 stages in the programme of study leading to the Degree of MBBS, each of which will include core studies and may include a choice of selected study modules.

**core studies** – compulsory parts of a stage arranged as studies of systems' and people and populations'.

**system** – a key subject/speciality of clinical medicine<sup>17</sup> and its related disciplines, including the basic and clinical medical sciences<sup>18</sup>. There are 5 systems:

- Cardiorespiratory System
- Metabolism
- Locomotor System
- Human Development
- Brain and Behaviour

In parallel with these five systems, a sixth element of the course (Review and Integration / Integrated Clinical Studies) deals with relationships between systems and with fully integrated study.

**people and populations** - subjects/disciplines important to an understanding of health and disease in individuals and in communities, together with the skills of good medical practice. These include:

- Clinical and Communication Skills;
- Critical Appraisal and Medical Statistics;
- Ethics and Law as applied to Medicine;
- Epidemiology
- Human Sciences, including Psychology and Sociology
- Occupational Health
- Public Health
- Medicine in Society and Inter-professional studies.

These are included within in the systems and also in specific course elements (which may be labelled Human Sciences and Public Health, Clinical Method, Personal and Professional Development, Training Ward and Medicine in Society).

**Selected study modules [SSMs]** – modules, normally of 2 weeks or 4 weeks total study time, which provide opportunities for study in depth in a chosen area, in accordance with a *Scheme for Selected Study*. SSMs in Stage 4 will be of one month's duration. The range of SSMs available to students during a particular stage may vary from year to year, but a full list will be published annually.

**Scheme for Selected Study** – published guidelines for the choice of SSMs, which will form the basis for discussions between a candidate and his/her tutor, who will ensure that

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<sup>17</sup> The key subject/speciality of clinical medicine covered in each system are listed in Annex 1.

<sup>18</sup> The disciplines related to the key subject/ discipline of clinical medicine are listed in Annex 2.

the selection of SSMs over the programme as a whole represents a balanced portfolio of study.

**elective** – a period of up to 6-weeks spent on an approved programme of activity or study related to the candidate's programme.

**continuous assessment** – in-course assessments and assessed course work in the core studies curriculum, which count towards the assessment of that stage.

## 2. Entry requirements and exemptions

The minimum academic qualification for entry to Stage 1 of the programme is an upper-second class Honours Degree in science-based disciplines. Certain other qualifications may permit entry directly into Stage 2 of the programme as described in 2.2 and 2.3, below.

A student who has pursued, in this or another university or institution of similar standing in the United Kingdom, a programme of study which covers the material contained in the first academic year of this programme and has passed the examinations thereon, may be admitted directly to the second year at GEP Stage 2.

A dentist who is qualified to full MFDS level, and who has satisfied the examiners in those topics examined in GEP Parts 1 of these regulations which did not form part of his/her BDS/FDS programme, may be admitted directly to the second year at GEP Stage 2.

No exemption will be granted from any part of the programme for GEP Stages 2-4 or examinations for GEP Parts 2 to 5 covered by these Regulations.

## 3. Programme of Study

The Graduate Entry Programme of study for the Degree of MBBS, extends over a minimum of 48 months, and comprises four stages.

### **GEP Stage 1: Systems in Health and Disease (39 weeks)**

Core studies - sections on each of the five systems, people and populations studies, including a community placement and review and integration. There are no SSMs. This stage includes learning about other disciplines, concepts of teamwork, behavioural sciences, public health epidemiology, communication skills and practical skills.

### **GEP Stage 2: Integrated Clinical Studies (41 weeks)**

studies - periods of integrated clinical experience on all systems, particularly Cardiorespiratory System and Metabolism, the emphasis being on integrated clinical studies. A period of people and populations studies and of review and integration. Inter-professional learning. Two 2-week SSMs.

### **GEP Stage 3: Specialities (41 weeks)**

Core studies - clinical experience, predominantly Human Development, Brain and Behaviour and Locomotor Systems, accompanied by people and population studies and review and integration. Two 2-week periods of SSM study, which may be combined for the production of a dissertation.

### **GEP Stage 4 Stage 5 (39 weeks): Preparation for Clinical Practice**

Core studies include – one attachment in Medicine and another in Surgery; one attachment in Primary Care and another in Health Care of the Elderly. Periods of inter-professional learning and-review and integration may also be included. The core studies emphasise integrated clinical practice involving all systems and related disciplines and will involve a period of intensive preparation for the House Officer post. Two periods of SSM

study plus a 6-week elective period.

#### **4. Attendance and professional attitude and conduct**

4.1 Candidates are required to attend all classes and clinical attachments, and to submit work by the prescribed deadlines. Candidates are also expected to demonstrate the highest standards of professional attitude and conduct throughout the programme.

4.2 Professional behaviour encompasses personal honesty and integrity, self-awareness and thoughtful conduct towards patients, teaching and hospital staff and fellow students. It also includes attendance, punctuality, reliability, appropriate dress, and personal health and hygiene.

4.3 Professional attitude and conduct may be assessed at various points in the course using a variety of assessment, appraisal, self-evaluation and reporting techniques. A candidate whose professional behaviour is deemed to be less than satisfactory may be required to attend a specific remedial programme or be referred for counseling or health care, or be required to repeat a Stage of the programme to demonstrate improved performance.

4.4 Candidates whose attendance, professional attitude and conduct and/or quality of work are formally assessed as unsatisfactory may have their registration terminated.

#### **Examinations: General**

5.1 The examination for the Degree shall be in five Parts. GEP Part 1 will assess core MBBS studies and inter-professional learning. Parts 2, 3 and 5 will examine core MBBS studies only. Part 4 is the final assessment of SSMS.

#### **5.2 The Assessment of Core Studies (GEP Parts 1-3 and GEP Part 5)**

5.2.1 Each Part shall be in two Sections (A and B) and each Section shall comprise one or more compulsory assessments.

5.2.2 Each Section A examination will assess the appropriate core knowledge, and its application to medical problem solving, patient care and to factors influencing health and disease. Each Section A will normally include written paper(s) and continuous assessment.

5.2.3 To pass Section A candidates will normally be expected to satisfy the examiners separately in each written paper and in continuous assessment. However, limited compensation<sup>19</sup> between elements of Section A (see §5.2.7) may be permitted in some Parts of the degree, but only at the first attempt

5.2.4 Each Section B examination shall assess the core clinical, communication and other practical skills, and the related knowledge and attitudes. In this way, the progressive development of practical, professional competence will be assessed across the programme. Section B may be divided into sub-sections and marks from sub-sections weighted and combined to give an overall mark. Continuous assessment will not normally form a component of any Section B.

5.2.6 Compensation will not be permitted between Section A and Section B in any Part of the

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<sup>19</sup> 'Limited compensation' is taken to mean that once a threshold mark is achieved in all Section A papers, including the continuous assessment component (which may be considered a notional 'paper'), marks may be transferred from passing to ONE failing paper. If threshold is not reached, in any paper then the paper (and Section A) is failed. Compensation would only apply at the first attempt.

Examination.

- 5.2.7 A candidate who fails in Section A, or fails in Section B, may (at the discretion of the examiners) attempt that failed Section (or such elements of that Section as may be required by the mark scheme), normally on one further occasion, following further study and/or attendance as the examiners may prescribe. A candidate who fails to satisfy the examiners at the second attempt will normally be required to withdraw from the programme of study, although in exceptional circumstances the School may permit a candidate a third and final attempt.

There shall be mark schemes for each Part, which shall specify:

- iv) the minimum requirements for satisfactory performance in continuous assessment.
- v) whether limited compensation is permitted between any or all sub-sections of Section A, and the mechanism of any such compensation.
- vi) the requirement for re-sit examinations in the event that a candidate fails to satisfy the examiners.

The Board of Examiners shall approve Mark Schemes and the above information (§5.2.7) published not later than the beginning of the Stage to which they apply.

### **5.3 Continuous Assessment**

- 5.3.1 Where continuous assessment forms a component of Section A, any candidate who has not completed the minimum requirement to the satisfaction of the examiners will be failed in that component and will fail Section A (and may be excluded from the relevant Section A and B examinations). A candidate who has been excluded from the examinations for the non-completion of continuous assessment may be required to repeat the Stage (or part of Stage), with attendance, or may have his/her registration terminated (see §4).

- 5.3.2 Notwithstanding §5.3.1 above, where a candidate has been unable to complete the minimum requirement of continuous assessment due to acceptable medical or other reasons, the examiners shall have discretion to waive the minimum requirement subject to:

- [a] the candidate having completed sufficient in-course assessments to satisfy the examiners
  - that s/he has achieved an adequate command of the material;
- [b] the quality of the completed in-course assessments being of a satisfactory standard, and
- [c] the candidate passing any specified course work or written element.

### **5.4 The Assessment of Selected Study Modules**

- 5.4.1 GEP Part 4 shall be the assessment of the Selected Study Modules [SSMs] taken over the whole programme of study. Details of the GEP Part 4 assessment appear in §6.4.

- 5.4.2 Candidates are required to build a selection of SSMs, over the programme, in accordance with the *Scheme for Selected Study*.

- 5.4.3 Candidates must demonstrate a satisfactory record of achievement (with or without compensation, as described in §6.4.1)

[a] in all SSMs taken prior to entry to Stage 4 of the programme.

[c] in all SSMs taken in Stages 1 to 4 (taking into account §6.4.6) for the award of GEP Part 5

A candidate whose performance in SSMs fails to meet requirement [a] will not be permitted to commence Stage 4 until s/he has redeemed the situation, as described in



§6.4.2. A candidate who fails to meet requirement [b] may be permitted to take GEP Part 5 MBBS, but the award of the degree will be withheld until the requirements for GEP Part 4 are met (as described in §6.4.2 and/or §6.4.4 and taking into account §6.4.6).

5.4.4

Where a candidate's failure to achieve the required record of achievement is solely due to extenuating circumstances, the examiners shall have discretion to waive the requirement for the purposes of progression only, subject to no candidate having more than one SSM outstanding at any point in the programme.

5.4.5

If a candidate is delayed by more than 12 months from entering Stage 4 or from completing Stage 4 because of an unsatisfactory record of achievement in SSMs (other than by reason of extenuating circumstances acceptable to the examiners), s/he shall be required to withdraw from the programme of study. (See also §6.5.5).

## 5.5 Distinctions and Merits

5.5.1 At the discretion of the examiners, a candidate may be awarded the Degree 'with Distinction'. Distinctions are a University of London award and will be cited the degree certificate. Distinctions are awarded on the basis of sustained excellence over a period of time. Any candidate who fails any Part of the Degree may not be awarded a distinction.

5.5.2 For the Graduate entry Programme two Distinctions will operate from 2003-04, until further notice:

- iii) 'Distinction in Clinical Sciences' for excellence in Parts 2 and 3
- iv) 'Distinction in Clinical Practice' for excellence at Part 5.

Although not currently offered, a 'Distinction in Selected Study' could be introduced without further amendment to these regulations. This would be based on excellence at GEP Part 4

At the discretion of the examiners, a candidate may be awarded a Pass 'with Merit' for any Part of the Degree. Merits are a Queen Mary, University of London award and will be cited in degree transcripts, but not on degree certificates.

## 6. Examinations

### 6.1 GEP Part 1 Examinations

#### 6.1.1 Section A:

**Ai Written paper - Key Knowledge and its Application.** Topics to be assessed include all those covered in Stage 1 of the programme.

**Aii Written paper - Systems in Health - A Clinical Perspective.** Questions may be based on problem scenarios and topics to be assessed include all those covered in Stage 1 of the programme.

**Aiii Continuous Assessment from Stage 1.**

#### 6.1.2

**Section B - Clinical, Communication and Practical Skills** This examination will cover all topics included in Stage 1 of the programme.

#### 6.1.3

Only candidates who have passed GEP Part 1 will be permitted to proceed to Stage 2 of the programme.

### 6.2 GEP Part 2 Examinations

#### 6.2.1 Section A:

**Ai Written paper - Integrated Clinical Studies I.** Questions will focus on key knowledge and its application and may be based on problem scenarios. Topics to be assessed include all those covered in Stages 1 and 2 of the programme, with an emphasis on Stage

2.

**Aii Written paper - Integrated Clinical Studies II.** An assessment of problem-solving and data interpretation skills and knowledge. Topics to be assessed include all those covered in Stages 1 and 2 of the programme, with an emphasis on Stage 2. The examination may be station-based

#### 6.2.2 **Aiii Continuous Assessment from Stage 3.**

**Section B - Clinical Skills** (including clinical and communication skills and related knowledge). This examination will cover topics included in Stages 1 and 2 of the programme and may take the form of an Objective, Structured Clinical Examination or similar objective assessment of clinical competencies.

Only candidates who have passed Part 2 will be permitted to proceed to Stage 3 of the programme.

### 6.3 **GEP Part 3 Examinations**

#### 6.3.1 **Section A**

**Ai Written paper - Specialities I.** Questions will focus on key knowledge and its application and may be based on problem scenarios. Topics to be assessed include all those covered in Stages 1 to 3 of the programme and will focus on Brain and Behaviour, Human Development, and Locomotor Systems, and Review and Integration.

**Aii Written paper - Specialities II.** An assessment of problem-solving and data interpretation skills and knowledge. Topics to be assessed include all those covered in Stages 1 to 3 of the programme, with an emphasis on GEP Stage 3. The examination may be station-based

**Aiii Continuous Assessment from Stage 3.**

#### 6.3.2

**Section B - Clinical Skills** (including clinical and communication skills and related knowledge). This examination will cover topics included in Stages 1-3 of the programme and may take the form of an Objective, Structured Clinical Examination or similar objective assessment of clinical competencies.

#### 6.3.3

Candidates who have failed Part 4 at the first attempt may be required by the examiners to make use of the elective period for remedial study and re-sit examinations. On the successful completion of Part 4, such candidates may be permitted to enter Stage 5 with a delay of no more than 4 weeks.

#### 6.3.4

#### 6.3.5

Only candidates who have passed Part 3 will be permitted to proceed to Stage 4 of the programme.

Only candidates with a satisfactory record of achievement in SSMs associated with Stages 1 to 3 of the GEP programme will be permitted to proceed to Stage 4, the final year of the programme.

### 6.4 **GEP Part 4: The Final Assessment of Selected Study Modules**

6.4.1 Individual SSMs may be assessed by continuous assessment; by a final report, or by a combination of continuous assessment and final examination. Candidates who fail to complete the assessment for each SSM by the end of the timetabled period of that module will normally be failed in that SSM. Performance in an SSM will be graded on the scale of A to E: grades A to C are passing grades, grade D is a marginal fail that can be compensated by a grade of A or B in another SSM, and grade E is a clear fail.

6.4.2 Candidates who fail an SSM may (at the discretion of the examiners) re-submit course work or repeat the assessment at a subsequent sitting, with attendance if required by the examiners, or may elect to take a different SSM as an alternative. September re-sit

examinations will not normally be held for SSM assessments.

- 6.4.3 In order to satisfy the requirements of GEP Part 4, candidates must have passed all SSMs (overall, or with compensation) as required by the *Scheme for Selected Study* by the end of Stage 4. Candidates who have failed the requirements for GEP Part 4 by the due date must normally redeem any deficit as described in §6.4.2.
- 6.4.4 The examiners may require a candidate to make use of the elective period to remedy any deficit in the SSMs.
- 6.4.5 Candidates who have failed to achieve the above requirements, but who, in the opinion of the examiners, are close to completion of GEP Part 4 may, notwithstanding §6.4.3, be permitted to proceed with the GEP Part 5 examinations. (But see also §6.5.1.)
- 6.4.6 In exceptional circumstances, the examiners may reduce the requirements specified in §6.5.3 by not more than one SSM, provided the candidate has passed all of Parts 1 to 4 of the Degree.
- 6.4.7 If a candidate is delayed by more than 12 months from completing the requirements for the award of GEP Part 4, as a result of an unsatisfactory record of achievement in SSMs (other than by reason of extenuating circumstances acceptable to the examiners), s/he shall be required to withdraw from the programme of study.

## 6.5 GEP Part 5 Examination

- 6.5.1 To be eligible for the award of the MBBS degree, a candidate must have satisfied the requirements of GEP Part 4 and GEP Part 5. Candidates must also have presented a satisfactory report on the elective period (unless this has been waived by the examiners in accordance with §6.5.4 ).
- 6.5.2 **Section A:**  
**Ai Written paper - Integrated Clinical Practice.** Questions may be based on problem scenarios. Topics to be assessed cover all those included in Stages 1- 4 of the course.  
**Aii Continuous Assessment from Stage 5.**
- 6.5.3 **Section B - Clinical Skills,** drawing on skills achieved during the whole of the programme, and particularly Stage 5. This examination may take the form of an Objective, Structured Clinical Examination or similar, objective assessment of clinical competencies.
- 6.5.4 A candidate who fails to satisfy the examiners in Section A or fails Section B of the GEP Part 5 examinations may, subject to the approval of the School, present him/herself for re-examination in the failed elements. Permission to re-sit any GEP Part 5 paper may be made subject to the candidate following additional studies. A candidate who fails to satisfy the examiners in the re-sit examinations may exceptionally be permitted to re-sit all, or individual, GEP Part 5 papers on two further occasions only at the next opportunity (with or without further attendance), or may be required to withdraw from the programme.
- 6.5.5 Candidates must have successfully completed all Parts of the Examination before the award the Degree of MBBS, Graduate Entry Programme

## 7. Dates of Examinations

GEP Parts 1 to 3 and will be in the summer term of each year of study, with re-sits in August to October of the same year. GEP Part 4 will be completed in the late spring/early summer of the fourth year of study. GEP Part 5 will be in the course of the final year with a re-sit following a period of remedial study and practice. The exact timing of the final examinations and re-sit may alter with developments in NHS Foundation Years. Part 5 will

be in the period January to June of Stage 5.

## **8. Registration**

A candidate (other than a fully registered medical practitioner) on whom the Degree of MBBS has been conferred will not be entitled to full registration by the General Medical Council until s/he has:

- [a] held approved hospital pre-registration house appointments for a period of twelve months which satisfy the requirements of the Medical Acts and the Regulations of the General Medical Council; and
- [b] obtained a Certificate of Experience signed on behalf of the College certifying that s/he has rendered satisfactory service for the required period in a combination of posts which the College regards as acceptable.

## **Bachelor of Laws [LLB]**

### **1 Programme of Study**

1.1 The programme of study for the Degree of LLB extends over three academic years, although an advanced student may be admitted to a two-year programme (see §3).

1.2 Candidates will be required to follow the programme of study, and to satisfy the examiners in the relevant examinations, as follows:

- Intermediate examination, year 1
- Final examination, Part I, year 2
- Final examination, Part II, year 3

### **1.3 Intermediate Examination in Laws**

1.3.1 The Intermediate programme extends over one academic year, at the end of which candidates will be examined in the following subjects:

- [1] Common Law I
- [2] Law of Property I
- [3] Criminal Law
- [4] Public Law

1.3.2 Candidates must satisfy the examiners in all subjects in the Intermediate examination before proceeding to the next stage of the programme.

### **1.4 Part I Examination in Laws**

1.4.1 The Part I programme extends over one academic year, at the end of which candidates will be examined in the following subjects:

- [1] Common Law II
- [2] Law of Property II
- [3] Administrative Law (half subject)
- [4] Law of the European Union (half subject)
- [5] Either ONE full subject or TWO half subjects approved by the Head of the Department of Law (*the list of available subjects/half-subjects will be published annually within the Department*).

1.4.2 Candidates must satisfy the examiners in all subjects for the Part I examination before proceeding to the next stage of the programme.

1.4.3 A candidate who has transferred to the second year of the LLB programme from a programme of study elsewhere may be required to follow the course of study and take the examination in one of the subjects prescribed in §1.3 (such subject to be examined at Part I level) in substitution for one subject or two half subjects prescribed in §1.4.1.

## **1.5 Part II Examination in Laws**

- 1.5.1 The Part II programme extends over one academic year, at the end of which candidates will be examined in the following subjects:
- [a] Jurisprudence and Legal Theory
  - [b] [Full subjects or half subjects, so as to total three subjects approved by the Head of the Department of Law (*the list of available subjects/half-subjects will be published annually within the Department*).
- 1.5.2 A candidate may not:
- [a] offer any subject or half subject offered at Part I, or any half subject which forms part of any full subject offered at Part I, or any full subject which comprises within it any half subject offered at Part I;
  - [b] offer any half subject for which the prerequisite has not been offered at Part I.
- 1.5.3 With the approval of the Head of the Department of Law, a candidate may be permitted to follow a course in legal research and writing and submit a dissertation of prescribed length (not substantially overlapping with any subject previously or concurrently offered by the candidate) in lieu of one full subject at Part II.

## **2 Examinations**

- 2.1 The Intermediate and Part I examinations will be held on two occasions each year, in May/June and September. The Part II examinations will be held in May/June of each year. A candidate may attempt each examination on four occasions only.
- 2.2 The Intermediate Examination will consist of written papers. The Final Examination will consist of written papers, except that:
- [a] assessed course work may be required in any subject in addition to written papers, but shall not account for more than 25% of the total value of the examination in that subject;
  - [b] the examination in certain subjects (other than those listed in §1.4.1 [1] - [4]) may, subject to the approval of the Board of the Faculty of Law and Social Sciences, be by essay in lieu of a written paper, but the Examination Board shall have the discretion to require that a candidate taking the examination for any such subject on a second or subsequent occasion, whether as a referred candidate or otherwise, shall be examined by written paper only;

*[The Department of Law will publish details of the arrangements for assessing subjects, including information on the materials that may be taken into the examination room, at the beginning of each academic year.]*

### **Intermediate and Part I Examinations**

- 2.3 A candidate for the Intermediate or Part I examination must satisfy the examiners in all subjects in order to pass the examination. A candidate who fails to satisfy the examiners will (except as provided in §2.4 below) be required to resit the whole examination, normally at the next available opportunity.
- 2.4 A candidate for the Intermediate or Part I examination who fails in only one subject or in one or two half subjects may be referred (i.e., permitted by the Examination Board to present him/herself for re-examination at the next available opportunity in the failed subject or half subject(s) only, in order to complete that attempt at the examination). A candidate will be referred only if the failure is not serious and his/her performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject or half subject(s) for examination on two occasions only. A candidate who has been referred in two half subjects, and who passes in one half subject, will be required to sit only the failed half subject on second referral.

- 2.5 Entry to the September examinations is normally restricted to:
- [a] candidates who have been referred at the preceding May/June examinations;
  - [b] candidates who, having presented themselves for examination in May/June, have failed to satisfy the examiners, but have been given permission to resit in September;
  - [c] candidates who were unable, for reasons acceptable to the College, to sit the whole or any part of the examination in the preceding May/June;

### **Part II Examinations**

- 2.6 A candidate for the Part II examination must satisfy the Examiners in all subjects in order to pass the examination. On re-entry, a candidate who has previously submitted a dissertation in accordance with §1.5.3, and who
- [a] satisfied the Examiners with respect to the dissertation, shall be credited with the mark previously obtained for the dissertation;
  - [b] failed to satisfy the Examiners with respect to the dissertation, shall be permitted to revise and resubmit the original dissertation, or to submit a dissertation on a new topic.

## **3 Advanced Students**

- 3.1 A candidate who has been admitted direct to the second year of the LLB programme in accordance with the provisions of §2.2a of the General Regulations shall be granted exemption from the Intermediate examination, and shall follow the programme of study prescribed in §§3.2 and 3.3 instead of that prescribed in §§1.4.1 and 1.5.1, but shall be bound by these Regulations in all other respects.

### **3.2 Part I Examination in Laws**

- 3.2.1 The Part I programme extends over one academic year, at the end of which candidates will be examined in the following subjects:
- [1] Common Law I
  - [2] Law of Property I
  - [3] Criminal Law
  - [4] Public Law
  - [5] Common Law II

- 3.2.2 A candidate who is entitled to exemption from one or more of the subjects listed in §3.2.1 may offer, in lieu of each such subject, one full subject or two half subjects approved by the Board of the Faculty of Laws.

### **3.3 Part II Examination in Laws**

- 3.3.1 The Part II programme extends over one academic year, at the end of which candidates will be examined in full subjects and half subjects so as to total four subjects, being law subjects approved by the Board of the Faculty of Laws (*the list of available subjects/half-subjects will be published annually within the Department*).

## **4 Award of the Degree**

- 4.1 The classification for Honours will be based on a candidate's performance at Part I and Part II of the Final examination. Successful candidates shall be awarded either First Class Honours, Second Class Honours, Third Class Honours or Pass. The Second Class Honours list will be sub-divided into an Upper and Lower Division.
- 4.2 A candidate who has completed the programme of study for the LLB degree and who, through illness or other cause judged sufficient by the Examination Board, either
- [a] has been absent from the whole or part of the Part II examination, or
  - [b] though present at the whole of the Part II examination, considers that his/her performance has been adversely affected by the above causes may be considered by the Examination Board for the award of an aegrotat or classified degree under §§4.3 - 4.6. Where application is made by the candidate, it must be made prior to the meeting of the

Examination Board, and be accompanied by a medical certificate or similar evidence acceptable to the board.

- 4.3 If the Examination Board is able to determine, on the basis of examination evidence, that a candidate who has been present for all papers, or who has been absent from no more than two papers (or their equivalent), has reached the standard required for the award of a degree with a Pass or Honours classification, they shall award the degree and shall not consider the candidate for the award of an aegrotat degree. The board shall not award a class of degree higher than the overall level which the candidate has achieved in the work actually presented.
- 4.4 Where a candidate is not recommended for a classified degree under §4.3, the Examination Board, having considered the work which the candidate has submitted, both in the examination and during the final year of the programme of study, will determine whether there is sufficient evidence to show that, had s/he completed the examination in normal circumstances, s/he would have reached the standard required for the award of the degree. If the board is satisfied that the candidate would have attained the required standard, it will offer the candidate an aegrotat degree.
- 4.5 A candidate who has been offered an aegrotat degree may either
- [a] accept the award of an aegrotat degree, which shall be awarded without distinction or class; or
  - [b] decline the award, and re-enter for the Part II examination at the next opportunity.

A candidate who has accepted the award of an aegrotat degree may not subsequently re-enter for the examination for a classified degree. A candidate who has declined the offer of an aegrotat degree in order to re-enter the examination shall not subsequently be eligible for the award of an aegrotat degree in respect of that examination.

## **LLB in English and European Law**

### **1 General Entrance Requirements**

In addition to meeting the General Entrance Requirements, a candidate may be required to demonstrate proficiency in a relevant European language.

### **2 Course of Study and Examinations - General**

- 2.1 The course of study for the Degree normally extends over four academic years. Candidates will be required to follow a programme of study, and to satisfy the examiners in the relevant examinations, as follows:

Intermediate examination, year 1

Final examination, Part I year 2

Final examination, Part II year 4

- 2.2 Candidates must undertake a programme of study at a European university during their third year, and satisfy the examiners in the examinations associated with that programme of study.
- 2.3 A candidate shall, unless exempted, be required in his first and/or second year to follow and satisfactorily complete an approved course of study in a relevant European language.

### **2.4 Intermediate Examination**

- 2.4.1 The Intermediate programme extends over one academic year, at the end of which candidates will be examined in the following subjects:

[1] Common Law I

[2] Law of Property I

[3] Criminal Law

[4] Public Law

2.4.2 Candidates must satisfy the examiners in all subjects of the Intermediate examination before proceeding to the next stage of the programme.

## **2.5 Part I Examination**

2.5.1 The Part I programme extends over one academic year, at the end of which candidates will be examined in the following subjects:

[1] Common Law II

[2] Law of Property II

[3] *either* Law of the European Union *or* Aspects of Modern European Law I

[4] *either* ONE full subject and ONE half subject *or* THREE half subjects approved by the Head of the Department of Law (*the list of available subjects/half subjects will be published annually within the Department*)

2.5.2 Candidates must satisfy the examiners in all subjects for the Part I examination before proceeding to the next stage of the programme.

## **2.6 Period of Study at a European University**

2.6.1 The third year of the programme will be spent at a European university, during which period the candidate shall follow a programme of study approved by that university and by the Head of the Department of Law. A candidate may not select courses which correspond to or substantially overlap with courses offered by that candidate at the Intermediate or Part I examinations. The courses of study and examinations at the European University shall be governed by the regulations of that university.

2.6.2 The candidate will be required to satisfy the examiners of that university in the examinations during and/or at the end of that programme in order to proceed further on the degree. Notwithstanding this provision, a candidate may be permitted to embark provisionally on the programme leading to the Part II examination pending completion of the examinations of the European University by no later than 30 November of the year in question.

2.6.3 A candidate who, having satisfactorily completed the Part I examination, does not proceed to or satisfactorily complete the examinations of the European University shall be permitted to transfer to the third year of the programme for the degree of LLB.

## **2.7 Part II Examination**

2.7.1 The Part II programme extends over one academic year, at the end of which candidates will be examined in the following subjects:

[a] Jurisprudence and Legal Theory (full subject)

[b] Full subjects and/or half subjects so as to total 3 subjects, approved by the Head of the Department of Law (*the list of available subjects/half subjects will be published annually within the Department*). These must include Law of the European Union and Administrative Law, if not offered at Part I.

2.7.2 A candidate may not:

[a] offer any subject or half subject offered at Part I, or any half subject which forms part of any full subject offered at Part I, or any full subject which comprises within it any half subject offered at Part I;

[b] offer any half subject for which the prerequisite has not been offered at Part I.

[c] offer any subject which corresponds to or substantially overlaps any subject offered at the European University.

2.7.3 With the approval of the Head of the Department of Law, a candidate may be permitted to follow a course in legal research and writing and submit a dissertation of prescribed length



(not substantially overlapping with any subject previously or concurrently offered by the candidate) in lieu of one full subject at Part II.

### **3 Examinations**

- 3.1 The Intermediate and Part I examinations will be held on two occasions each year, in May/June and September. The Part II examinations will be held in May/June of each year. A candidate may attempt each examination on four occasions only.
- 3.2 The Intermediate Examination will consist of written papers. The Final Examination will consist of written papers, except that:
- [a] assessed course work may be required in any subject in addition to written papers, but shall not account for more than 25% of the total value of the examination in that subject;
  - [b] the examination in certain subjects (other than those listed in §2.3.1. [1] – [3]) may, subject to the approval of the Board of the Faculty of Laws, be by essay in lieu of a written paper, but the Examination Board shall have the discretion to require that a candidate taking the examination for any such subject on a second or subsequent occasion, whether as a referred candidate or otherwise, shall be examined by written paper only;

*[The Department of Law will publish details of the arrangements for assessing subjects, including information on the materials that may be taken into the examination room, at the beginning of each academic year.]*

#### **Intermediate and Part I Examinations**

- 3.3 A candidate for the Intermediate or Part I examination must satisfy the examiners in all subjects in order to pass the examination. A candidate who fails to satisfy the examiners will (except as provided in §3.4 below) be required to resit the whole examination, normally at the next available opportunity.
- 3.4 A candidate for the Intermediate or Part I examination who fails in only one subject or in one or two half subjects may be referred (i.e., permitted by the Examination Board to present him/herself for re-examination at the next available opportunity in the failed subject or half subject(s) only, in order to complete that attempt at the examination). A candidate will be referred only if the failure is not serious and his/her performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject or half subject(s) for examination on two occasions only. A candidate who has been referred in two half subjects, and who passes in one half subject, will be required to sit only the failed half subject on second referral.
- 3.5 Entry to the September examinations is normally restricted to:
- [a] candidates who have been referred at the preceding May/June examinations;
  - [b] candidates who, having presented themselves for examination in May/June, have failed to satisfy the examiners, but have been given permission to resit in September;
  - [c] candidates who were unable, for reasons acceptable to the College, to sit the whole or any part of the examination in the preceding May/June;

#### **Part II Examinations**

- 3.6 A candidate for the Part II examination must satisfy the Examiners in all subjects in order to pass the examination. On re-entry, a candidate who has previously submitted a dissertation in accordance with §2.5.4, and who
- [a] satisfied the Examiners with respect to the dissertation, shall be credited with the mark previously obtained for the dissertation;
  - [b] failed to satisfy the Examiners with respect to the dissertation, shall be permitted to revise and resubmit the original dissertation, or to submit a dissertation on a new topic.

### **4 Award of the Degree**

- 4.1 The classification for Honours will be based on the candidate's performance at Part I and Part II of the Final examination, but the examiners shall have regard also to meritorious results in the examinations of the European University. The Intermediate examination shall be a Pass examination only.
- 4.2 A candidate who has completed the programme of study for the degree and who, through illness or other cause judged sufficient by the Examination Board, either
- [a] has been absent from the whole or part of the Part II examination, or
  - [b] though present at the whole of the Part II examination, considers that his/her performance has been adversely affected by the above causes
- may be considered by the Examination Board for the award of an aegrotat or classified degree under §§4.3-4.6. Where application is made by the candidate, it must be made prior to the meeting of the Examination Board, and be accompanied by a medical certificate or similar evidence acceptable to the board.
- 4.3 If the Examination Board is able to determine, on the basis of examination evidence, that a candidate who has been present for all papers, or who has been absent from no more than two papers (or their equivalent), has reached the standard required for the award of a degree with a Pass or Honours classification, they shall award the degree and shall not consider the candidate for the award of an aegrotat degree. The board shall not award a class of degree higher than the overall level which the candidate has achieved in the work actually presented.
- 4.4 Where a candidate is not recommended for a classified degree under §4.3, the Examination Board, having considered the work which the candidate has submitted, both in the examination and during the final year of the programme of study, will determine whether there is sufficient evidence to show that, had s/he completed the examination in normal circumstances, s/he would have reached the standard required for the award of the degree. If the board is satisfied that the candidate would have attained the required standard, it will offer the candidate an aegrotat degree.
- 4.5 A candidate who has been offered an aegrotat degree may either
- [a] accept the award of an aegrotat degree, which shall be awarded without distinction or class; or
  - [b] decline the award, and re-enter for the Part II examination at the next opportunity.
- 4.6 A candidate who has accepted the award of an aegrotat degree may not subsequently re-enter for the examination for a classified degree. A candidate who has declined the offer of an aegrotat degree in order to re-enter the examination shall not subsequently be eligible for the award of an aegrotat degree in respect of that examination.

## **LLB in Law with German Language**

### **General Entrance Requirements**

- 1 Before admission to the course of study for the examination for the Degree of LLB in Law with German Language a candidate must satisfy the General Entrance Requirements in one of the ways provided for in the Regulations and may be required to demonstrate proficiency in German (or another relevant European language).

### **Course of Study and Examinations - General**

- 2 The course of study for the Degree normally extends over four consecutive academic years.
- 3
- [a] The examination for the Degree of LLB in Law with German Language comprises an Intermediate examination taken at the end of the first year and a Final examination in two parts, Part I (Part I[A] taken at the end of the second year and Part I [B] taken at the end of

the third year) and Part II (taken at the end of the fourth year) and further examinations during or at the end of the third year conducted wholly or partly by a German University designated for the purposes of these regulations. A candidate must follow the prescribed courses of study in each year of the course. Further details are given in §§8-24. A candidate must complete the Intermediate examination before being permitted to enter for the Part I [A] examination, and must complete the Part I[A] examination before being permitted to proceed to the German University. A candidate must complete the Part I [B] examinations and the examinations of the German University within two years of completing the Part I [A] examinations and must complete the said examinations before being permitted to enter for the Part II examination under these regulations. The classification for Honours will be based on the candidate's performance at Part I [A] and [B] and Part II of the Final examination, but the examiners shall have regard also to meritorious results in the other examinations of the German University. The Intermediate examination shall be a Pass examination only.

- [b] The courses of study and examinations at the German University shall be governed by the regulations of that university, save that a candidate shall not select courses which correspond to or substantially overlap courses offered by the candidate at the Intermediate or Part I [A] examination. A candidate's choice of subjects must be approved by the Head of the Department of Law, subject where appropriate to the agreement of the Head of the Department of German.
- [c] A candidate may be required in his first and/or second year to follow and satisfactorily complete a further programme of study in German language.

#### **Dates of Examinations**

- 4 The examinations will be held once in each year in May/June. A candidate who is referred at the examination in May/June in one of the subjects [i], [ii] or [iii] in §8 or in one of the subjects [i], [ii], [iii] or [iv] in §13 may present himself at the examination held in September in accordance with the special regulations for the LLB degree.

#### **Entry to Examinations**

- 5 A candidate for the Intermediate, Part I or Part II examination shall complete the appropriate entry form, and in the case of Part I and Part II examination shall state on this form the papers which he is offering.

#### **Fees for Examinations**

- 6
- [a] While a student is registered and in attendance at the College he is not required to pay separate fees for entry or re-entry to an examination. All other students are required to pay fees on entry or re-entry to an examination. In the event of a candidate who has paid his own fee withdrawing from the examination it is possible, under certain circumstances, for part of the examination fee to be refunded to him. Any candidate who does so withdraw must inform the Academic Registrar of the College immediately.
  - [b] Details of the examination fees and the circumstances under which a refund may be made may be obtained from the Academic Registrar.

#### **Method of Examination**

- 7 [a] The examinations will be conducted by written papers except that
- [i] a candidate in the Part II examination may submit a dissertation as permitted by §22[a].
  - [ii] an essay or assessed course work or oral examinations may be required in lieu of or in addition to written papers in particular subjects either [a] in accordance with the special

regulations for the LLB degree [b] if such essay, course work or oral examination is specified for a subject approved under the course unit regulations of the College.

[b] The written papers shall be of such length as is prescribed under the regulations for the LLB degree or under those for course unit degrees.

[c] Where an essay or assessed coursework is permitted or prescribed in accordance with §7[a], details will be published in October of each year (or in January in the case of a half subject available in the second semester).

### **Intermediate Examination**

8 The subjects and courses of study for the Intermediate examination are:

- [i] Common Law I
- [ii] Public Law
- [iii] Law of Property I
- [iv] German Language

9 The course of study for the Intermediate examination will extend over one academic year.

10 [a] A candidate who enters for the Intermediate examination must (except as provided in

§10[b]) satisfy the Examiners in all subjects in order to pass the examination.

[b] A candidate who enters for the Intermediate examination and who fails to reach the minimum standard in only one subject may be referred, i.e. he may on the recommendation of the Examiners be permitted to present himself for re-examination in that subject alone.

11 The Examiners will recommend that a candidate be referred only if his failure in the one subject is not serious and his performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject for examination on two further occasions only.

12 A candidate will not be permitted to embark on the course for or to enter for Part I [A] of the Final LLB examination until he has completed the whole of the Intermediate examination including any subject in which he has been referred.

### **Part I [A] Examination**

13 The subjects and courses of study for the Part I [A] LLB examination are:

- [i] Common Law II
- [ii] Law of Property II
- [iii] Criminal Law
- [iv] The half subject Aspects of Modern European Law I: Private Law
- [v] A half subject in German Language

14 The course of study for the Part I [A] LLB examination will extend over one academic year and shall normally be followed in the session next after that in which the candidate completes the Intermediate examination.

15 [a] A candidate who enters for the Part I [A] examination must (except as provided in §15[b]) satisfy the examiners in all subjects in order to pass the examination.

[b] A candidate who enters for the Part I [A] examination and who fails to reach the minimum standard in only one subject or in one or two half subjects may be referred, i.e. he may on the recommendation of the Examiners be permitted to present himself for re-examination in that subject or half subject or in those half subjects alone.

- 16 The Examiners will recommend that a candidate be referred only if his failure in the one subject or in the one or two half subjects is not serious and his performance in the remaining subjects is reasonably good. A candidate who is referred may complete the examination by offering the referred subject, half subject or half subjects for examination on two further occasions only. A candidate who is referred in two half subjects must offer both half subjects on the same further occasion, but, if he then satisfies the examiners in only one half subject, shall be required to sit only the other half subject on the second further occasion.
- 17 A candidate will not be permitted to proceed to, or to enter for the examinations of, the German University or to embark on the course for or to enter for Part II of the Final LLB examination until he has completed the whole of the Part I [A] examination including any subject or half subjects in which he has been referred. A candidate will not normally be permitted to embark on the course for or to enter for Part II of the Final LLB examination until he has completed the examinations of the German University, but may be permitted to embark on the course provisionally pending completion of the examinations of the German University by no later than November 30.

#### **Part I [ B ] Examination**

- 18 The subject and course of study for the Part I [B] LLB examination is A project equivalent to a half subject approved by the Head of the Department of German, to be undertaken during the period in Germany in accordance with arrangements made before embarking on the course of study in the German university.

#### **Part II Examination**

- 19 The subjects and courses of study for the Part II LLB examination are:  
[i] Administrative Law (half subject) and Law of the European Union (half subject)  
[ii] German language  
[iii], [iv] Full subjects and half subjects totalling two subjects (see §20).
- 20 The subjects referred to in §19 are to be chosen from a list approved by the Head of the Department of Law.
- 21 A candidate may not offer any subject which corresponds to or substantially overlaps any subject offered at the German University.
- 22 [a] A candidate may, with the approval of the Head of the Department of Law, be permitted to follow a course in legal research and writing and submit a dissertation of prescribed length (not substantially overlapping with any subject previously or concurrently offered by the candidate) in lieu of one full subject required by §19 [iii and iv]. Details shall be published each year specifying the latest date by which a candidate may notify his wish to submit such a dissertation and by which the approval of the Head of the Department of Law shall be given or refused.
- [b] A candidate may, with the approval of the Head of the Department of Law and provided that arrangements for attendance at the course and for the examination can be made, offer any other full law subject or half subject available under the regulations for the final year of the LLB degree at another College of the University in lieu of one of the full subjects or half subjects required by §19 [iii and iv].

- 23 The course of study for the Part II examination will extend over one academic year and shall normally be followed in the session next after that in which the candidate completes the Part I [B] examinations and the examinations of the German University.
- 24 [a] A candidate who enters for the Part II LLB examination must satisfy the Examiners in all subjects in order to pass the examination.
- [b] A candidate who does not satisfy the Examiners in all subjects (or who is absent from some or all of the written papers and is not recommended for a classified or aegrotat degree under § 28), but who satisfies the Examiners with respect to a dissertation submitted in accordance with §22[a], shall, if he re-enters the examination, be credited with the mark previously obtained in the dissertation.
- [c] A candidate who does not pass the examination and who does not satisfy the Examiners in a dissertation submitted in accordance with §22[a] shall, in addition to re-entering for the written papers, be permitted either to revise and resubmit the original dissertation or to submit a new dissertation under the conditions specified in the said §22[a].

#### **Notification of results**

- 25 Provisional lists of successful candidates will be published by the Academic Registrar as soon as possible after the final meeting of the Examiners.
- 26 Successful candidates at the Final examination shall be awarded either First Class Honours, Second Class Honours, Third Class Honours or Pass. The Second Class Honours list will be subdivided into an Upper and Lower Division. The names in each class or division in the Honours list will be in alphabetical order and will be published by the Academic Registrar.
- 27 The Diploma for the Degree of LLB, under the Seal of the University, will be delivered to each successful candidate who is awarded the Degree.

#### **Aegrotat Degree**

- 28 A candidate who has completed his course of study and who, through his illness or other cause judged sufficient by the Academic Board such as death of a near relative, [i] has been absent from the whole or part of the examinations at the end of his final year OR [ii], though present at the whole of the examinations at the end of his final year, considers that his performance has been adversely affected by any of the above causes, may be considered for the award of an aegrotat or classified degree under the following regulations:
- 28.1 An application for consideration must be made on his behalf within seven days from the last day of the examination and must be accompanied by a medical certificate or other statement of the grounds on which the application is made and by records of the candidate's performance during the course and by assessments provided by the candidate's teachers.
- 28.2 If the Examiners are able to determine on the basis of examination evidence that a candidate who has been present for all papers or who has been absent from one or two papers or the equivalent of one or two papers has reached the standard required for the award of a degree with a Pass or Honours classification they shall recommend the award of a degree and shall not consider the candidate for the award of an aegrotat degree. The Examiners shall not recommend the award of a class of degree higher than the overall level which the candidate has achieved in the work actually presented.

- 28.3 In the case of a candidate not recommended for a classified degree under §28.2 the Examiners, having considered the work which the candidate has submitted at the examination or in such part of the examination as he has attended, if any; records of the candidate's performance during the course; and assessments provided by the candidate's teachers, will determine whether evidence has been shown to their satisfaction that, had he completed the examination in normal circumstances, the candidate would clearly have reached a standard which would have qualified him for the award of the degree.
- 28.4 A candidate on whose behalf an application has been made under §28.1 above will be informed whether the Examiners have determined that he is eligible to apply for the award of an aegrotat degree and that, if so, he may either:
- [i] apply for the award of the aegrotat degree;
  - [ii] not apply but re-enter for the same examination at a later date.
- 28.5 A candidate who under §28.4 above has applied for the award of an aegrotat degree will be informed that the degree has been conferred and will not be eligible thereafter to re-enter for the examination for the classified degree.
- 28.6 On re-entry for the classified degree, a candidate who under §28.4 above has been informed that he is eligible to apply for the award of an aegrotat degree ceases to be eligible so to apply.
- 28.7 An aegrotat degree will be awarded without distinction or class.
- 28.8 Holders of an aegrotat degree are not permitted to re-enter for the same examination, but they may apply for permission to proceed to a second or higher degree on complying with the regulations for such degrees.

## **MEng in Materials with Business**

*In these Regulations, the definition of terms shall be the same as that in the Course Unit Regulations for First Degrees.*

### **1 General**

- 1.1 This is a full-time four-year programme to enable international students to undertake an integrated programme of studies in materials and business.
- 1.2 The Materials Subject Examination Board shall be responsible for the assessment of candidates, for determining questions of progression, and for recommending the final award. The Engineering Degree Examination Board shall be responsible for acting on behalf of the Academic Board in determining the award of the degree.

### **2 Admission**

Candidates who have successfully undertaken studies in materials to a level at least equivalent to the end of the first year of a four-year MEng programme or the end of the second year of a four-year MEng programme, may be admitted directly to the second year or third year of the programme of study.

### **3 Programme of Study**

- 3.1 The minimum period of study shall be four academic years. This may include equivalent time studied at an alternative institution if the student enters the programme at years two or three, as allowed in §2 above. The period of study shall be continuous unless the student has been given permission to interrupt in accordance with §5.4 of the General Regulations.

- 3.2 Students shall follow an approved programme of study to the value of 8 course-units each year. In the final year, students shall undertake a substantial project which shall account for 3 course-units.

### **Progression**

- 3.3 The programme requirements for the first two years of the programme shall be identical to those of the course-unit MEng degree. In the third year, students shall be required to have passed courses to the value of 5 course-units, and to have achieved an overall average of 50%, to progress to the final year.

## **4 Courses and Course Examinations**

- 4.1 A student whose attendance on a course or submission of coursework is unsatisfactory may be de-registered from that course by the Head of the Department responsible for the teaching of that course. A student who has been de-registered from a course may not participate further in the work of that course, or sit the examination, and will receive no mark for the course.
- 4.2 The separate parts of an examination on any course may be held during the course or at any time after the end of the prescribed period of study. The timing of examinations shall be determined by the Academic Board.
- 4.3 Student performance on courses shall be assessed as follows:
- Grade A  $\geq 70\%$
  - Grade B  $60\% - <70\%$
  - Grade C  $50\% - <60\%$
  - Grade D  $45\% - <50\%$
  - Grade E  $40\% - <45\%$
  - Fail  $<40\%$
- 4.4 A candidate entering an examination for a course must be examined in all parts of the examination prescribed for that course. A candidate who fails to take any examination or to meet any course requirement prescribed for a course, without adequate cause acceptable to the Subject Examination Board, will be deemed to have failed that course, and a mark of 0 will be recorded.
- 4.5 A candidate who has passed a course examination may not repeat that examination, nor enter the examination for any other course which is deemed to have a significant overlap.
- 4.6 A candidate who has failed the course examination on a course may resit that examination, or such parts of it as may be required by the Subject Examination Board, normally on the next occasion that it is offered, subject to no candidate being permitted to attempt the examination on more than three occasions. The form and timing of the resit examination shall be at the discretion of the Subject Examination Board. Exceptionally, the relevant Subject Examination Board may permit a student to defer a resit to a subsequent occasion. The maximum mark attainable in any course examination which has involved a resit shall be 40%.
- 4.7 A candidate who has failed the course examination on a course may be required by the relevant Subject Examination Board to retake the whole course (including the submission of all coursework, whether assessed or not), normally at the next opportunity. A candidate who is required to retake a course may not elect to resit the course examination as an alternative. The retake will count towards the maximum of three attempts at the examination on that course. The mark attainable in a retake will not be limited to 40%.
- 4.8 Notwithstanding the above, the written examination in a course will normally be offered for only one year after the course has ceased to be taught.



- 4.9 A candidate who, through illness or other cause acceptable to the Subject Examination Board, is prevented from attending any written examination in any year other than the final year of his/her degree programme, may be permitted to sit the relevant examination as if for the first time at the next available opportunity. A final-year candidate shall normally be required to sit the relevant examinations, as if for the first time, in the following summer.

## **5 Degree Requirements and Consideration for Honours**

- 5.1 To be admitted to the degree a candidate must have been registered on this degree programme for a minimum period of two academic years and have completed and have satisfied the examiners in courses to a value of at least 13cu in their final two years.
- 5.2 Classification for Honours shall have regard to the following scale:  
College mark  $\geq$  70% First Class Honours  
60% - <70% Second Class Honours, Upper Division  
50% - <60% Second Class Honours, Lower Division  
45% - <50% Third Class Honours
- 5.3 A candidate who has achieved a College mark of less than 45% shall normally be eligible only for the award of the Pass Degree.

## **6 Aegrotat Provisions**

- 6.1 A candidate who has completed his/her full period of study and
- [a] has been absent from examinations during his/her final year, due to illness or other cause judged sufficient by the relevant Subject Examination Board, or
  - [b] though present at the examination, considers that his/her performance has been adversely affected by any of the above reasons, may apply to the Academic Registrar to be considered for a degree under the Aegrotat Provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted within two weeks from the last course examination to which the application refers.
- 6.2 If a candidate has satisfied the requirements for the award of a degree as laid down in §5, the Subject Examination Board shall proceed to classify the degree in accordance with the approved procedures, and shall not consider the candidate for the award of an Aegrotat degree.
- 6.3 If a candidate has not met the requirements for the award of a degree as laid down in §, the Subject Examination Board shall consider the work that the candidate has submitted in the course examinations or in such part of the examinations as s/he has attended (if any), records of the candidate's performance during the degree programme, and assessment provided by the candidate's teachers, to determine whether evidence has been shown to their satisfaction that, had s/he completed the examination(s) in normal circumstances, the candidate would clearly have reached a standard (and completed the necessary course-units) which would have qualified him/her for the award of the degree. If the Subject Examination Board is satisfied that the candidate would have achieved degree standard, it shall offer the candidate an Aegrotat Degree.
- 6.4 On receipt of the offer of an Aegrotat Degree, the candidate may either
- [a] accept the offer, in which case the degree will be conferred, or
  - [b] decline the offer, and re-enter the examinations for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter course examinations shall cease to be eligible for an Aegrotat Degree in respect of the examinations on which his/her original application was based.
- 6.5 A candidate who under §6.4 has accepted the award of an Aegrotat Degree will not be eligible thereafter to re-enter the examination for a classified degree.

## **7 Degree Certificates**

7.1 A certificate under the seal of the University will be issued to each candidate who is awarded a degree. The date of the award of the degree shall be determined by the Academic Board.

## **NON-MODULAR MASTER'S DEGREES**

### **1 GENERAL REGULATIONS**

- 1.1 These Regulations prescribe the general framework of programmes of study leading to the award of Masters' degrees, other than those structured on a modular basis. (Modular Masters' Programmes are the subject of a separate set of Regulations.) These General Regulations are supplemented by individual special Regulations for each non-modular Masters' programme; in the event of any conflict between General and Special Regulations, the former shall have precedence.
- 1.2 Special Regulations shall specify:
- [c] any additional requirements for admission to the Masters' programme;
  - [d] the curriculum of the programme;
  - [e] the minimum period of study required;
  - [f] the nature of the assessment(s) on the programme;
  - [g] any academic requirements for a candidate to progress from the taught element of the programme of study to the project/dissertation;
  - [h] the requirements for the award of the qualification.
- 1.3 There shall be an examination board for each Masters' degree programme which shall be responsible for assessing the performance of candidates, determining matters of progression from the taught element to the project/dissertation, and recommending the award of the qualification.
- 1.4 Candidates shall be required to comply with the provisions of both these General Regulations and the Special Regulations for their chosen Masters' programme.
- 1.5 Masters' degree programmes may be offered in conjunction with other institutions.

### **2 ADMISSION**

- 2.1 The normal minimum entrance requirements for admission to a Masters' degree programme are specified in the College's General Regulations.
- 2.2 The Special Regulations for individual Masters' Programmes may specify additional entrance requirements.

### **3 PROGRAMME OF STUDY**

- 3.1 The minimum period of study for the Masters' degree shall be laid down in the individual Special Regulations, but shall not be less than 45 weeks of full-time study or 90 weeks of part-time study.
- 3.2 The curriculum for each Masters' programme shall be described in the Special Regulations, but shall (except with the permission of the Academic Board) include both taught courses and a project/dissertation. No more than 15% of the overall programme of study may comprise study below Masters' (M) level.
- 3.3 The Special Regulations may require a candidate to pass a specified number of courses before s/he is permitted to proceed to the project/dissertation.

### **4 ASSESSMENT**

- 4.1 The methods of assessment shall be laid down in the Special Regulations. Each assessment shall be offered on only one occasion each year, except in accordance with the provisions of paragraph 4.5.

- 4.2 A candidate shall not be admitted to the written examination for any course until s/he has completed all the related coursework requirements for that course.
- 4.3 The pass mark for each course and for the project/dissertation shall be 50%.
- 4.4 A candidate who fails to satisfy the examiners on any course or on the project/dissertation may present him/herself for re-examination on one further occasion, normally at the next available opportunity.
- 4.5 A candidate who has been prevented from completing either the whole or part of the assessment for any part of the Masters' programme due to illness or other cause judged sufficient by the relevant examination board may be permitted either:
- [i] to enter the examination in those assessments which s/he has missed on the next available occasion, or
  - [j] at the discretion of the examination board, to sit a special examination in those elements which s/he has missed to date prior to the next available occasion agreed by the examination board.
- 5 AWARD OF THE QUALIFICATION**
- 5.1 To be admitted to a Masters' degree under these Regulations, a candidate must:
- [k] have been registered on a Masters' degree programme under these Regulations for at least the minimum period specified by paragraph 3.1, *and*
  - [l] have completed the programme of study as specified in the relevant Special Regulations; *and*
  - [m] have met the requirements for the award of the Masters' Degree as specified in the relevant Special Regulations.
- 5.2 The Special Regulations may permit the examination board to condone failure in part of the examination for the degree, subject to that failure not exceeding 20% of the taught element of the programme. There shall be no condonement of failure in the project/dissertation part of the programme.
- 5.3 A candidate for the Masters' degree who achieves a mark of at least 65% in the project/dissertation, together with an average mark of 70% in all elements of the programme, may be recommended for the award of the degree with Distinction.
- 5.4 A candidate for the Master's Degree who achieves an average of 65% or above over the whole programme of study may be recommended for the award of the degree with Merit.

## **SPECIAL REGULATIONS FOR MASTER OF ARTS DEGREES**

### **MA in European Literature, Culture and Thought**

#### **1 Additional Entry Qualifications**

An upper second class Honours degree, or the equivalent, in a relevant programme of study.

#### **2 Curriculum**

- Modern Critical Theory: compulsory core course
- THREE options chosen from a list approved by the Programme Organiser.
- A dissertation on a subject approved by the Programme Organiser

#### **3 Duration of the programme**

*Full-time:* One calendar year

*Part-time:* Two calendar years

#### **4 Examination**

Assessment of the taught courses will be by coursework essays, and in addition candidates will be required to submit a dissertation of between 10,000 and 15,000 words.

### **MA in Film Studies**

#### **1 Additional Entry Qualifications**

An upper Second Class Honours degree in Film/Communications or equivalent.

#### **2 Curriculum**

- core course 'Film and Communication' taught over two semesters;
- two optional courses from an approved list, one option taken in each semester;
- dissertation on a topic chosen in consultation with the Programme Organiser.
- No more than one course may be substituted from another relevant MA.

#### **3 Duration of programme of study**

*Full-time:* 12 months

*Part-time:* 24 months

#### **4 Examination**

- four essays of 2000 words each for the core course;
- one essay of 4000 words per optional course submitted on completion of each course;
- dissertation of 10 000 – 15 000 words.

### **MA in Identity and Representation**

The MA in Identity and Representation shall consist of four pathways:

MA in Identity and Representation (French)

MA in Identity and Representation (German)

MA in Identity and Representation (Iberian and Latin American Studies)

MA in Identity and Representation (Russian)

#### **1 Additional Entry Qualifications**

An upper second class Honours degree, or equivalent, in the relevant language subject.

#### **2 Curriculum**

- Compulsory core course: Critical Reading: Theory and Practice
- Two units in the relevant language plus one other relevant course

OR

- Three units in the relevant language
- A dissertation on a subject approved by the Programme Organiser.

#### **3 Duration of Course of Study**

*Full-time:* One calendar year

*Part-time:* Two calendar years

#### **4 Examination**

Assessment of the taught courses will be by coursework essays, and in addition candidates will be required to submit a dissertation of between 10,000 and 15,000 words.

## **MA in Intellectual and Cultural History**

### **1 Additional Entry Qualifications**

An upper second class Honours degree in English or History, or a course in which English or History are a major component, from a UK university. Applicants with comparable degrees in related subjects or from other institutions in the UK or elsewhere may be admitted at the discretion of the Programme Organiser.

### **2 Curriculum**

- Introductory course on methods and sources
- Compulsory core course: History, Civilisation and Barbarism
- THREE optional courses selected from a list approved by the Programme Organiser
- A dissertation on a subject approved by the Programme Organiser

### **3 Duration of the Course**

*Full-time:* One calendar year

*Part-time:* Two calendar years

### **4 Examination**

Candidates will be required to submit assessed coursework on the core course and the three options chosen, and in addition to submit a dissertation of 15,000 words.

## **MA in Language, Society and Change in Europe**

### **1 Additional Entry Qualifications**

A good first degree, preferably with a linguistic component.

### **2 Curriculum**

- Research Methods in Sociolinguistics (compulsory core course)
- THREE options chosen from a list approved by the Programme Organiser. Students with little or no background in linguistics will be required to take the course in 'Linguistic Concepts and Linguistic Analysis' as one of their options.
- A dissertation on a topic chosen in consultation with the Programme Organiser.

### **3 Duration of Course of Study**

*Full-time:* One calendar year

*Part-time:* Two calendar years

### **4 Examination**

The course options will be assessed on the basis of coursework, to be submitted within three weeks of the end of the course. A dissertation of 10,000 words, to be submitted by the end of August.

## **MA in Metropolis and Empire**

### **1 Additional Entry Qualifications**

An upper second class Honours degree in Geography or a Humanities subject.

### **2 Curriculum**

Semester 1: Research Methods

Metropolis and Empire core course

Semester 2: *two options selected from a list approved by the home department.*

Dissertation: 15,000 word dissertation to be submitted by 1 September of the final year.

### **3 Duration**

Full-time: 12 months

Part-time: 24 months

#### **4 Assessment**

- 4.1 Each taught module will be assessed by a 4000 word essay. The assessment for each taught module will represent 15% of the total degree. The dissertation will represent 40% of the total degree.
- 4.2 A candidate who has achieved at least 70% in the dissertation and an average of at least 70% over all taught courses, shall be eligible for the award of the MA with distinction.

### **MA in Russian Language and Culture**

#### **1 Additional Entry Qualifications**

Normally a first degree with first or upper second class Honours, or the equivalent, in which Russian Language was passed at no lower than upper second class Honours and, preferably, in which Russian Literature, Culture etc formed a major part (at least half) of the degree programme.

#### **2 Curriculum**

Four courses - one compulsory language course and at three option courses – plus a 15,000 word dissertation (normally in English). Part-time students will be required to take the compulsory language course in their first year and to attend refresher classes in language in their second year. By agreement with their supervisor, students may choose a topic for their dissertation which falls partly outside the specific remit of the courses or may reflect the syllabus of more than one course.

#### **3 Duration**

*Full-time:* 12 months  
*Part-time:* 24 months

#### **4 Assessment**

The four courses will be assessed by various assignments that must be completed by mid-June. The dissertation must be submitted by mid-September.

## SPECIAL REGULATIONS FOR MASTER OF SCIENCE DEGREES

### MSc in Chemical Research

#### **1 Additional Entry Qualifications**

Normally a second class Honours degree in Chemistry, or a joint degree with Chemistry as one of the major subjects.

#### **2 Curriculum**

- 1 Candidates are required to take two lecture courses
  - Chemical Research Methods and Techniques (compulsory)
  - One course chosen from a range of advanced courses, to be agreed with the MSc tutor
- 2 A research project report not exceeding 30,000 words, describing the conduct and results of the project work, and including a survey of the relevant literature.

#### **3 Duration of programme of study**

*Full-time:* One calendar year

*Part-time:* Two calendar years

#### **4 Examination**

- 1 Each course will be examined by a written paper, and the final mark may also take account of assessed coursework.
- 2 Assessment of the research project will be based on the project, a seminar given by the candidate, and an oral examination.

#### **5 Dates of Examination**

Written papers: May/June; Research project by a date to be specified in August.

#### **6 Award of the Degree**

- [a] Candidates shall normally be required to pass in all elements of the examination to receive the award of the degree.
- [b] Exceptionally, the examiners may condone a narrow failure on one of the courses, provided the weighted average mark over all elements is at least 50%.
- [c] Exceptionally, a candidate who fails in the research seminar may be permitted to give a presentation to the examiners which, if satisfactory, will result in a pass mark being recorded for the seminar.

### MSc in Children's Dentistry (Paedodontics)

#### **1 Additional Entry Qualifications**

A dental or medical qualification.

#### **2 Curriculum**

The syllabus will include those aspects of the following subjects which are of particular relevance to Children's Dentistry, including development and organisation of Public Health Services and Dental health education. Each student will be required to carry out an investigation and to prepare a report, which must include a survey of the relevant literature.

#### **3 Duration of programme of study**

*Full-time:* One calendar year

*Part-time:* Two calendar years

#### **4 Examination**

Two written papers, a practical examination, assessment of the report on an individual project, an oral examination. Candidates are examined during the year in which they complete the programme.



## **5 Dates of Examination**

The written and practical examinations will begin on the Monday following 14 June. The report on the individual project must be submitted not later than 1 September and the oral examination will take place later in that month.

## **MSc in Clinical Microbiology**

### **1 Additional Entry Qualifications**

Applicants must hold, throughout the period of their studies, a full-time appointment in a medical microbiology department of a Medical School or other institution of the University of London or an associated hospital. Applicants should preferably be medical practitioners, but graduates in dentistry, veterinary medicine or science may be considered provided they have two years of experience of medical microbiology prior to registration for the programme.

### **2 Curriculum**

The programme is intended to provide medical microbiologists in training with a structured course of instruction in their subject and will consist of lectures, seminars and practical work in bacteriology, immunology, virology, parasitology, and mycology as appropriate to the study of human disease. In addition to the academic aspects of the subject, stress will be laid on applied medical microbiology in subjects such as diagnostic procedures, chemotherapy and control of hospital infection. Each student will be required to undertake an individual project and to prepare a report based on his/her findings.

### **3 Duration of programme of study**

*Part-time:* Two calendar years

### **4 Examination**

There will be continuous assessment during the programme and in particular students will be required to sit a one-hour written paper at the end of each of the first, second, fourth and fifth terms. They will also be required to submit four essays on specific subjects, one in each of terms 1, 2 4 and 5. The marks awarded on this continuous assessment will be taken into account in determining the result of the Part I and Part II examinations. At the end of the third and sixth terms respectively Part I and Part II examinations will be held.

Part I: 1 paper, an oral and a practical examination.

Part II: 2 written papers, an assessment of the project report and an oral examination.

### **5 Dates of Examination**

Part I will be taken at the end of the first academic year and will be held during the month of July.

Part II the written papers are to be taken at the end of the second academic year and will be held during the month of July. The report must be submitted by 1 September, and the oral examination will take place later in that month.

## **MSc in Dental Materials**

### **1 Additional Entry Qualifications**

None specific.

### **2 Curriculum**

The course will consist of two parts:

*Part I* - Core Course with seven modules in: Biomaterials and Biomechanics, OR Maxillo-facial Anatomy; Biomaterials Research Techniques (2 units); Advanced Topics in Biomaterials;

Applications of Biomaterials and Medical Devices; Biosensors and Devices; Dental Materials II and Materials Selection and Design.

*Part II* - Research project and Report worth 4 units

**3 Duration of programme of study**

*Full-time:* One calendar year

**4 Examination**

Candidates will be examined in May/June of the programme on the Core Course Units (Part I). They will be assessed by then- tutors on written and practical work submitted at stated intervals. The final examination will consist of 7 written papers; an assessment of the Report on the project, and an oral examination on the Report.

**5 Dates of Examination**

Candidates will be examined in June. Project Reports must be submitted by a date in mid September (exact date is notified to the candidates) of the year that candidates complete the course and the oral examination on the Report will be held in late September/early October.

## **MSc in Dental Public Health**

**1 Curriculum**

The subjects studied will include major health problems, their relative importance and priority, and the current public health measures being applied towards their solution in various countries; epidemiology, prevention and control of oral and dental diseases; health education, with particular emphasis on dental health education; social and behavioural sciences. Candidates will also be required to carry out an investigation, previously approved by the candidate's teachers, of a dental health problem and to prepare a report based on their findings.

**2 Duration of programme of study**

*Full-time:* One calendar year

*Part-time:* Two calendar years

**3 Examination**

Written papers, an oral examination, assessment of the report on an individual project including an oral examination at the discretion of the examiners, and two in-course practical modules. Full-time candidates are examined during the year in which they complete the programme. Part-time candidates complete the written papers, oral examination, and two in-course practical modules in their first year of study, and the report on an individual project in their second year of study.

**4 Dates of Examination**

June. The project report must be submitted by 31 August of the year in which candidates complete the course.

## **MSc in Experimental Oral Pathology**

**1 Curriculum**

1.1 The first half of the programme consists of a structured series of seminars with associated practical work dealing with the structure and behaviour of cells and tissues in health and disease. It begins with a review of basic cell and molecular biology and the biology of fundamental tissues. Further seminars cover general cellular and molecular pathology, immunology and the inflammatory response. The programme then continues with the application of these fundamental concepts to a consideration of oral and dental disease with detailed studies of selected aspects of oral pathology, oral immunology and oral microbiology.

- 1.2 Each student will be required to carry out an investigation on an appropriate topic and to prepare a report, which must include a survey of the relevant literature.
- 2 Duration of programme of study**  
*Full-time:* One calendar year
- 3 Examination**  
Two written papers, assessment of the report on an individual project, an oral examination.
- 4 Dates of Examination**  
The written examinations will begin on the third Monday in June. The report on the individual project must be submitted not later than 1 September and the oral examination will take place later in that month.

## **MSc in Gastroenterology**

- 1 Curriculum**  
The programme provides clinicians and scientists interested in gastroenterology with basic scientific training in both the theoretical and clinically applied aspects of their discipline. It will cover basic physiological principles involved in digestion, absorption, secretion and gastrointestinal motility; principles of molecular biology, molecular biology, molecular genetics, host defences and immunology; research and diagnostic techniques used for the study of gastrointestinal disease. Liver and pancreatic diseases will be covered. Candidates will be expected to have an understanding of the presentation, diagnosis, investigation and management of all major gastrointestinal conditions. Students will be encouraged to develop their capacity for critical thinking and self-directed learning; a research project is an important element of this course.
- 2 Duration of programme of study**  
*Full-time:* One calendar year.
- 3 Examination**  
Two written papers, an oral examination, assessment of coursework and a research project report. Candidates are examined during the year in which they complete the programme.
- 4 Dates of Examination**  
The written papers will be held in March/April. The project report must be submitted by 1 September of the final year. Oral examinations will be completed by 30 September.

## **MSc in Management of Intellectual Property**

- 1 Additional Entry Qualifications**  
A first degree in the natural or medical sciences, engineering, mathematics, computer sciences, history of science, or economics.
- 2 Curriculum**
- Compulsory subjects:
    - Patent Law I
    - Copyright and Designs Law I
    - Law of Trade Mark and Unfair Competition
    - Competition Law I
    - Basic Principles of English Law, Practice and Evidence
  - optional subjects chosen from a list approved by the Programme Organiser.
- 3 Duration of Course of Study**

*Full-time:* One academic year *Part-time:* Two academic years

#### 4 **Examination**

Each subject will be examined by written paper and assessment of coursework may contribute up to 25% of the marks in the subject. Candidates may be required to attend for an oral examination.

Candidates following the part-time programme will take the examination in two parts.

#### 5 **Dates of Examinations**

	<i>Full-time</i>	<i>Part-time</i>
Written papers	June	June
Essays	1 July	1 July of final year

### **MSc in Marine Ecology and Environmental Management**

- 1 These Special Regulations shall be read in conjunction with the General Regulations for Masters Degrees.
- 2 The MSc in Marine Ecology and Environmental Management is a collaborative programme taught on a 50:50 shared basis by the School of Biological Sciences, Queen Mary, University of London (QMUL) and the University Marine Biological Station Millport, University of London (UMBSM). The programme will operate under the Regulations of QMUL.
- 3 This programme leads to the award of MSc in Marine Ecology and Environmental Management.

#### 4 **Minimum Entry Requirements**

A second class Honours Degree (or equivalent from an overseas institution) in a relevant subject such as Environmental Science, Biology, Chemistry or Geography. Preference will be given to applicants with an upper second or first class degree. Applicants with relevant professional experience in marine science or environmental management will also be considered.

#### 5 **Programme of Study**

Students must take all of the following core courses:

Temperate Shores (QMUL) 1cu  
Aquatic Pollution and Management (QMUL) 1cu  
Statistical Methods in Biology (QMUL) 1cu  
Coastal Zone Management (UMBSM) 1cu  
Coastal and Marine Survey and Monitoring (UMBSM) 1cu  
Fisheries Biology (UMBSM) 1cu  
Project One (QMUL) 2cu  
Project Two (UMBSM) 2cu

Students must then take two of the following optional units

Estuaries and Coastal Seas (QMUL) 1cu  
Fish Biology (QMUL) 1cu  
Invertebrate Zoology 1cu  
Marine Microbiology (UMBSM) 1cu

Turtles, Seals, Whales and Dolphins (UMBSM) 1cu  
Coral Reef Monitoring and Management (UMBSM based at the University of Ismailia) 1cu

**6 Duration of Programme**

Full-time: 12-15 months, Part-time: 24 months, Modular: up to 60 months.

**7 Assessment**

All Modules shall be assessed using at least two of the following assessment methods: open essays, practical reports, laboratory or fieldwork notebooks, presentations, traditional exams. These will be selected to suit the contents of the individual modules.

*Project One and Project Two shall each be examined by dissertation of 5,000-7,000 words, which may be in the style of a traditional dissertation, consultancy report or the manuscript of a research paper to be submitted for publication. Students will also be required to give an oral poster presentation based on dissertation work approximately two-thirds of the way through their project.*

**8 Award of the Qualification**

Candidates for the award of the MSc in Marine Ecology and Environmental Management shall have passed taught courses to the value of 8 course units and passed both projects. Exceptionally the examiners may condone a candidate's failure in courses to the value of not more than two course units, provided that a candidate's average over the taught courses is not less than 50% and the mark for any failed course is not below 30%.

The degree may be awarded with distinction to candidates who achieve a mark of at least 70% in the dissertation, and an average of at least 70% over the taught elements of the programme.

A candidate for the MSc who fails to achieve the requirement for the degree but who has passed taught courses to the value of 8cu may be offered a Postgraduate Diploma, provided that the candidate's average overall all the taught courses is not less than 50%, and the mark for any failed course is not below 30%.

## **MSc in Materials Research**

**1 Additional Entry Qualifications**

A degree in materials science, materials engineering or metallurgy, or in physics or chemistry or engineering.

**2 Curriculum**

One quarter of the programme will consist of lectures and laboratory classes on the methods, procedures and techniques of materials research.

Three-quarters of the programme will involve work on a prescribed individual research project. The lecture courses will be chosen to be relevant to this project and to complement the students' first degree studies. Not more than one third of the lectures will be taken from the advanced optional courses available to undergraduates.

**3 Duration of programme of study**

*Full-time:* One calendar year

**4 Examination**

The examination will consist of:

- [a] One 3-hour written paper and further written papers totalling between 2.5 and 5 hours depending upon the courses chosen.

- [b] A dissertation describing the research work and including a survey of related literature. The dissertation shall not exceed 20,000 words.
- [c] An oral examination.

## **5 Dates of Examination**

Written papers – normally in June; dissertation at the beginning of September.

## **MSc in Materials and Business**

This is a two-year full-time programme to enable candidates with first degrees from international universities to study to Masters' level in a Materials programme that includes a significant business element.

### **1 Additional Entry Qualifications**

A second class Honours degree or equivalent in Materials or a related discipline from an international university. Candidates must also have an appropriate English language qualification.

### **2 Programme of Study**

2.1 **First Year** - Candidates shall be required to follow an approved programme of study consisting of taught Courses to the value of 8cu taken from a list published annually by the Department of Materials. Candidates will also be required to undertake a programme of English language and key skills for overseas students (which is non-examinable).

2.2 **Second year** - Candidates shall be required to follow an approved programme of study consisting of courses to the value of 6 cu. taken from a list published annually by the Department of Materials. Candidates will also be required to undertake a substantial project, and submit a project report, on a topic to be approved by the Head of Department. The project report shall have a value of 4 cu.

### **3 Duration of Programme of Study**

Full-time: Two years

### **4 Progression and Award of the Degree**

4.1 To progress from the first to the second year, a candidate must have passed at least 6 taught courses, and have obtained an average of 50% over the whole first-year programme.

4.2 For the award of the MSc, a candidate must have passed the project, and passed at least 10 taught courses, and have obtained an average of at least 50% over the 14 taught courses in the programme.

4.3 A candidate who has achieved at least 70% in the project, and an average of at least 70% over all taught courses, shall be eligible for the award of the degree with distinction.

## **MSc in Medical Electronics and Physics**

### **1 Additional Entry Qualifications**

A degree with Physics as the main field or as one of two main fields in a combined subject degree, Medical Engineering, Mechanical Engineering, Materials Engineering or Computer Science. Students with a degree in Electrical Engineering may be considered provided their course has included Physics at an accepted level.

### **2 Curriculum**

The subjects covered in the programme are as follows:

*Physics:* Thermionic emission, semiconductors, ultrasonics, radiation detectors.

*Electronics:* Properties of basic circuit components, amplifiers and oscillators, pulse circuits and counting equipment; analogue circuits, recording techniques, electrical interference.

*Elements of Physiology:* Human biology and cybernetics.

*Applications to Medicine:* Clinical neurophysiology, cardiology, anaesthetics, speech and audiometry, patient monitoring, artificial limb control, use of ultrasonics in diagnosis and sterilisation, diathermy, use of analogue computers in analysis of human physiology.

**3 Duration of programme of study**

*Full-time:* One calendar year

*Part-time:* Two calendar years

**4 Examination**

Two written papers, a report on the project, and an oral examination.

**5 Dates of Examination**

Written papers

June

Report

August

Oral examination

September

## **MSc in Migration**

**1 Additional Entry Qualifications**

An upper second class Honours degree (in exceptional circumstances a lower second class Honours degree might be accepted) or an equivalent professional qualification.

**2 Curriculum**

Semester 1: Typology and Theories of Migration (core course)

Research Methods (core course)

Semester 2: two options selected from a list approved by the home department.

Dissertation: 15,000 – 20,000 word dissertation to be submitted by 1 September of the final year.

Part-time students, i.e. those students taking the degree over 2 years, will take one core course and one option in each year and will complete the dissertation in the summer of Year 2.

**3 Duration**

Full-time: 12 months

Part-time: 24 months

**4 Assessment**

The two core courses will each be assessed by coursework, each representing 15% of the total degree. The assessment for each of the two options will also be via coursework and will each represent 15% of the total degree. The dissertation will represent 40% of the total degree.

A candidate who has achieved at least 70% in the dissertation and an average of at least 70% over all taught courses, shall be eligible for the award of the MSc with distinction.

## **MSc in Orthodontics**

**1 Additional Entry Qualifications**

A dental or medical qualification, two years clinical experience, Primary FDS RCS or MFDS RCS.

**2 Curriculum**

The programme will include the study of variations of skeletal and soft tissue morphology as a basis for an assessment of aetiology and treatment planning. Associated with treatment planning, instruction will be given in the theory and uses of most of the recognised appliances. Each student will be required to carry out investigation and to prepare a report, which must include a survey of the relevant literature.

**3 Duration of Course of Study**

*Part-time:* Two calendar years integrated within a three-years clinical training programme.

**4 Examination**

Two written papers, a practical examination, assessment of the report on an individual project, an oral examination. The examination is normally taken at the end of the second year of the 3-year clinical training.

**5 Dates of Examination**

The report on the individual project must be submitted not later than 15 July. The examinations will be held in September.

## **MSc in Public Policy**

**1 Curriculum**

Compulsory course : Theories of the Policy Process  
Option courses: Public Management AND Policy Evaluation  
OR  
Policy Implementation  
Option course: Case Studies in UK Policy Making  
OR  
Research Methods  
Dissertation: of not more than 15,000 words.

**2 Duration of programme of study**

*Full-time:* One calendar year

*Part-time:* Two or three calendar years.

**3 Examination**

3.1 An unseen written paper on each course, plus assessed coursework *and* a dissertation of not more than 15,000 words on a topic to be chosen in consultation with the candidate's adviser.

3.2 Students following the part-time programme will take two papers in June of the first year of study, the remaining paper in June of the final year of study and will submit the dissertation by the end of September of the final year of study.

**4 Dates of Examination**

Written papers

June

Dissertation

by 30 September

## **MSc in Sports and Exercise Medicine**

**1 Additional Entry Qualifications**

The programme is open to graduates in Medicine of the University of London or a recognised university whose previous training and clinical experience have qualified them for registration as students for the degree. Candidates will be required to demonstrate an interest in and commitment to sports medicine before entering the course.



## 2 Curriculum

The clinical approach to the athlete, injury prevention, recognition and treatment, fitness testing, isokinetic muscle testing, athletic training and technique, taping technique, sport in children, orthotics, podiatry, sports specific patterns of injury, physical therapy including electrical modes of treatment, resuscitation, psychology, health care organisation at events, gait analysis, the functional anatomy of joints and their failure patterns, track side medicine, sports nutrition, electromyography, radiological and nuclear medicine diagnosis of injury and disease, sport and physical handicap and all aspects of clinical medicine in terms specific to sports (venereology, ophthalmology, ENT, female disorders, neurology, etc). Basic sciences: relevant anatomy, pathology, physiology, immunology, statistics and the biochemistry and pharmacology of drugs and drug testing.

## 3 Duration of programme of study

*Full-time:* Not less than one calendar year

*Part-time:* Extending over two calendar years and equivalent to the full-time programme.

## 4 Examination

Part I will consist of a multiple choice question paper, a written paper, a clinical examination and an oral examination. Students must achieve a pass mark in the clinical and oral examinations combined. Part II will consist of a dissertation of not more than 120,000 words on a topic approved by the course tutor, and an oral examination on the dissertation.

## 5 Dates of Examination

Part I - May; Part II September.

## **Postgraduate Programme in Technology Exploitation and Management (Texman)**

*Candidates are also subject to the General Regulations for modular Postgraduate Programmes of Study*

1 The Postgraduate Programme in Technology Exploitation and Management (Texman) consists of two pathways, one leading to the degree of Master of Business Administration (MBA), and the other to the degree of Master of Science (MSc).

## 2 Entry Qualifications

At least an upper second-class Honours degree in Engineering or Materials or a related discipline. In addition, entrants for the MBA must have at least two years post-graduation experience in an industrial, research or business setting.

## 3 Programme of study

### 3.1 *MBA pathway*

Candidates shall be required to undertake courses to the value of 10cu, selected from a list approved on an annual basis by the Programme Director, and to submit a Business Research Project (which shall have a value of 2cu).

### 3.2 *MSc pathway*

Candidates shall be required to undertake courses to the value of 8cu, selected from a list approved on an annual basis by the Programme Director, and to submit a Business Research Project (which shall have a value of 4cu).

- 3.3 *Both pathways*  
Candidates shall undertake a substantial project, and submit a project report, on a topic to be approved by the programme director. The project report shall have a value of 2cu for MBA candidates and 4cu for MSc candidates.

The Project will be a dissertation based on in-depth research in the candidate's chosen area of specialism. The project may include empirical research and will have clear objectives, specified at the time that the chosen subject area is approved.

The project report shall be approximately 10,000 – 12,000 words in length for the MBA candidates and 15,000 – 20,000 words in length for the MSc candidates. The project marks shall comprise 80% for the experimental work written report, and 20% for the oral presentation and viva.

#### **4 Duration of Programme**

Full time – 1 calendar year.

#### **5 Award of the Qualification**

- 5.1 Candidates for the award of the MBA shall have passed taught courses to the value of 12cu, and have passed the project. Exceptionally the examiners may condone a candidate's failure in courses to the value of not more than 2cu, provided that the candidate's average mark over all the taught courses is not less than 50%, and the mark for any failed course is not below 40%.
- 5.2 Candidates for the award of the MSc shall have passed taught courses to the value of 8cu, and have passed the project. Exceptionally the examiners may condone a candidate's failure in courses to the value of not more than 2cu, provided that the candidate's average mark over all the taught courses is not less than 50%, and the mark for any failed course is not below 40%.
- 5.3 Candidates who achieve a mark of at least 70% in the project, and an average of at least 70% over all taught courses shall be eligible for the award of the degree with distinction.
- 5.4.1 A candidate who fails to satisfy the examiners shall have the right to resit the failed elements on one occasion only, normally at the next opportunity.

### **Postgraduate Programme in Project Management**

*Candidates are also subject to the General Regulations for modular Postgraduate Programmes of Study*

- 1 The Postgraduate Programme in Project Management leads to the degree of Master of Science (MSc).

#### **2 Entry Qualifications**

At least a second-class Honours degree in an Engineering or Science discipline or an equivalent overseas qualification.

#### **3 Programme of study**

Candidates shall be required to undertake the following courses, and to submit a Research Project (which shall have a value of 4cu).

##### **Course Units**

##### **Semester 1**

MTRM 032 Managerial Economics and Business Strategies

MTRM 030 Accounting and Financial Management

MTRM 018 Total Quality Management  
MTRM 008 Human Resource Management

**Semester 2**

MTRM 039 Project Management: tools and techniques  
MTRM 038 Management of Operations in Project-based Enterprises  
MRMM 037 Financial and Risk Management of Technology-based Projects  
MTRM 020 Business Law and Intellectual Property

MTRM 004 Project

The Project will involve in-depth research into the candidate's chosen specialism, which shall be approved by the Programme Director. The project may include empirical research and will have clear objectives, specified at the time that the chosen subject is approved. The project report shall be approximately 15,000 – 20,000 words in length. The report shall contribute 80% of the marks towards the project and the oral presentation and viva the remaining 20%

**4 Duration of Programme**

Full time – 1 calendar year.

**5 Award of the Qualification**

- 5.1 Candidates for the award of the MSc shall have passed taught courses to the value of 8cu, and have passed the project. Exceptionally the examiners may condone a candidate's failure in courses to the value of not more than 2cu, provided that the candidate's average mark over all the taught courses is not less than 50%, and the mark for any failed course is not below 40%.
- 5.2 Candidates who achieve a mark of at least 70% in the project, and an average of at least 70% over all taught courses shall be eligible for the award of the degree with distinction, provided that both taught courses and project have been passed at the first attempt.

A candidate who fails to satisfy the examiners shall have the right to resit the failed elements on one occasion only, normally at the next opportunity.

- 5.3 Candidates who fail to complete or to pass the project, but who satisfy the requirements of the MSc with respect to taught courses, shall be eligible to receive the award of Postgraduate Diploma.

## **SPECIAL REGULATIONS FOR MASTER BY/OF RESEARCH**

### **MA by Research (Law)**

Contact Academic Registrar for programme regulations

### **MA by Research (Linguistics)**

Contact Academic Registrar for programme regulations

### **MSc in Physical Geography by Research**

Contact Academic Registrar for programme regulations

### **MRes in Editing Lives and Letters**

#### **1 Programme**

This programme, which leads to the award of the degree of MRes in Editing Lives and Letters of the University of London, is presented jointly by Queen Mary and Birkbeck Colleges. Queen Mary shall be responsible for the organisation and quality assurance of the programme.

#### **2 Minimum entry qualifications**

Normally an upper second class Honours degree (or the equivalent) in arts or humanities.

#### **3 Programme of study**

The programme comprises the following elements:

- Skills for Textual Scholarship – core module
- two modules chosen from a list approved by the Programme Convenor
- a project on a topic to be approved by the Programme Convenor, to be examined by a dissertation
- a weekly Latin reading class (not examined)

#### **4 Duration of Programme**

Full-time: 1 calendar year; part-time: 2 calendar year

#### **5 Assessment**

the core module shall be examined by four practical skills exercises.

- each optional module shall be examined by a long essay
- the project shall be examined by a dissertation of a minimum of 10,000 words on the subject of the project.

#### **6 Award of the Qualification**

Candidates for the award of MRes shall have passed all parts of the assessment in order to be eligible for the award of the degree. The degree may be awarded with distinction to candidates who achieve a mark of at least 70% in the dissertation, and an average of at least 70% over the taught elements of the programme.

## **MRes in Evidence for Policy**

Contact Academic Registrar for programme regulations

## **MRes in Mechanisms of Vascular Disease**

### **1 Entry qualifications**

An Honours degree at first class or upper second class level in a relevant science subject, or an MBBS or BDS.

### **2 Programme of study**

Candidates are required to complete a 4cu core taught course plus an 8cu projects based course.

### **3 Minimum duration of the programme**

The normal duration of the programme will be one calendar year of full-time study.

### **4 Progression**

Candidates shall be required to have satisfied the examiners in the core course before they are permitted to proceed to the projects course.

### **5 Award of the degree**

Candidates shall be required to pass both the taught course and the projects based course.

Candidates who fail in either the dissertation or the taught course may resit the failed elements on one occasion only.

The degree may be awarded with distinction to candidates who achieve a mark of at least 70% in the dissertation and at least 70% in the taught course.

## **MRes in Policy Research**

### **1 Curriculum**

Compulsory Core Courses: Theories of the Policy Process  
Research Methods  
Advanced Statistical Techniques

One option must be taken from the following:

Policy Evaluation and Public Management

Policy Implementation

Contemporary British Politics

Britain and Europe

Government and Politics of the European Union

Dissertation of 10,000 words

### **2 Duration of programme of study**

*Full-time:* One calendar year

*Part-time:* Two calendar years

### **3 Examination**

Research Methods and Advanced Statistical Techniques: both modules shall be examined by a pre-disclosed paper and coursework.

Policy Implementation shall be assessed by coursework.

All other modules shall be examined by an unseen written paper together with assessed coursework.

The dissertation of not more than 10,000 words shall be on a topic to be chosen in consultation with the candidate's adviser.

Students following the part-time programme will take two papers in June of the first year of study, the remaining papers in June of the final year of study and will submit the dissertation by the end of September of the final year of study.

**4 Dates of Examination**

Written papers

June

Dissertation

by 30 September

# **GENERAL REGULATIONS FOR POSTGRADUATE PROGRAMMES OF STUDY**

## **1 General**

- 1.1 These regulations apply to all students registered on College-based postgraduate programmes of study leading to the award of postgraduate taught degrees of the University of London (MA, MSc, MRes and LLM), or to the awards of postgraduate diploma and postgraduate certificate of Queen Mary, University of London. Within any programme of study there may be one or more pathways which lead to distinctive named awards.
- 1.2 Detailed information about individual programmes shall be published in programme handbooks by the department responsible for the programme.
- 1.3 There shall be an examination board for each postgraduate programme which shall be responsible for assessing the performance of candidates, determining matters of progression from the taught element to the project/dissertation, and recommending the award of the qualification. One examination board may be responsible for more than one pathway or more than one programme of study.
- 1.4 Postgraduate programmes of study may be offered in conjunction with other institutions.

## **2 Admission**

- 2.1 The normal minimum entrance requirements to a postgraduate programme of study shall be a degree awarded by a university in the United Kingdom with first or second class honours in a relevant discipline, *or* a degree or professional qualification deemed by the Academic Board to be of an equivalent standard.
- 2.2 A candidate possessing alternative qualifications may also be considered for admission, although the Academic Board may require such a candidate to undertake preparatory studies additional to those prescribed for the chosen programme of study, and/or a qualifying examination.
- 2.3 A candidate may be required to provide evidence of competence in written and spoken English.

## **3 Programme of Study**

- 3.1 The normal minimum period of full-time study shall be as follows:
  - One semester for the postgraduate certificate
  - Two semesters for the postgraduate diploma
  - Twelve months for the Masters degreeThe period of part-time study shall normally be twice that for full-time study.
- 3.2 During the above period, a student shall undertake approved studies which shall include
  - For the postgraduate certificate, work to the value of at least 60 credits
  - For the postgraduate diploma, work to the value of at least 120 credits
  - For the masters degree, work to the value of at least 180 credits, which shall normally include a project/dissertation, which shall normally be worth 60 credits.
- 3.3 The academic level of work which contributes towards the requirement specified in §3.2 above shall be at level M, except that, with the approval of the examination board, work to the value of not more than 30 credits at level 3 may be counted towards the requirements for the postgraduate diploma and the masters degree, and work to the value of not more than 15 credits at level 3 may be counted towards the postgraduate certificate.

- 3.4 A student shall normally be required to satisfy the examiners in the taught element of the Masters programme before being permitted to proceed to the project/dissertation, although exceptionally the examiners may waive this requirement provided that the student's failure in the taught element does not exceed 30 credits.

#### **4 Assessment**

- 4.1 The method of assessment for each postgraduate programme shall be determined at the time that the programme is approved, and shall be published to students at the time of their first registration. Normally each component module of the programme shall be separately assessed, and the assessment for each module may involve a combination of forms of assessment including, for example, coursework and a written examination. Each assessment shall be offered on only one occasion each year.
- 4.2 A student shall not be admitted to the written examination for any module until s/he has completed all the related coursework for that module.
- 4.3 The pass mark for each module of the programme and for the project/dissertation shall be 50%.
- 4.4 A student who fails to satisfy the examiners on any module, including the project/dissertation, may present him/herself for re-examination on one further occasion only, normally at the next available opportunity.
- 4.5 A student who has been prevented from completing either the whole or part of the assessment for any module due to illness or other cause judged sufficient by the examination board, shall be permitted to enter the examination in those assessments which s/he has missed on the next available occasion.

#### **5 Award**

- 5.1 The following shall be the requirements for an award under these regulations:
- Postgraduate certificate – passes in modules totalling at least 60 credits.
  - Postgraduate diploma – passes in modules totalling at least 120 credits.
  - Masters - passes in modules totalling at least 180 credits, of which normally at least 60 credits shall be in respect of a project/dissertation.
- 5.2 Notwithstanding §5.1 above, the examination board may condone a student's failure in modules to the value of not more than 30 credits (for the postgraduate diploma and the masters degree) or 15 credits (for the postgraduate certificate) provided
- The student's average mark over all taught modules exceeds 50%.
  - The mark in the failed module(s) is not below 35%
  - There is good performance in the modules that have been passed;
- There shall be no condonement for failure in the project/dissertation.
- 5.3 The examination board may make an award with merit to a student who has an average mark of at least 65% over the whole programme. The Academic Board may specify a different threshold for a merit award where appropriate.
- 5.4 The examination board may make the award with distinction to a student who has an average of at least 70% over the whole programme, with a mark of at least 65% in the project/dissertation. The Academic Board may specify a higher minimum threshold for the distinction in specific programmes.
- 5.5 A student who fails to meet the requirements for his/her chosen award under these regulations, but who satisfies the requirement for a lesser award, may elect to receive that lower award.



- 5.6 A student who has successfully completed the postgraduate certificate or postgraduate diploma may subsequently apply for admission to the postgraduate diploma or Masters degree in the same discipline. If accepted, work successfully completed for the previous qualification may, with the approval of the examination board, be counted towards the requirements of the subsequent programme.

## **REGULATIONS FOR THE DEGREES OF MPhil AND PHD**

### **1 Introduction**

- 1.1 The Academic Board has established a Graduate School Management Committee to be responsible *inter alia* for the development of policies and procedures relating to the degrees of MPhil and PhD, the administration of research student matters, and the encouragement and support of research students.
- 1.2 The Graduate School Management Committee requires that each academic department or school shall establish a Graduate Studies Committee to oversee all matters pertaining to research students within that department/school, and to make regular reports thereon to the Committee.

### **2 Qualifications for Admission**

- 2.1 The normal minimum requirement for admission to a programme leading to the degree of MPhil or PhD shall be:
- [a] an upper-second class honours degree of a UK university, or an overseas qualification of an equivalent standard in a subject appropriate to that of the programme of study to be followed, *or*
  - [b] a registrable qualification awarded by a UK university in Medicine, Dentistry or Veterinary Studies, or a qualification of an equivalent standard awarded by a university outside the UK appropriate to the programme of study to be followed, *or*
  - [c] a postgraduate taught degree of a UK university or of an equivalent overseas institution, in a subject appropriate to the programme of study to be followed: *or*
  - [d] a professional or other qualification obtained by written examinations and recognised by the College as an appropriate entrance qualification for the research degree in question.
  - [e] research experience gained in the workplace or similar environment, considered relevant by the Graduate School Management Committee in the context of the proposed research topic. The Committee will normally expect such experience to be supplemented by an appropriate academic qualification.
  - [f] an alternative qualification approved for this purpose by the Graduate School Management Committee.
- 2.2 A candidate may be required to pass a qualifying examination, and/or to provide evidence of competence in written and spoken English, as a condition of admission.
- 2.3 Exceptionally, a candidate who is required to satisfy conditions before being admitted to a programme leading to the degree of MPhil may be permitted to enrol as a research student, and to undertake a period of guided study and/or research for a period of up to six months, during which time s/he will be expected to satisfy the conditions. This period will not normally count towards the minimum period of study required for the degrees of MPhil or PhD. A student who, by the end of the period of six months, has not satisfied the conditions, will normally be required to terminate his/her studies.

### **3 Registration**

- 3.1 A candidate for a research degree will be registered initially for the MPhil degree except where
- [a] the candidate is transferring from another institution where s/he has been undertaking research, and has already been registered for a PhD at that institution;
  - [b] the candidate has an appropriate postgraduate qualification such as a Master's degree by dissertation.

- 3.2 Exceptionally, a candidate whose conditions of sponsorship require him/her to be registered for a PhD may be registered for this degree on admission with the approval of the Chairman of the Graduate School Management Committee. The progress of such a student will be closely monitored and, if unsatisfactory, the Chairman of the Graduate School Management Committee may require that the registration be transferred to MPhil.
- 3.3 The date of registration for the degree shall be the date on which the student completes the formalities for enrolment as a student of the College. Exceptionally, the date of registration may be backdated where the student has been engaged in research prior to enrolment, but such backdating shall not exceed three months, except with the permission of the Graduate School Management Committee.

#### **4 Transfer of Registration**

- 4.1 A student may be permitted to transfer registration from the MPhil degree to that of PhD when s/he has satisfied his/her department or school that s/he is able to undertake independent research, and has provided evidence that s/he is likely to meet the requirements for the degree of PhD.
- 4.2 Each department/school shall have procedures for reviewing a student's progress and deciding whether s/he meets the criteria in §4.1. These procedures, which must have been approved by the Graduate School Management Committee, shall normally include
- [a] the student presenting a significant piece of work for assessment by a member of the academic staff knowledgeable in the field who has not been directly involved in the supervision of the student, and
  - [b] the student being interviewed by a panel of at least two persons, including the assessor.
- 4.3 On the basis of the review, the panel shall recommend one of the following to the Graduate Studies Committee of the departmental/school:
- [a] that the student's registration be transferred from MPhil to PhD *or*
  - [b] that the student's registration be not transferred at the present time, but that s/he be again considered for transfer after a further period of research (to be specified) *or*
  - [c] that the student be required to submit for the degree of MPhil *or*
  - [d] that the student's registration be terminated for academic insufficiency.
- 4.4 The Graduate Studies Committee shall normally accept the recommendation of the panel where this is unanimous. Where the panel is unable to agree upon a recommendation, the Graduate Studies Committee shall have discretion to establish another panel to consider the issue *de novo*, or to determine the outcome itself. The decision of the Graduate Studies Committee in such cases shall be subject to ratification by the Graduate School Management Committee.
- 4.5 A student whose registration is transferred from MPhil to PhD shall normally have the date of registration for the PhD backdated to the date on which s/he was originally registered for the MPhil.
- 4.6 A student shall not be permitted to transfer registration after entry to the examination for a research degree.
- 4.7 A student who has not been recommended for transfer of registration, or whose registration is to be terminated, may request a review of the decision. Such a request must be submitted to the student's Director of Graduate Studies within three weeks of the announcement of the decision of the Graduate Studies Committee, and must be based on one (or both) of the following grounds:

- [a] that the panel and/or the Graduate Studies Committee did not follow the approved departmental or College procedures; *or*
- [b] that the student was denied natural justice.

The Director of Graduate Studies will proceed in accordance with Stage 3 of the Research Students Complaints Procedure (attached as Schedule 2 of these Regulations).

## **5 Supervision**

- 5.1 The department/school Graduate Studies Committee shall be responsible for ensuring that two supervisors are allocated to each research student before the student is enrolled upon his/her programme of study. The supervisors shall be responsible for providing general guidance to the student and monitoring his/her progress. One supervisor shall be designated as the 'responsible supervisor' by the Graduate Studies Committee, and shall have overall responsibility for ensuring that appropriate and timely supervision is provided.
- 5.2 Each department/school Graduate Studies Committee shall be responsible for monitoring the level and standard of supervision provided to the research students within its department/school, and for ensuring that, where necessary, new members of staff are given instruction in supervisory techniques.
- 5.3 Each department/school Graduate Studies Committee shall be responsible for monitoring the progress of the research students within its department/school on at least an annual basis, and for making an annual report on this to the Graduate School Management Committee.
- 5.4 Any complaint by a research student concerning supervision, or the provision of facilities for research, should be referred to the student's Director of Graduate Studies, who will proceed in accordance with the Research Students Complaints Procedure (attached as Schedule 2 of these Regulations).

## **6 Attendance and Programme of Study**

- 6.1 Students are required to devote their full attention to their programme of study, attending regularly and maintaining close contact with their supervisors. Full-time students may not undertake other duties or work (apart from limited demonstrating or tutorial duties) without the approval of their supervisors. Part-time students may have other commitments or employment, but will be required to maintain regular contact with their supervisors, and make steady progress with their studies. A student will not normally be permitted to take more than six weeks vacation in a year.
- 6.2 Save as provided in §6.3, the normal minimum period of full-time study shall be two calendar years for the degrees of MPhil and PhD, or the equivalent period of part-time study.
- 6.3 Students who have transferred from another institution after undertaking research of postgraduate standard in that institution may be exempted by the Graduate School Management Committee from part of the programme of study stated in §6.2, provided that their programme of study at the College shall not be less than 12 months of full-time, or 24 months of part-time study.
- 6.4 Students are expected to submit their theses not more than 12 months after the minimum period of time stated in §6.2. A student who has not completed his/her thesis by this time must apply to the relevant department/school Graduate Studies Committee for a 12-month extension. Any subsequent extension of time may only be granted by

the Graduate School Management Committee, and will normally be allowed only where there is evidence of continued progress. The Graduate School Management Committee shall have the right to terminate the registration of any student who is not making satisfactory progress.

- 6.5 Except as provided in §6.6, a student shall normally continue in the same mode of study (i.e., full-time or part-time) for which s/he originally registered, but the Academic Registrar may exceptionally permit transfer between modes. In such cases, the minimum period of study shall normally be that specified for part-time study.
- 6.6 A student who has completed all the experimental work or collection of material related to his/ her thesis, and is engaged in the analysis, interpretation or presentation of the material, may apply to transfer to 'writing-up status', provided s/he has already completed the minimum period of attendance specified in §6.2. The normal requirements of attendance and restrictions on undertaking employment (see §6.1) do not apply to writing-up students.
- 6.7 The programme of study shall normally be pursued continuously, although the Academic Registrar shall have discretion to permit a student to interrupt study in accordance with §5.4 of the General Regulations.
- 6.8 The programme of study for the degree of MPhil or PhD will normally include training in research techniques, and may require attendance at lectures and coursework.
- 6.9 Students are expected to attend personally at the College at such time(s) as their supervisors may require. Students are required to centre their academic activities on the College except
  - [a] when writing-up [see §6.6];
  - [b] when conducting research in the field [see §6.11];
  - [c] when registered under the PRI/IRL Scheme [see Schedule 1].
- 6.10 Notwithstanding §6.9, the College may exceptionally permit a prospective student who is normally resident outside the UK to undertake research in his/her home country, provided
  - [a] the research site or research materials, together with the relevant libraries, are located in the prospective student's country of residence;
  - [b] the prospective student is an experienced research worker or scholar of proven accomplishment, and therefore the normal training in research techniques is not necessary;
  - [c] the proposed supervisors have some particular experience, standing or quality which makes them more appropriate supervisors than leading scholars in the prospective student's own country;
  - [d] the proposed supervisors have agreed adequate arrangements for meetings and consultations, whether in the UK or in the prospective student's country of residence, on at least a thrice-yearly basis, in addition to frequent communications by other means.
  - [e] the annual reviews will be carried out as usual, normally in London.
- 6.11 A student who needs to spend part of his/her programme 'in the field', studying or collecting materials at some distance from the College (and involving a significant interruption in the normal pattern of attendance) must request permission in advance from his/her head of department/ school. The student shall be required to maintain regular contact with his/her supervisors during research in the field. No more than 18 months of full-time study (or the equivalent in part-time study) shall normally be spent

on research in the field, although the Chairman of the Graduate School Management Committee shall have discretion to waive this limitation.

## **7 Requirements of a Thesis**

### **7.1 General**

- 7.1.1 The greater proportion of the work submitted in a thesis must have been done after the initial registration for a research degree at the College. Where a student has transferred from another institution, the greater proportion of the work must have been done whilst the student has been registered for a research degree, either at that institution, or at the College.
- 7.1.2 A student may not submit as his/her thesis one that has been submitted for a degree or comparable award of any other university or institution. This shall not preclude a student from incorporating in a thesis work which has already been submitted for a degree or comparable award of any university or institution, provided that the work so incorporated does not form the major part of the final thesis, and acknowledgement of the earlier work is made on both the student's entry form and in the thesis itself.
- 7.1.3 A student may submit the results of work done in conjunction with his/her supervisor(s) and/or with fellow research workers provided that the student states clearly his/her own personal share in the investigation and that the statement is certified by the supervisors.
- 7.1.4 The work in the thesis must be the student's own and any quotation from the published or unpublished works of other persons must be duly acknowledged. Failure to observe this provision constitutes an examination offence and will be dealt with under the Regulations covering Examination Offences. A signed declaration that the work is the student's own must be included in each copy of the thesis.
- 7.1.5 The work in the thesis must be the result of research, investigations, experiments or surveys carried out by the student. The falsification of results, invention of experiments or of surveys, or the invention of source material is a serious academic offence, and will be dealt with under the Regulations covering Examination Offences.
- 7.1.6 Where the allegation of an offence is made prior to the submission of the thesis, the reference in Section 7.1.4/5 is to the College's Regulations covering Examination Offences. Where the allegation is made at any time after the thesis has been submitted, the reference in Section 7.1.4/5 is to the University's Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards.

### **7.2 Style**

- 7.2.1 A thesis must not normally exceed 100,000 words (including footnotes, but excluding bibliography and appendices) for the PhD, and 60,000 words for the MPhil. Individual Graduate Studies Committees shall have discretion to specify a lower maximum limit for theses submitted in their particular discipline.
- 7.2.2 Theses must normally be written in English, and the literary presentation and spelling must be satisfactory. Exceptionally, the Graduate School Management Committee may give permission for a thesis on a modern language topic to be written in that language: in such cases the thesis shall include, in addition, a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis.
- 7.2.3 In the field of Drama and Theatre Studies, a candidate may *either* register to undertake research leading to a thesis submitted in accordance with the normal provisions, *or*

register to undertake original research in performance practice on the understanding that the material is submitted concurrently and is examined as an integrated whole. In this case the thesis should include evidence in the form of practical performance which exemplifies and illustrates the ideas contained in the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation.

7.2.4 The title of the thesis must be approved by the student's supervisors, although the decision to submit a thesis in any particular form rests with the student alone.

7.2.5 Three copies of the thesis must be presented for examination in a final form, in typescript or print, and bound in accordance with the instructions issued by the Graduate School Management Committee.

7.2.6 Each student is required to present a short abstract of his/her thesis, written in English, and not exceeding 300 words. The abstract must be bound at the front of each copy of the thesis, and one additional loose copy of the abstract must also be provided.

### **7.3 Requirements for a thesis for the degree of PhD**

7.3.1. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study.

7.3.2 The thesis shall

- [a] consist of the student's own account of his/her investigations.
- [b] form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power.
- [c] be an integrated whole and present a coherent argument (a series of papers, whether published or otherwise, is not acceptable as a thesis).
- [d] give a critical assessment of the relevant literature, describe the method of research and its findings, and include a discussion on those findings, and indicate in what respects they appear to the student to advance the study of the subject.
- [e] include an appropriate bibliography and references.
- [f] be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

### **7.4 Requirements for a thesis for the degree of MPhil**

7.4.1 The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study.

7.4.2 The thesis shall

- [a] consist of the student's own account of his/her investigations.
- [b] be a record either of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly.
- [c] be an integrated whole and present a coherent argument (a series of papers, whether published or otherwise, is not acceptable as a thesis).
- [d] give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings.
- [e] include an appropriate bibliography and references.

## **8 Entry for Examination and Submission of Thesis**

8.1 A student shall be examined in accordance with the regulations in force at the time of the submission of the thesis.

- 8.2 A student shall submit an examination entry form not more than four months before the expected date for the submission of the thesis. The entry form must be accompanied by an abstract of the thesis (see §7.2.5) to assist in the appointment of suitable examiners.
- 8.23 If a student has not submitted his/her thesis within 18 months after the submission of the examination entry form, that entry will become invalid.

## **9 Examination**

### **9.1 General**

- 9.1.1 The College shall appoint two examiners for each candidate in accordance with the relevant University procedures. Both examiners shall normally be external to the College, and at least one shall be external to the University of London. The examiners shall be expert in the field of the thesis and able to make an independent assessment of the student. Any person who has supervised the student in connection with the current piece of research shall not be eligible to be an examiner.
- 9.1.2 All matters relating to the examination shall be treated as confidential. Examiners shall not divulge the content of previously unpublished material contained in a candidate's thesis until such time as any restrictions on access to the thesis have been removed.
- 9.1.3 Each examiner shall prepare an independent preliminary written report, which shall be submitted to the Academic Registrar of the University. The preliminary reports shall not be released to candidates except where they form part of the documentation in connection with an appeal (see §10.2).
- 9.1.4 The candidate shall be invited to attend a *viva voce* examination, which shall normally be held in London, at which the candidate will be expected to defend his/her thesis orally. The candidate shall bring to the oral examination a copy of the thesis paginated in the same way as the copies submitted to the examiners. The supervisors shall be invited to attend the oral examination as observers unless the candidate indicates otherwise, but may not participate unless invited to do so by the examiners.
- 9.1.5 After an oral examination, a joint final report shall be prepared by the examiners for submission to the University. This report shall indicate whether the thesis meets the requirements specified in §§9.2/9.3 as appropriate, and shall include a reasoned statement of the examiners' judgement of the candidate's performance. The examiners may, at their discretion, consult the supervisors before completing their report, particularly if they have doubts relating to the appropriate decision to be made. This report shall be submitted to the University, and a copy supplied to the candidate and to the Principal of the College.
- 9.1.6 Examiners have the right to make comments in confidence to the University or to the College in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover, for example, matters that they wish to draw to the attention of the College or the University.

### **9.2 Method of Examination for the PhD degree**

- 9.2.1 Candidates for the PhD degree must submit a thesis and be examined orally, save as prescribed otherwise in §9.2.2.[g] below. The examiners shall have the discretion to examine a candidate by written papers or practical examination, in addition to the *viva voce* examination.
- 9.2.2 The following decisions shall be open to the examiners:



- [a] If the thesis fulfils the criteria set out in §7.3 and the candidate satisfies the examiners in all other parts of the examination, the examiners shall report that the candidate has satisfied them in the examination for the PhD degree.
- [b] If the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make within one month amendments specified by them. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
- [c] If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present the thesis in a revised form within 18 months. The examiners may, at their discretion, exempt the candidate from a further oral examination on the re-presentation of the thesis.
- [d] If the thesis satisfies the criteria but the candidate fails to satisfy the examiners at any practical or written examination prescribed under §9.2.1, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. The examiners may at their discretion exempt the candidate from taking a further oral examination.
- [e] If the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.
- [f] If, after completion of the examination (including the oral examination or re-examination) for the PhD degree, the examiners determine that a candidate has not reached the standard required for the award of the degree, nor for the re-presentation of the thesis in a revised form for that degree, they shall consider whether the thesis does or might be able to satisfy the criteria for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken in order for these criteria to be satisfied. (In this context, the examiners shall have discretion to waive the normal maximum length requirement for the MPhil degree.)  
Thereafter:
  - [1] The candidate will be informed that s/he has been unsuccessful in the examination for the PhD degree, but that the examiners have indicated that s/he has reached the standard required for the award of the MPhil degree, or with amendment to the thesis may be able to satisfy the criteria for the degree, and that s/he may be considered for the award of the MPhil degree if s/he indicates within two months that s/he wishes to be so considered.
  - [2] a candidate who indicates that s/he wishes to be considered for the award of the MPhil degree under this regulation must make any amendments that may be required by the examiners within a period specified by them, but not exceeding twelve months. The amended thesis shall be submitted to the examiners for determination as to whether the amendments have been completed to their satisfaction. The candidate will not be required to undergo a further oral examination.
  - [3] a candidate who has reached the standard for the award of the MPhil degree, or with amendment to the thesis could reach the requisite standard, who does not indicate that s/he wishes to be considered for the award of that degree within the period given in paragraph [1] above will be informed that s/he has failed to satisfy the examiners for the PhD degree and that s/he may no longer be considered for the award of the MPhil degree.

- [g] The examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.
- 9.2.3 If the examiners are unable to reach agreement, their reports shall be referred to the Chairman of the Graduate School Management Committee, who shall determine the action to be taken.
- 9.2.4 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination, but s/he may apply to register *de novo* for a further period of study leading to the submission of a thesis on a different topic.

### **9.3 Method of Examination for the MPhil degree**

- 9.3.1. Candidates for the MPhil degree must submit a thesis and be examined orally, save as prescribed otherwise in §9.3.2[f] below. The examiners shall have the discretion to examine a candidate by written papers or practical examination, in addition to the *viva voce* examination.
- 9.3.2 The following decisions shall be open to the examiners:
- [a] if the thesis fulfils the criteria (see §7.4 above) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree of MPhil.
  - [b] if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make within three months amendments specified by them. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
  - [c] if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present the thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on re-presentation of the thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.
  - [d] if the thesis fulfils the criteria but the candidate fails to satisfy the examiners at the practical or written examination prescribed under paragraph 9.3.1 the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 12 months. The examiners may at their discretion exempt the candidate from taking a further oral examination.
  - [e] if the thesis fulfils the criteria but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 12 months.
  - [f] the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.
- 9.3.3. If the examiners are unable to reach agreement, their reports shall be referred to the University, who shall determine the action to be taken.

- 9.3.4 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination, but s/he may apply to register *de novo* for a further period of study leading to the submission of a thesis on a different topic.

## **10 Notification of Results of MPhil and PhD Examinations**

- 10.1. After the examiners have reached a decision, the candidate shall be notified of the outcome of the examination, and shall be sent a copy of the examiners joint report. The degree shall not be awarded until two copies of the successful thesis, bound in the appropriate formats, have been lodged in the College and University libraries. The College copy shall be the archival copy and shall be in hard-bound form.
- 10.2 The University has an appeals procedure whereby a candidate may appeal against the decision of the examiners. An application under this procedure must be made within two months of notification of the results of the examination to the candidate and be accompanied by the prescribed fee.

## **11 Availability of Theses**

- 11.1 At the time of entry to the examination, each candidate shall be required to sign a declaration authorising his/her thesis to be deposited in the College and University libraries, for the text of the thesis to be copied for the purpose of inter-library loan, and for the abstract to be published in a list of thesis offered for higher degrees. The copyright of the thesis shall rest with the author.
- 11.2 Notwithstanding §11.1 above, a candidate may apply to the College for restriction of access to the thesis and/or its abstract for a period not exceeding two years, on the grounds of commercial exploitation or patenting.

## **Schedule 1**

### **Public Research Institute/Industrial Research Laboratory Schemes**

#### **1 Introduction**

- 1.1 A person engaged in research in a government or other public research institution or in an industrial research laboratory shall be eligible to apply for registration as a full- or part-time student for the degree of MPhil or PhD and, if accepted, carry out the major part or the whole of his/her research for the degree at the research centre concerned, subject to the provisions of §3 below.
- 1.2 In order to be accepted as a research student under these provisions, the candidate shall be required to show that the research centre is an appropriate host institution, and that s/he is suitably qualified.

#### **2 Approval of Host Institutions**

- 2.1 The Graduate School Management Committee shall be responsible for considering all requests for the accreditation of research centres as host institutions. The Committee will normally require evidence that the host institution
- [a] does not have the authority to award higher degrees in its own right and does not formally belong to an institution that has this power
  - [b] provides a suitable environment in which to undertake original academic research; that satisfactory facilities and resources are available, and that this situation is likely to endure for at least the duration of the research
  - [c] has a proven record of undertaking high quality original research whether published or not

- [d] understands and supports the needs of students working and studying under this Scheme
- 2.2 In order to assess the suitability of a proposed host institution in line with §2.1 of this Schedule, the Graduate School Management Committee will consider any documentation or other evidence deemed appropriate. Such evidence is likely to include the company/institute brochure, annual report or prospectus; the most recent research report or list of research publications; independent evidence of the institution and its work; and a description of research facilities available at the institution, including library, technical and academic support. Once an institution has been recognised as suitable under these provisions, its name will be kept on a list of accredited host institutions maintained by the Registry.
- 3 Approval of Individual Applications to Study under the Scheme**  
All applications to study under this scheme at an accredited host institution are subject to approval by the Academic Registrar. A candidate must be able to show that
- [a] s/he meets the entry requirements specified in §2 of these Regulations;
  - [b] there is a member of staff of the institution who is available and willing to act as an external supervisor, and who fulfils the College's requirements for such an office (the College will require a curriculum vitae of the proposed external supervisor, together with a list of research publications);
  - [c] the application has the support of the Graduate Studies Committee of the relevant department/school within the College, and that department/school can identify a member of staff to be the internal 'responsible' supervisor;
  - [d] the applicant will be able to attend the College in person for a minimum of 20 days (full-time students) or 10 days (part-time students) per calendar year for each year of study;
  - [e] appropriate communication mechanisms are in place so that the internal supervisors will be able to supervise the research effectively in between periods of attendance at Queen Mary.

## **Schedule 2**

### **Complaints Procedure for Research Students**

#### **1 Introduction**

This procedure has been introduced as from September 2003 to replace the previous overlapping arrangements for resolving complaints from research students. Like other students, research students could use the College Complaints Procedure which provides for complaints to be dealt with by the Head of Department (stage 2), with problems that could not be resolved at departmental level being referred to the Academic Registrar (stage 3). On the other hand, research student appeals against upgrading required a separate hearing before a Panel chaired by the Chair of the Graduate School Management Committee. The new arrangements provide a single procedure for dealing with all complaints and appeals by research students, whatever their source.

#### **2 Complaints Procedure in Outline**

- 2.1 Stage 1 - Problems should initially be raised with one or both of the supervisors, and it is hoped that most difficulties can be settled at this stage.

- 2.2 Stage 2 – Complaints that cannot be settled in this way should be referred to the departmental Director of Graduate Studies, who will investigate the matter and seek to resolve it.
- 2.3 Stage 3 – Complaints unresolved at stage 2, which will include all appeals against the decision of an upgrading panel, should be referred by the Director of Graduate Studies to the relevant Academic Dean (the Director of the SMD Graduate School in the case of the SMD) who will convene a Panel consisting of him/herself (Chair), with one member of the Graduate Studies Committee from the complainant’s department who has not been previously involved with the issue, and one other Director of Graduate Studies from the sector. If all members of the Graduate Studies Committee within the Department have had previous involvement in the case, the Chair will appoint a member from the Graduate Studies Committee of a cognate department.
- 2.4 The Panel will interview the complainant, the supervisor(s), and any other person they consider appropriate. The Panel may ask for any documentation it considers relevant.
- 2.5 The Panel will take a decision by majority vote. It may decide:
- To reject the complaint in its entirety
  - To accept the complaint in part
  - To accept the complaint in full
- The Panel will give its decision, with a summary of its reasons, in writing to the complainant and all relevant parties.
- 2.6 If the Panel accepts the complaint either in part or in full, it will then proceed to consider what further action, including any remedial action, to propose. Before taking a final decision on remedial action, the Panel will consult the Director of Graduate Studies of the department concerned, and the Academic Registrar. If the complaint concerned upgrading the Panel shall have the authority to upgrade the student’s registration to Ph.D.
- 2.7 Stage 4 – If the Panel rejects the complaint in whole or in part, the complainant may appeal against its decision on one or more of the following grounds:
- That the Panel did not follow the above procedures
  - That the student was denied natural justice
- 2.8 Appeal against the decision of a Panel will be in accordance with Stage 4 of the Complaints Policy, the appeal being considered by a Vice-Principal.
- 2.9 Stage 5 – If the complainant is not satisfied with the outcome of Stage 4, s/he may petition the Office of the Independent Adjudicator for Higher Education ). Details are provided in paragraphs 24-25 of the College’s general Complaints Policy.

*Approved by Council, July 2003*

## **GENERAL REGULATIONS FOR POSTGRADUATE DIPLOMAS**

### **1 Definition**

The Postgraduate Diploma may be awarded on the satisfactory completion of a prescribed programme of full-time study lasting at least two academic terms (or its equivalent in part-time study) at a level normally beyond that of a bachelor’s degree,

and the successful completion of the relevant examinations. Programmes of study may be offered in conjunction with other institutions.

## **2 Programmes of Study and Methods of Examination**

- 2.1 The length of the period of study and the requirements of the examinations shall be specified in the individual programme regulations, subject to no more than one quarter of the programme consisting of study at or below bachelor's degree level.
- 2.2 The examination for each written paper shall take place on one occasion each year, except as provided in §4.3.

## **3 Entrance Requirements**

Entrance requirements shall be specified in the schedule to the General Regulations. An applicant will also be required to meet any additional entrance requirements specified in the relevant programme regulations.

## **4 Examination**

- 4.1 To be eligible for the award of a postgraduate diploma a candidate must satisfy the examiners as specified in the relevant programme regulations. Examiners shall have the discretion to award a mark of distinction to a candidate who has shown exceptional merit in the examinations.
- 4.2 A candidate who does not at his/her first entry successfully complete the examination or Part of the examination for which s/he has entered may re-enter that examination on one occasion only. Such re-entry will be at the next following examination except where a candidate has been granted permission to defer re-entry until the examination in a subsequent year. The examiners may determine that the candidate may, on re-entry, be exempt from one or more of the following:
- [a] one or more of the written papers;
  - [b] essay/report/dissertation;
  - [c] assessment of coursework;
  - [d] practical examinations;
  - [e] clinical examinations;
  - [f] oral examination.
- 4.3 A candidate who has been prevented from completing the examination or part thereof by illness or other cause judged sufficient by the relevant examination board may be permitted either:
- [a] to enter the examination in the elements which s/he has missed on the next available occasion in order to complete the examination; *or*
  - [b] at the discretion of the board, to be set a special examination in those elements which s/he has missed as soon as possible and/or be permitted to submit any work prescribed (e.g. report) at a date specified by the board. The special examination(s) shall be in the same format as the element(s) missed.

## **SPECIAL REGULATIONS FOR DIPLOMAS OF THE COLLEGE**

### **Postgraduate Diploma in Banking Law**

- 1 This Postgraduate Programme in Banking Law shall consist of a single pathway leading to a Postgraduate Diploma of Queen Mary, University of London.

## **2 Minimum entry qualifications**

An upper second class Honours degree in Law, or a degree in which Law is a major component..

## **3 Programme of study**

Candidates shall be required to undertake the following modules:

- 1 Banking Law (4cu)
- 2 Legal Aspects of International Finance (4cu).

Module 2 may be undertaken by distance learning with the approval of the Programme Organiser.

## **4 Duration of Programme**

Full-time: 2 semesters; part-time: 4 semesters.

## **5 Assessment**

- 5.1 30% formal examination in both courses at the end of the first term;  
30% coursework for both courses;  
40% formal examination at the end of both courses.
- 5.2 With the approval of the programme organiser/supervisor, it may be possible to substitute a dissertation (or half dissertation) for one of the courses.

## **6 Award of the Qualification**

Candidates for the award of the Postgraduate Diploma shall have passed each module at a level of at least 50%.

## **Postgraduate Diploma in Chemical Research**

The Postgraduate Diploma in Chemical Research may be awarded to candidates for the MSc in Chemical Research who fail in one of the two written papers, but who are successful in all other parts of the course.

## **Postgraduate Diploma in Clinical Dermatology**

### **1 Additional Entry Qualifications**

Candidates must have the degree of MBBS (or equivalent) of an UK university or institution of similar standing, and have several years experience in general medical practice.

### **2 Curriculum**

The programme will cover 30 weekly topics by distance learning using printed material and audio tapes each of which will involve in-course assessments. Students are also required to attend at least 80% of the Clinical Training Days at the College. There will be a dissertation of 10,000 words.

### **3 Duration of programme of study**

One calendar year part-time.

These topics are divided into 3 terms of ten weeks each. The terms run from April-July, September – December and January – April.

### **4 Assessment**

- [a] 30 written assignments (one associated with each topic for the programme of study), at least 80% of which must be completed in order to qualify for the award of the certificate.
- [b] A dissertation of 10,000 words on an approved topic.
- [c] A final objective structured clinical examination.

Each of the above elements will contribute a third of the final marks for the certificate. Candidates will be expected to obtain a pass mark of 50% in each element, but a marginal fail in not more than one element may be condoned where there is clear evidence of excellence in the other two elements. Candidates must achieve an overall mark of 50% to be eligible for the award. The certificate may be awarded with Distinction to candidates who achieve an overall mark of 70% or over.

## **Postgraduate Diploma in Clinical Microbiology**

The Regulations for the Diploma in Medical Microbiology are identical to those for the MSc, except that candidates are not required to submit a project.

## **Diploma in Clinical Pharmacology**

### **1 Additional Entry Qualifications**

A degree or equivalent qualification in medicine or an allied science.

### **2 Curriculum**

The programme will consist of training in clinical pharmacology methods through participation in a series of supervised short research projects. Candidates will receive instruction and will gain practical experience in the following areas:

- 1 Clinical pharmacokinetics and therapeutic drug monitoring
- 2 Methodology for monitoring drug responses in man
- 3 Clinical trial design and monitoring of adverse drug reactions
- 4 Statistics appropriate to clinical pharmacological research.

### **3 Duration of programme of study**

*Full-time:* One calendar year.

### **4 Examination**

Written paper, oral examination, and the submission of a short dissertation of between 5,000 and 10,000 words, on a research project undertaken by the candidate.

### **5 Dates of Examination**

Third term of the academic year.

## **Postgraduate Diploma in Dental Clinical Sciences**

### **1 Additional Entry Qualifications**

Normally a BDS or equivalent from a recognised University.

### **2 Curriculum**

The course will include teaching of three components:

- Subjects common to medicine and dentistry
- Oral and dental aspects of biological sciences
- Clinical and technical aspects of dentistry to provide comprehensive oral and dental health care for patients of all ages



- 3 Duration of programme of study**  
*Full-time:* One calendar year from the end of January of each year

- 4 Examination**  
Candidates shall be required to submit coursework for assessment at stated intervals throughout the programme. These assessments must be passed at the appropriate level before candidates shall be permitted to enter the final examination.  
The final examination will consist of 1-2 written papers based on the coursework; an OSCE and oral examination.

### **Diploma in Dental Therapy**

The Diploma shall be awarded to candidates who have completed to the satisfaction of the Programme Organiser a programme of study approved by the General Dental Council, and have passed a written, a practical and an oral examination.

### **Diploma in Dental Hygiene**

The Diploma shall be awarded to candidates who have completed to the satisfaction of the Programme Organiser a programme of study approved by the General Dental Council, and have passed the required examinations.

### **Postgraduate Diploma in Finance and Development Law**

- 1** This Postgraduate Programme in Finance and Development Law shall consist of a single pathway leading to a Postgraduate Diploma of Queen Mary, University of London.
- 2 Additional entry qualifications**  
An upper second class Honours degree in Law, or a degree in which Law is a major component..
- 3 Programme of study**  
Candidates shall be required to undertake the following modules:  
1 International Economic Law (4cu)  
2 Law of Finance and Foreign Investment in Emerging Markets (4cu).
- Module 2 may be undertaken by distance learning with the approval of the Programme Organiser.
- 4 Duration of programme**  
Full-time: 2 semesters; part-time: 4 semesters.
- 5 Assessment**
- 5.1 30% formal examination in both courses at the end of the first term  
30% coursework for both courses  
40% formal examination at the end of both courses
- 5.2 With the approval of the programme organiser/supervisor, it may be possible to substitute a dissertation (or half dissertation) for one of the courses.
- 6 Award of the Qualification**

Candidates for the award of the Postgraduate Diploma shall have passed each module at a level of at least 50%.

## **Postgraduate Diploma in Intellectual Property Law**

### **1 Additional Entry Qualifications**

Honours degree or equivalent qualification in a relevant subject.

### **2 Curriculum**

Copyright and Designs Law (Compulsory)  
Law of Trade Marks and Unfair Competition *or* Media and the Individual  
Patent Law *or* Media Law  
Competition Law *or* Communications and Media Control.

### **3 Duration of Course of Study**

*Full-time:* One calendar year      *Part-time:* Two calendar years

### **4 Examination**

Four written papers, one in each subject. Part-time students will be examined in two written papers at the end of each year.

### **5 Dates of Examination**

May/June.

## **Postgraduate Diplomas in Laws**

1 The Postgraduate Programme in Laws shall consist of the following pathways:

- A leading to the Postgraduate Diploma in Computer Law
- B leading to the Postgraduate Diploma in Copyright Law
- C leading to the Postgraduate Diploma in EC Internal Market Law
- D leading to the Postgraduate Diploma in EC External Market Law
- E leading to the Postgraduate Diploma in Emerging Market Law
- F leading to the Postgraduate Diploma in Intellectual Property Licensing Law
- G leading to the Postgraduate Diploma in International Tax Law
- H leading to the Postgraduate Diploma in Patent Law
- I leading to the Postgraduate Diploma in Telecommunications Law
- J leading to the Postgraduate Diploma in Trade Mark Law
- K leading to the Postgraduate Diploma in Commercial Arbitration Law
- L leading to the Postgraduate Diploma in Global Policy and Economics of Intellectual Property Law
- M leading to the Postgraduate Diploma in Intellectual Property in the Digital Millennium
- N leading to the Postgraduate Diploma in Insurance Law
- O leading to the Postgraduate Diploma in International Commercial Arbitration

### **2 Additional Entry Qualifications**

An upper second class Honours degree in Law, or in a subject in which law is a significant component. Some pathways may have additional entry requirements.

### **3 Programme of study**

- 3.1 Each candidate shall be required to register for a specific pathway, and to:
- [a] take one course appropriate to the subject of that pathway, drawn from a list approved by the Head of Department, *and*
  - [b] *either* take a further course drawn from the approved list

or submit a dissertation of at least 15,000 words on an approved topic within the area of law relevant to the subject of their chosen pathway.

- 3.2 Candidates shall normally be required to submit for the award of the Postgraduate Diploma within two years of first registration.

**4 Minimum duration of programme**

12 months part-time.

**5 Award of the Qualification**

- 5.1 In order to be awarded the Postgraduate Diploma, candidates must achieve a mark of 50% in both parts of their programme of study.

- 5.2 A candidate who fails to satisfy the examiners at the first attempt may resit the relevant course(s) or resubmit his/her dissertation on one occasion only within two years of the first attempt.

## **Postgraduate Diploma in Occupational Therapy**

**1 Curriculum**

The curriculum is in accordance with the professional syllabus of the College of Occupational Therapists and with the requirements of the Council for Professions Supplementary to Medicine, thus conferring eligibility for state registration. The programme is organised around a core curriculum using problem-based learning complemented by lead lectures and tutorials.

**2 Duration of Course of Study**

*Full-time:* Two calendar years

**3 Examinations**

- 3.1 The assessment on the programme takes place throughout the year, and makes considerable use of continuous assessment.

Year 1 – one problem-based learning presentation, two case studies, two critical reviews, two fieldwork placements, Professional Development Planning, and research proposal.

Year 2 – one problem-based learning presentation, two case studies, research project, three fieldwork placements, Professional Development Planning, and Professional Practice Review.

- 3.2 A student may not be permitted to take the final written and viva voce examinations unless the required coursework elements for that year (including Fieldwork Placement) have been completed (and submitted). Any student unable to be examined in the final written examination at the scheduled first or re-sit opportunity will not be able to be examined until the next occasion when the examination is held.

## **Diploma in Sports Medicine**

### **1 Additional Entry Qualifications**

Graduates of medicine of this or another university, or registered medical practitioners whose previous training and clinical experience have qualified them for registration as students for the diploma.

### **2 Curriculum**

Clinical approach to the athlete – injury prevention, recognition and treatment; fitness testing; isokinetic muscle testing; athletic training and technique; taping technique; sport in children; orthotics, podiatry, sports specific patterns of injury; physical therapy including electrical modes of treatment; resuscitation; psychology; health care at events; gait analysis; the functional anatomy of joints and their failure patterns; trackside medicine; sports nutrition; electromyography; radiological and nuclear medicine diagnosis of injury and disease; sport and physical handicap and all aspects of clinical medicine in terms specific to sports (venereology, ophthalmology, ENT, female disorders, neurology, etc).

Basic sciences: relevant anatomy, pathology, physiology, statistics and pharmacology of drugs and drug testing.

### **3 Date of Examination**

The examination, which will be held in May, will consist of a multiple-choice question paper; an oral examination; a clinical examination; and a dissertation on a subject approved by the examiners and relating to sports medicine.

## **GENERAL REGULATIONS FOR COLLEGE CERTIFICATES**

### **1 Definition**

The Certificate may be awarded on the satisfactory completion of a prescribed programme of full-time study and the successful completion of the relevant examinations. Programmes of study may be offered in conjunction with other institutions.

### **2 Programmes of Study and Methods of Examination**

2.1 The mode and length of the period of study, the academic level, and the examination requirements shall be specified in the individual programme regulations.

2.2 The examination for each written paper shall take place on one occasion each year, except as provided in §4.3.

### **3 Entrance Qualifications**

3.1 The entrance qualification for registration for each Certificate will be specified in the relevant programme regulations.

3.2 Candidates possessing alternative qualifications obtained by written examination may also be considered for registration for a Certificate, although the Academic Board may require such a candidate to pursue the course for a longer period than that prescribed in the individual programme regulations and/or may prescribe a qualifying examination for such a candidate.

3.3 English language and other tests may also be required.

## **4 Examination**

- 4.1 To be eligible for the award of a Certificate, a candidate must satisfy the examiners as specified in the relevant programme regulations
- 4.2 A candidate who does not at his/her first entry successfully complete the examination or Part of the examination for which s/he has entered may re-enter that examination on one occasion only. Such re-entry will be at the next following examination except where a candidate has been granted permission to defer re-entry until the examination in a subsequent year. The examiners may determine that the candidate may, on re-entry, be exempt from one or more of the following:
- [a] one or more of the written papers;
  - [b] essay/report/dissertation;
  - [c] assessment of coursework;
  - [d] practical examinations;
  - [e] clinical examinations;
  - [f] oral examination.
- 4.3 A candidate who has been prevented from completing the examination or part thereof by illness or other cause judged sufficient by the relevant examination board may be permitted either:
- [a] to enter the examination in the elements which s/he has missed on the next available occasion in order to complete the examination; *or*
  - [b] as soon as possible and/or be permitted to submit any work prescribed (e.g. report) at a date specified by the board. The special examination(s) shall be in the same format as the element(s) missed.

## **Postgraduate Certificate in Academic Practice**

### **1 Additional entry qualifications**

- 1.1 The programme will be open to any full-time or part-time member of staff involved in teaching and learning from the College including others who teach College students, other academic staff from the University of London or of other UK higher education institutions.
- 1.2 Normally applicants will not be permitted to enrol for the programme unless they hold a contract with their employer with at least one-year still to run.
- 1.3 The normal entrance requirement will be a first degree or equivalent qualification.

### **2 Curriculum**

- 2.1 Modular
- three compulsory modules: 'Module 1: Essentials of Academic Practice'; 'Module 2: Academic Practice in Disciplines'; 'Module 3: Assessment of Professional Practice';
  - Modules 1 and 2 are assessed in 'Module 3: Assessment of Professional Practice' which is ongoing and runs for the duration of an individual's programme.
- 2.2 On completion of the Certificate, participants will have demonstrated the outcomes necessary for membership of the Institute of Learning and Teaching.

2.3 Established staff will be able to claim full or partial accreditation of previous experiential (APEL) learning for Modules 1 and 2 but will have to complete Module 3 for the award of the Certificate.

**3 Duration of programme of study**

*Part-time: 24 months*

**4 Examination**

Summative assessment by examination of a teaching portfolio which will include assessed practice in teaching.

## **Certificate in Biomedical Technology**

**1 Entry Qualifications**

Candidates who do not meet the requirements for admission to the MSc in Medical Electronics and Physics may be admitted onto the Certificate for Biomedical Technology.

1.1 This is a one year programme, based on the final year of a medical physics/medical engineering undergraduate degree programme.

1.2 The Certificate is designed to provide a thorough grounding in research training methods, and as a basis for admission to the MSc degree. Minimum entry requirements for the Certificate are a second class honours degree in a science or engineering discipline, or a relevant HND supplemented by experience in the medical devices industry. In exceptional cases, a student who has a third class honours degree in an engineering discipline directly relevant to biomedical technology may be admitted.

1.3 If an applicant's first language is not English, s/he must provide evidence that their English skills are sufficient by including with their application details of recognised language qualifications and/or experience in using English. Such applicants must normally have a minimum score of 6.5 (IELTS) or 575 (TOEFL).

**2 Curriculum**

The Certificate programme will consist of 8 compulsory course units from undergraduate study as detailed below, to provide a thorough grounding in the necessary subject areas for admission to the MSc:

Engineering Mathematics I  
Electrical Technology  
Aspects of Medical Engineering III  
Computer Based Data Procedures and Communications  
Engineering Mathematics II  
Principles and Applications of Medical Imaging  
Clinical Measurements  
Modern Computation in Physical Science

**3 Duration of programme of study**

Two semesters

**4 Assessment**

Students will sit the undergraduate examinations or assessment for each course.

4.1 Students will be required to achieve:

- an overall average of at least 50 to be awarded the Certificate;
  - an overall average of at least 65, with no mark less than 50, to be awarded the Certificate with Credit;
  - an overall average of at least 70 with no mark less than 55, to be awarded the Certificate with Distinction
- 4.2 Students achieving the Certificate with Distinction in June will gain automatic entrance to the MSc programme the following September. Those achieving a merit will be considered for entry to the MSc programme in September although entry is not guaranteed. Each case will be considered on an individual basis, and the Admissions Tutors decision will be final.

## **Certificate for Chemical Research**

### **1 Entry**

Candidates who do not meet the requirements for admission to the MSc in Chemical Research may be admitted onto the Certificate for Chemical Research, which involves a 1-year full-time/2-year part-time programme based upon the final year of the undergraduate programme. The Certificate is designed to provide a thorough grounding in research training methods, and as a basis for admission to the MSc degree.

### **2 Curriculum**

The Certificate programme will normally consist of 8cu of final year courses but may exceptionally contain up to 1cu of Year 2 courses. The selection of courses will require the approval of the MSc Programme Organiser. Postgraduate fees will be charged.

### **3 Assessment**

Students will sit the undergraduate examinations or assessment for each course. No re-sits are permitted. To complete the Certificate successfully, students will be required to pass 6cu at BSc level.

## **Certificate in Economics/Finance**

### **1 Additional entry requirements**

Applicants must have a first degree from a recognised higher education institution at an overall standard at least equivalent to lower second class Honours in the UK university system. If an applicant's first language is not English, s/he must provide evidence that their English skills are sufficient by including with their application details of recognised language qualifications and/or experience in using English. Such applicants must normally have a minimum score of 6.5 (IELTS) or 575 (TOEFL).

### **2 Curriculum**

In consultation with an Adviser, students will select 8 courses from the undergraduate programme in Economics at the College. These will normally include undergraduate core courses in microeconomics, macroeconomics, statistics and econometrics. Exceptionally, if students can demonstrate that they have covered the content of a particular course to an acceptable standard, then in consultation with their Adviser, they may substitute alternative courses drawn from the final year undergraduate programme.

### **3 Duration**

Two semesters

## **4 Assessment**

4.1 Students will be required to achieve:

- an overall average of at least 45 to be awarded the Certificate;
- an overall average of at least 65, with no mark less than 50, to be awarded the Certificate with Credit;
- an overall average of at least 70 with no mark less than 55, to be awarded the Certificate with Distinction

4.2 Students achieving the Certificate with Credit or with Distinction in June will gain automatic entrance to the MSc programme the following September.

## **Certificate in Intellectual Property Law**

There are two pathways leading to the Certificate in Intellectual Property Law:

1 **Pathway A** - following a programme of study and examinations

### **1.1 Entry qualifications**

Persons who are eligible to sit the Trade Mark, Patent and/or Common Foundation Papers relating to the Register of Patent Agents and the Register of Trade Mark Agents, as specified in the current Regulations of those bodies. Persons with previous experience which is considered an equivalent preparation for this programme may also be admitted.

### **1.2 Curriculum**

The programme comprises the following subjects:

- Copyright and Designs Law
- Law of Trade Marks and Unfair Competition 1
- Law of Trade Marks and Unfair Competition 2
- Patent Law 1
- Patent Law 2
- Competition Law
- Basic Principles of English Law, Practice & Evidence

Candidates with relevant qualifications may be exempted from Basic Principles of English Law, Practice & Evidence.

### **1.3 Duration of the Course**

1 semester of full-time study.

### **1.4 Examination**

A written paper in each of the subjects listed in § 1.2. The examinations will be held early in the second semester. Candidates who have been exempted from Basic Principles of English Law, Practice & Evidence will be exempted from the relevant examination.

2 **Pathway B** - following a special examination

### **2.1 Eligibility**

Candidates who either hold, or have been recommended by the relevant examinations board for, the award of the University of London's Degree of MSc in the Management of Intellectual Property, following a period of study at the College, and who have, as part of their MSc degree programme, achieved passes in the following examinations:

- Law of Trade Marks and Unfair Competition I and II
- Patent Law I and II



## 2.2 Examination

Candidates shall be required to achieve a pass in the Special Paper for Intending Patent Agents and Trade Mark Agents, which will be held early in the second semester.

## Postgraduate Certificate in Mathematics, Astronomy and Computing

### 1 Aims

1.1 The Postgraduate Certificate provides a qualification equivalent in standard to a first degree in Mathematical Sciences, designed as

[a] a preparation for employment and

[b] a preparation for postgraduate study, the award of the postgraduate certificate with merit meeting the requirements for admission to an MSc programme of the University of London.

The Postgraduate Certificate consists entirely of units drawn from the BSc degree programme.

1.2 The Postgraduate Certificate is available as either a one-year or a two-year full-time programme, according to a candidate's level of prior mathematical knowledge.

### 2 Definitions

In these Regulations, *course* refers to a prescribed unit of teaching and study which is separately examined, and *course-unit* to the credit value of a course (based on 8 course-units being the normal full-time load over one academic year).

### 3 Admission Requirements

Candidates will normally possess a first degree with some mathematical content. Candidates who can demonstrate sufficient mathematical ability and knowledge to undertake courses at final year BSc Honours level will be admitted to the one-year programme; candidates who can demonstrate sufficient mathematical ability and knowledge to undertake courses at second year BSc Honours level will be admitted to the two-year programme.

### 4 Programme of Study

4.1 One-year programme: candidates will be required to undertake courses to the value of 8 course-units drawn primarily from the final year of the BSc programme.

4.2 Two-year programme: in their initial year, candidates will be required to undertake courses to the value of 8 course-units drawn primarily from the second year of the BSc programme, and to pass in courses to the value of normally at least 6 course-units in order to proceed to the final year. In their final year, candidates will be required to undertake courses to the value of 8 course-units drawn primarily from the final year of the BSc programme.

4.3 The choice of courses must be approved by the relevant programme director.

4.4 A candidate who fails to satisfy the examiners in any course may present him/herself for re-examination on that course on ONE further occasion only, normally at the next available opportunity.

### 5 Award of the Postgraduate Certificate

- 5.1 The Postgraduate Certificate will be awarded to candidates who have passed courses to the value of 6 course-units (one-year programme) or 12 course-units (two-year programme).
- 5.2 The Examination Board may award the Postgraduate Certificate with Merit to candidates whose performance is at least of second class Honours standard, and the Postgraduate Certificate with Distinction to candidates whose performance is of first class Honours standard.

## **Certificate in Oral Health Education**

### **1 Additional Entry Qualifications**

The programme is open to Enrolled Dental Therapists, Enrolled Dental Hygienists, Qualified Dental Surgery Assistants, and person with equivalent qualifications.

### **2 Curriculum**

Biological aspects of oral health and disease; concepts of health including oral health and disease; the learning process and oral health education, the development of oral health education programmes and their evaluation; social and economic aspects of health, including oral health; nutrition, diet and food policy; the provision of oral health care in the UK; disease prevention, health education and health promotion; health education for individuals; health education for communities; health education for special groups.

### **3 Duration of programme of study**

*Part-time:* One calendar year.

### **4 Assessment**

There will be a number of written and practical assignments throughout the course. To qualify for the award of the Certificate, a candidate must have obtained a cumulative satisfactory grade in the continuous assessment, a cumulative pass in written assignments, and a pass in both components of the practical assignments.

The Certificate may be awarded with Merit or Distinction.

## **Certificate in Primary Healthcare Management**

### **1 Entry qualifications**

In order to draw from as wide a possible group of candidates as possible, no formal academic qualifications are required. Students will need to have worked for one year as a GP Practice Manager, Practice Administrator or Senior Receptionist or have a serious intention to enter practice management. Evidence will be required of the ability and the commitment to complete an intensive programme of study. Entry will be by interview.

### **2 Curriculum**

Foundation Module plus four other modules: Managing Services and Change; Managing Information and Technology; Managing Finance; and Managing People. This is followed by revision days and a final assessment day.

### **3 Duration**

*Pathway 1:* 15 days over 9 months

*Pathway 2: 15 days over 20 months*

## **Postgraduate Certificate in Urban Renewal and Health: Strategies for Health Impact Assessment**

### **1 Additional Entry Qualifications**

Candidates must have a first degree or accredited professional training and experience in a field relevant to health impact assessment, such as public health, community development, or project management in regeneration programmes.

### **2 Curriculum**

Students will take one module, with a value of 4cu, in Urban Renewal and Health.

### **3 Duration of programme of study**

Two semesters full-time; four semesters part-time.

### **4 Assessment**

- [a] two papers, each of 2000 words. Assessment of each paper will comprise 20% of the total marks for the programme.
- [b] a short dissertation of 6000 words. This will comprise 60% of the total marks for the programme.

# **GENERAL AND SPECIAL REGULATIONS FOR MASTER OF CLINICAL DENTISTRY**

*[Both General and Special Regulations are an abbreviated version of the University's Regulations]*

## **1 Courses of Study and Methods of Examination**

1.2 Courses and the examinations associated with them shall be so organised as to fall into one or

both of the following categories:

- [a] a period of full-time study, the length of which shall be prescribed in the individual course Regulations but which shall not normally be less than two calendar years, the examinations being completed by the end of that period;
- [b] a period of part-time study of between three and four years, during which candidates will be examined in accordance with the individual course regulations.

1.3 The minimum length of the period of study is prescribed in the individual course Regulations, but at the start of the course or at a later stage a College may require individual students to pursue the course for a period longer than the minimum period prescribed in the regulations. The College shall determine, subject to the provisions of the individual course Regulations, the method by which the student is examined.

1.4 Schemes of examinations shall be prescribed in the individual course Regulations and shall include the submission of a significant piece of individual work in the form of a dissertation of up to 30,000 words which may be based on a project or fieldwork.

1.5 The examination for each written paper shall take place on one occasion each year and the time will be specified in the individual course Regulations, except as provided in the individual course Regulations.

1.6 An essay/report/dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year and the date for submission will be specified in the course Regulations.

## **2 Entrance Qualifications**

2.1 The normal minimum entrance qualification for registration for an MClInDent is:

- [a] a registrable primary qualification in Dentistry awarded by a UK university and the satisfactory completion of two years professional experience in Dentistry following the award of that qualification, or
- [b] a primary qualification in Dentistry to an equivalent standard completed in countries and institutions outside the UK and satisfactory completion of two years professional experience in Dentistry.

2.2 Candidates possessing alternative qualifications obtained by written examination may also be considered by a College for registration for an MClInDent degree. A College may require such a candidate to pursue the course for a period longer than the minimum period prescribed in the individual course Regulations and/or may prescribe a qualifying examination for such a candidate.

2.3 An applicant for registration will also be required to meet any additional entrance requirements specified in the relevant course Regulations.

2.4 English language and other tests may be prescribed by the College.

### **3 Entry to Degree Examinations**

A candidate must enter the examination in accordance with the instructions issued by the Registrar of the College of registration. Candidates shall be examined by the Regulations in force at the time of entry to the examination.

4.1 To be eligible for the award of a degree a candidate must satisfy the examiners in the examination prescribed for the course within a period of two years from the satisfactory completion of the prescribed period of study. This period of two years may be extended at the discretion of the College at which the candidate was or is registered.

4.2 Examiners shall have the discretion to award a mark of distinction to a candidate who has shown exceptional merit in the examination and a mark of merit to a candidate who has shown exceptional ability in the practical (clinical) part of the examination.

4.3 Deferment of any part of the examination including submission of the essay/dissertation may be granted for reasons judged adequate in the particular case at the discretion of the College at which the candidate was or is registered. Subject to such exemption being granted, candidates will be informed of the marks they obtained in those elements in which they have been examined.

## **SPECIAL REGULATIONS FOR THE DEGREE OF MClintDent**

### **MClintDent in Paediatric Dentistry**

#### **1 Course of Study**

The programme of study comprises the scientific basis of paediatric dental care; the relationship of other dental disciplines to paediatric dental care; a project or investigation with a report or dissertation; diagnosis and treatment planning for patients with advanced paediatric dental problems; the treatment of patients with advanced paediatric dental problems; and clinical treatment involving combined paediatric dental and other dental therapy.

#### **2 Examinations**

2.1 In order to be admitted to the MClintDent degree the candidate must satisfy the examiners that a satisfactory standard has been achieved in the following examinations unless exemption from part of the examination has been granted under the provisions of Section 5 of these Regulations.

**Part 1:** The scientific basis of paediatric dental care (see 3.3)

**Part 2:** Combined paediatric dental and other dental therapy (see 3.4)

**Part 3:** The assessment of a report or dissertation (see 3.5).

2.2 In-course assessment gained during the period of study may comprise up to 40% of the total mark in any clinical or practical topics examined in Part 2 at the first attempt at that Part only.

**Part 1 examinations in the scientific basis of paediatric dental care** will be held in June of the first year. A candidate who fails to satisfy the examiners may, at the discretion of the examiners, normally present him/herself for re-examination on not more than one occasion after following such additional studies as are determined by the Dental Dean. Resit examinations will be held in September. Only candidates who have passed Part 1 will be permitted to enter the examinations for Parts 2 and 3.

**Part 2 examinations on combined paediatric dental and other dental therapy** will be held in June of the second year. A candidate who fails to satisfy the examiners examination may, at the discretion of the examiners, normally present him/herself for re-examination on not more than one occasion after following such additional studies as are determined by the Dental Dean. Resit examinations will be held in September.

**Part 3 - Assessment of the report or dissertation** held at the end of the first or second year in September.

### **3 Exemptions**

A student who has obtained a Master of Science degree in Paediatric Dentistry of this University, or the same degree containing taught and dissertation components from another university or institution of similar standing in the UK, may be exempted from the first year of the course and the Part 1 and Part 3 examinations. This exemption will be at the discretion of the institution at which the student undertakes the course.

## **MClinDent in Periodontology**

### **1 Programme of Study**

1.1 The programme of study comprises the scientific basis of periodontal dental care; the relationship of other dental disciplines to periodontal dental care; a project or investigation with a dissertation; diagnosis and treatment planning for patients with advanced periodontal disease; the treatment of patients with advanced periodontal disease; and clinical treatment involving combined periodontal and other restorative dental therapy.

### **2 Examinations**

2.1 In order to be admitted to the MClinDent degree the candidate must satisfy the examiners that a satisfactory standard has been achieved in the following examinations unless exemption from part of the examination has been granted under the provisions of Section 5 of these Regulations.

**Part 1:** The scientific basis of periodontal care (see 3.3)

**Part 2:** Combined periodontal and other restorative dental therapy (see 3.4)

**Part 3:** The assessment of a dissertation (see 3.5).

2.2 In-course assessment gained during the period of study may comprise up to 40% of the total mark in any clinical or practical topics examined in Part 2 at the first attempt at that Part only.

**Part 1 examinations in the scientific basis of periodontal care** will be held in June of the first year. A candidate who fails to satisfy the examiners may, at the discretion of the examiners, normally present him/herself for re-examination on not more than one occasion after following such additional studies as are determined by the Dental Dean. Resit examinations for Part 1 will be held in September. Only candidates who have passed Part 1 will be permitted to enter the examinations for Parts 2 and 3.

**Part 2 examinations on combined periodontal and other restorative dental therapy** will be held in June of the second year. A candidate who fails to satisfy the examiners may, at the discretion of the examiners, normally present him/herself for re-examination on not more than one occasion after following such additional studies as are determined by the Dental Dean. Resit examinations will be held in September.

Part 3 - Assessment of the dissertation held at the end of the first or second year in September.

**3 Exemptions**

A student who has obtained a Master of Science degree in Periodontology of this University, or the same degree containing taught and dissertation components from another university or institution of similar standing in the UK, may be exempted from the first year of the course and the Part 1 and Part 3 examinations. This exemption will be at the discretion of the institution at which the student undertakes the course.

## **MClinDent in Prosthodontics**

### **1 Programme of Study**

- 1.1 The programme of study comprises the scientific basis of prosthodontic care; the relationship of other dental disciplines to prosthodontic care; a project or investigation with a report or dissertation; diagnosis and treatment planning for patients with advanced prosthodontic problems; the treatment of patients with advanced prosthodontic problems; and clinical treatment involving combined prosthodontic and other dental therapy.

### **2 Examinations**

- 2.1 In order to be admitted to the MClinDent degree the candidate must satisfy the examiners that a satisfactory standard has been achieved in the following examinations unless exemption from part of the examination has been granted under the provisions of Section 5 of these Regulations.

**Part 1:** The scientific basis of prosthodontic care (see 3.3)

**Part 2:** Combined prosthodontic and other dental therapy (see 3.4)

**Part 3:** The assessment of a report or dissertation (see 3.5).

- 2.2 In-course assessment gained during the period of study may comprise up to 40% of the total mark in any clinical or practical topics examined in Part 2 at the first attempt at that Part only.

- 2.3 **Part 1 examinations in the scientific basis of prosthodontic care** will be held in June of the first year. A candidate who fails to satisfy the examiners may, at the discretion of the examiners, normally present him/herself for re-examination on not more than one occasion after following such additional studies as are determined by the Dental Dean. Resit examinations for Part 1 will be held in September. Only candidates who have passed Part 1 will be permitted to enter the examinations for Parts 2 and 3.

- 2.4 **Part 2 examinations on combined prosthodontic and other dental therapy** will be held in June of the second year. A candidate who fails to satisfy the examiners may, at the discretion of the examiners, normally present him/herself for re-examination on not more than one occasion after following such additional studies as are determined by the Head of the Dental School. Resit examinations will be held in September.

- 2.5 **Part 3 - Assessment of report or dissertation** held at the end of the first or second year in September.

### **3 Exemptions**

A student who has obtained a Master of Science degree in Conservative Dentistry or Prosthetic Dentistry of this University, or the same degree containing taught and dissertation components from another university or institution of similar standing in the UK, may be exempted from the first year of the course and the Part 1 and Part 3 examinations. This exemption will be at the discretion of the institution at which the student undertakes the course.

## **MClinDent in Surgical Dentistry**

*[These Special Regulations are supplementary to the General Regulations for the MClinDent, to which reference should be made]*

### **1 Entrance qualifications**

- 1.1 The minimum entrance requirements are as specified in the General Regulations.



- 1.2 A candidate who has obtained an MSc in Surgical Dentistry of the University of London, or the MSc in Surgical Dentistry of another university or institution of similar standing in the UK, which involves both taught and dissertation elements components, may be exempted from the first year of the course and from the Part 1 and Part 3 examinations.

## **2 Course of Study**

- 2.1 The programme of study lasts two years full-time, during which candidates will study
- the scientific basis of surgical dentistry
  - the relationship of other dental disciplines to surgical dentistry
  - diagnosis and treatment planning for patients with surgical dentistry problems
  - the treatment of patients with advanced surgical dentistry issues
  - clinical treatment involving combined surgical dentistry and other dental specialities
- 2.2 Candidates will also undertake a project or investigation, and submit a dissertation

## **3 Examinations**

- 3.1 Candidates will be examined in the following subjects:
- Part 1 – the scientific basis of surgical dentistry (year 1)
  - Part 2 – combined surgical dentistry in relation to other dental specialities (year 2)

In-course assessment will comprise up to 40% of the total mark in any clinical or practical topics in Part 1 and Part 2. In the case of Part 2, in-course assessment will not be included in any resit attempt at that Part.

- 3.2 Candidates must also submit a dissertation of up to 30,000 words on the subject of their project or investigation, which forms Part 3 of the examination. The dissertation may be submitted in September of either the first or second year of study.
- 3.3 A candidate who fails to satisfy the examiners in either Part 1 or Part 2 may present him/ herself for re-examination on not more than one occasion, after following such additional studies as may be determined by the Dental Dean. Resit examinations will be held in September. Candidates may not proceed to the second year of their programme of study until they have passed Part 1.

## **REGULATIONS FOR FOUNDATION COURSES**

### **Regulations for the Foundation degree in Crime Scene and Forensic Investigation**

#### **1 Introduction**

- 1.1 These Regulations apply to students enrolled on the programme of study leading to the foundation degree in Crime Scene & Forensic Investigation, offered jointly by Queen Mary, University of London [hereinafter referred to as QM] and City & Islington College [hereinafter referred to as CIC].
- 1.2 The general management of the programme of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Planning, Development & Monitoring Committee [PDMC], established in accordance with the Memorandum of Co-operation between QM and CIC. The day-to-day management of the programme shall be the responsibility of the Senior Programme Director.

- 1.3 Decisions concerning the performance and progression of students on this programme of study, and the responsibility for recommending the award of degrees, shall be the responsibility of the Joint Examination Board, established in accordance with the Memorandum of Co-operation between QM and CIC.

## **2 Admission**

- 2.1 In order to be eligible for admission to the programme, a candidate shall have
- [a] obtained passes in at least 2 subjects at advanced level *or* a pass with merit in an appropriate BTEC programme, *or* a pass in an appropriate Access programme, *or*
  - [b] have obtained a pass in a selection examination offered by CIC as an entry route to this foundation degree programme, *or*
  - [c] have a qualification recognised by the PDMC as equivalent to one of the above
- 2.2 In addition, a candidate shall demonstrate mathematical and English language proficiency, normally by passes in the relevant GCSE examinations.
- 2.3 The PDMC shall have the discretion to waive the above requirement(s) in exceptional cases.
- 2.4 Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

## **3 Programme of Study**

- 3.1 The minimum period of study shall be two academic years. The period of study shall normally be continuous.
- 3.2 A student shall be required to register each academic year for 8 modules chosen from a list published annually by the PDMC. Each student's choice of units must be approved by his/her adviser.

## **4 Enrolment and Attendance**

- 4.1 Students are required to enrol at the beginning of their programme of study at both QM and CIC, and to confirm their enrolment at the beginning of each subsequent year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, may be required to withdraw from the programme of study.
- 4.2 Students are expected to attend all classes associated with the programme, and to submit all work by the published deadlines. Late submission of work will normally result in a reduced mark. A student may not be absent from classes during term-time without the agreement in advance of the Senior Tutor.
- 4.3 A student whose attendance falls below 80%, or who persistently fails to submit work by the due date(s), may have his/her registration terminated.
- 4.4 Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

## **5 Assessment**

- 5.1 Students are required to register each year for their examinations by the published deadline(s). Students who fail to register for a particular examination shall not normally be permitted to sit that examination.
- 5.2 The Academic Registrar may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 5.3 A student must complete all parts of the assessment for a module in order to receive a mark for that module. A student who fails to complete part of the assessment, or to meet any prescribed coursework requirement, without reasons acceptable to the examination board, will be deemed to have failed the module, and a mark of 0 will be awarded.
- 5.4 The pass mark for all modules shall be 40%. Grades shall be on the scale A – E (pass grades) and F (fail grade).
- 5.5 A student who has passed a module may not repeat any part of the assessment in order to improve his/her grade.
- 5.6 Where the examination board deems that a student has failed to pass a module, the board may either:
  - [a] require the student to resit the whole assessment for the module, or
  - [b] require the student to resit only the parts of the assessment that have been failed.
- 5.7 A student may make only three attempts at a module. A student who has failed to pass a module after three attempts will fail the foundation degree.
- 5.8 The method and the timing of resit examinations shall be at the discretion of the examination board. Students shall be required to resit failed module(s) at the next available opportunity except that, in exceptional circumstances, the chair of the examination board shall have discretion to permit a student to defer his/her resit(s) by not more than one academic year.
- 5.9 The maximum mark attainable for any resit shall be 40E.
- 5.10 A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time. Exceptionally, the examination board may arrange a special examination, to be held before the next available time, except where the student is in the final year.
- 5.11 The consideration of any allegation of an examination offence shall be governed by the regulations of QM.
- 5.12 The consideration of a request for a review of an examination board decision shall be governed by the regulations of QM.

## **6 Progression**

To progress from one year to the next, a student shall be required to pass all 8 modules.

## **7 Degree requirements**

- 7.1 To be admitted to a degree a student must have
- [a] been registered on the programme for a minimum of two academic years;
  - [b] passed a total of 16 modules, 8 drawn from the first year and 8 from the second year of the programme.
- 7.2 The examination board may award the foundation degree with merit to students whose overall average mark is 65% or higher, and the degree with distinction to students whose overall mark is 70% or higher. In the calculation of the overall mark, second-year modules will be weighted twice first-year modules.
- 7.3 A student who passes the foundation degree with merit or distinction will be offered admission to the second year of the BSc in Biochemistry with Forensic Science *or* the BSc in Molecular Microbiology with Forensic Science.
- 7.4 A student who is in debt to either institution shall not be entitled to receive examination results, to progress from one year to the next, or to receive any award.

#### **Aegrotat Provisions**

- 7.5 A student who has completed his/her full period of study and has been absent from examinations during his/her final year due to illness or other cause judged sufficient by the examination board, may apply to the Academic Registrar to be considered for a degree under the aegrotat provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted within 2 weeks from the last examination to which the application refers.
- 7.6 In considering an application for the award of an aegrotat degree, the examination board shall consider the work that the student has submitted during the year and in such part of the examinations as s/he has attended (if any), and records of his/her performance during previous years of the programme, to determine whether there is adequate evidence that, had the student completed the examination(s) in normal circumstances, s/he would clearly have reached a standard for the award of the foundation degree. If the board is so satisfied, it shall offer the student an aegrotat degree.
- 7.7 On receipt of the offer of an aegrotat degree, the student may either accept the offer, in which case the degree will be conferred, or decline the offer, and re-enter the examinations for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter the examinations shall cease to be eligible for an aegrotat degree in respect of the examinations on which the original application was based.
- 7.8 A candidate who has accepted the award of an aegrotat degree will not be eligible thereafter to re-enter the examination at any future date.

## **REGULATIONS FOR JOINT PROGRAMMES** (regulations written by the lead institution)

### **MSc Biomedical Technologies in Health Care**

#### **PROGRAMME ASSESSMENT REGULATIONS**

##### Pass Requirements

- To qualify for a Master's Degree, a student must acquire a total of 180 credits as specified in the Programme Scheme.
- To qualify for a Postgraduate Diploma, a student must acquire a total of 120 credits as specified in the Programme Scheme.
- To qualify for a Postgraduate Certificate, a student must acquire a total of 60 credits as specified in the Programme Scheme.

##### Requirements for progression to the next part and award regulations

###### *Resit after First Attempt*

When there has been a first valid attempt, resit provisions will apply to all failed modules provided that:

- the method and date of resit shall be prescribed by the Assessment Board in accordance with the module regulations;
- a module may be resat only once, with the exception where a resit has been conducted by 'Referred Work' and this has been unsatisfactory, then a second resit (of written examination) is permitted.
- A student who does not satisfy his or her resit by the date specified shall not progress on the Programme and the Assessment Board shall make a recommendation to Senate on withdrawal.

A student who successfully completes a resit shall be awarded the credit for the Module. The mark used for the purpose of calculation towards the Award shall be the greater of the minimum pass mark for the Module and the Module Mark calculated using the minimum pass mark of the component(s) of the Module which constitute the resit requirement.

###### *Compensation Between Modules at Second Attempt*

If, having made a valid attempt at resit, the student fails 15 credits at a first valid attempt for Postgraduate Diploma or Masters awards or up to 10 credits in the case of a Postgraduate Certificate compensation provisions may be applied on the basis of the marks after the results of the resits have been taken into account.

###### *The Award of a Lower Level Qualification*

Where a student fails to meet the requirements for a particular award, having exhausted all resit opportunities, but satisfied the requirements for a lower level award, then the lower level qualification will be awarded.

###### *Fail Withdraw*

Where a student fails to meet the requirements for a particular award and is not eligible for the award of a lower level qualification, the Assessment Board shall require the student to withdraw from the Programme.

##### Periods of Registration

The minimum and maximum periods of registration for the awards within the Programme Route are as follows:

Qualification	Minimum	Maximum
Masters	1 year	5 years
PG Diploma	9 months	3 years
PG Certificate	6 months	3 years

Where a student fails 20 credits at a first valid attempt for Postgraduate Diploma or Masters awards or up to 10 credits in the case of a Postgraduate Certificate at a first valid attempt, the Assessment Board may consider the application of compensation, provided that:

- Modules have been taken in a single valid attempt, including where resits have taken place; this means that students must have taken all assessments associated with the Programme within the normal specified time for that Programme and;
- Compensation is permissible for the Module(s) in question, as set out in the Programme Scheme, thus ensuring that all Programme Route learning outcomes have been met and;
- A minimum mark of no more than 10 percentage points below the Module pass mark has been achieved in the Module to be compensated and;
- An aggregate mark of 50% has been achieved, excluding the project or dissertation mark.
- A student who receives a compensated pass in a Module shall be awarded the credit for that Module and their original mark for the purpose of calculation towards the award.

### Classification Regulations

#### *Master's Degree*

The Award of the Master's degree shall be calculated on the basis of the Overall Aggregate of the Module marks weighted according to their credit value. Exempted modules will be excluded from the weighting. The classification shall be determined as follows:

With Distinction - minimum aggregate of 70% plus at least a mark of 65% in the project\*.

Without Classification - minimum 50%

\* The dissertation will be graded, and not marked. The five categories are shown below, as are the corresponding marks:

Excellent => 80%

Good => 70%

Satisfactory => 60%

Pass => 50%

Fail < 50%

#### *Exemptions*

Where a student has received a compensated pass in one or more Modules, the Assessment Board may exercise discretion to raise a student's award classification to the next classification band, provided that the overall aggregate is no more than 2% below the next higher classification and the overall aggregate calculated using the minimum pass mark in place of the original mark for compensated Modules falls within the next higher classification band.

#### *Postgraduate Diploma*

The Award of the Postgraduate Diploma shall be calculated on the basis of the Overall Aggregate of the Module marks weighted according to their credit value. Exempted modules will be excluded from the weighting.

Without Classification - minimum 50%

Where a student has received a compensated pass in one or more Modules, the Assessment Board may exercise discretion to raise a student's award classification to the next classification band, provided that the overall aggregate is no more than 2% below the next higher

classification and the overall aggregate calculated using the minimum pass mark in place of the original mark for compensated Modules falls within the next higher classification band.

### *Postgraduate Certificate*

The Award of the Postgraduate Certificate shall be calculated on the basis of the Overall Aggregate of the Module marks weighted according to their credit value. Exempted modules will be excluded from the weighting.

Without Classification - minimum 50%

Where a student has received a compensated pass in one or more Modules, the Assessment Board may exercise discretion to raise a student's award classification to the next classification band, provided that the overall aggregate is no more than 2% below the next higher classification and the overall aggregate calculated using the minimum pass mark in place of the original mark for compensated Modules falls within the next higher classification band.

## **MSc in Freshwater and Coastal Sciences**

### **1 Additional Entry Qualifications**

- 1.1 For the MSc programme, a second class honours degree in a relevant subject such as Environmental Science, Biology, Chemistry or Geography. Preference will be given to candidates with an upper second class or first class degree.
- 1.2 Applicants with relevant professional experience in aquatic science or environmental management will also be considered.
- 1.3 Individuals who have achieved Master's level on the diploma programme may transfer to the MSc.

### **2 Curriculum**

- 2.1 Term 1: (Certificate, Diploma and MSc programme)  
Four compulsory two-week core courses.  
Aquatic systems: structure and functioning (includes field class)  
Quantitative Environmental Palaeolimnology (includes field class)  
Aquatic Monitoring  
Modelling: explanation and prediction  
Workshop/seminar programme
- 2.2 Term 2: (Diploma and MSc programme)  
Option courses (to the value of 40 credits) chosen from a list of specified combinations and the development of dissertation outline (including project proposals).
- 2.3 Term 3: (MSc programme only)
- 2.4 Individual dissertation project including poster presentation to be submitted on a specified date in early September. Oral poster presentation late-September.

### **3 Duration of Programme of Study**

As above

### **4 Examination**

- 4.1 Coursework (52.5%). Core and optional courses will be examined using a range of assessment methods (essays, practicals, presentations). Each module is weighted at 7.5% of the final assessment load. Core courses 2, 3 and 4 and four option courses will each be assessed, giving a total weighting of 52.5% for coursework.

- 4.2 Examination (7.5%). A two-hour pre-seen examination paper at the end of term two is designed to assess understanding of cross-cutting issues and themes addressed in core courses 1. Students will be expected to draw on work covered in core courses 2, 3 and 4.
- 4.3 Dissertation (40%). The examination of the research project is through a 10,000-15,000 word dissertation weighted at 40%.
- 4.4 An oral poster presentation based on dissertation work will provide assurance that students are submitting their own original work for assessment.
- 5 Dates of Examination**
- 5.1 Examination in March/April.
- 5.2 Dissertation submission by a specified date in early September, no later than 15 September.
- 5.3 Coursework submission as specified by the course teachers.

## **SPECIAL REGULATIONS FOR MASTERS DEGREES OFFERED JOINTLY BY BUPT AND QM**

### **1. PREAMBLE**

The Beijing University of Posts and Telecommunications [BUPT] and Queen Mary, University of London [QM] have agreed to offer a joint postgraduate programme leading to a series of joint awards of the two institutions. These Special Regulations govern the joint programme of study.

### **1 Definition of Terms**

In these Regulations the following terminology will apply:

**Postgraduate Programme** - a collection of modules leading to a named Master's Degree(s) which shall have one or more pathways.

**pathway** - a combination of modules specified in the Programme Regulations leading to specific named qualification(s), and governed by pathway Regulations.

**module** - a prescribed unit of teaching and study which is separately assessed and to which a course-unit value has been assigned.

**level** - the academic standing of a module in the context of its discipline. Modules of first degree standard are ascribed a level on the scale of 1-4; modules of postgraduate standard are denoted by level M.

**course-unit**: an amount of study equal to one fourth (normally 120 hours) of the total study in a semester.

### **2 Introduction**

- 2.1 The individual pathway Regulations shall specify:
- [a] the modules contributing to the pathway, and the qualifications that may be conferred;
  - [b] any special requirements for admission to the pathway;
  - [c] the minimum period of study required;
  - [d] any examinations related to the pathway as a whole;
  - [e] the requirements for progression between the various stages of the pathway;
  - [f] the requirements for the award of the qualifications within the pathway.



- 2.2 The Examination Board may condone failure in one or more modules within a pathway provided this is compensated by good performance elsewhere, and the average mark for all taught modules is at least equivalent to the pass mark, and the total number of failed modules does not exceed 25% of the taught element of the programme.
- 2.3 In these Regulations
- [a] 'BUPT module' refers to a module on the programme provided by BUPT;
  - [b] 'QM module' refers to a module on the programme provided by QM.
- 2.4 The general management of the programme of study, including responsibility for the admission of students and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the Memorandum of Co-operation between BUPT and QM. The day-to-day management of the programme shall be the responsibility of the Programme Director.
- 2.5 There shall be a Joint Examination Board for the postgraduate programme, although there may be sub-boards for individual pathways. The Joint Examination Board shall be responsible for:
- [a] assessing the performance of candidates taking modules which are its responsibility;
  - [b] determining matters of progression and the award of qualifications to candidates registered on that Postgraduate Programme.

### **3 Admission**

- 3.1 The normal minimum entrance qualification for admission to a Postgraduate Programme shall be
- [a] a degree awarded by a university in the United Kingdom, normally with first or second class Honours;
  - [b] a degree awarded by a key university in China, normally with an average mark of 75% or better;
  - [c] a degree equivalent to [a] or [b] from a recognised university;
  - [d] other qualifications, including work experience, deemed by the Academic Committee to be an appropriate preparation for the proposed postgraduate programme.
- 3.2 A candidate admitted under 3.1[d] may be required to undertake preparatory modules additional to those required under these Regulations and/or to sit a qualifying examination.
- 3.3 A candidate may also be required to provide evidence of competence in written and spoken English.

### **4 Programme of Study**

- 4.1 The period of study for the Masters Degree shall be specified in the individual Programme Regulations but shall not be less than two academic years of full-time study.
- 4.2 Part-time candidates shall be required to complete a period of study as determined by the Academic Committee depending on the proportion of time being devoted to study.
- 4.3 A candidate registered for the Master's Degree shall be required to pursue modules to the value of at least 12 course units within an approved pathway which shall include:
- [a] at least 4 course units are in respect of taught courses;
  - [b] at least 4 course units in respect of project work;
  - [c] no more than 2 course units shall be in respect of modules at level 3 or below;
  - [d] at least 50% of the course-unit value of the taught modules shall be in respect of modules at level M.

- 4.4 The pathway Regulations may specify that a candidate shall be required to pass a specified number of taught modules before being permitted to proceed with project work.

## **5 Modules and Module Assessments**

- 5.1 The appropriate body at each institution shall be responsible for approving modules taught by that institution and determining their course unit value, their level, and the method of assessment. Each module shall be the responsibility of a specific Examination Board, which shall be responsible for assessing the performance of candidates taking that module.
- 5.2 The assessment for each module shall normally take place on only one occasion each year, except in accordance with the provisions of §5.8.
- 5.3 A candidate shall not be admitted to the written assessment on any module until s/he shall have completed all coursework requirements of that module.
- 5.4 The Examination Board may set comprehensive papers intended to test a candidate's knowledge over the whole or part of his/her programme of study, and any such papers shall be specified in the pathway Regulations.
- 5.5 Different marking scales will be used at BUPT and QM. Marks awarded for a module will be based on the normal marking in the institution teaching that module. The relationship between the marks is:
- [a] The pass mark on the BUPT scale is 60% and at QM is 50%.
  - [b] A distinction level mark at BUPT is 80% and QM is 70%.
  - [c] All other marks above the pass mark are mapped using the relationship:  $x_{cn} = x_{uk} + 20$  where  $x_{cn}$  is the mark on the BUPT scale and  $x_{uk}$  is the mark on the QM Scale.
  - [d] Irrespective of the scale being used, no mark can be greater than 100%.
- 5.6 Every transcript will list all the modules, but transcripts from BUPT will show all marks on the Chinese scale and transcripts from QM will show all marks on the UK scale.
- 5.7 A candidate who fails to satisfy the Examination Board on any module may present him/herself for re-examination on that module on one further occasion, normally at the next available opportunity.
- 5.8 A candidate who has been prevented from completing either the whole or part of the assessment of any module by illness or other cause judged sufficient by the relevant examination board may be permitted either:
- [a] to enter the examination in those elements which s/he has missed on the next available occasion; *or*
  - [b] at the discretion of the Examination Board, to sit a special examination in those elements which s/he has missed as soon as possible and/or be permitted to submit any work prescribed (e.g. report) by a date specified by the Board. The special examination(s) shall be in the same format as those element(s) missed.

## **6 Award of the Qualification**

- 6.1 To be admitted to the Masters Degree under these Regulations, a candidate must
- [a] have been registered on a Master's Degree programme for at least the period prescribed by the Regulations;
  - [b] have completed modules to the value of at least 12 course units within an approved pathway,
  - [c] have met the requirements for the award of the Masters Degree as specified in the individual pathway Regulations.

- 6.2 A candidate who achieves a mark of at least 70% (UK scale) in the project, together with an average mark of 70% (UK scale) over all modules may be recommended for the award of the degree with distinction.

## **Pathway in Electronic Engineering**

- 1 This pathway shall lead to the award of the degree of MSc by Research in Electronic Engineering.
- 2 **Programme of study**  
Candidates shall be required to
  - [a] take an approved programme of taught modules, to the value of 4course units, selected from a list published annually by the Academic Committee. At least 2course units of these modules will be compulsory. [NB as there are only 4cu of taught modules, only 1cu failure can be condoned]
  - [b] undertake a substantial research project, and submit a project report, on a topic to be approved by the Head of Department. This research project will be assessed as 8 course units.
- 3 **Award of the Qualification**  
Candidates who achieve a mark of at least 70% (QM scale) or 80% (BUPT scale) in the project, and an average of at least 70% (QM scale) or 80% (BUPT scale) over all taught modules, shall be eligible for the award of the degree with distinction.

## **SPECIAL REGULATIONS FOR MASTERS DEGREES**

### **Postgraduate Programme by Research in Electronic Engineering**

#### **1 Programme**

- 1.1 The Postgraduate Programme by Research in Electronic Engineering shall consist of a single pathway leading to the award of MSc.

#### **2 Entry Qualifications**

- 2.1 First degree in a subject related to the research area at level:
  - [a] upper second class from a UK university, or
  - [b] >75% average mark for a key university in China, or
  - [c] equivalent qualification.

#### **3 Programme of study**

- 3.1 Candidates shall be required to
  - [a] take an approved programme of taught modules, to the value of 4cu, selected from a list published annually by the Academic Committee. At least 2cu of these modules will be compulsory.
  - [b] undertake a substantial research project, and submit a project report, on a topic to be approved by the Head of Department.

#### **4 Minimum Duration of Programme**

- 4.1 2 academic years full-time.

#### **5 Award of the Qualification**

- 5.1 Candidates shall be required to pass the project, and to pass taught modules to the value of at least 2cu. The Examination Board may condone failure in taught modules to

the value of not more than 2cu, provided the candidate's average performance over all taught modules is at least 50% (QM scale) or 60% (BUPT scale), and the mark for any failed module is not below 30%.

- 5.2 Candidates who achieve a mark of at least 70% (QM scale) or 80% (BUPT scale) in the project, and an average of at least 70% (QM scale) or 80% (BUPT scale) over all taught modules, shall be eligible for the award of the degree with distinction.

## **SPECIAL REGULATIONS FOR FIRST DEGREES**

### **BSc(Eng) in Telecommunications Engineering with Management**

### **BSc(Eng) in E-Commerce Engineering with Law**

#### **1 Introduction**

- 1.1 These Regulations apply to students enrolled on the programmes of study leading to the Degrees of BSc(Eng) in Telecommunications Engineering with Management, and of BSc(Eng) in E-Commerce Engineering with Law. The programme is offered jointly by Beijing University of Posts and Telecommunications [BUPT] and Queen Mary, University of London [QM].
- 1.2 The general management of the programme of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Academic Committee, established in accordance with the Memorandum of Co-operation between BUPT and QM. The day-to-day management of the programme is the responsibility of the Programme Director.
- 1.3 There shall be a Joint Examination Board whose constitution shall be agreed by both BUPT and QM. Decisions concerning the performance and progression of students on this programme of study, and the responsibility for recommending the award of degrees, shall be the responsibility of the Joint Examination Board.
- 1.4 In these Regulations 'BUPT module' refers to a module on the programme provided by BUPT, and 'QM module' refers to a module on the programme provided by QM;
- 1.1 The programme consists of two phases:
- [a] Year 1 is equivalent to a Foundation Year in England;
  - [b] Years 2-4 are equivalent to Years 1-3 of a BEng degree in England

#### **2 Admission**

- 2.1 In order to be eligible for admission to Year 1 of the programme, a candidate shall have obtained the Chinese entry standard for key universities.
- 2.2 Any student who secures admission to the programme on the basis of qualifications, documents or statements that are subsequently found to be false shall have his/her registration terminated, and shall accordingly cease to be a student.

#### **3 Programme of Study**

- 3.1 The minimum period of study shall be four academic years. The period of study shall normally be continuous.

- 3.2 The Programme of Study shall comprise four categories of module:
- i) Technical modules – modules prescribed as constituting the core technical knowledge for that Programme (including transferable skills, Business and Law);
  - ii) Minor programme modules – technical modules taken from another programme to form a “minor”;
  - ii) English Language modules; and
  - ii) Compulsory modules – modules that are required by the Chinese Ministry of Education but do not form part of the UK degree.
- 3.3 A student shall be required to register each academic year for the modules to be taken in that year, to be selected from the list published annually by the Academic Committee and approved by the Chinese Ministry of Education.

#### **4 Enrolment and Attendance**

- 4.1 Students are required to enrol at the beginning of their programme of study at both BUPT and QM, and to confirm their enrolment at the beginning of each subsequent academic year. Enrolment procedures include a student making satisfactory arrangements for the payment of his/her fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, may be required to withdraw from the programme of study.
- 4.2 Students may not be absent from the College during term-time without the agreement in advance of the Programme Director.
- 4.3 A student whose general attendance and/or submission of work is not considered satisfactory by the Programme Director may have his/her registration terminated.
- 4.4 Students may be required to undertake a medical examination, either as a condition of admission, or at any time during their studies. A student who has been absent as a result of a serious illness, or an infectious or contagious disease, may be required to produce a medical certificate before being permitted to resume study.

#### **5 Assessment**

- 5.1 Students are required to register each year for their examinations by the published deadline(s). Students who fail to register for any examination shall not normally be permitted to sit that examination.
- 5.2 The Academic Registrar may approve arrangements for a student who is ill or otherwise disabled to take his/her examination under special conditions.
- 5.3 A student must complete all parts of the assessment for a module in order to receive a final mark for that module. A student who fails to complete part of the assessment, or to meet any prescribed course requirement, without reasons acceptable to the examination board, will be deemed to have failed the module, and a mark of 0 will be awarded.
- 5.4 Different marking scales shall be used by BUPT and QM. Marks awarded for assessment within a module, and for the overall module mark, are based on the normal marking scale used in the institution teaching that module. The relationship between the marks is:
- [a] A pass mark at BUPT is 60% and at QM is 40%.

- [b] A distinction mark showing distinction performance at BUPT is 80% and QM is 70%.
  - [c] All marks above the pass mark are mapped using the relationship:  $3x_{cn} = 2x_{uk} + 100$  where  $x_{cn}$  is the mark on the BUPT scale and  $x_{uk}$  is the mark on the QM Scale.
  - [d] Marks below the pass mark are mapped using the relationship:  $x_{cn} = 1.5x_{uk}$  where  $x_{cn}$  is the mark on the BUPT scale and  $x_{uk}$  is the mark on the QM Scale.
  - [e] Irrespective of the scale being used, no mark can be greater than 100%, or less than 0%.
  - [f] Letter grades are not used.
- 5.5 A student who has passed a module may not repeat any part of the assessment for that module, except where he/she is required by the Examination Board to retake the whole year.
- 5.6 Where a student has failed a module, the examination board may require him/her either to resit the whole assessment for that module, or to resit only the parts that have been failed.
- [a] The maximum mark attainable for any resit shall be the minimum pass mark for the UK transcript and calculation of Honours; for the Chinese transcript, resit marks are shown separately. A student may make as many attempts as required to pass any technical or English Language module within the overall period allowed subject to the requirements of 7.1 [d].
  - [b] Where a student is required to only resit the examination component, any existing coursework mark for that course will be combined with the new examination mark, to produce a new overall mark. For the calculation of honours and the UK transcript, the overall mark for the module is the minimum pass mark.
  - [c] Where a student is required by the Examination Board to retake the year, the marks for coursework assessment, examination and the overall module mark are not pegged at the minimum pass mark.
- 5.7 Resits shall be taken at the next available opportunity except that, in exceptional circumstances, the Chair of the examination board shall have discretion to permit a student to defer his/her resit(s) by not more than one academic year.
- 5.8 For all technical courses students must obtain at least 30% (UK scale; 45% CN scale) in the overall mark for assessed coursework in order to pass the module.
- [a] A student who would have passed a module on a total combined mark but failed because of the requirement that 30% (UK scale) be achieved in assessed coursework can be permitted to resit only the coursework and carry forward the weighted examination mark.
  - [b] A student who fails the module overall, irrespective of the coursework hurdle, will be required to resit under Regulations 5.6 and 5.7.
  - [c] Where a technical module is failed because of this requirement on the coursework mark, the limitation on the overall mark specified in 5.6 [b] will still apply.
- 5.9 A student who, through illness or other cause acceptable to the examination board, is prevented from attending or completing any assessment may be permitted to re-present him/herself at the next available opportunity as if for the first time. Exceptionally, the examination board may arrange a special examination, to be held before the next available time, except where the student is in the final year.

- 5.10 The organisation and conduct of assessments for each module on the programme shall be governed by the Regulations of the institution responsible for teaching that module.
- 5.11 The consideration of any allegation of an examination offence shall be governed by the Regulations of the institution responsible for teaching that module.
- 5.12 The consideration of a request for a review of an Examination Board decision shall be governed by the Regulations Covering the Review of Examination Board Decisions.

## **6 Progression**

- 6.1 Students must not fail more than 3 technical modules in any one year, in order to progress to the subsequent year.
- 6.2 A student who fails to meet the requirements of Regulation 6.1 shall be required to retake the entire year, including modules that have been passed.
- 6.3 A student may have a second attempt at a retake year if he/she passes at least 4 modules in the first retake attempt.

## **7 Degree Requirements and Consideration for Honours**

- 7.1 To be admitted to a degree a student must have:
  - [a] been registered on the programme for a minimum period of four academic years;
  - [b] completed all requirements within a maximum period of 6 years (excluding periods of interrupted study);
  - [c] for each of Years 2, 3 and 4, have passed at least 6 technical modules from each year within a maximum of three attempts;
  - [d] and passed all English Language modules (a pass in the Chinese national examination CET4 counts as having met all requirements on passing English Language);
  - [e] passed all technical modules;
  - [f] passed all compulsory modules; and
  - [g] passed the Year 4 Project module.
- 7.2 The transcript provided by BUPT will show all modules with marks on the BUPT scale.
- 7.3 The transcript provided by QM will show all technical and English Language modules with marks on the QM scale plus an overall Honours classification; it will also show that the student has passed the BUPT requirements.
- 7.3 The Honours weighted average shall be calculated as the sum of the following:
  - [a]  $0.2 * \text{Project mark} (/100)$
  - [b]  $0.4 * \text{average \% mark for the other Year 4 technical subjects}$
  - [c]  $0.3 * \text{average \% mark for Year 3 technical subjects}$
  - [d]  $0.1 * \text{average \% mark for Year 2 technical subjects}$
- 7.4 Honours shall be awarded based on the Honours weighted average as follows:
  - [a] 1st Class  $\geq 70\%$
  - [b] Upper second class  $\geq 60\%$  and  $< 70\%$

[c] Lower second class  $\geq 50\%$  and  $< 60\%$

[d] Third class  $\geq 45\%$  and  $< 50\%$

[e] Pass  $< 45\%$

- 7.5 A student who is in debt to either institution shall not be entitled to receive examination results, to progress from one year to the next, or to receive any award.
- 7.6 A candidate who has completed his/her full period of study and has been absent from examinations during his/her final year due to illness or other cause judged sufficient by the relevant Subject Examination Board, may apply to the Academic Registrar to be considered for a degree under the Aegrotat Provisions. The application must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted within 2 weeks from the last examination to which the application refers.
- 7.7 In considering an application for the award of an aegrotat degree, the examination board shall consider the work that the student has submitted during the year and in such part of the examinations as s/he has attended (if any), and records of the candidate's performance during previous years of the programme, to determine whether there is adequate evidence that, had the student completed the examination(s) in normal circumstances, s/he would clearly have reached a standard for the award of the degree. If the board is so satisfied, it shall offer the student an Aegrotat Degree.
- 7.8 On receipt of the offer of an Aegrotat Degree, the candidate may either accept the offer, in which case the degree will be conferred, or decline the offer, and re-enter the examinations for which s/he is eligible at the next normal date with a view to completing the requirements for the award of a degree. A candidate who elects to re-enter the examinations shall cease to be eligible for an Aegrotat Degree in respect of the examinations on which the original application was based.
- 7.9 A candidate who has accepted the award of an Aegrotat Degree will not be eligible thereafter to re-enter the examination for a classified degree.

## **8 Data Protection**

- 8.1 Personal data held in the UK will be subject to UK Data Protection legislation; personal data held in China will follow normal BUPT practice and comply with the relevant Chinese law.

## **9 Minor Programmes**

- 9.1 Minor Programmes are designed to broaden students' knowledge by allowing them to take additional courses apart from their Major Programme.
- 9.2 A Minor Programme comprises no more than 30 credits in total from a list prescribed by the Academic Committee.
- 9.3 Students who have passed all technical and English Language modules and achieved good results at the end of Year 1 can apply to register for a Minor Programme at the beginning of Year 2.
- 9.4 When there is a timetable clash between a major and minor module, students are required to apply for an approval from the lecturer of the minor module to allow them to take the module with no attendance. Once approved by the lecturer, students



must study the module in their own time and take the exam.

- 9.5 When there is a clash between a major and minor module examination, students must attend the major module examination first, and then attend the resit examination of the minor module.
- 9.6 Students will not be allowed to continue their Minor Programme study if:
  - [a] they have failed ONE resit attempt at a minor module, OR
  - [b] they have failed two or more technical modules in their Major at their first attempt.
- 9.7 To be awarded a Minor Programme Diploma, students must pass all modules of the Minor Programme within the duration of their Major Programme as well as passing the Major.
- 9.8 BUPT will award a Minor Programme Diploma to successful candidates as well as a separate transcript for the Minor Programme.
- 9.9 QM will list the Minor Programme modules on the standard transcript.