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Important information regarding the General Regulations

These General Regulations are for distance and flexible learning programmes and are administered by the University of London Worldwide, a Central Academic Body of the University of London. The study of programmes through the School of Advanced Study and the University of London Institute in Paris or at federation members of the University of London are governed by separate sets of regulations. See the individual websites for further information.

Significant changes made to General Regulations 2024-2025

Last revised December 2023

1. New definition of Academic Year.
2. Professional Graduate Certificate included in the table of maximum period of registration.
3. Where you have failed or completed the qualification, even with a different specialisation, you will not be permitted to register afresh on that programme.
4. Where you have previously received an exit qualification for a programme, and are still within your original period of registration, you may be permitted to rejoin the programme on the original registration. To do so you must return the exit qualification unless your Programme Regulations state otherwise.
5. Regulations in Section 1: Registration have been re-ordered.
6. Section on Recognition of Prior Learning has undergone minor changes.

About the University of London General Regulations 2024-2025

1. These General Regulations are subject to the [Statutes](#), [Ordinances](#) and

Assessment Offence Procedures	means our procedures for considering allegations of assessment offences
Study Session	means a defined period of time allocated for the study of one or more modules/courses. An Academic Year is broken down into one or more Study Sessions.
Terminating your Course of Study	where we Terminate your Course of Study this may be the highest qualification or an Intermediate Qualification.

**University of London
Procedures for Student
Complaints and Academic
Appeals**

Interruption of studies

1.6



- a) you have completed with us a minimum of one third of the credits required for the qualification;
- b) your Programme Regulations permit this.

Provision for recognition of prior learning

3.12

An offer by us to recognise prior learning will be made in accordance with the provisions of the Regulations and will be

4.3

Assessment attempts

See your Programme Regulations for more detailed information about assessment.

5.9

As soon as you access a time-limited assessment, or enter the Examination Hall, this counts as an assessment attempt.

5.10

If you do not access a timed-limited assessment, or do not attend a written examination, this will not count as an attempt, unless Programme Regulations indicate otherwise.

5.11

If you fail to keep to the instructions for the assessment task, including but not limited to meeting submission dates and complying with word counts, a penalty may apply, or the assessment task may not be accepted. This will count as an assessment attempt unless Programme Regulations indicate otherwise.

5.12

Self-plagiarism

7.4

You must not submit a significant part of the same piece of work more than once, unless your Programme Regulations permit you to do so. This includes, but is not limited to: assignments, essays, projects, reports, papers, dissertations and other work which you have submitted previously for the same module/course, for another module/course, programme or institution, or for publication.

7.5

- b) follow any detailed instructions provided at the time of each assessment, both through the online delivery platform and/or, where applicable, instructions provided by Examination Centre staff;
- c) comply with any requirements to verify your identity, including the presentation of official identification and assessment documentation such as the Admission Notice;
- d) comply with any technical requirements when taking the assessment on your own device as set out in

7.20

You will be informed in advance by us if any further materials (for example, statute books or calculators) are permitted or required, or if your assessment is open book and what this means.

Calculators

7.21

The use of calculators during the time-limited assessment is strictly controlled. Where use of a calculator is allowed, the detailed specification is given in the programme

Access arrangements

9.2

If you have a disability or access requirements, a panel will consider your request for special aids or for extra time in time-limited assessments. The panel will ensure that you are neither disadvantaged nor advantaged by any arrangements made when compared with other students. We cannot guarantee that assessment access arrangements will be possible in every case.

9.3

In exceptional circumstances we may make arrangements for you to take time-limited assessments at an alternative Examination Centre, where this is an option. (This may require an additional fee payment, where appropriate this may be covered by the University). We cannot arrange for you to take oral or practical assessments in an alternative Examination Centre although we may allow you to use special aids during these exams wherever possible.

10 Mitigating circumstances

10.1

Mitigating circumstances are any unforeseen serious circumstances beyond your control which may have adversely affected your academic performance. You must contact us with details of any mitigating circumstances you wish to be considered in the session concerned within three weeks of the last written examination, or before the final submission date in the case of dissertations or credit-bearing coursework. You will be asked to provide supporting evidence in relation to your circumstances. Details of how to submit evidence in support of your claim for mitigating circumstances are available on the [website](#).

Mitigating circumstances are outlined in the Requests for Additional Consideration Policy published on the [student portal](#).

11 Administrative recheck of marks

11.1

The University offers an administrative recheck service for time-limited assessment results. You can apply to have a mark rechecked and verified in line with the procedures and dates outlined in the [student portal](#).

11.2

There is a fee payable for an administrative recheck of your marks. If we find that there was a mistake in your published mark, we will update your student record and refund the relevant fee.

12 Final qualification certificate and diploma supplement

12.1

To be eligible for the award of a qualification, you must have:

- a) registered with us for a Programme;

- b) met the requirements for the relevant qualification and kept to the regulations of the Programme concerned; and
- c) paid all Programme Fees that are due.

We have the right to withhold the qualification certificate if you fail to meet any of these conditions.

12.2

If you have met the conditions to be considered for the award of a qualification, the qualification

15.3

We have the right to revoke your award in line with our procedures if, after you graduate, we find you have committed fraudulent or dishonest actions at any point during your registration with us or provided misleading statements at the point of application. In such cases and where applicable we will inform any relevant professional body.

These General Regulations 2024-2025 were considered and approved by the University