

REGULATION 1

UNIVERSITY OF LONDON AWARDS

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FOR THE AVOIDANCE OF DOUBT THIS REGULATION ONLY APPLIES TO AWARDS OF THE UNIVERSITY OF LONDON. FOR COLLEGES AWARDING THEIR OWN DEGREES PLEASE SEE ORDINANCE 9

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UNIVERSITY OF LONDON AWARDS

SECTION A: LIST OF DEGREES AND OTHER AWARDS WHICH MAY BE GRANTED:

THE DEGREES

1. The degrees, listed below in alphabetical order and indicating their abbreviated titles, are those which may be granted by the University.
 - 1.1 **Foundation Degrees (Intermediate “I” level)**
 - Foundation Degree in Arts (FdA)
 - Foundation Degree in Science (FdSc)
 - 1.2 **First Degrees: Honours Degrees (Honours “H” level)**
 - Bachelor of Arts (BA)
 - Bachelor of Dental Surgery (BDS)
 - Bachelor of Divinity (BD)
 - Bachelor of Education (BEd)
 - Bachelor of Engineering (BEng)
 - Bachelor of Laws (LLB)
 - Bachelor of Medical Science (BMedSci)
 - Bachelor of Medicine and Bachelor of Surgery (MB,BS)
 - Bachelor of Music (BMus)
 - Bachelor of Science (BSc)
 - Bachelor of Science (Economics) (BSc(Econ))
 - Bachelor of Science (Engineering) (BSc(Eng))
 - Bachelor of Veterinary Medicine (BVetMed)
 - 1.3 **First Degrees: Integrated Masters Degrees (Honours “M” level)**
 - Master of Engineering (MEng)
 - Master of Pharmacy (MPharm)¹
 - Master in Science (MSci)
 - 1.4 **Postgraduate Taught Degrees (Masters “M” level)**
 - Master of Architecture (MArch)
 - Master of Arts (MA)
 - Master of Business Administration (MBA)
 - Master of Clinical Dentistry (MCLinDent)
 - Master of Education (MEd)
 - Master of Fine Art (MFA)
 - Master of Laws (LLM)
 - Master of Music (MMus)
 - Master of Public Administration (MPA)
 - Master of Public Health (MPH)
 - Master of Research (MRes)
 - Master of Science (MSc)
 - Master of Teaching (MTeach)
 - Master of Theology (MTh)
 - Master of Veterinary Medicine (MVetMed)

¹ The First Degree Level Masters in Pharmacy (MPharm) was introduced in 1997. Students registering in and before 1996 registered for the Bachelor of Pharmacy (BPharm). The Postgraduate Level Master of Pharmacy (MPharm) was withdrawn from August 1997 following the introduction of the First Degree Level Masters in Pharmacy.

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- 1.5 **Research Degrees (Masters “M” level)**
 - Master of Philosophy (MPhil)
 - Master in Philosophical Studies (MPhilStud)
- 1.6 **Research Degrees (Doctoral “D” level)**
 - Doctor of Medicine (MD)
 - Doctor of Medicine (Research) (MD(Res))
 - Doctor of Philosophy (PhD)
 - Doctor of Veterinary Medicine (DVetMed)
 - Master of Dental Surgery (MDS)
 - Master of Surgery (MS)
- 1.7 **Specialist Doctorates (Doctoral “D” level)**
 - Doctor in Clinical Medicine (DrClinMed)
 - Doctor in Clinical Psychology (DClinPsy)
 - Doctor in Education (EdD)
 - Doctor in Educational Psychology (DEdPsy)
 - Doctor in Engineering (EngD)
 - Doctor in Health Care (DHC)
 - Doctor in Ministry (DMin)
 - Doctor in Professional Studies (DrPS)
 - Doctor in Psychotherapy (DPsychotherapy)
 - Doctor in Public Health (DrPH)
- 1.8 **Higher Doctorates²**
 - Doctor of Divinity (DD)
 - Doctor of Laws (LLD)
 - Doctor of Literature (DLit)
 - Doctor of Literature (Education) (DLit (Ed))
 - Doctor of Music (DMus)
 - Doctor of Science (DSc)
 - Doctor of Science (Economics) (DSc (Econ))
 - Doctor of Science (Engineering) (DSc (Eng))
 - Doctor of Science (Medicine) (DSc (Med))
 - Doctor of Science (Social Sciences) (DSc(SocSc))

DIPLOMAS AND CERTIFICATES

- 2. The following diplomas and certificates may be granted by the University. Candidates granted these awards shall have attained the same academic standard irrespective of mode or place of study or examination.
 - 2.1 **Certificate “C” level**
 - Certificate of Higher Education (Cert HE)
 - 2.2 **Intermediate “I” level**
 - Diploma of Higher Education (Dip HE)
 - 2.3 **Honours “H” level**
 - Graduate Certificate (Grad Cert)
 - Graduate Diploma (Grad Dip)
 - Diploma for Graduates (awarded through the University of London International Academy) (Dip Grad)

² Following a review of Higher Doctorates, entries to the examination for these degrees have not been accepted since 30 September 2001 and the degrees remain in abeyance. They are offered as honorary degrees only.

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Professional Graduate Certificate in Education (PGCE)

2.4 **Masters “M” Level**

Postgraduate Certificate (PG Cert)

Postgraduate Diploma (PG Dip)

Postgraduate Certificate in Education (PGCE)

2.5 The extra-mural diplomas and certificates approved by Birkbeck College and published in the relevant Regulations³.

2.6 The diplomas and certificates at Foundation, Certificate and Intermediate Levels approved by the Board of the University of London International Academy for International Academy students and published in the relevant Regulations.

ADDITIONS TO THE LIST OF DEGREES AND OTHER AWARDS

3. Any additions to the list of degrees, diplomas and certificates which the University may grant, must be approved by the Collegiate Council.

CITATION AND DESIGNATION OF AWARDS

4. Citation of a degree, diploma or certificate, shall be by the title or abbreviation given in paragraphs 1 and 2 above with, in parenthesis, the name of the University and, where applicable, of the College by which the award was made.

5. The titles of the first, postgraduate taught and specialist doctorate degrees, diplomas and certificates listed in paragraphs 1 and 2 above may be augmented by the addition of the names of one or more disciplinary specialisms as provided in the relevant Regulations under which the award is made.

SECTION B: FRAMEWORK FOR AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

AUTHORISATION OF AWARD

6. In this Regulation 'College' means an institution holding the status of College of the University.

7. Each College is authorised to award the degrees and other awards of the University of London listed in Section A above, in accordance with its degree regulations and quality assurance procedures, to persons registered by the College as Students. This authority may be exercised by an individual but may not be delegated by a College to any individual, organisation or body outside the College.

8. The Vice-Chancellor is authorised to award all degrees, diplomas and certificates in accordance with Regulations and Procedures made under previous Statutes and under Section A above and shall exercise this responsibility in relation to:

8.1 degrees organised on a federal basis⁴;

8.2 degrees, diplomas and certificates offered by the University of London Institute in

³ Extra-mural diplomas and certificates approved by Birkbeck College are currently under review.

⁴That is, where the candidates may be drawn from several Colleges and for which the arrangements have the agreement of the relevant Colleges and there is a single Board of Examiners.

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Paris; the School of Advanced Study; the Marine Biological Station, Millport; and through the University of London International Academy;

- 8.3 research degrees [when the examination is administered by the central offices], and higher doctorates;

and in such other cases as may be agreed between the Collegiate Council and a College.

DIPLOMAS FOR DEGREES AND OTHER AWARDS

9. Except as provided in paragraph 10, a diploma shall be issued under the Seal of the University to those who have been awarded a degree or other award of the University of London. In the case of a Student registered at a College the diploma shall state the name of the College conferring the degree or other award or on behalf of which the Vice-Chancellor is authorised to confer the degree or other award, the title of the award and the classification or other distinction where appropriate and shall carry the signatures of the Head of College and the Vice-Chancellor.
10. In the case of a degree awarded jointly by a College and an institution outside the University in accordance with paragraph 11 below, a diploma in the names of the institutions who have jointly awarded the degree shall be issued, the form of the diploma to be agreed by the institutions and approved by the Vice-Chancellor.

JOINT DEGREES, VALIDATION, FRANCHISING AND DISTANCE LEARNING

11. A College awarding a degree jointly with an institution other than another College of the University shall do so in accordance with its procedures, and shall notify the Vice-Chancellor of the University of such joint degrees as have been approved. The Vice-Chancellor shall inform the Collegiate Council of any notifications received.
12. Except in the case of the Foundation degree, a College shall seek approval from the Collegiate Council before entering into a validation or franchising agreement beyond a foundation year (year nought). In this context validation is defined as the process whereby the University judges a programme of study designed and offered by an external organisation (e.g. Colleges which do not award degrees, an overseas institution, or a commercial/industrial establishment) as being appropriate to lead to an award of the validating institution. In this arrangement the overall responsibility resides with the validator. Franchising is defined as the process whereby whole programmes or substantial parts of programmes or discrete parts of programmes of one institution are delivered in another institution with the overall responsibility for the quality of a programme and the assessment of the student residing with the franchiser institution.
13. Where a College proposes to offer a degree (other than a Foundation degree or a research degree) or another award of the University by distance learning, which is not offered under the direction of the Board of the University of London International Academy it shall so notify the Collegiate Council, and shall provide such supporting details as may be required by the Collegiate Council, but with particular regard to the requirement that a majority of the examiners involved in the assessment of candidates for the award in question shall be members of the academic staff of Colleges and Central Academic Bodies within the University of London. In this context, distance learning includes materials-based learning, programme components delivered by travelling teachers, learning supported locally, learning supported from the providing institution remotely from the student.
14. A College awarding a Foundation degree may, provided that all the other requirements of these Regulations are satisfied, authorise that a programme which it has approved for

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that degree be delivered in conjunction with other institutions and organisations. In that case the College shall satisfy itself that it, in conjunction with the partner institution(s) and organisation(s), meets and will continue for the duration of the programme to meet, the relevant aspects of the Quality Assurance Agency's (QAA) *Academic Infrastructure*⁵.

REVOCATION OF DEGREES AND OTHER AWARDS

15. Each College is authorised to revoke degrees and other awards of the University in accordance with its own procedures, except in the following instances when reference to the procedures is not required:
 - 15.1 instances of administrative error in an award made under the appropriate quality assurance procedures, or
 - 15.2 instances where subsequent to award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.
16. On behalf of the Collegiate Council the Vice-Chancellor may revoke any degree, diploma or certificate of the University of London and all associated privileges.
17. The Vice-Chancellor is authorised to revoke an award only after the Procedure approved by the Collegiate Council for consideration of allegations of irregularity in the events or circumstances leading to the grant of that award has been followed, except in the following instances when reference to the Procedure is not required:
 - 17.1 instances of administrative error in an award made under the appropriate quality assurance procedures, or
 - 17.2 instances where subsequent to award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.

SECTION C: REQUIREMENTS FOR UNIVERSITY OF LONDON DEGREES AND OTHER AWARDS

PROGRAMMES OF STUDY

18. Programmes of study leading to the degrees, diplomas and certificates of the University, which meet the requirements specified below, may be offered by any College of the University as listed in Appendix 1 to the Statutes and also through the Central Academic Bodies.

REQUIREMENTS FOR DEGREES AND OTHER AWARDS

19. All awards should have regard to the provisions of the QAA's *Academic Infrastructure* and meet the following requirements specified for University of London degrees, diplomas and certificates:

⁵ The *Academic Infrastructure* consists of: (a) Code of Practice for the assurance of academic quality and standards in higher education; (b) frameworks for higher education qualifications in England, Wales and Northern Ireland, and in Scotland; (c) subject benchmark statements; (d) programme specifications; and (e) progress files.

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Foundation Degrees (Intermediate Level)

All Foundation Degrees

20. An academically coherent programme of study, followed over a period of time, equivalent to two years full-time, which is designed to ensure:
 - 20.1 a critical understanding of the concepts and principles of the area of study and the way in which these have developed;
 - 20.2 a knowledge of the main methods of enquiry in the area of study and an ability to evaluate their application;
 - 20.3 an ability to apply underlying concepts and principles within a wider context; and
 - 20.4 the acquisition of skills relevant to employment.
21. The achievement of a satisfactory overall standard of assessment which would assess the student's:
 - 21.1 command of an appropriate body of skills and knowledge;
 - 21.2 ability to use a range of techniques to analyse information and propose solutions to problems, especially within a work context;
 - 21.3 ability to communicate effectively information, arguments and analysis;
 - 21.4 ability to progress to the final stage of an appropriate first degree course awarded with honours either directly or, where the nature of the programme for the Foundation degree and/or the first degree makes it appropriate, after further bridging study;
 - 21.5 ability to undertake further training to develop existing knowledge and skills.

First Degrees: Honours Degrees (Honours "H" level)

All First Degrees

22. An academically coherent programme of study, followed over a period of time equivalent to three years full-time⁶, or longer where appropriate to the degree and/or subject concerned, which is designed to ensure:
 - 22.1 academic progress in terms of depth of study;
 - 22.2 ability to study at an advanced level, to assimilate, assess, interpret and apply information and to communicate effectively;
23. the achievement of a satisfactory overall standard in a scheme of assessment which tests the student's:
 - 23.1 command of an appropriate body of knowledge and skills;

⁶ Includes the degrees of Intercolated Bachelor of Science and Bachelor of Medical Science where a one-year course of study builds on a two-year course of basic medical sciences at the University of London or another university in the UK, EU or EFTA.

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- 23.2 familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
- 23.3 capacity for independent and critical thought.
24. schemes for the award of Honours for first degrees, where relevant, which shall have regard to:
- 24.1 the levels of achievement (in descriptive rather than numerical terms) required to meet the following broad criteria:
- | | |
|--------|--------------------|
| First: | Excellent |
| Ili: | Very Good |
| Ilii: | Good |
| III: | Adequate |
| Pass: | Minimum acceptable |

Additional requirements for some H level first degrees are as follows:

Bachelor of Dental Surgery; Bachelor of Medicine; Bachelor of Surgery; Bachelor of Pharmacy⁷; Bachelor of Veterinary Medicine; First Degrees in Health Sciences which are regulated by Act of Parliament

25. These degrees shall be taught in accordance with curricula that meet the requirements of the relevant Registering Body (General Dental Council, General Medical Council, Royal Pharmaceutical Society of Great Britain, Royal College of Veterinary Surgeons and Council for Professions Supplementary to Medicine). BDS, MB BS and BVetMed degree programmes shall involve not less than 56 months of full-time study, at least the final 33 months of which shall have been undertaken while registered at a College of the University of London except (a) in the case of BDS and MB BS degree courses which are integrated into a combined programme with a BSc or BMedSci degree and a PhD degree, when the overall length of the combined programme shall not be less than 93 months of which the final 57 months must be spent at a College of the University of London; and (b) in the case of the Accelerated Graduate Entry Programme for the degrees of MBBS, BVetMed and BDS, when the overall length of the programme shall be not less than 45 months, of which the final 33 months must be spent at a College of the University of London.

Bachelor of Engineering

26. The programme of study shall give emphasis to preparation for professional practice. It shall provide the necessary understanding of the scientific basis of engineering and include a substantial engineering applications component as an integrated part of the course, together with some appreciation of the industrial and business environment (ie enhanced courses in Engineering Council terms).

First Degrees: Integrated Masters Degrees (Honours "M" level)

27. The general requirements for first degrees (set out in paragraphs 22 and 23 above).

⁷ Final registrations in 1996.

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Additional requirements for some M level first degrees are as follows:

Master in Science

28. The programme of study shall be followed over a period of time equivalent to four years full-time. It shall include a major project and provide a sound basis for a subsequent scientific or technically-based career or research.

Master of Engineering

29. The programme of study shall be followed over a period of time equivalent to four years full-time, of which not less than three academic years and two terms shall be full-time College-based study (which may include a year at another institution of university status), and shall satisfy one or more of the following requirements:

- 29.1 provide for study of a particular engineering discipline in greater depth than the Bachelor of Engineering;
- 29.2 provide for multi-disciplinary study of a range of engineering disciplines;
- 29.3 provide for study of a particular engineering discipline in depth and incorporate a significant proportion of industrial and business studies as an integral part of the curriculum;

together with all the following requirements:

- 29.4 include the teaching of design through the use of project work and case studies, preferably in an industrial context;
- 29.5 include a major project;
- 29.6 demand a level of study and attainment which is equivalent to that required for a Postgraduate Taught Degree in this University.

Master of Pharmacy

30. The programme of study, taught in accordance with curricula that meet the requirements of the Royal Pharmaceutical Society of Great Britain, shall be followed over a period equivalent to four academic years full-time and shall provide for the study of two or more elective disciplines and shall include a major research project.

Postgraduate Taught Degrees

All Postgraduate Taught Degrees

31. A prescribed programme of study beyond the standard first degree level which assumes the general level of educational competence implicit in the award of a first degree and which extends over a period equivalent to a minimum of one calendar year full-time⁸.
32. A satisfactory overall standard in a scheme of assessment appropriate to the Master's course concerned.

⁸ For degree programmes introduced after October 1991.

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Additional requirements for some postgraduate taught degrees are as follows:

Master of Architecture

33. The assessment shall be by design portfolio and accompanying written report. The portfolio shall include the full development and resolution of at least one architectural and design project.

Master of Clinical Dentistry

34. A prescribed programme of study of a minimum of two calendar years full-time or its equivalent in part-time study.
35. The programme of study shall include academic and clinical elements, the latter element providing a major component towards specialist training in a designated clinical dental discipline.

Master of Fine Art

36. A prescribed programme of study of two academic years full-time or its equivalent in part-time study.
37. The emphasis of the programme of study for the degree shall be on the creative and intellectual development of the individual student artist. The programme of study shall include:
 - 37.1 studio-based seminars addressing issues of current relevance to studio work and to wider critical debates; and
 - 37.2 independent research relating to the studio work.
38. Assessment shall be by means of public presentation of studio work, seminar presentation and the submission of a critical study.

Master of Public Health

39. During the programme of study a student must work as a public health professional in an international, national or local government agency, in a non-governmental or charitable organisation concerned with public health, or in a community or public health environment, or in a university department concerned with community or public health.

Master of Research

40. The programme of study shall:
 - 40.1 be a free-standing and formally examined prescribed course of full-time study beyond the bachelor's degree level of at least one calendar year or its equivalent in part-time study; and
 - 40.2 provide a structured and progressive research training programme which is an adequate foundation for doctoral study or a research career in industry or the public sector; and include
 - 40.3 a grounding in research techniques relevant to the broad disciplinary area;

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- 40.4 significant research component, which enables the student to demonstrate initiative and creativity and is assessed by means of a written report;
- 40.5 elements designed to broaden students' experiences by equipping them with a range of transferable skills.

Master of Teaching

- 41. A prescribed programme of study between two and three calendar years in part-time study.
- 42. The emphasis of the programme of study shall be on the intellectual and professional development of new entrants to the teaching profession.
- 43. Assessment shall be by means of professional development portfolios, on which candidates shall be examined *viva voce*, research and practice-focussed assignments, and a report or a dissertation.

Master of Public Administration

- 44. A prescribed programme of study of 21 months full-time or the equivalent in part-time study.
- 45. The programme of study combines rigorous academic development with strong practical applications in individual and group-based work, and excellent contact with governmental and international organisations.

Graduate Diploma/Diploma for Graduates

- 46. Graduate Diplomas/Diplomas for Graduates are normally the equivalent of one year of full-time study. Both the Graduate Diplomas/Diplomas for Graduates are at "H" level.

Postgraduate Certificates

- 47. Postgraduate Certificates are normally the equivalent of a minimum of one-third of a calendar year of full-time study.

Postgraduate Diplomas

- 48. Postgraduate Diplomas are normally the equivalent of a minimum of two-thirds of a calendar year of full-time study.

Postgraduate or Professional Graduate Certificate in Education

- 49. The Professional Graduate Certificate in Education is at "H" level, and the Postgraduate Certificate in Education is at "M" level.

M level Research Degrees

Master of Philosophy

- 50. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
- 51. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study, and the

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length shall not, other than in the most exceptional circumstances, exceed 60,000 words.

52. The thesis shall:

52.1 consist of the candidate's own account of his/her investigations;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

52.2 be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;

52.3 be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

52.4 give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and

52.5 be written in English and the literary presentation shall be satisfactory, although the College/School of Advanced Study at which the candidate is or will be registered may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally 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.

52.6 In certain specified fields other forms of material may be required to be submitted for assessment in addition to the thesis.

Master in Philosophical Studies

53. The minimum period of study shall be two calendar years full-time or its equivalent in part-time study.

54. The programme of study shall provide students with advanced knowledge of three areas of the relevant discipline, include sustained research on a single topic presented in the form of a thesis, and include a research training for doctoral study. The programme of study shall:

54.1 provide a progressive research training which is an adequate foundation for doctoral study;

54.2 include supervised research of three independent areas of the relevant discipline

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assessed by essays or written papers that demonstrate advanced knowledge and depth of understanding of those areas;

- 54.3 include a substantial research component in the form of a thesis that shall not exceed 30,000 words. Assessment of the submitted thesis shall include an oral examination.
- 55. The thesis shall:
 - 55.1 consist of the candidate's own account of his/her investigations;
 - 55.2 be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been thoroughly surveyed;
 - 55.3 be an integrated whole and present a coherent argument;
 - 55.4 give a critical assessment of the relevant literature, present the findings of research and include a discussion on those findings; and
 - 55.5 be written in English and the literary presentation shall be satisfactory.

Doctor of Philosophy

- 56. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
- 57. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.
- 58. The thesis shall:
 - 58.1 consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; and

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
 - 58.2 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; and
 - 58.3 be an integrated whole and present a coherent argument; and

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.]

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

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Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- 58.4 give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field; and
- 58.5 be written in English and the literary presentation shall be satisfactory, although the College/School of Advanced Study at which the candidate is or will be registered may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally 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; and
- 58.6 demonstrate research skills relevant to the thesis being presented; and
- 58.7 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).
- 58.8 In certain specified fields other forms of material may be required to be submitted in addition to the thesis.

Specialist Doctorates

59. A programme of study and examination for the degree of *Doctor in ----* shall satisfy the following requirements⁹:
 - 59.1 the aims and objectives of the programme shall be such that it will provide an education at an intellectual level equivalent to that required for the PhD;
 - 59.2 the programme of study shall extend over a period of at least three¹⁰ years' full-time study or the part time equivalent;
 - 59.3 the programme shall include a substantial research component which is of a nature appropriate to the discipline concerned on which the final examination contributing to the award of the degree will be based (see also 59.4 and 59.7);
 - 59.4 the results of the research shall be presented in the form of a thesis¹¹ which makes a distinct contribution to the knowledge of the subject and affords

⁹ Provision may be made for a reduced programme of study for students registered for the Doctorate in Clinical Psychology who have successfully completed a three-year full-time programme or part-time equivalent for a master's degree in Clinical Psychology of this or another university in the United Kingdom, with the proviso that the reduced programme of study extends over a minimum of 18 months full-time or three years part-time.

¹⁰ For a Doctorate in Clinical Medicine the Degree Regulations may provide for a minimum period of two years' full-time study or the part-time equivalent.

¹¹ For a Doctorate in Clinical Medicine or in Engineering the degree regulations may provide for the results of the research to be presented in the form of a portfolio rather than a thesis, but the other provisions of paragraph 59.4 shall apply.

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evidence of originality shown by the discovery of new facts and/or the exercise of independent critical power. The minimum length of the thesis shall be not less than 25,000 words and be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;

- 59.5 the programme shall include elements of a practical/work-related/professional nature and formally taught elements appropriate to support its academic objectives;
- 59.6 the elements listed at 59.5 shall be assessed by methods and at an intellectual level and at a time appropriate to the programme. Such assessment shall involve at least one examiner external to the University;
- 59.7 the final examination contributing to the award of the degree shall be designed (i) to test the thesis against the stated requirements (see 59.4 above) **and** (ii) to test the candidate's conceptual understanding of the integration of all elements of the course and their related assessment;
- 59.8 the final examination shall include an oral examination of each candidate conducted by at least two examiners, one of whom shall be external to the University.

Doctor of Medicine, Master of Surgery, Master of Dental Surgery and Doctor of Veterinary Medicine *¹²

- 60. The requirements are as indicated in the Regulations for the degrees of MD, MS, MDS and DVetMed and included in the Regulations for Internal Students 1994-95 made under previous Statutes.

Doctor of Medicine (Research)

- 61. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
- 62. The emphasis of the programme of study will be on the development in the individual student of:
 - 62.1 the ability to recognise and validate problems;
 - 62.2 original, independent and critical thinking and the ability to develop theoretical concepts;
 - 62.3 a knowledge of recent advances within the field in related areas;
 - 62.4 an understanding of research methodologies and techniques and their appropriate application within the research field;
 - 62.5 the ability to analyse critically and evaluate the research findings and those of others; and
 - 62.6 an ability to summarise, document, report and reflect on progress.

¹² Degrees in the categories marked * will continue to be subject to regulations made under previous Statutes and to award on a federal basis. Registration for the MD, MS and MDS Degrees ceased on 30 August 2005.

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62.7 Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 50,000 words.

63. The thesis shall:

63.1 consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; and

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

63.2 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; and

63.3 be an integrated whole and present a coherent argument; and

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

63.4 give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field; and

63.5 be written in English and the literary presentation shall be satisfactory;

63.6 demonstrate research skills relevant to the thesis being presented; and

63.7 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).

ACADEMIC DRESS

64. The Regulations on Academic Dress are at Annex 1.

65. The Regulations may provide for degrees which were previously awarded by the University but have been discontinued.

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SECTION D: ACADEMIC STANDARDS AND QUALITY ASSURANCE

ACADEMIC STANDARDS

66. Each College shall be responsible for the University of London degrees/diplomas/certificates awarded to its Students and shall share with the other Colleges a collective responsibility for maintaining the standard of the University of London degree/diploma/certificate wherever awarded.

QUALITY ASSURANCE

67. Each College shall put in place academic quality assurance procedures which shall be approved in accordance with arrangements made by its governing body.
68. The Collegiate Council will be responsible for the approval of appropriate academic quality assurance procedures for degree programmes organised on a federal basis and for degree, diploma and certificate programmes offered at the University of London Institute in Paris; the School of Advanced Study; and through the University of London International Academy. These procedures shall have regard to the provisions of the Quality Assurance Agency's *Academic Infrastructure*.
69. A College shall provide annually unless otherwise specified, to the Collegiate Council:
- 69.1 Its academic quality assurance procedures and degree regulations (as and when amended);
 - 69.2 a list of the programmes of study offered for each of the degrees it awards;
 - 69.3 a list of the general areas of research available for specialist doctorates and degrees of MPhil, PhD and MD(Res);
 - 69.4 lists of candidates to whom the College has awarded degrees and details of any revocation of the said awards;
 - 69.5 reports and communications received during the year from the Quality Assurance Agency following its reviews and the College's response(s) to these (to be provided as soon as available);
 - 69.6 an annual report on foundation, first and postgraduate taught degrees and diplomas of the University to inform the University Quality Overview Report and to include the following information, with examples of good practice highlighted:
 - 69.6.1 an indication of where the College procedures for the consideration of and action on the reports of External and Intercollegiate Examiners are to be found, electronically and/or in hard copy, together with a statement of any changes made to the procedures since the last annual report exercise and the reasons for such changes;
 - 69.6.2 the number of reports requested and received from External and Intercollegiate Examiners tabulated by level of award (i.e. foundation, first, taught postgraduate etc), together with a confirmatory statement that all examination boards had had the input of at least one External Examiner, that no External Examiner had failed to confirm the appropriateness of standards or sector comparability of student performance in respect of the awards at each level, and that no External Examiner had failed to confirm the appropriateness and due conduct of the processes for assessment, examination and the determination of

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awards (with any such failure being stated here and fully reported on under 69.6.3 below);

- 69.6.3 a summary report of issues raised by External and Intercollegiate Examiners deemed to be sufficiently significant to merit attention at College level together with an indication of the action determined by the College to address the identified issues and with examples of good practice noted by External and Intercollegiate Examiners;
 - 69.6.4 summary information on College procedures and developments in train in respect of a particular activity related to quality assurance and enhancement and/or the regulation of awards as specified on a year by year basis by the Collegiate Council and/or the Academic Quality Advisory Committee, with examples of good practice in the specified activity highlighted;
 - 69.6.5 degree award statistics presented and analysed as specified on a year by year basis by the Collegiate Council and/or Academic Quality Advisory Committee.
- 69.7 an annual report on Specialist Doctorates and the degrees of MPhil, PhD, MPhilStud and MD(Res) to include the following information and with examples of good practice highlighted:
- 69.7.1 College procedures for consideration of and taking action on the Joint Reports of Examiners of individual candidates for the degrees;
 - 69.7.2 College quality assurance procedures in respect of a particular activity in relation to research degrees (to be specified annually by the Research Degrees Committee);
 - 69.7.3 statistics on the examinations.

And these shall be available to any other College of the University.

Matters to be Included in Quality Assurance Procedures

70. The quality assurance procedures of the Colleges and the Collegiate Council shall have regard to the provisions of the Quality Assurance Agency's *Academic Infrastructure* and shall *include* procedures for:

Foundation, First and Postgraduate Taught Degrees, Diplomas and Certificates

- 70.1 the formal award of the degree, diploma or certificate to candidates who have satisfied the examiners in the examination and satisfied all other requirements for the degree, diploma or certificate and revocation of the said awards;
- 70.2 where applicable, the award of degrees jointly with an institution outside the University. Such procedures must ensure that consideration is given to the status and standing of the partner institution; the rationale for the introduction of the degree; the quality assurance arrangements; and the logistical and administrative arrangements for the organisation of the course and students, including the design, production, security and issue of an appropriate degree diploma.

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Degrees of Master of Philosophy, Doctor of Philosophy, and Doctor of Medicine (Research)

- 70.3 the appointment of examiners for the degrees of MPhil, PhD and MD(Res), and for the thesis for a specialist doctorate, such procedures to provide:
 - 70.3.1 for appointments to be made by a properly constituted body, outside the department/unit in which the student has studied;
 - 70.3.3 for the independence, expertise and relevant experience of the examiners considered for appointment to be properly considered;
- 70.4 the formal award of the degree to candidates who have satisfied the examiners in the examination and satisfied all other requirements for the degree and revocation of the said awards.
- 70.5 where applicable, the award of degrees jointly with an institution outside the University. Such procedures must ensure that consideration is given to the status and standing of the partner institution; the rationale for the introduction of the degree; the quality assurance arrangements; and the logistical and administrative arrangements for the organisation of the course and students, including the design, production, security and issue of an appropriate degree diploma.

Degree of Master in Philosophical Studies

- 70.6 the relevant elements of the procedures for first and postgraduate taught degrees and for the MPhil and PhD degrees.

Specialist Doctorates

- 70.7 the relevant elements of the procedures for first and postgraduate taught degrees and for MPhil and PhD degrees.

ACCREDITATION OF PRIOR LEARNING

- 71. The Collegiate Council, through the Central Academic Bodies, and Colleges shall make the provisions for studies already successfully undertaken and/or awards already achieved in the University of London or elsewhere by a student to count towards a University of London degree or diploma, such provisions to ensure:
 - 71.1 that the academic requirements for that degree or diploma can be satisfied and verified by the relevant University or College body responsible for the award of that degree or diploma;
 - 71.2 that the range, quality and currency of the previous study and/or of a previous award, and its coherence with the studies to be undertaken, will be taken into account in awarding credit and/or granting exemptions to individual students;
 - 71.3 that the minimum period of registration and study with the University or in the College shall be not less than one third of the normal period of full-time or part-time study prescribed for the programme concerned, except that in the case of post-registration programmes in Nursing and Midwifery the minimum period of registration and study may be not less than one quarter of the normal period of full-time or part-time study prescribed for the programme;

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- 71.4 that the assessment undertaken by a student shall in all cases include assessment at the final level of the award;
- 71.5 the provisions for credit for study and assessment undertaken by University of London Students at other institutions during their period of registration for a University of London Degree or Diploma, such provisions to ensure that at least one third of the programme and assessment is undertaken in the College and that this includes the final stage of the programme and assessment.

EXAMINERS' REPORTS ON RESEARCH DEGREES

72. The Collegiate Council may call for the documents relating to the examination for and award of the degrees of MPhilStud, MPhil, PhD, MD(Res) and Specialist Doctorates (including the reports of Examiners on individual candidates) and seek such assurances as may be appropriate.

REVIEW

73. The Collegiate Council may review the information contained in the documentation to which reference is made in Section D of this Regulation and may, where it deems it appropriate seek assurance from a College that any apparently unresolved issue identified has been resolved, on the understanding that any remedial action is the responsibility of the College.

SECTION E: REGULATIONS FOR DEGREES AND OTHER AWARDS

Matters to be Included in Degree Regulations

74. Each College shall make regulations for the foundation degrees, first degrees, postgraduate taught degrees, diplomas, certificates and specialist doctorates listed in Section A for which it provides programmes of study.
75. Each College may make regulations for the degrees of Master in Philosophical Studies, Master and Doctor of Philosophy, and of Doctor of Medicine (Research).
76. Regulations for degrees organised on a federal basis¹³ and for degree, diploma and certificate programmes offered by the University of London Institute in Paris; the School of Advanced Study; and through the University of London International Academy shall be made by the Collegiate Council or in accordance with procedures agreed by the Collegiate Council.
77. The Collegiate Council shall, for so long as Colleges so require, make regulations for the degrees of Master in Philosophical Studies, Master and Doctor of Philosophy, and of Doctor of Medicine (Research) which shall apply to College-based awards, where it is so indicated in the College's own regulations. These regulations shall apply to Students at the University of London Institute in Paris; and the School of Advanced Study and, subject to such modifications as are appropriate, to International Academy students.
78. In making regulations regard shall be had to the relevant provisions of the Quality Assurance Agency's *Academic Infrastructure*. In the case of regulations made by the Collegiate Council, these matters shall be interpreted to reflect the location and status of

¹³ That is, where the candidates may be drawn from several Colleges and for which the arrangements have the agreement of the relevant Colleges and there is a single Board of Examiners.

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the students to whom these regulations apply. Regulations shall also cover the matters listed below in respect of the Degrees of Master in Philosophical Studies, Master and Doctor of Philosophy, and Doctor of Medicine (Research).

For the Degrees of Master of Philosophy, Doctor of Philosophy, and Doctor of Medicine (Research)

79. The conditions for admission and registration for the MPhil, PhD and MD(Res) degrees which shall:
- 79.1 include a normal minimum entrance requirement equivalent to an upper second class honours degree of a UK university;
 - 79.2 specify that a Student intending to proceed to the PhD should normally register initially for the MPhil and, if appropriate, the circumstances in which immediate registration for the PhD may be permitted;
 - 79.3 require a minimum period of registration of two calendar years for the MPhil, PhD and MD(Res) and, where 'off-campus' or distance learning arrangements are permitted, stipulate the conditions that must be satisfied in order for such permission to be granted;
80. The requirements of the thesis as specified in paragraphs 50-52, 56-58 and 61-63 above, including, where appropriate, specifying a maximum length of fewer than 50,000 words for the MD(Res) degree, 60,000 words for the MPhil degree and 100,000 words for the PhD degree for particular subject areas;
81. The requirement that two, or exceptionally three, examiners be appointed for each candidate for the MPhil, PhD or MD(Res) degree and that:
- 81.1 the examiners be expert in the field of the thesis and able to make an independent assessment of the Student;
 - 81.2 at least one of the examiners must be external to the University of London (that is, not only external to the candidate's College);
 - 81.3 one examiner shall be normally from a College of the University;
 - 81.4 the candidate's supervisor/adviser shall not be an examiner;
82. Provisions relating to the conduct of the examination which shall include:
- 82.1 a requirement for examiners to prepare independent preliminary written reports on the thesis prior to the oral examination;
 - 82.2 a requirement for the examiners, after reading the thesis, to examine the candidate orally, other than in the circumstances specified in paragraphs 82.4.3, 82.4.4 and 82.4.6 below; and for the examiners to have discretion to examine the candidate in addition by written papers and/or practical examination on the subject of the thesis and on subjects relevant thereto;
 - 82.3 a requirement for the oral examination to be conducted normally in private with only the examiners, the candidate and, subject to the candidate's agreement, the supervisor/adviser, present;
 - 82.4 provision for the examiners to determine the result of the examination as follows:

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- 82.4.1 if the thesis is adequate 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 PhD, MD(Res) or MPhil;
- 82.4.2 if the thesis is otherwise adequate 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;
- 82.4.3 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 for the PhD or MD(Res) degree or within 12 months for the MPhil degree. 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 the re-presentation of the thesis, a candidate who under this regulation has been permitted to re-present it in a revised form;
- 82.4.4 if the thesis is adequate but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction therewith, 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 a candidate from taking a further oral examination;
- 82.4.5 if the thesis is adequate, 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 for the PhD or MD(Res) degree or 12 months for the MPhil degree;
- 82.4.6 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, nor, for the PhD degree, before considering whether the candidate, although failing to satisfy the requirements for the award of the PhD degree, does or might be able to satisfy the requirements for the award of the MPhil degree;
- 82.5 a requirement for the examiners to provide a detailed and reasoned statement of their judgement of the candidate's performance and for the decision they have reached, and for this report to be available to the candidate for his/her personal information;
- 82.6 a requirement that where the examiners have indicated that the candidate does or might be able to satisfy the requirements for the award of the MPhil degree they shall submit a report which demonstrates either:
- 82.6.1 how the requirements for the MPhil degree are satisfied, or

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82.6.2 what action would need to be taken in order for these requirements to be satisfied¹⁴;

83. the requirement that a thesis shall normally be placed in the public domain¹⁵ immediately after the award of the degree, and that any exceptions to this normal requirement shall be made only on the grounds of commercial exploitation or patenting or in very exceptional circumstances and shall be granted for a maximum period of two years;
84. for students registered for a course of study leading to the award of a PhD degree jointly with an institution outside the University, where the latter is the lead institution, provision may be made for variation of the requirements of paragraphs 82 and 83 above and paragraphs 88 and 89 below to enable the students to be examined in accordance with the procedures of the lead institution.

For the Degree of MPhilStud

85. the relevant elements of the specifications listed for first degrees and postgraduate taught degrees and those for research degrees;

For Specialist Doctorates

86. the relevant elements of the specifications listed for first degrees and postgraduate taught degrees and those for research degrees;
87. provision for a reduced programme of study for students registered for the Doctorate in Clinical Psychology who have successfully completed a three-year full-time programme or part-time equivalent for a master's degree in Clinical Psychology of this or another university in the United Kingdom, with the proviso that the reduced programme of study extends over a minimum of 18 months full-time or three years part-time.

Appeals by Candidates for Specialist Doctorates and Research Degrees

88. The Collegiate Council shall prescribe procedures for the consideration of appeals by candidates for specialist doctorates and research degrees for candidates whose examinations are administered by the central offices, except where the College has determined that such appeals shall be administered by the College in accordance with the procedures it has made under paragraph 89 below.
89. A College shall prescribe and operate its own procedures for candidates registered by the College for specialist doctorates and research degrees and for whom it administers the degrees and the examinations and shall have regard to those prescribed by the Collegiate Council under paragraph 88 above.

Examination Offences

90. Procedures for the consideration of allegations of examination offence by candidates who are registered for degree programmes offered at the University of London Institute

¹⁴ In reporting they shall have regard to the different normal maximum lengths of the thesis for the PhD and MPhil degrees but shall have discretion to waive the thesis length for the MPhil degree if appropriate.

¹⁵ Provided that where, in the opinion of the College of registration, the thesis includes material that is of significance for national security, arrangements may be made, with the agreement of the graduate concerned, so that copies of the thesis placed in the public domain may have certain parts excised from them; in such cases the copies of the thesis placed in the public domain shall include an accompanying statement indicating by whom and at what location the full thesis on which the award was made may be consulted.

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in Paris; the School of Advanced Study; and through the University of London International Academy, shall be prescribed by the Collegiate Council or in accordance with procedures agreed by the Collegiate Council.

91. Each College shall prescribe and operate its own procedures for the consideration of allegations of examination offence by candidates registered by the College under its Degree Regulations. The procedures shall be included in its Degree Regulations.

Special Examination Arrangements

92. The Collegiate Council shall prescribe procedures for the consideration of special examination arrangements for reasons of disability for individual candidates who are registered for degree programmes offered at the University of London Institute in Paris; the School of Advanced Study; and through the University of London International Academy.
93. A College shall prescribe and operate its own procedures for candidates registered by the College under its Degree Regulations. The procedures shall be included in its Degree Regulations and shall have regard to those prescribed by the Collegiate Council under paragraph 91 above.

SECTION F: TRANSITIONAL PROVISIONS

94. Until such time as Colleges assume responsibility for the remaining activities undertaken by the Academic Office on their behalf, the Collegiate Council shall continue to prescribe procedures as indicated in the Annexes to these Regulations. Subject specialists will be required to sit on any panels and committees established under these procedures. Therefore, the names of members of the Subject Area Boards, Subject Panels and Specialist Groups as at 31 July 2008, will be retained on a Subject Specialist List held by the Head of the Academic Office. Membership of the required panels and committees will be drawn from the list as and when needed in accordance with provisions of the procedures.

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REGULATIONS ON ACADEMIC DRESS

THE HOOD

- 1 All hoods shall be of the full shape, with rounded corners to the cape.

Foundation Degrees

2. The Hood shall be of black stuff bound around the cowl with one inch of Russet brown silk for the Foundation Degree in Arts (FdA), and with one inch of gold silk for the Foundation Degree in Science (FdSc).

First Degrees

3. For those awarded the following degrees, the hood shall be of black silk or stuff fully lined with white silk. The cowl shall be faced inside for three inches and edged on the outside with three-eighths of an inch of silk of the colour indicated below. The neckband of the hood shall be similarly edged.

Bachelor of Arts (BA)	Russet brown
Bachelor of Dental Surgery (BDS)	Olive green ¹
Bachelor of Divinity (BD)	Sarum red
Bachelor of Education (BEd)	Eau-de-nil green
Bachelor of Engineering (BEng)	Turquoise
Bachelor of Laws (LLB)	Blue
Bachelor of Medicine and Bachelor of Surgery (MB,BS)	Violet
Bachelor of Pharmacy (BPharm)	Old gold
Bachelor of Science (BSc)	Gold
Bachelor of Science (Economics) (BSc(Econ))	Gold
Bachelor of Science (Engineering) (BSc(Eng))	Gold
Bachelor of Veterinary Medicine (BVetMed)	Lilac
Bachelor of Commerce (BCom)²	Deep orange
Bachelor of Humanities (BH)²	Pale pink
Bachelor of Medical Science (BMedSci)	Black silk or stuff
faced and edged as for the MB,BS but with one inch of gold (science) ribbon laid in the centre of the violet so as to show one inch of violet on either side	
Bachelor of Music (BMus)	Light blue corded silk
faced inside the cowl for three inches and edged on the outside and on the neckband with three-eighths of an inch of white watered silk	

For all bachelors' degrees introduced in and after September 1994: the hood shall be of black silk or stuff fully lined with white silk. The cowl shall be faced inside for three inches and edged on the outside with three-eighths of an inch of silver grey silk. The neckband of the hood shall be similarly edged.

Master in Science (MSci): Black corded silk fully lined and the cowl, cape and neckband edged with three-eighths of an inch of gold silk.

Master of Engineering (MEng): Black corded silk fully lined and the cowl, cape and neckband edged with three-eighths of an inch of turquoise silk.

¹ Olive green *corded* silk.

² No longer awarded.

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Master of Pharmacy (MPharm): Black corded silk fully lined and the cowl, cape and neckband edged with three-eighths of an inch of old gold silk.

For all other first degrees which lead to the award of a Master's degree introduced in and after September 1994: the hood shall be of black corded silk, fully lined and the cowl, cape and neckband edged with three-eighths of an inch of silver grey silk.

Postgraduate Taught Degrees

4. The hood shall be of black corded silk fully lined and edged on cowl, cape and neckband for three-eighths of an inch with silk of the colour indicated below:

Master of Architecture (MArch)	Silver grey
Master of Arts (MA)	Russet brown
Master of Business Administration (MBA)	Fawn
Master of Clinical Dentistry (MClinDent)	Silver grey
Master of Education (MEd)	Eau-de-nil green
Master of Fine Art (MFA)	Silver grey
Master of Laws (LLM)	Blue
Master of Pharmacy (MPharm)³	Old gold
Master of Public Administration (MPA)	Fawn
Master of Research (MRes)	Silver grey
Master of Science (MSc)	Gold
Master of Theology (MTh)	Sarum red
Master of Veterinary Medicine (MVetMed)	Lilac
Master of Commerce (MCom)³	Deep orange
Master of Music (MMus):	The hood shall be of medium blue corded silk, fully lined and edged on cowl, cape and neckband for three-eighths of an inch with white watered silk

For all other postgraduate taught degrees introduced in and after September 1994: the hood shall be of black corded silk, fully lined and edged on cowl, cape and neckband for three-eighths of an inch with silver grey silk.

Specialist Doctorates

5. **For specialist doctorates listed below:** the hood shall be of claret cloth, fully lined with ruby silk.

Doctor in Clinical Medicine (DrClinMed)
Doctor in Clinical Psychology (DClinPsy)
Doctor in Education (EdD)
Doctor in Educational Psychology (DEdPsy)
Doctor in Engineering (EngD)
Doctor in Health Care (DHC)
Doctor in Ministry (DMin)
Doctor in Professional Studies (DrPS)
Doctor in Psychotherapy (DPsychotherapy)
Doctor in Public Health (DrPH)

Research Degrees

6. The hoods for the following degrees shall be:

³ No longer awarded.

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Doctor of Medicine (MD) and Doctor of Medicine (Research) (MD(Res)): Scarlet cloth fully lined with violet silk.

Doctor of Philosophy (PhD): Claret cloth fully lined with a lighter shade of claret silk. All edges shall be bound with dark blue silk showing one half-inch on each side.

Doctor of Veterinary Medicine (DVetMed): Scarlet cloth fully lined with lilac silk.

Master of Dental Surgery (MDS): Black corded silk fully lined with olive green corded silk and the cape, cowl and neckband edged for three eighths of an inch with olive green corded silk.

Master of Philosophy (MPhil): Black corded silk fully lined with claret silk, and the cape, cowl and neckband bound for three-eighths of an inch with dark blue silk.

Master in Philosophical Studies (MPhilStud): Black corded silk fully lined with claret silk, and the cape, cowl and neckband bound for three-eighths of an inch with dark blue silk.

Master of Surgery (MS): Black corded silk fully lined and the cape, cowl and neckband edged for three-eighths of an inch with violet silk.

Higher Doctorates

7. The hood shall be of scarlet cloth lined with silk of the colour indicated below:

Doctor of Divinity (DD)	Sarum red
Doctor of Laws (LLD)	Blue
Doctor of Literature (DLit)	Russet brown
Doctor of Literature (Education) (DLit(Ed))	Russet brown
Doctor of Music (DMus)	White (watered)
Doctor of Science (DSc)	Gold
Doctor of Science (Economics) (DSc(Econ))	Gold
Doctor of Science (Engineering) (DSc(Eng))	Gold
Doctor of Science (Medicine) (DSc(Med))	Gold
Doctor of Science (Social Sciences) (DSc(SocSc))	Gold

Diplomas and Certificates

8. For holders of **Postgraduate Diplomas, Postgraduate Certificates, the Postgraduate Certificate in Education and Extra-Mural Diplomas, Graduate Diplomas and Diplomas for Graduates:** the hood shall be of black stuff edged around the cowl with a blue, red and white twisted cord. The neckband shall be plain.

THE GOWN

Foundation Degrees

9. Black stuff gown with pointed sleeves, the same shape as for the Cambridge BA except that the forearm of the sleeve shall be closed and gathered up and held in place with a black cord and button on the outside.

First Degrees

10. There shall be three types of gown for first degrees: (i) **Arts/Science**, which shall have pointed sleeves; (ii) **Music/Medicine** which shall have long closed sleeves hollowed out

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in a double ogee curve and a flap collar; and (iii) **Laws**, which shall have squared sleeves and a slit at the back as in a QC's gown.

Bachelor of Arts (BA), Bachelor of Commerce (BCom)⁴, Bachelor of Education (BEd), Bachelor of Engineering (BEng), Bachelor of Humanities (BH)⁴, Bachelor of Science (BSc) and all other first degrees in this category introduced in and after September 1994: the gown shall be of black silk or stuff with pointed sleeves, the same shape as for the Cambridge BA except that the forearm seam of the sleeve shall be closed and gathered up and held in place with a black cord and button on the outside.

Bachelor of Divinity (BD): as above but with a black cord and sarum red button on the yoke of the gown.

Bachelor of Music (BMus), Bachelor of Dental Surgery (BDS), Bachelor of Medicine and Bachelor of Surgery (MB,BS), Bachelor of Medical Science (BMedSci), Bachelor of Pharmacy (BPharm), Bachelor of Veterinary Medicine (BVetMed) and all other first degrees in this category introduced in and after September 1994: the gown shall be of black silk or stuff with a flap collar and long closed sleeves of the same shape as a Cambridge Doctor of Law except that the sleeves shall be hollowed out at the bottom in a double ogee curve.

Bachelor of Laws (LLB): As above except that the sleeve ends shall be squared off and there shall be a slit at the back as in a QC's gown.

Master in Science (MSci), Master of Engineering (MEng): As BA/BSc (see above).

Master of Pharmacy (MPharm): As BPharm (see above).

Postgraduate Taught Degrees

11. The gowns for the following degrees shall be:

Master of Architecture (MArch), Master of Arts (MA), Master of Business Administration (MBA), Master of Clinical Dentistry (MClinDent), Master of Education (MEd), Master of Fine Art (MFA), Master of Research (MRes), Master of Science (MSc) and all other postgraduate taught degrees introduced in and after September 1994: the gown shall be of black stuff or silk with long closed sleeves, the same shape as for the Cambridge MA but with the sharp angle of the ogee curve on the bottom of the sleeve rounded off.

Master of Theology (MTh): as for above with the addition of a black cord and sarum red button on the yoke.

Master of Laws (LLM): as for LLB.

Master of Music (MMus): as for BMus.

Master of Pharmacy (MPharm)⁵: as for BPharm.

Master of Veterinary Medicine (MVetMed): as for BVetMed.

⁴ See footnote 2.

⁵ See footnote 3.

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Specialist Doctorates

12. For the **Doctor in Clinical Medicine (DrClinMed)**, **Doctor in Clinical Psychology (DClinPsy)**, **Doctor in Education (EdD)**, **Doctor in Educational Psychology (DEdPsy)**, **Doctor in Engineering (EngD)**, **Doctor in Health Care (DHC)**, **Doctor in Ministry (DMin)**, **Doctor in Professional Studies (DrPS)**, **Doctor in Psychotherapy (DPsychotherapy)**, **Doctor in Public Health (DrPH)**: the gown shall be of the same shape as that worn by Cambridge Doctors, of claret cloth faced with five inches of, and the sleeves lined with, ruby silk.

Research Degrees

13. The gowns for the following degrees shall be:

For the Doctor of Medicine (MD) and Doctor of Medicine (Research) (MD(Res)): a scarlet cloth gown of the same shape as that worn by Cambridge Doctors, faced with five inches of, and having the sleeves lined with, violet silk.

For the Doctor of Veterinary Medicine (DVetMed): a scarlet cloth gown of the same shape as that worn by Cambridge Doctors, faced with five inches of, and having the sleeves lined with, lilac silk.

For the Doctor of Philosophy (PhD): a claret cloth gown of the same shape as that worn by Cambridge Doctors faced with five inches and having the sleeves lined with a lighter shade of claret silk. In addition the outside edge of the facings shall be bound, to show one inch of dark blue silk.

For the Master of Dental Surgery (MDS): an olive green corded silk gown of the same shape as the MB,BS gown.

For the Master of Surgery (MS): a violet corded silk gown of the same shape as the MB,BS gown.

For the Master of Philosophy (MPhil): a claret-coloured ribbon, one inch wide, on the outside edge of the facing of the black MA gown.

For the Master in Philosophical Studies (MPhilStud): a claret-coloured ribbon, one inch wide, on the outside edge of the facing of the black MA gown.

Higher Doctorates

14. Those awarded **higher doctorates** shall be entitled to wear a gown of scarlet cloth of the same shape as for Cambridge Doctors, faced with five inches of, and the sleeves lined with, silk of the colour indicated below:

Doctor of Divinity (DD)	Sarum red
Doctor of Laws (LLD)	Blue
Doctor of Literature (DLit)	Russet brown
Doctor of Literature in Education (DLit(Ed))	Russet brown
Doctor of Music (DMus)	White (watered)
Doctor of Science (DSc)	Gold
Doctor of Science in Economics (DSc (Econ))	Gold
Doctor of Science in Engineering (DSc (Eng))	Gold
Doctor of Science in Medicine (DSc (Med))	Gold

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Doctor of Science in Social Sciences (DSc(SocSc))

Gold

Diplomas and Certificates

15. For holders of **Postgraduate Diplomas, Postgraduate Certificates, the Postgraduate Certificate in Education and Extra-Mural Diplomas, Graduate Diplomas and Diplomas for Graduates**: the gown shall be as for BA/BSc.

Undergraduates

16. The gown shall be of black stuff with pointed sleeves, the point not reaching below the knee.

THE CAP

Foundation Degrees

17. A black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cap.

First Degrees

18. A black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cloth cap.

Postgraduate Taught Degrees

19. A black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cloth cap.

Specialist Doctorates

20. A round cap of black velvet with cord and tassels of claret.

Research Degrees

21. The cap is as follows:

Doctor of Medicine (MD) and Doctor of Medicine (Research) (MD(Res)): a round cap of black velvet with cord and tassels of violet.

Doctor of Veterinary Medicine (DVetMed): a round cap of black velvet with cord and tassels of lilac.

Doctor of Philosophy (PhD): a round cap of black velvet with cord and tassels of claret.

Master of Dental Surgery (MDS), Master of Philosophy (MPhil), Master in Philosophical Studies (MPhilStud) and Master of Surgery (MS): a black cap of the square mortar-board pattern with a black tassel.

Higher Doctorates

22. A round cap of black velvet, with cord and tassels of the colour indicated:

Doctor of Divinity (DD)

Sarum red

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Doctor of Laws (LLD)	Blue
Doctor of Literature (DLit)	Russet Brown
Doctor of Literature in Education (DLit (Ed))	Russet brown
Doctor of Music (DMus)	White (watered)
Doctor of Science (DSc)	Gold
Doctor of Science in Economics (DSc(Econ))	Gold
Doctor of Science in Engineering (DScEng))	Gold
Doctor of Science in Medicine (DSc(Med))	Gold
Doctor of Science in Social Sciences (DSc(SocSc))	Gold

Diplomas and Certificates

23. **Holders of Postgraduate Diplomas, the Postgraduate Certificate in Education and Extra-Mural Diplomas:** may wear a black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cloth cap.

Undergraduates

24. A black cap of the square mortar-board pattern with a black tassel. A woman may wear a soft black (Oxford) cloth cap.

OFFICIAL DRESS OF PRINCIPAL OFFICERS OF THE UNIVERSITY

25. **Chancellor:** a black damask robe; front trimmed gold lace and sleeves, back and sides trimmed gold lace and frogs.
Cap: A black silk velvet cap of the square mortar-board pattern, trimmed with gold lace and gold tassel or a round cap of black silk damask trimmed with gold.
26. **Chair of the Board of Trustees:** a black corded silk robe; fronts, yoke and sleeves trimmed silver lace.
Cap: A black velvet cap of the square mortar-board pattern, trimmed with silver lace and black tassel.
27. **Vice-Chancellor:** a black corded silk robe; front and sleeves trimmed gold lace.
Cap: A black silk velvet cap of the square mortar-board pattern with gold button and band and black tassel.
28. **Secretary to the Board of Trustees:** A purple stuff robe with purple velvet facings and collar.
Cap: a purple velvet Tudor bonnet with a silver cord and tassel.

UNIVERSITY COLOURS

29. The following university colours may be worn by all graduates and undergraduates of the University.

Silk tie and square: 1 inch dark blue, $\frac{1}{8}$ inch white, $\frac{3}{4}$ inch red, $\frac{1}{8}$ inch white and repeat. (In the case of the tie, stripes to run diagonally from left shoulder to right hip).

Blazer: Dark blue flannel with University Arms on pocket, bound with silk ribbon 1 inch wide, $\frac{3}{4}$ inch of red in centre, and $\frac{1}{8}$ inch white on outer edges.

Woollen scarf: 3 inches red, 3 inches blue, $\frac{1}{2}$ inch white. Fringe: red, white and blue.

NOTES

REGULATION 1 ANNEX 1

30. Any graduate is entitled to wear the dress prescribed at the date of graduation.
31. If silk is not obtainable for any form of dress, or is prohibitively expensive, an appropriate substitute is acceptable under these Regulations.
32. A black cloth cap may be substituted for the black velvet cap.
33. The University robemakers are Ede & Ravenscroft Ltd, 93-94 Chancery Lane, London WC2A 1DU, telephone (020) 7405 3906, and Wm. Northam and Co. Ltd., PO Box 367, Waterbeach, Cambridge, CB5 9QY, telephone 0870 240 1852.

1 August 2008

REGULATION 1 ANNEX 2

PROCEDURE FOR CONSIDERATION OF ALLEGATIONS OF IRREGULARITY IN RELATION TO UNIVERSITY OF LONDON AWARDS

1. Paragraphs 16 and 17 of Regulation 1 state:
 16. On behalf of the Collegiate Council the Vice-Chancellor may revoke any degree, diploma or certificate of the University of London and all associated privileges.
 17. The Vice-Chancellor is authorised to revoke an award only after the Procedure for consideration of allegations of irregularity in the events or circumstances leading to the grant of that award approved by the Collegiate Council has been followed, except in the following instances when reference to the Procedure is not required:
 - 17.1 instances of administrative error in an award made under the appropriate quality assurance procedures, or
 - 17.2 instances where subsequent to award, a Board of Examiners, having taken into account information which was unavailable at the time its decision was made, determines that a candidate's classification should be altered.
2. The Procedure mentioned in paragraph 17 is as follows.
3. Cases of suspected irregularity shall be reported in the first instance to the Head of the Academic Office of the University who shall, in consultation with the Academic Registrar of the College where appropriate, conduct such investigations as he/she deems necessary in order to establish whether there is *prima facie* a case to answer.
4. In any case where the Head of the Academic Office has determined that there is *prima facie* a case to answer, a Panel shall be established.
5. The Panel shall comprise three members of the University appointed by the Vice-Chancellor. The Panel shall convene to consider the evidence.
6. The person against whom an allegation of irregularity has been made shall be invited to attend the meeting of the Panel and may be represented.
7. At the conclusion of the proceedings the Panel shall consider its decision on any allegation referred to it and send it, together with its findings of fact and the reasons for its decision regarding the allegation and its recommendations to the Vice-Chancellor and to the person against whom the allegation has been made. The Vice-Chancellor shall determine the action to be taken.
8. Any appeal against the decision of the Vice-Chancellor shall be lodged with the Head of the Academic Office within 28 days of the date of the formal notification of that decision.
9. In the event of an appeal being lodged, the Chair of the Board of Trustees shall appoint a person or persons to review the evidence. No appeal shall lie against the findings of fact of a Panel save where, with the consent of the person considering the appeal, fresh evidence is submitted which could not reasonably have been made available to the Panel. The person(s) appointed to review the evidence shall report to the Chair of the Board of Trustees who shall determine the action to be taken.

The Office of the Independent Adjudicator for Higher Education

10. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body.

REGULATION 1 ANNEX 2

Full details of the OIAHE and how to make a complaint are available from the Head of the Academic Office of the University, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

1 August 2008

REGULATION 1 ANNEX 3

PROCEDURE FOR CONSIDERATION OF REPRESENTATIONS CONCERNING DECISIONS OF BOARDS OF EXAMINERS

General

1. This procedure is applicable in respect of examinations for first degrees and postgraduate taught degrees and diplomas: (i) organised on a federal basis¹; (ii) offered by the central Institutes; and (iii) for degrees, diplomas and certificates offered through the University of London International Academy.
2. Appeals may not be made against the results of examinations on academic grounds.
3. The University will consider representations made on the grounds of administrative error or where there is concern that the examination may not have been conducted in accordance with the relevant Instructions and/or Regulations.

Procedure

4. Any representation shall be made within one month of the decision of the Board of Examiners to which it relates, unless, having regard to the circumstances of a particular case, the Vice-Chancellor determines that a representation made outside this period be allowed.
5. Representations shall be made in writing and sent to the Chief Operating Officer, University of London International Academy and shall state the grounds on which the representation is made and provide evidence to support it.
6. The representation shall be referred in the first instance to the Chairman of the relevant Board of Examiners who may, at his/her discretion and after such consultation with other members of the Board as s/he deems appropriate, reconsider a decision in the following circumstances:
 - 6.1 where a candidate requests such reconsideration and provides adequate evidence which is acceptable to the Board of Examiners that his/her examination was adversely affected by illness or other factors which s/he was unable, or for valid reasons unwilling, to disclose before the Board of Examiners reached its decision;
 - 6.2 where there is clear evidence produced by the candidate or any other person of administrative error or that the examination was not conducted in accordance with the Instructions and/or Regulations.
7. Following any reconsideration of a decision by the Chairman of the relevant Board of Examiners, the hearing of a formal appeal by the candidate, or other person, against the outcome of the reconsideration may be allowed, at the discretion of the Chair of the Collegiate Council (or other member of the Collegiate Council designated for this purpose) if sufficient evidence remains providing grounds for appeal as stated in paragraph 6.1 and 6.2 above.
8. An appeal must be made in writing and lodged with the Head of the Academic Office within 14 days of the notification to the candidate or other person of the reconsidered decision of the Board of Examiners.

¹ That is, where the candidates may be drawn from several Colleges and for which the arrangements have the agreement of the relevant Colleges and there is a single Board of Examiners.

REGULATION 1 ANNEX 3

9. If the Chair of the Collegiate Council (or other designated person) has determined that sufficient evidence remains to allow an appeal, the Head of the Academic Office shall arrange for a Representations Panel to be established, which shall comprise:
 - 9.1 a person drawn from the Subject Specialist List from a subject area other than that relevant to the programme of study concerned, who shall act as Chair of the Panel;
 - 9.2 a person drawn from the Subject Specialist List from a subject area relevant to the programme of study concerned;
 - 9.3 one further person drawn from the Subject Specialist List or from a Lead College for the University of London International Academy.

Provided that no member of the Panel shall be a member of staff of the same College or Institute as a person making the appeal, nor shall have been involved in teaching or examining for, or involved in any other way, with the programme of study concerned.

10. The Representations Panel shall meet as soon as is practicable.
11. The Panel shall invite the appellant or a representative to appear before it and/or to give written evidence if desired.
12. The Panel shall invite the Chairman (or other representative) of the relevant Board of Examiners to appear before it and/or to give written evidence if desired, and shall invite such other persons to appear before it, and consider such other documents, as it deems appropriate to the case.
13. The Head of the Academic Office shall appoint an appropriate person to serve as clerk to the Panel, who shall keep a record of its proceedings.
14. The Panel may decide:
 - 14.1 that the appeal be allowed, in which case it shall submit a report to the Vice-Chancellor who shall, unless he determines that some other Procedure is applicable, direct the Board of Examiners to cause a fresh decision to be made. Such decision, properly made within the appropriate regulations and procedures, shall be the final decision of the University; **or**
 - 14.2 that the appeal be dismissed, in which case the decision of the Representations Panel will be the final decision of the University.
15. The appellant shall be informed of the decision of the Panel, and, where applicable, of the decision of the Vice-Chancellor.

The Office of the Independent Adjudicator for Higher Education

16. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Head of the Academic Office of the University, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

14 July 2010

REGULATION 1 ANNEX 4

PROCEDURE FOR CONSIDERATION OF APPEALS BY CANDIDATES FOR RESEARCH DEGREES

A candidate's decision to submit his/her thesis for examination is entirely his/her own and this procedure, therefore, applies only to the conduct of the examination itself. Internal candidates are reminded that problems arising during their courses of study are matters for the candidate's College and are not grounds for appeal against the result of the examination.

1. Paragraph 88 of Regulation 1 states:
 88. The Collegiate Council shall prescribe procedures for the consideration of appeals by candidates for specialist doctorates and research degrees for candidates whose examinations are administered by the central offices, except where the College has determined that such appeals shall be administered by the College in accordance with the procedures it has made under paragraph 89 below.
2. The procedure applies to candidates for the following degrees for whom the result of the examination was that the degree was not awarded:
 - 2.1 the degrees of PhD, MD(Res), MD, MS, MDS and DVetMed;
 - 2.2 the degree of MPhil other than the degrees of MPhil in Philosophy and MPhilStud;
 - 2.3 the degrees of MPhil in Philosophy and of MPhilStud in respect of the thesis only (not the written papers for which the decision of the examiners shall be final);
 - 2.4 a higher doctorate, but on the grounds of procedural irregularity only (see paragraph 3.3 below).
3. Candidates may appeal on one or more of the following grounds:
 - 3.1 that a candidate's performance at the oral examination was affected by circumstances such as illness of which the examiners were not aware when their decision was taken and that this had produced an unfair result;
 - 3.2 that there is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners such that the result of the examination should not be allowed to stand;
 - 3.3 that there were procedural irregularities in the conduct of the examination (including any instance of administrative error) of such a nature as to cause reasonable doubt as to whether the result of the examination would have been the same if they had not occurred.
4. A submission under this procedure shall be made in writing by the appellant with supporting evidence (including medical certificate for paragraph 3.1 above) to the Head of the Academic Office of the University and must be received within two months of the date of notification to the candidate of the result of the examination.
5. The Vice-Chancellor or his/her nominee shall dismiss an appeal on the basis of the candidate's submission alone, without a hearing being held and without seeking further information, but shall do so only when the application does not, in the opinion of the Vice-Chancellor or his/her nominee, fall within the remit of this procedure or does not disclose arguable grounds.
6. Where inadequate grounds for an appeal are provided or the documentation is deemed

REGULATION 1 ANNEX 4

to be defective, the Head of the Academic Office will advise the appellant before paragraph 5 above is invoked.

7. The Appellate Committee shall comprise three persons, one of whom shall be appointed as Chair, drawn from the List of those nominated by Colleges, which have elected to have appeals administered under this Procedure, to serve on such Committees. Membership of appellate committees for students registered centrally will continue to be drawn from the Lists made under the transitional provisions of Regulation 1. No person shall be appointed as a member of an Appellate Committee who is from the same College as the appellant or who has been involved in the examination concerned.
 8. The appellant has the right to appear before the Appellate Committee. The appellant may be accompanied to the hearing and/or represented by a person of his/her choice. A person who will be accompanied and/or represented must submit to the Head of the Academic Office not fewer than seven days before the date appointed for the meeting of the Committee the name, address and a description of the person accompanying/representing him/her and must state whether that person is a member of the University.
 9. The examiners shall be invited to attend the meeting of the Appellate Committee.
 10. The Committee shall normally conduct the proceedings in the presence of both the appellant and the examiners. The appellant and/or his/her representative have the right to be present throughout the meeting of the Appellate Committee, as have the examiners, until such time as the Committee retires to consider its findings.
 11. The documentation with which the Committee is provided shall include:
 - 11.1 the written submissions of the appellant and of the examiners (should they wish to make a written submission);
 - 11.2 the final report(s) and the preliminary independent reports of the examiners;
 - 11.3 any other documentation either the appellant or the examiners wish to submit.
- In addition the Committee may request to see any other document it considers relevant to the appeal.
12. The procedure is for the appellant to address the Committee first and, during this part of the proceedings, he/she may call witnesses, if this has been agreed in advance. The examiners shall be invited to make any observations. Any questions by the appellant or the examiners shall be put through the Chair. The appellant may make any concluding remarks. The members of the Appellate Committee may put questions to any of those present at any time during the proceedings. The Chair has the discretion to vary the procedure in any case where he considers it just to do so.
 13. The Appellate Committee shall take one of the following decisions:
 - 13.1 to reject the appeal, in which case the result of the original examination stands;
 - 13.2 to request the examiners to reconsider their decision. The examiners shall normally be expected to hold another oral examination before reaching a decision as to whether the result should be changed;
 - 13.3 to determine that the original examination be cancelled and that a new examination be conducted. The new examination shall be conducted by examiners who did not take part in the original examination and were not involved in the appeal.

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14. The decision of the Appellate Committee shall be final and shall be transmitted to the appellant in writing. The Committee shall provide reasons for its decision.
15. When a new examination is held in accordance with paragraph 13.3 above, new examiners shall be appointed in accordance with the procedure made by the College at which the student is or was registered. For students registered centrally, examiners shall be appointed in accordance with the transitional provisions of this Regulation. Two examiners should normally be appointed, or three if it is deemed appropriate, to act jointly.
16. The examiners should be external to the appellant's College and at least one should be external to the University. Otherwise the new examination shall be conducted in accordance with the Regulations and Instructions to Examiners for the appropriate degree in force at the time the appellant originally entered the examination. The examiners may make any of the decisions open to the original examiners. The examiners will not be given any information about the previous examination except the single fact that they are conducting a new examination following appeal.
17. The result of the original examination having been cancelled, the result of the new examination shall be accepted.
18. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Head of the Academic Office of the University, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

REGULATION 1 ANNEX 4

Guidelines for Candidates making Appeals under the Procedure for Consideration of Appeals by Candidates for Research Degrees

These guidelines should be read in conjunction with the Procedure¹. Further advice or clarification on any points may be obtained from the Academic Office at Senate House, Malet Street, London, WC1E 7HU (020) 7862 8040.

1. An appeal should be submitted within two months from the date of notification of the result of the examination by the Head of the Academic Office of the University.
2. Problems arising during courses of study, including any problems with supervision, are matters for the candidate's College and are not grounds for appeal against the result of the examination. An appeal will not be accepted where the basis of the appeal is on such grounds alone.
3. There is no set format for an appeal submission, but appellants should note the following:
 - 3.1 the burden is on the appellant to prove his/her case, i.e. to satisfy the Committee on the balance of probabilities that the complaint should be upheld. The Committee also needs to be satisfied that the error or defect is such that the examiners' decision should not be allowed to stand. 'On the balance of probabilities' means that it is more likely than not that the appellant's account of events is true or correct;
 - 3.2 the ground or grounds of the appeal must be set out. These must relate to the grounds set out in paragraph 3 of the Procedure. Each ground must be supported by evidence;
 - 3.3 'evidence' for this purpose means the facts on which the appellant wishes to rely to support the ground in paragraphs 3.1, 3.2 or 3.3 of the Procedure. It may take the form of statements by the appellant of what was said, of documents, or of statements or comments by others. This supporting evidence must be sufficiently clear and precise so that, if its truth or accuracy is accepted by the Committee, it would offer a reasonable prospect of the appeal being allowed. An appeal application that does not set out the grounds or supporting evidence as described above will not be allowed to proceed to a hearing and will be dismissed.

Guidance as to the Evidence which may be Submitted

- 3.3.1 *Illness*: for example, a certificate or letter from a medical practitioner setting out the condition and its symptoms and effects, together with a statement from the appellant describing the condition and the difficulties he/she experienced. The Committee will be particularly concerned to establish that the illness affected the appellant's performance on the date of the oral examination.
- 3.3.2 *Prejudice, bias or inadequate assessment*: for example, a statement by the appellant, or comments emanating from a third party, recording comments or remarks made by the examiners, whether at the oral examination or otherwise, disclosing prejudice or bias or suggesting inadequate assessment. The comments, remarks or facts which in the

¹ This procedure applies to candidates whose examinations are administered by the central offices

REGULATION 1 ANNEX 4

appellant's view indicate prejudice, bias or inadequate assessment, must be set out fully and clearly.

3.3.3 *Procedural irregularities*: the appellant must set out clearly and fully what in his/her view are the irregularities or error, how and when they occurred and the person responsible, to the extent that this is known, and how it may have or did affect the outcome.

- the examiners' reports are automatically made available to the Appellate Committee, as is the abstract of the thesis. The latter is provided to give the Committee some idea of the subject matter of the thesis;
- the Committee is not charged with re-examining the thesis; the members will not have read the thesis: its sole purpose is to determine whether or not the examination was properly conducted;
- witnesses may be called only if permission has been sought in advance from the Chair. Requests for permission should be addressed to the Head of the Academic Office at Senate House.

4. An appeal not well made in the sense that evidence in support of the ground(s) of appeal is absent or inappropriate will not be considered by the University.
5. All those concerned with an appeal hearing, ie the members of the Appellate Committee, the appellant and the examiners, receive the same documentation. As members of the Appellate Committee are provided with copies of the examiners' independent preliminary reports, the appellant will receive copies also. The preliminary reports will be provided to the appellant when an indication is given that a submission will be made under the procedure.
6. Once the appeal submission has been received by the Head of the Academic Office, copies will be sent to the examiners, who will be asked whether they wish to make a written response to the submission. There is no requirement for them to do so. At the same time the examiners will be invited to attend the meeting of the Appellate Committee. Once the examiners have submitted their response (if any) and indicated whether they wish to attend the meeting of the Appellate Committee, the meeting itself will be arranged. If there are periods of time or any specific dates on which it is impossible for an appellant to attend a meeting, this information should be given to the Academic Office. An appellant living abroad at the time of making an appeal, who wishes to be present, will be asked if there any particular periods when it would be more convenient to attend a hearing. If the appellant is unable to attend on the date fixed for the hearing - perhaps because his/her supervisor is unable to accompany him/her - a new date will be arranged on the understanding that no guarantee can be given as to when the re-arranged date might be. It is not easy to find dates mutually convenient for all members of the committee, the examiners and the appellant, but every endeavour will be made to arrange it as soon as possible after the cancelled date.
7. An appellant may be accompanied at the Appellate Committee hearing by a friend or representative, who is often the supervisor, and who may address the Committee. If an appellant is unable to attend the meeting of the Appellate Committee, he/she should ensure that any person representing him/her is appropriately briefed to speak for the appellant. The name of any such friend or representative must be submitted to the Head of the Academic Office at least a week before the meeting of the Appellate Committee.
8. The Appellate Committee will comprise three members of the academic staff of the University: a Chair from an unrelated subject area, a member of the University from a

REGULATION 1 ANNEX 4

panel of teachers of law of the University and person normally drawn from the list of Subject Area Specialists in the subject area of the research presented in the thesis. The latter may or may not have a knowledge of the appellant's field of study, but will not be expected to have direct knowledge of the specific research. As mentioned above, the members of the Appellate Committee will not have read the appellant's thesis, apart from the abstract, and will not form a judgment on the academic merits or otherwise of the work.

9. The purpose of the hearing is to establish the facts in the light of all the evidence. The procedure is not therefore an adversarial one and all questions by those present will be put through the Chair of the Committee. The appellant and the examiners will normally be present throughout the proceedings until such time as the Committee retires to determine its conclusions. The appellant and/or his/her representative may address the Committee and, during this part of the proceedings, may call witnesses if this has been agreed in advance. The examiners shall then be invited to make any observations. The Committee through its Chair will give both the appellant and the examiners an opportunity to respond to any points made orally by the other party. The appellant may make any concluding remarks. The members of the Appellate Committee may put questions to any of those present at any time during the proceedings.
10. The decision of the Appellate Committee will not normally be given to the appellant on the day of the meeting. The Appellate Committee will provide its decision in writing and this will be sent to the appellant as soon as possible, normally within 10 days.
11. The decision of the Appellate Committee is final. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Head of the Academic Office of the University, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

3 July 2009

REGULATION 1 ANNEX 4

INDICATIVE TIMEFRAME FOR APPEALS BY RESEARCH DEGREE CANDIDATES

Stage	Action	Timeframe
When candidate indicates likely to appeal	Candidate sent preliminary reports	As soon as possible (asap); normally within two working days
Appeal submitted	If it is determined there are inadequate grounds for appeal, the submission will be returned to the candidate	asap; normally within one week
	Otherwise, it is sent to the examiners	asap; normally within two working days
Examiners sent appeal submission	Asked for indication as to whether will attend hearing and/or submit statement	Examiners contacted if no response within three weeks
Examiners submit a statement	Sent to candidate when available	asap; normally within two working days
Arranging the hearing	Candidate and examiners consulted about possible dates, sometimes also supervisor Teachers asked to serve on Appellate Committee	Time taken to agree a date is dependent on when responses received from candidate, (supervisor), examiners and teachers to attend a hearing - normally a date is agreed within two to three weeks Everyone informed immediately
		Date is dependent on availability of candidate, supervisor and examiners; hearing normally within 2 – 8 weeks after initial canvassing for dates
After the hearing	Documentation dispatched	10 days to 2 weeks before hearing
	Report drafted and agreed by Appellate Committee	Report sent to candidate, examiners and College within 10 working days - two weeks of hearing

REGULATION 1 ANNEX 5

PROCEDURES FOR THE CONSIDERATION OF ALLEGATIONS OF EXAMINATION OFFENCE

SCHOOL OF ADVANCED STUDY

Procedures Governing Academic Misconduct in Relation to Assessment

INTRODUCTION

1. This document sets out the School's definition of academic misconduct, outlines the School's procedures to determine whether misconduct has occurred and states the range of penalties that may be applied when misconduct has been established. These procedures apply to all forms of assessment which contributes to the award for which the student is registered.
2. The purpose of these procedures is to protect the reputation and academic standing of the School and the academic integrity of the awards of the University of London.
3. It is the School's responsibility to ensure that all students receive information and guidance on the academic conventions and practices applicable to their course and to provide tutorial guidance and support to any student contravening them as a first offence.
4. The Registrar has overall responsibility for the procedures on academic misconduct acting on behalf of the Dean of the School of Advanced Study.
5. It is the responsibility of all students to familiarise themselves with the programme regulations and academic conventions and practices applicable to the course on which they are enrolled. It is the responsibility of students to ensure that work submitted for assessment is entirely their own and that they observe all instructions, procedures and regulations governing examinations and other forms of assessment.
6. All decisions regarding the determination of academic misconduct and the application of penalties will take full account of fairness and equity of treatment.
7. In the context of these procedures, the term 'academic misconduct' includes all forms of cheating, plagiarism and collusion. 9 and 10 below, while not exhaustive, set out illustrations of the types of activity which may be covered by this term.
8. Where it is established that academic misconduct has been committed, a penalty will be applied. A range of penalties is applicable depending upon the gravity of the offence and whether it is a first or further offence. The range of penalties is set out in 11 below.

ILLUSTRATIVE EXAMPLES OF ACADEMIC MISCONDUCT.

9. Any attempt by a student to gain unfair advantage in assessment will be considered as 'Academic Misconduct'. This includes all forms of cheating, plagiarism and collusion. The following list is not exhaustive but serves to indicate the range of activities which may constitute academic misconduct.

General

- 9.1 Engaging in any dishonest practice or irregularity in order to gain unfair advantage for the student themselves in assessment.

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- 9.2 Aiding and abetting a fellow student in any form of dishonest practice.
- 9.3 Bribing, inducing or persuading another person to obtain and provide advance copy of any unseen examination or test paper or any coursework assignment.

With regard to examinations or tests

- 9.4 Removing any script, paper or other official stationery from the examination room, unless so authorised by an invigilator or examiner.
- 9.5 Introduction or use of any devices of any kind other than those specifically permitted by the rubric of the examination paper (e.g. a dictionary or calculator where not so permitted or an unauthorised computer disk containing pre-coded data).
- 9.6 With the exception of *Open book Examinations, possession of any revision notes, crib sheets or other written aide memoire during the examination/test.

*Such candidates are reminded that substantial reproduction of passages from the work of others will be penalised.

- 9.7 Communicating with another student or any person other than the invigilator/examiner during the examination/test.
- 9.8 Copying or attempting to copy the work of another student during the examination/test.
- 9.9 Being party to an arrangement whereby a person other than the candidate represents, or plans to represent, the candidate in an examination/test.
- 9.10 Duplicating substantially the same material in an examination answer which has already been submitted in another examination answer or in a coursework assignment.

With regard to coursework assessment

- 9.11 Making available work to another student so that it can be presented as the work of that student.
- 9.12 Representation of work produced in collaboration with another person or persons as the work of the single candidate (except where specifically permitted by the arrangements for the assessment of groupwork).
- 9.13 Commissioning another person or persons, including the use of 'ghost-writing' agencies, to produce or complete an assessment which is submitted as the student's own.
- 9.14 Presentation of data purporting to be based on work of the student but which has been invented, altered or falsified.
- 9.15 Submitting another student's work as the candidate's own work.

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- 9.16 Duplicating substantially the same material in a coursework assignment that has already been submitted in an assignment for another module/course.
- 9.17 Plagiarising the work of another person whether published in any medium (e.g. print or internet) or unpublished and submitting it as the candidate's own work. Plagiarism can have a range of gradation. See therefore the Special Note below.

Special Note on Plagiarism

10. Plagiarism is the most common of assessment offences. It has a range of gradations of severity. At the lower levels or in the first instance, it may be committed unwittingly, as a consequence of ignorance of the conventions of academic practice and of the submission of academic essays/papers. This is still not a justification, since it is the responsibility of students to familiarise themselves with the academic conventions and practices required by their course. At the graver levels of the conscious misrepresentation of another person's work as the student's own, it is both theft of the intellectual property of the other person and an intentional act of deception in order to gain an unfair and unjustified advantage in assessment. In increasing gravity the principal gradations of plagiarism are the following (again the list is indicative, not exhaustive):
- 10.1 Use of one or more sections of verbatim quotation or close paraphrasing without appropriate referencing, such as the use of quotation marks.
- 10.2 Use of extensive verbatim quotation or close paraphrasing without appropriate referencing, such as the use of quotation marks.

It should be noted that material can be deemed to be plagiarised from:

- printed published material, e.g. books and journal articles
- material published on internet sites
- unpublished but publicly available material, e.g. theses and dissertations in university libraries/departmental holdings
- handouts and other materials provided by course/module tutors
- charts, graphs or visual images
- work of other students (in the same or previous cohorts)
- work of the candidate herself/himself where this has previously been submitted for assessment (though this may be considered 'duplication' – see 9.7 and 9.16 above – depending upon the extent of verbatim repetition).

PENALTIES

Table of Penalties

11. Penalty 1: Failure in the item of assessed work, whether coursework or examination paper. A mark of zero will be recorded for the item. Where this results in failure of the course/module/examination paper, the standard re-sit or re-submission arrangements will apply.
- Penalty 2: Failure in the module. A mark of zero will be recorded for the module and the student must re-take all pieces of assessed work for the module.
- Penalty 3: Failure in the module. A mark of zero is recorded for the module and the student is required to retake the module in the case of a compulsory module or take an alternative module in the case of an optional module when these are next regularly available with possible consequences for

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- the extension of the student's period of study.
- Penalty 4: Failure in all modules. No report is issued, but the student may re-register for the entire course on a subsequent occasion.
- Penalty 5: Exclusion from the course. No report is issued. The student is excluded from taking any further assessments on the course and from obtaining the award.
- Penalty 6: Expulsion from the School. No report is issued. The student is excluded from the course and from registering for any other award offered through the School.

Application of Penalties

12. Penalties will be applied in accordance with precedent for similar offences and through the operation of the procedures outlined in 14-19 below.
13. It should be noted that where a student has committed plagiarism unwittingly due to lack of knowledge of academic convention, that a warning can be given supported by tutoring in the appropriate scholarly practices. No formal note is kept on the student file as this does not constitute an actual penalty.

PROCEDURES FOR ESTABLISHING ACADEMIC MISCONDUCT

Reporting Suspected Academic Misconduct

14. A written report by a member of academic staff should be made to the Registrar of the School of Advanced Study on any case of suspected academic misconduct in a summative assessment leading to an award offered through the School. A copy of this should be forwarded to the Director of the Institute where he/she has not made the initial report.

Investigating the Alleged Offence

15. The Registrar is responsible for investigating cases of alleged academic misconduct. Where on the basis of the evidence provided in relation to the alleged offence, there appears to be no or an insufficient case to answer, the Registrar will so inform the Chair of the relevant Examination Board.
16. Where the Registrar determines that there is a prima facie case of misconduct, in the first instance s/he shall write a letter to the student informing her/him of the alleged offence and asking the student to indicate in writing whether s/he acknowledges or contests the alleged offence. If a student acknowledges the offence, s/he may make a statement of any mitigating circumstances. The Dean or his nominee, after such consultation as s/he feels necessary, shall then determine the appropriate penalty from the range indicated in 11 above.
17. Where the student contests the alleged offence, a hearing panel shall be established comprising a Chair, nominated by the Dean and two members of staff all drawn from other institutes of the School. The Registrar may be present for points of reference and note taking but shall not take part in the decision of the Committee. The student shall be asked to respond to the questions of the panel and shall be invited to present to the hearing panel any written or oral evidence in support of her/his case that no offence has been committed. The student shall have the right to bring to the hearing a person of her or his choice who may support the student in her/his advocacy. On conclusion of the hearing panel, the panel shall determine whether or not an offence has been committed

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and, if so, the appropriate penalty from the range in 11 above. The Registrar shall subsequently inform the student of the outcome of the hearing and the reasons for it in writing. A report will subsequently be made to the Academic Policy and Standards Committee of the School and to the Chair of the relevant Examination Board.

Right of Appeal

18. In the event of a student considering that s/he has been unfairly or unreasonably treated by the application of the procedure above, s/he shall have a right of appeal. The appeal must be presented in writing and submitted to the Dean of the School within two weeks of the date of communication of the outcome and must include the reasons for appeal. The Dean shall convene an appellate panel to consider the appeal, comprising himself, the Director of another institute of the School and one other academic member of the Academic Policy and Standards Committee of the School but not from the Institute at which the Student is studying. The student shall have the right to bring to the hearing a person of her or his choice who may support the student in her/his advocacy. The appellate panel will receive from the Registrar a summary of the hearing committee, a copy of the notification to the student and a copy of the student's letter of appeal. The appellate panel shall have the authority to confirm, overturn or modify the outcome of previous stages of the above procedures. The outcome of the appellate panel and the reasons for it shall be communicated to the student in writing by the Dean and shall be final (subject to the paragraph that follows).

Office of the Independent Adjudicator for Higher Education

19. The procedure detailed above completes the School's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a university's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Registrar of the School of Advanced Study, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, Fifth Floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

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PROCEDURES FOR THE CONSIDERATION OF ALLEGATIONS OF EXAMINATION OFFENCE

UNIVERSITY OF LONDON INTERNATIONAL ACADEMY

Regulations for Proceedings in respect of Allegations of Examination Offence by International Academy Students

JURISDICTION

1. Proceedings under these Regulations may be taken in respect of any alleged cheating or irregularities of a similar character at or in connection with examinations for awards for International Academy Students, including allegations of plagiarism in Research Projects/Reports which form the substantive or only component of assessment of the unit concerned.
2. Material which the University deems to be plagiarised and which is contained in coursework assignments will not normally fall to be considered under these Regulations, but will instead be governed by the provisions of the Regulations for Plagiarism in Coursework Assignments.
3. Any dispute as to the interpretation of these Regulations shall be referred to the Dean of the University of London International Academy, whose decision in the matter shall be final.
4. The Dean of the University of London International Academy may delegate any of the duties ascribed to him/her under these Regulations to another member of staff of the University. The Head of the Academic Office may delegate any of the duties ascribed to him/her under these Regulations to another member of staff of the University.

PRESUMPTION OF INNOCENCE

5. In any proceedings under these Regulations the candidate shall be presumed to be innocent until the contrary is established on the balance of probabilities.

INITIATION OF PROCEEDINGS

6. Cases of suspected offence shall be reported in the first instance to the Head of the Academic Office of the University. The Head of the Academic Office of the University shall conduct such investigations as he/she deems necessary in order to establish whether there is *prima facie* a case to answer.

PROCEDURE IF THERE IS A CASE TO BE HEARD

7. The University shall determine the wording of the allegation in relation to the relevant Regulations. The candidate shall be informed by the Head of the Academic Office of the allegation. The person against whom an allegation is made will be asked to complete and return to the Head of the Academic Office a form as follows:
 - I admit the allegation set out on this form. I understand that the Dean of the University of London International Academy will consider all relevant documentary material and shall determine, after such consultation as he/she deems necessary and in accordance with precedent, the order(s) to be made thereon.

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• I do not admit the allegation set out on this form. I understand that the allegation will be considered at the next meeting of the Examination Offences Committee.

[TICK THE BOX NEXT TO YOUR CHOICE]

If you have ticked the first box you may now submit a further statement in mitigation or explanation, which will be considered before any order is made.

If no reply is received within 28 days of the despatch of the form, the candidate shall be deemed to have agreed to the case being dealt with by the Dean of the University of London International Academy.

8. When informed of the allegation by the Head of the Academic Office, the candidate shall be informed that orders made by the Dean of the University of London International Academy will take account of any additional statement if the candidate chooses to submit one and any mitigating circumstances, and will not normally be more severe than those which would be made by the Examination Offences Committee.

EXAMINATION OFFENCES COMMITTEE

9. An Examination Offences Committee shall be convened normally once a term. The Committee shall meet in private and the candidate shall not be entitled to be present at the meeting of the Committee. It shall consider allegations under the following circumstances:
 - 9.1 if the candidate denies the allegation;
 - 9.2 if the candidate admits to only part of the allegation or denies part of the allegation.
10. An Examination Offences Committee shall comprise three members, namely a Chairman and two other members drawn from the Committee established by the International Academy Academic Committee. No member of a Committee shall have had any personal involvement in the case.
11. The Committee shall conduct its business in person or by correspondence, the method to be determined by the Chairman in consultation with the Head of the Academic Office.
12. The quorum for a meeting of the Committee shall be two.
13. A member of the administrative staff of the University shall act as Secretary to the Committee.
14. The evidence in the possession of the University shall be sent to the Committee or presented to the Committee by the Head of the Academic Office, who may also address the Committee on the question of its finding, and on the question of its orders, if applicable.
15. The Head of the Academic Office shall send to the candidate a copy of each document which he/she will present to the Committee, in sufficient time for the candidate to submit a further statement for consideration by the Committee, if he/she wishes.

COMMITTEE DELIBERATIONS

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16. Meetings of the Committee shall normally be held in private and the candidate is not entitled to be present. The Committee may adjourn its business at any time in order to seek further evidence. Any such evidence will be provided to the candidate, who will be given the opportunity to submit a further statement before proceedings recommence.
17. The Committee shall be provided with the particulars of the allegation and with any evidence, including any written statements made by the candidate.
18. The Committee shall if possible reach its finding without adjournment (but see paragraph 16 above).
19. After consideration of the evidence the Committee shall determine whether an offence has been committed. The Committee shall give reasons for its decision.
20. The Committee will be provided with all relevant information relating to the academic position of the candidate. If the Committee determines that an offence has been committed, the Committee shall take these facts and in particular those listed below into consideration in reaching its decision:
 - 20.1 the relation of the examination(s) in question to the structure of the degree, diploma or certificate for which the person is a candidate;
 - 20.2 the effect that the cancellation of one paper/other test would have on the candidate (e.g. whether he/she could re-enter that paper alone, or is required to pass all the papers on the same occasion);
 - 20.3 the arrangement for re-entry to the examination(s) in question;
 - 20.4 the comparable position of a candidate who had simply failed the paper(s)/other tests in question.
21. If the Committee finds that an offence has been committed it may order one or more of the following:
 - 21.1 that no further action be taken because there was a genuine mistake with no intention of committing an offence;
 - 21.2 that the candidate be reprimanded and reminded of the need strictly to observe the provisions of the Regulations;
 - 21.3 that no report be made upon the performance of the candidate in any or all the papers/other examination tests he or she sat in the year the offence occurred;
 - 21.4 that the candidate not be permitted to re-enter for any or all of those examinations before the expiry of a stated period of time;
 - 21.5 that the candidate be permitted to re-enter for those examinations on the next normal occasion but that no degree/diploma/certificate be awarded to the candidate before the expiry of a stated period not exceeding three terms following satisfactory completion of the conditions for the award;
 - 21.6 that the candidate be excluded from future examinations for awards of the University.

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22. Findings and orders of the Committee shall be sent to the candidate as soon as possible. Should the Committee's decision be that no offence has been committed or that there was a genuine mistake with no intention of committing an offence that decision shall also be communicated to any other persons in the case whether as witnesses or otherwise.

APPEAL PROCEDURE

23. An appeal may be made on grounds of procedural irregularity or against the penalty imposed or on both grounds.
24. Any appeal submission shall be made in writing to the Head of the Academic Office within seven clear working days of the date of notification to the person concerned of the order in respect of which appeal is made. The appeal submission must state the grounds for appeal and must state the alleged procedural irregularity and/or give reasons for the appeal against the penalty imposed as appropriate.
25. The Dean of the University of London International Academy shall appoint a Reviewer to review the case. The Reviewer shall be a member of the academic staff of one of the Lead Colleges for the University of London International Academy, but shall not be a member of staff of the Lead College responsible for the award for which the candidate is registered. The Reviewer shall have had no personal involvement in the case.
26. The Reviewer shall be supplied with a report, which shall contain a statement of the matters investigated, a summary of the evidence including any statements made by the candidate, and the reasons for the decisions reached, both in respect of the question of guilt and in respect of the order(s) made, and shall state the grounds of appeal.
27. After the Reviewer has completed his/her review of the appeal, he/she shall submit a report to the Dean of the University of London International Academy, which may include recommendations for reversal or modification of the order(s).

ABSENCE OR INCAPACITY OF OFFICERS NAMED IN THE REGULATIONS

28. In the case of the temporary absence or incapacity of any officer or other official named in these Regulations the responsibility thereof shall devolve upon the person duly appointed as his or her deputy or, if there be none so appointed, by the person appointed by the Dean of the University of London International Academy.

THE OFFICE OF THE INDEPENDENT ADJUDICATOR FOR HIGHER EDUCATION

29. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Head of the Academic Office of the University, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

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REGULATION 1 ANNEX 7

PROCEDURES FOR THE CONSIDERATION OF ALLEGATIONS OF EXAMINATION OFFENCE

UNIVERSITY OF LONDON INTERNATIONAL ACADEMY

Procedure for consideration of plagiarism in coursework assignments by candidates for the Diploma and BSc degree in Computing and Information Systems, the Diploma and BSc degree in Mathematics, Computing and Statistics and the Diplomas and MSc degrees in Financial Economics, in Financial Management and in Development Finance

INTRODUCTION

1. Notwithstanding the provisions of paragraph 10.16 of the General Regulations for International Academy Students (which refer to the *University of London International Academy Regulations for Proceedings in respect of Examination Offences*) any coursework assignment which forms part of the formal assessment of a unit and is deemed by the University to be plagiarised will be subject to the following provisions.

PROCEDURE

2. Cases of suspected plagiarism shall be reported by the marker of the coursework assignment in the first instance to the Course Director or, in those cases where the Course Director is the marker of the assignment, to the Chairman of the Board of Examiners for the award concerned.
3. If the Course Director or the Chairman confirms that plagiarism has occurred, all documentary evidence shall be passed to the Head of the Academic Office.
4. The Head of the Academic Office shall consider the matter against the table of orders below and shall decide upon the appropriate order to be made thereon. Candidates shall be informed of the order in writing. The table shall act as a guide only.

Offence	Order
Offence in the first University of London examination for the award	Reprimand and no report on coursework assignment
Further offence at an examination in a subsequent year	Reprimand and no report on course unit concerned
Offence in the third or subsequent year of examination	The offence will fall to be considered under the <i>University of London International Academy Regulations for Proceedings in respect of Examination Offences</i>

5. Candidates who are subject to an order under this Procedure shall be informed of the order made and the order shall be recorded on the student's record. Following an initial occurrence, the candidate will be warned that repeated instances of plagiarism will attract greater penalties.
6. Any appeal against the decision of the Head of the Academic Office shall be considered by the Dean of the University of London International Academy, who shall have the power to vary the order.

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SPECIAL EXAMINATION ARRANGEMENTS

1. The Procedures prescribed by the Collegiate Council under paragraph 92 of this Regulation for the consideration of special examination arrangements for reasons of disability for individual candidates who are registered for degree programmes offered at the University of London Institute in Paris; the School of Advanced Study; and through the University of London International Academy, are as follows.
2. Applications to be considered by a Special Examinations Panel, which includes the Chair of the Collegiate Council, a Medical Adviser appointed from the Subject Specialist List, the Chief Operating Officer of the University of London International Academy, or their nominees, and the Chairman of the Board of Examiners.
3. Applications to reach the Special Examinations Panel at least six weeks before a candidate's first examination, except in the case of accidental injury or acute illness, when the application should be submitted as soon as possible after the event. Each application should be accompanied by an appropriate, recent medical certificate.

PHYSICAL DISABILITIES

4. Appropriate allowances to be based on case law and the recommendations of the medical adviser, supported by the candidate's tutor. Normally the help shall take the form of either additional time or the use of an amanuensis or the use of some technological aid.

LEARNING DISABILITIES

5. Application to be by way of the submission of two reports. The first should be a full Psychological Assessment Report made by a chartered psychologist. If the report is more than two years old, it should be accompanied by a 'Review Assessment' completed by an appropriately-qualified practitioner (but not necessarily an educational psychologist). The second report should be from the candidate's department confirming that the candidate has sought help with the learning disability and recommending arrangements which the department thinks would represent an appropriate level of compensation for the candidate. Applications from International Academy students will vary in the way they are submitted and will be considered in accordance with a candidate's method of study.
6. Each application to be considered on an individual basis, as it is not possible to assess the degree of disability with any precision. The Special Examinations Panel shall ensure that:
 - 6.1 any special provisions made for a candidate with a learning disability do not give the candidate an unfair advantage over other candidates;
 - 6.2 the special arrangements are not such as could give rise to a misleading impression of a candidate's attainment; and
 - 6.3 the nature of the special provisions are determined on the basis of the assessment of need by the psychologist and take into account the candidate's normal method of working as described in the statement provided by the department.

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7. The Special Examinations Panel may, at its discretion, reconsider a decision on an application from an individual candidate in cases where: (i) an applicant, through his/her College, requests such reconsideration and provides evidence in support of his/her application which s/he was unable, or for good reason, unwilling to divulge before the Panel reached its decision; (ii) where there is evidence of administrative or procedural error.
8. An appeal may be made in writing and lodged with the Head of the Academic Office within 14 days of the notification to the candidate of the decision of the Special Examinations Panel. The Vice-Chancellor as Chair of the Collegiate Council (or other person designated by him/her) shall consider the appeal and is authorised to vary any special arrangements approved by the Special Examinations Panel if, in his/her view, the decision by the Special Examinations Panel was not rational or reasonable.
9. Further information is available from the Ceremonies and Special Examinations Services, University of London International Academy, Stewart House.

THE OFFICE OF THE INDEPENDENT ADJUDICATOR FOR HIGHER EDUCATION

10. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Head of the Academic Office of the University, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

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